

Notice of Appearance and Request for Notice or Interested Party Status

This guide provides step-by-step instructions for electronically filing a Notice of Appearance and Request for Notice in the U.S. Bankruptcy Court for the District of Minnesota using the CM/ECF system. Follow the steps below and refer to the accompanying screenshots to ensure accurate filing.


Attorneys filing a Notice of Appearance must be admitted to practice and in good standing with the U.S. District Court for the District of Minnesota. If you are new to electronic filing or need assistance in requesting a filing account to CM/ECF, see the instruction titled “Registering as a Filing User”.

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Notice of Appearance and Request for Notice

Use this event to file a Notice of Appearance and Request for Notice in a bankruptcy case or adversary proceeding. This filing ensures the attorney or party receives future notices, pleadings, and orders in the case.

1. CM/ECF > Bankruptcy	
2. Post-Petition Events > Notices	

<p>3. Select Notice of Appearance and Request for Notice.</p>	<p>Available Events (click to select events)</p> <ul style="list-style-type: none"> Amended Notice of Hearing Ch 12 Notice of hearing on pre-confirmation modified plan Ch 13 Notice of hearing on pre-confirmation modified plan Notice of Mortgage Forbearance Notice of Proposed Abandonment or Disposition Notice of Rescheduled Meeting of Creditors Notice of Withdrawal of Attorney Notice of appearance and request for notice Notice of commencement of chapter 15 case Notice of continued hearing Notice of court's intent to communicate with foreign court/foreign representatives Notice of final cure payment (Trustee and debtor only) Notice of foreign representative's intent to commence case Notice of hearing continued indefinitely Notice of hearing on certain attorney fee arrangements Notice of intent to communicate with foreign court/foreign representative <p>Next Clear</p>
<p>4. Select the Party you're appearing for.</p> <p>Click Next.</p>	<p>Select the Party:</p> <p>Case, Justin [Debtor 1] Add/Create New Party</p> <p>US Trustee, [U.S. Trustee]</p> <p>Next Clear</p>
<p>5. Make applicable selection.</p> <p>Click Next.</p>	<p>Notice of appearance and request for notice - Attorney, Uno (aty) - Outside</p> <p>Checking the boxes indicates which items are included in this filing.</p> <ul style="list-style-type: none"> • Notice of appearance and request for notice • <input type="checkbox"/> Proof of Service (if required by Local Rule 9036-1(a) for non-filing users) <p>Next Clear</p>
<p>6. Select file to upload.</p> <p>Click Next.</p>	<p>Notice of appearance and request for notice - Attorney, Uno (aty) - Outside</p> <p>Filename</p> <p>Choose File No file chosen</p> <p>Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Next Clear</p>

7. Click Next.	
8. Review docket text. Click Next to docket.	

Withdrawal of Notice of Appearance


Under Local Rule 9010-1(e), an attorney may withdraw a Notice of Appearance only if other counsel of record remains representing the debtor or party in the case. Filers should confirm that substitute counsel has already appeared before submitting the withdrawal. If no other attorney represents the party, a motion to withdraw must be filed in accordance with applicable rules and procedures.

1. CM/ECF > Bankruptcy	
2. Post-Petition Events > Notices	

<p>3. Select Withdrawal of Notice of Appearance.</p> <p>Click Next.</p>	<p>Available Events (click to select events)</p> <ul style="list-style-type: none"> Notice of continued hearing Notice of court's intent to communicate with foreign court/foreign representatives Notice of final cure payment (Trustee and debtor only) Notice of foreign representative's intent to commence case Notice of hearing continued indefinitely Notice of hearing on certain attorney fee arrangements Notice of intent to communicate with foreign court/foreign representative Notice of intention of clerk to communicate Notice of intention to seek expedited hearing (Ch 11 only) Notice of no objection Notice of override of preferred address 342(e) Notice of petition for recognition of foreign proceeding Notice of rescheduled hearing Notice to Abandon or Dispose of Property Containing Hazardous Substances Notice to Clerk Regarding Found Personally Identifiable Information Withdrawal of notice of appearance <p>Next Clear</p>
<p>4. Select the party.</p> <p>Click Next.</p>	<p>Select the Party:</p> <p>Case, Justin [Debtor 1] Add/Create New Party</p> <p>US Trustee, [U.S. Trustee]</p> <p>Next Clear</p>
<p>5. Relate the withdrawal to the original notice of appearance event.</p> <p>Click Next.</p>	<p>Withdrawal of notice of appearance - Attorney, Uno (aty) - Outside</p> <p>Select the appropriate event(s) to which your event relates:</p> <p><input checked="" type="checkbox"/> 07/14/2025 6 Notice of appearance and request for notice filed by Justin Case and Uno X. Attorney. Proof of Service. (Attorney, Uno)</p> <p>Next Clear</p>
<p>6. Click Next.</p>	<p>Withdrawal of notice of appearance - Attorney, Uno (aty) - Outside</p> <p>Next Clear</p>
<p>7. Review docket text.</p> <p>Click Next to docket.</p>	<p>Withdrawal of notice of appearance - Attorney, Uno (aty) - Outside</p> <p>Docket Text: Final Text</p> <p>Withdrawal of notice of appearance re:([6] Notice of appearance) filed by Justin Case and Uno X. Attorney. (Attorney, Uno)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</p> <p>Next Clear</p>


