



Slide 1

Text Captions: Appearance (Add Party)

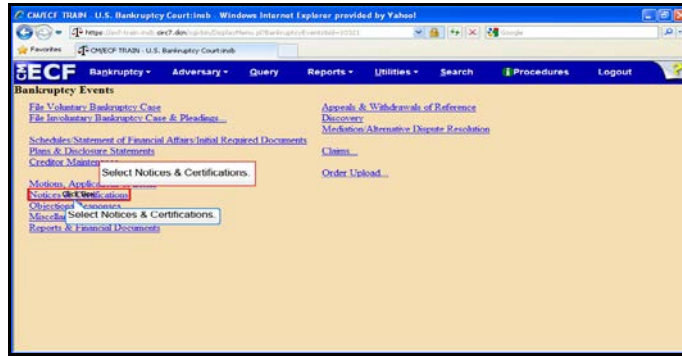
Module 1 of 12



Slide 2

Text Captions: Select Bankruptcy.

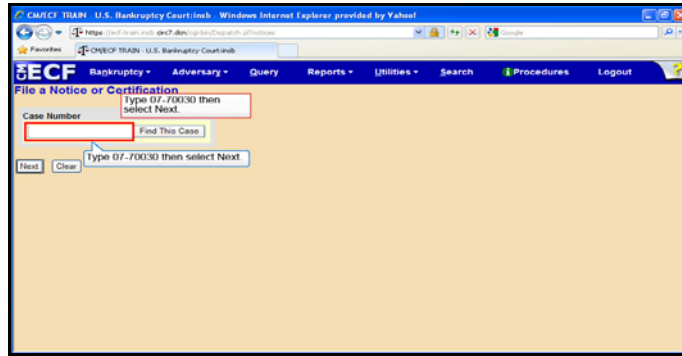
Select Bankruptcy.



Slide 3

Text Captions: Select Notices & Certifications.

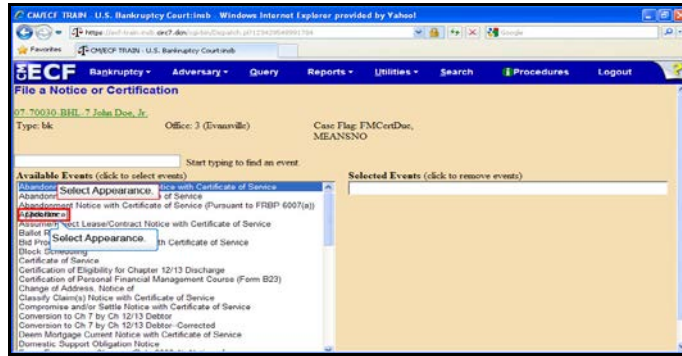
Select Notices & Certifications.



Slide 4

Text Captions: Type 07-70030 then select Next.

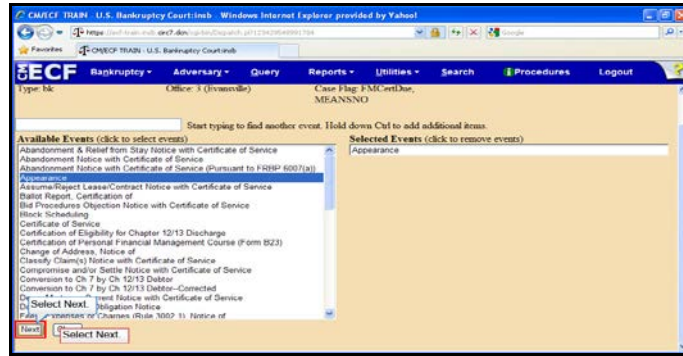
Type 07-70030 then select Next.



Slide 5

Text Captions: Select Appearance.

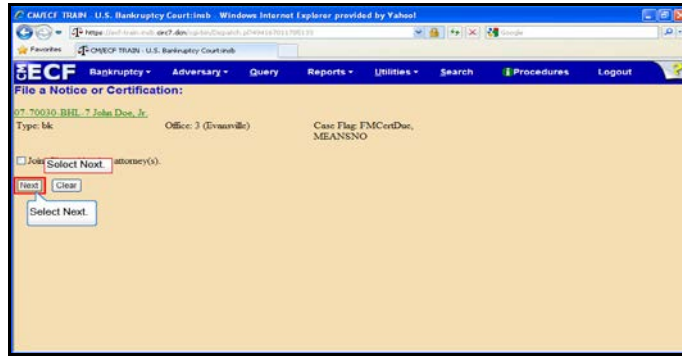
Select Appearance.



