

**Notice of Intent to Abandon
Notice of Intent to Sell Property (Private Sale)
Notice of Offer to Sell/Alternative Abandon
Notice of Intent to Incur Expenses**

****Your notice MUST be dated the same day it is filed with the court and filed before 3:00 pm****

The Notice of Intent to Abandon LBF 751 has been updated. The most current version is dated 11/1/04.

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. Confirm the debtor(s) name and case number are correct.

- Your notice MUST be dated and FILED prior to 3:00 PM TODAY.**
- Click **Next**.

STEP 5. Select the appropriate **Notice** from the event list.

- The **Party Selection** screen displays.
- Select the party filer.
- Click **Next**.

STEP 6. For Notice of Intent to Abandon, confirm the debtor(s) name and case number are correct.

Click **Next**.

STEP 7. Click **Browse** to select the appropriate PDF to attach.

Click **Next**.

STEP 8. Confirm the debtor(s) name and case number are correct.

Click **Next**.

STEP 9. 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 10. The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.