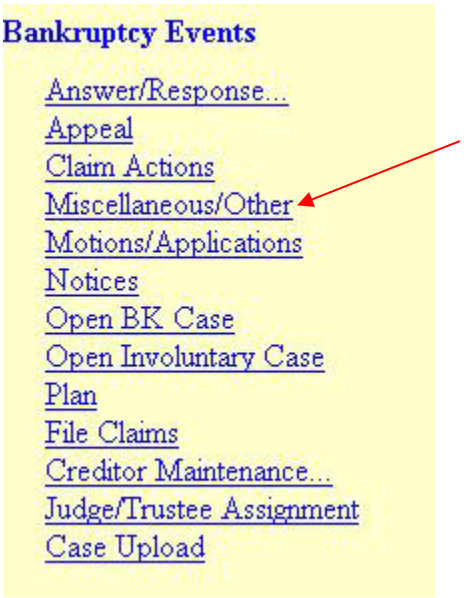
Entry of Appearance and Request for Notice

This event is used for an attorney representing a creditor to notify the Court of the intent to receive notices on behalf of his/her client.

1. Click on **Bankruptcy** on the CM/ECF Menu Bar.

2. Select **Miscellaneous** from the Bankruptcy Events screen.



3. Enter case number and click on the **Next** button.

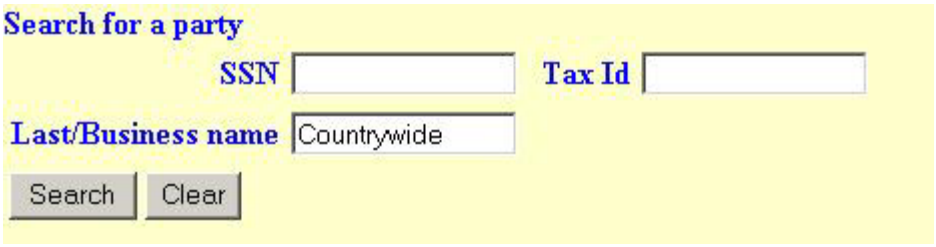
4. Select **Entry of Appearance and Request for Notice** from the menu box.

5. Verify the case number and debtor's name. Click on the **Next** button.

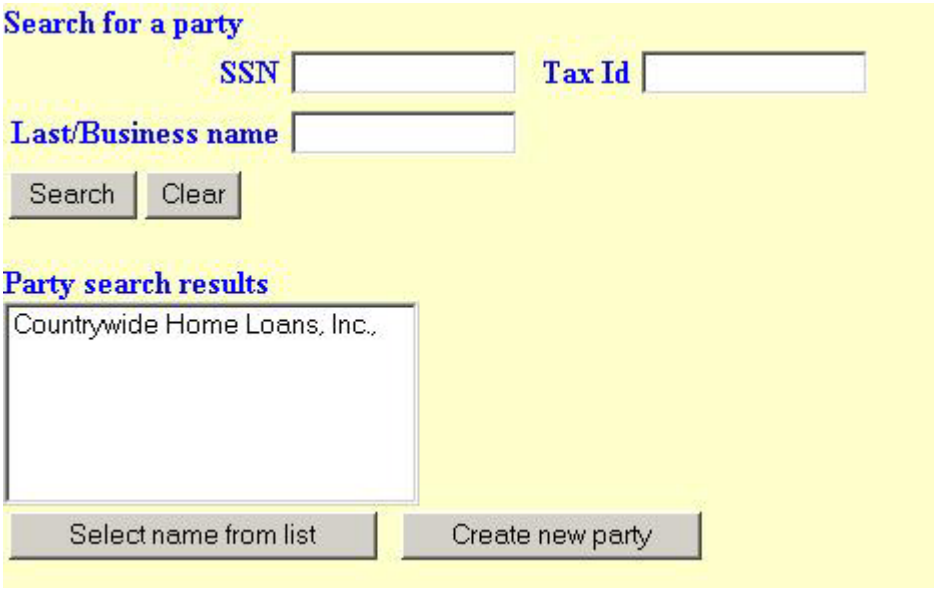
6. The Joint filing screen appears. Check box only if filing this pleading with another attorney. Click on the **Next** button.

