

Notice of Intent

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** The **File a Notice** screen displays.
- Confirm the debtor(s) name and case number are correct.
 - Select **Notice of Intent** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- If the party is listed, select the party filer. If the party is not listed, click on **Add/Create New Party** to add the party. Refer to the Style Guide for guidelines to add a party.
 - Click **Next**.
- STEP 6.** If this is the first document filed on behalf of the party, the attorney/party association screen displays.
- Check the box to create the association.
 - Click **Next**.
- STEP 7.** At **Is this a Notice of Intent to compensate?** The default is No. If no, continue with **STEP 9**; if yes, change default to Yes and continue with **STEP 8**.
- Click **Next**.

STEP 8. If yes, the message **File the Application for Interim Compensation Prior to filing the Notice of Intent to Compensate** will display.

Click **Next**.

STEP 9. At **Refer to existing event(s)?**; if yes, check (✓) the box; if no, continue to **STEP 11**.

Click **Next**.

STEP 10. Select the appropriate event(s) to which your event relates.

Click **Browse** to select the appropriate PDF to attach.

Click **Next** and continue with **STEP 12**.

STEP 11. If notice of intent does not refer to an existing event:

Click **Browse** to select the appropriate PDF to attach.

Click **Next**.

STEP 12. The **Docket Text: Modify as Appropriate** screen displays.

Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.

Click **Next**.

STEP 13. The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

STEP 14. The **Notice of Electronic Filing** screen displays.