



## BATCH FILING OF NOTICES OF APPEARANCE AND REQUESTS FOR NOTICE

If you are filing multiple Notices of Appearance/Request for Notice in bankruptcy cases you may file using the Batch Filing process. Claims and Assignments or Transfers of Claims may not be filed using this process.

To file Notices of Appearance/Request for Notice using the Batch Filing process, Select Batch Filing under the Bankruptcy Events menu. If you only want to be added to the creditor list for future notices you may make an entry for Request for Notice without filing any document.

1. Insert a list of case numbers using the full case number and select Find This Case for each number. Make your case selection by highlighting the radio button.

**Batch Filing**

| Case Number or Numbers |                                      |
|------------------------|--------------------------------------|
| 17-31                  | <input type="radio"/> Find This Case |
| 17-32                  | <input type="radio"/> Find This Case |
|                        |                                      |

Next Clear

Click **Next**.

Select only one of the creditor filings. If you are filing more than one type of creditor filing, you will need to repeat the batch filing process for each type of filing. All filings in a batch process must also be used for the same creditor. Select 1 CREDITOR- Notice of Appearance/Request for Notice (batch) entry to file a document.

Select 11 CREDITOR – Request for Notice (batch)(no documentation) if you want to receive notices in the bankruptcy case and do not want to file a document. Click **Next**.

2. Use the Browse boxes on the next screen to upload your documents.

4:06-bk-00024-EWH Donna Marie Lawrence  Browse...

4:06-bk-00025-JMM SUMMER DAY  Browse...

4:06-bk-00026-JMM ANGELINA PITT  Browse...

Next Clear

If docketing a Request for Notice (no document), the browse boxes for loading a document will not be displayed. Instead, you will click **Next**.

3. You will be prompted to add your company name as a party to the case. This will be done once and will add your company to the mailing list for all the cases you have input into Batch filing. Enter your company name and select **Search**.

Search for a party

SSN  Tax Id

Last/Business name

First Name

Middle Name

Search Clear

End party selection

If your search does not find a match you will need to select **Create New Party**.

Search for a party

SSN  Tax Id

Last/Business name

First Name

Middle Name

Search Clear

Party search results

No person found.

Create new party

4. The next screen displayed will prompt you to complete the name and address of your company. Input the mailing address for notices. You must select an appropriate party role, most likely Creditor. After completing the mailing address and party role, you may opt to leave the rest blank. Click on **Submit**.

**Party Information**

Last name: ZYX BANK First name:

Middle name:  Generation:  Title:

SSN:  222-11-1234 Tax ID:

Office:  Address 1: PO BOX 555

Address 2:  Address 3:

City: ANYWHERE State: AZ Zip: 85711

Country:  Country:

Phone:  Fax:

E-mail:

Role: Creditor (cr:cr)

Party text:

Attorney... Alias... Corporate parent... Review... Add all attorneys, aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

5. Once submitted you will be returned to the Search for a Party screen. **Select End Party Selection.**

The next screen will be the Final Text in the entry. Review for accuracy. Complete the entry by clicking **Next** if information is correct, click on **Clear** to abort the entry if it is incorrect.

Search for a party

SSN:  Tax Id:

**Docket Text: Final Text**

**Notice of Appearance: Request for Notice on Behalf of ZXY BANK. (TRUSTEE, KATE)**

**Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Next Clear

At the conclusion of the filing process, you will receive a Notice of Electronic Filing that lists the cases in which filings were made. It will contain the individual docket entry number and a hyperlink to each case.

#### Notice of Electronic Filing

The following transaction was received from TRUSTEE, KATE entered on 8/4/2006 at 12:31 PM AZ and filed on 8/4/2006

Case Name: Donna Marie Lawrence

Case Number: [4:06-bk-00024-EWH](#)

Document Number: [6](#)

Case Name: SUMMER DAY

Case Number: [4:06-bk-00025-JMM](#)

Document Number: [7](#)

Case Name: ANGELINA PITT

Case Number: [4:06-bk-00026-JMM](#)

Document Number: [5](#)

Docket Text:

Notice of Appearance/Request for Notice on Behalf of ZXY BANK. (TRUSTEE, KATE)