

CREDITOR -- Quick Reference Guide**Notice of Appearance and Request**

Step	Action
1	Click on the Bankruptcy hyperlink
2	Click Notice of Appearance
3	Enter the case number - click NEXT
4	Select Notice of Appearance and Request for Notice - click NEXT
5	At the Select any additional attorney(s) screen click NEXT
6	A microsoft Internet Explorer box will appear letting you know that you have not selected an attorney - click OK
7	At Select the Party screen - Click Add/Create New Party Type Creditor name in Last/Business name field - click SEARCH Highlight creditor name from Party Search Results box - click Select name from list
8	At the Party Information screen make sure the address for the creditor is correct. If the address is blank or incorrect type in the correct address, where notices should be sent, starting at the address 1 field. Type in the correct City, State and zip in the appropriate fields. Information does not need to be added in the County, Country, Phone, Fax, E-mail, or Party text fields. Change the Role field to creditor - click SUBMIT
9	At Select the Party screen the newly added creditor should be highlighted - click NEXT
10	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry - click Open to attach the correct PDF. Leave Attachments to Document as No - click NEXT . NOTE: To view the document select the correct PDF , Right Click , and Click Open
11	At the Docket Text: Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed - click NEXT
12	At Docket Text: Final Text screen verify that the text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event.
13	The Notice of Electronic Filing screen appears and your transaction is complete.