

**CM/ECF Filing Reference Guide**

**Change of Address for Creditor**

<b>Step</b>	<b>Action</b>
1.	Select <b>Bankruptcy</b>
2.	From the <b>Events</b> list, select <b>Misc</b>
3.	Enter the Case Number.  Select <b>NEXT</b> .
4.	From the <b>Events</b> list, select <b>Change of Address</b>  Select <b>NEXT</b>
5.	<p>From the party listing <b>either</b>:</p> <p style="padding-left: 40px;">(A) Select the party filing the change of address</p> <p style="padding-left: 40px;">Select <b>NEXT</b> and move on to step 6</p> <p><b>OR</b></p> <p style="padding-left: 40px;">(B) Add/Create New Party</p> <p style="padding-left: 40px;">Fill in the requested information</p> <p style="padding-left: 40px;">Select <b>SEARCH</b></p> <p style="padding-left: 80px;">If your party is found in the search results, select the name.</p> <p style="padding-left: 80px;">If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role”.</p> <p style="padding-left: 40px;">Select <b>SUBMIT</b></p> <p style="padding-left: 40px;">From the party listing make a selection.</p> <p>Select <b>NEXT</b></p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p style="color: red; padding-left: 40px;"><b>IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</b></p>
6.	Select <b>NEXT</b>
7.	This screen asks, "Is this address change for the Debtor?" choose <b>No</b> .  Select <b>NEXT</b>
8.	From the available selections choose either " <b>New Address</b> " or " <b>Unknown Address</b> ".  If <b>New Address</b> , enter creditor name and previous address AND creditor name

	<p>and new address in the applicable boxes.</p> <p>Select <b>NEXT</b> and go on to step 9</p> <p>If <b>Unknown Address</b>, enter creditor name and previous address AND creditor name and the word "Unknown" in applicable box.</p> <p>Select <b>NEXT</b></p>
9.	Select <b>NEXT</b>
10.	<p>This screen serves as the last chance to verify that the Docket Text: <b>Final Text</b> is correct. If correct,</p> <p>Select <b>NEXT - the docketing process will be committed.</b></p> <p><b>If any changes need to be made use the back navigation arrow to make the corrections. Retrace actions once correction is made.</b></p>
11.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete.</p>

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