

United States Bankruptcy Court  
Central District of California

INSTRUCTIONS FOR REQUESTING  
A COURTESY NOTIFICATION OF  
ELECTRONIC FILING (NEF)

**REQUESTING A COURTESY  
NOTIFICATION OF ELECTRONIC FILING (NEF)**

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# REQUEST FOR COURTESY NOTIFICATION OF ELECTRONIC FILING (NEF)

## FILING STEPS

### Step One:

Login onto the **LIVE** CM/ECF system.

### Step Two:

To access this event, click on Bankruptcy Menu, and select the ***BK - Courtesy NEF*** hyperlink. (See Figure 1 below.) Enter the applicable case number and verify the case name and number to ensure you are filing on the correct case.



Figure 1

### Step Three:

Selecting the event will cause the screen to auto-populate the event code ***Request for Courtesy Notice of Electronic Filing (NEF)***. Click ***Next***. (See Figure 2 below.)

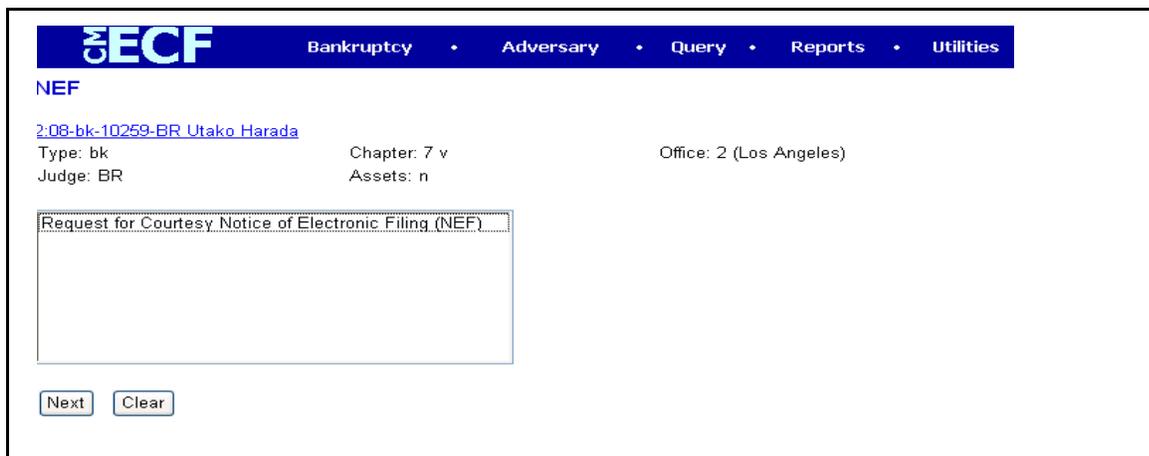


Figure 2

**Step Four:**

At the Select the Party screen, select “**Courtesy NEF.**” If not listed on the case, select Add/Create New Party. (See Figure 3 below.)

NEF:  
08-bk-10259-BR Utako Harada  
Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: BR Assets: n

Select the Party:

Gill, David A [Trustee]  
Harada, Utako [Debtor]  
United States Trustee (LA), [U.S. Trustee]

[Add/Create New Party](#)

If "Courtesy NEF" is not listed, proceed to the Add/Create New Party link.

Next Clear

**Figure 3**

**Step Five:**

At the Search for party screen, type in **Courtesy NEF** under Last/Business name. Click **Search**. (See Figure 4 below).

ECF Bankruptcy • Adversary • Query • Reports

Search for a party

SSN  Tax Id

Last/Business name

First Name

Middle Name

Search Clear

**Figure 4**

**Step Six:**

Select the "Courtesy NEF" name from the party search results. Click **Select name from list**. **DO NOT create new party**. (See Figure 5 below.)

Search for a party

SSN  Tax Id

Last/Business name

First Name

Middle Name

Party search results

Courtesy NEF,

← **DO NOT create new party.**

**Figure 5**

**Step Seven:**

At the Party Information screen selected Interested Party from the pick list . **DO NOT enter an e-mail or street address**. Click **Submit**. (See Figure 6 below.)

