

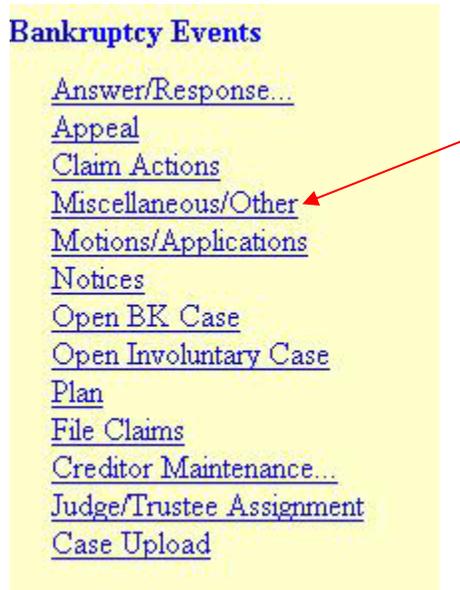
## Entry of Appearance and Request for Notice

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.

## Miscellaneous

[03-05055-M Laurie Jane Phillips](#)

Entered in Error  
Entry of Appearance and Request for Notice  
Equity Security Holders  
Exhibit List  
Exhibit(s)  
Financial Report  
Garnishee's Answer  
Garnishment Summons Service Executed

Next Clear

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.

## Miscellaneous:

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### Select the Party:

Phillips, Laurie Jane [Debtor]  
Soule, Steven W. [Trustee]

[Add/Create New Party](#)

Next Clear

- 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.**

**Search for a party**

SSN  Tax Id

Last/Business name

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

**Search for a party**

SSN  Tax Id

Last/Business name

**Party search results**

- 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**.

### Party Information

Last name	<input type="text" value="Countrywide Financial Group"/>	First name	<input type="text"/>		
Middle name	<input type="text"/>	Generation	<input type="text"/>	Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>		
Office	<input type="text" value="c/o Williams &amp; Williams"/>	Address 1	<input type="text" value="1232 N. Boulder Ave"/>		
Address 2	<input type="text" value="Suite 105"/>	Address 3	<input type="text"/>		
City	<input type="text" value="Tulsa"/>	State	<input type="text" value="OK"/>	Zip	<input type="text" value="74105"/>
County	<input type="text"/>	Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>		
E-mail	<input type="text"/>				
ProSe	<input type="text" value="no"/>	Role	<input type="text" value="Creditor (cr:cr)"/>		
Party text	<input type="text"/>				
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	<input type="button" value="Clear"/>			

- 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.

**Miscellaneous:**

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**Select the Party:**

Countrywide Financial Group, [Creditor]
Phillips, Laurie Jane [Debtor]
Soule, Steven W. [Trustee]

[Add/Create New Party](#)

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

**Miscellaneous:**

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

Countrywide Financial Group, (cr:cr) represented by Williams, Michaelaty (aty)

## Selecting the PDF document:

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

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

**Filename**

**Attachments to Document:**  No  Yes

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.

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

**Filename**  
F:\Intracourt\CMECF\Test Pleadings\M

**Attachments to Document:**  No  Yes

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.

**Miscellaneous:**

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Docket Text: **Modify as Appropriate.**

Entry of Appearance and Request for Notice  Filed by Michaelaty Williams on behalf of Countrywide Financial Group . (Williams, Michaelaty)

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.

**Miscellaneous:**

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Docket Text: **Final Text**

Entry of Appearance and Request for Notice Filed by Michaelaty Williams on behalf of Countrywide Financial Group. (Williams, Michaelaty)

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

## 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:**

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**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] [52e7783c150af4db37c1ac2fe35c58864a5b2d7b0e20cff81686f1201adb5beea0718dcbc59e180282697c241cb7c8eb018b8b6427a3096322901274c5649ec4]]

**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.