7. The Party Selection screen displays.
   - Every party already participating in this case will be displayed on this screen.

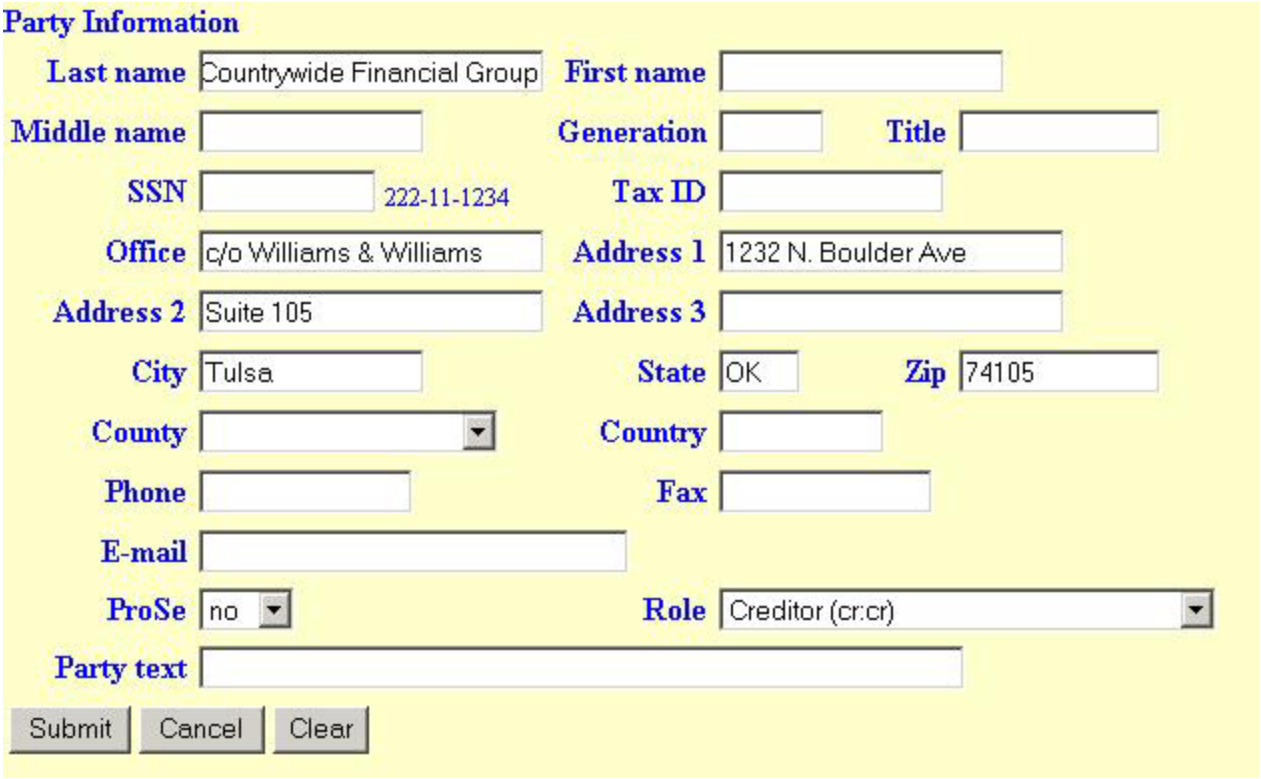
- The purpose of the notice of appearance is to get the attorney on the list to receive all creditor notices. Unless you have already created this party before, you will have to create a new party with the name of the creditor and the address of the attorney. **Click on the Add/Create New Party** link.



- The search for a party information screen will display. Enter the name of the creditor you are representing in this case and click **Search**.

