

SUBSTITUTION OF ATTORNEY

- STEP 1** Select **Bankruptcy** from main menu
- STEP 2** Select **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Substitution of Attorney** from drop down list; click [NEXT]
- 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**
- ☛ *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 .pdf; click [NEXT]
- ☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*
- STEP 8** Screen displays, *Select the Attorney no longer associated with the case*; click [NEXT]

STEP 9 *Search for Attorney* screen displays. Enter the name of the new attorney to be substituted in OR enter the Bar ID; click [SEARCH]

If the correct attorney is found; [SELECT NAME FROM LIST] and [ADD ATTORNEY]

If no attorney found; [CREATE NEW ATTORNEY] enter appropriate information.

STEP 10 *Select the Party* the new attorney represents; click [NEXT]

STEP 11 When all new attorneys have been added, click [END ATTORNEY SELECTION]

STEP 12 Confirm case information; click [NEXT]

STEP 13 Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

Substitution of Attorney, terminating [attorney name] and adding [attorney name] for [party]. Filed by Test Attorney on behalf of Test Client.

STEP 14 *Notice of Electronic Filing* displays.