

**United States Bankruptcy Court  
Central District of California**



**INSTRUCTIONS FOR FILING A REQUEST TO BE ADDED OR  
REMOVED FROM COURTESY NOTIFICATION OF  
ELECTRONIC FILING (NEF)**

REQUEST TO BE ADDED OR REMOVED FROM  
COURTESY NOTIFICATION OF  
ELECTRONIC FILING (NEF)

**CONTENTS:**

Request for Courtesy Notification of Electronic Filing (NEF). . . . . 3

Courtesy NEF Filing Steps . . . . . 3

Request to be Removed from Courtesy Notification of Electronic Filing (NEF). . . . . 8

Removal of Courtesy NEF Filing Steps . . . . . 8

Correcting Errors . . . . . 11

Contact Information . . . . . 11

# REQUEST FOR COURTESY NOTIFICATION OF ELECTRONIC FILING (NEF)

## FILING STEPS

### Step One:

Complete the Court's mandatory form titled ***Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)*** and select the appropriate check box.

### Step Two:

Login onto the LIVE CM/ECF system.

### Step Three:

To access this event, click on Bankruptcy Menu, and select the ***BK - Courtesy NEF*** hyperlink. (See Figure 1 below.) Enter the applicable case number and verify the case name and number to ensure you are filing on the correct case.



Figure 1

### Step Four:

Select the event code ***Request for Courtesy Notice of Electronic Filing (NEF)***. Click ***Next***. (See Figure 2 below.)



Figure 2

**Step Five:**

At the Select the Party screen, select “**Courtesy NEF.**” If not listed on the case, select Add/Create New Party. (See Figure 3 below.)

NEF:  
08-bk-10259-BR Utako Harada  
Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: BR Assets: n

Select the Party:

Gill, David A. [Trustee]  
Harada, Utako [Debtor]  
United States Trustee (LA), [U.S. Trustee]

[Add/Create New Party](#)

If "Courtesy NEF" is not listed, proceed to the Add/Create New Party link.

Next Clear

**Figure 3**

**Step Six:**

At the Search for party screen, type in **Courtesy NEF** under Last/Business name. Click **Search**. (See Figure 4 below.)

MECF Bankruptcy • Adversary • Query • Reports

Search for a party

SSN  Tax Id

Last/Business name

First Name

Middle Name

Search Clear

**Figure 4**

**Step Seven:**

Select the "Courtesy NEF" name from the party search results. Click *Select name from list*. **DO NOT create new party.** (See Figure 5 below.)

**Figure 5**

**Step Eight:**

At the Party Information screen select Interested Party from the pick list . **DO NOT enter an e-mail or street address.** Click **Submit**. (See Figure 6 below.)

**Figure 6**

**Step Nine:**

Select “**Courtesy NEF**,” which is automatically highlighted. Click **Next**. (See Figure 7 below.)

The screenshot shows a web interface for a Non-Excluded Filing (NEF). At the top, it displays the case number "2:08-bk-10259-BR Utako Harada" and the office "Office: 2 (Los Angeles)". Below this, it shows the case type "Type: bk" and "Chapter: 7 v", and the judge "Judge: BR" and "Assets: n". A central section titled "Select the Party:" contains a list of parties: "Courtesy NEF, [Interested Party]", "Gill, David A [Trustee]", "Harada, Utako [Debtor]", and "United States Trustee (LA), [U.S. Trustee]". The "Courtesy NEF" option is highlighted with a blue background. To the right of the list is a link "Add/Create New Party". At the bottom of the list are two buttons: "Next" and "Clear".

