

## Notices Event Section

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

**STEP 2** The **BANKRUPTCY EVENTS** screen is displayed.

— Click on the Notices hyperlink.

**STEP 3** The **CASE NUMBER** screen is displayed.

**NOTE:** If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (yy-nnnnn), to include the hyphen.

— Click on the **[Next]** button to continue.

**STEP 4** The **CASE VERIFICATION** screen is displayed.

— The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.

— Click on the **[Next]** button to continue.

**STEP 5** The **EVENT SELECTION** screen is displayed.

— Scroll to display the **Notice of Appearance and Request for Notice** event.

— Click to highlight, then click on the **[Next]** button to continue

**NOTE:** If you are filing this pleading with another attorney, you would check the box *Joint filing with other Attorney(s)*. Then select the appropriate attorney from the list.

**STEP 6** The **PARTY SELECTION** screen is displayed.

- If the creditor was found, click on the **[Select name from Party list]** button on the PARTY SEARCH RESULTS screen and click **[Next]**. (Skip to Step 8)
- If the party name does not display in the **Party Selection** box, they need to be added to this case.
- Click on the **[Add/Create New Party]** hyperlink to add the creditor.
- Enter the creditor's name in the Last/Business name field of the PARTY SEARCH screen and click on the **[Search]** button to continue.

**NOTE:** Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) Modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) Click on the **[Create new party]** button to add a new person record with this address.

**NOTE:** If the search was unsuccessful, click on the [Back] button on the Navigation Tool bar and perform another name search, or click on the **[Create new party]** button to add the new party.

- Remove all selected creditor address information which may appear defaulting from the search. Make sure the role type is **Creditor**, and click **[Submit]** to continue.

**STEP 7** Select the filer and click on the **[Next]** button to continue.

- Create the Attorney/Party association by clicking the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen.

**NOTE:** If you have already associated the ATTORNEY/PARTY on *this* case then you will not see this screen.

**STEP 8** The **PDF DOCUMENT** screen is displayed.

Follow these steps to associate the PDF document with this entry:

- Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**.
- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box.
- Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments instructions - See *Multi-Part* motions.
- Click on the **[Next]** button to continue.

**STEP 9** The **MODIFY DOCKET TEXT** screen displays.

**NOTE:** To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

- Modify or enter text as necessary in the Docket Text field.
- If the text is correct, click on the **[Next]** button to continue.

**STEP 10** The **FINAL TEXT** screen will appear.

**This is your last chance to make any changes before the final submission!**

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct, **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - To abort or restart the transaction, return to **Step 1** and begin again.

The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

**STEP 11** The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu.
- When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
- When a copy of the **Notice of Electronic Filing** is e-mailed to each subscriber on the case, the following message will display at the top of the notice:

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**Notice of Electronic Filing:**

Case number [Hyperlink to PACER](#)

Date and time stamp information

Case Title

Document number [hyperlink to document \(free look\)](#)

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a [hyperlink to the PDF file of the attached document](#) if there is one.

**Associated (PDF) documents:**

Document description: Defaults to Main Document being docketed.  
Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

**Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.