

Creditors Request for Notice

This module will provide you with step-by-step instructions on how to file a **Creditors Request for Notice**.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The BANKRUPTCY EVENTS screen is displayed. (See Figure 2.)

◆ Click on the [Creditor Events](#) hyperlink.

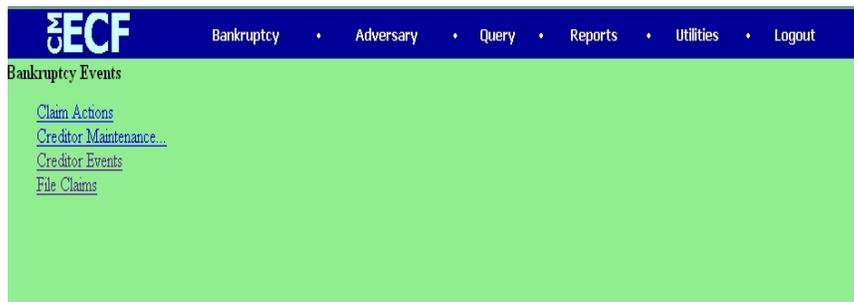


Figure 2

STEP 3 The CASE NUMBER screen is displayed. (See Figure 3.)

The screenshot shows the ECF Creditor Menu interface. At the top, there is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light green header area with the text "Creditor Menu". The main content area is white and contains a "Case Number" label above a text input field. The input field contains the number "03-60181" and has a placeholder text "99-12345, 199-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this filing, or enter the correct case number (YY-NNNNN), to include the hyphen.

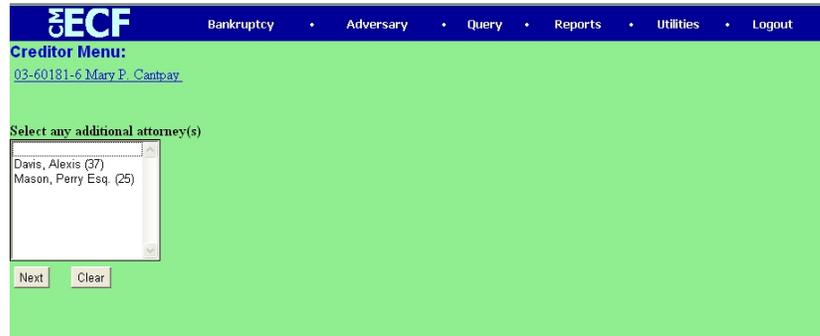
- ◆ Click on the **[Next]** button to continue.

STEP 4 The EVENT SELECTION screen is displayed (See Figure 4.)

The screenshot shows the ECF Creditor Menu interface. At the top, there is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light green header area with the text "Creditor Menu". The main content area is white and contains the case number "03-60181-6 Mary P. Canpay" and a dropdown menu labeled "Creditor Request for Notices". Below the dropdown menu are two buttons: "Next" and "Clear".

Figure 4

- ◆ Choose the **Creditors Request for Notice** event.
- ◆ Click to highlight, then click on the **[Next]** button to continue.

STEP 5 The ATTORNEY SELECTION Screen Appears. (see Figure 5a.)**Figure 5a**

- ◆ Since you are a creditor, click next to skip this screen
- ◆ You will receive a message box (see Figure 5b.)

**Figure 5b**

- ◆ Click "OK"

STEP 6 The PARTY SELECTION screen in this example does not include our filer, European Framing and Art (**Figure 6a.**)

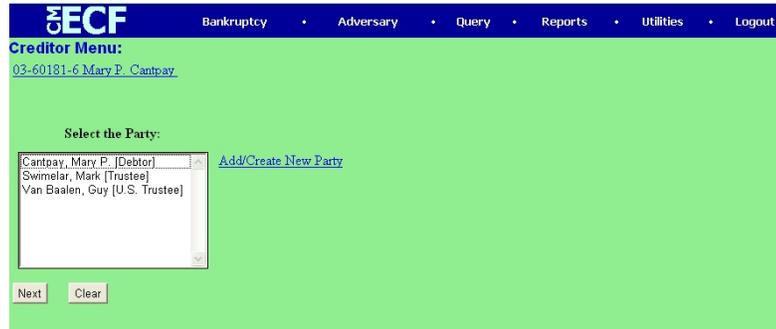
The screenshot shows the 'Creditor Menu' interface. At the top, there is a blue navigation bar with the 'ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the page title is 'Creditor Menu:' followed by the case number '03-60181-6' and the debtor name 'Mary P. Cantoy'. The main content area has a light green background and contains the heading 'Select the Party:'. Below this heading is a dropdown menu with three visible options: 'Cantoy, Mary P. [Debtor]', 'Swimelar, Mark [Trustee]', and 'Van Baalen, Guy [U.S. Trustee]'. To the right of the dropdown menu is a blue hyperlink labeled 'Add/Create New Party'. At the bottom of the form area are two buttons: 'Next' and 'Clear'.

