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)

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.)

Figure 3

Step Six:

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

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.)
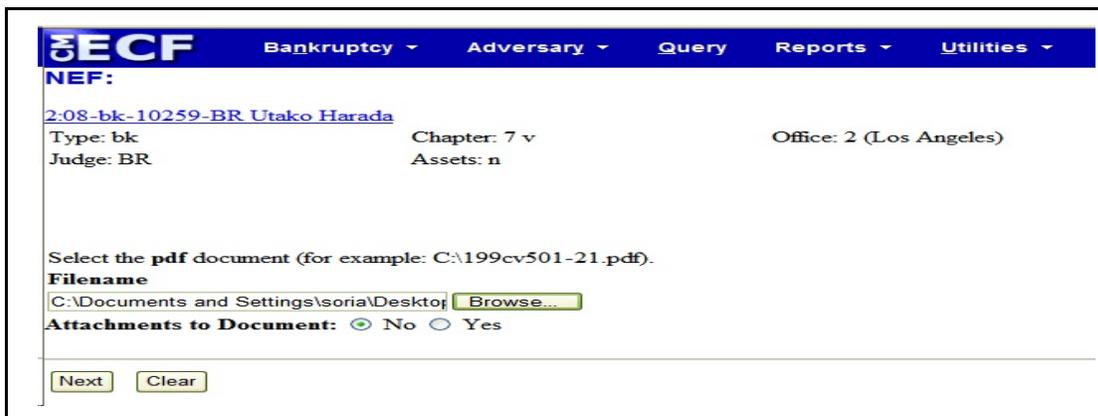

Figure 7

Step Ten:

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

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 <u>REMOVED</u> FROM COURTESY NOTIFICATION OF ELECTRONIC FILING (NEF)

<u>FILING STEPS</u>

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 <u>**LIVE**</u> CM/ECF system.

Step Three:

To access this event, click on Bankruptcy Menu, and select the <u>***BK - Courtesy NEF***</u> 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.
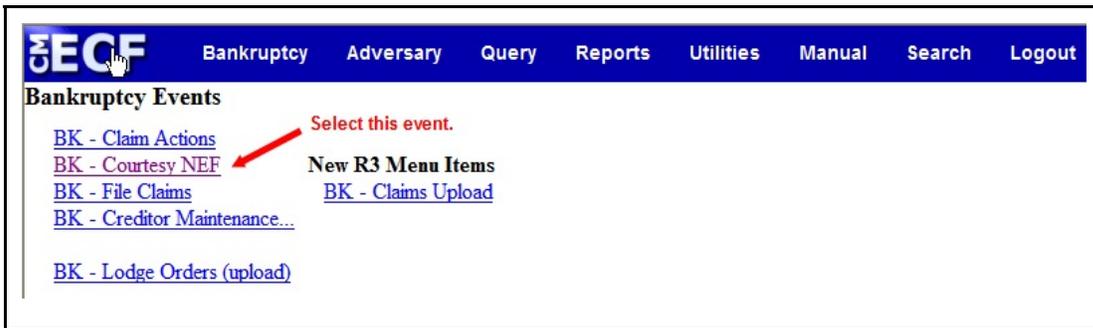

Figure 1

Step Four:

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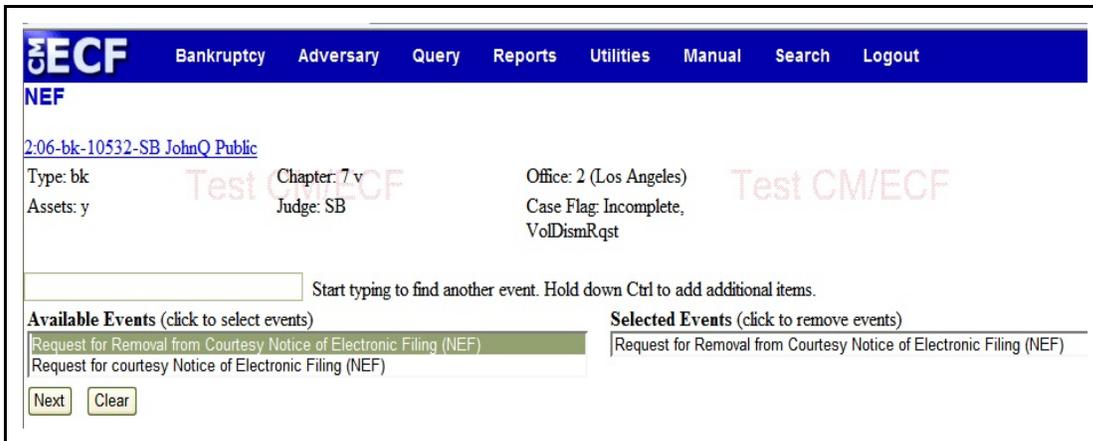

Figure 2

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.)

Figure 5

Step Eight:

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

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.

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.