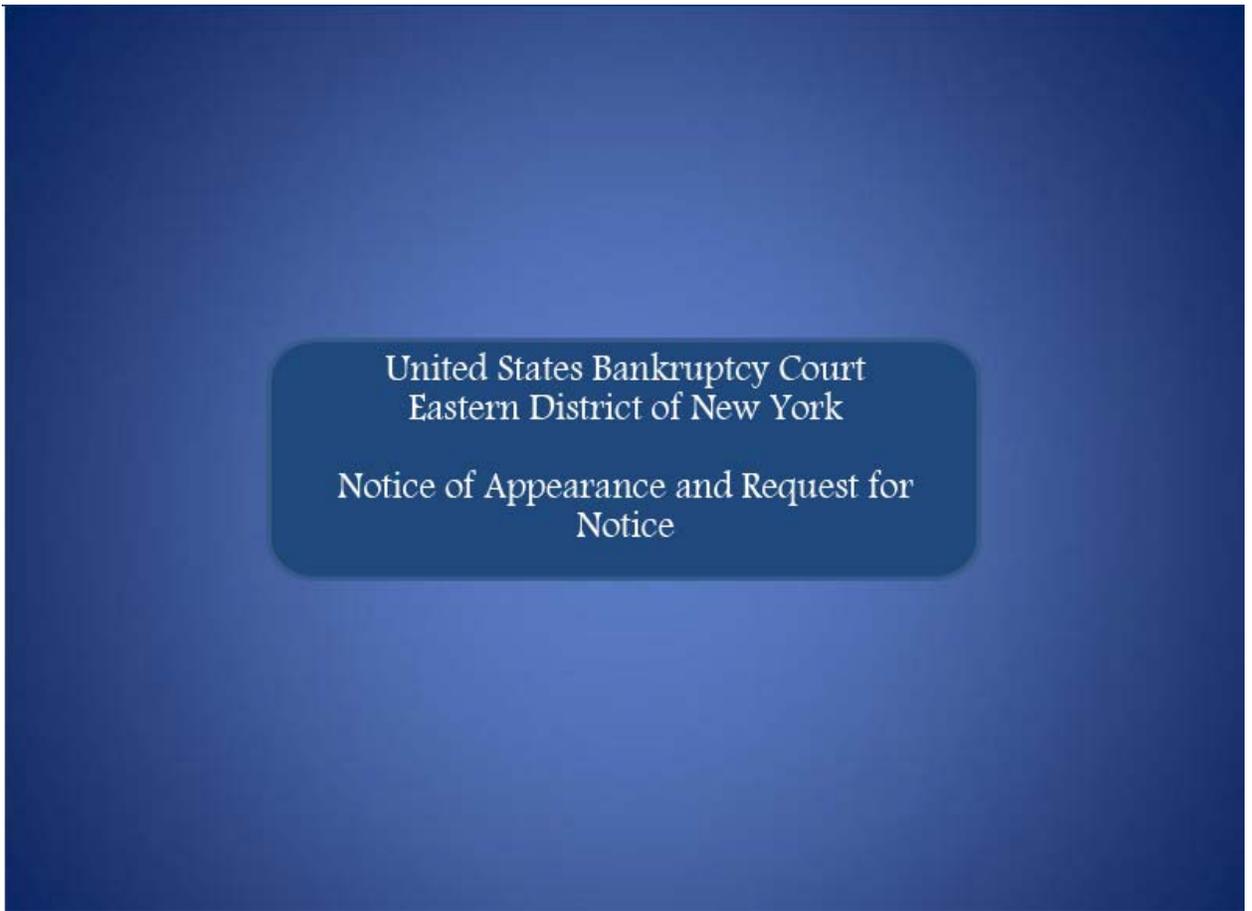


Notice of Appearance and Request for Notice



Welcome to the United States Bankruptcy Court, Eastern District of New York's Lesson on Filing a **Notice of Appearance and Request for Notice**.

Notice of Appearance and Request for Notice

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

- The arrow in the top left corner of the screen, 
- Or
- The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the mouse hovers over the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select **START** when you are ready to begin.

START

Notice of Appearance and Request for Notice

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

For an attorney to receive notices on all matters in a case where notice is required, the attorney must file a Notice of Appearance and Request for Notice. If the attorney does not file this request, the attorney will receive notices only relating to the matter in which he or she is involved.

