

**Answer/Response/Objection filed in Reference to an Existing Motion/Application** - The hearing information of the original pleading is to be included when docketing this event.

Step	Action
1	Select <b>Bankruptcy &gt; Answer/Resp/Obj &gt; Reference an Existing Motion/Application</b> . Enter case number. <b>Next</b> .
2	Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select the appropriate event. <b>Next</b> . If this answer/response/objection is not filed jointly with another attorney, then select <b>Next</b> and proceed to the following screen.
3	<p>At <b>Select the Party</b> screen highlight party or <b>Add/Create New Party</b>.</p> <ul style="list-style-type: none"> <li>• Search by SSN/ITIN or type last name in Last/Business name field. <b>Search</b>. Highlight and <b>Select name from list</b> OR</li> <li>• If no match found - <b>Create New Party</b>.</li> <li>• Type information in appropriate fields and select party role. <b>Submit</b>.</li> <li>• The party should be highlighted. <b>Next</b>.</li> </ul>
4	Create the attorney/party association by leaving box checked. This establishes the link for electronic noticing. <b>Next</b> .
5	Select <b>Browse</b> to <b>Select the PDF Document</b> . Locate and verify the PDF document you wish to file. Select Open to attach the PDF. <b>Next</b> .
6	Click in the check box <b>Refer to Existing Event(s)</b> . Enter date, time and location of the hearing. <b>Next</b> .
7	Select the appropriate category. <b>Next</b> . Select the appropriate event(s). <b>Next</b> .
8	Verify Docket Text and Modify as Appropriate. <b>Next</b> . Final Docket text appears with the question “Have you redacted?” for the purpose of giving you an opportunity to double check your document for personal information. <b>Next</b> .
9	The Notice of Electronic Filing screen appears and your transaction is complete.