

**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****

****If you are filing a Notice of Intent other than one listed above, see the procedures for “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. 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.

- Click **Next**.

STEP 6. The Party Selection screen displays.

- Select the party filer.

***If the Notice of Intent to Abandon changes the status of the case to no asset, you MUST file an amended Inventory and Report of No Assets.**

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, if available, to select any additional information that may be required to complete the docket text and/or use the free text box, if available, (up to 30 characters) to add important information or leave both 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.