CONTINUE

Notice of Appearance and Request for Notice

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Objective

At the end of this lesson, a filer will be able to electronically file a Notice of Appearance and Request for Notice to the Electronic Case Filing System.

CONTINUE

Notice of Appearance and Request for Notice



CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Select Bankruptcy



**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.

Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

From the CM/ECF Menu Bar select **Bankruptcy**.

Notice of Appearance and Request for Notice



From the **Bankruptcy Events** select **Notices**.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

Case Number

Type 11-40001

Next Clear

Select Next

Type the **Case Number** and select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[11-40001 Robert A Thomas and Elaine Thomas](#)

Start typing to find an event.

Available Events (click to select events)

- Amended Notice of Motion/Presentation (use to correct date, time or location of a presentment / hearing)
- Notice of Appearance and Request for Notice**
- Notice of Change of Address
- Notice of Default
- Notice of Entry
- Notice of Foreign Representative's Intent to Commence Case
- Notice of Hearing on Disclosure Statement
- Notice of Intent to Request Redaction of Transcript
- Notice of Override of Preferred Creditor Address
- Notice of Patient Care Ombudsman Report
- Notice of Proposed Abandonment of Property of the Estate
- Notice of Proposed Stipulation
- Notice of Proposed Stipulation to Extend Time to Object to Discharge ONLY

Selected Events (click to remove events)

Next Clear

From the **Available Events** select **Notice of Appearance and Request for Notice**.

Notice of Appearance and Request for Notice

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Notice:". Underneath, there is a search bar with the text "-11-40001 Robert A Thomas and Elaine Thomas" and a prompt "Start typing to find another event. Hold down Ctrl to add additional items." The main content area is divided into two sections: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes various legal notices, with "Notice of Appearance and Request for Notice" highlighted in blue. The "Selected Events" box contains the same event. A callout box with a red border and blue text says "Confirm that the event selected from Available Events, defaults to the Selected Events box." Below the "Available Events" list are "Next" and "Clear" buttons, and a "Select Next" button with a blue border.

The event, Notice of Appearance and Request for Notice is highlighted in the **Available Events** list and appears in the **Selected Events** box to the right of the screen.

Make sure the event in the **Selected Events** box is correct as this event will be uploaded to the ECF system. Select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

File a Notice:

[-11-40001 Robert A Thomas and Elaine Thomas](#)

Joint filing with other attorney(s).

Next Clear

Select Next

Joint Filing with other attorney(s) – check the box if filing a **Notice** of Appearance and Request for Notice jointly with another attorney. Since this is not a joint Notice of Appearance and Request for Notice with other attorneys, select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[1-11-40001 Robert A Thomas and Elaine Thomas](#)

Select the Party:

Thomas, Elaine [Joint Debtor] ^
Thomas, Robert A [Debtor]

[Add/Create New Party](#)

Select Add/Create New Party

Next Clear

Since the creditor's attorney, who is the party filing this Notice of Appearance and Request for Notice is not listed on the party screen, select **Add/Create New Party** to add the creditor as a party.

TIP:

If the party is listed in the box, select the name of the creditor filing the Notice of Appearance and Request for Notice.

Select **Next** to continue.

Notice of Appearance and Request for Notice

The screenshot shows the ECF (Electronic Case Filing) search interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the search form is titled "Search for a party". It contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". The "Last/Business name" field is highlighted with a red box and labeled "Highlight Box". A blue callout box above the "SSN / ITIN" field contains the text "Type TD Bank". Below the input fields are "Search" and "Clear" buttons. A blue callout box below the "Search" button contains the text "Select Search".

When adding a party always do a Search. Search for a party by typing the names in the appropriate field boxes. In this lesson, TD Bank is the creditor. Type TD Bank in the **Business name** field.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logo

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

Party search results

TD Bank

TD Bank

Select name from list Create new party

Select **TD Bank** from the **Party search results** box.

TIP:

If the **Party search results** indicate no person found, select the **Create new party** button. The name of the party used in the Search defaults to the party information screen. An address is not needed when adding a creditor as a party. Change the **Role** of the party (if necessary) by clicking the drop down arrow and selecting the correct role. Select **Submit**. The added party appears highlighted on the Select the Party screen. Select **Next** to continue.

