



## CORPORATE PARENT / AFFILIATE

If your client is a corporation that has one or more parent or affiliate corporations that directly or indirectly owns 10% or more of any class of your corporate client's equity interests, then those corporate parents or affiliates should be added using the **Corporate parent/affiliate** button while adding party information in CM/ECF. This can be done when docketing the first document and creating your party information. It is important to add parents or affiliates so that the CM/ECF conflict checking software will properly advise the judge of a potential conflict if one exists. When filing in a bankruptcy case, this information is to be added even though no Statement of Corporate Ownership is required to be filed. If filing a statement of corporate ownership or affiliate for a debtor, see the instruction further down.

Party Information			
ABC CORPORATION SSN / ITIN:Unknown			
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/> Zip <input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Role	<input type="text" value="Creditor (cr:cr)"/>		
Party text	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Corporate parent / affiliate..."/>			

After clicking on **Corporate parent/affiliate** button, you will be prompted to search for the parent / affiliate to add.

A screenshot of a web form titled "Search for a corporate parent / affiliate". It features a text input field labeled "Business name" containing the text "ABC PARENT CORP". Below the input field are two buttons: "Search" and "Clear".

If the parent / affiliate has not been previously added, then no match will be found, and you will need to Create the parent / affiliate by clicking on the **Create new corporate parent/affiliate** button.

A screenshot of the search results page. It has the same title "Search for a corporate parent / affiliate" and the same "Business name" input field (which is empty). Below the input field are "Search" and "Clear" buttons. Further down, the text "Corporate parent / affiliate search results" is followed by "No person found." At the bottom of the form is a button labeled "Create new corporate parent / affiliate".

On the next screen, you need to select either corporate parent or corporate affiliate for Type and leave the check mark in the Entity box and then click on **Add corporate parent / affiliate**.

A screenshot of a form titled "Corporate parent / affiliate information". It contains a text input field labeled "Corporate parent / affiliate name" with the text "ABC PARENT CORPORATION". Below this field are two labels: "Type" with a dropdown menu showing "corporate parent" and a downward arrow, and "Entity" with a checked checkbox. At the bottom of the form are two buttons: "Add corporate parent / affiliate" and "Cancel corporate parent / affiliate".

*If there are more than one corporate parents or affiliates, then repeat the process for each one.*

## UPDATING THE STATEMENT OF CORPORATE OWNERSHIP

If the corporate parent / affiliate relationship changes, then the information needs to be updated. To change the corporate parent / affiliate, file a Statement of Corporate Ownership (located under the **Other** category). During the filing process, you will be able to update the information. In this example, XYZ Parent Corp has acquired 15 percent of ABC Corporation and needs to be added as an additional corporate parent.

### Search for a corporate parent / affiliate

Business name




Corporate parents and other affiliates already recorded for this case:

Party name	Type	Corporate parent / affiliate name	Entity / individual
ABC CORPORATION	cp	ABC PARENT CORPORATION	Entity

Create if necessary and click **Add corporate parent / affiliate**.

### Corporate parent / affiliate information

Corporate parent / affiliate name

Type  Entity ☒



You then need to associate the corporate parent with your party in the case, in this example, ABC Corporation.

Select one or more parties to which XYZ PARENT CORPORATION should be associated as a corporate parent:

- ABC BANKING CORP, [Creditor]
- ABC CORPORATION, [Creditor]
- CAMPBELL, JEFFREY LEE [Debtor]
- CAMPBELL, JEFFREY LEE [Cross Defendant]
- CHOCOLATE IS YUMMY, [Creditor]
- CLAIM JUMPER, [Creditor]
- CLAIM JUMPER, [Cross Defendant]
- FORD, [Creditor]

If you only need to add one additional corporate parent / affiliate, you can end the process by clicking on the **End corporate parent/affiliate** button. If an existing corporate parent/affiliate needs to be removed, follow the steps below.

*Example XYZ Corporate Parent acquired ABC Parent Corporation's interest in ABC Corporation so that ABC Parent Corporation is no longer a corporate parent.*

Input the name of the existing parent / affiliate that needs to be removed and click **Search**.

**Search for a corporate parent / affiliate**

**Business name**

**Corporate parents and other affiliates already recorded for this case:**

Party name	Type	Corporate parent / affiliate name	Entity / individual
ABC CORPORATION	cp	ABC PARENT CORPORATION	Entity
ABC CORPORATION	cp	XYZ PARENT CORPORATION	Entity

On the next screen, click on the name displayed, then click on **Select name from list**.

**Corporate parent / affiliate search results**

On the next screen, click on **Cancel corporate parent / affiliate**.

