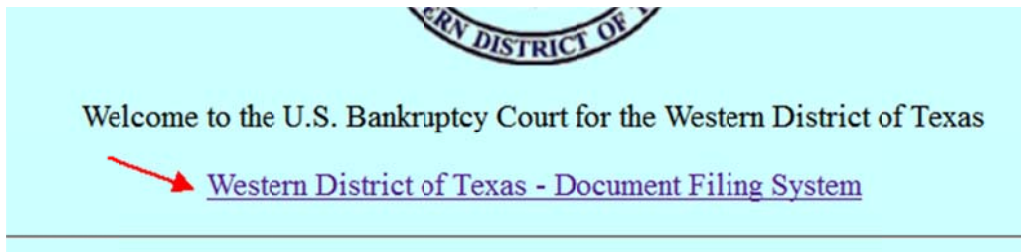


U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Creditor Filers

Notice Request

The following instructions will help guide you through the process of filing a Notice Request (NO PDF) or Notice Request (batch).

STEP 1 First, log into ECF and click on the link “Western District of Texas – Document Filing System” to access the menu items needed:



STEP 2 Click on the “Bankruptcy” option off the Blue Main Menu Bar. Select Creditor Filings. (See figure 1)



Figure1

STEP 3 Click on Batch Notices & Creditor Requests. (See figure 2)



Figure 2

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Creditor Filers

Notice Request

STEP 4 Enter Case Number. Note that you can enter one or multiple case numbers at one time for filing. Click Next.

STEP 5 Select “Notice Request (NO PDF)” or Notice Request (batch) under Available Events. Click Next. (See figure 3)

Available Events (click to select events)

- Becket & Lee Notice of Change of Address (batch) (pdf)
- Chapter 7/13 Notice of Preferred Address for Case Pursuant to 342
- Creditor's Request to Debtor to FileTax Information (batch)
- Notice Request (NO PDF) (batch)**
- Notice Request (batch)
- Notice Withdraw Claim (batch)
- Notice of Change of Payment Address
- Notice of Withdrawal of Reaffirmation Agreement (batch)
- Notice of Withdrawal of Request for Notice (batch)

Next Clear

Figure 3

STEP 6 **If you selected Notice Request (NO PDF) – skip this step.**
Browse to upload your PDF document. Click Next. (See figure 4)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk Chapter: 7 v Office: 1 (Austin)
Assets: n Judge: tmd Case Flag: DEBTED, CREDCOUN

Select one or more attachments.

Filename: H:\blank document.pdf Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Figure 4

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Creditor Filers

Notice Request

STEP 7 Type in the name of the party filing the Notice. Click Next. (See figure 5)

Enter Name of the Party Filing Notice Request:

Figure 5

STEP 8 Read the instructional message and Click Next. (See figure 6)

Make Sure to Add the new Creditor name c/o Attorney name and noticing address on the Next Screen.

Figure 6

STEP 9 Type in the name of the creditor, address, city, state, and zip. Use the label format for this information. Select a creditor type from the drop down box. (See figure 7) Click Next.

More than one creditor may be entered.

Name and Address: Creditor Name
111 Main St.
San Antonio, TX 78222

Creditor type: Creditor

Creditor committee: Creditor

Creditor committee: ☒ No ☐ Yes Entity: ☐

Figure 7

STEP 10 The yellow text box called “Docket Text: Final Text” appears. You should review this text as this is your docket sheet entry. When finding errors in the text, you will need to click the BACK button to make corrections. Click the Next button when the text reads correctly. (See figure 8)

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Creditor Filers

Notice Request

Docket Text: Final Text

Request for Notice by Creditor Name. (Ruiz, Cathy)

Attention!! Submitting this screen commits this transaction. Your submission if you continue.

Have you redacted?

Figure 8

STEP 11 Your Notice of Electronic Filing is displayed that tells you that the date and time of your filing. Review the notice. (See figure 9)

The following transaction was received from Ruiz, Cathy entered on 8/19/2015 at 3:12 PM CDT and filed on 8/19/2015

Case Name: Austin Debtor
Case Number: [15-10015-tmd](#)
Document Number: [59](#)

Docket Text:
Request for Notice by Creditor Name. (Ruiz, Cathy)

The following document(s) are associated with this transaction:

Case Number: 15-10015-tmd
Document description:
Original filename: 13-Certification-Creditor Atty wo Adv with Resp.pdf
Electronic document Stamp:
STAMP bkecfStamp_ID=988230274 [Date=8/19/2015] [FileNumber=214421-0]
0e597b6b0e6cf11d5230cf32799f3369319b502f52e3bc7d8ad1ed952598854b19e1e
78caa84a43d8ccdd0e827c56002e125c02120d46de52b6b94b1e0477c]]

15-10015-tmd Notice will be electronically mailed to:

Michael E. Baum on behalf of Creditor C. CREDITOR
cathy_ruiz@txwb.uscourts.gov

Michael E. Baum on behalf of Plaintiff Creditor