

Motion to Shorten Time

Last Updated: February 8, 2024

[Local Rules of Bankruptcy Procedure 9013-1\(d\)\(3\)](#)

Event: Bankruptcy > Motions/Applications > Shorten Time

These procedural steps are provided to aid in docketing the required documents in CM/ECF. Please refer to local and federal rules and each [Judge's procedure page](#) for specific information that may be applicable to motions or motions to shorten time.

A motion to shorten time must be filed separately from the underlying motion

Counsel should file the following in this order:

- 1) the underlying substantive motion (no hearing set),
- 2) the ex parte motion to shorten time, and
- 3) a received unsigned order shortening time (using the "Order Upload" docket event).

Motion to shorten time must include a certification by the movant's attorney in writing stating the efforts made to give notice to opposing counsel of the movant's intent to bring a motion on shortened time and the reasons why further notice should not be required.

Received unsigned order shortening time must include:

- 1) the proposed date and time of the hearing on the underlying motion,
- 2) the proposed response date, and
- 3) a deadline for providing notice of the underlying substantive motion to parties in interest, which shall be no later than 24 hours after entry of the order shortening time.

*The Court may change the proposed dates and times set forth in the order shortening time.

Notice of a hearing on shortened time should be given to all parties in interest within the deadline set forth in the signed order shortening time that sets the hearing on the underlying motion and response date.

Instructions for Filing a Motion to Shorten Time

- 1) From the main menu select **Bankruptcy**
- 2) Select **Motions/Applications**
- 3) Enter the Case Number – Click **Submit**
- 4) Select **Shorten Time** – Click **Submit**
- 5) Select the **Party** from the drop down menu – Click **Submit**
- 6) **Does this motion require a hearing? [y/n] – Select n**
- 7) Browse and attach the documents – Click **Submit**
- 8) Hearing Information – **Do not enter hearing information, the hearing will be set when the Order Shortening Time is entered.**
- 9) **Is Proof of Service Included? [y or n] – Select (n)** – Proof of Service will be filed after the Order Shortening Time is entered
- 10) From the drop-down menu, select Ex Parte and add the title of the underlying motion. click **Submit**.
- 11) Docket Text: Final Text – click **Submit**