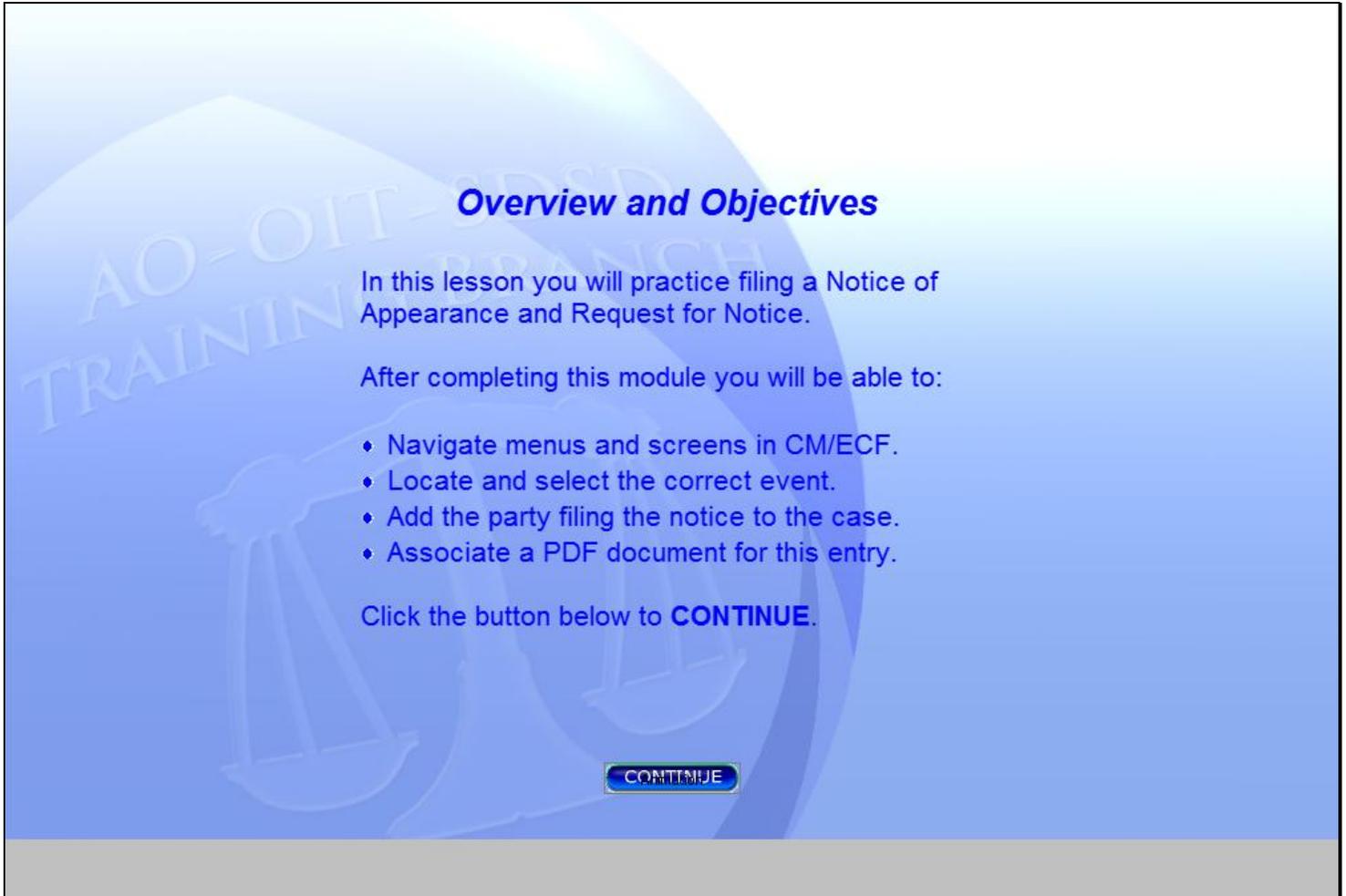


Slide 3 - Objectives

The slide has a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT TRAINING BRANCH". The title "Overview and Objectives" is centered in a bold, italicized blue font. Below the title, the text "In this lesson you will practice filing a Notice of Appearance and Request for Notice." is displayed. This is followed by "After completing this module you will be able to:" and a bulleted list of four objectives. At the bottom, there is a line of text "Click the button below to CONTINUE." and a blue button with the word "CONTINUE" in white capital letters.

Overview and Objectives

In this lesson you will practice filing a Notice of Appearance and Request for Notice.

After completing this module you will be able to:

- Navigate menus and screens in CM/ECF.
- Locate and select the correct event.
- Add the party filing the notice to the case.
- Associate a PDF document for this entry.

Click the button below to **CONTINUE**.

CONTINUE

Slide notes

In this lesson you will practice filing a Notice of Appearance and Request for Notice. You will navigate menus and screens in CM/ECF. You will locate and select the correct event and then add the party to the case. Next you will associate a PDF document. To begin the lesson, click CONTINUE.

