

Notice of Appearance and Request for Notice - Text Only Event for Attorneys

These instructions will guide attorneys through the process of e-filing a Notice of Appearance for a party in a case (i.e. debtor, creditor, interested party). **This is a text-only event; no .pdf document is required to be associated with this event.**

STEP 1 Click [Bankruptcy](#) on the CM/ECF menu bar.



Figure 1

STEP 2 The **CATEGORY SELECTION** screen displays.

· Select [Notices](#)

STEP 3 The **File Notice** screen displays.

· Enter the case number using the YY-NNNNN format.

· Click the **[NEXT]** button.

STEP 4 The **EVENT SELECTION** screen displays.

· Select **Appearance and Request for Notice (Text Only)**.

· Click the **[NEXT]** button.

STEP 5 Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click **[NEXT]**, if no, just click **[NEXT]**

K *TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 The **PARTY SELECTION** screen displays.

- ' Select the party the attorney is appearing for.
- ' Click the **[NEXT]** button and Continue with **STEP 7**.

OR if Party does NOT appear as a selection, click on **Add/Create New Party**.

The **PARTY SEARCH** screen displays.

- ' Enter the creditor's business or last name in the **Last/Business Name** field.
- ' Click the **[Search]** button.

The **SEARCH RESULTS** screen displays.

- ' Click on the creditor's name from the list to select it.
 - ! Verify Address
 - ! Click **Select Name From List** button
 - ! Make changes to the address as appropriate

K **Note:** Role type must be changed to creditor or interested party!

- ' If the creditor is not listed, click the **[Create new Party]** button.

The **PARTY INFORMATION** screen displays.

- ' Enter the address in the manner indicated below. An address must appear for the party. (See Figure 2.)

Mary Jones
c.o John Smith
99 Main Street
Providence, RI 02906

% **NOTE:** Do **not** use the "/" symbol to indicate c/o!

& **NOTE:** The address field **must** be completed for the creditor/party.

VERY IMPORTANT The **Role** must be either **Creditor or Interested Party**

- ‘ Click the **[Submit]** button.

The **PARTY SELECTION SCREEN** displays.

- ‘ The creditor’s name is preselected.
- ‘ Click the **[NEXT]** button.

STEP 7 The **ATTORNEY/PARTY** association screen displays.

- ‘ Click the checkbox to form an association in the CM/ECF database.
- ‘ Click the **[NEXT]** button.

STEP 8 Verify your case.

- ‘ Click the **[NEXT]** button.

STEP 9 The **TEXT MODIFICATION** screen displays.

- ' Verify the accuracy of the information.
- ' Insert any additional information in blank text box. All added text will appear in italics

SAMPLE DOCKET TEXT

Notice of Appearance and Request for Notice Filed by Joe Attorney on behalf of John Doe (Attorney, Joe).

- ' Click the **[NEXT]** button.

STEP 10 The **FINAL TEXT VERIFICATION** screen displays.

- ' This is your final opportunity to make changes.
 - When it is necessary to make changes click the **[Back]** button to the screen where changes are required.
- ' Click the **[NEXT]** button.

STEP 11 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 is now an official court document.
 - To print a copy of the notice, click the browser **[Print]** icon.
 - To save a copy of the receipt, click **[File]** on the browser menu bar and select **Save As**.
 - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

