Entry of Appearance and Request for Notice

This will go over how to file an Entry of Appearance and Request for Notice. Prior to starting, you will need to verify any information that needs to be redacted is redacted in your word document. Then print your Entry of Appearance and Request for Notice document into PDF format (which flattens the document). NOTE: Do not just save the word document as a PDF because that does not flatten the document and may allow for editing to occur.

1. Click on **Bankruptcy**.

2. Click on **Miscellaneous/Other**.

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3. Enter the **Case Number** that the Entry of Appearance and Request for Notice will be docketed in, and then click **Next**.

4. The next two sets of screenshots show the different options for selecting an event: You can search for a key word such as **entry**. Any events with the word **entry** will appear. You could proceed by clicking on the event and then clicking **Next**.
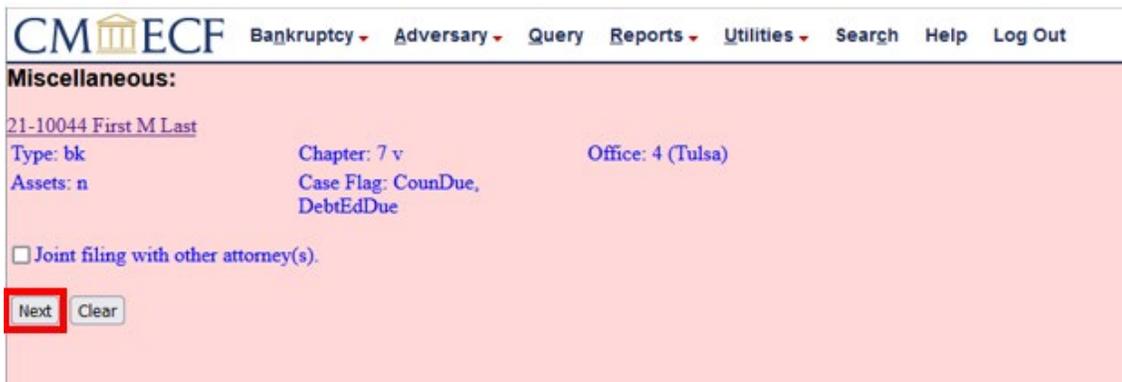

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5. Or the events are listed in alphabetical order. You can use the scroll bar to scroll through the events, select the event, and click **Next**.
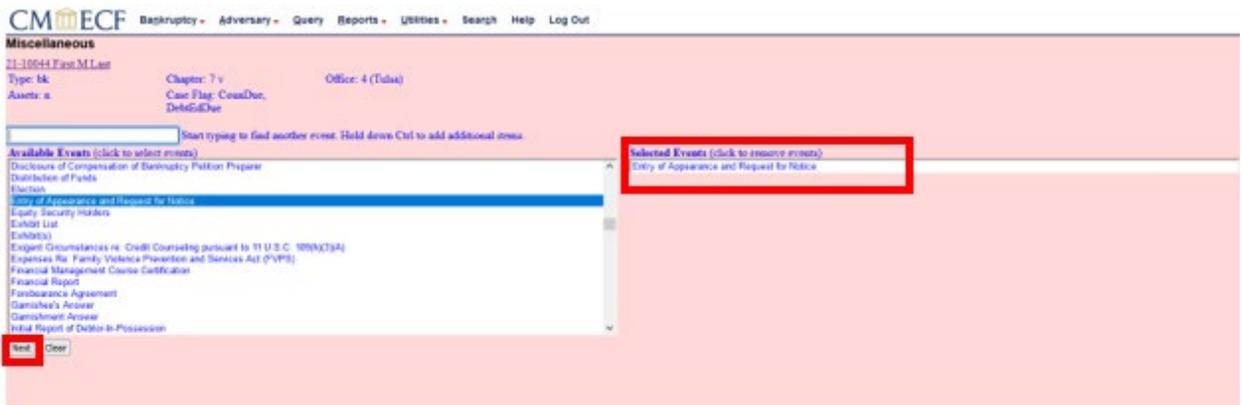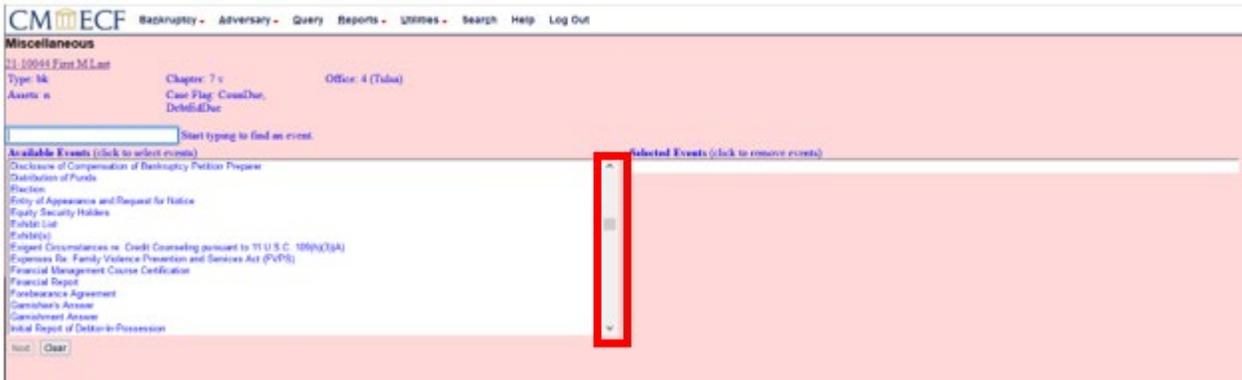
6. This screen asks if you are filing jointly with other attorney(s). In this scenario we are not, so click **Next**. If you are filing jointly, select the box prior to clicking **Next**.