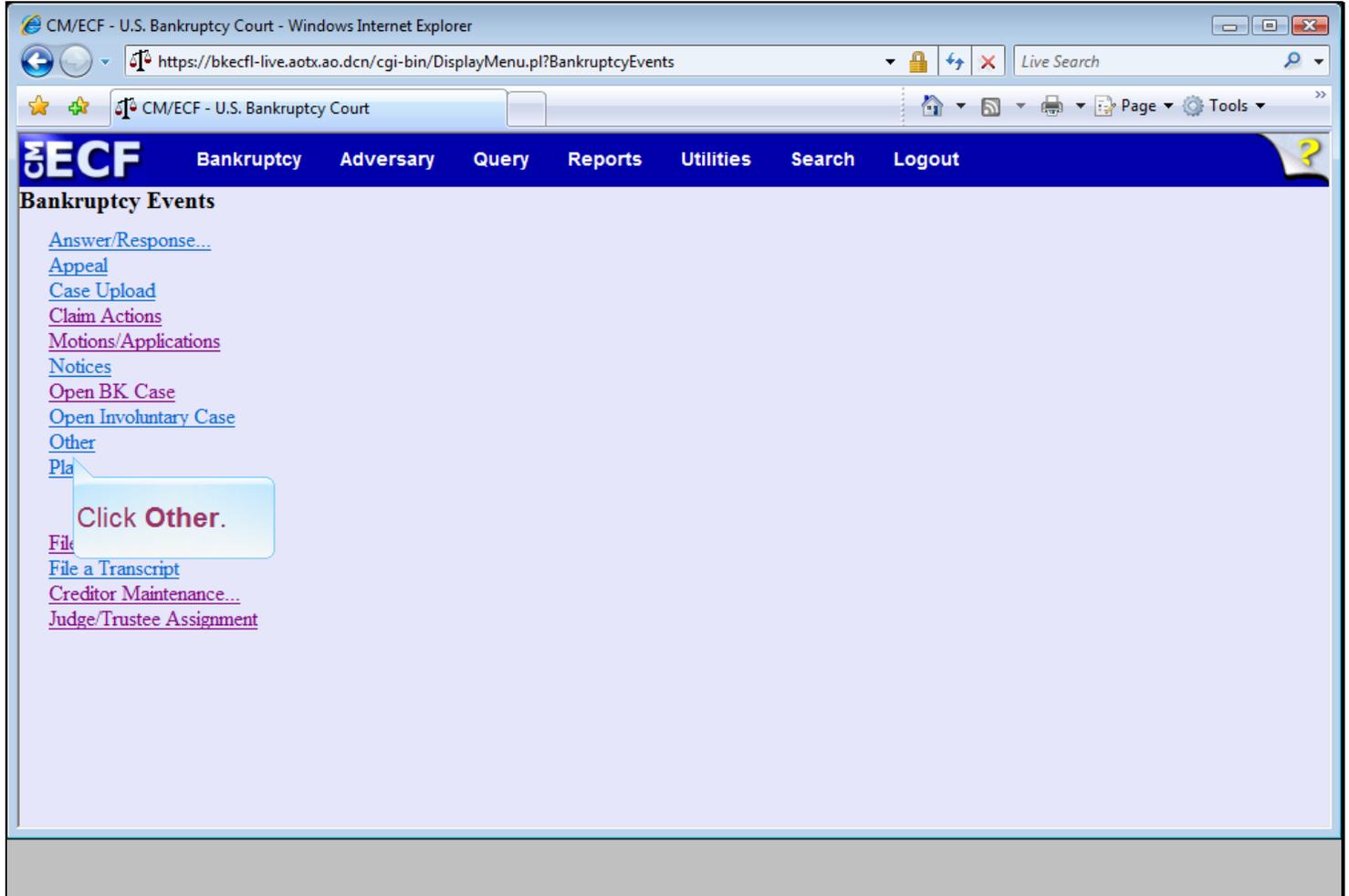
Slide 4 - Slide 4



Slide notes

After you have successfully logged into CM/ECF, menus for each category of action are displayed on a blue menu bar at the top of the screen. To file a Notice of Appearance, click Bankruptcy.

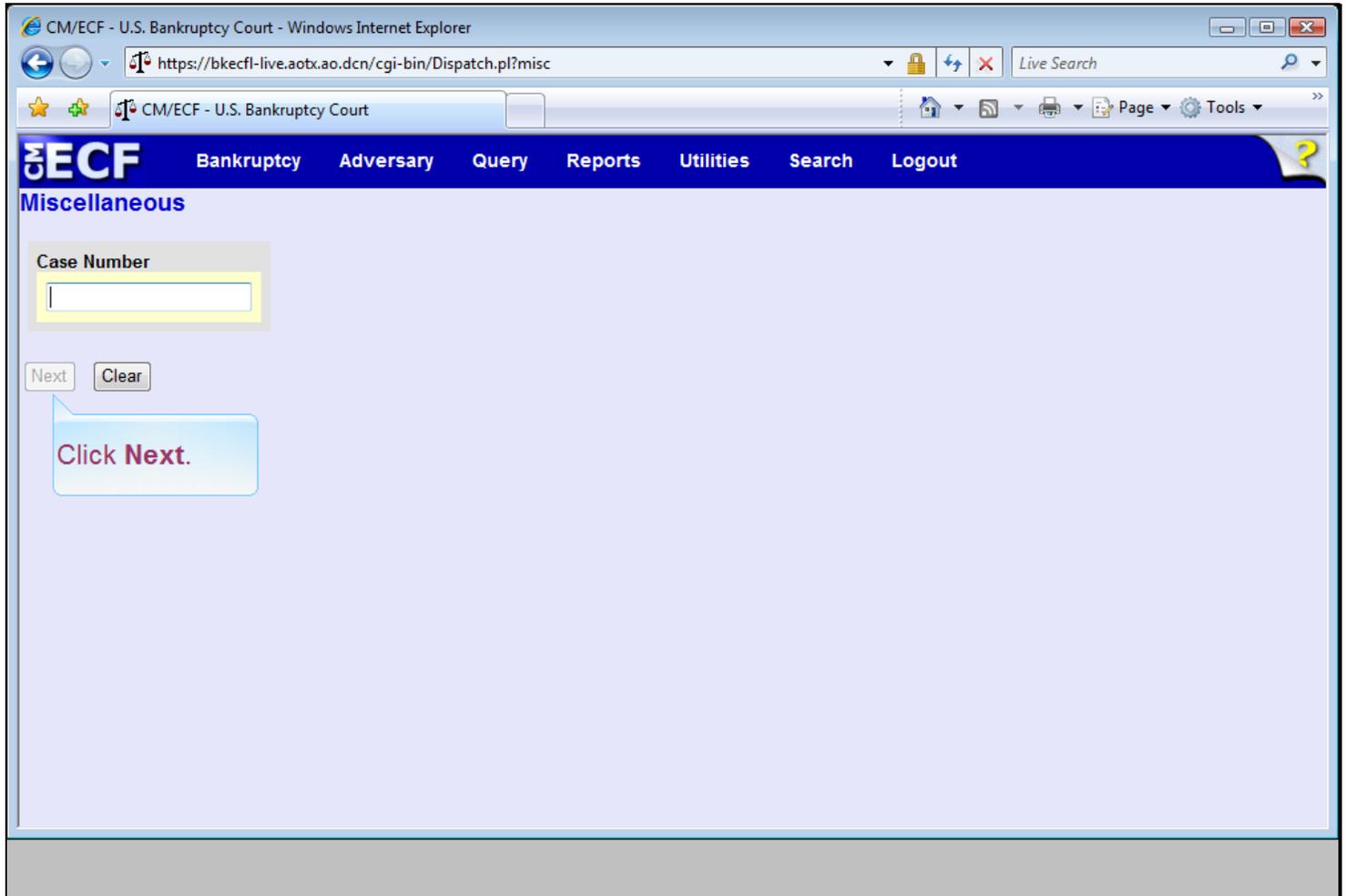
Slide 5 - Bankruptcy category selection



Slide notes

A list of Bankruptcy Events displays on this screen. Your court's list may differ from what is shown here. In this example, the Notice of Appearance event is located under the Other selection. Click Other.

