



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

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This event is used to enter an appearance on behalf of a party. If an attorney is entering an appearance on behalf of the debtor, a disclosure of compensation (Official Form B2030) must be submitted. A Notice of Appearance and Substitution of Counsel may also be filed using this event if the notice is signed by both the incoming and withdrawing counsel.

**NOTE: A creditor's attorney who is not admitted to practice in the U.S. District Court for the District of Maryland must not use this event. A Creditor's Request for Notice, using the corresponding event, may be submitted instead.**

#### FILING STEPS:

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
  - Select 'Notice'
3. **The Case Number screen displays:**
  - Type the case number in yy-nnnnn format
  - Click 'Next'
4. **The Available Events screen displays:**
  - Scroll down to 'Notice of Appearance and Request for Notice' 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 Party Selection screen displays:**  
(This screen will only appear if this is the first time you have filed a document on behalf of this party.)
  - Scroll through the list of parties and if they exist,
  - Select name from the list. If name is not found,
  - Click 'Add/Create New Party' (Refer to Add/Create New Party for complete instructions.)
6. **The Attorney-Party Association screen displays:**
  - Create the Attorney/Party association by clicking in the checkbox provided on the Attorney/Party Association screen.



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7. **The PDF Document Selection screen displays:**
  - The PDF Document Selection screen display. Click 'Choose File' and select PDF document(s). Click 'Next'
8. **The Case Name and Number screen displays:**
  - Verify information is correct
  - Click 'Next'
9. **The Final Approval screen displays: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?**
  - Verify the docket text
  - Click 'Next'
10. **The Notice of Electronic Filing screen displays.**  
(Refer to Notice of Electronic Filing for complete instructions,)