

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Motion to Defer Adversary Proceeding Filing Fee

Step	Action
1	Select Bankruptcy > Motions > Entry of Order . Enter Adversary case number - Next
2	Search for event by typing a keyword or partial words. The search is not case sensitive. Click to select Entry of Order - Next .
3	Do not check box for Joint filing with other attorney(s) - Next .
4	At Select the Party screen highlight party or Add/Create New Party . <ul style="list-style-type: none"> • Search by SSN/ITIN or type last name in Last/Business name field - Search. Highlight and Select name from list OR • If no match is found - Create New Party. • Type information in appropriate fields and select party role - Submit. • The party should be highlighted - Next.
5	Create the attorney/party association box must be checked to establish the link for electronic noticing - Next
6	Type “Y” or “N” as appropriate in the text field “Was a Hearing Notice filed with this Motion?” - Next
7	Select Browse to Select the PDF Document . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - Next
8	Check box for Refer to existing event - Next . Select the appropriate event to which the Motion relates - Next .
9	Hearing Information screen displays if “Y” was chosen. Include the Date, Time and Location as appropriate - Next .
10	Check appropriate event in which the Motion relates - Next .
11	Add in white text box “ to Defer Fee ” - Next .
12	Verify Docket Text - Next . Notice of Electronic Filing screen appears and your transaction is complete.