

[Application to Designate Responsible Individual](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Designate Responsible Individual**
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

- Click **Next**.

Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Designate Responsible Individual**
- Click **Next**.

Application to Designate Responsible Individual

Published on United States Bankruptcy Court (<https://www.canb.uscourts.gov>)

- **Enter** Name of Person to Designate
- Click **Next**.
- Edit the docket text if necessary.
- ***Review final docket text.***
- Click **Next**.

Manual Chapter: Applications

Source URL (modified on 04/20/2016 - 1:36pm): <https://www.canb.uscourts.gov/ecf/efiling-manual/application-designate-responsible-individual>