

Request for Notice

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

The screenshot shows the ECF web interface for filing a document. The header includes the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "File a Document". Below this, the case information for "11-30099 Leith Thomas and Kelly Thomas" is displayed, including Type: bk, Chapter: 7 v, Office: 3 (San Francisco), Assets: n, Judge: TEC, and Case Flag: DebtEd, MEANSU. A search box with the placeholder "Start typing to find an event." is present. Below the search box are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Notice of Change of Address, Reaffirmation Agreement, Request for Notice (highlighted in blue), Request to Remove All EMails From Case, Transfer of Claim, and Withdrawal of Claim. The "Selected Events" list is currently empty. At the bottom of the form are "Next" and "Clear" buttons.

Highlight **Request for Notice** from the Available Events list.
Make sure the event name moves under the Selected Events list.

This screenshot shows the same ECF interface as the previous one, but with the "Request for Notice" event now moved from the "Available Events" list to the "Selected Events" list. The "Available Events" list now includes: Notice of Change of Address, Reaffirmation Agreement, Request for Notice (no longer highlighted), Request to Remove All EMails From Case, Transfer of Claim, Withdrawal of Claim, and Withdrawal of Document. The "Selected Events" list now contains "Request for Notice". The search box now has the placeholder "Start typing to find another event. Hold down Ctrl to add additional items". The "Next" and "Clear" buttons remain at the bottom.

Click **[Next]**.

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

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Select the Party:

Bank of America, [Creditor]
Holt, Brian [Trustee]
Office of the U.S. Trustee / SF, [U.S. Trustee]
Thomas, Kelly [Joint Debtor]
Thomas, Leith [Debtor]

[Add/Create New Party](#)

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.

Before adding a party, it is recommended that one search the database for the filer to eliminate duplicate records in the system. One can search by Social Security Number or Tax Identification Number, Last Name or Business Name.

STEP 3 Enter the entire name in the **Last/Business name** field.

ECF Bankruptcy Adversary Query Reports

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Click **[Search]**.

If there is a match, select the name from the list. If there is no match, click **[Create new party]**.

STEP 4 The **Party Information** screen displays.



ECF Bankruptcy Adversary Query Reports Utilities

Party Information

Citibank Ford SSN / ITIN:Unknown

Office **Address 1**

Address 2 **Address 3**

City **State** **Zip**

County **Country**

Phone **Fax**

E-mail

Role

Party text

Select the **Role** from the pick list. **Note:** Role type can never be left blank. Click **[Submit]**.

STEP 5 The party has now been added to the **Party Information box** and is highlighted. We can continue filing on behalf of our party.



File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3
Assets: n Judge: TEC Case Fla
MEANS

Select the Party:

[Add/Create New Party](#)

Bank of America, [Creditor]
Holt, Brian [Trustee]
Office of the U.S. Trustee / SF, [U.S. Trustee]
Thomas, Kelly [Joint Debtor]
Thomas, Leith [Debtor]

Click **[Next]**.

STEP 6 The **Attorney/Party Association** screen displays for attorney filers who are adding a party to the case.

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

The following attorney/party associations do not yet exist in this case. Please check which associations should be created for this case:

Citibank Ford, (cr:cr) represented by canbatycr10, (aty)

Place a check mark in the box to create an association with the creditor. Click **[Next]**.

Click **[Next]** again.

STEP 7 Click the **Browse** button and navigate to the file directory where the document of the **Request for Notice** is located. Select the file and click **Open** on the **File Upload** window.

ECF

[Bankruptcy](#)
[Adversary](#)
[Query](#)
[Reports](#)
[Utilities](#)

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Click **[Next]**.

STEP 8 Enhance the docket text as necessary and click **[Next]**.

The screenshot shows the ECF 'File a Document' interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case title '11-30099 Leith Thomas and Kelly Thomas' is displayed. Case details include Type: bk, Chapter: 7 v, Office: 3 (San Francisco), Assets: n, Judge: TEC, and Case Flag: DebtEd, MEANSU. A section titled 'Docket Text: Modify as Appropriate.' contains a dropdown menu set to 'Request for Notice' and a text field containing 'Filed by Creditor Citibank Ford . (canbatycr10)'. At the bottom of this section are 'Next' and 'Clear' buttons.

STEP 9 The **FINAL DOCKET TEXT** will display. 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.

This screenshot shows the same ECF 'File a Document' interface as the previous one. The case details are identical. The 'Docket Text: Final Text' section now displays 'Request for Notice Filed by Creditor Citibank Ford. (canbatycr10)'. Below this, a red warning message reads: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?'. 'Next' and 'Clear' buttons are still present at the bottom.

If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to locate the page 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 main menu bar located on the top of the page.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

NOTE: It is recommended to save and/or print this screen for future reference.