

Notices

****This instruction does not include the steps for filing a *Notice of Motion*. Please see instructions titled "Notice of Motion" for those instructions.****

The **Notices** category contains various notices submitted to the court. This instruction will guide you through the steps to file a notice in the **Notices** category. The example in this module demonstrates a *Notice of Amendment*. The same general steps would be followed for other types of notices such as a *Notice to Withdraw Document* or *Notice of Change of Address*. As stated above, this instruction does not cover the filing of a *Notice of Motion*.

Step 1 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

◆ Click the **Notices** link.

Step 3 The **Case Number** screen displays. (See Figure 3)



Figure 3

- ◆ Enter the case number in yy-nnnnn format and click **Next** to continue.

Step 4 The **Available Events** screen displays. (See Figure 4)

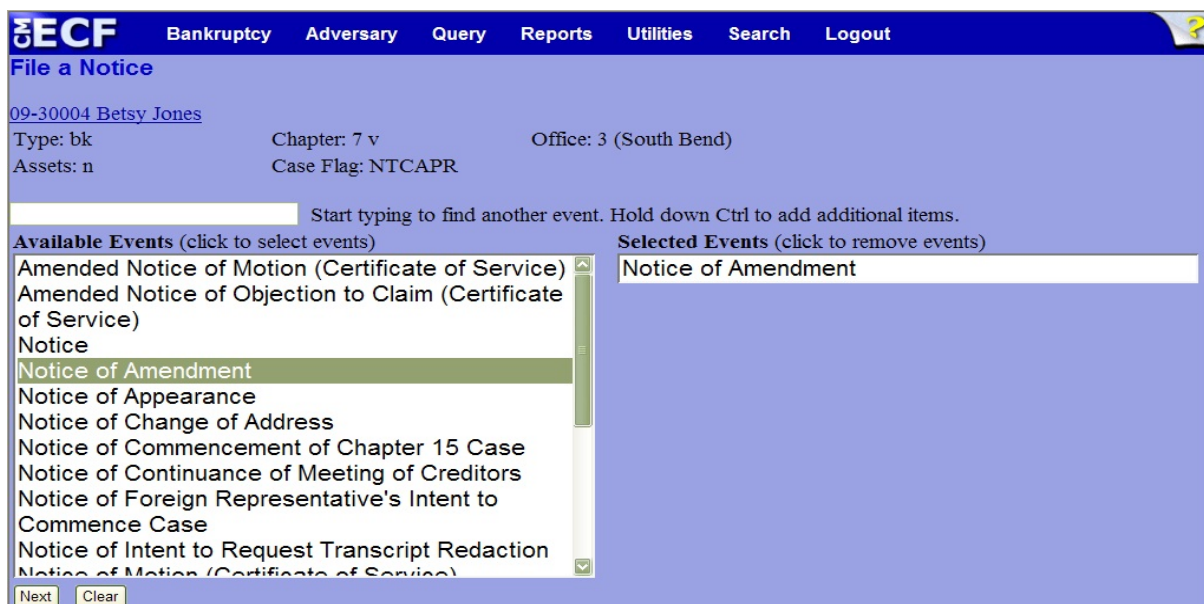


Figure 4

- ◆ To locate the notice being filed, either scroll down the selection box or start typing the name of the notice in the box above **Available Events**. In this example, start typing "notice of amendment" until it is displayed in the **Available Events** list.
- ◆ When the notice is located, highlight it with your mouse, which will place it in the **Selected Events** on the right of the screen.
- ◆ When the correct notice is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **Joint filing with other attorney(s)** screen displays. (See Figure 5)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the bar, the page title is 'File a Notice:'. The case information is displayed as follows: Case Number '09-30004 Betsy Jones', Type 'bk', Assets 'n', Chapter '7 v', Case Flag 'NTCAPR', and Office '3 (South Bend)'. A checkbox labeled 'Joint filing with other attorney(s)' is present and unchecked. At the bottom are 'Next' and 'Clear' buttons.

Figure 5

- ◆ If this is a joint filing with another attorney from your office, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6 The **Select the Party** screen will display all participants in the case. (See Figure 6)

This screenshot shows the same ECF interface as Figure 5, but with the 'Select the Party:' dropdown menu open. The dropdown lists three parties: 'Gargula, Nancy J. [U.S. Trustee]', 'Jones, Betsy [Debtor]', and 'U.S. Whatever Bank, [Creditor]'. To the right of the dropdown is a link labeled 'Add/Create New Party'. The 'Next' and 'Clear' buttons remain at the bottom.

Figure 6

- ◆ Select the filer(s) and click **Next** to continue.

NOTE: If the party is not listed as a party to the case, click the Add/Create New Party link to add the party.

NOTE: If there is more than one filer to this document, select all parties.