Notice of Appearance and Request for Notice

The screenshot displays the ECF Train Database search interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there is a search form titled "Search for a party" with input fields for SSN / ITIN, Tax ID / EIN, Last/Business name, First Name, and Middle Name. There are "Search" and "Clear" buttons. Below the search form, there is a "Party search results" section with a dropdown menu showing "TD Bank" and "TD Bank". There are "Select name from list" and "Create" buttons. A browser window titled "Train Database: nyeb_train - Mozilla Firefox" is open, showing the URL "https://ecf-train.nyeb.uscourts.gov/cgi-bin/PerAc" and the search results "TD Bank". A "Select X" button is visible in the top right corner of the browser window.

A dialogue box appears with TD Bank. No address is needed when adding a creditor as a party. Select the **X** to close the dialogue box.

Notice of Appearance and Request for Notice

The screenshot shows the ECF system's search interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the section is titled "Search for a party". It contains several input fields: "SSN / ITIN" and "Tax ID / EIN" (each with a text box), "Last/Business name" (with a text box), "First Name" (with a text box), and "Middle Name" (with a text box). Below these fields are "Search" and "Clear" buttons. The "Party search results" section shows a dropdown menu with "TD Bank" selected and highlighted. Below the dropdown are "Select name from list" and "Create new party" buttons. A blue callout box with the word "Select" points to the "Select name from list" button.

The selected creditor, TD Bank, is highlighted; **Select name from List** button.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information
FD Bank SSN / ITIN:Unknown

Office Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail
Role
Party text

Select Drop Down Arrow

Submit Cancel Clear Corporate parent / affiliate...

In the **Party Information** screen, the party **Role** defaults to **3rd Party Plaintiff**. Select the drop down arrow to change the added party's role in the case.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Party Information
FD Bank SSN / ITIN: Unknown

Office Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail

Role 3rd Party Plaintiff (3pp:pty) ▼
Party text
Attorney (aty:pty)
Auctioneer (auc:prf)
Auditor (aud:prf)
Broker (br:prf)
Claimant (c:pty)
Claims Agent (clmagt:prf)
Clerk of (ct:pty)
Consolidated Debtor (cnsdb:pty)
Consultant (consult:prf)
Consumer Privacy Ombudsman (ombc:prf)
Counter-Claimant (cc:pty)
Counter-Defendant (cd:pty)
Cred Committee (crcm:pty) **Select Creditor**
Cred. Comm. Chair (crcmch:pty)
Creditor (cr:cr)
Creditor Committee (crcm:pty)
Cross Defendant (crd:pty)
Cross-Claimant (crc:pty)
Debtor (db:pty)

Submit

Select **Creditor**.

Notice of Appearance and Request for Notice

The screenshot shows the 'Party Information' form in the ECF system. The form includes fields for 'Office', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'County', 'Country', 'Phone', 'Fax', and 'E-mail'. A 'Role' dropdown menu is open, displaying a list of roles. The role 'Creditor (cr:cr)' is highlighted in blue. A 'Submit' button is visible to the left of the dropdown menu.

Party Information
FD Bank SSN / ITIN: Unknown

Office Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail

Role
Party text

Submit

- 3rd Party Plaintiff (3pp:pty)
- Alleged Debtor (adb:pty)
- Appraiser (app:prf)
- Assist. U.S. Trustee (aust:tr)
- Attorney (at:pty)
- Auctioneer (auc:prf)
- Auditor (aud:prf)
- Broker (br:prf)
- Claimant (c:pty)
- Claims Agent (clmagt:prf)
- Clerk of (ct:pty)
- Consolidated Debtor (cnsdb:pty)
- Consultant (consult:prf)
- Consumer Privacy Ombudsman (ombc:prf)
- Counter-Claimant (cc:pty)
- Counter-Defendant (cd:pty)
- Cred. Committee Atty (ccaty:pty)
- Cred. Comm. Chair (crcmch:pty)
- Creditor (cr:cr)**
- Creditor Committee (crcm:pty)
- Cross Defendant (crd:pty)

When the selection is made it is highlighted in blue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information
FD Bank SSN / ITIN:Unknown

Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Zip	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Role	<input type="text" value="Creditor (cr.cr)"/>		
Party text	<input type="text"/>		

[Select Submit](#)

Select **Submit** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[1-11-40001 Robert A Thomas and Elaine Thomas](#)

Select the Party:

TD Bank, [Creditor]
Thomas, Elaine [Joint Debtor]
Thomas, Robert A [Debtor]

[Add/Create New Party](#)

Next Clear

Select Next

The creditor added, TD Bank, appears highlighted in the **Select the Party** box. Select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[1-11-40001 Robert A Thomas and Elaine Thomas](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Place a Check in the box.

