

CM/ECF Participant's Guide

NOTICE OF APPEARANCE AND REQUEST FOR NOTICE Updated 3/21/2022

Description: This process shows the steps required for an external user to file a Notice of Appearance and Request for Notice.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

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

NOTE: If you are a Limited Access Participant, click on Creditor Claim Actions instead of Other as stated below.

STEP 3 – The CASE NUMBER screen displays.

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

STEP 4 – The EVENTS screen displays.

- Verify that the case name and number are correct.
- Select **“Notice of Appearance and Request for Notice”** from the list of events.
- Click the **[Next]** button.

NOTE: Type the first letter (**N** for **Notice**) and the highlight bar will immediately select the first entry beginning with **N**.

STEP 5 – The JOINT FILING screen displays.

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

- Click the **[Next]** button.

NOTE: If you are a Limited Access Participant, skip to Step 6, as this screen will be blank.

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

NOTE: If you are a Limited Access Participant, skip to Step 8.

STEP 8 – The SELECT PDF screen displays.

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

STEP 9 – The CERTIFICATE OF SERVICE screen appears.

- From the drop-down list, select **Yes** or **No**.
- Click the **[Next]** button.

STEP 10 – The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 11 – The FINAL DOCKET TEXT screen displays.

- 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

**Notice of Appearance and Request for Notice with Certificate of Service
Filed by Bill Attorney on behalf of First Union Financial Services.
(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 12 – 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.