Step 7 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7a)

Figure 7a

- ◆ Click the **Browse** button, then navigate to the directory where the 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**. (See Figure 7b)

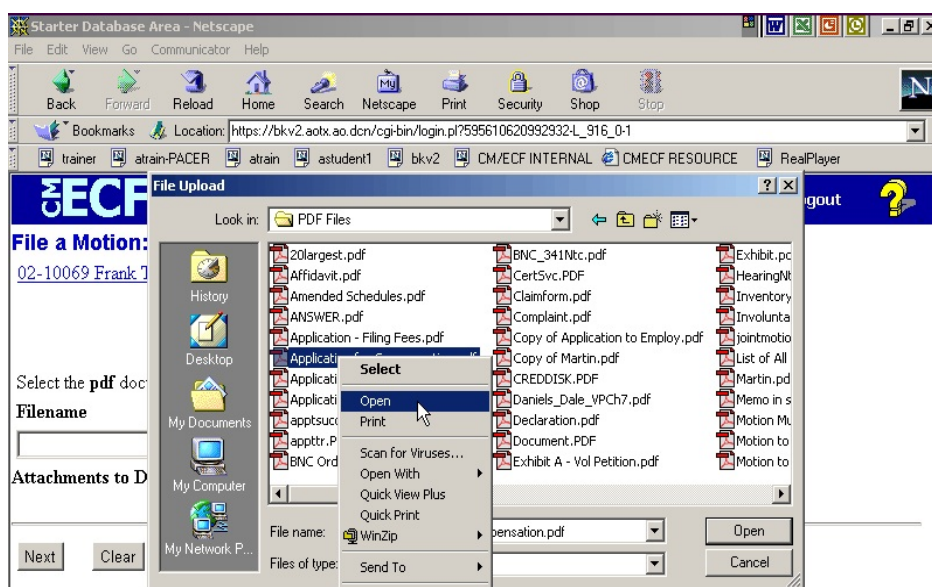


Figure 7b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 7c)

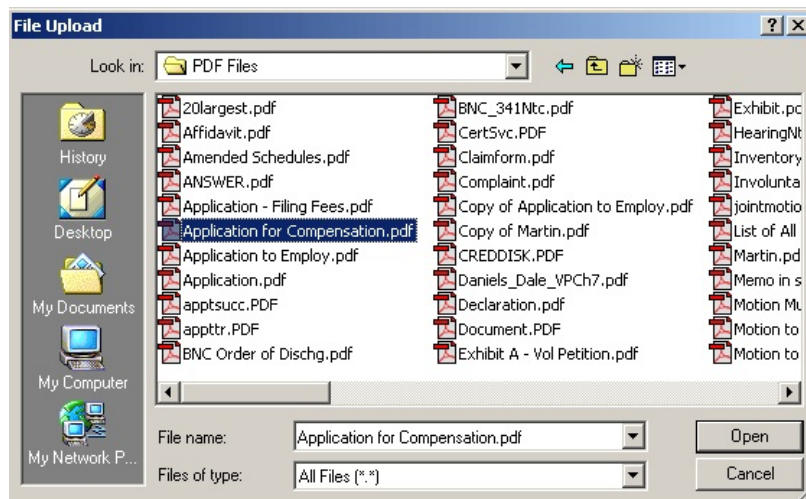


Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)

Figure 7d

- Click **Next** to continue.

Step 8 The **Event Relation** screen displays listing all miscellaneous documents already filed in the case. (See Figure 8)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue area with the instruction "Select the appropriate event(s) to which your event relates:". A list of filed documents follows, each with a checkbox and a link to the document. The documents are:

- ☐ 02/06/2009 [1](#) Chapter 7 Voluntary Petition . Fee Amount \$299 Filed by Betsy Jones. (Attachments: # [1](#) Signature Pages)
- ☐ 02/06/2009 [2](#) Statement of Social Security Number(s) Filed by Betsy Jones.
- ☐ 02/06/2009 [3](#) Certificate of Credit Counseling Filed by Betsy Jones.
- ☐ 02/06/2009 [4](#) Amended Schedules: F . Fee Amount \$26 Filed by Betsy Jones.
- ☐ 02/06/2009 [7](#) Proposed Order to Employer to Pay Trustee Filed by Betsy Jones.
- ☐ 02/06/2009 [11](#) Proposed Order Filed by U.S. Whatever Bank (related document (s) [9](#) Motion for Relief From Stay, Motion to Compel Abandonment filed by Creditor U.S. Whatever Bank).
- ☐ 02/06/2009 [12](#) Reaffirmation Agreement Between Debtor and U.S. Whatever Bank With Attorney Affidavit (Declaration) Filed by Betsy Jones, U.S. Whatever Bank.
- ☒ 09/17/2009 [17](#) Amended Schedules: F . Fee Amount \$26 Filed by Betsy Jones. (Miller, William)

At the bottom of the list are two buttons: "Next" and "Clear".

Figure 8

- ◆ Place a check in the box beside the document that is related to the notice being filed and click **Next** to continue.

Step 9 The **Docket Text: Modify as Appropriate** screen will display. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

09-30004 Betsy Jones

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n Case Flag: NTCAPR

Docket Text: Modify as Appropriate.

▼ Notice of Amendment Filed by Debtor Betsy Jones (related document(s)[17] Amended Schedules filed by Debtor Betsy Jones). (Miller, William)

Next Clear

Figure 9

- ◆ If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list. Click **Next** to continue.

Step 10 The **Docket Text: Final Text** screen displays. (See Figure 10)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

09-30004 Betsy Jones

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n Case Flag: NTCAPR

Docket Text: Final Text

Notice of Amendment Filed by Debtor Betsy Jones (related document(s)[17] Amended Schedules filed by Debtor Betsy Jones). (Miller, William)

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

Next Clear

Figure 10

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing.
 - If correct, click **Next**.

- If final docket text is incorrect, either click the browser **Back** button to locate the screen to be modified,

Or
- abort the transaction by clicking the Bankruptcy link on the **Main Menu Bar** and start over from the beginning.

Step 11 The **Notice of Electronic Filing screen** displays.

- ◆ This screen can be either saved or printed.