

**Reference Guide**

Motion to Shorten Notice Requirement

Step	Action
1	Select <b>Bankruptcy &gt; Motions/Applications</b> . Enter the 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 <b>Shorten Notice Requirement - Next</b> . Bypass <b>Joint Filing with other Attorney(s) - Next</b> .
3	At <b>Select the Party</b> screen highlight party or <b>Add/Create New Party</b> . <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 is 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 clicking in the check box. This establishes the link for electronic noticing - <b>Next</b> .
5	Type “Y” or “N” as appropriate in the text field “Was a Hearing Notice Filed with This Motion?” <ul style="list-style-type: none"> <li>• Type “Y” for cases assigned to Judge Stone. The Motion to Shorten Notice will go on for hearing on the same date and time as the Original Pleading.</li> <li>• Cases assigned to Judge Krumm, the Motion to Shorten Notice may be resolved prior to the hearing by submitting an order by email to <a href="mailto:CMOrders@vawb.uscourts.gov">CMOrders@vawb.uscourts.gov</a>.</li> </ul>
6	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> .
7	Instruction Screen <b>Relate This Filing To The Original Pleading And Set For Hearing</b> - <b>Next</b> . Select the appropriate event to which the Motion relates - <b>Next</b> .
8	<b>Hearing Information</b> screen displays if “Y” was chosen. Include the Date, Time and Location as appropriate - <b>Next</b> .
	Verify Docket Text and Modify as Appropriate - continue docketing - the Notice of Electronic Filing screen appears and your transaction is complete.