Slide 6

Text Captions: Select Next.

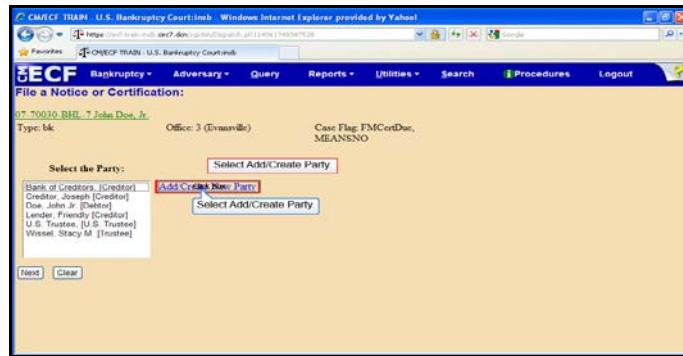
Select Next.



Slide 7

Text Captions: Select Next.

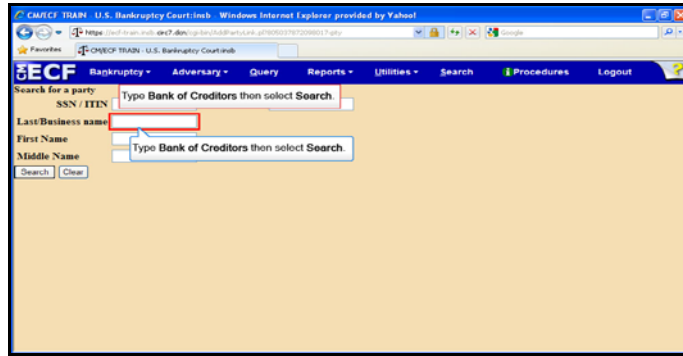
Select Next.



Slide 8

Text Captions: Select Add/Create Party.

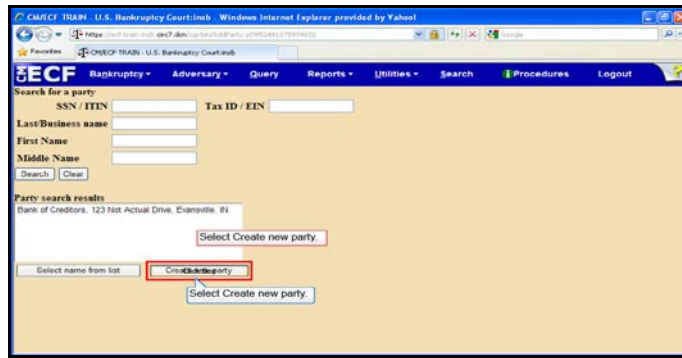
Select Add/Create Party.



Slide 9

Text Captions: Type Bank of Creditors then select Search.

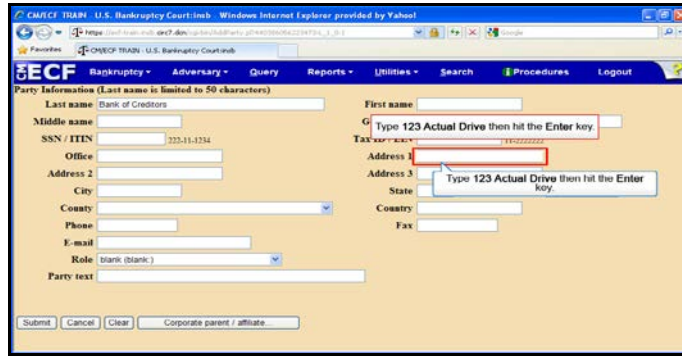
Type Bank of Creditors then select Search.



Slide 10

Text Captions: Select Create new party.

