



IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF PUERTO RICO
José V. Toledo Post Office & Courthouse Federal Building
300 Recinto Sur St, Suite 109
San Juan, Puerto Rico 00901

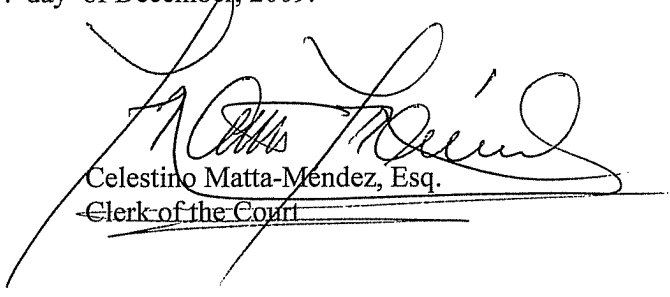
Notice to the Bar and the Public

In Re: Issuance of Notice/Summons through CM/ECF for Motions for Relief from Stay Under 362 (e) filed before the Honorable Judge De Jesus

Effective on December 21, 2009, the Clerk's Office will be issuing the Notice/Summons setting Preliminary Hearing for Motions for Relief from Stay Under 362 (e) filed before the Honorable Judge De Jesus through CM/ECF. The Bar is advise to comply with the following procedure:

1. The Motions for Relief from Stay under 362 (e) must be filed with a proposed notice attached selecting under the Bankruptcy Menu; Motion/Applications; the event: **"Relief from Stay with Proposed Notice"**. Once processed, the entry will read **"Motion for Relief From Stay Under 362[e] with proposed notice attached"**.
2. The proposed notice *form* which is *Local Form P.R. LBF F* (available through our web page), shall be filed in pdf format as a separate attachment from the Motion for Relief. Separate instructions as to how to process the event are hereby attached.
3. The proposed notice must include the following information: the case number, debtor's name, movant's name, respondent's name and movant or his attorney's name and address.
4. The assigned calendar case manager from Judge De Jesus' team will issue the notice in CM/ECF and will notify it electronically to the movant using the "Notice of Motion for Relief of Stay" event.
5. Movant will then be required to download the notice issued and comply with service requirement under LBR 4001-1 (c).
6. For any questions or further assistance you may contact Mr. Alvin Centeno at 787-977-6102.

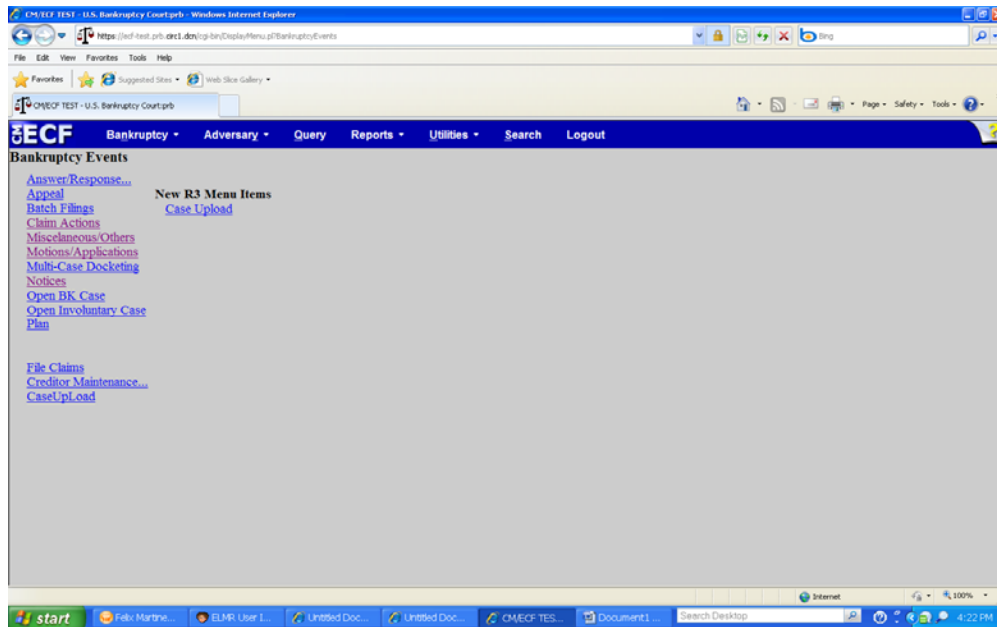
In San Juan, Puerto Rico, this 21st. day of December, 2009.


Celestino Matta-Mendez, Esq.