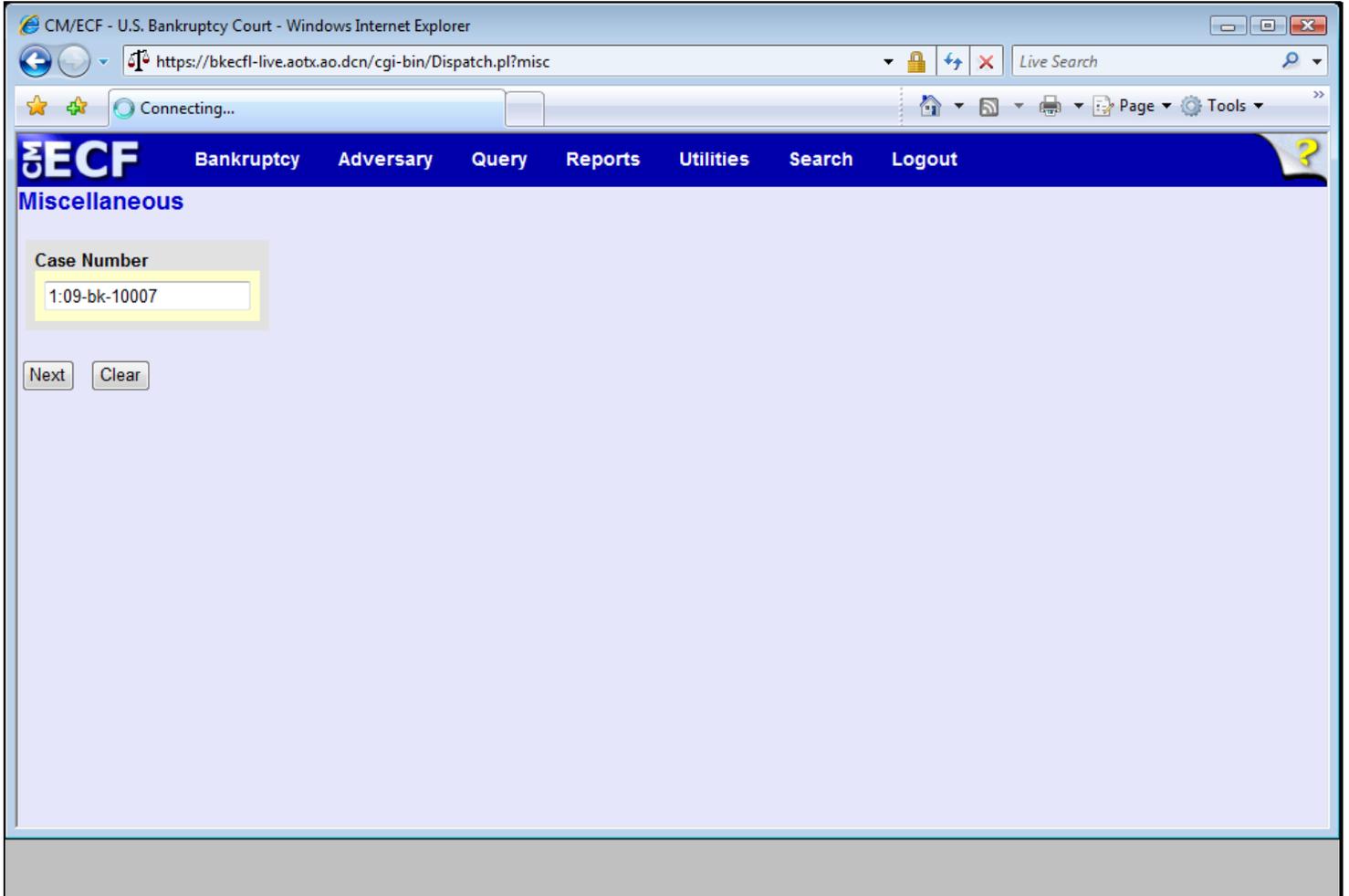
Slide 6 - Slide 6



Slide notes

When filing a pleading in CM/ECF, you must first identify the correct case. Notice that as I enter the case number, the previously grayed out Next button becomes available. Another button, Find This Case, is also made available. For this lesson, click Next.

Slide 7 - Slide 7



Slide notes

Transition slide.

Slide 8 - Slide 8

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?252223239452689

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

[09-10007 Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Start typing to find an event.

Available Events (click to select events)

- 20 Largest Unsecured Creditors
- Affidavit
- Amended Creditor Matrix (Fee)
- Amended Schedules (Fee)
- BPP Disclosure Notice to Debtors - Form 19B
- Balance Sheet for Small Business
- Brief
- Cash Flow Statement
- Certificate of Credit Counseling
- Certificate of Service
- Certificate of Service of Tax Information
- Certificate of Service of Tax Information to Requestor
- Certificate of Service of Tax Information to Taxing Authority
- Certification of Reaffirmation Agreement
- Chapter 11 Ballots
- Chapter 11 Statement of Current Monthly Income
- Chapter 13 Statement of Current Monthly and Disposable Income
- Chapter 15 List

Selected Events (click to remove events)

Slide notes

A selection list of events displays. Your court's list of events may differ from the one shown here. To help locate the appropriate event, a text box has been provided that allows you to enter a key word or string of characters to match the event description. This will limit the number of events shown. Watch how the system reduces the number of events displayed as I type the letter "n".

Slide 9 - Slide 9

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?252223239452689

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

[09-10007 Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Start typing to find an event.

Available Events (click to select events)

- 20 Largest Unsecured Creditors
- Affidavit
- Amended Creditor Matrix (Fee)
- Amended Schedules (Fee)
- BPP Disclosure Notice to Debtors - Form 19B
- Balance Sheet for Small Business
- Brief
- Cash Flow Statement
- Certificate of Credit Counseling
- Certificate of Service
- Certificate of Service of Tax Information
- Certificate of Service of Tax Information to Requestor
- Certificate of Service of Tax Information to Taxing Authority
- Certification of Reaffirmation Agreement
- Chapter 11 Ballots
- Chapter 11 Statement of Current Monthly Income
- Chapter 13 Statement of Current Monthly and Disposable Income
- Chapter 15 List

Selected Events (click to remove events)

Slide notes

Transition slide.

Slide 10 - Slide 10

The screenshot shows a Windows Internet Explorer browser window displaying the CM/ECF - U.S. Bankruptcy Court website. The address bar shows the URL: https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?252223239452689. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout. The main content area is titled "Miscellaneous" and shows case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The case details include: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville); Assets: n, Case Flag: CounDue, DebtEd, MEANSNO. Below the case details is a search input field containing the letter "n" and a prompt: "Click your selection, or use arrows to highlight it and press Enter." Underneath the search field are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: BPP Disclosure Notice to Debtors - Form 19B, Creditor Request for Notices, Nondischargeable Debt, Notice of Appearance and Request for Notice, Notice of Change of Address, Notice of Commencement of Case, Notice of Intent to Request Transfer, Request for Separate Notice, Social Security Number, and Tax Identification Number. The "Notice of Appearance and Request for Notice" item is highlighted in blue. A callout box with a blue border and white background points to this item, containing the text: "Click Notice of Appearance and Request for Notice." Below the "Available Events" list are "Next" and "Clear" buttons. The "Selected Events" column is currently empty.

Slide notes

The list is now shortened to include all events containing the letter "n". As you enter each successive character, the list grows smaller, making it easier to find this event. Had we typed "notice of", the list would have narrowed to just four events for selection. Since our event is shown by typing just the n, we will select it on this screen. Click Notice of Appearance and Request for Notice.

