

Notice of Appearance and Request for Notice

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[Notice of Appearance and Request for Notice](#)

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

- Click **Notices** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Notice of Appearance and Request for Notice**, click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)

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**.
- Click **Next**.
- Associate the pdf file of the **Notice of Appearance and Request for Notice**, click **Next**.

Is this document replacing an attorney that has left the firm? Answer Yes or No.

- If **yes**, Select the attorney or attorneys no longer associated with the case.
- If no, click **Next**.
- Edit the docket text if necessary.
- Click **Next**.

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- **Review final docket text.**

- Click **Next**.

Manual Chapter: Notices

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