

# Notice of Appearance

**NOTE:** Use this event only if you are an attorney that is now appearing for a pro se party in this case. Otherwise use the event Special Notice Request in the Miscellaneous or Creditor Claimant Batch category.

This event is now text-only. A document need not be prepared *and must not be* filed with the court. Upon completion of this event, your Notice of Appearance will appear on the docket and be fully processed by the court.

- STEP 1.** Click on Bankruptcy or Adversary on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices** for a Bankruptcy Case or **Notices/Miscellaneous** for an Adversary Proceeding.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format for a Bankruptcy Case or YY-NNNN format for an Adversary Proceeding.
  - Click **Next**.
- STEP 4.** Select **Notice of Appearance** from the event list.
- Click **Next**.
- STEP 5.** If the party you represent is already a party to the case, continue with **STEP 6**. If the party you represent is not a party to the case, click on **Add/Create New Party**.
- A **Search for a party** screen displays.
  - Enter the name of the party in the **Last/Business name** field. Refer to the **Style Guide** for accepted abbreviations for non-individuals (e.g. FMCC for Ford Motor Credit Company, TMCC for Toyota Motor Credit Company, GMAC for General Motors Acceptance Corp).
  - Click **Search**.
  - If your party is currently in our database a list of parties with the name you entered will display. If your party is not listed, and you see **Party search results**

and **No person found**, click on “**Create New Party**”. The name will appear in the Last name field. Do not enter an address for the party, as they are represented by you. Proceed to the **Role** field and select **Creditor** as the Role type.

- If your party **is** in our database, and a list comes up, click on each party name to locate the party **with no address and/or county showing as part of the party name** when viewing the dialogue box that appears as each entity is highlighted.
- If party is listed without an address (name must be exact, and in line with the Style Guide requirements for entry of names), click **Select name from list**.
- Click on the **Role** drop-down list and select **Creditor** as the Role type.
- Click **Submit**.

**STEP 6.** Select party filer.

- Verify that your party is the one highlighted.
- Click **Next**.

**STEP 7.** If you have not previously filed a pleading in this case on behalf of the party you represent a screen displays with the following message: *The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:*

- Check the box (click on it so a check-mark appears in the box).
- Click **Next**.

**STEP 8.** A case verification screen displays, with the following messages:

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- Click **Next**.

**STEP 9.** A case verification screen displays.

- 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.