Slide 11 - Slide 11

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?252223239452689

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

[09-10007 Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

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

Available Events (click to select events)

- Expenses Re: FVPS
- Financial Management Course
- Intent to Cure Default
- Interrogatories
- Involuntary Petition (Chapter 11)
- Involuntary Petition (Chapter 7)
- Involuntary Summons Service Executed
- Involuntary Summons Service Unexecuted
- Nondischargeable Debt
- Notice of Appearance and Request for Notice**
- Notice of Change of Address
- Notice of Commencement of Case
- Notice of Intent to Request Transcript Redaction
- Objection to Debtor's Claim of Exemptions
- Objection to Homestead Exemption
- Objection to Professional Fees
- Ombudsman Report
- Operating Report

Selected Events (click to remove events)

- Notice of Appearance and Request for Notice

Click the scroll arrow.

Slide notes

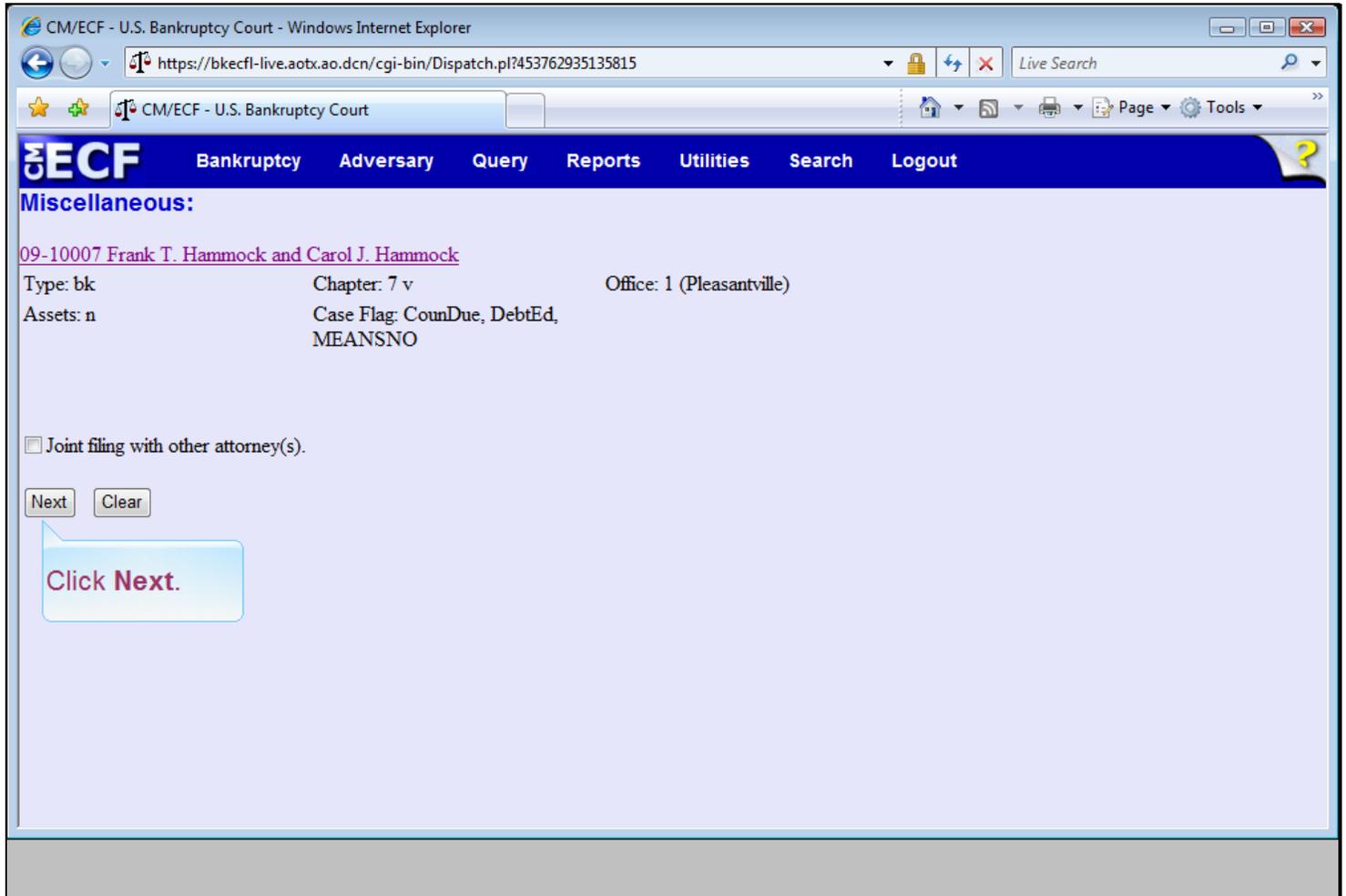
The event is now placed in the Selected Events list. To continue, click the scroll arrow to view the bottom of the screen to display the Next button.

Slide 12 - Slide 12

Slide notes

Now, click Next.

Slide 13 - Slide 13



Slide notes

At this point, your court may present this Joint Filing screen to you. If you are filing with another attorney, select the Joint filing with other attorney(s) checkbox. For our example, we are not filing with another attorney. Click Next.

Slide 14 - Search for the party

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecfl-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?745585431611956
Live Search

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select the Party:

Evans, Roberta R. [U.S. Trustee]
Hammock, Carol J. [Joint Debtor]
Hammock, Frank T. [Debtor]
Mayfair, Julian [Trustee]

[Add/Create New Party](#)

Click Add/Create New Party.

Next Clear

Slide notes

A list of all parties currently on the case appears on the next screen. First Westside Bank, the creditor filing this Notice of Appearance, is not a party on this case. Therefore, we must add them as the filer. Click Add/Create New Party.

Slide 15 - Slide 15

Slide notes

A search for the filer in the database is recommended to prevent duplicate person records. You can perform a search using any of the fields displayed. However, the Last/Business name is required for any name search. To narrow the search, you can use a combination of fields such as First and Last Name. The system will respond faster if you use the Social Security Number or Individual Tax Identification Number. In the last name field, enter the full last name or the first few characters of the last name to search. The entire business name is stored in the Last/Business name field. Note that at least two characters are required for partial name searches. Watch as I type "first westside bank" in the Last/Business name field. Then, click Search.