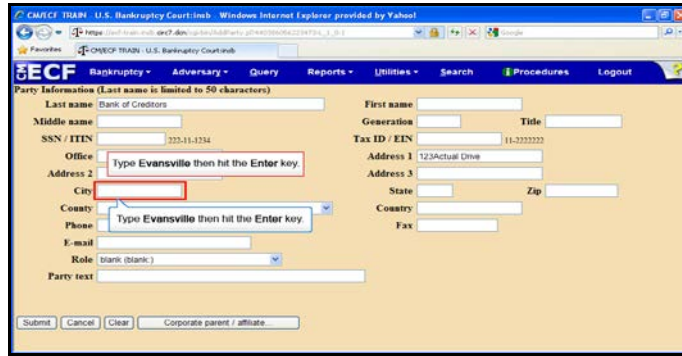
Select Create new party.



Slide 11

Text Captions: Type 123 Actual Drive then hit the Enter key.

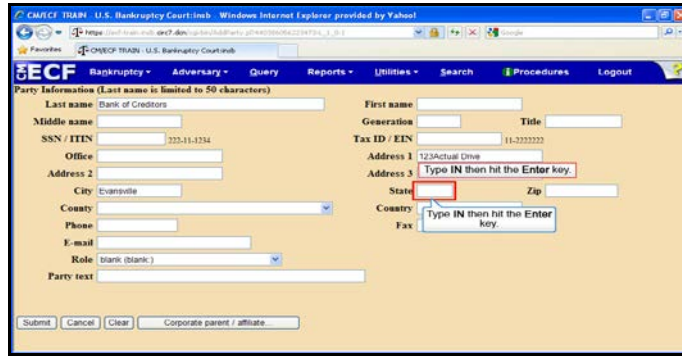
Type 123 Actual Drive then hit the Enter key.



Slide 12

Text Captions: Type Evansville then hit the Enter key.

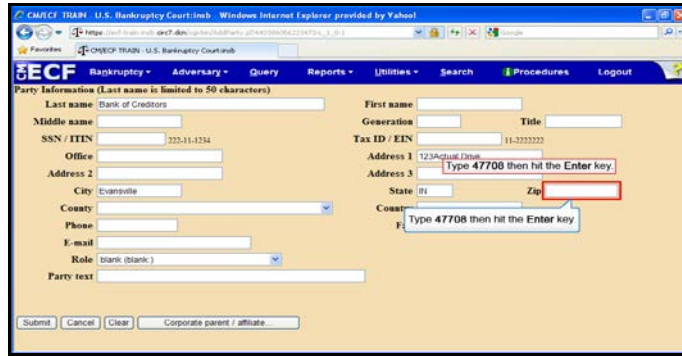
Type Evansville then hit the Enter key.



Slide 13

Text Captions: Type IN then hit the Enter key.

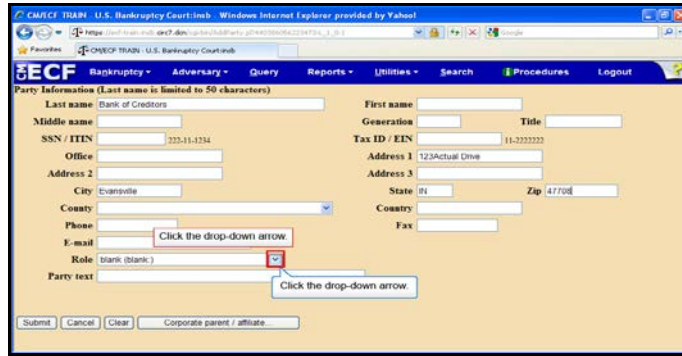
Type IN then hit the Enter key.



Slide 14

Text Captions: Type 47708 then hit the Enter key.

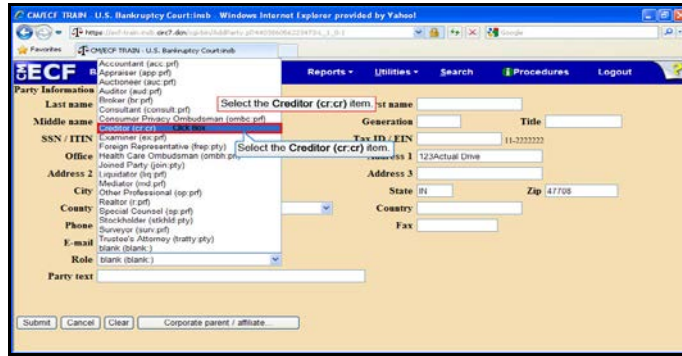
Type 47708 then hit the Enter key.



