

# Notice of Appearance and Request for Notice

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance and Request for Notice**.

*Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.*

*This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.*

**STEP 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen is displayed. (See Figure 2.)

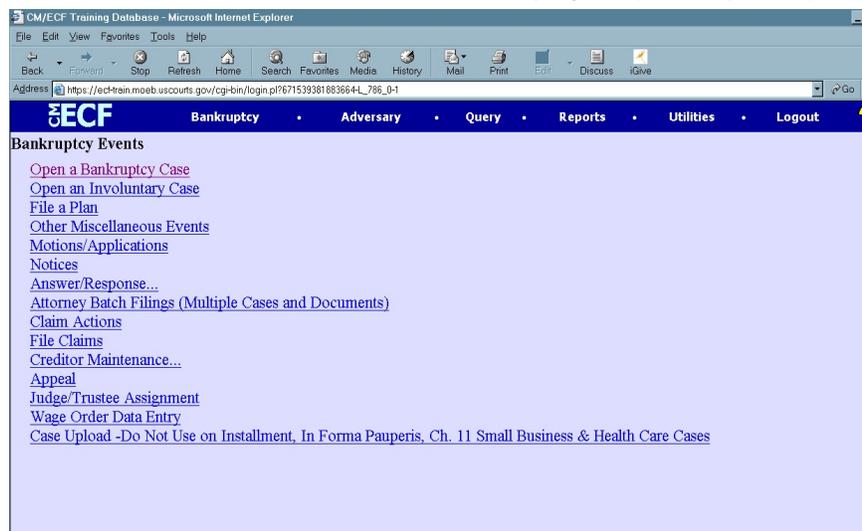


Figure 2

◆ Click on the **Other Miscellaneous Events** hyperlink.

**STEP 3** The **CASE NUMBER** screen is displayed. (See Figure 3.)

**Figure 3**

**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), including the hyphen.

- ◆ Click **[Continue]**.

The **CASE INFORMATION** screen displays. Click **[Continue]**.

**STEP 4** The **EVENT SELECTION** screen is displayed (See Figure 4.)

**Figure 4**

- ◆ Scroll to display the **Notice of Appearance and Request for Notice** event.

**NOTE:** Typing the letter “n” will display the first event starting with that letter.

- ◆ Click to highlight, then click **[Continue]**.

**STEP 5** If not filing with another attorney, just click [**Continue**]. If filing jointly, click in the check-box provided, then click [**Continue**]. (See Figure 5.)



**Figure 5**

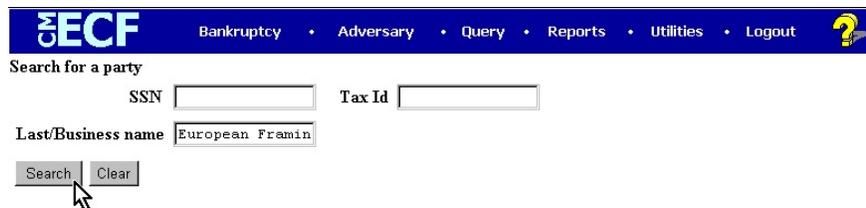
**NOTE:** If filing jointly, you will be provided with a screen listing the attorney(s) on the case.

**STEP 6** The **PARTY SELECTION** screen in this example does not include our filer, European Framing and Art. (See Figure 6a.)



**Figure 6a**

- ◆ Click on the [**Add/Create New Party**] hyperlink to add the creditor.
- ◆ Enter the creditor’s name in the Last name field and click on the [**Search**] button to continue. (See Figure 6b.)



**Figure 6b**

- ◆ The **PARTY SEARCH RESULTS** screen is displayed. (See Figure 6c.)

Search for a party

SSN  Tax Id

Last/Business name

Party search results

No person found.

**Figure 6c**

- ◆ 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. (See Figure 6d.)

Party Information

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

**Figure 6d**

**NOTE:** Your name search may have found your party and may have also found more than one record having the same name. Clicking on each of the names will display a window showing the party’s name and address information for verification.