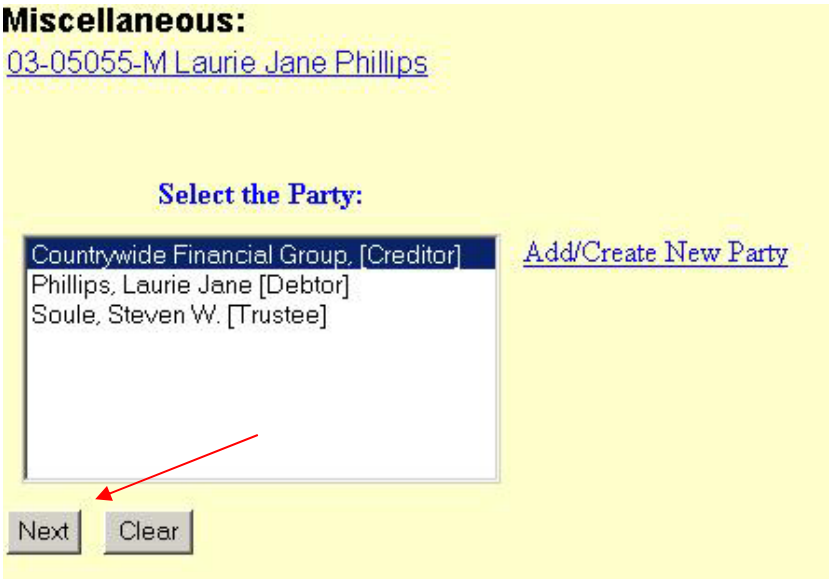


- If the creditor appears select the result. An address screen will pop up to help verify. Even if this address is incorrect you can use this data to build the new party you want. Remember the party will contain the name of the creditor but the address of the attorney. If the name does not appear, click on the **Create new party button**.

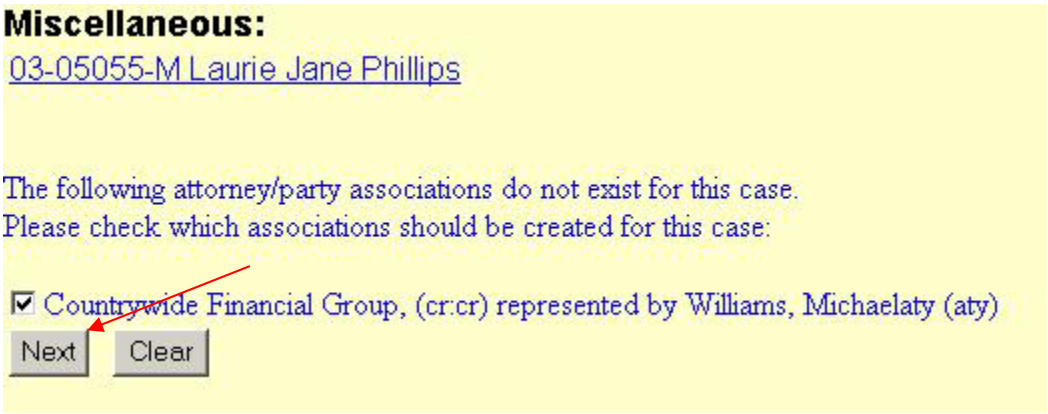


- Enter the information for the name of the creditor and the address of the attorney. If you put “c/o” and the name of the firm in the Office field, that information will appear directly under the name of the creditor on the creditor list. **Be sure to select Creditor as the role type in this screen so this party will be added to the creditor list.** You are not changing the record for the creditor nor will you be deleting the creditor from the creditor list even if you selected a creditor to begin creating this party. (You have created a new party) Click the **Submit** button.

- You will be returned to the Party Selection screen. Select your party and click the **Next** button.