Slide 15

Text Captions: Click the drop-down arrow.

Click the drop-down arrow.



Slide 16

Text Captions: Select the Creditor (cr:cr) item.

Select the Creditor (cr:cr) item.

CM/CF TRAM - U.S. Bankruptcy Court: Inb - Windows Internet Explorer provided by Yahoo!

http://ecf-tram.uscourts.gov/Parties/PartyInformationForm.do?caseNo=2019-00001-1

ECF Bankruptcy - Adversary - Query - Reports - Utilities - Search - Procedures - Logout

Party Information (Last name is limited to 50 characters)

Last name: Bank of Creditors

First name: _____

Middle name: _____

Generation: _____

Title: _____

SSN / ITIN: 332-11-1334

Tax ID / EIN: 11-2322222

Office: _____

Address 1: 123Actual Drive

Address 2: _____

Address 3: _____

City: Evansville

State: IN

Zip: 47708

County: _____

Country: _____

Phone: _____

Fax: _____

E-mail: _____

Role: Creditor (or co)

Party text: _____

Select Submit

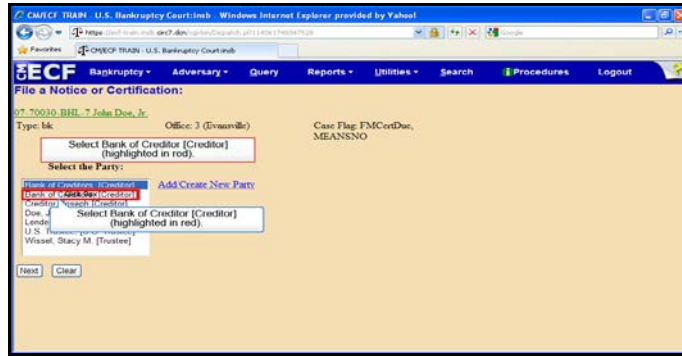
Cancel Clear Corporate parent / affiliate

Select Submit

Slide 17

Text Captions: Select Submit.

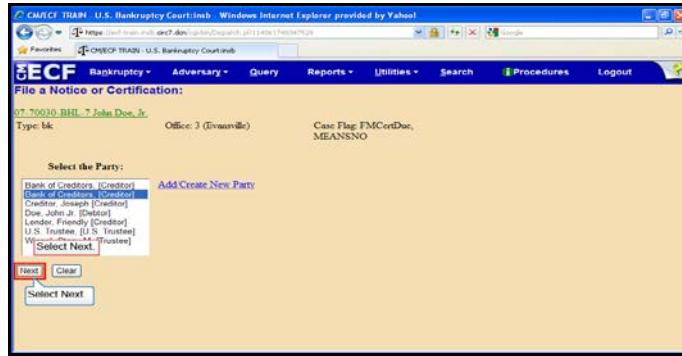
Select Submit.



Slide 18

Text Captions: Select Bank of Creditor [Creditor] (highlighted in red).

Select Bank of Creditor [Creditor] (highlighted in red).



Slide 19

Text Captions: Select Next.

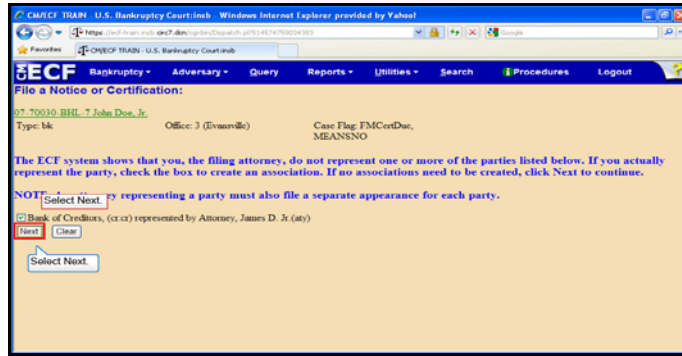
Select Next.