TD Bank, (cr:cr) represented by Torres, Evelyn (aty)

Next Clear

Check the box to acknowledge the attorney representation for TD Bank.

Notice of Appearance and Request for Notice

MECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[1-11-40001 Robert A Thomas and Elaine Thomas](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

TD Bank, (cr:cr) represented by Torres, Evelyn (aty)

Select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

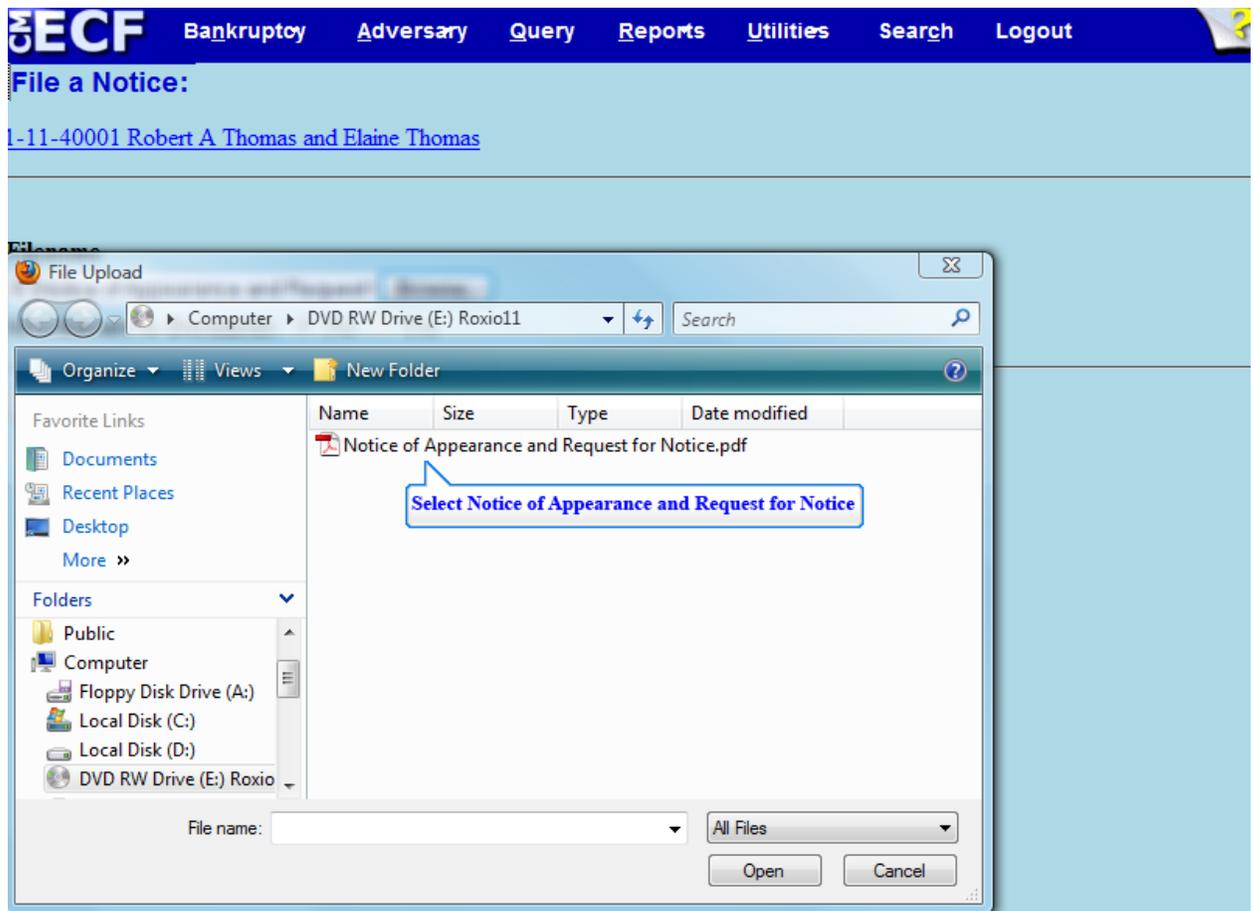
[1-11-40001 Robert A Thomas and Elaine Thomas](#)

Filename

Attachments to Document: No Yes Select Browse

Select **Browse** to upload the Notice of Appearance and Request for Notice.

