

This process shows the steps and screens required for you to complete a Notice of Hearing using CM/ECF.

**Step 1** - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.

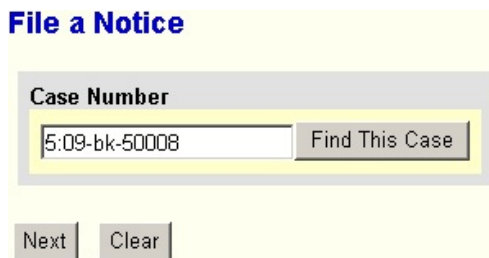


**Step 2** - The BANKRUPTCY EVENTS screen displays.



Click on **Notices** hyperlink.

**Step 3** - The CASE NUMBER screen displays.



Enter the case number for the appropriate case.  
Click the [Next] button.

#### Step 4 - The EVENTS screen displays

##### File a Notice

09-50008 [Mary E. Ridley and John M. Ridley](#)

Type: bk Chapter: 7 v Office: 5 (Macon)  
Judge: jdww Assets: n Case Flag: DebtEd

notice of hearing Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)

Selected Events (click to remove events)

Notice of Hearing

Next

Clear

Select **Notice of Hearing** from the list of events. (If this is for co-debtor relief, chose “Notice of Time to Respond”).

Click the [Next] button.

#### Step 5 - The SELECT PARTY screen displays

##### File a Notice:

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##### Select the Party:

BMW Financial Services NA, LLC, [Creditor]  
Flatau, Trustee William [Trustee]  
Ridley, John M. [Debtor]  
Ridley, Mary E. [Debtor]  
U.S. Trustee - MAC, [U.S. Trustee]  
Wells Fargo Bank, N.A., [Creditor]

[Add/Create New Party](#)

Next

Clear

Select the party that the filing attorney is representing from the list. If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information. For more details on adding parties, see separate instructions: [Adding A Party](#).

Click the [Next] button.

**Step 6 - The SELECT PDF screen displays**

**File a Notice:**

[09-50008 Mary E. Ridley and John M. Ridley](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
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Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

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Select the .pdf file to associate with this event. For more detailed information about .pdf files, see separate instructions: [Converting a Document to PDF](#).

Click the [Next] button.

**Step 7 - The following information screen will appear.**

**Does this notice include an objection deadline?**

▼


Press the drop-down arrow to display the “Yes” or “No” response. Click to highlight and choose “Yes” if your notice includes an objection deadline. You will then need to complete the appropriate fields shown in Step 8 which are related to the objection deadline and hearing date. Click to highlight and choose “No” if your notice does not include an objection deadline.

**Step 8 - The HEARING / OBJECTION DEADLINE INFORMATION screen displays.**

**File a Notice:**


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Type: bk Chapter: 7 v Office: 5 (Macon)  
Judge: jdw Assets: n Case Flag: DebtEd

Objection due date:  

**Hearing Information**

Please obtain a hearing date/time/location by following instructions for the presiding judge's open calendar program local website.

Hearing Date:   Hearing Time:   AM  PM

Location:  

**Confirmation Hearing Information**

Please obtain a hearing date/time/location by following instructions for the presiding judge's open calendar program local website.

Confirmation Hearing Date:   Hearing Time:   AM  PM

Location:  

**Status Hearing Information**

Please obtain a hearing date/time/location by following instructions for the presiding judge's open calendar program local website.

Status Hearing Date:   Hearing Time:   AM  PM

Location:  

**Show Cause Hearing Information**

Please obtain a hearing date/time/location by following instructions for the presiding judge's open calendar program local website.

Show Cause Hearing Date:   Hearing Time:   AM  PM

Location:  

Enter the objection deadline information and/or hearing information ONLY for the type of hearing associated with the motion being filed. Be sure to enter the location of the hearing from the drop down menu.

Click the [Next] button.

The following screen displays:

**File a Notice:**

[09-50008 Mary E. Ridley and John M. Ridley](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdww	Assets: n	Case Flag: DebtEd

Select the category to which your event relates.

answer  
appeal  
auditor  
caseupld  
claims  
cmp  
court  
credtrcd  
misc  
**motion**

Filed  to

Documents  to

Chose the category to which the notice should be associated with. Search can be narrowed by entering data in the “Filed ...to” and “Documents ...to” fields. Click the [Next] button.

**Step 9** - The next screen should display all motions in the case.

**File a Notice:**

[09-50008 Mary E. Ridley and John M. Ridley](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdww	Assets: n	Case Flag: DebtEd

Select the appropriate event(s) to which your event relates:

01/20/2009 [10](#) Motion for Relief from Stay with Waiver of 30-Day Requirement, Notice of Hearing, and Certificate of Service. Fee Amount \$150, filed by Creditor Wells Fargo Bank, N.A. Hearing scheduled for 3/9/2009 at 02:00 PM at Macon Courtroom B (Hart, A.)

