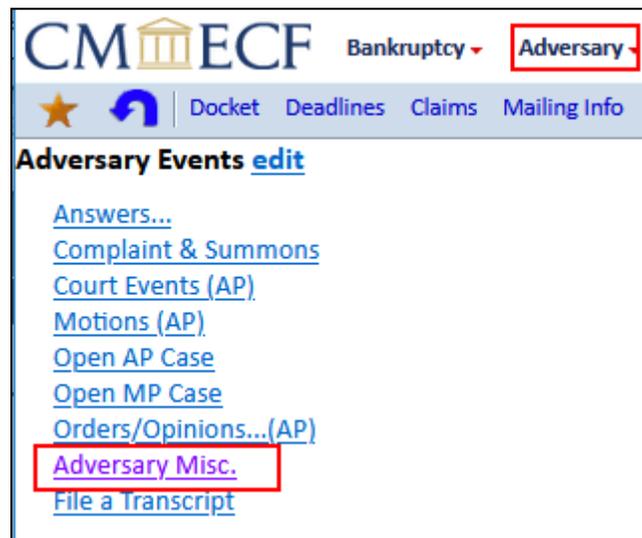


File a Notice of Appearance and Request for Notice IN AN ADVERSARY PROCEEDING

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NOTE: This event is available to Attorneys with an Attorney Full Access CM/ECF user account. By logging into CM/ECF and e-filing a document properly, you are added to the case and will receive Notifications of Electronic Filings (aka NEF)

- Adversary
- Adversary Misc.



- enter the Adversary Proceeding case number in this format: 22-1001
- click Next

A screenshot of a 'Miscellaneous' search form. It features a 'Case Number' label above a text input field containing '22-1001'. To the right of the input field is a 'Find This Case' button. Below the input field are two buttons: 'Next' and 'Clear'.

File a Notice of Appearance and Request for Notice IN AN ADVERSARY PROCEEDING

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**Available Events:**

- To find the event, start typing in the box or scroll down.
- Click: **Notice of Appearance and Request for Notice (A.P.)**
- Then click: Next

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Letter Withdrawing Matter
- Letter Withdrawing Objection/Opposition
- Memorandum of Law
- Notice of Appearance and Request for Notice (A.P.)**
- Notice of Change of Address
- Notice of Stipulated Dismissal in an Adversary Proceeding
- Notice of Withdrawal of Appearance
- Notice to Produce
- Pre-Trial Statement
- Proposed Order
- Request Summons
- Response to Interrogatories
- Satisfaction of Judgment

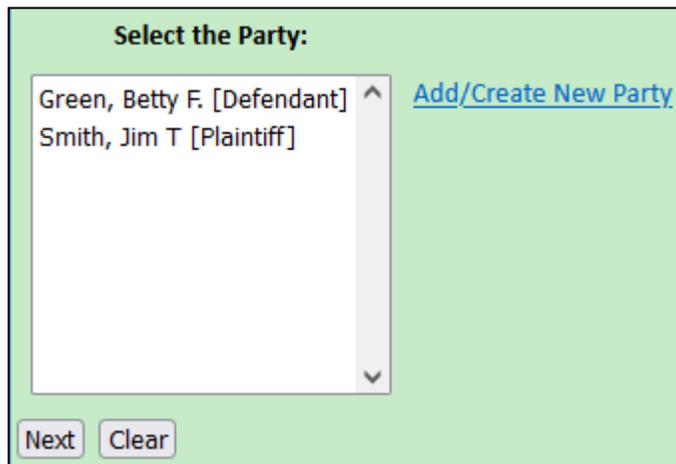
**Selected Events** (click to remove events)

- Notice of Appearance and Request for Notice (A.P.)

Next Clear

## Selecting the Party:

- Do not select yourself as the Party, select the party you represent.
- If the Party is not listed, click on: **Add/Create New Party**.



Select the Party:

Green, Betty F. [Defendant] ^

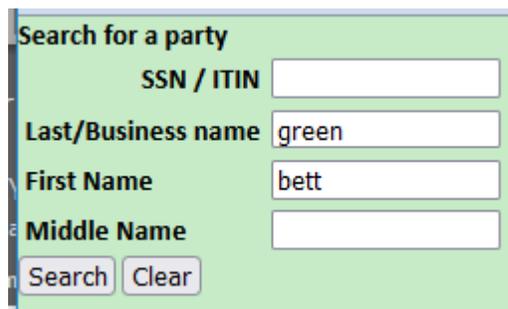
Smith, Jim T [Plaintiff] v

[Add/Create New Party](#)

Next Clear

## To Add/Create a New Party:

- Enter the party's last/business name
- (optional) Enter the party's first name, if there is one
- Click: Search



Search for a party

SSN / ITIN

Last/Business name

First Name

Middle Name

Search Clear

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- If the party appears in the 'Party search results' box, click on the name once, then click: **Select name from list.**
- If the party does not appear in the 'Party search results' box, click: **Create new party**

**Search for a party**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

Green, Betty F, 1886 Saint Paul Street, Rochester, NY ^

**Create new party:**

- You must select a Role.

**Party Information**

Betty F. Green SSN / ITIN:Unknown

Office

Address 2

City

County  ▾

Phone

E-mail

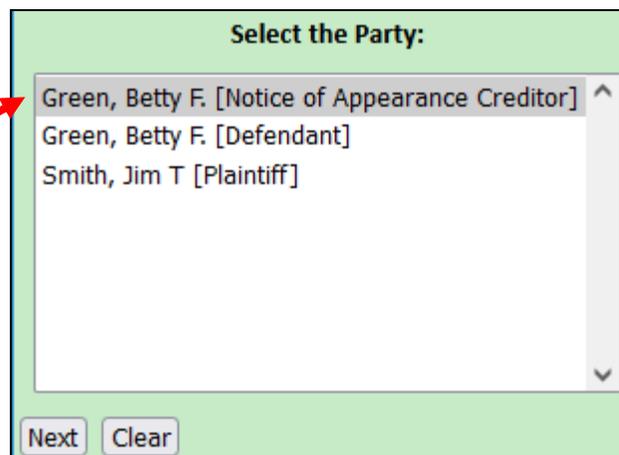
Role  ▾

Party text

File a Notice of Appearance and Request for Notice IN AN ADVERSARY PROCEEDING

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- After adding the Party, you will be returned to this screen.
- The correct party will already be selected/highlighted for you.
- Click Next



The screenshot shows a dialog box titled "Select the Party:". It contains a list box with three entries: "Green, Betty F. [Notice of Appearance Creditor]", "Green, Betty F. [Defendant]", and "Smith, Jim T [Plaintiff]". The first entry is highlighted. Below the list box are two buttons: "Next" and "Clear". A red arrow points from the second bullet point in the list to the first entry in the list box.

- Attach the pdf