Figure 6a

- ◆ Click on the **[Add/Create New Party]** hyperlink to add the creditor
- ◆ Enter the creditor's name in the last name field and click on the **[Search]** button to continue. (See **Figure 6b.**)

Note: CM/ECF searches are not key word searchers but require exact text matches. Be sure to use appropriate upper and lowercase characters since the search is case sensitive.

When searching for parties, it may be necessary to conduct multiple searches. First search for the entire name (e.g. World Communications). If that is not successful, you can search for name of party (e.g. World Comm or just World)

The screenshot shows the search interface for a party. It features a blue navigation bar with the 'ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the page title is 'Search for a party'. The form contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. The 'Last/Business name' field contains the text 'European Framin'. Below the input fields are two buttons: 'Search' and 'Clear'.

Figure 6b

- ◆ The PARTY SEARCH RESULTS screen is displayed (see Figure 6c.)

Figure 6c

- ◆ If there are no matches, the system will return a **No Person Found** message.
- ◆ Proceed to add the creditor party by clicking [**Create New Party**]
- ◆ The PARTY INFORMATION screen will appear. (See Figure 6d.)

Figure 6d

- ◆ When adding parties that have names that include successor information, assignee or aka/fka information, just enter the root name of the party. The root name is the name of the party that does not include any assignee or successor name information. The address fields should be blank as well (*e.g. Acme, Inc. is the root name of Acme, Inc, successor to Acme Tire and Wheel, Inc.*) The entire name will be added through Creditor Maintenance.

Note: DO NOT add address information. This information will be added through Creditor Maintenance.

- ◆ Change the Role to **Creditor**, and then click on the **[Submit]** button to continue

- ◆ You can now choose your creditor from this screen. Click on the **[Next]** button to continue. (See Figure 6e.)



The screenshot shows the ECF Creditor Menu interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "Creditor Menu:" followed by the case number "03-60181-6 Mary P. Cantpay". The main content area is green and contains the instruction "Select the Party:". A dropdown menu is open, showing the following options: "European Framing and Art, [Creditor]", "Cantpay, Mary P. [Debtor]", "Swimelar, Mark [Trustee]", and "Van Baalen, Guy [U.S. Trustee]". To the right of the dropdown is a link "Add/Create New Party". At the bottom of the form are "Next" and "Clear" buttons.

Figure 6e

- STEP 7** The **PDF DOCUMENT** screen is displayed. (See Figure 7a.)



The screenshot shows the ECF Creditor Menu interface for the PDF Document screen. The navigation bar and case information are the same as in Figure 6e. The main content area is green and contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this is a "Filename" label and a text input field with a "Browse..." button to its right. Underneath is a radio button group for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 7a

- ◆ Click on the **[Browse]** button, then navigate to the directory where the appropriate 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.)

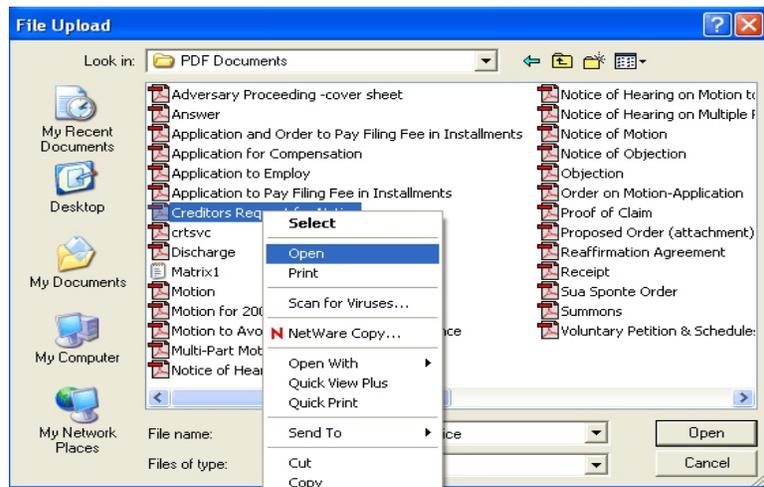


Figure 7b

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 7c.)