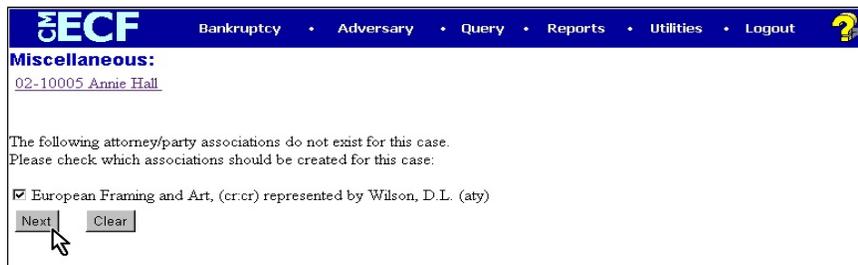
**Follow local court procedures for party address information procedures.**

- ◆ You can now choose your creditor from this screen, then click **[Continue]**. (See Figure 6e.)



**Figure 6e**

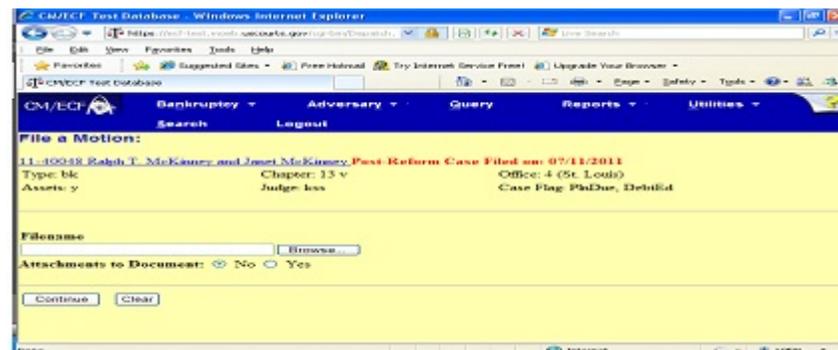
- ◆ Create the Attorney/Party association by clicking in the check-box provided on the **ATTORNEY/PARTY ASSOCIATION** screen. (See Figure 6f.)



**Figure 6f**

Click **[Continue]**.

**STEP 7** The **PDF DOCUMENT** screen is displayed. (See Figure 7a.)



**Figure 7a**

- ◆ 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**. (See Figure 7b.)

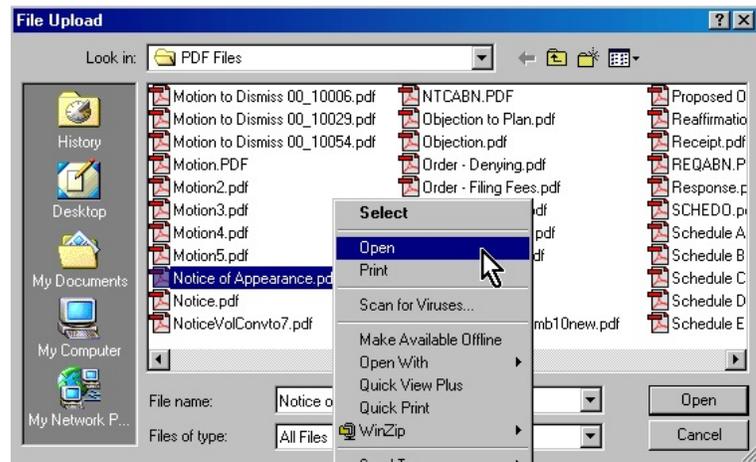


Figure 7b

- 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 and click **Open** on the File Upload dialogue box. (See Figure 7c.)

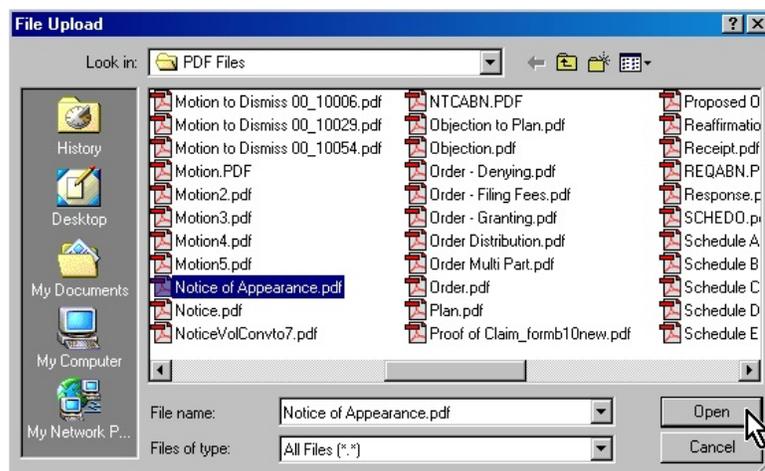
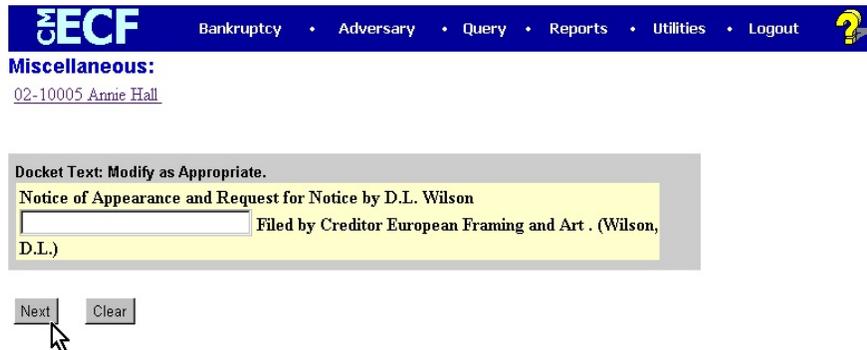


