

## Guide to Filing Multiple Relief Motions

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If a pleading seeks relief from the court, then the pleading should be filed as a motion. A motion may contain more than one relief, i.e., Motion for Summary Judgment and Request for Oral Argument. When filing a motion that contains multiple reliefs, all types of reliefs should be selected in ECF. See [Section XII, Motions, Administrative Policy Governing Electronic Filing and Service](#).

Memorandums or briefs in support of motions should be filed using the event Memorandum in Support under the Response and Replies category and must be linked to the motion.

Proposed orders should NOT be filed or attached to a motion or memorandum. See [Section XXI, Proposed Documents, Administrative Policy Governing Electronic Filing and Service](#).

1. Select all of the appropriate reliefs from the Available Events list so that the reliefs show up in the Selected Events box. Ensure that all the appropriate reliefs are in the Selected Events box. Select as many reliefs as applicable.

*Figure 1 - Motion relief screen*

The screenshot displays the 'Motions' interface. At the top, there is a search bar with the placeholder text 'Start typing to find another event.' Below this, there are two main sections: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Extension of Time to Complete Discovery, Extension of Time to File Answer, Extension of Time to File Document, Extension of Time to File Response/Reply, File Excess Pages, Forfeiture of Property, Hearing (highlighted in blue), In Limine, Intervene, Issuance of Warrant in rem, Judgment Based on ADR Settlement, Judgment Debtor Exam, Judgment NOV, Judgment as a Matter of Law, and Judgment of Forfeiture. The 'Selected Events' list includes: Summary Judgment and Hearing. At the bottom of the interface, there are two buttons: 'Next' and 'Clear'.

2. Click the Next button to continue the filing.
3. The docket text will reflect all of the reliefs that were selected.