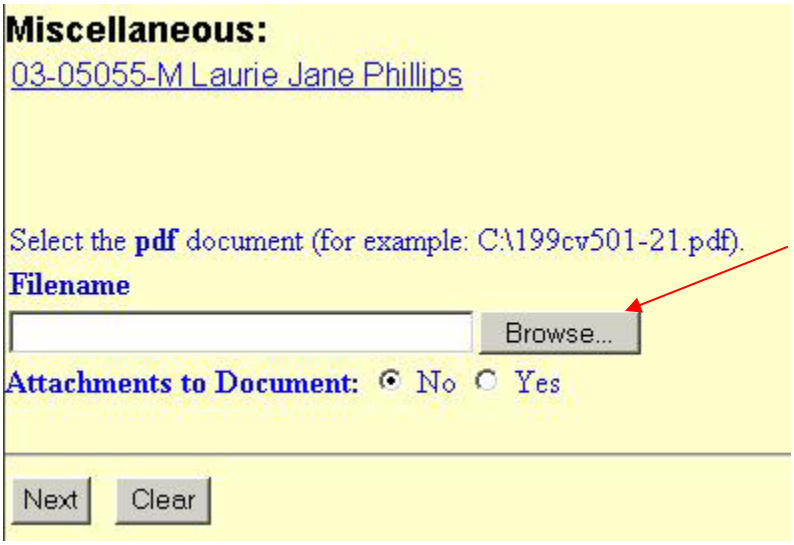


8. Check the box to associate the parties and click **Next**.



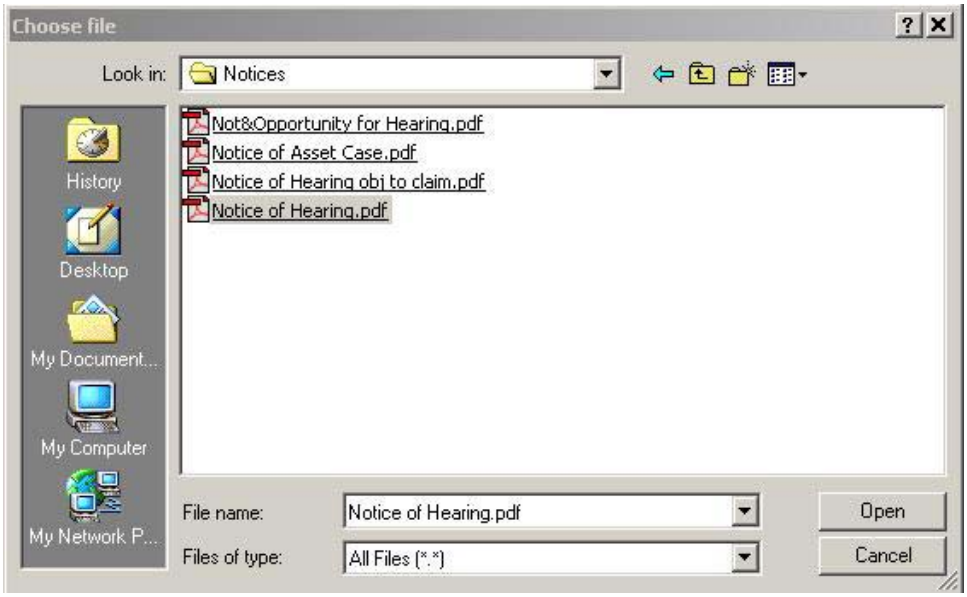
Selecting the PDF document:

You will now need to attach the PDF version of your pleading to be filed.



9. Click on the **Browse** button.

10. The "Choose file" window appears. Navigate to your document. In order to view the document in this window to verify it is the correct document, right click on the appropriate document. A pop-up menu will appear.

