



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

CREDITOR REQUEST FOR NOTICES

This event may be used by creditor representatives as well as attorneys not admitted to practice in the U.S. District Court for the District of Maryland. **NOTE: This event is not to be used by attorneys who are admitted to practice in the U.S. District Court for the District of Maryland. Admitted attorneys should refer to the Notice of Appearance and Request for Notice Module for complete instructions.**

FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Miscellaneous'
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Creditor Request for Notices' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Click 'Next'
7. The Modify Docket Text screen displays. Modify docket, as appropriate
8. The Final Approval screen displays: **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.** Have you redacted?
9. Verify the Final Docket Text then click 'Next'



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10. The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions)