

# 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 filing, queries and reports using PACER.*

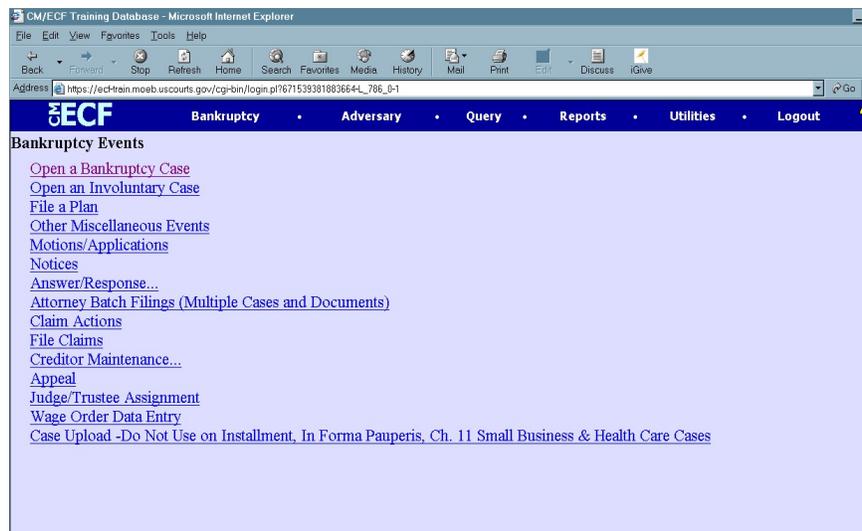
*This module will assume that the internet user has accessed CM/ECF using their PACER username and password.*

**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**

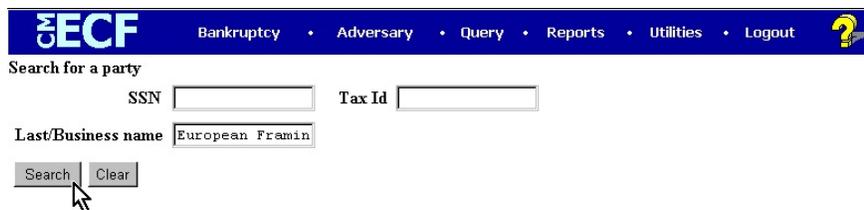
**NOTE:** If filing jointly, you will be provided with a screen listing the attorney(s) on the case.

**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.)

**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.)

**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.

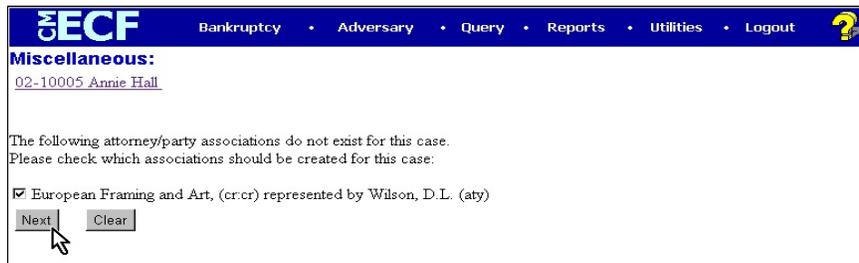
**Follow local court procedures for party address information procedures.**

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



**Figure 6e**

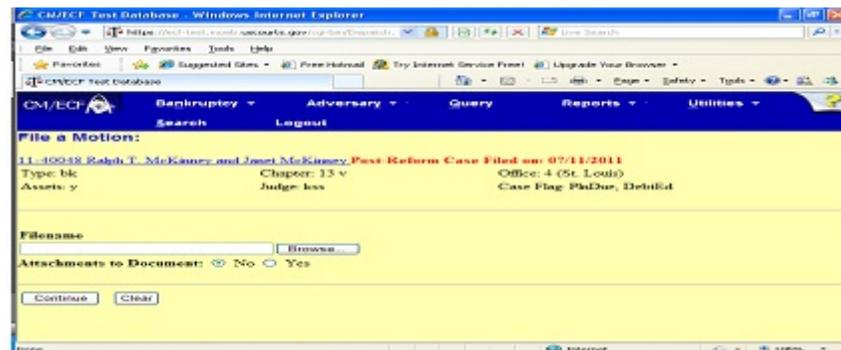
- ◆ Create the Attorney/Party association by clicking in the check-box provided on the **ATTORNEY/PARTY ASSOCIATION** screen. (See Figure 6f.)



**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.)

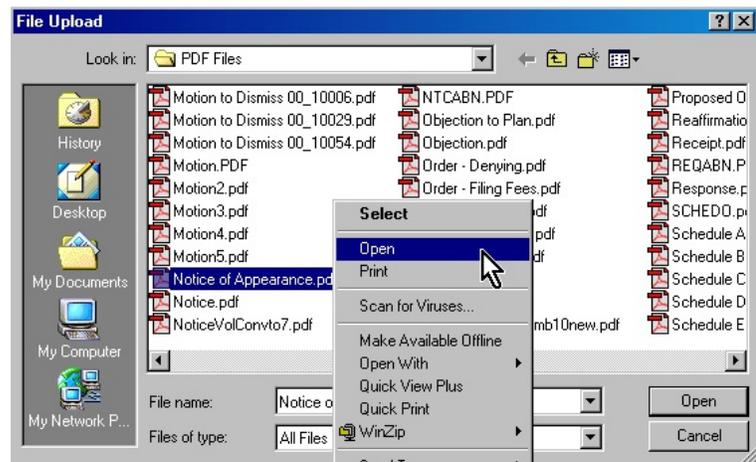


Figure 7b

- 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.)