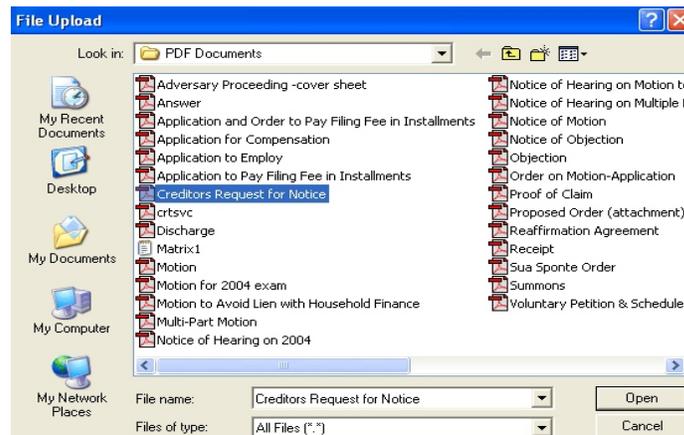


Figure 7c

- ◆ Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module.
- ◆ Click on the **[Next]** button to continue.

- ◆ A message will be displayed instructing you to add the creditor using the Creditor Maintenance menu item (see Figure 7d).



Figure 7d

- ◆ Click on the **[Next]** button to continue.

STEP 8 The FINAL TEXT EDITING screen will be displayed.
(See Figure 8.)



Figure 8

- ◆ If the information displayed is correct, click **[Next]** to continue.

- STEP 9** The FINAL DOCKET TEXT screen will be displayed.
(See Figure 9.)

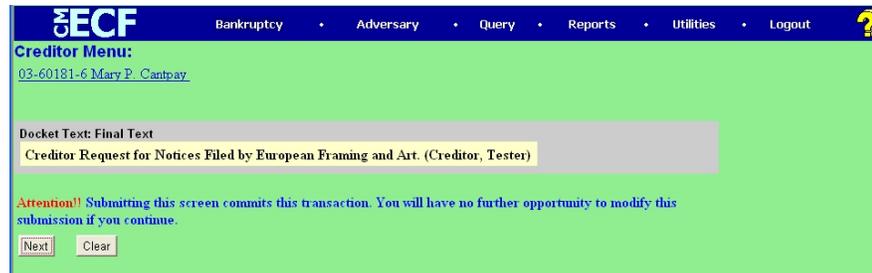


Figure 9

- ◆ Review the docket text carefully. This is your last opportunity to make any changes before this entry becomes an official part of the case docket.
- ◆ If the information is correct, click **[Next]** to continue.

- STEP 10** The **NOTICE OF ELECTRONIC FILING** screen is displayed.
(See Figure 10a.)



Figure 10a

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case. (via PACER)
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed. (via PACER)
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case title
- ◆ Docket text
 - Text produced from docket event
 - Annotated text in italics
 - Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document.
- ◆ **Associated PDF documents:**
 - Document description: Defaults to the Main Document being filed.
 - Original filename: The full directory path and filename from firm or court's PC or network.
 - Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
 - Document description: The first document entered on the attachment screen (if any).
 - Original filename: The full directory path and filename from the firm or court's PC or network.
 - Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.
- ◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

◆ **Notice will not be electronically mailed to:**

Name and traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.

NOTE: Subscribers to electronic noticing will be given “one free look” at the PDF document that was filed. This message will appear on each notice:

****NOTE TO PUBLIC ACCESS USERS****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Queries and Reports

◆ Attorneys, trustees, and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the PACER system.

◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they must access it through the Public Access to Electronic Records (PACER) program

Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. (See Figure 10b.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$0.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Login Reset

Figure 10b