

**United States Bankruptcy Court - Western District of Virginia
Reference Guide**

Motion to Shorten Notice Requirement

Step	Action
1	Select Bankruptcy > Motions/Applications . Enter the case number - Next .
2	Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Shorten Notice Requirement - Next . At Select the Attorney screen, either select attorney or add/create attorney. Next
3	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.
4	Type “Y” or “N” as appropriate in the text field “Was a Hearing Notice Filed with This Motion?”
5	Select Browse to Select the PDF Document . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - Next .
6	Instruction Screen Relate This Filing To The Original Pleading And Set For Hearing - Next . Select the appropriate event to which the Motion relates - Next .
7	Hearing Information screen displays if “Y” was chosen. Include the Date, Time and Location as appropriate - Next . Make sure correct Judge is displayed. Verify Docket Text and Modify as Appropriate - continue docketing - the Notice of Electronic Filing screen appears and your transaction is complete. If “No” was chosen, select Next. Verify Docket Text and Modify as Appropriate - continue docketing - the Notice of Electronic Filing screen appears and your transaction is complete.
8	Check CMOrders for proposed order shortening notice requirement. If no proposed order, enter deficiency order.
9	If motion to shorten needs to be set for hearing, contact the courtroom deputy for that court location.