NOTICE OF CHANGE OF ADDRESS WITH .PDF
Updated 3/21/2022

Description: This process shows the steps required for an external user to file a change of address for a single party or for multiple parties (debtor, joint debtor or creditor) **with a pdf file.**

NOTE: This event **requires a pdf file and allows you to file multiple address changes** on behalf of a single party, multiple parties or requesting for deletion of a creditor from the matrix.

If you are filing a change of address on behalf of a single party (a debtor and/or a joint debtor or a creditor), you may use the event entitled "Notice of Change of Address (No pdf file Required)," which does not require a pdf file. The entire change of address will appear as an entry on the docket sheet.

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 f**rom the events list or start typing "notice" in the text box to find the event.
- Once selected, 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.

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 SELECT PDF screen appears.

- Select **Browse** to pull in the pdf file to associate with this event.
- Click the **[Next]** button.

STEP 9 – The MODIFY DOCKET TEXT screen appears.

- Add applicable information.
- Click the **[Next]** button.

STEP 10 – 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 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 *for debtor(s) Joe Debtor and Sarah Debtor.* **Filed by Bill Attorney on behalf of Joe Debtor, Sarah Debtor. (Attorney, Bill)**

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

==*Sample* Docket Text: Final Text== – CREDITOR

Notice of Change of Address *for creditors XYZ Auto Shop and ABC Mortgage Company.*   **Filed by XYZ Auto Shop, ABC Mortgage Company. (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.