

## 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**.



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

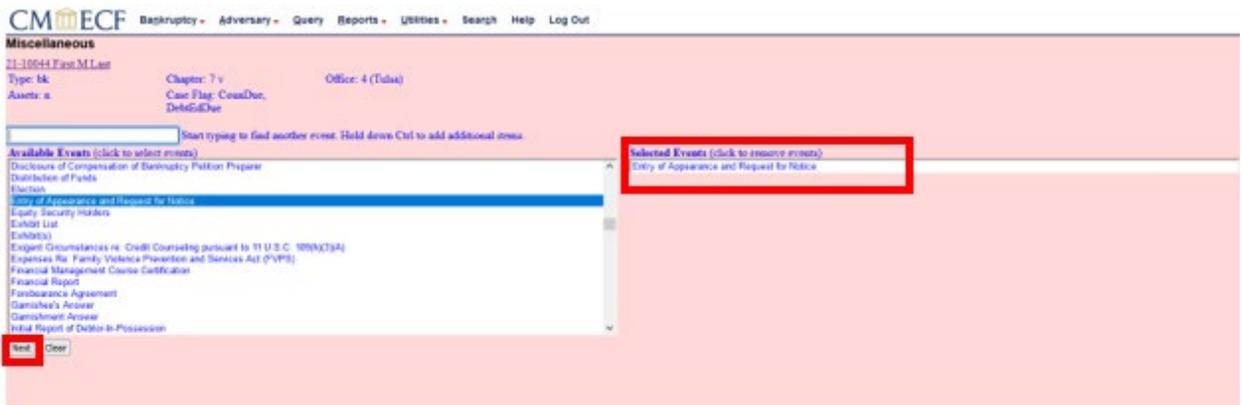
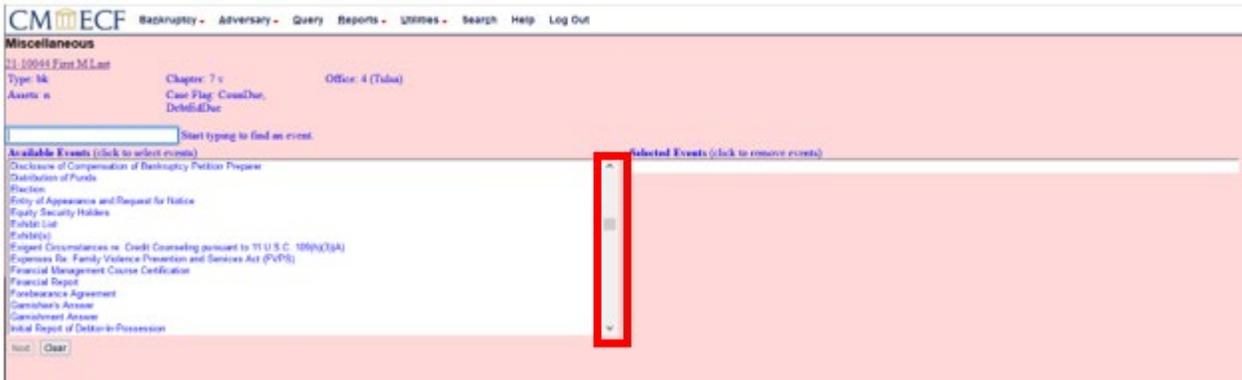
The screenshot shows the CM/ECF Miscellaneous page. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Miscellaneous". A "Case Number" input field contains "21-10044" and a "Find This Case" button. Below the input field, there are "Next" and "Clear" buttons.

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**.