Party Information

**DO NOT enter an e-mail or street address as this information is retained within the CM database.**

Courtesy NEF SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

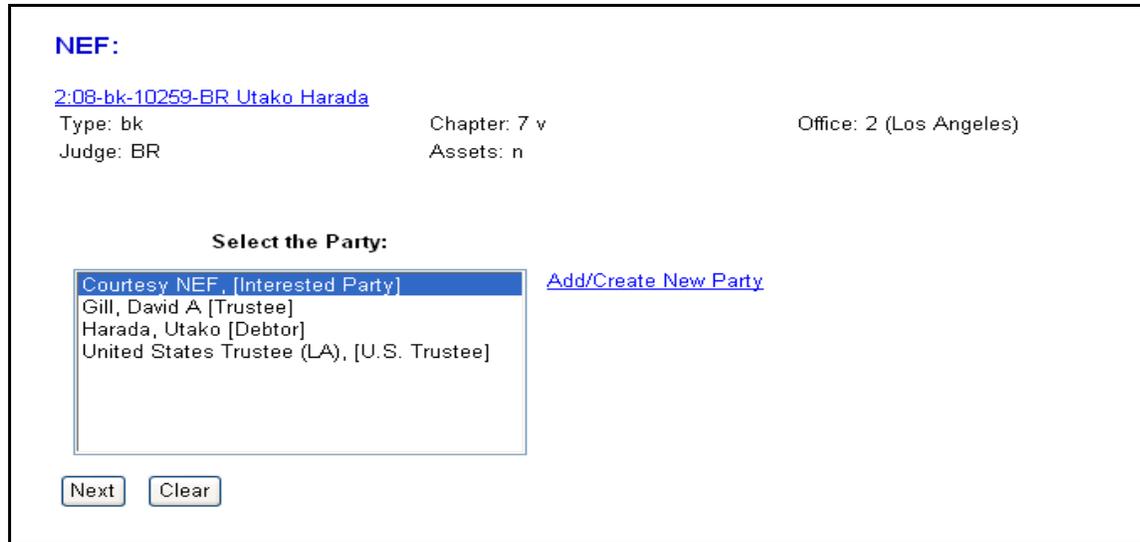
Role **Interested Party (intp:pty)**

Party text

**Figure 6**

**Step Eight:**

Select “**Courtesy NEF**,” which is automatically highlighted. Click **Next**. (See Figure 7 below.)

