

**DEBTOR'S REQUEST TO ACTIVATE/DEACTIVATE/UPDATE
ELECTRONIC NOTICING**
Updated 11/17/2022

Description: This process shows the steps required where a Debtor may request to receive electronic notices rather than paper notices, may request to deactivate an account or request to update an account. The form can be found on the court's web page under locally maintained forms.

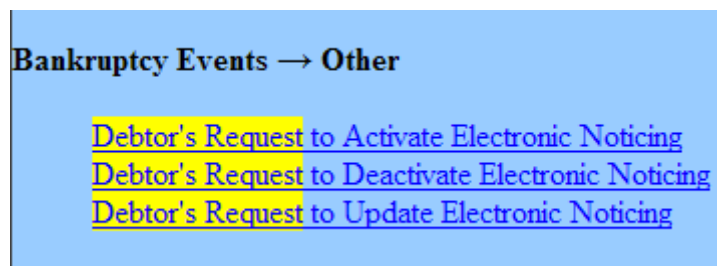
STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The AVAILABLE EVENTS screen displays.

- By using the Search feature, start typing Election Re: Electronic Noticing.
- In the **Available Events Field**, highlight Debtor's Election Re: Electronic Noticing.
- Click the **[Next]** button.
- Click the **[Next]** button.



STEP 4 – The SELECT THE ATTORNEY screen appears.

- Click in the box if the document is being filed with another attorney.

- Select any additional attorneys if applicable.
- If the correct attorney does not appear in the drop-down box, click **Add/Create New Attorney** and complete the information.
- Click the **[Next]** button.

STEP 5 – The SELECT PARTY screen appears.

- 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.

STEP 6 – The SELECT PDF screen appears.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button twice.

STEP 7 – The MAKE A SELECTION FROM THE LIST BELOW screen displays.

- Click the appropriate circle next to the Debtor's request in the **Make a Selection Screen** (confirm that this selection matches the selection indicated on the uploaded form).
- Click the **[Next]** button.

STEP 8 – The FINAL DOCKET TEXT screen appears.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the 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 hyperlink on the Menu Bar.
- Click the **[Next]** button if docket text is correct.

Sample Docket Text to ACTIVATE AN ACCOUNT: Final Text

Debtor's Request to Activate Electronic Noticing. DOCUMENT IMAGE AVAILABLE ONLY TO COURT USERS AND THE TRUSTEE/US TRUSTEE. Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

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

Have you redacted?

Sample Docket Text to DEACTIVATE AN ACCOUNT: Final Text

Debtor's Request to Deactivate Electronic Noticing. DOCUMENT IMAGE AVAILABLE ONLY TO COURT USERS AND THE TRUSTEE/US TRUSTEE. Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

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

Have you redacted?

Sample Docket Text to UPDATE AN ACCOUNT: Final Text

Debtor's Request to Update Electronic Noticing. DOCUMENT IMAGE AVAILABLE ONLY TO COURT USERS AND THE TRUSTEE/US TRUSTEE. Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

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

Have you redacted?

STEP 9 – The NOTICE OF ELECTRONIC FILING screen appears.

- 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.