

Instructions on Obtaining a Complete List of Those Filing Notices of Appearance

Notices of Appearance filed electronically by attorneys appear on the case docket. However, a conventionally filed Notice of Appearance will **not** appear on the docket. The Court maintains a list of **all** Notices of Appearance that are filed in a particular case. Those using ECF may access this list by doing the following:

- Click on “Query,”
- Enter the case number or case name,
- Click on “Run Query,”
- Click on “Creditors,”
- Use the pull down menu for “Creditor Type” to select “Notice of Appearance,” and
- Run the query.

Running this query produces a complete list of all Notices of Appearance, both conventionally and electronically filed.

NOTE: Including an e-mail address on a notice of appearance does not constitute a request for automatic e-mail notification of activity in a case. You must obtain PACER and Court logins and passwords and register for automatic e-mail notification in each case in which you are requesting notification. Such registration will provide you with one free opportunity to review and download each document. Instructions for registering for such logins and passwords are available on the Court’s website.