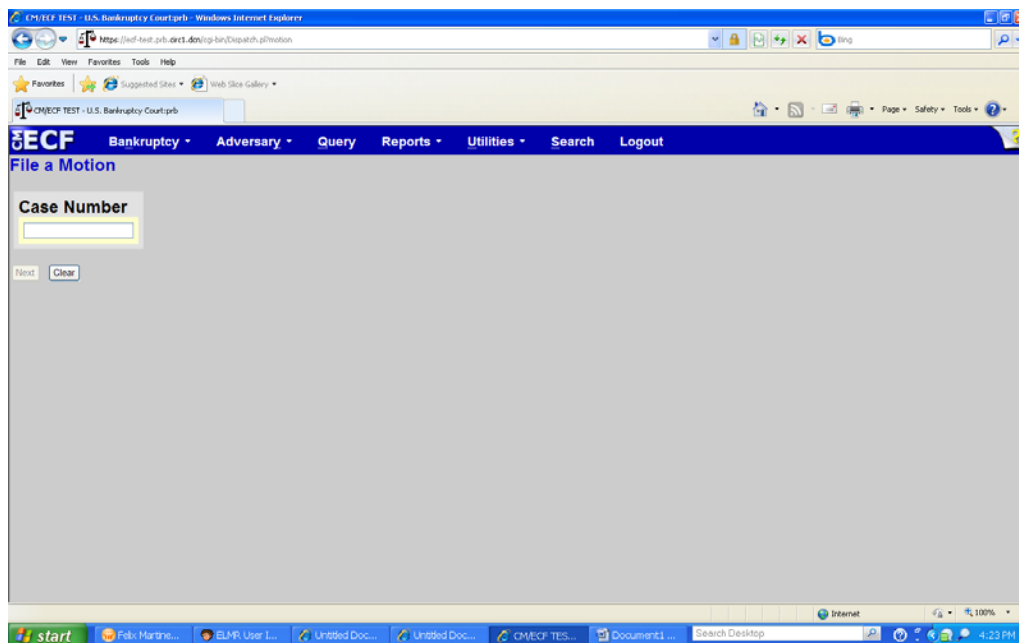
Clerk of the Court

MOTION FOR RELIEF FROM STAY UNDER §362
FILING INSTRUCTIONS FOR CASES FILED BEFORE HON. SARA DE JESUS

1. Log into CM/ECF
2. Select under the Bankruptcy Menu **Motions/Applications** - (see screen shot)



3. Enter the Case Number where the motion need to be filed and hit **Next** - (see screen shot)



4. Verify that the case information displayed is correct, select from the Available Events pick list **Relief from Stay with Proposed Notice (SEK)** and hit **Next** - (see screen shot)

CFECP TEST - U.S. Bankruptcy Court prb: Windows Internet Explorer
https://ecf-test.prb.dcl.dn.uscourts.gov/Dispatch.ppt?743953012422923

File Edit View Favorites Tools Help

CFECP TEST - U.S. Bankruptcy Court prb

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

09-00015-SEK13 MIGDALIA INES GARCIA COSME and ORLANDO JAVIER VELAZQUEZ CORNIER

Type: bk Chapter: 13 v Office: 4 ()
Assets: y Judge: SEK Case Flag: PlnDue, B21FORM

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Reconsideration
- Reconsideration Of Dismissal
- Redeem Property of the Estate (v3.1)
- Reinstatement of Retiree Benefits (v2.7)
- Reject Lease or Executory Contract (v3.1)
- Relief From Stay Under 1301 Or 1201
- Relief From Stay Under 362
- Relief from Stay with Proposed Notice (SEK)**
- Remove Debtor as Debtor in Possession (v3.1)
- Remove Professional (v3.1)
- Remove Trustee (v3.1)

Next Clear

Selected Events (click to remove events)

- Relief from Stay with Proposed Notice (SEK)

Done

start Felix Martinez - L... ELM User Inter... 5 Internet Expl... Document1 - M... Search Desktop 4:27 PM

5. On the following screens select or enter the corresponding information and hit **Next** - (see screen shot)

CFECP TEST - U.S. Bankruptcy Court prb: Windows Internet Explorer
https://ecf-test.prb.dcl.dn.uscourts.gov/Dispatch.ppt?755258549929956

File Edit View Favorites Tools Help

CFECP TEST - U.S. Bankruptcy Court prb

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-00015-SEK13 MIGDALIA INES GARCIA COSME and ORLANDO JAVIER VELAZQUEZ CORNIER

Type: bk Chapter: 13 v Office: 4 ()
Assets: y Judge: SEK Case Flag: PlnDue, B21FORM

☐ Joint filing with other attorney(s).

Next Clear

Done

start Felix Martinez - L... ELM User Inter... 5 Internet Expl... Document1 - M... Search Desktop 4:41 PM

6. Select the corresponding Party and hit **Next** - (see screen shot) continue filling the information required on the following screens until you get to the step 7 screen.