**Figure 7**

**Step Ten:**

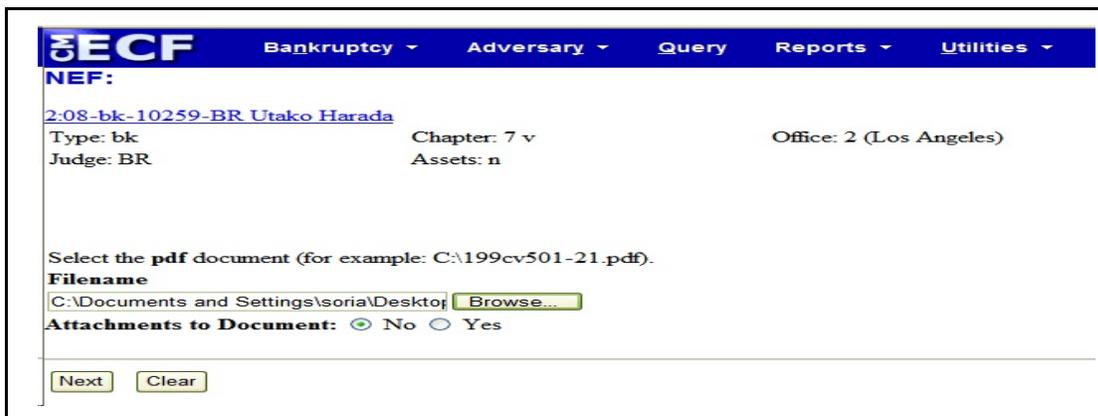
Check the “**Courtesy NEF**” checkbox. This will ensure you receive electronic notification of case activity. Click **Next**. (See Figure 8 below.)

The screenshot shows the same NEF screen as Figure 7, but with a confirmation message. The message reads: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case." Below the message is a checkbox labeled "Courtesy NEF, (pty:intp) represented by LeBlanc, Coco(aty)", which is checked. At the bottom are two buttons: "Next" and "Clear". The top of the screen features a blue navigation bar with the ECF logo and menu items: "Bankruptcy", "Adversary", "Query", "Reports", and "Utilities".

**Figure 8**

**Step Eleven:**

Browse, select and attach the PDF document. Click **Next**. (See Figure 9 below.)



**Figure 9**

**Step Twelve:**

Bypass this screen by clicking **Next**. (See Figure 10 below.)



**Figure 10**

**Step Thirteen:**

CM/ECF displays the selected text event. Click **Next** to commit this text to the docket.

**STOP!** This concludes your filing. **DO NOT ADD THE CREDITOR** to the CM/ECF system after the **Request for Courtesy Notification of Electronic Filing (NEF) has been filed**. Please verify the filing of this document upon receipt of your Notification of Electronic Filing (NEF).

# REQUEST TO BE REMOVED FROM COURTESY NOTIFICATION OF ELECTRONIC FILING (NEF)

## FILING STEPS

### Step One:

Complete the Court's mandatory form titled ***Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)*** and select the appropriate check box.

### Step Two:

Login onto the LIVE CM/ECF system.

### Step Three:

To access this event, click on Bankruptcy Menu, and select the ***BK - Courtesy NEF*** hyperlink. (See Figure 1 below.) Enter the applicable case number and verify the case name and number to ensure you are filing on the correct case.

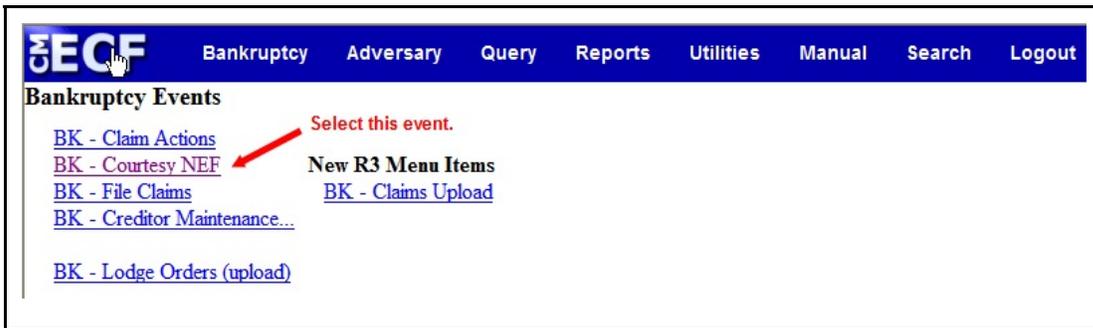


Figure 1

### Step Four:

Select event code ***Request for Removal from Courtesy Notice of Electronic Filing (NEF)***. Click ***Next***. (See Figure 2 below.)

