

FILING A NOTICE OF APPEARANCE

This section explains the steps for an attorney to file a Notice of Appearance in the CM/ECF system.

- Select “**Bankruptcy**” from the blue menu bar. A list of bankruptcy topics will appear. Select “Other Miscellaneous Documents” from the list of general filing topics.

General Filing Topics
[Answer/Response/Objection](#)
[Appeal](#)
[Motions/Applications](#)
[Notices](#)
[Other Miscellaneous Documents](#)

- When prompted, enter the bankruptcy case number. Click “**Next.**”

- On the next screen, you will see a pick list of miscellaneous docket events already included in the ECF system. Scroll down the list of events until you find “**Notice of Appearance (Appearance of Attorney).**” Click on the event to highlight your selection on the list. (Instead of scrolling, you could also find the event on the pick list by searching for “Notice” in the search field).

Joinder in Involuntary Petition
 Joint Report
 Mediator's Report
 Memorandum of Law
 Notice of Adequate Protection Payments
 Notice of Appearance (Appearance of Attorney)
 Notice of Change of Address
 Notice of Filing Appraisal Report

Next Clear

- The next screen will ask if this is a joint filing with other attorneys. If you are filing this Notice jointly with another attorney, check the box which reads “joint filing with other attorneys”. Otherwise, just click “**Next.**”

File Miscellaneous / Other Documents :

07-30017 John Q. Citizen
 Type: bk Chapter: 7 v Office: 3 (Pensacola)
 Assets: n Case Flag: PayStub, DebtEd

Joint filing with other attorney(s).

Next Clear

- The system will next inquire about who you are representing in this case. Unless you have previously filed a pleading in this case you will probably need to add your client as a party. Review the party selection screen to determine if your client is already listed. If the party is listed, simply highlight the name of the party filing the document and click “**Next.**”

Select the Party:

ABC Credit Company, [Creditor] [Add Create New Party](#)
 Citizen, John Q. [Debtor]
 Gator Mortgage Finance, [Creditor]
 U.S. Trustee, [U.S. Trustee]

Next Clear

- If the party is not found, click “**Create new party**” and follow the steps for adding a new party. Be sure to change the “Role” on the party information as appropriate. Click “**Submit**” when finished.

Party Information

Last name German Car Company First name
 Middle name Generation Title
 SSN 222-11-1234 Tax ID
 Office Address 1
 Address 2 Address 3
 City State Zip
 County Country
 Phone Fax
 E-mail
 Role Creditor (cr cr)
 Party text

Submit Cancel Clear

- After you have finished adding the party, the name will now appear on the party selection screen. Click on the party name to highlight the name and then click on “Next.”
- If you have not filed any pleadings on behalf of your client before filing a Notice of Appearance, you will be prompted to create an association between yourself and the party you added. It is important that you create this association in order to receive notices on behalf of your client. To create the association, make sure the box is checked and then click “Next.”
- The next screen will prompt you to enter the .pdf file containing your document. Click on the “browse” button and navigate to the location on your computer where your Notice of Appearance .pdf file is stored. If you are attaching additional documents to the motion, click “Yes” for attachments and then click “Next.”
- An information screen will appear advising you to enter the address for sending notices on the next screen. Click “Next.”
- In the space provided, enter the attorney or creditor address which should be used for notices.
- The docket text screen will give you the opportunity to modify the docket text. In some pleadings you may want to add additional information so the docket text will be more descriptive. In this example, the docket text is self-explanatory and no additional text is necessary. Click “Next” when finished.
- The next screen is very important! You will see a warning which advises that clicking the “Next” button will submit the transaction. This is exactly how the text will appear on the docket sheet. If the text is correct, click “Next.” The Notice of Electronic Filing will appear.

Select the Party:

German Car Company. [Creditor]	Add/Create New Party
ABC Credit Company. [Creditor]	
Citizen, John Q. [Debtor]	
Gator Mortgage Finance. [Creditor]	
U.S. Trustee. [U.S. Trustee]	

Next Clear

The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:

German Car Company, (cr.cr) represented by Matlock, Bennie Q. (aty)

Next Clear

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

C:\Notice.pdf

Attachments to Document: No Yes

Next Clear

File Miscellaneous / Other Documents :

07-30017 John Q. Citizen Chapter: 7 v Office: 3 (Pensacola)

Type: bk Case Flag: Pay/Stk, DebEd, QC_Rev

Assets: n

Enter the attorney or creditor address that should be used for noticing on the next screen.

If a different address is needed for filing a Proof of Claim, double space after the notice address and enter the claim payment address as well.

Next Clear

Add Creditor(s)

Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.

Name and Address

Creditor type: Creditor

Creditor committee: No Yes Entity:

Next Clear

Docket Text: Modify as Appropriate.

Notice of Appearance and Request for Notice filed by Bennie Q. Matlock on behalf of German Car Company. (Matlock, Bennie)

Next Clear

Docket Text: Final Text

Notice of Appearance and Request for Notice filed by Bennie Q. Matlock on behalf of German Car Company. (Matlock, Bennie)

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

Next Clear