Bankr. D.S.D. R. 2002-5(a) - Consent to electronic service. Unless otherwise ordered, any person, as defined by 11 U.S.C. § 101(41), governmental entity, or an attorney or other agent for a person or governmental entity, who files a notice of appearance and request to receive notice under Fed.R.Bankr.P. 2002(g)(1) is deemed to have consented to electronic service of all documents in that case.

Electronically file a notice of appearance in CM/ECF by going to:

Bankruptcy
Notices
Enter Case Number
Click Next
Select the event **Notice of Appearance and Request for Notice**
Click Next

The **Select the Party** screen displays listing all of the parties currently included in the case.

If the party you are representing appears in the party list, highlight the name and click Next.

If the party you are representing does NOT appear in the party list, select **Add/Create New Party**.

- ◆ If you are searching for a business, enter the search criteria in the "Last/Business name" field.
- ◆ If you are searching for an individual, enter the search criteria in the "Last/Business name" field and the "First Name" field.
- ◆ Click Search.

    The party name search may find more than one record having the same name. Clicking on a name 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, click on **Create new party** to add the party.

The **Party Information** screen displays**.**

- ◆ When you are representing the party, no address information is required.
- ◆ **Change the "Role" type from Debtor to Creditor.**
- ◆ Click Submit.

The **Select the Party** screen displays again.

- ◆ The party just added will be highlighted.

Click Next.

- ◆ IMPORTANT: The following attorney/party association(s) will be created in this case.
- ◆ Leave the checkmark in the box.
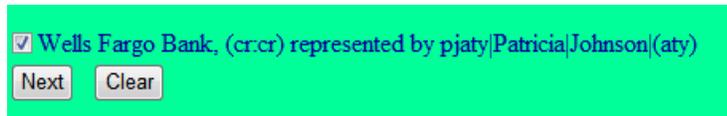
☑ Wells Fargo Bank, (cr:cr) represented by pjaty|Patricia|Johnson|(aty)

[Next] [Clear]

Click Next.

Browse for your PDF document.

Click Next.

Docket Text: Final Text:
Notice of Appearance and Request for Notice of John Smith on behalf of Wells Fargo Bank.

If the docket text is correct, click Next.

The Notice of Electronic Filing screen appears.