Notice of Appearance and Request for Notice

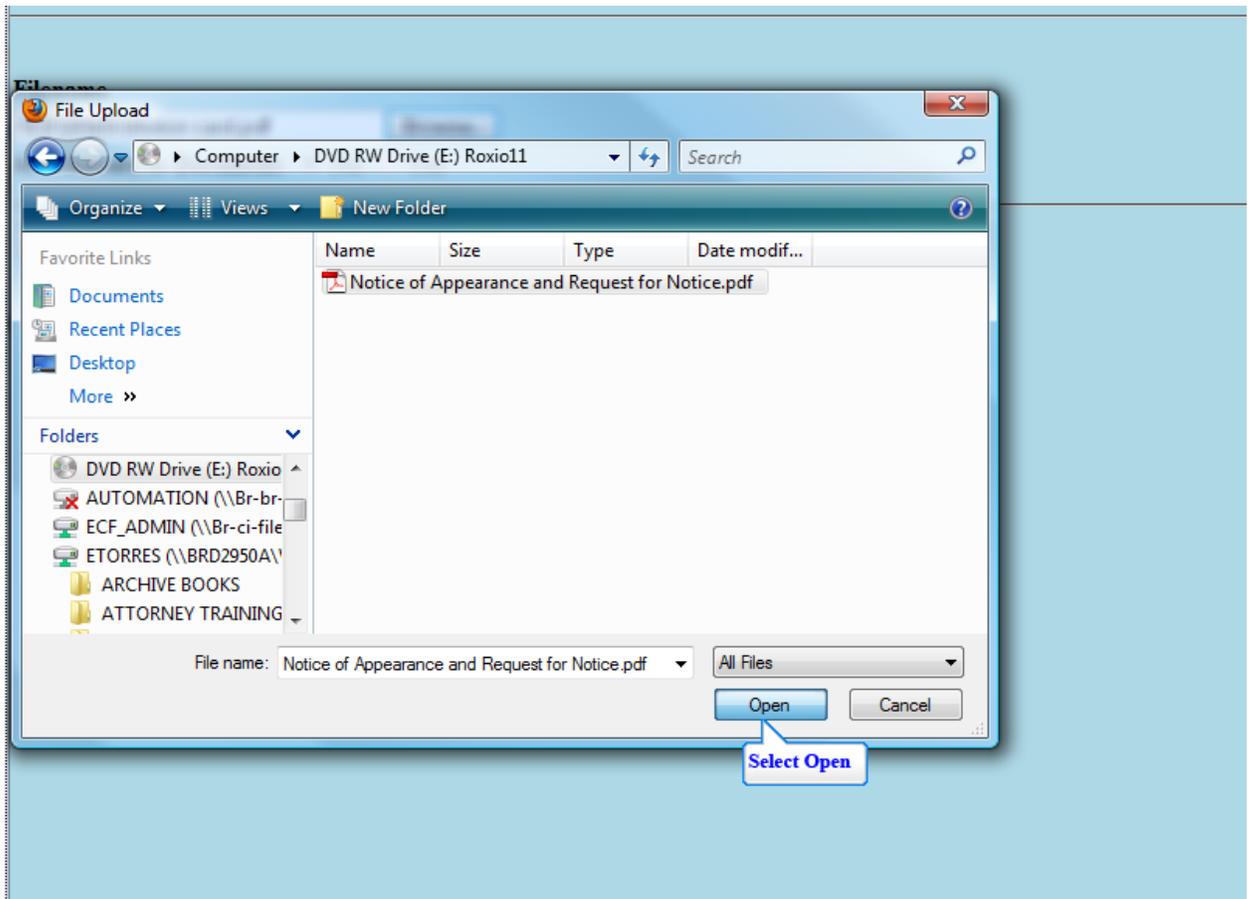


Select the file for the **Notice of Appearance and Request for Notice**.

TIP:

Right click to open and view the file that is being uploaded to confirm that it is the correct document.

Notice of Appearance and Request for Notice



Select **Open** to upload the Notice of Appearance and Request for Notice.

Notice of Appearance and Request for Notice

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "File a Notice:". The case information is "1-11-40001 Robert A Thomas and Elaine Thomas". The "Filename" field contains "E:\Notice of Appearance and Request1" and has a "Browse..." button next to it. The "Attachments to Document:" section has radio buttons for "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons. A blue callout box with a pointer to the "Next" button contains the text "Select Next".

