

Response/Objection to an Existing Motion/Application Batch Upload Instructions

(Effective May 18, 2004)

Responses, objections, replies, and other documents that refer to an existing motion or application, together with the service documents and support documents pertaining to them, may be uploaded in a single .zip file as a Response/Objection to an Existing Motion/Application batch. The following rules apply to Response/Objection to an Existing Motion/Application batches:

- Response/Objection to an Existing Motion/Application batches shall include response/objection/reply files, declaration files, proof of service files and supporting document files ONLY.
- Response/Objection to an Existing Motion/Application batches need not include declaration, proof of service, or supporting document files. However, any declarations, proof of service documents, and/or support documents related to the responses, objections and replies in a Response/Objection to an Existing Motion/Application batch shall be included in and uploaded as part of the same Response/Objection to an Existing Motion/Application batch.
- Response/Objection to an Existing Motion/Application batches may include only one response/objection document file with a particular case number and docket control number combination in the filename. However, they may include more than one declaration file, proof of service file, and/or supporting document file with the same case number and docket control number combination in the file name.

How to Create a Response/Objection to an Existing Motion/Application Batch

1. Save each document to be uploaded in a separate .pdf file (one document per file).
2. Use the following naming convention to name each file to be uploaded as part of a Response/Objection to an Existing Motion/Application batch:

YYYY-NNNN-XXXX-DDD-NNN-S.pdf

where

- a. **YYYY-NNNN** is the number of the bankruptcy case or adversary proceeding in which the document will be filed. Bankruptcy case and adversary proceeding numbers must be 10 characters in length and shall consist of a four digit year (YYYY), a hyphen (-), and a five digit sequence number (NNNNN). Adversary proceeding sequence numbers shall include a leading zero (0NNNN).

- b. **XXXX** is one of the following codes that indicates the type of document in the file:

RSP – response, objection or reply to an existing motion or application
DECL - declaration
POS – proof of service
SUP – support document

- c. **DDD-NNN** represents the docket control number (DCN) assigned to the motion/objection. Pursuant to Local Bankruptcy Rule 9013-1(c)(3), the docket control number shall consist of no more than 3 letters (which may be the initials of the attorney for the moving party or the first three initials of the law firm for the moving party) and the number that is one higher than the number of motions previously filed by said attorney or law firm in connection with that specific bankruptcy case. Symbols, such as ampersands, and special characters should not be used in docket control numbers.

In the file naming convention for Response/Objection to an Existing Motion/Application batches, **DDD** represents the portion of the docket control number consisting of no more than three letters, and **NNN** represents the number portion of the docket control number. A hyphen is used in the filename to separate the two portions of the docket control number.

- d. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters that will uniquely identify files with the same case number, docket control number, and document code in the filename, and may include portions of account numbers or client initials, if you choose. For example, declarations of three different individuals (Jane Doe, John Q. Public, and Mary Jean Roe) in response to a motion with docket control number ABC-8 may be submitted in the same Response/Objection to an Existing Motion/Application batch for case number 04-50001 in files named 2004-50001-DECL-ABC-8-1JD.pdf, 2004-50001-DECL-ABC-8-1JQP.pdf, and 2004-50001-DECL-ABC-8-1MJR.pdf

The following are examples of properly named .pdf files in a Response/Objection to an Existing Motion/Application batch:

Batch 1 (response/objection file, with optional declaration and proof of service files)

2003-55555-RSP-ABC-1.pdf
2003-55555-DECL-ABC-1-1.pdf
2003-55555-POS-ABC-1-1.pdf

Batch 2 (response/objection file and optional supporting document file with a separate proof of service file for each)

2003-03333-RSP-DEF-123.pdf
2003-03333-SUP-DEF-123-1.pdf
2003-03333-POS-DEF-123-1.pdf
2003-03333-POS-DEF-123-2.pdf

Batch 3 (documents in the same bankruptcy case with different docket control numbers; documents in a bankruptcy case and adversary proceeding with the same docket control number)

2003-55555-RSP-ABC-123.pdf
2003-55555-SUP-ABC-123-1.pdf
2003-55555-DECL-ABC-123-1.pdf
2003-55555-POS-ABC-123-1.pdf
2003-55555-RSP-MNO-11.pdf
2003-55555-POS-MNO-11-1.pdf
2003-04444-RSP-MNO-11.pdf
2003-04444-POS-MNO-11-1.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:
 - a. Select the .pdf document files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.
 - b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).
 - c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.
4. You are now ready to upload the .zip file containing your batch as follows.
 - a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.
 - b. Select the **Response/Objection to an Existing Motion/Application** radio button.

- c. Click the **Browse** button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.
 - d. Click the **Submit** button to complete your upload.
5. When upload is complete, you will be redirected to a confirmation page displaying the confirmation numbers for each .pdf file included in the .zip batch.