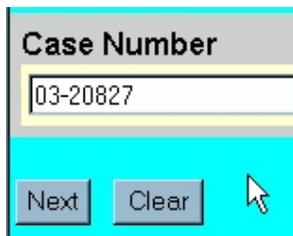


Notice of Appearance and Request for Service

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the **Main Menu**, then click on **Notices** from the **Bankruptcy Events** menu.

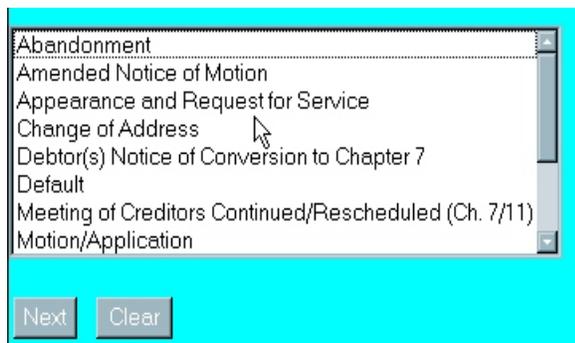


STEP 2 The **Case Number** screen displays.



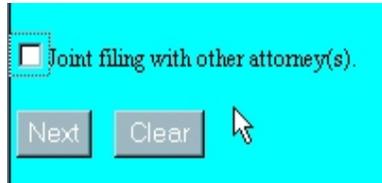
- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Notice** screen displays.



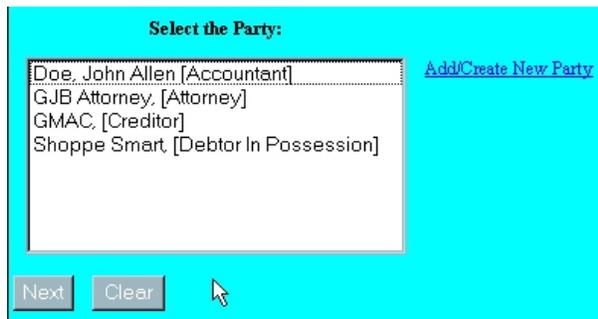
- ◆ Using up and down arrows to right of box, scroll the options to find and highlight type of notice being filed (**Appearance and Request for Service**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



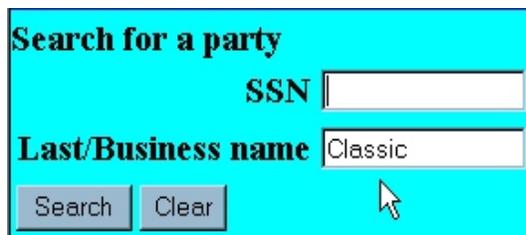
- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ If the name of the party you are representing appears on the list, click on the party's name and proceed to **Step 10**. If the name does not appear on the list, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



- ◆ Last/Business name: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by SSN or Tax Id numbers.
- ◆ Click on the **Search** button.

STEP 7 The **Party search results** screen displays.



- ◆ If the party’s name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party’s name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as ‘*A West Virginia Corporation*’ in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** and proceed to **Step 10**.

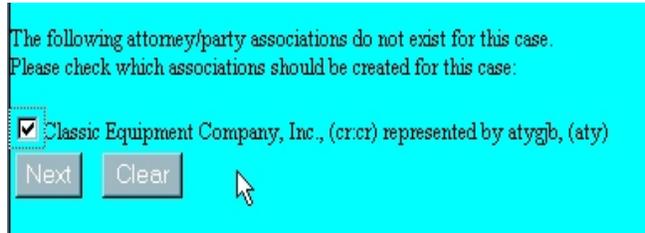
STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen with your party highlighted displays.

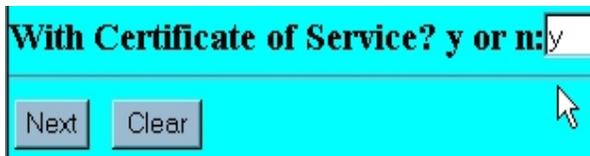
- ◆ Click on the **Next** button.

STEP 11 Check the box to make an associate as the attorney for the party selected if appropriate.



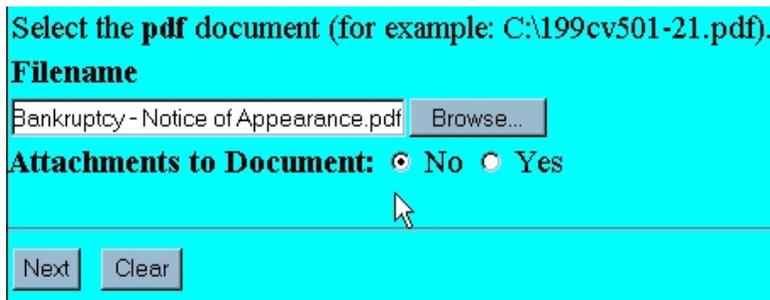
◆ Click on the **Next** button.

STEP 12 Enter 'y' or 'n' in the text box to indicate if a certificate of service is attached to the notice



◆ Click on the **Next** button.

STEP 13 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 14 A **Case Verification** screen displays. Verify you are working in the correct case, then click on the **Next** button.



STEP 15 The **Docket Text: Final Text** screen displays.



- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 16 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

