

## Notice of Appearance or Request for Notices

This guide provides step-by-step instructions on how to file a Notice of Appearance, Appearance on a Special Matrix or Request for Notices.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Event screen displays.
  - a. Click the Notice of Appearance hypertext link.
  - b. For Creditor Agents this event is found here: Bankruptcy > Creditor Filer/Limited Use Participants > Misc. Events > Appearances
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
4. The Available Events screen displays.
  - a. Select the Notice of Appearance, Appr on Special Matrix or Request for Notices event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Leave the party's address blank.
  - d. Click Next.
  - e. Click Next again to continue.
6. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. Question appears "Is this a Request for Notices, Notice of Appearance or Request to be Placed Upon a Special Matrix?"
  - a. Choose the appropriate selection from the drop-down menu.
  - b. Click Next
8. The PDF document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- c. Click Next
- 9. The “Docket Text: Modify as Appropriate” screen displays.
  - a. Proof this screen carefully! This is what will print on the docket sheet.
  - b. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - c. The drop-down menu allows you to modify the text to reflect Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental – only choose one of these options if they apply. Otherwise, keep the selection on the blank line.
  - d. If the docket text is correct, click on the Next button.
- 10. The “Docket Text: Final Text” screen displays
  - a. This is the last opportunity to make any changes before the document is officially opened.
  - b. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - c. If the docket text is correct, click on the Next button to file the proceeding.
- 11. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor’s Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.