

ATTORNEY – Quick Reference Guide

Change of Address for Creditor

| Step | Action |
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| 1 | Click on the Bankruptcy hyperlink. |
| 2 | Click Miscellaneous |
| 3 | Enter the Case Number – click NEXT |
| 4 | Select Change of Address from the event type list – click NEXT |
| 5 | Select Debtor(s) as party filer(s) – click NEXT |
| 6 | At the screen which asks "Is this address change for the Debtor?" Choose No . Click NEXT . |
| 7 | On next screen, choose " New Address " or " Unknown Address " in the drop-down list. Click NEXT . |
| 8 | <p>If New Address, on next screen enter creditor name and previous address AND creditor name and new address in each applicable box.</p> <p>If Unknown Address, enter creditor name and previous address AND creditor name and the word "Unknown" in each applicable box. Click NEXT.</p> |
| 9 | At next screen, Click NEXT . |
| 10 | Review Docket Text:Final Text and if correct, Click NEXT . If not correct, Click the BACK button to make corrections. The filing is complete and Notice of Electronic Filing screen will appear once you have clicked NEXT on the "Docket Text:Final Text" screen. |