

## Attorney and Party Association

Updated May 7, 2020

When an attorney or trustee files a pleading, they are prompted to indicate whether they should be linked to the party they represent. The checkbox for the association with the attorney and party is checked by default. The display message reflects the implications of omitting this necessary association. If the box is unchecked, the attorney will not be added to the case for noticing.

**IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.**

Ford Motor Credit Company, (cr:cr) represented by Attorney, Kim P (aty)

NEXT

Clear

**(Note: Exception for trustee offices:** Employees with their own individual log-ins in the trustee's office should uncheck the box to avoid having themselves appear in the case as the attorney for the trustee.)

## Notice of Appearance

When filing a *Notice of Appearance and Request for Notice* in a case where you are **NOT** the debtor's attorney, use the correct event > **Notice of Appearance and Request for Notice** > search for a party (the name of the party you are representing). If party is not found, choose to create new party, enter the party information, choose the party's role (creditor would most likely be the role but if not choose the correct one for the party you are representing), submit. CM/ECF knows you are the filer. The checkbox for the association with the attorney and party is checked by default; leave the box checked or you will not be added to the case for noticing. Next, you will upload your *Notice of Appearance and Request for Notice*.