Figure 7c

- ◆ Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module.
- ◆ Click **[Continue]**.

**STEP 8** The FINAL TEXT EDITING screen will be displayed.  
(See Figure 8.)

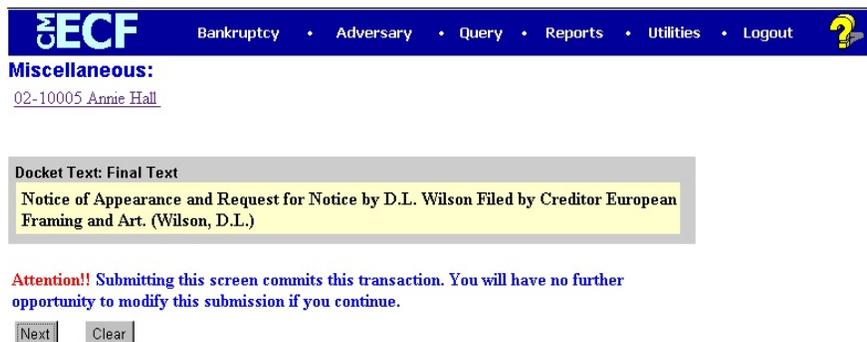


The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text 'Miscellaneous:' is displayed, followed by the case number '02-10005 Annie Hall'. The main content area is titled 'Docket Text: Modify as Appropriate.' and contains a yellow box with the text 'Notice of Appearance and Request for Notice by D.L. Wilson' and 'Filed by Creditor European Framing and Art. (Wilson, D.L.)'. Below the text are 'Next' and 'Clear' buttons.

**Figure 8**

- ◆ If the information displayed is correct, click **[Continue]**.

**STEP 9** The FINAL DOCKET TEXT screen will be displayed.  
(See Figure 9.)



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, and Logout. Below the navigation bar, the text 'Miscellaneous:' is displayed, followed by the case number '02-10005 Annie Hall'. The main content area is titled 'Docket Text: Final Text' and contains a yellow box with the text 'Notice of Appearance and Request for Notice by D.L. Wilson Filed by Creditor European Framing and Art. (Wilson, D.L.)'. Below the text is an 'Attention!!' warning: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' Below the warning are 'Next' and 'Clear' buttons.

**Figure 9**

- ◆ 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 is correct, click **[Continue]**.

**STEP 10** The **NOTICE OF ELECTRONIC FILING** screen is displayed.  
(See Figure 10.)

The screenshot shows the CM/ECF interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. Below the header, the page title is "Miscellaneous:" followed by a hyperlink "02-10005 Annie Hall". The main content area is titled "U.S. Bankruptcy Court Systems Deployment and Support Division" and contains a "Notice of Electronic Filing" section. This section states that a transaction was received from Wilson, D.L. on 9/9/2002 at 10:30 AM CDT. It lists the case name as "Annie Hall", the case number as "02-10005", and the document number as "26". A "Docket Text" section follows, indicating a "Notice of Appearance and Request for Notice by D.L. Wilson Filed by Creditor European Framing and Art. (Wilson, D.L.)". Below this, it lists associated documents, including the main document "Notice of Appearance.pdf" with its original filename and a long electronic document stamp. The screen also lists individuals to whom the notice will be electronically mailed: Henry Herkelmeyer, Julian Mayfair, D.L. Wilson, and Robin Zenzen, each with their respective email addresses. Finally, it states that the notice will not be electronically mailed to any other parties.

**Figure 10**

- ◆ 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 Frame As**.