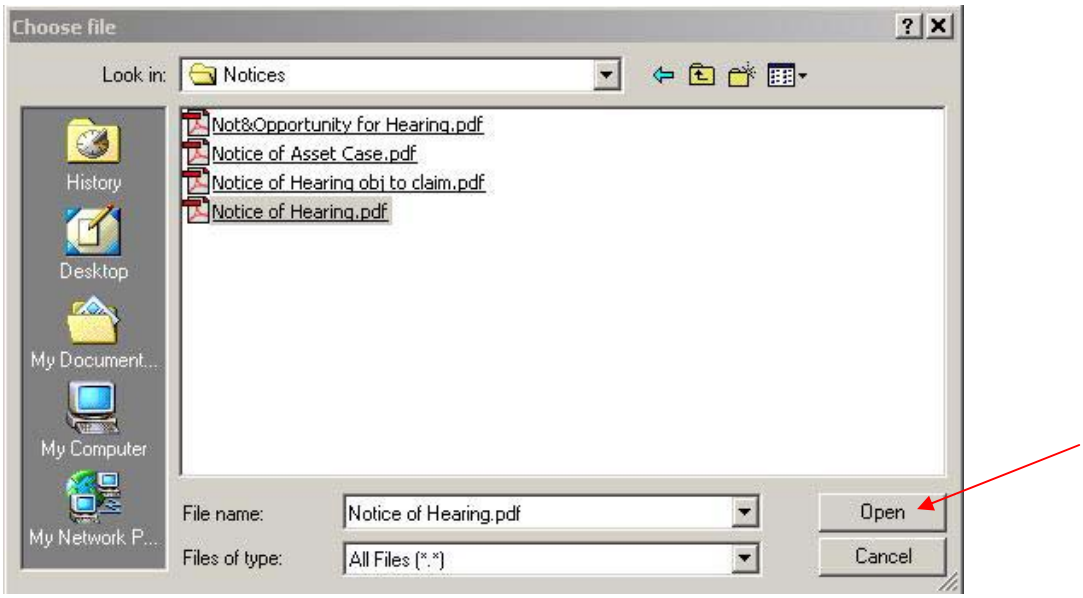


11. Left click on **Open** when the pop-up menu appears.

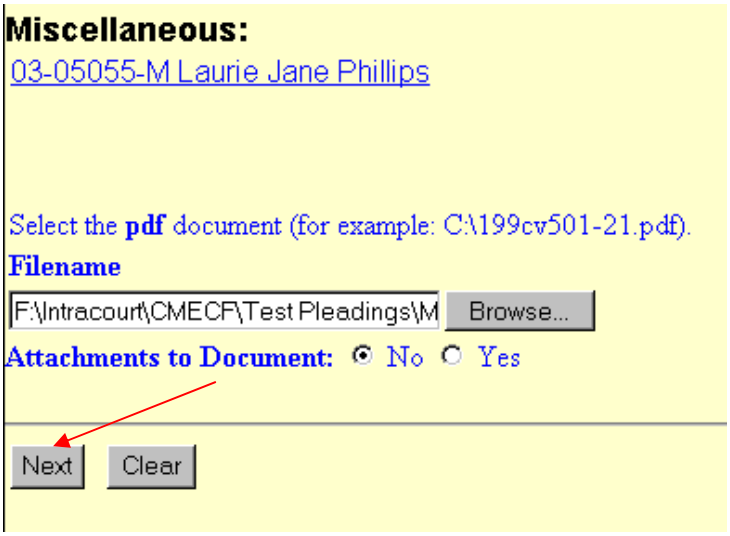
12. View the document to ensure this is the proper pleading.

