

**DEBTOR'S REQUEST TO ACTIVATE/DEACTIVATE/UPDATE  
ELECTRONIC NOTICING**

**04/24/2014**

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 yellow help (?) icon in the upper right hand corner.

**STEP 3** – The AVAILABLE EVENTS screen displays.

- If **ACTIVATING** a new account, scroll to select **Debtor's Request to Activate Electronic Noticing** from the events list or start typing "Debtor's" in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.
- If **DEACTIVATING** an account, scroll to select **Debtor's Request to Deactivate Electronic Noticing** from the events list.
- If **UPDATING** an account, scroll to select **Debtor's Request to Update Electronic Noticing** from the events list.
- Once the event is selected, click the **[Next]** button.

**NOTE:** By using the Search feature, CM/ECF will indicate where the Bankruptcy Event can be found (i.e., Other) and a list of the events with the key word highlighted (i.e., Debtor's Request to Activate Electronic Noticing), along with a hyperlink.

**Bankruptcy Events → Other**

[Debtor's Request to Activate Electronic Noticing](#)  
[Debtor's Request to Deactivate Electronic Noticing](#)  
[Debtor's Request to Update Electronic Noticing](#)

**STEP 4** – The JOINT FILING screen appears.

- Click in the box if the document is being filed with another attorney.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- 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 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 8** – 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.