

CREDITOR – Quick Reference Guide

Request for Notice (batch)

Step	Action
1	Click on the Bankruptcy hyperlink
2	Click Creditor Filings
3	Select Request for Notice (batch) - click NEXT
4	Enter the case number(s)- click NEXT
5	Verify case number(s) and debtor names(s) – click NEXT
6	<p>Click the BROWSE button to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this event. Select the correct PDF and click Open.</p> <p>NOTE: <i>To view the document select the correct PDF, Right Click, and Click Open</i></p> <p>Enter the name of the party filing the Notice Request in text box – click NEXT</p>
7	A message screen will come up reminding you to add the creditor to the case through creditor maintenance – click NEXT
8	Click NEXT
9	<p>At Docket Text: Final Text screen verify that the text is correct – If correct – click NEXT</p> <p>If incorrect – click the browser BACK button until you find the error(s) and proceed with the event.</p>
10	The Notice of Electronic Filing screen appears and your transaction is complete