Slide 20

Text Captions: Click the check box.

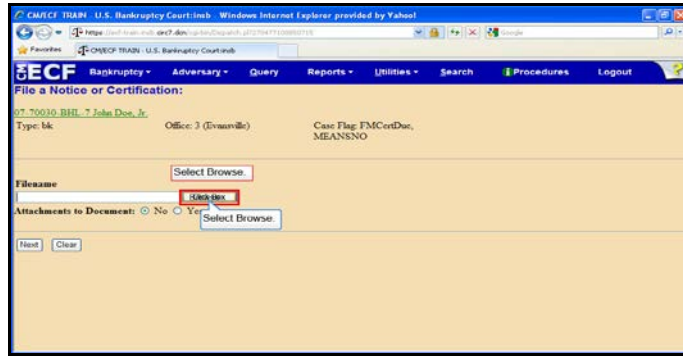
Click the check box.



Slide 21

Text Captions: Select Next.

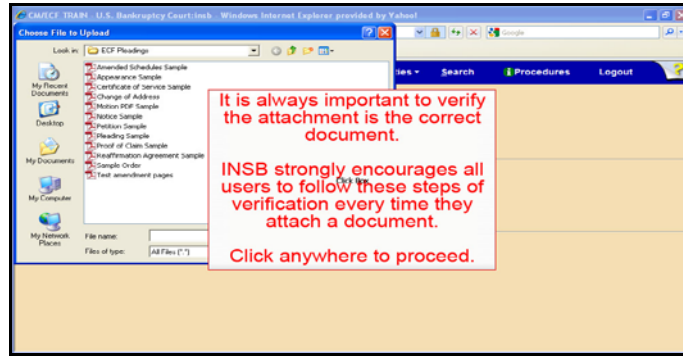
Select Next.



Slide 22

Text Captions: Select Browse.

Select Browse.

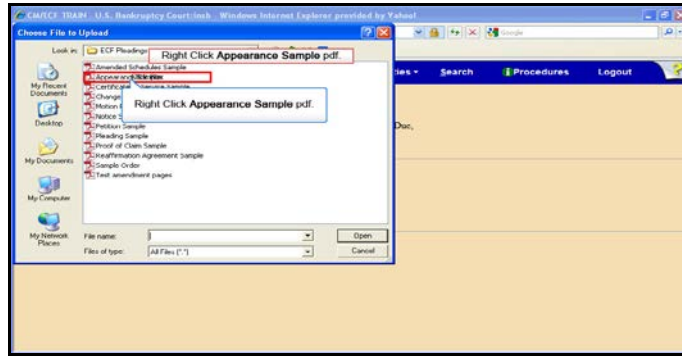


Slide 23

Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

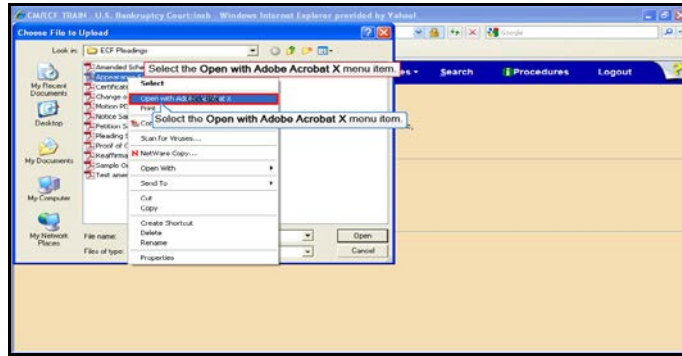
Click anywhere to proceed.



Slide 24

Text Captions: Right Click Appearance Sample pdf.

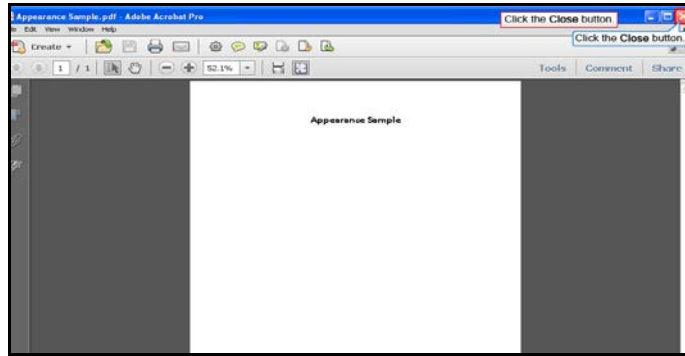
Right Click Appearance Sample pdf.