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7. You now need to select a party. The system shows a list of parties currently associated with this case. If your client is listed, you will select them from the list and click **Next**.

8. If your client is not listed as a party in the case, you will need to add them to the case. To do that, you will need to click **Add/Create New Party**.

9. If you selected **Add/Create New Party**, you will add the name of your client.

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10. You will now enter the name of your client in the **Last/Business name** and click **Search**.

11. In this case no party was found, so you will need to create a new party. Click on **Create new party**.

12. The system will automatically place the name you searched in the appropriate box. The **Last name** box is used for a last name of an individual or the name of a company. Here you could enter the address of the party, but since you are entering an appearance for this party, you want notices to go to you as their attorney. You will leave the address information blank, to ensure electronic notices or mailings are sent to you as their attorney at your address.

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13. You want to assign a role to the party, so click the down arrow by the **Role** box. Role types are predefined in the CM/ECF system. In this case Pinto is a creditor, so you will select **Creditor (cr:cr)**.

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14. The information has now been completed for the party on this case. You may now click on **Submit**.

15. After clicking submit, you are returned to the Select a Party: screen where your client is now listed as a party to the case. Click on **Next** to continue.

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16. This screen is warning that you have been associated to this party in the database. Leave this box checked, you must be associated to the party in the system in order to receive proper notices and mailings. Do no uncheck this box. If everything appears accurate, click on **Next**.

17. At this point you are ready to browse to find the document you created and saved as a .PDF file. Click on **Browse…** Navigate to the folder where you saved your Entry of Appearance and Request for Notice as a .PDF. Select the document to upload. Verify that it is the document you want to upload by right clicking the document and viewing the document before it is uploaded.
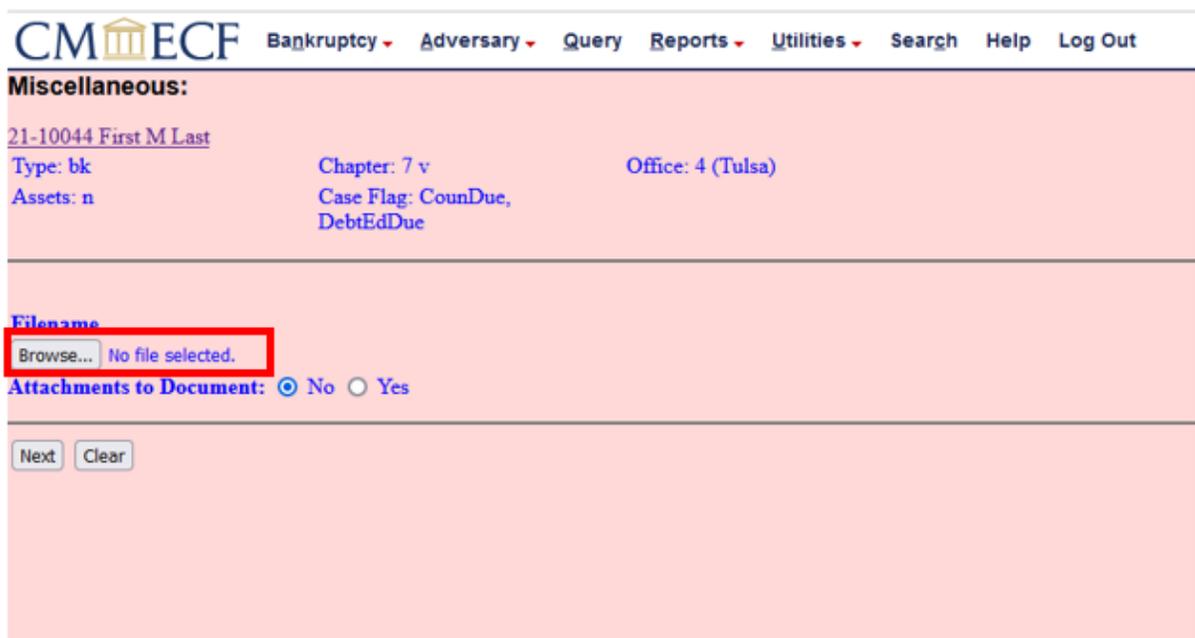
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18. After selecting the appropriate document and clicking open, you will see the document name. Click **Next**.

19. This screen is asking if the file contains a Certificate of Service or a Request for Expedited Hearing. If either apply, select box prior to clicking next. Our document does not include either of these, so click **Next**.

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20. This screen asks if it is a corrective or amended filing. In our case it does not, so we are leaving the selection at **No** and clicking **Next**.

21. A preview of the docket entry now appears. You can modify the docket entry text to add a prefix from a predefined list of words. You can click on the down arrow to see the list of words as seen below. The list of words contains items that could be used to further identify the document being filed. In this case, we will not be selecting a word from this list. The second box is a text box that will allows for additional text to be added to the docket entry.

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22. Our event is fine as is so we will continue with the filing. Click the **Next** button if docket event is fine or after making any changes.

23. The final docket text appears below. It shows an Entry of Appearance and Request for Notice is being filed by Rick Wilson on behalf of his client Pinto. The system is warning you that by clicking on **Next**, the filing will be committed to the court's database, and there will be no further opportunity to edit the filing. It also includes a reminder to redact any personal identifiers as outlined in the Federal Bankruptcy Rules and Procedures 9037. Review the text, and when you are ready to proceed, click on **Next**.

24. The document has now been filed with the court. The Notice of Electronic Filing, or NEF, is confirmation of our filing. You will now receive all notices on behalf of your client. Please review the NEF to familiarize yourself with this receipt of filing. It shows the date and time of filing. The

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case number is a link to the docket sheet. The document number is a link to the document we just filed.

If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

Phone: 918-699-4072
Email: cmecf@oknb.uscourts.gov

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