

GUIDE TO FILING A NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

1. FILING.

Bankruptcy
Notices
Enter Case Number
Click Next
Notice of Appearance and Request for Notice
Click Next.

2. PARTY SELECTION.

The **PARTY SELECTION** screen displays listing all of the parties currently included in the case.

If the party appears, highlight and click Next.

If the party DOES NOT appear, **Add/Create New Party** and click Next.

1. Enter the party name in the Last/Business name field, i.e., Wells Fargo, and click Search.

The party 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 name and address for verification purposes only.

- ◆ If the party is found following the search, highlight the name, and click on **Select Name from List** to continue.
- ◆ If the search is unsuccessful, "No person found", click on the **Create new party** button to add the party.

The **Party Information** screen displays.

- ◆ When you are representing the party, **no address information is required.**
- ◆ **CHANGE THE PARTY ROLE TYPE.**
Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select **Creditor**.
- ◆ Click **Submit**.
- ◆ The **Select Party** screen displays again.
- ◆ The party just added will be highlighted.

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Revised: November 7, 2007**

- ◆ Click Next.
- ◆ If you are not yet associated to this party, check the box to associate yourself to the party and click Next.

3. PDF DOCUMENT.

Select the PDF document. If you have attachments to your notice, select **yes** for the ***Attachments to Document*** radio button. Click Next. Attach any exhibits you may have. Click Next.

4. DOCKET TEXT: FINAL TEXT.

Proof this screen carefully. If any part of the docket text is incorrect, click the browser Back button to return to the screen you need to correct. Then process the screens again with the respective Next or Submit buttons.

If the docket text is correct, click Next. The Notice of Electronic Filing screen appears.