

## Notice of Appearance

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

**STEP 1** Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

**STEP 2** The **BANKRUPTCY EVENT** screen displays.

- Click the **Notice of Appearance** hypertext link.
- **NOTE:** For Creditor Agents this event is found under the Creditor Filer/Limited Use Participants sub-menu, click on the **Misc. Events**, then **Appearances** hypertext link.

**STEP 3** The **CASE NUMBER** screen displays.

- Enter the case number in yy-nnnnn format including the dash.
- Click **Next** to continue.

**STEP 4** The **AVAILABLE EVENTS** screen displays.

- Select the **Notice of Appearance, Appr on Special Matrix or Request for Notices** event.
- Click to highlight, then click on the **Next** button to continue.

**STEP 5** The **PARTY SELECTION** screen appears.

- Select the filer from the **Select the Party** box.
- 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.

**NOTE:** If adding/creating a new party, select the correct **Role Type**.

- Leave the party's address blank.
- Click **Next** to continue.
- Click **Next** again to continue.

- STEP 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:
- Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - Click **Next** to continue.

- STEP 7** **Question appears** “Is this a Request for Notices, Notice of Appearance or Request to be Placed Upon a Special Matrix?”
- Choose the appropriate selection from the drop down menu.
  - Click **Next**

- STEP 8** The **PDF DOCUMENT** screen displays.
- Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - 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.

**NOTE:** Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click **Next**
- STEP 9** The “**DOCKET TEXT: Modify as Appropriate**” screen displays.
- Proof this screen carefully! This is what will print on the docket sheet.
  - 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.
  - 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.
  - If the docket text is correct, click on the **Next** button.

**STEP 10** The “**DOCKET TEXT: Final Text**” screen displays

**NOTE:** This is your last opportunity to make any changes before the document is officially opened.

- 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.
- If the docket text is correct, click on the **Next** button to file the proceeding.

**STEP 11** The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **Print** icon, or right click on the screen and select **Print**.
- To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
- Description of **Notice of Electronic Filing**.
  - Date and time stamp information
  - Case Name: Debtor’s Name
  - Case Number: Hyperlink to docket sheet
  - Document Number: Hyperlink to the PDF file of the attached document
  - Docket text: Annotated text in italics. Text produced from docket event
  - Document Description: Label of Document
  - Original filename: the path and name of file that was attached to this entry
  - Electronic document Stamp.
  - **Notice will be electronically mailed to:**
    - 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.
  - **Notice will not be electronically mailed to:**
    - Names of other parties on the case who have not furnished their e-mail addresses to the court.