

NOTICE OF INFORMATION

This event is programmed in CM/ECF to automatically transmit statistical information to the Administrative Office of the U.S. Courts pursuant to statutory mandates of BAPCPA. Please be sure this is the most appropriate event for the pleading you are e:filing.

This event should be used to file the following types of Information Notices:

- Abandonment
- Private Sale
- Public Sale
- Public Auction
- Settlement of Controversy
- Sale and or Abandonment
- Other

NOTE 1: The Notice of Information event is used for docketing all information notices except a Settlement of Controversy which is a separate event.

NOTE 2: Because you will be prompted in this event to enter a hearing date, please determine this information prior to filing the Notice by accessing *Hearing Dates - Judges Calendar* under *Chambers* on our web site. **The hearing date must be at least 30 days from the date of filing; the objection date will default to 20 days from the date of filing.** If you are docketing a Notice of Private/Public Sale and a motion has been submitted in conjunction with the notice, please e:file the motion first and use the same hearing date in both events.

NOTE 3: See [Local Forms](#) 5, 6, 11 and 12 posted on our site under Miscellaneous Forms. These forms are not fillable at this time.

STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Miscellaneous Events**; click [NEXT]

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Notice of Information** from drop down list; click [NEXT]

☛ *TIP - DO NOT USE THIS EVENT FOR NOTICE OF SETTLEMENT OF CONTROVERSY.*

STEP 5 If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.

STEP 6 Select the Party or click Add/Create New Party; click [NEXT]

☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen*

☛ *TIP - If this is the first time you are appearing on behalf of this party you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*

STEP 7 Upload the completed Notice of Information form; click [NEXT]

STEP 8 Select the appropriate *Type of Notice*; click [NEXT]

STEP 9a Enter Description of Property.

STEP 9b Enter hearing date and time if objection is filed.

☛ *TIP - The hearing date must be at least 30 days or more from the date of filing. The last day to object will default to 20 days from the date filed.*

☛ *TIP - If this Notice is being filed in conjunction with a motion, please be sure to use the same hearing date.*

STEP 9c Place a check in the box if this Information Notice refers to an existing event; click [NEXT]

☛ *TIP - If you placed a check in the box, the next two screens will ask you to select the category to which your event relates and then place a check in the box next to the appropriate event.*

STEP 10 Confirm case information; click [NEXT]

STEP 11 Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

☛ *TIP - The text of this docket entry cannot be modified from this screen. If modification is necessary, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

Notice of Information for Abandonment re: 12 Main Street filed by Test Attorney. Hearing date if Objection filed: June 24, 2003. Objections due by 5/20/2003.

STEP 12 Notice of Electronic Filing displays