Slide 16 - Slide 16

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/AddParty.pl?947082558087106". The browser's address bar also shows "CM/ECF - U.S. Bankruptcy Court". The website's navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Search for a party" and contains the following fields and buttons:

- SSN / ITIN
- Tax ID / EIN
- Last/Business name
- First Name
- Middle Name
- Search
- Clear

The "Party search results" section displays the following information:

First Westside Bank, 3434 West Ave., San Antonio, TX

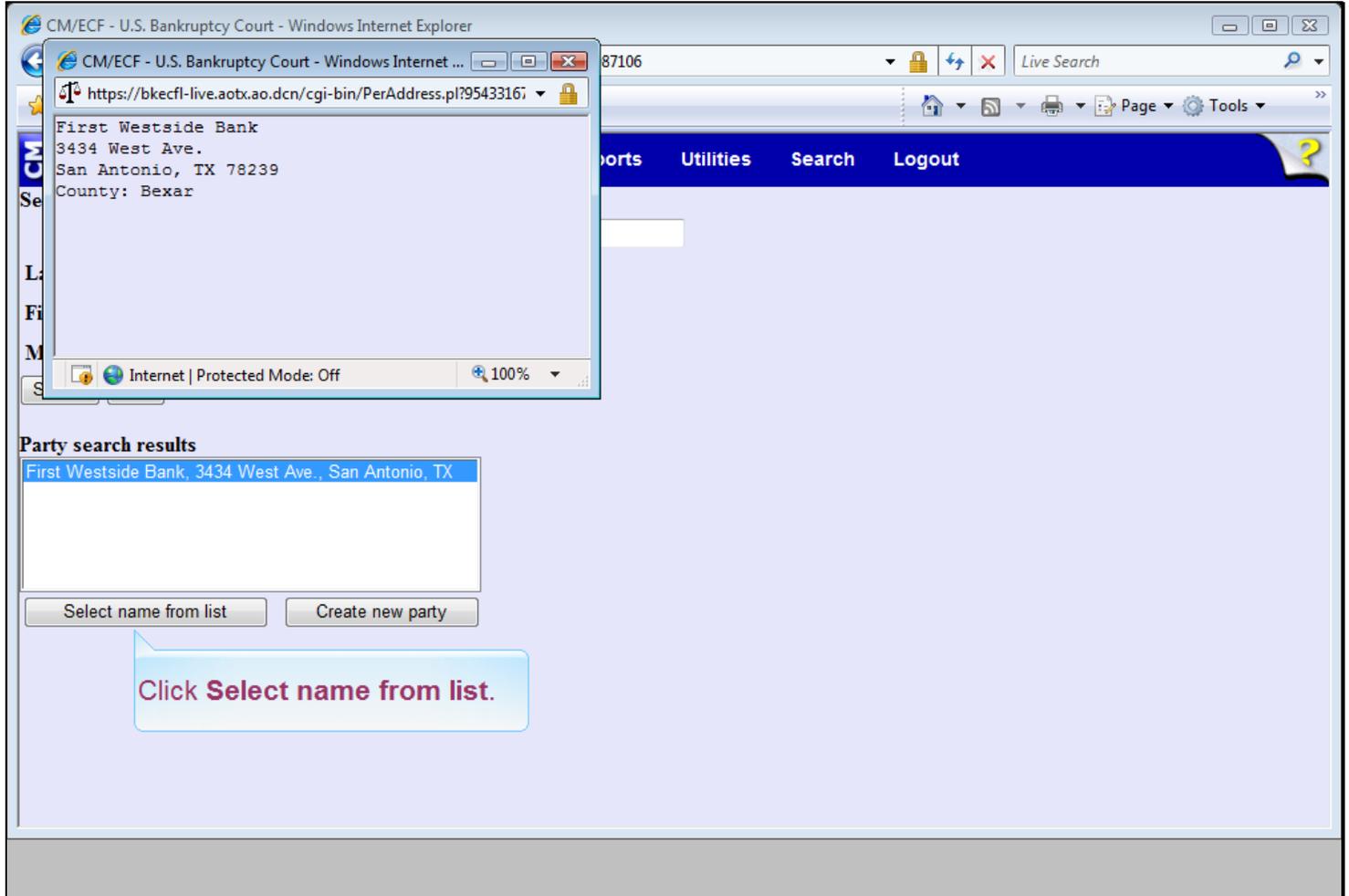
A callout box with a blue border and a white background contains the text: "Click First Westside Bank."

Below the search results, there are two buttons: "Select name from list" and "Create new party".

Slide notes

The creditor filer has an existing party record in the CM/ECF database. Click First Westside Bank for more details about this party.

Slide 17 - Slide 17



Slide notes

An information window then opens, providing you with the complete address of this party. If the creditor had not been found, or if the party's address didn't match, you would click the Create new party button and provide the information for this party. Click Select name from list.

Slide 18 - The Party Role

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/AddParty.pl?954331679435525-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information

First Westside Bank SSN / ITIN:Unknown

Office Address 1 3434 West Ave.

Address 2 Address 3

City San Antonio State TX Zip 78239

County Bexar Country

Phone 210-444-5557 Fax

E-mail

Role blank (blank:)

Party text

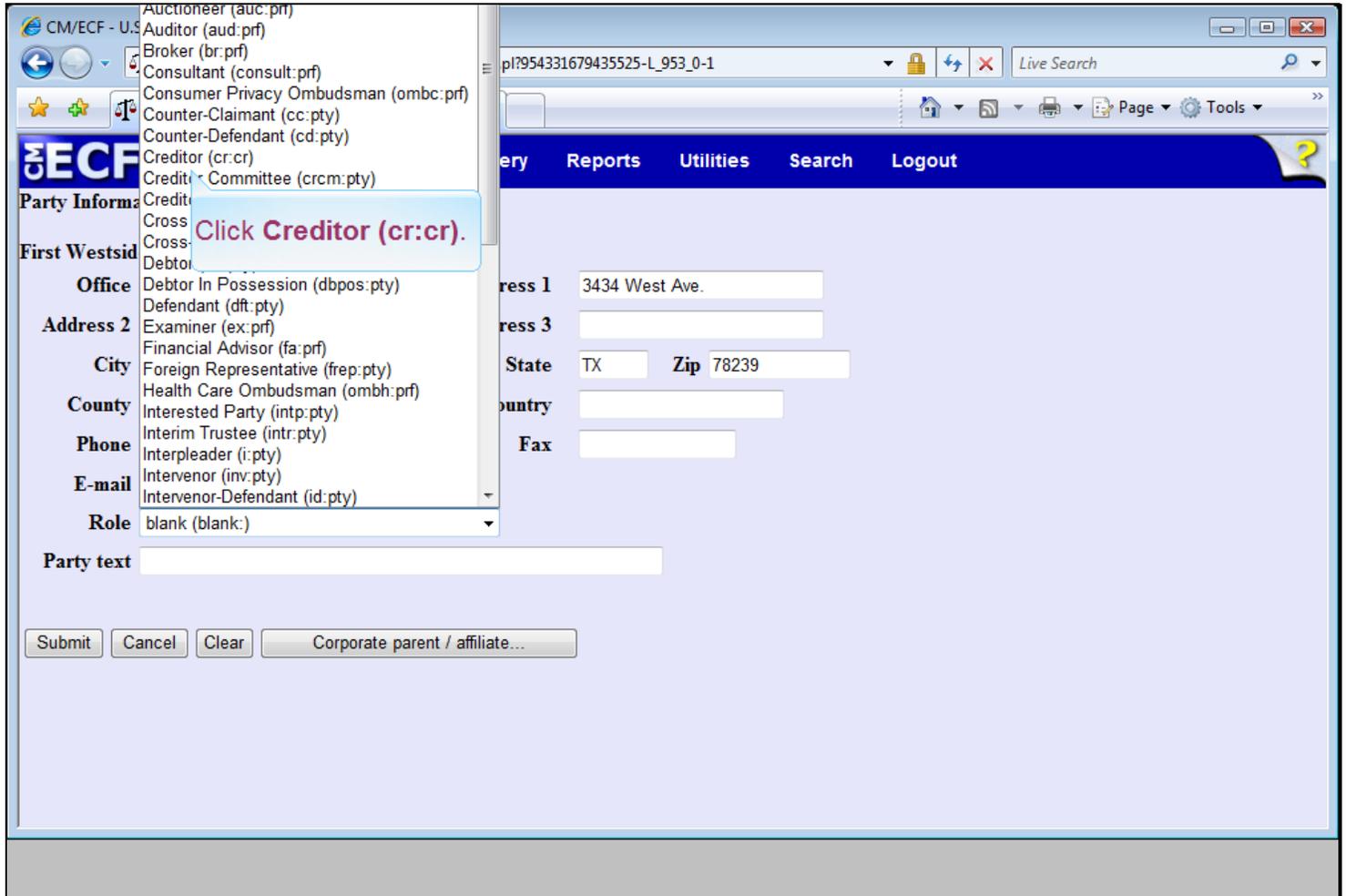
Submit Cancel Clear Corporate parent / affiliate...