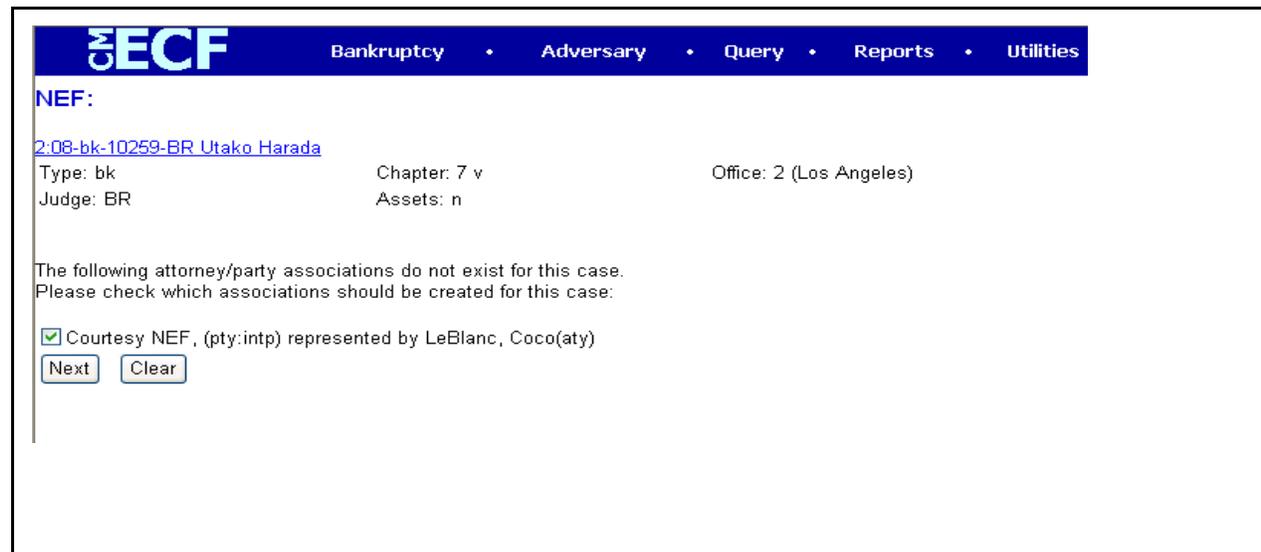


The screenshot shows a web interface for selecting a party. At the top, it says "NEF:" followed by a case link "2:08-bk-10259-BR Utako Harada". Below this, case details are listed: "Type: bk", "Judge: BR", "Chapter: 7 v", "Assets: n", and "Office: 2 (Los Angeles)". A section titled "Select the Party:" contains a dropdown menu with four options: "Courtesy NEF, [Interested Party]" (highlighted in blue), "Gill, David A [Trustee]", "Harada, Utako [Debtor]", and "United States Trustee (LA), [U.S. Trustee]". To the right of the dropdown is a link "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 7**

**Step Nine:**

Check the “**Courtesy NEF**” checkbox. Click **Next**. (See Figure 8 below.)



The screenshot shows a confirmation screen for the NEF. At the top is a blue navigation bar with the ECF logo and menu items: "Bankruptcy", "Adversary", "Query", "Reports", and "Utilities". Below the navigation bar, it says "NEF:" followed by the case link "2:08-bk-10259-BR Utako Harada". Case details are listed: "Type: bk", "Judge: BR", "Chapter: 7 v", "Assets: n", and "Office: 2 (Los Angeles)". A message reads: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this message is a checkbox labeled "Courtesy NEF, (pty:intp) represented by LeBlanc, Coco(aty)" which is checked. At the bottom are two buttons: "Next" and "Clear".

**Figure 8**

## Step Ten:

Bypass this screen by clicking **Next**. (See Figure 9 below.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Online Manual. Below the navigation bar, the text 'NEF:' is displayed. Underneath, there is a link to '2:08-bk-10259-BR Utako Harada'. The interface shows case details: 'Type: bk', 'Chapter: 7 v', 'Office: 2 (Los Angeles)', 'Judge: BR', and 'Assets: n'. A grey box contains the text 'Docket Text: Modify as Appropriate.' Below this, a yellow box highlights the docket entry: 'Request for Courtesy Notice of Electronic Filing (NEF)' followed by a text input field and 'Filed by Coco LeBlanc on behalf of Courtesy NEF . (LeBlanc, Coco)'. At the bottom of the interface are two buttons: 'Next' and 'Clear'.

Figure 9

## Step Eleven:

CM/ECF displays the selected text event. Click **Next** to commit this text to the docket.

**STOP!** This concludes your filing. **DO NOT ADD THE CREDITOR** to the CM/ECF system after the **Request for Courtesy Notice of Electronic Filing (NEF) has been filed**. Please verify the filing of this document upon receipt of your Notification of Electronic Filing (“NEF”).

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## ECF Help Desk Information

For questions regarding this procedure, please contact the ECF Help Desk at (213) 894-2365 or via email at [ECF\\_Support@cacb.uscourts.gov](mailto:ECF_Support@cacb.uscourts.gov).

If after filing a document, you realize that an error has been made, please immediately contact the ECF Help Desk.

Clerk's Office staff members are available from 9:00 a.m. to 4:00 p.m., Monday through Friday.