Request for Notice by Interested Party


This event is used by non-case parties, such as creditor attorneys or interested third parties, to request notice of all filings and proceedings in a bankruptcy case. It does not constitute a formal appearance by counsel and does not require representation of a specific party on the case docket. Use this event when you wish to receive electronic notice but are not otherwise filing a notice of appearance.

1. CM/ECF > Bankruptcy.	
2. Claim Events > Add Creditor to Matrix/Request Notice.	<p>Claim Events</p> <p>Add Creditor to Matrix/Request Notice</p> <p>Claim Transfer/Withdrawal/Satisfy</p> <p>Claims</p> <p>Claim Amendment</p> <p>Claim Objections</p> <p>3002.1 Rule Supplements</p> <p>Proof of Claim Attachments</p>
3. Select Request for Electronic Notice by Interested Party. Click Next.	<p>Available Events (click to select events)</p> <p>Add Creditor to Matrix</p> <p>Request for Electronic Notice by Interested Party</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
4. Enter name of Interested Party. Click Next.	<p>Using this event will add you to electronic notice of filing. To be added to the creditor mailing matrix, please use the Add Creditor to Matrix event.</p> <p>Enter name of entity filing: <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
5. Click Next.	<p>Request for Electronic Notice by Interested Party - Creditor, One (cr) - Outside</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
6. Review docket text. Click Next to docket.	<p>Request for Electronic Notice by Interested Party - Creditor, One (cr) - Outside</p> <p>Docket Text: Final Text</p> <p>Request for Electronic Notice filed by Requesting Party. (Creditor, One)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

Request No Future Electronic Notices

To withdraw a previously filed Request for Notice in a case, use the CM/ECF event “Request No Future Electronic Notices”. This event will remove your name from the case’s electronic notice list. It does not withdraw other filings, such as a Notice of Appearance or Proof of Claim, which must be withdrawn separately using the appropriate events.

1. CM/ECF > Bankruptcy.	
2. Post-Petition Events > Other Case Events	<div> Post-Petition Events Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection InBox (new) Call Before Use </div>
3. Select Request for No Future Electronic Notices. Click Next.	<div> Available Events (click to select an event) Request for Audio Recording or Transcript Order Request for Creditor Address Change Request for One Month Continuance in a Chapter 13 Case Request for Refund of Pay.gov Payment Made in Error Request for Transcript Redaction (Document Restriction) Request for Two Month Continuance in a Chapter 13 Case Request for no future electronic notices Request to debtor for copy of tax information Rescission of Reaffirmation Agreement Response to Motion for Order that Asset Not Be Abandoned to Debtor Upon Case Closing Small business monthly operating report Statement in Support of Reaffirmation Agreement Statement of Compliance Statement of income and expenditures of chapter 13 debtor(s) Status Report Stipulation Resolving Pending Lift Stay Motion </div> <div> <input type="button" value="Next"/> <input type="button" value="Clear"/> </div>
4. Upload a file. Click Next.	<div> Filename <input type="button" value="Choose File"/> file.pdf Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes </div> <div> <input type="button" value="Next"/> <input type="button" value="Clear"/> </div>

<p>5. Click Next.</p>	
<p>6. Review docket text. Click Next.</p>	