Click the drop-down arrow.

Slide notes

The Party Information screen appears with the address and other information. This address will be used for all notices. Make sure the information is accurate. If any of the information has been changed, it can be entered at this time. The Role of the party in this case must be selected. Click the Role drop-down arrow.

Slide 19 - Slide 19



Slide notes

A list of party role types appears. Click Creditor (cr:cr).

Slide 20 - Slide 20

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/AddParty.pl?954331679435525-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information

First Westside Bank SSN / ITIN:Unknown

Office Address 1 3434 West Ave.

Address 2 Address 3

City San Antonio State TX Zip 78239

County Bexar Country

Phone 210-444-5557 Fax

E-mail

Role Creditor (cr.cr)

Party text

Submit Cancel Clear Corporate parent / affiliate...

Click Submit.

Slide notes

Click Submit.

Slide 21 - Slide 21

The screenshot shows a Windows Internet Explorer browser window displaying a page from the CM/ECF - U.S. Bankruptcy Court. The address bar shows the URL: https://bkcf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?745585431611956. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Miscellaneous:" and displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The case details are: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville); Assets: n, Case Flag: CounDue, DebtEd, MEANSNO. Below the case details, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing the following options: "First Westside Bank. [Creditor]" (highlighted), "Evans, Roberta R. [U.S. Trustee]", "Hammock, Carol J. [Joint Debtor]", "Hammock, Frank T. [Debtor]", and "Mayfair, Julian [Trustee]". To the right of the dropdown menu is a link "Add/Create New Party". Below the dropdown menu are "Next" and "Clear" buttons. A blue callout box with the text "Click Next." is positioned below the buttons.

Slide notes

The creditor, First Westside Bank, is now a party on the case. Click Next.

Slide 22 - Slide 22

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?244882849243226

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-10007 Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

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

First Westside Bank, (cr:cr) represented by Walker, Heather J.(aty)

Click the check box.

Slide notes

In this lesson, Heather J. Walker is the filing attorney. If you were the attorney filing this pleading, your name would appear following "represented by." An association must be created between the creditor, First Westside Bank, and the attorney, Heather J. Walker. Click the check box.

Slide 23 - Slide 23

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?244882849243226
Live Search
CM/ECF - U.S. Bankruptcy Court
Bankruptcy Adversary Query Reports Utilities Search Logout
Miscellaneous:
09-10007 Frank T. Hammock and Carol J. Hammock
Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO
The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:
 First Westside Bank, (cr:cr) represented by Walker, Heather J.(aty)
Next Clear
Click Next.

Slide notes

Click Next.

Slide 24 - Select the PDF document.

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?820351911600622

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-10007 Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

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

Filename

Browse...

