

Notice of Appearance

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 **Notices**.

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 is displayed. (See Figure 4)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Amended Notice of Motion
- Amended Notice of Objection to Claim
- Notice of Amendment
- Notice of Appearance**
- Notice of Change of Address
- Notice of Change of Creditor Payment Address
- Notice of Commencement of Chapter 15 Case
- Notice of Continuance of Meeting of Creditors
- Notice of Final Cure Mortgage Payment
- Notice of Foreign Representative's Intent to Commence Case

Selected Events (click to remove events)

- Notice of Appearance

Next Clear

Figure 4

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

Step 5 The **Joint Filing with other attorney** screen appears. (See Figure 5)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

☐ Joint filing with other attorney(s).

Next Clear

Figure 5

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

Step 6 The **Party Selection** screen appears. (See Figure 6)

Figure 6

- ◆ Highlight the party you represent and click **Next** to continue.

NOTE: Assure that the selected party includes a complete mailing address.

NOTE: If the party you represent is not appearing in the selection box, add them by clicking the Add/Create New Party link.

Step 7 The **Attorney/Party Association** screen may appear. (See Figure 7)

Figure 7

- ◆ Read this screen carefully and make the attorney/party association if appropriate by putting a check mark in the box provided. ECF will now associate you as the attorney for that party.
- ◆ Click **Next** to continue.

Step 8 The **PDF Document Selection** screen will then display. (See Figure 8a)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

Filename

Attachments to Document: ☒ No ☐ Yes

Figure 8a

- ◆ 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 8b)

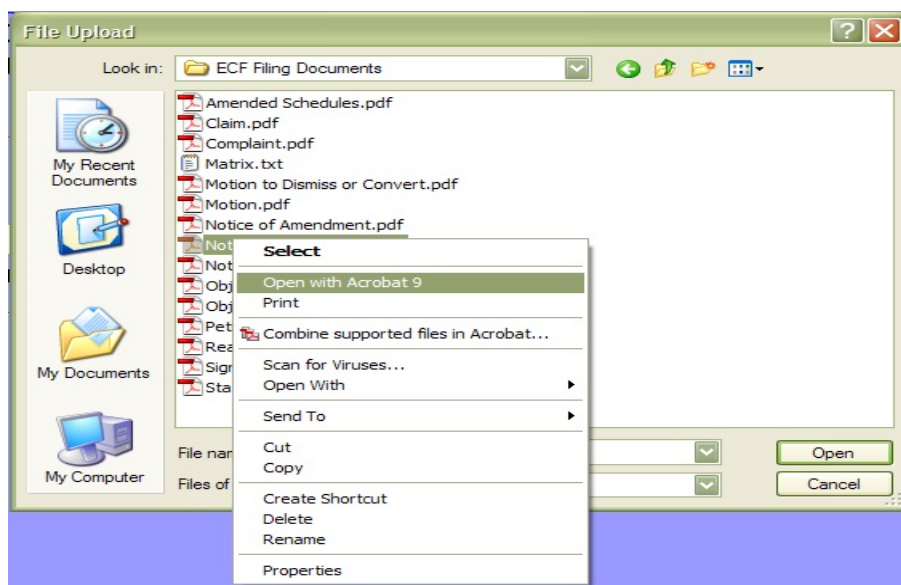


Figure 8b

- 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 8c)

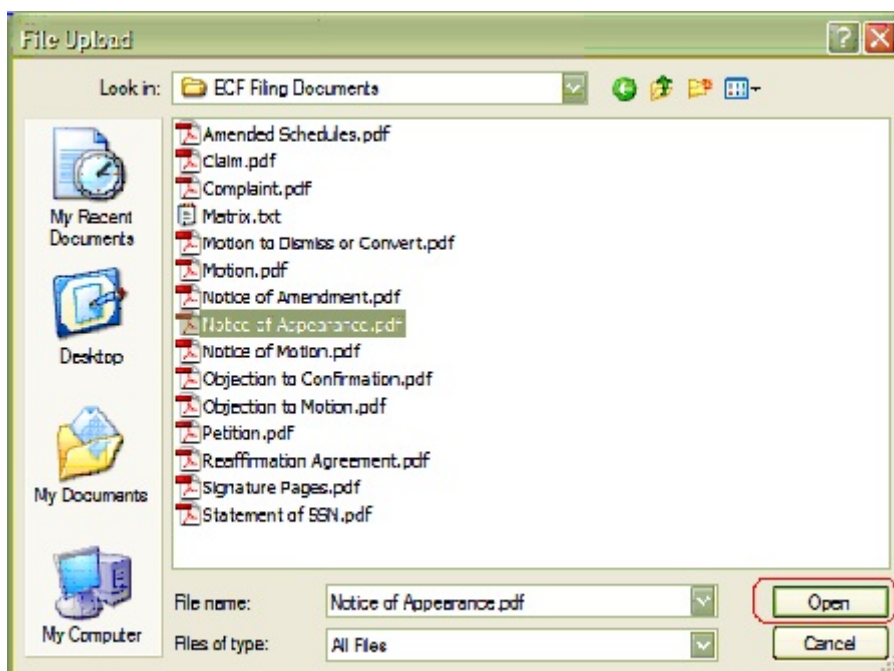


Figure 8c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 8d)

A screenshot of the ECF (Electronic Case Filing) interface. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'File a Notice:'. Below this, the case number '09-30006-hcd Frank L. Smith' is displayed. Case details are shown in a table-like format: Type: bk, Chapter: 7 v, Office: 3 (South Bend); Assets: n, Judge: hcd, Case Flag: NTCAPR, 707(b). The 'Filename' section shows 'Documents\Notice of Appearance.pdf' with a 'Browse...' button. The 'Attachments to Document' section has two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 8d

- Click **Next** to continue.

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

The screenshot shows the ECF 'File a Notice' screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case information is displayed: 09-30006-hcd Frank L. Smith. The case details are: Type: bk, Chapter: 7 v, Office: 3 (South Bend), Assets: n, Judge: hcd, Case Flag: NTCAPR, 707(b). The 'Docket Text: Modify as Appropriate' section is highlighted in yellow and contains the text: 'Notice of Appearance [text box] by William Miller Filed by Creditor Second Star Bank . (Miller, William)'. At the bottom of the section are 'Next' and 'Clear' buttons.

Figure 9

- ◆ Additional text is not required to be entered in the text boxes provided.
- ◆ Click **Next** to continue.

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

The screenshot shows the ECF 'File a Notice' screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case information is displayed: 09-30006-hcd Frank L. Smith. The case details are: Type: bk, Chapter: 7 v, Office: 3 (South Bend), Assets: n, Judge: hcd, Case Flag: NTCAPR, 707(b). The 'Docket Text: Final Text' section is highlighted in yellow and contains the text: 'Notice of Appearance by William Miller Filed by Creditor Second Star Bank. (Miller, William)'. Below this section is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the section are 'Next' and 'Clear' buttons.

Figure 10

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

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

- ◆ This screen can be either saved or printed.