
APPLICATION TO SHORTEN TIME

An [Application to Shorten Time](#) (with the proposed order attached) is filed separate and subsequent to the underlying motion. **Do not set a hearing in either the motion or the application event;** this will be done by the Court when a ruling is made on the Application to Shorten Time.

After electronically filing the motion and application, you **must** contact the judge by e:mail or telephone advising them of the emergent filing.

NOTE: Because the Application to Shorten Time is linked to the related Motion, the Motion must be filed first. Refer to the appropriate Motion instructions for further information on filing Motions. The following instructions are for the Application to Shorten Time.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Shorten Time** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
-  *TIP - If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association.*
- STEP 7** Click [NEXT] to **skip adding this application to the judge's calendar**
-  *TIP - The hearing on the Motion is set by the court when the order is docketed.*
- STEP 8** Upload PDF file and any attachments, click [NEXT]

☛ *TIP - Supporting documents such as Certifications and proposed orders must be uploaded as an ATTACHMENT to the Application.*

STEP 9 Select the category to which your event relates; click [NEXT]

STEP 10 Place a check in the box next to the matter that is to be heard on short notice; click [NEXT]

STEP 11 Confirm case name and number; click [NEXT]

STEP 12 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Application to Shorten Time re: Motion to Sell Filed by John Hughes on behalf of Julius Erving , Tasha Erving (related document(s)[157]) .
(Attachments: # (1) Certification # (2) Certificate of Service # (3) Proposed Order) (Hughes, John)**

STEP 13 Notice of Electronic Filing displays

NOTIFY THE JUDGE VIA E:MAIL OR PHONE OF THE EMERGENT FILING