Slide 25

Text Captions: Select the Open with Adobe Acrobat X menu item.

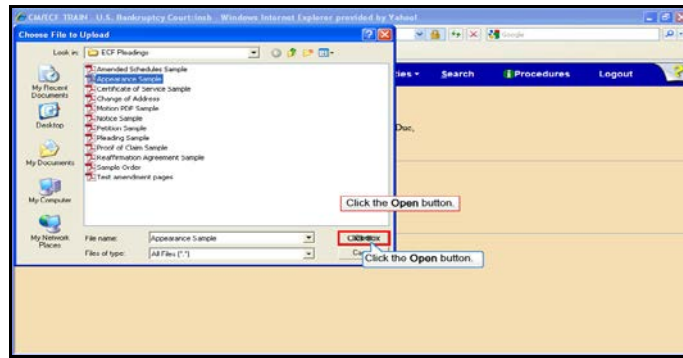
Select the Open with Adobe Acrobat X menu item.



Slide 26

Text Captions: Click the Close button.

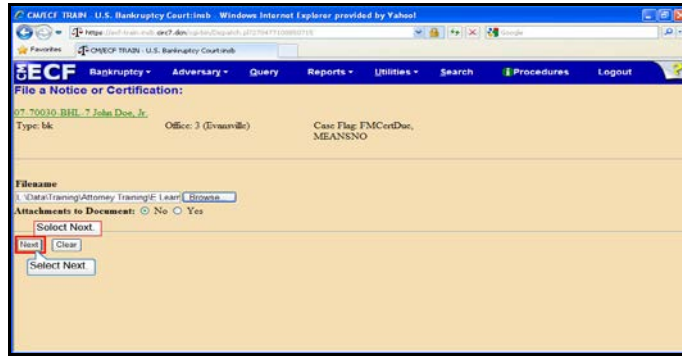
Click the Close button.



Slide 27

Text Captions: Click the Open button.

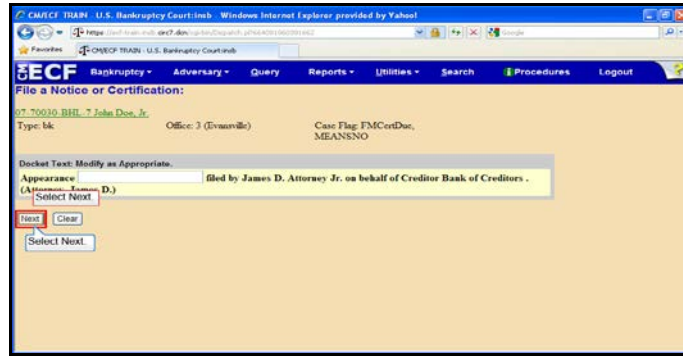
Click the Open button.



Slide 28

Text Captions: Select Next.

Select Next.



Slide 29

Text Captions: Select Next.

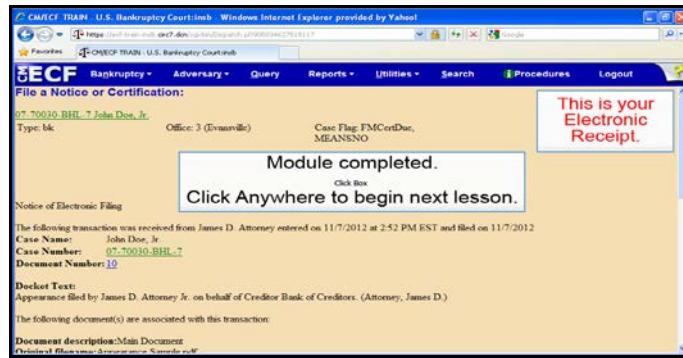
Select Next.



Slide 30

Text Captions: Select Next.

Select Next.



Slide 31

Text Captions: Module completed.

Click Anywhere to begin next lesson.

This is your

Electronic Receipt.