**Corporate parent / affiliate name**

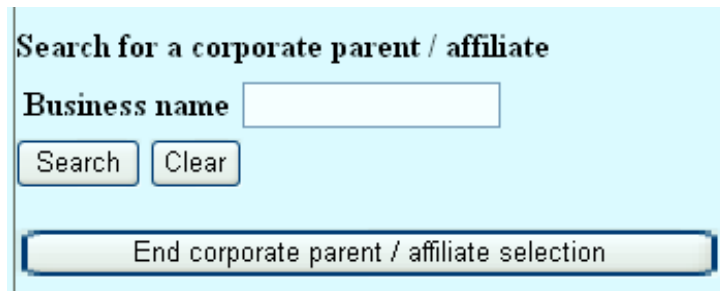
**Type**  **Entity** ☒

When finished adding and cancelling, click on the **End corporate parent / affiliate** button to complete the filing process for the Statement of Corporate Ownership.

A screenshot of a web form titled "Search for a corporate parent / affiliate". The form has a light blue background. It contains a text input field labeled "Business name" with a cursor inside. Below the input field are two buttons: "Search" and "Clear". At the bottom of the form is a wide button labeled "End corporate parent / affiliate selection".

## **FILINGS IN AN ADVERSARY CASE OR FILING A BANKRUPTCY PETITION.**

Bankruptcy Rules 1007 and 7007.1 require that corporate debtors and corporate parties to an adversary proceeding file a Statement of Corporate Ownership that identifies any corporation, other than a governmental unit, that directly or indirectly owns 10% or more of any class of the corporation's equity interests, or states that there are no entities to report. If filing a Statement of Corporate Ownership that states there are no entities to report, use the Statement of Corporate Ownership filing entry, and when first presented with the Search for a corporate parent / affiliate, bypass by clicking on the End corporate parent / affiliate button.

A screenshot of a web form titled "Search for a corporate parent / affiliate". The form has a light blue background. It contains a text input field labeled "Business name" with a cursor inside. Below the input field are two buttons: "Search" and "Clear". At the bottom of the form is a wide button labeled "End corporate parent / affiliate selection".

## **FILINGS IN A BANKRUPTCY PROCEEDING**

When filing a bankruptcy petition for a corporation, the Statement of Corporate Ownership can be filed with the petition as part of the first entry. During the case opening process, you can add the corporate parent / affiliate when inputting the debtor's name. If you use a one touch filing feature or a case upload feature in your bankruptcy software and your software does not add them as part of the case opening process, then you will need to file the Statement of Corporate Ownership as a separate filing using the above filing entry so that you then have the ability to add the corporate parents / affiliates of the debtor to the bankruptcy case.

Debtor Information						
Last name	<input type="text" value="ABC CORPORATION"/>		First name	<input type="text"/>		
Middle name	<input type="text"/>	Generation	<input type="text"/>	Title	<input type="text"/>	
SSN / ITIN	<input type="text" value="222-11-1234"/>	Tax ID / EIN	<input type="text" value="11-2222222"/>			
Office	<input type="text"/>		Address 1	<input type="text"/>		
Address 2	<input type="text"/>		Address 3	<input type="text"/>		
City	<input type="text"/>		State	<input type="text"/>	Zip	<input type="text"/>
County	<input type="text"/>		Country	<input type="text"/>		
Phone	<input type="text"/>		Fax	<input type="text"/>		
E-mail	<input type="text"/>					
Party text <input type="text"/>						
<div> <input type="button" value="Alias..."/> <input type="button" value="Corporate parent / affiliate..."/> <input type="button" value="Review..."/> </div> <div> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> </div>						

Add all aliases and corporate parents or affiliates before clicking the Submit button.

To add a corporate parent / affiliate of the debtor during case opening, click on the **Corporate parent / affiliate** button above and the process will be the same as outlined above.

## ADVERSARY PROCEEDINGS

When opening an adversary proceeding to either file a complaint or a notice of removal, the filing party inputs the plaintiffs and defendants. You would only add any corporate parents / affiliates for your party. You would not add them for the other parties to the adversary that you are inputting. For example, if you are filing a complaint, you would only add any corporate parents/affiliates for the corporate plaintiffs, you would not add them for any corporate defendants you input during the adversary opening process. Since you can add any corporate parents / affiliates for the corporate parties you represent during the adversary opening, you can file the Statement of Corporate Ownership as an attachment to your complaint or notice of removal. If you prefer to file it as a separate document you can use the Statement of Corporate Ownership entry under the Other category and bypass inputting any by clicking on the **End corporate parent/affiliate** selection button.

If you represent the defendant who is filing an answer or motion or represent the other parties to a notice of removal, then when filing your answer or other motion, you do not have the opportunity to add any corporate parent / affiliate, because your party will already be a party to the adversary and you only need to select the party displayed instead of having to add the party. You must then file a Statement of Corporate Ownership as a separate entry using that specific entry under the **Other** event category so that you can use the above process to add any corporate parents / affiliates.