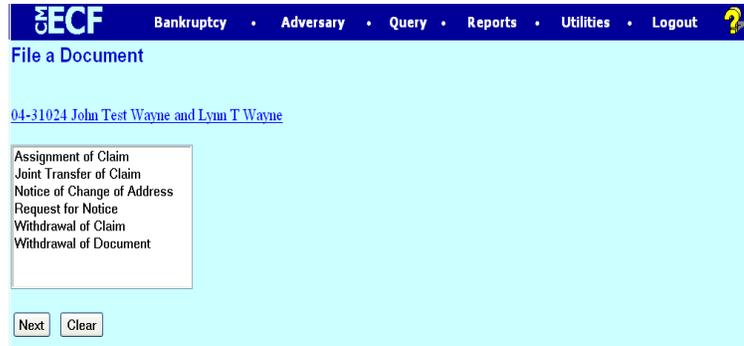


## Notice of Change of Address

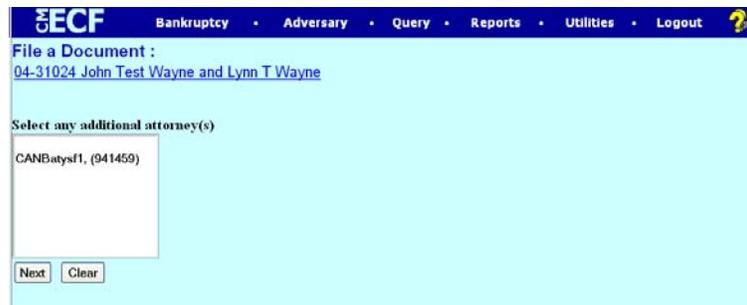
**STEP 1** The **DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Document". Underneath, there is a link for "04-31024 John Test Wayne and Lynn T Wayne". A list of document types is displayed in a box: Assignment of Claim, Joint Transfer of Claim, Notice of Change of Address, Request for Notice, Withdrawal of Claim, and Withdrawal of Document. At the bottom of the box, there are "Next" and "Clear" buttons.

◆ Highlight Notice of Change of Address and click [Next].

**STEP 2** The **ATTORNEY SELECTION** screen displays.



The screenshot shows the ECF interface for attorney selection. The navigation bar and page title are the same as in the previous screenshot. Below the page title, there is a link for "04-31024 John Test Wayne and Lynn T Wayne". A section titled "Select any additional attorney(s)" contains a list box with the entry "CANBatysf1, (941459)". At the bottom of the list box, there are "Next" and "Clear" buttons.

◆ Click [Next] and the following screen displays.



◆ Click [OK].

**STEP 3** The **PARTY SELECTION** screen displays.

The screenshot shows the ECF 'File a Document' interface for case 04-31024. The 'PARTY SELECTION' screen features a dropdown menu with the following options: ABC Corp. [Creditor], Office of the U.S. Trustee / SF, [U.S. Trustee], Schoenmann, E. Lynn [Trustee], Wayne, John Test [Debtor], and Wayne, Lynn T [Debtor]. To the right of the dropdown is a link for 'Add/Create New Party'. At the bottom of the screen are 'Next' and 'Clear' buttons.

- ◆ If the name of the party is on the list, highlight the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the [Rules for Adding Parties](#) section of the Appendix.

**STEP 4** The **ATTORNEY/PARTY ASSOCIATION** screen displays only for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.

The screenshot shows the ECF 'File a Document' interface for case 04-31024. The 'ATTORNEY/PARTY ASSOCIATION' screen displays the following text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox labeled 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. At the bottom of the screen are 'Next' and 'Clear' buttons.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

**STEP 5** The **CASE VERIFICATION** screen displays.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. At the bottom of the form area, there are two buttons: 'Next' and 'Clear'.

- ◆ If the name of the debtor(s) and case number are correct, click **[Next]**

**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF interface with the same header as Step 5. The text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. Below this, it says 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' input field followed by a 'Browse...' button. Below that, there is a section for 'Attachments to Document:' with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

- ◆ Click **[Browse]** to upload the PDF document for this docket event and click **[Next]**.

**STEP 7** The **MODIFIED DOCKET TEXT** screen displays.

The screenshot shows the ECF interface with the same header. The text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. Below this, there is a section titled 'Docket Text: Modify as Appropriate.' containing a dropdown menu with 'Notice of Change of Address' selected, followed by the text 'Filed by Debtor Lynn T Wayne (CANB, critd1)'. At the bottom, there are 'Next' and 'Clear' buttons.

- ◆ Enhance the text if applicable and click **[Next]**.

**STEP 8** The **FINAL TEXT EDITING** screen displays.

The screenshot shows the ECF interface with a blue header bar containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main content area has a light blue background and contains a grey box with the text 'Docket Text: Final Text' and a yellow box with the text 'Notice of Change of Address Filed by Creditor ABC Corp., (CANB, critd1)'. Below this, a red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

- ◆ Verify the accuracy of the docket text. If the docket text is correct, click [Next]. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top of the page.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen displays.

The screenshot shows the ECF interface with the same blue header bar. The page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main content area has a light blue background and contains the text 'U.S. Bankruptcy Court Northern District of California'. Below this, the text reads 'Notice of Electronic Filing' and 'The following transaction was received from CANB, critd1 entered on 10/22/2004 at 3:43 PM PDT and filed on 10/22/2004'. Further down, the following information is displayed: 'Case Name: John Test Wayne and Lynn T Wayne', 'Case Number: 04-31024', and 'Document Number: 6'. At the bottom, the 'Docket Text' is shown as 'Notice of Change of Address Filed by Debtor Lynn T Wayne (CANB, critd1)'.

- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.