

United States Bankruptcy Court - Western District of Virginia

**Reference Guide**

Response 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> . Bypass <b>Joint Filing with other Attorney(s)</b> - <b>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 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” in the text field “Was a Hearing Notice Filed with This Motion?” - <b>Next</b> .
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> . Enter date, time and location of the hearing - <b>Next</b> .
7	Click in the check box <b>Refer to Existing Event(s)</b> - <b>Next</b> . Highlight Motion - <b>Next</b> . Select the appropriate event(s)- <b>Next</b> .
8	Enter the <b>Hearing Information</b> of the related Motion - <b>Next</b> .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.