The screenshot shows the ECF (Electronic Case Filing) interface in a Windows Internet Explorer browser. The page title is "File a Motion:". The case information displayed is: 09-00015-SEK13 MIGDALIA INES GARCIA COSME and ORLANDO JAVIER VELAZQUEZ CORNIER. The case details are: Type: bk, Chapter: 13 v, Office: 4 (), Assets: y, Judge: SEK, Case Flag: PlnDue, B21FORM. The "Select the Party:" section has a dropdown menu with the following options: GARCIA COSME, MIGDALIA INES [Debtor], Puga, Nancy [U.S. Trustee], and VELAZQUEZ CORNIER, ORLANDO JAVIER [Joint Debtor]. There is a link "Add/Create New Party" next to the dropdown. At the bottom of the section are "Next" and "Clear" buttons. The browser's address bar shows the URL: https://ecf-test.prls.dlct.dia.gov/bv/Dispatch.pl?10096450329754.

7. Select the motion PDF document by selecting Browse to search the Filename. After you select the motion file, select **YES** for Attachments to Documents and hit **Next** - (see screen shot)

The screenshot shows the ECF (Electronic Case Filing) interface in a Windows Internet Explorer browser. The page title is "File a Motion:". The case information displayed is: 09-00015-SEK13 MIGDALIA INES GARCIA COSME and ORLANDO JAVIER VELAZQUEZ CORNIER. The case details are: Type: bk, Chapter: 13 v, Office: 4 (), Assets: y, Judge: SEK, Case Flag: PlnDue, B21FORM. The "Select the pdf document (for example: C:\199cv501-21.pdf)." section has a "Filename" label and a text input field containing "C:\Documents and Settings\MartinezF\De...". There is a "Browse..." button next to the input field. Below the input field is the "Attachments to Document:" section with radio buttons for "No" and "Yes". At the bottom of the section are "Next" and "Clear" buttons. The browser's address bar shows the URL: https://ecf-test.prls.dlct.dia.gov/bv/Dispatch.pl?10096450329755.

8. Select the Proposed Notice PDF document by selecting Browse to search the Filename. Under **Type** select **Proposed Notice**, click **Add to List**, - (see screen shot)

CM/ECF TEST - U.S. Bankruptcy Court

File a Motion:

09-00015-SEK13 MIGDALIA INES GARCIA COSME and ORLANDO JAVIER VELAZQUEZ CORNIER

Type: bk Chapter: 13 v Office: 4 ()
Assets: y Judge: SEK Case Flag: PlnDue, B21FORM

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
C:\Documents and Settings\MartinezF\Di\ Browse

2) Select a document type, and/or enter a description.

Type Description
Proposed Notice

3) 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.

Add to List
Remove from List
Next

9. Wait for the document to be added to the list and hit **Next**, continue filling the information required on the following screens until you get to the step 10 screen.

CM/ECF TEST - U.S. Bankruptcy Court

File a Motion:

09-00015-SEK13 MIGDALIA INES GARCIA COSME and ORLANDO JAVIER VELAZQUEZ CORNIER

Type: bk Chapter: 13 v Office: 4 ()
Assets: y Judge: SEK Case Flag: PlnDue, B21FORM

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
Browse

2) Select a document type, and/or enter a description.

Type Description
Proposed Notice

3) 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.

C:\akapath\Summos received-date added.pdf Add to List
Remove from List
Next

10. Verify the docket entry and hit next to submit it (see screen shot)

CFR TEST - U.S. Bankruptcy Court:prb - Windows Internet Explorer

https://ecf-test.prb.crc1.dn/eg-bin/Dispatch.pl?12405658409614

File Edit View Favorites Tools Help

ONECF TEST - U.S. Bankruptcy Court:prb

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-00015-SEK13 MIGDALIA INES GARCIA COSME and ORLANDO JAVIER VELAZQUEZ CORNIER

Type: bk Chapter: 13 v Office: 4 O
Assets: y Judge: SEK Case Flag: PlnDue, B21FORM

Docket Text: Final Text
Motion for Relief From Stay Under 362[e] with proposed notice. (Filing fee: \$ 150.) With Declaration under servicemember civil relief act of 2003. (Attachments: # (1) Proposed Notice) filed by ATTORNEY TRAIN on behalf of MIGDALIA INES GARCIA COSME [TRAIN, ATTORNEY]

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Waiting for https://ecf-test.prb.crc1.dn/eg-bin/Dispatch.pl?12405658409614...

start Felix Martinez - L... ELMR User Inter... Internet Expl... Document1 - M... Search Desktop 5:27 PM

Users are required to file the main motion and the Proposed Notice on separate documents. Please be sure to follow steps 7 and 8 as described on this document. If the wrong event is selected the system will give you an error message and you will need to start the filing process again. If you forget to attach the proposed notice the system will prompt you to return to prior screen and do it correctly. In case of any questions or problems related to this matter feel free to contact the CM/ECF Help Desk at 787-977-6115.