

UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA (8/14/06)

INSTRUCTIONS FOR BATCH FILING OF NOTICES OF APPEARANCE/REQUESTS FOR NOTICE

1. If you have more than one to file, instead of filing Notices of Appearance/Requests for Notice on the bankruptcy case docket one document at a time as outlined in the Claims filing instructions, you may file them on the bankruptcy case docket using the Batch Filing process. (Claims and Assignments or Transfers of Claims may not be filed using the Batch Filing process).
2. To file Notices of Appearance/Requests for Notice using the Batch filing process, Select Batch filing under the Bankruptcy Events Menu. Also, if you only want to be added to the creditor list for the case so that you will receive future notices, you may make an entry for a Request for Notice without filing any document at all.
3. Insert a list of case numbers using the full case number as shown below:

The screenshot shows a software interface for batch filing. At the top, there is a label "Case Number(s)". Below this label is a text input field containing three case numbers: "4-06-bk-24", "4-06-bk-25", and "4-06-bk-26". To the right of the input field is a yellow area with the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Click on Next.

4. Select only one of the two CREDITOR filings show below: (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 for the same creditor. The 11 CREDITOR - Request for Notice (batch)(no documentation) is the one to use if you want to receive notices in the bankruptcy case and do not want to file a document. If you prefer to file a document in each case, select the 1 CREDITOR - Notice of Appearance/Request for Notice (batch) entry.

1 CREDITOR - Notice of Appearance/Request for Notice (batch) (document required)	▲
11 CREDITOR - Request for Notice (batch) (no document)	☰
Chapter 13 Trustee Notice of Completed Plan and Request to Enter Discharge (batch)	▼
Chapter 13 Trustee Report of Allowed Claims (batch)	
Corrected BNC Certificate of Service (batch)	
Final Account and Report in a Converted Case (All Chapters No Asset) (batch)	
Final Account and Report in a Dismissed Case (Chapter 13 No Asset) (batch)	
Final Account and Report in a Dismissed Case (Chapter 7 No Asset) (batch)	▼

Next Clear

5. Use the browse boxes displayed on the next screen to upload your Notice of Appearance/Request for Notice which must be in adobe acrobat pdf format.

[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 the pdf document will not be displayed since you will not be filing any documents as part of the entry. Instead you only need to click on Next.

Next Clear

6. You will be prompted to add your company as a party to the case. This is done once and will add your company to the mailing lists for all the cases which you have input for the Batch filing. This will eliminate the need for you to add your company as a creditor to each case as you had been doing. Enter your company name.

Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

The first time your company is added, you will likely not receive any match and will need to create the party. Click on Create new party.

Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

No person found.

On the next screen, you will be prompted to complete the name and address of your company. Input the address to which you want notices in the cases sent to you. Also, you must select an appropriate party role, which most likely is credit. After completing the mailing address and party role, the other information does not need to be filled in and may be left blank. Click on submit.

Party Information

Last name	<input type="text" value="ZYX BANK"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
		Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="PO BOX 555"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="ANYWHERE"/>	State	<input type="text" value="AZ"/>
		Zip	<input type="text" value="85711"/>
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="Attorney..."/>	<input type="button" value="Alias..."/>	<input type="button" value="Corporate parent..."/>	<input type="button" value="Review..."/>	Add all attorneys, aliases and corporate parents before clicking the Submit button.
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	<input type="button" value="Clear"/>		

On the next screen, click on End party selection as you only need to add your company once to add your company to the mailing list for all the case numbers you input at the beginning of this batch entry.

Search for a party

SSN	<input type="text"/>	Tax Id	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		
<input type="button" value="End party selection"/>			

The next time you make a batch filing for this company, when you search, you will get a match and you can select your company from the list. A pop up box will display the address so that if your company is listed more than once, you can select the listing that has the correct address to which notices are to be mailed.

Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

ZYX BANK

https://ecf-test.azb.uscourts.gov - Person

ZYX BANK
PO BOX 555
ANYWHERE, AZ 85711

Done Internet

You may also change the address on the next screen. If the address is correct, be sure to select creditor for party role and Click on Submit.

Party Information

Last name	<input type="text" value="ZXY BANK"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="PO BOX 555"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="ANYWHERE"/>	State	<input type="text" value="AZ"/>
County	<input type="text"/>	Zip	<input type="text" value="85711"/>
Country	<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="Attorney..."/>	<input type="button" value="Alias..."/>	<input type="button" value="Corporate parent..."/>	<input type="button" value="Review..."/>	Add all attorneys, aliases and corporate parents before clicking the Submit button.
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	<input type="button" value="Clear"/>		

At the next screen click on End party selection.

Search for a party

SSN	<input type="text"/>	Tax Id	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		
<input type="button" value="End party selection"/>			

Then click on Next.

<input type="button" value="Next"/>	<input type="button" value="Clear"/>
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The next screen will be the Docket Text: Final Text. You can review your entry before you Click on Next, or you can click on Clear to abort this entry.

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 will list the cases in which the filing was made with the individual docket entry numbers 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)