

## Request for Courtesy Notification of Electronic Filing (NEF)

1. Complete the Court's [mandatory form](#) titled **Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)** and select the appropriate check box
2. Docketing event path: **Bankruptcy>Other>Request for Courtesy Notice of Electronic Filing (NEF)**
3. At the Select the Party screen, select **"Courtesy NEF"**, or if not listed as a party; when adding:
  - a. Select **"Courtesy NEF"** name from the party search results
  - b. Do NOT create new party
  - c. Do not enter email or address information
  - d. At **'Role'** select Interested Party from the pick list
  - e. Select **Add/Create New Party** and proceed to add **Courtesy NEF** party to the case
4. Create the attorney/party association by clicking inside the **'Courtesy NEF'** box to ensure you receive electronic notification of case activity
5. Browse and upload the PDF document
6. Review docket text for accuracy, and click **[Submit]** to continue
7. Click **[Submit]** to complete the docketing transaction – this concludes your filing

## Request to be Removed from Courtesy Notification of Electronic Filing (NEF)

1. Complete the Court's [mandatory form](#) titled **Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)** and select the appropriate check box
2. Docketing event path: **Bankruptcy> Other>Request for Removal from Courtesy Notice of Electronic Filing (NEF)**
3. At the Select the Party screen, select **"Courtesy NEF"**
4. Browse and upload the PDF document
5. Review docket text for accuracy, and click **[Submit]** to continue
6. Click **[Submit]** to complete the docketing transaction – this concludes your filing

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