Attachments to Document: No Yes

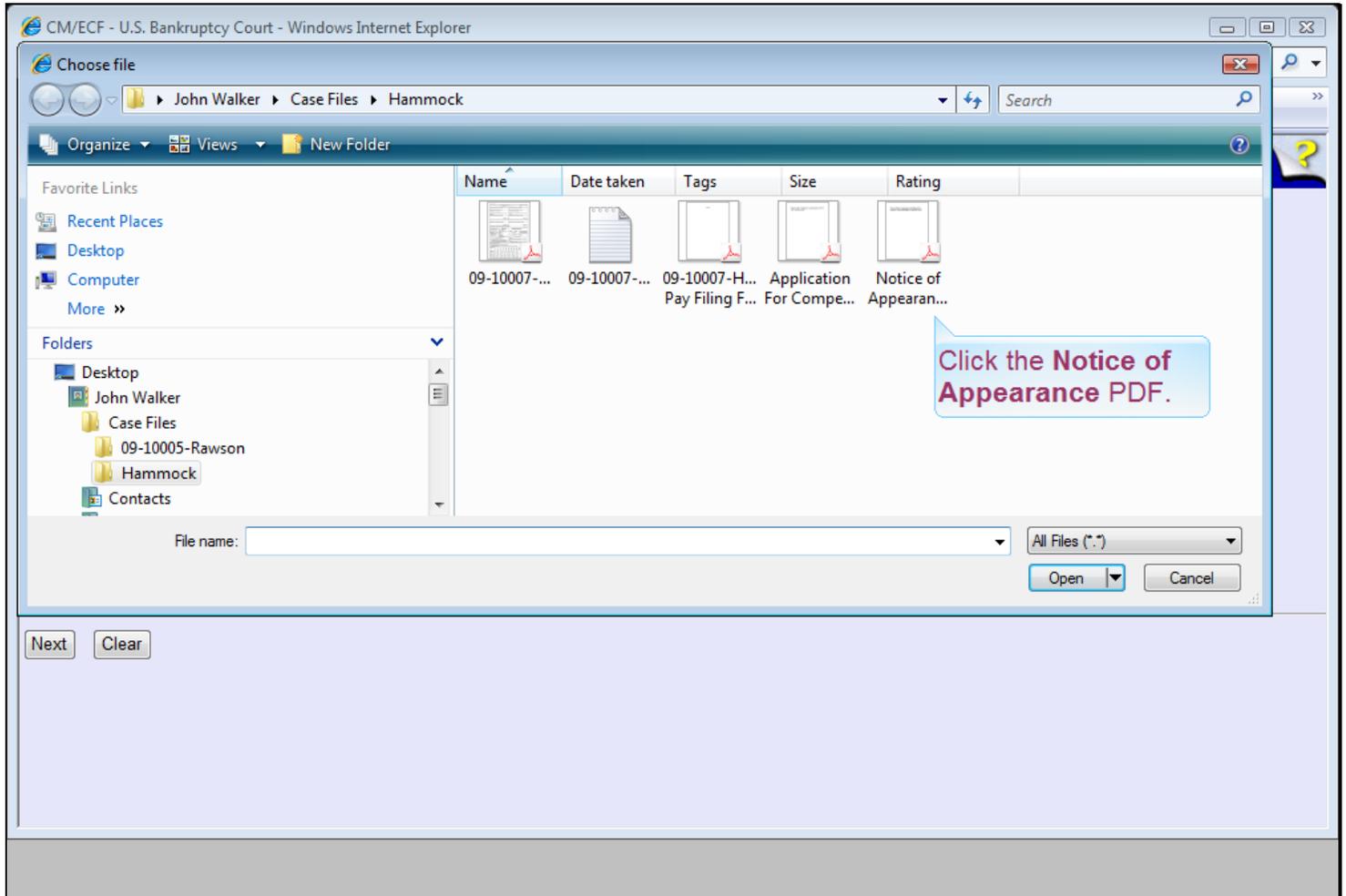
Next Clear

Click Browse.

Slide notes

The process of associating the correct PDF document with this docket entry begins on this screen. Click Browse.

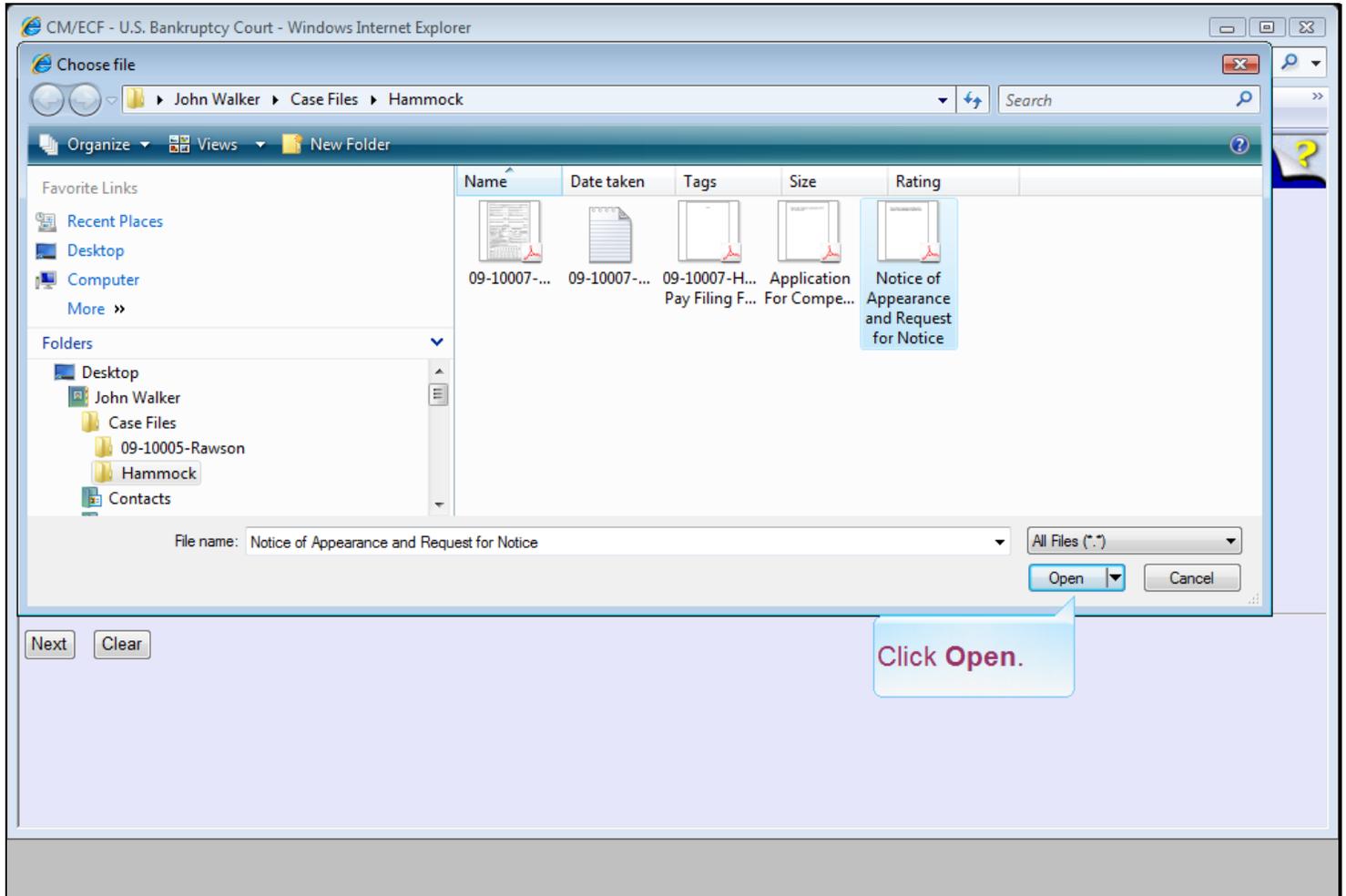
Slide 25 - Slide 25



Slide notes

Navigate to the location on your computer where your PDF file is stored. For our example, click the Notice of Appearance PDF file.

Slide 26 - Slide 26



Slide notes

While our example does not simulate opening the PDF document, it is always a good idea at this point to verify that the selected file is the correct PDF document you want associated with this event. Click Open to associate this document with this transaction.

Slide 27 - Slide 27

The screenshot shows a Windows Internet Explorer browser window displaying a web application for the U.S. Bankruptcy Court. The address bar shows the URL: https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?820351911600622. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Miscellaneous:" and displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The case details are: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville); Assets: n, Case Flag: CounDue, DebtEd, MEANSNO. Below the case information, there is a prompt: "Select the pdf document (for example: C:\199cv501-21.pdf).". A "Filename" field contains the path "C:\Users\walkerj\Case Files\Hammock\Nc" followed by a "Browse..." button. Below the filename field, there is a radio button selection for "Attachments to Document:" with "No" selected and "Yes" unselected. At the bottom of the form, there are "Next" and "Clear" buttons. A blue callout box with a pointer to the "Next" button contains the text "Click Next."

Slide notes

The full path to the PDF document now appears in the Filename field. If you are attaching additional supporting documents, click the Yes radio button next to the Attachments to Document prompt. For our example, there are no additional documents to attach. Click Next.

Slide 28 - Docket text

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?439710467097809

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Docket Text: Modify as Appropriate.

Notice of Appearance and Request for Notice **by Heather J. Walker Filed by Creditor First Westside Bank . (Walker, Heather)**

Next Clear

Click Next.