The file name appears in the **Filename** box. Select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[1-11-40001 Robert A Thomas and Elaine Thomas](#)

On the next screen, enter the name of the creditor, the law firm or company name, and the complete address as they appear on the Notice of Appearance. DO NOT BYPASS THE NEXT SCREEN.

Next Clear

Select Next

This screen warns that the following screen cannot be bypassed and informs filer of the information that needs to be included. Select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy ▾ Adversary ▾ Query ▾ Reports ▾ Utilities ▾ Search Logout

File a Notice:

[1-11-40001-reg Robert A Thomas and Elaine Thomas](#)

Add Creditor(s)

Name may be 50 characters. Address may be 5 lines, 40 characters each.

Name and Address

TD Bank
c/o Minnie, Duck and Moose, LLC
Disney Drive
Orlando, Florida 09222

Creditor type Notice of Appearance ▾

Creditor committee No Yes **Entity**

Next **Clear**

Select Next

REMINDER: The name of the creditor, the law firm or company name, and the complete address as they appear on the Notice of Appearance must be entered.

In the **Add Creditor** screen, filer must enter the name of the creditor, the law firm or company name and the complete address of the creditor as it appears on the Notice of Appearance and Request for Notice. The **Creditor type** drop down box defaults to Notice of Appearance and Request for Notice and does not need to be changed.

Type the information required and select **Next** to continue.

Notice of Appearance and Request for Notice

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[1-11-40001 Robert A Thomas and Elaine Thomas](#)

Next Clear

Select Next

Select **Next** to continue.

Notice of Appearance and Request for Notice

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Notice:" is displayed. A link for "1-11-40001 Robert A Thomas and Elaine Thomas" is visible. A yellow highlighted box contains the text: "Docket Text: Final Text" and "Notice of Appearance and Request for Notice Filed by Evelyn Torres on behalf of TD Bank (Torres, Evelyn)". Below this, a red warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." The question "Have you redacted?" is followed by two buttons: "Next" and "Clear". A tooltip with the text "Select Next" is positioned over the "Next" button.

Review the Final **Docket Text** before submitting. **Have you redacted?** This question refers to the filer's uploaded Notice of Appearance and Request for Notice and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer. Select **Next** to submit the transaction.

Notice of Appearance and Request for Notice

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

[11-40001 Robert A Thomas and Elaine Thomas](#)

U.S. Bankruptcy Court
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Evelyn Torres entered on 9/29/2011 at 10:23 AM EST and filed on 9/29/2011
Case Name: Robert A Thomas and Elaine Thomas
Case Number: [1-11-40001](#)
Document Number: [3](#)

Docket Text:
Notice of Appearance and Request for Notice Filed by Evelyn Torres on behalf of TD Bank (Torres, Evelyn)

The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: Notice of Appearance.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=979333796 [Date=9/29/2011] [FileNumber=126867-0]
[7282b50e356912d24c4a20077b8cc4bcc8104429ee202f092d4bbdc7ac5e3e9cb3abb
da5de91fbfe248993290ef0c8a5db3a566d55c6db341273ed588942dcf6]]

1-11-40001 Notice will be electronically mailed to:

1-11-40001 Notice will not be electronically mailed to:

Evelyn Torres on behalf of Creditor TD Bank
271 Cadman Plaza West
Brooklyn, NY 11201
Evelyn_4Torres@nyeb.uscourts.gov

The **Notice of Electronic Filing** is the receipt evidencing the filing of the Notice of Appearance and Request for Notice. Any filer with an ECF login and password who docketed on the case receives this Notice of Electronic Filing in the filer's e-mail account. This NEF receipt alerts e-filers who have docketed up to this point on the case, that TD Bank has filed a Notice of Appearance.

In the e-mail, e-filers must select the **Document Number** hyperlink to view the Notice of Appearance and Request for Notice which may be printed or saved. This is referred to as the **FREE LOOK**.

The filer loses the free look if the hyperlink for the document number is not selected. If the filer loses the free look, the filer must query the docket through Public Access to Court Electronic Records (PACER). A login and password are needed from PACER to query a docket. PACER website is: <http://www.pacer.gov/>

Notice will be electronically mailed – Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

Notice will not be electronically mailed - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