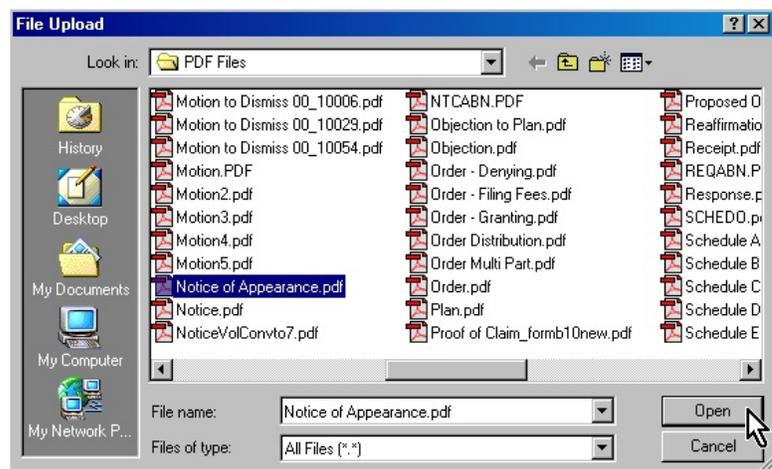
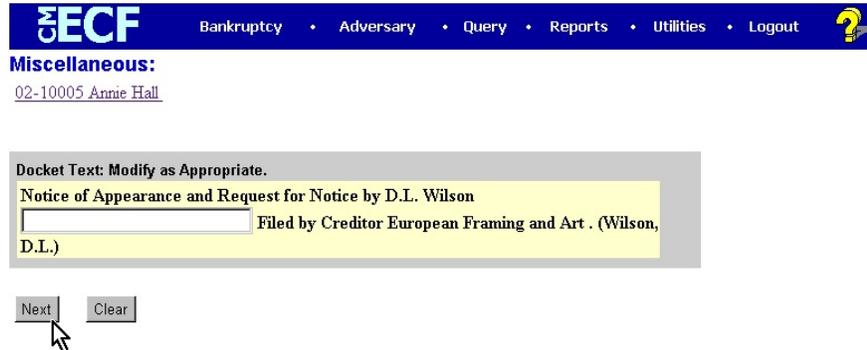


Figure 7c

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

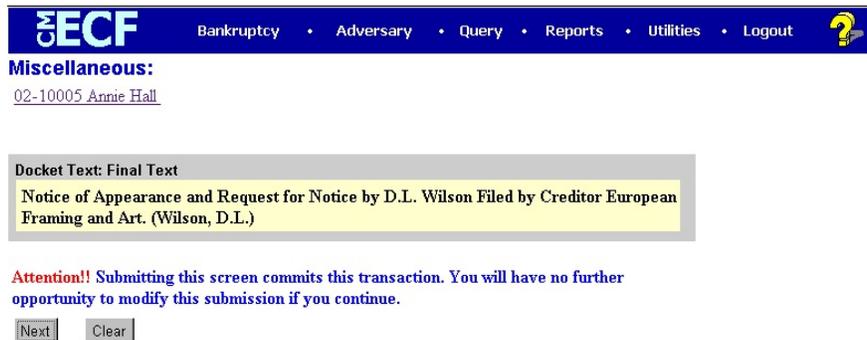
**STEP 8** The FINAL TEXT EDITING screen will be displayed.  
(See Figure 8.)



**Figure 8**

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

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



**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.)

**Miscellaneous:**  
[02-10005 Annie Hall](#)

U.S. Bankruptcy Court  
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Wilson, D.L. entered on 9/9/2002 at 10:30 AM CDT and filed on 9/9/2002  
**Case Name:** Annie Hall  
**Case Number:** [02-10005](#)  
**Document Number:** [26](#)

**Docket Text:**  
 Notice of Appearance and Request for Notice by D.L. Wilson Filed by Creditor European Framing and Art. (Wilson, D.L.)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\ECF\_Students\PDF Files\Notice of Appearance.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=988411093 [Date=9/9/2002] [FileNumber=544-0] [b1c  
 a2689cd5de00c12800483e7b209beb50b1fac5c0b2e445d5b70b4552b13d3269ea6382  
 4c3d7b44f179e9e389b53708382763e67c4cf4b87cef2d6869f9864]]

**02-10005 Notice will be electronically mailed to:**

Henry Herkelmeyer henryherk@atty.net,  
 Julian Mayfair jmayfair@trustee.net,  
 D.L. Wilson dlwilson@lawfirm.com,  
 Robin Zenzen robinzenzen@atty.com,

**02-10005 Notice will not be electronically mailed to:**

**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**.