Slide notes

The Docket Text generated by this docket entry displays for your examination. Your court may allow you to add more detail to the docket text through a text box as shown here. It is very important that you review the docket entry to ensure its accuracy. If anything is incorrect, click Bankruptcy on the Menu bar to abort this filing and start over. Click Next to proceed.

Slide 29 - Slide 29

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?796934901168154

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Docket Text: Final Text

Notice of Appearance and Request for Notice by Heather J. Walker Filed by Creditor First Westside Bank. (Walker, Heather)

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

Click Next.

Slide notes

This screen displays the final docket text as it will appear on the docket sheet, and you are informed that once this screen is submitted, no further opportunities to cancel or modify this transaction are allowed. The docket text is acceptable for our example. Click Next to finish filing this pleading.

Slide 30 - Notice of Electronic Filing



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?975305485962224

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-10007 Frank T. Hammock and Carol J. Hammock](#)

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Case Flag: CounDue, DebtEd, MEANSNO	

U.S. Bankruptcy Court
Live Database

Notice of Electronic Filing

The following transaction was received from Heather J. Walker entered on 3/19/2009 at 11:32 AM CDT and filed on 3/19/2009

Case Name: Frank T. Hammock and Carol J. Hammock
Case Number: [09-10007](#)
Document Number: [7](#)

Docket Text:
Notice of Appearance and Request for Notice by Heather J. Walker Filed by Creditor F (Heather)

The following document(s) are associated with this transaction:

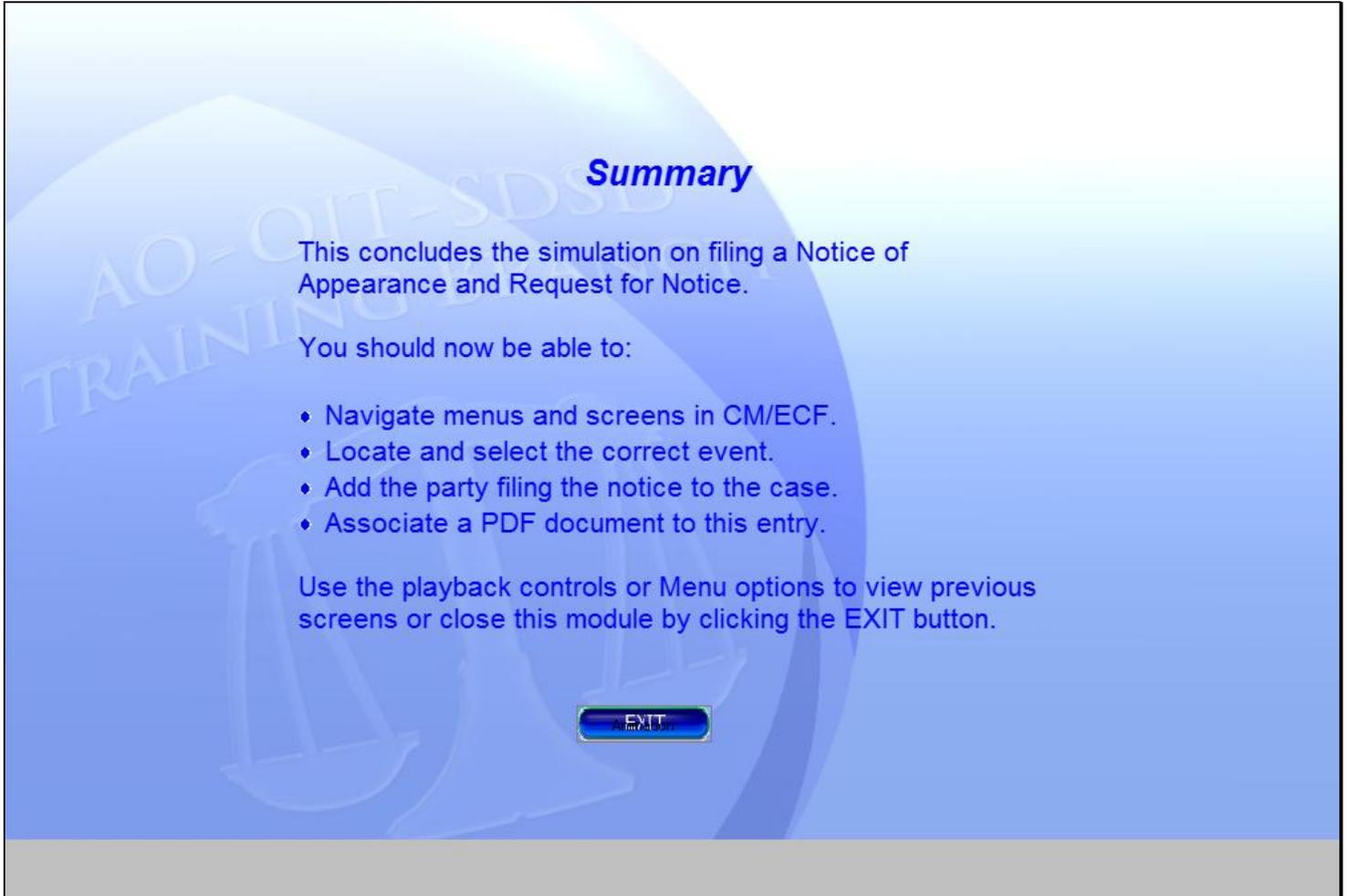
CONTINUE

Click **CONTINUE**.

Slide notes

This Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the Notice is now an official court document. It is suggested that this page be printed and retained as a record of the filing. Copies of this notice are immediately e-mailed to all participant CM/ECF users who have subscribed to this service. Click the CONTINUE button.

Slide 31 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-QIT-SDSD TRAINING". The word "Summary" is written in a bold, blue, italicized font. Below it, the text reads: "This concludes the simulation on filing a Notice of Appearance and Request for Notice." This is followed by "You should now be able to:" and a bulleted list of four items: "• Navigate menus and screens in CM/ECF.", "• Locate and select the correct event.", "• Add the party filing the notice to the case.", and "• Associate a PDF document to this entry." Below the list, the text says: "Use the playback controls or Menu options to view previous screens or close this module by clicking the EXIT button." At the bottom center, there is a small, rectangular button with a blue gradient and the word "EXIT" in white capital letters.

Summary

This concludes the simulation on filing a Notice of Appearance and Request for Notice.

You should now be able to:

- Navigate menus and screens in CM/ECF.
- Locate and select the correct event.
- Add the party filing the notice to the case.
- Associate a PDF document to this entry.

Use the playback controls or Menu options to view previous screens or close this module by clicking the EXIT button.

EXIT

Slide notes

During this simulation you navigated menus and screens, located and selected the correct event, and added the party filing the notice to the case. You then associated a PDF document. You may use the playback controls or Menu options to move to previous screens or you may exit this module by clicking the EXIT button.