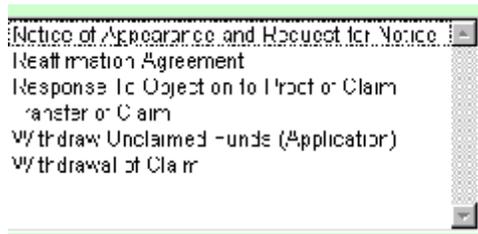


NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

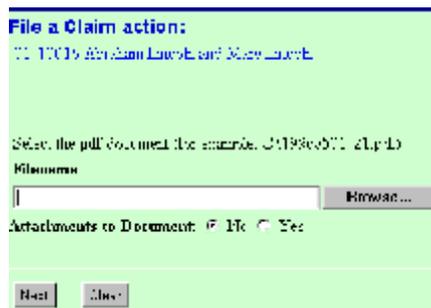
- * Click **Bankruptcy**.
- * Click **Creditor Claim Actions**.
- * At the next screen, enter the Case Number.
- * Click **Next**.

The Document Selection screen appears as shown below.



- * Select **Notice of Appearance and Request for Notice**.
- * Click **Next**.
- * At the next screen, verify the Case Number.
- * Click **Next**.

The **PDF Selection** screen appears as shown below.

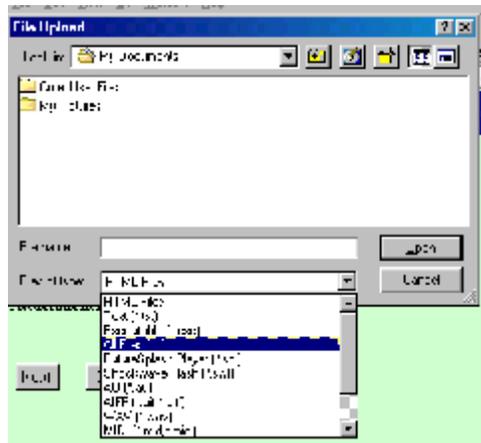


You must locate, preview and associate the PDF file.

- * Click the **Browse** button.

The File Upload screen appears as shown below.

- * Click the down arrow to the right of the **Files of type** field as shown.

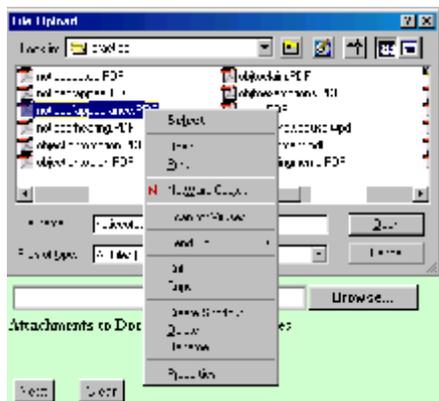


- * In the drop-down box, click on **All Files(*.*)**.
- * Locate the appropriate PDF file.

NOTE: Always preview a file before you associate it with the docket entry.

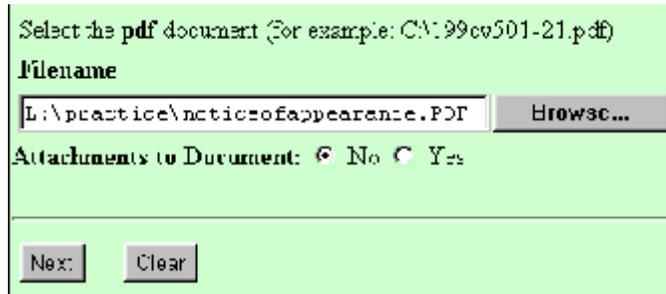
- * To preview the file, right click on the file.

A drop-down menu as shown below will appear.



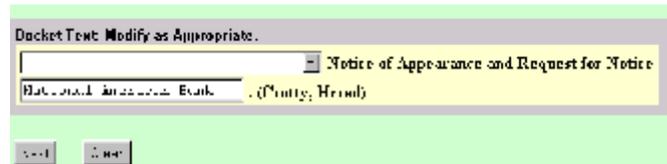
- * Click **Open** on the drop-down menu to view the file.

This associates the PDF file with the docket entry as shown in the screen below.



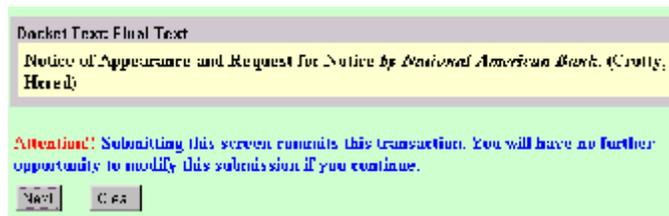
- * Click **Next**.

The Modify Text screen appears as shown below.



- * In the second text box, type “by (the creditor’s name) as shown below.
- * Click **Next**.

Final Text screen appears as shown below.



- * If everything is correct, click **Next**.

The Notice of Electronic Filing appears.