13. Close the PDF document and minimize Acrobat.

14. With the appropriate document selected, click on the **Open** button in the “Choose file” window.

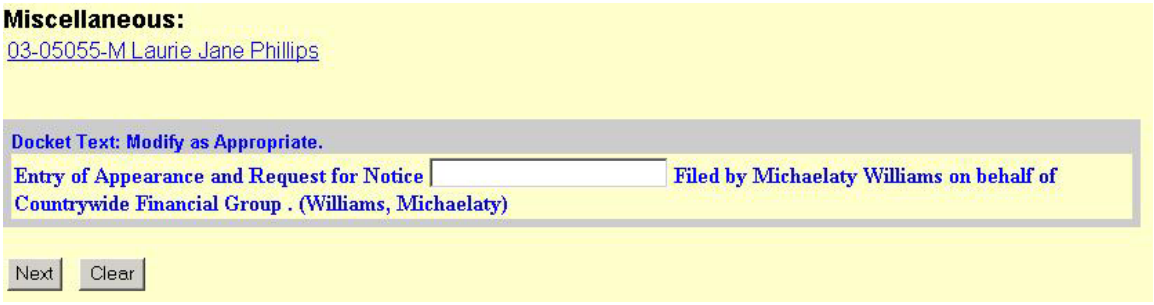


15. The path and name of the file will be copied to the PDF Selection file.

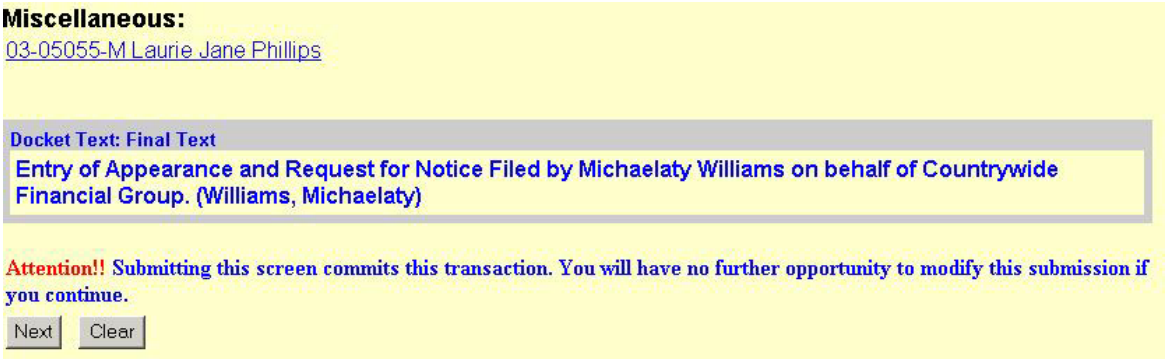


16. Click on the **Next** button.

17. The proposed docket text appears. If everything is correct, click the **Next** button. If there are errors, use the back button to reach the screen needing correction.



18. The final docket text screen appears. This is the last chance to stop your submission to the system. Click on the Next button if you want to submit this transaction.



Electronic Notice

19. The Notice of Electronic Filing screen display is the verification that the filing has been sent electronically to the court's database.

Miscellaneous:
03-05055-M Laurie Jane Phillips

U.S. Bankruptcy Court

Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Williams, Michaelaty entered on 11/18/2003 at 5:08 PM CST and filed on 11/18/2003
Case Name: Laurie Jane Phillips
Case Number: 03-05055-M
Document Number: 6

Docket Text:
Entry of Appearance and Request for Notice Filed by Michaelaty Williams on behalf of Countrywide Financial Group. (Williams, Michaela

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

Document description: Main Document
Original filename: C:\Documents and Settings\mwilliam\Desktop\Contract Bankruptcy Ct VA.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1052166465 [Date=11/18/2003] [FileNumber=749-0] [
52e7783c150af4db37c1ac2fe35c58864a5b2d7b0e20cff81686f1201adb5beea0718d
cbc59e180282697c241cb7c8eb018b8b6427a3096322901274c5649ec4]]

03-05055-M Notice will be electronically mailed to:

Steven W. Soule ,

03-05055-M Notice will not be electronically mailed to:

Brian W. Huckabee
Huckabee & Huckabee
406 South Boulder, Suite 425
Tulsa, OK 74103

Michaelaty Williams

- Clicking on the case number hyperlink will display the docket report for this case.
- Clicking on the document number hyperlink will display the PDF image of the document just filed.