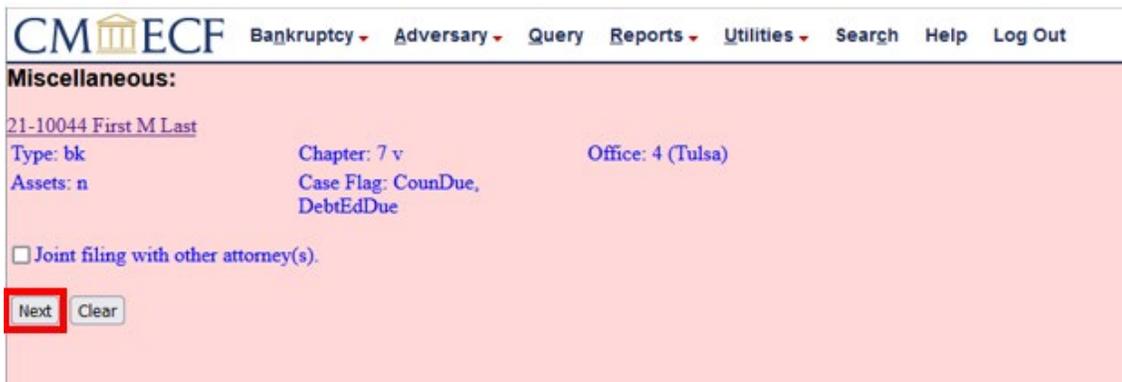
The screenshot shows the CM/ECF Miscellaneous page with search results. The search term "entry" is entered in the search box. The results show "Entry of Appearance and Request for Notice" and "Request for Entry of Order". The "Next" button is highlighted.

The screenshot shows the CM/ECF Miscellaneous page with a list of available events. The search term "entry" is entered in the search box. The list includes "Request for Entry of Order" and "Request for Entry of Order". The "Next" button is highlighted.

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**.



- 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**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous:

21-10044 First M Last  
Type: bk Chapter: 7 v Office: 4 (Tulsa)  
Assets: n Case Flag: CounDue, DebtEdDue

Select the Party:

Last, First M [Debtor] Add/Create New Party  
Office of the United States Trustee, [U.S. Trustee]

Next Clear

- 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**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous:

21-10044 First M Last  
Type: bk Chapter: 7 v Office: 4 (Tulsa)  
Assets: n Case Flag: CounDue, DebtEdDue

Select the Party:

Last, First M [Debtor] Add/Create New Party  
Office of the United States Trustee, [U.S. Trustee]

Next Clear

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

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Search for a party

SSN / ITIN [ ] Tax ID / EIN [ ]  
Last/Business name [ ]  
First Name [ ]  
Middle Name [ ]

Search Clear

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

The screenshot shows the CM ECF search interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below this is a search section titled 'Search for a party'. It includes input fields for SSN / ITIN and Tax ID / EIN. The 'Last/Business name' field contains the text 'Pinto'. Below this are fields for First Name and Middle Name. At the bottom of the search section, the 'Search' button is highlighted with a red box, and a 'Clear' button is also visible.

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

The screenshot shows the CM ECF search interface after a search. The search fields are empty. Below the search section, there is a section titled 'Party search results' which contains the message 'No person found.' and a 'Create new party' button. This button is highlighted with a red box.

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.

The screenshot shows the CM ECF 'Party Information' form. The 'Last name' field contains 'Pinto'. Other fields include First name, Middle name, Generation, Title, SSN/ITIN (with a placeholder 999-99-9999), Tax Id/EIN (with a placeholder 12-1234567), Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, Role (with a dropdown menu), and Party text. The address fields (Office, Address 1, Address 2, Address 3, City, State, Zip) are highlighted with a red box. At the bottom, there are buttons for Submit, Cancel, Clear, and Corporate parent / affiliate...

- 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)**.

The screenshot shows the CM/ECF Party Information form. The form includes fields for Last name (Pinto), First name, Middle name, Generation, Title, SSN/TIN (999-99-9999), Tax Id/EIN (12-1234567), Office, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, E-mail, and Role. The Role dropdown menu is open, showing a list of predefined roles. The role 'Creditor (cr:cr)' is highlighted with a red box. Below the Role field are 'Submit' and 'Cancel' buttons.

Field	Value
Last name	Pinto
First name	
Middle name	
Generation	
Title	
SSN/TIN	999-99-9999
Tax Id/EIN	12-1234567
Office	
Address 1	
Address 2	
Address 3	
City	
State	
Zip	
Country	
Phone	
E-mail	
Role	blank (blank:)
Party text	

- 3rd Party Plaintiff (3pp:pty)
- 3rd Pty Defendant (3pd:pty)
- Accountant (acc:prf)
- Appraiser (app:prf)
- Assistant U.S. Trustee (aust:tr)
- Attorney (aty:pty)
- Auctioneer (auc:prf)
- Auditor (aud:prf)
- Broker (br:prf)
- Consultant (consult:prf)
- Consumer Privacy Ombudsman (ombc:prf)
- Counter-Claimant (cc:pty)
- Counter-Defendant (cd:pty)
- Creditor (cr:cr)**
- Creditor Committee (crcm:pty)
- Creditor Committee Chair (crcmch:pty)
- Cross Defendant (crd:pty)
- Cross-Claimant (crc:pty)
- Debtor (db:pty)
- Debtor In Possession (dhnc:pty)

