

Notice of Appearance and Request for Notice

Revised 8/11/09

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
- STEP 2** The BANKRUPTCY EVENTS screen is displayed. Click on the Notices hyperlink.
- STEP 3** The CASE NUMBER screen is displayed. Enter case number and verify with hard copy of document. Click on the **[Next]** button to continue.

***NOTE:** If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this filing, or enter the correct case number (YY-NNNNN), to include the hyphen.*

- STEP 4** The EVENT SELECTION screen is displayed. Click to highlight **Notice of Appearance and Request for Notice** event, then click on the **[Next]** button to continue.
- STEP 5** Click **“Next”** to move to the next page of entry.
- STEP 6** Click **“Next”** to move to the next page of entry. There should be no need to “Select any additional attorney(s)” at this screen. You are filing the as a non-attorney with a “limited password”..
- STEP 7** At the PARTY SELECTION screen - if the Creditor’s name does not appear in the “Select the Party box. **Click on the [Add/Create New Party]** hyperlink to add the creditor.
- ◆ Enter the creditor’s name in the Last/Business name field and click on the **[Search]** button to continue. You may also enter a first name (if applicable) to perform a more specific search.

- ◆ The **PARTY SEARCH RESULTS** screen is displayed. **If there are matches found in the system.** Your name search may have found your party and may have also found more than one record from our database having the same name. Clicking on each of the names will display a window showing the party's name and address information for verification.
- ◆ **Select name from list.** It is very important that you change the Role box to reflect that this is a **Creditor**. Then click "**Submit**"

You may then Skip to **STEP 8** to complete your entry.

If there are no matches found, the system will return a **No Person Found** message. Proceed to add the creditor party by clicking [**Create New Party**]

The PARTY INFORMATION screen will appear. **Change the Role to Creditor**, and then click on the [**Submit**] button to continue. Do not add **any** address information on this screen.

STEP 8 You can now choose your creditor from this screen, then click on the [**Next**] button to continue.

STEP 9 The **PDF DOCUMENT** screen is displayed. Click on the [**Browse**] button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**.

This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

Close or minimize the Adobe application after verifying the correct file

- ◆ Click **Open** on the File Upload dialogue box

Accept the default setting of **No** to the **Attachments to Document** prompt if you have no additional pdf files to attach to this entry.

- ◆ Click on the **[Next]** button to continue.

STEP 10 **Display Message** - *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.*

STEP 11 Click once again on the **[Next]** button to continue.

STEP 12 The **FINAL DOCKET TEXT** screen will be displayed.

Review the docket text carefully. This is your last opportunity to make any changes before this entry becomes an official part of the case docket.

If the information displayed is correct, click **[Next]** to continue.

The **NOTICE OF ELECTRONIC FILING** screen is displayed.

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case. (via PACER)
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed. (via PACER)
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Page As**.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case title
- ◆ Docket text
 - Text produced from docket event
 - Annotated text in italics
 - Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document.
- ◆ **Associated PDF documents:**
 - Document description: Defaults to the Main Document being filed.
 - Original filename: The full directory path and filename from firm or court's PC or network.
 - Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
 - Document description: The first document entered on the attachment screen (if any).
 - Original filename: The full directory path and filename from the firm or court's PC or network.
 - Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.
- ◆ **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:**

Name and traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.

NOTE: Subscribers to electronic noticing will be given “one free look” at the PDF document that was filed. This message will appear on each notice:

****NOTE TO PUBLIC ACCESS USERS****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Queries and Reports

◆ Attorneys, trustees, and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the PACER system.

◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they must access it through the Public Access to Electronic Records (PACER) program

Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. **(See Figure 10b.)**

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Figure 10b