

NOTICE OF CHANGE OF ADDRESS – NO .PDF REQUIRED

Updated 3/22/2022

Description: This process shows the steps required for an external user to file a change of address for a debtor, joint debtor or creditor **without a pdf file.**

NOTE: This event does not require a pdf file. The event is recommended when an e-filer files a single change of address for a debtor, a joint debtor, or a creditor or has fewer than five address changes to make in a case. The entire change of address will appear as an entry on the docket sheet.

If you are filing a change of address on behalf of many parties or requesting for deletion of a creditor from the matrix, please use the event entitled, “Notice of Change of Address” which allows you to attach a pdf file for multiple address changes. Please also see the Participants Guide entitled, “Notice of Change of Address” for further instructions.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on **Other** hyperlink.

NOTE: If you are a Limited Access E-Filer, please use the event located under the “**Creditor Claim Actions**” menu instead of the “**Other**” menu.

- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

STEP 4 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Notice of Change of Address – No PDF Required** from the events list or start typing “notice” in the text box to find the event.
- Once the event is selected, it will appear in the Selected Events Section of the screen.
- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if the document is being filed with another attorney.
- Click the **[Next]** button.

STEP 6 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.
- Click the **[Next]** button again.

STEP 7 – The ASSOCIATION screen appears.

- Click on the box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 – The TYPE OF PARTY screen appears.

- Select the type of party the address change applies to. If you selected **debtor’s** change of address continue with Step 8. If you selected **creditor’s** change of address, skip to Step 12.
- Click the **[Next]** button.
- Does the address change apply to the debtor? Select either **Yes** or **No**.
- Click the **[Next]** button.
- Does the address change apply to the joint debtor? Select either **Yes** or **No**.
- Click the **[Next]** button.

STEP 9 – The CHANGE OF ADDRESS screen appears.

- Enter the Debtor’s name.
- Enter the Joint Debtor’s name.
- Enter the first line of the corrected address.
- Enter the second line of the corrected address, if applicable. Leave blank if not applicable.

- Enter the City, State and Zip Code of the corrected address.
- Click the **[Next]** button twice.

STEP 10 – The FINAL DOCKET TEXT screen appears for **Debtor/Joint Debtor's** Change of Address.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text - DEBTOR

Notice of Change of Address. DEBTOR: Joe Debtor, JOINT DEBTOR, Jane Debtor, 135 Tanner Road, Columbia, SC 29201. Filed by Bill Attorney on behalf of Joe Debtor, Jane Debtor. (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 11 – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time case number, and document number.

STEP 12 – The TYPE OF PARTY screen appears.

- Select the type of party the address change applies to. If you selected **creditor's** change of address, continue with Step 12.
- Click the **[Next]** button.
- Enter the name of the Creditor as listed on the matrix.
- Enter the First line of the creditors address as listed on the matrix.

- Enter the Second line of the creditors address as listed on the matrix, if applicable. Leave blank if not applicable.
- Enter the City, State and Zip Code.
- Click the **[Next]** button.
- Enter the name of the creditor **as it should be listed** on the matrix.
- Enter the First line of the creditors address **as it should be listed** on the matrix.
- Enter the Second line of the creditors address **as it should be listed** on the matrix, if applicable.
- Enter the City, State and Zip Code **as it should be listed** on the matrix.
- Click the **[Next]** button twice.

STEP 13 – The FINAL DOCKET TEXT screen appears for **Creditor’s** Change of Address.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

<p><u>Sample Docket Text: Final Text - CREDITOR</u></p> <p>Notice of Change of Address. CREDITOR to be changed: ABC Company, 123 Main Street, Columbia, SC 29201. CORRECTED CREDITOR INFORMATION: ABC Company, 1223 Main Street, Columbia, SC 29201. Filed by ABC Company. (Attorney, Bill)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p>
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STEP 14 – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court’s database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time case number, and document number.