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

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN/ITIN  Tax Id/EIN

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Role

Party text

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.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[21-10044 First M Last](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)

Assets: n Case Flag: CounDue, DebtEdDue

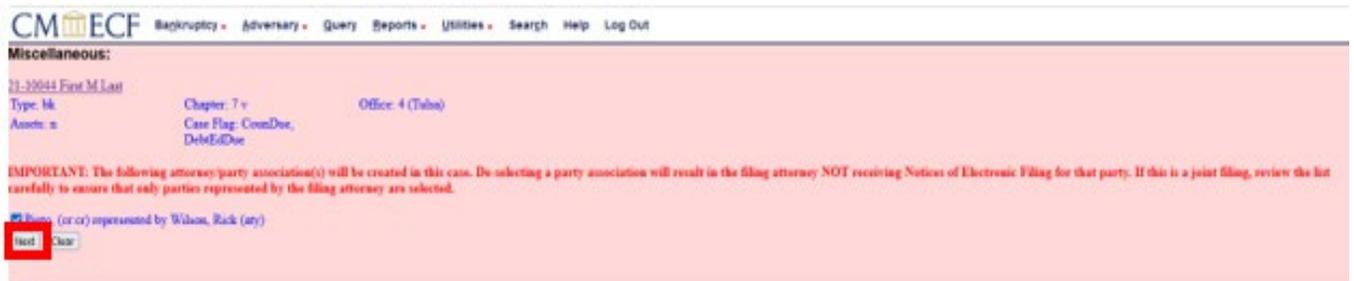
**Select the Party:**

[Add/Create New Party](#)

Last, First M [Debtor]

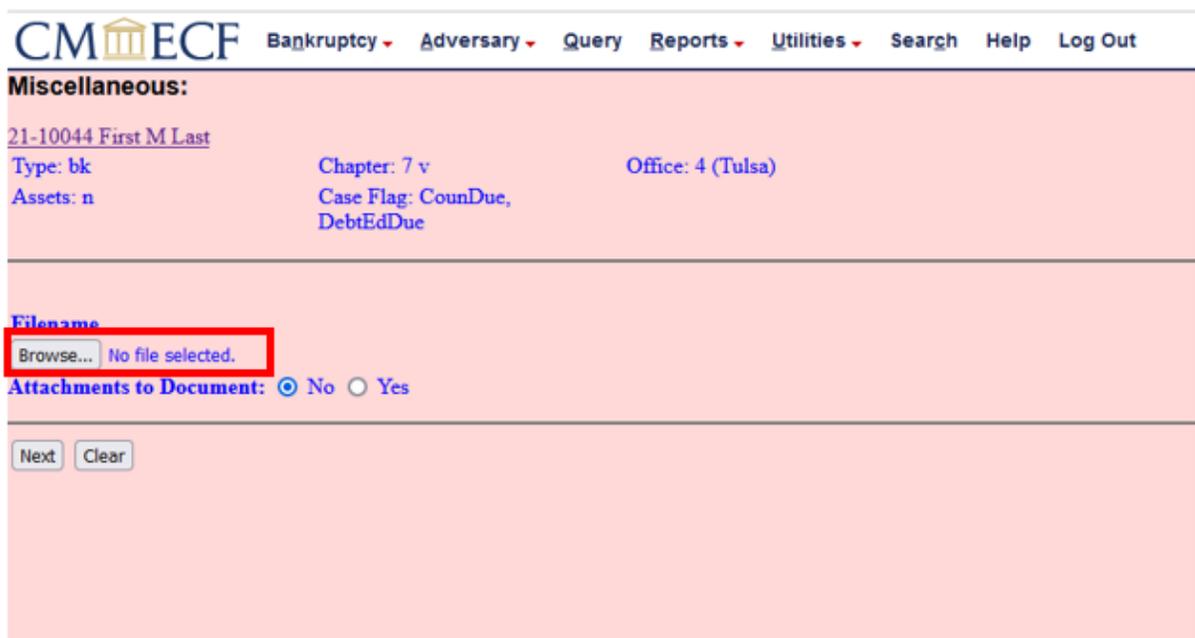
Office of the United States Trustee, [U.S. Trustee]

- 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 not uncheck this box. If everything appears accurate, click on **Next**.



