

## Notice of Change of Address

**STEP 1** The **DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF 'File a Document' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Search'. Below this, the case information for '11-30099 Leith Thomas and Kelly Thomas' is displayed, including Type: bk, Chapter: 7 v, Office: 3 (San Francisco), Assets: n, Judge: TEC, and Case Flag: DebtEd, MEANSU. A search box contains the text 'Start typing to find an event.' Below the search box, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Notice of Change of Address, Reaffirmation Agreement, Request for Notice, Request to Remove All E-mails From Case, Transfer of Claim, Withdrawal of Claim, and Withdrawal of Document. The 'Selected Events' list is currently empty. At the bottom of the 'Available Events' list, there are 'Next' and 'Clear' buttons.

Highlight **Notice of Change of Address** from the Available Events list. Make sure the event name moves under the Selected Events list.

This screenshot shows the same ECF 'File a Document' interface as the previous one, but with the 'Notice of Change of Address' event selected. The 'Available Events' list now has 'Notice of Change of Address' highlighted in blue. The 'Selected Events' list now contains 'Notice of Change of Address'. The search box contains the text 'Start typing to find another event. Hold down Ctrl to add additional items.' The 'Next' and 'Clear' buttons are still present at the bottom of the 'Available Events' list.

Click **[Next]**.

**STEP 2** A list of attorneys on the case will display, if you are not an attorney, click **[Next]**.

**ECF** Bankruptcy Adversary Query Reports

**File a Document :**

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)  
 Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

**Select any additional attorney(s)**

Lee, Johnson [Debtor]  
 Lee, Johnson [Joint Debtor]  
 Lee, Johnson [Creditor]

*Click an attorney to see the party s/he represents  
 [type of party shown in brackets]*

A warning message will pop-up indicating that you have not selected an attorney. Click **OK**. Click **[Next]**.

**STEP 3** Select the party who is filing the **Notice of Change of Address**. If not listed, click **Add/Create New Party**.

**File a Document :**

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)  
 Assets: n Judge: TEC Case Flag: DebtEd,  
 MEANSU

**Select the Party:**

Bank of America, [Creditor] [Add/Create New Party](#)  
 Holt, Brian [Trustee]  
 Office of the U.S. Trustee / SF, [U.S. Trustee]  
 Thomas, Kelly [Joint Debtor]  
 Thomas, Leith [Debtor]

**STEP 4** Click **Next**.

**STEP 5** Click **Next** again.

- STEP 6** Click the **Browse** button and navigate to the file directory where the document of the **Notice of Change of Address** is located. Select the file and click **Open** on the **File Upload** window.

**ECF** Bankruptcy Adversary Query Reports Utilities

**File a Document :**

[11-30099 Leith Thomas and Kelly Thomas](#)

|           |              |                           |
|-----------|--------------|---------------------------|
| Type: bk  | Chapter: 7 v | Office: 3 (San Francisco) |
| Assets: n | Judge: TEC   | Case Flag: DebtEd, MEANSU |

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click **[Next]**.

- STEP 7** Enhance the docket text as necessary and click **[Next]**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Document :**

[11-30099 Leith Thomas and Kelly Thomas](#)

|           |              |                           |
|-----------|--------------|---------------------------|
| Type: bk  | Chapter: 7 v | Office: 3 (San Francisco) |
| Assets: n | Judge: TEC   | Case Flag: DebtEd, MEANSU |

**Docket Text: Modify as Appropriate.**

Notice of Change of Address  Filed by Creditor Bank of America . (canb, student2)

**STEP 8** The **FINAL DOCKET TEXT** will display. Verify the accuracy of the docket text. If the docket text is correct, click **[Next]**. Please remember, information on this screen will appear on the docket sheet as indicated.

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Document :**

[11-30099 Leith Thomas and Kelly Thomas](#)

|           |              |                           |
|-----------|--------------|---------------------------|
| Type: bk  | Chapter: 7 v | Office: 3 (San Francisco) |
| Assets: n | Judge: TEC   | Case Flag: DebtEd, MEANSU |

**Docket Text: Final Text**

Notice of Change of Address Filed by Creditor Bank of America. (canb, student2)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
Have you redacted?

If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to locate the page to find the error. This is your last opportunity to make changes to the event.

To abort the transaction, click anywhere on the CM/ECF blue main menu bar located on the top of the page.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

**NOTE:** It is recommended to save and/or print this screen for future reference.