

Notice of Appearance and Request for Notice For Attorneys

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance and Request for Notice**. Once the notice has been filed, you will be shown how to query for creditors that are involved in a bankruptcy case.

STEP 1 Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

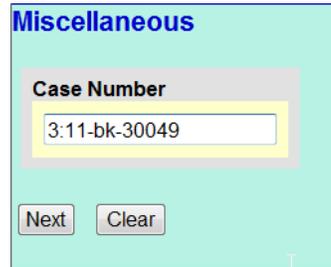
STEP 2 The BANKRUPTCY EVENTS screen is displayed. (See Figure 2.)



Figure 2

◆ Click on the [Miscellaneous](#) hyperlink.

STEP 3 The CASE NUMBER screen is displayed. (See Figure 3.)



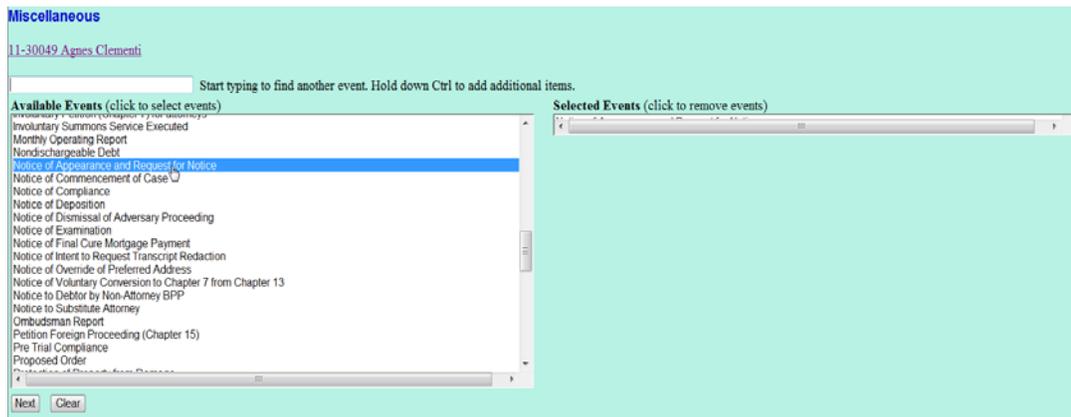
The screenshot shows a window titled "Miscellaneous" with a light green background. Inside, there is a section labeled "Case Number" with a text input field containing "3:11-bk-30049". Below the input field are two buttons: "Next" and "Clear".

Figure 3

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave 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 EVENT SELECTION screen is displayed (See Figure 4.)



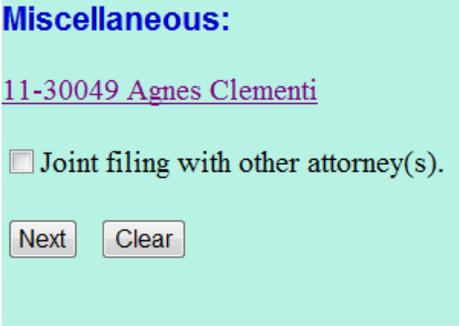
The screenshot shows a window titled "Miscellaneous" with a light green background. At the top, it displays "11-30049 Agnes Clementi". Below this is a search field with the text "Start typing to find another event. Hold down Ctrl to add additional items." To the left is a list of "Available Events (click to select events)" with "Notice of Appearance and Request for Notice" selected. To the right is a "Selected Events (click to remove events)" list which is currently empty. At the bottom are "Next" and "Clear" buttons.

Figure 4

◆ Type the name of the event in the field or scroll the list to display the **Notice of Appearance and Request for Notice** event.

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

STEP 5 If not filing with another attorney, just click **[Next]**. If filing jointly, click in the check-box provided, then click on the **[Next]**.
(See Figure 5.)



Miscellaneous:

[11-30049 Agnes Clementi](#)

Joint filing with other attorney(s).

Next Clear

Figure 5

NOTE: If filing jointly, you will be provided with a screen listing the attorney(s) on the case.

STEP 6 The PARTY SELECTION screen in this example does not include our filer, American Express. **(See Figure 6a.)**

Miscellaneous:

[11-30049 Agnes Clementi](#)

Select the Party:

Beneficial, [Creditor]
 Clementi, Agnes [Debtor]
 Golden, Joseph J. [US Trustee]
 Reisz, William Stephen [Trustee]
 Sears, Roebuck and Co., [Creditor]

[Add/Create New Party](#)

Figure 6a

- ◆ Click on the **[Add/Create New Party]** hyperlink to add the creditor.
- ◆ Enter the creditor’s name in the Last name field and click on the **[Search]** button to continue. **(See Figure 6b.)**

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Figure 6b

- ◆ The PARTY SEARCH RESULTS screen is displayed. (See Figure 6c.)

NOTE: Your name search may find more than one record having the same name as shown in **Figure 6c**. 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.

- ◆ If the creditor was found, click on the **[Select name from list]** button to continue. (See Figure 6c.)