The screenshot shows the CM/ECF interface for case 21-10044 First M Last. The page includes a navigation menu with options like Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu, the case details are displayed: Type: bk, Chapter: 7 v, Office: 4 (Tulsa), and Assets: n. A red warning message states: "IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected." Below this message, there is a checked checkbox for "(or co) represented by Wilson, Rick (att)". At the bottom left, the "Next" button is highlighted with a red box.

- 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.



This screenshot shows the same CM/ECF case details page as above. The case information is consistent. The "Filename" section is visible, featuring a "Browse..." button highlighted with a red box, followed by the text "No file selected." Below this, there is a radio button selection for "Attachments to Document:" with "No" selected. At the bottom, the "Next" and "Clear" buttons are visible.

18. After selecting the appropriate document and clicking open, you will see the document name. Click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[21-10044 First M Last](#)  
Type: bk Chapter: 7 v Office: 4 (Tulsa)  
Assets: n Case Flag: CounDue, DebtEdDue

Browse... [Entry of Appearance and Request for Notice 21-10044.pdf](#)

Attachments to Document:  No  Yes

Next Clear

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**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[21-10044 First M Last](#)  
Type: bk Chapter: 7 v Office: 4 (Tulsa)  
Assets: n Case Flag: CounDue, DebtEdDue

*If your pleading contains the following, please check.*

Certificate of Service (Only use to show that your image contains a certificate of service.)  
 Request for Expedited Hearing

Next Clear

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**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

21-10044 First M Last

Type: bk Chapter: 7 v Office: 4 (Tulsa)

Assets: n Case Flag: CounDue, DebtEdDue

Is this a corrective or amended filing?

Yes

No

Next Clear

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 allow for additional text to be added to the docket entry.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

21-10044 First M Last

Type: bk Chapter: 7 v Office: 4 (Tulsa)

Assets: n Case Flag: CounDue, DebtEdDue

Docket Text: Modify as Appropriate

Entry of Appearance and Request for Notice [Text Box] Filed by Rick Wilson on behalf of Pinto . (Wilson, Rick)

- Addendum to
- Additional
- Agreed
- Alias
- Alternatively Seeking
- Amended
- Amendment to
- Assumed
- Certified
- Combined
- Consolidated
- Consolidated Suggested
- Continuing
- Continuing Earnings
- Continuing Garnishment
- Corrected
- Corrected Amended
- Corrected Amendment to
- Corrected First Amended

- 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

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

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

21-10044 First M Last  
Type: M Chapter: 7 v Office: 4 (Tulsa)  
Assets: a Case Flag: CourtDoc, DebtIDDoc

\*\*\*NOTICE: This document constitutes an official stamp of the Court and, if attached to the document identified below, serves as a file stamped copy of the pleading. The first page of this document may be used in lieu of the Court's mechanical file stamp for the named document only, and misuses will be treated the same as misuses of the Court's official mechanical stamp. The Court's Electronic Document Stamp is a verifiable mathematical computation unique to the filed document and the Court's private encryption key. This alpha-numeric code assures that any change can be detected.

U.S. Bankruptcy Court  
Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Rick Wilson entered on 5/13/2021 at 1:29 PM CDT and filed on 5/13/2021

Case Number: 21-10044  
Document Number: 2

Docket Text:  
Entry of Appearance and Request for Notice: Filed by Rick Wilson on behalf of Pato (Wilson, Rick)

Document description/Main Document  
Original filename: Entry of Appearance and Request for Notice 21-10044.pdf  
Electronic document Stamp:  
[STAMP Id=1052166465 [Date=5/13/2021] [FileNumber=5179698-0] [2db4d8a7b4e5166a092f4159b9432b726e5e5fc7d1e7ca09ce06d90c8980738f6433c8b374e965b0417e779901261271d371d752b310a613e19673ae0]]

21-10044 Notice will be electronically mailed to:

Office of the United States Trustee  
USTP@region20.TU.ECF@example.com

Rick Wilson on behalf of Creditor Pato  
crdtkab+rickwilson@gmail.com

Rick Wilson on behalf of Debtor First M Last  
crdtkab+rickwilson@gmail.com

21-10044 Notice will not be electronically mailed to:

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