

CREDITOR – Quick Reference Guide

Notice of Appearance and Request

Step	Action
1	Click on Bankruptcy hyperlink
2	Click Notice of Appearance
3	Enter the case number – click NEXT
4	Click Notice of Appearance and Request for Notice – click NEXT
5	At the Select any additional attorney(s) screen click NEXT
6	A box will appear letting you know that you have not selected an attorney – click OK
7	At Select the Party screen – <ul style="list-style-type: none"> • Click Add/Create New Party • Type Creditor name in Last/Business name field - click SEARCH • If Party search results indicate No Person found, click Create new party – go to step 8 • If Party search results indicate your creditor name, highlight the name • 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

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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