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

AMERICAN EXPRESS TRAVEL RELATED SERVICES
American Express, c/o Becket & Watkins, Malvern, PA
American Express Centurin Bank
American Express Centurion Bank, c/o Becket & Lee, Malvern, PA
American Express Optima Card Division, c/o Becket & Lee LLP, Malvern, PA
American Express Travel Related Serv, c/o Becket & Watkins, Malvern, PA

Figure 6c

- ◆ The PARTY INFORMATION screen will appear. Ensure that there is no address information for the creditor you are adding to the case, change the **Role** to **Creditor**, and then click on the **[Submit]** button to continue. (See Figure 6d.)

Party Information

American Express Travel Related Svc SSN / ITIN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Role

Party text

Figure 6d

- ◆ You can now choose your creditor from this screen, then click on the **[Next]** button to continue. (See Figure 6e.)

Miscellaneous:

[11-30049 Agnes Clementi](#)

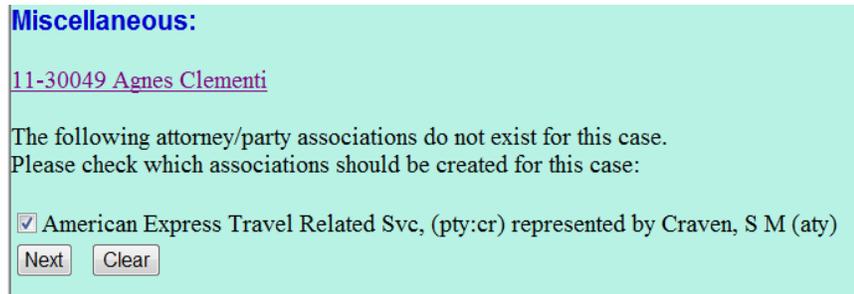
Select the Party:

[Add/Create New Party](#)

Beneficial, [Creditor]
 Clementi, Agnes [Debtor]
 Golden, Joseph J. [US Trustee]
 Reisz, William Stephen [Trustee]
 Sears, Roebuck and Co., [Creditor]

Figure 6e

- ◆ Create the Attorney/Party association by clicking in the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen. **(See Figure 6f.)**



Miscellaneous:

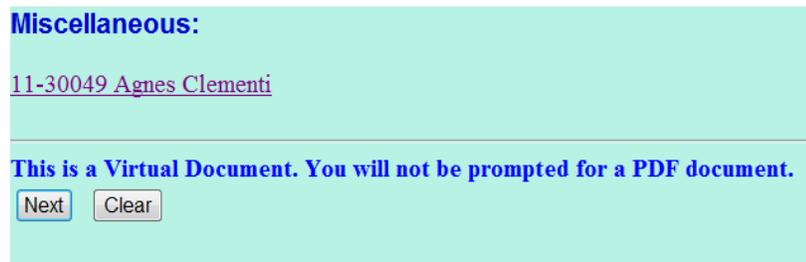
[11-30049 Agnes Clementi](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

American Express Travel Related Svc, (pty:cr) represented by Craven, S M (aty)

Figure 6f

- STEP 7** A screen indicating that this is a virtual event, and no PDF is required will be displayed. You will not need to prepare a PDF document for the Notice of Appearance; entering the entry for this event to the official court docket by following these steps will enter your appearance in the case. **(See Figure 7.)**



Miscellaneous:

[11-30049 Agnes Clementi](#)

This is a Virtual Document. You will not be prompted for a PDF document.

Figure 7

STEP 8 The FINAL TEXT EDITING screen will be displayed.
(See Figure 8.)

Miscellaneous:

[11-30049 Agnes Clementi](#)

Docket Text: Modify as Appropriate.

Notice of Appearance and Request for Notice by S M Craven [redacted] . Filed by on behalf of American Express Travel Related Svc (Craven, S)

Next Clear

Figure 8

◆ If the information displayed is correct, click **[Next]** to continue.

STEP 9 The FINAL DOCKET TEXT screen will be displayed.
(See Figure 9.)

Miscellaneous:

[11-30049 Agnes Clementi](#)

Docket Text: Final Text

Notice of Appearance and Request for Notice by S M Craven . Filed by on behalf of American Express Travel Related Svc (Craven, S)

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

Next Clear

Figure 9

◆ Click **[Next]** to continue.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen is displayed.
(See Figure 10.)



Figure 10

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
 - ◆ Date and time stamp information
 - ◆ Case title
 - ◆ Docket text
 - Text produced from docket event
 - Annotated text in italics
 - Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document.
 - ◆ **Associated PDF documents:**
 - Document description: Defaults to the Main Document being filed.
 - Original filename: The full directory path and filename from firm or court's PC or network.
 - Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
 - Document description: The first document entered on the attachment screen (if any).
 - ◆ **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 traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.
- NOTE:** Subscribers to electronic noticing will be given "one free look" at the document that was filed. This message will appear on each notice: