

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF LOUISIANA**

**Combined Motions: Two Step Filing Requirements  
Shreveport/Monroe Division Cases**

The new **Combined Motion** format is **one document that includes the Motion, the Notice of Hearing, and the Certificate of Service**. Although there is one PDF, two entries must be made during filing. The first is the filing of the Combined Motion, and the second is the self-calendaring entry. Filing information is listed below.

1. File **Motion** (PDF attached to filing entry)
  - Motion events are located under **Bankruptcy** and **Motions/Applications** in CM/ECF
  - *Chapter 13 Motion to Modify Plan* - Court Form includes hearing and certificate information.
  - All other *Motions* – New format includes hearing and certificate information. Please see Sample Motions <http://www.lawb.uscourts.gov/content/judge-jeffrey-p-norman>
  
2. **Hearing Set – Motions**
  - There are two Hearing Set events available, and they are located under **Bankruptcy** and **Notices** in CM/ECF.
    - **Hearing Set – Motions (Definite Hearing) – JSH** (Virtual entry - No PDF attached)
    - **Hearing Set – Motions (IF AND ONLY IF Objections) – JSH** (Virtual entry - No PDF attached)
  - The entry must be linked to the *Motion*.
  - Select the preset hearing referenced in the motion so that the matter will be accurately calendared.
  - The Final Docket Text will read similar to the following.
    - Hearing (Re: 44 Motion to Vacate). Hearing scheduled for 6/8/2016 at 01:30 PM at Courtroom Four, Shreveport. Filed by John Doe on behalf of Jane Doe.
    - Reserved Hearing (Re: 22 Motion for Relief from Stay), IF AND ONLY IF Objection, A Hearing Will Be Held, 06/01/2016, 01:30 PM, at Courtroom Four, Shreveport. Filed by John Doe on behalf of The Creditor.

*Note: Hearing dates are available in CM/ECF under the **Reports** tab and **CHAP Chamber Presets**. Please contact the Clerk's office for dates that are not currently listed. (318)676-4267.*