

# MOTION FILING

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## Applicable Local Rules

Please review the local rules regarding motion filings.

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| Local Rule 9013-1. Motions - Form               |
| Local Rule 9013-2. Motions – Service and Notice |
| Local Rule 9006-1. Time Periods                 |

## Courtroom Deputy

Contact the Courtroom Deputy for the judge assigned to the case to obtain a hearing date and time.

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| Chief Judge Katherine A. Constantine – contact <a href="mailto:mnb_constantine_hearings@mnb.uscourts.gov">mnb_constantine_hearings@mnb.uscourts.gov</a> |
| Judge William J. Fisher – contact <a href="mailto:mnb_fisher_hearings@mnb.uscourts.gov">mnb_fisher_hearings@mnb.uscourts.gov</a>                        |


## Motion Requirements

A complete motion must include the following documents:

|  |
|--|
| A Notice of Hearing and Motion (must substantially comply with Local Form 9013-1.) |
| Memorandum of Facts and Law  |
| If facts are at issue, a verification of motion or exhibits                        |
| Proposed Witness List, if applicable   |
| Proposed Order   |
| Proof of Service, if required  |


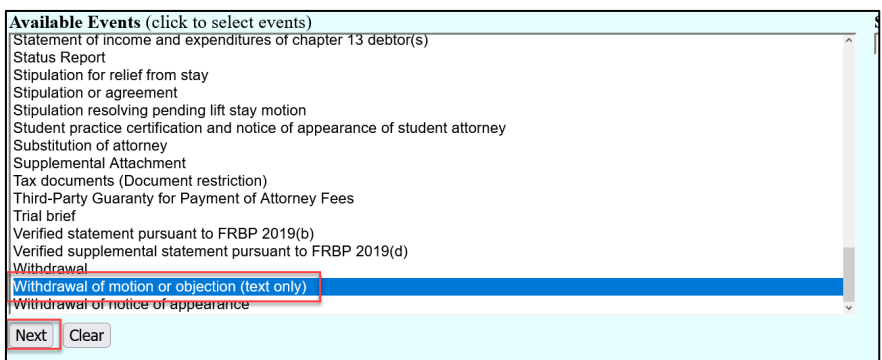
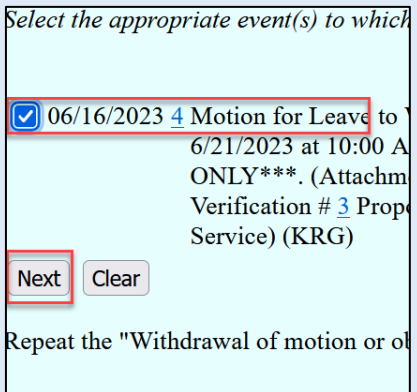
## Separating attachments

When filing the above required documents, please follow the steps below to file them as separate attachments to the main motion document.

|   |   |
|---|---|
| <p>1. When uploading a document, select the main document as the file to upload.</p> <p>Then select the Yes to attach documents.</p> <p>Click Next.</p>   | <p><b>Date filed</b> 6/16/2023 </p> <p><b>Filename</b><br/>Browse... Motion.pdf</p> <p><b>Attachments to Document:</b> <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p><b>Next</b> <b>Clear</b></p>   |
| <p>2. Add each additional document to the list as attachments.</p> <p>1. Locate the file.</p> <p>2. Add a description using either the category drop down menu <b>OR</b> the description box.</p> <p>3. Select Add to List to upload file.</p> <p>Repeat steps 1-3 until all attachments have been added.</p> <p>Click Next to move forward in docketing.</p> | <p><b>Select one or more attachments.</b></p> <p>1) <i>Select the PDF document that contains the attachment.</i></p> <p><b>Filename</b><br/>Browse... Memorandum of Law.pdf</p> <p>2) <i>Fill in the fields below.</i></p> <p><b>Category</b> Memorandum of law <b>and/or</b> <b>Description</b> Memorandum of Law</p> <p>3) <i>Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.</i></p> <p><b>Add to List</b></p> <p><b>Remove from List</b></p> |

## Withdrawal of Motion or Objection

Utilize the instructions below to file a withdrawal of motion or objection, which is a text-only event to convey the withdrawal to the court and other parties involved in the matter. Attorneys should pay careful attention when linking the text only entry to the motion or objection they wish to withdraw.

|  |   |
|--|---|
| <p>1. Under the Bankruptcy tab, go to Post-Petition Events &gt; Other case Events.</p> |    |
| <p>2. Select Withdrawal of Motion or Objection.</p> <p>Click Next.</p>                 |  |
| <p>3. Select the correct motion to be withdrawn.</p> <p>Click Next.</p>                |  |