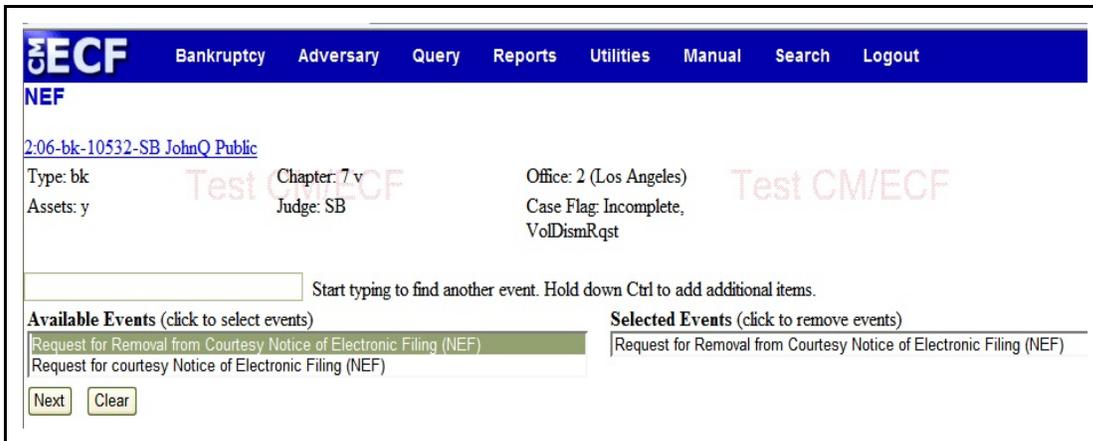


Figure 2

**Step Five:**

At the Select the Party screen, select "Courtesy NEF". (See Figure 3 below.)



**Figure 3**

**Step Six:**

Browse, select and attach the PDF document. Click **Next**. (See Figure 4 below.)



**Figure 4**

**Step Seven:**

Bypass this screen by clicking **Next**. (See Figure 5 below.)

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, Search, and Logout. Below the navigation bar, the page title is "NEF:". The main content area displays case information for "2:06-bk-10532-SB JohnQ Public". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Assets: y	Judge: SB	Case Flag: Incomplete, VolDismRqst

Below the case details, there is a grey box with the text "Docket Text: Modify as Appropriate." and a yellow highlighted box containing the docket entry: "Request for Removal from Courtesy Notice of Electronic Filing (NEF) [ ] Filed by TwoMaria, Attorney . (TwoMaria, Attorney)". At the bottom left of the highlighted box are two buttons: "Next" and "Clear".

**Figure 5**

**Step Eight:**

CM/ECF displays the selected text event. Click **Next** to commit this text to the docket. (See Figure 6 below.)

The screenshot shows the same CM/ECF web interface as Figure 5. The docket entry "Request for Removal from Courtesy Notice of Electronic Filing (NEF) Testing Filed by TwoMaria, Attorney. (TwoMaria, Attorney)" is now highlighted in yellow. Below the highlighted entry, there is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?". At the bottom left of the warning message are two buttons: "Next" and "Clear".

**Figure 6**

## ECF Help Desk Information

For questions regarding this procedure, please contact the ECF Help Desk at (213) 894-2365 or vial email at [ECF\\_Support@cacb.uscourts.gov](mailto:ECF_Support@cacb.uscourts.gov).

If after filing a document, you realize that an error has been made, please immediately contact the ECF Help Desk.

Clerk's Office staff members are available from 9:00 a.m. to 4:00 p.m., Monday through Friday.