Check the box next to the motion the notice of hearing is associated with. In Steps 8 and 9 above, link to all related documents that the notice should be associated with (i.e. motion, objection to the motion, etc...)

Click the [Next] button.

An advisory message appears to alert you that on the next screen, you must place a check in the box next to the document that your Notice of Hearing relates to and **NOT** to place a check in the box next to the statement: “create a schedule record for current docket entry.”

Click the [Next] button to display the screen referred to in this advisory message.

**File a Notice:**

[09-50008 Mary E. Ridley and John M. Ridley](#)

Type: bk Chapter: 7 v Office: 5 (Macon)  
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**NEXT YOU *MUST* PLACE A CHECK NEXT TO THE DOCUMENT TO WHICH THIS HEARING RELATES IN ORDER FOR THIS MATTER TO APPEAR ON THE CALENDAR. DO NOT PUT A CHECK BY CREATING A SCHEDULE RECORD FOR CURRENT DOCKET ENTRY.**

**Step 10 - The SCHEDULE RECORDS screen appears next.**

**File a Notice:**

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Type: bk Chapter: 7 v Office: 5 (Macon)  
Judge: jdww Assets: n Case Flag: DebtEd

Type	hrg
Date	4/17/2009
Time	09:00
Location	Macon Courtroom B
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

Create Schedule record for current docket entry.

01/20/2009 [10](#) Motion for Relief from Stay with Waiver of 30-Day Requirement, Notice of Hearing, and Certification of Service. Fee Amount \$150, filed by Creditor Wells Fargo Bank, N.A. Hearing scheduled for 3/9/09, 02:00 PM at Macon Courtroom B (Hart, A.)

Place a check mark in the box next to the motion that the notice of hearing is associated with. **DO NOT** check the box next to Create Schedule record for current docket entry.

**Step 11** - The DOCKET TEXT: MODIFY AS APPROPRIATE appears.

**File a Notice:**

[09-50008 Mary E. Ridley and John M. Ridley](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdww	Assets: n	Case Flag: DebtEd

**Docket Text: Modify as Appropriate.**

Notice of Hearing  filed by Creditor Wells Fargo Bank, N.A. (related document(s)[10] Motion for Relief From Stay) Hearing scheduled for 4/17/2009 at 09:00 AM at Macon Courtroom B (Jones, Joanna)

Use the drop-down menu if necessary. There is also a text box to enter additional information if necessary.

Click the [Next] button.

**Step 12** - The FINAL DOCKET TEXT screen appears.

**File a Notice:**

[09-50008 Mary E. Ridley and John M. Ridley](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdww	Assets: n	Case Flag: DebtEd

**Docket Text: Final Text**

Notice of Hearing filed by Creditor Wells Fargo Bank, N.A. (related document(s) [10] Motion for Relief From Stay) Hearing scheduled for 4/17/2009 at 09:00 AM at Macon Courtroom B (Jones, Joanna)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.

If the docket text is incorrect, click the [Back] button to find the screen you need to modify. To abort or restart the transaction, click an option on the blue CM/ECF Main Menu Bar.

Click [Next] button if correct.

**Step 13 - The NOTICE OF ELECTRONIC FILING screen displays.**

**File a Notice:**

[09-50008 Mary E. Ridley and John M. Ridley](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdww

Assets: n

Case Flag: DebtEd

**U.S. Bankruptcy Court**

**Middle District of Georgia**

**Notice of Electronic Filing**

The following transaction was received from Joanna Jones entered on 2/20/2009 at 4:27 PM EST and filed on 2/20/20

**Case Name:** Mary E. Ridley and John M. Ridley

**Case Number:** [09-50008](#)

**Document Number:** [14](#)

**Docket Text:**

Notice of Hearing filed by Creditor Wells Fargo Bank, N.A. (related document(s)[10] Motion for Relief From Stay) H scheduled for 4/17/2009 at 09:00 AM at Macon Courtroom B (Jones, Joanna)

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original filename:** I:\PDFs\Claims\08-11568\_Proof of Claim\_2\_18\_2009\_1\_06\_50\_PM.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=970768733 [Date=2/20/2009] [FileNumber=7040256-0]

[9ce60a2a6842b8f7c841c13e7524c697d0ff9bd14c81c6fe3b6e72b2348881fd368f

46bee37d7ead26e91de5327ef01635b0df916c322ddf2c3a06858188913e]]

**09-50008 Notice will be electronically mailed to:**