

Slide 1 Text Captions: Appearance (Add Party)

Module 1 of 12

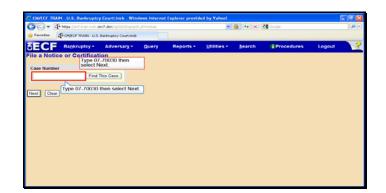


Slide 2 Text Captions: Select Bankruptcy. Select Bankruptcy.



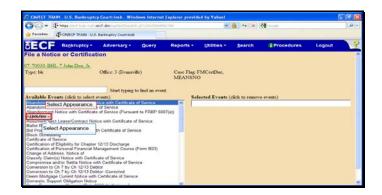
Text Captions: Select Notices & Certifications.

Select Notices & Certifications.



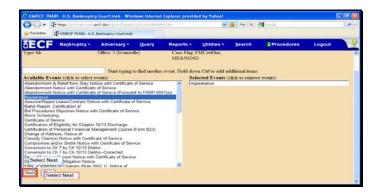
Text Captions: Type 07-70030 then select Next.

Type 07-70030 then select Next.



Text Captions: Select Appearance.

Select Appearance.



Slide 6 Text Captions: Select Next. Select Next.

	mps //wit-train.exit.e	inc?.don/sai-ten/Departel				🎒 🕂 🗶	🚰 Gaogle		.0.
Favoritas	CHIECE TRAIN U.S.	Banknaptcy Court-Insb							
ECF	Bankruptcy +	Adversary +	Query	Reports +	Utilities *	Search	Procedures	Logout	3
ile a Notice	or Certificat	ion:							
7.70030 BHL 7	John Doe, Jr.								
'ype: bk		Office: 3 (Evansvi	lic)	Case Flag I MEANSNO	FMCertDue, D				
Join Soloct N	attomes(s)								
-	OXL.								
Next Clear	_								
Select Next.									
-	1 00								

Slide 7 Text Captions: Select Next. Select Next.



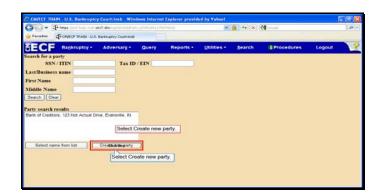
Text Captions: Select Add/Create Party.

Select Add/Create Party.



Text Captions: Type Bank of Creditors then select Search.

Type Bank of Creditors then select Search.



Text Captions: Select Create new party.

Select Create new party.

Favorites		ec?.dos/sol-to/liddles/ Bankruptcy Courtinub				8 + ×			
	lankruptcy -	Adversary -	Query	Reports -	Utilities -	Search	Procedures	Logout	1.2
		limited to 50 char				2		cogoor	
	Bank of Creditor				First name				
Middle name					G	at and Parking	then hit the Enter k		
SSN/ITIN		222.11.1234		3	Tax IN LEY	Actual Drive	then hat the Enter K	ау.	
Office					Address 1				
Address 2					Address 3	1 10	3 Actual Drive then		-
City					State	Type 12	koy.	hit the Enter	
County				~	Country	-			1000
Phone					Fax				
E-mail	1								
Role	blank (blank:)								
Party text									

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

Type 123 Actual Drive then hit the Enter key.

Favorites (-0	RECF TRAIN U.S.	Banimptoy Courtinob							
ECF B	ankruptcy +	Adversary -	Query	Reports -	Utilities -	Search	Procedures	Logout	
rty Information	(Last name is	limited to 50 char	ractors)						
Last name	Bank of Greditor	9			First name				
Middle name					Generation		Title		
SSN/ITIN		222-11-1234			Tax ID / EIN		11-2222222		
Office	-			1	Address 1	123Actual Drive			
Address 2	Type Evan	sville then hit t	he Enter key	4	Address 3				
City					State	14	Zip		
County					Country				
Phone	Type Eva	nsville then hit	the Enter ke	iy.	Fax		-		
E-mail	anne anne anne an			_	TAX .				
	blank (blank:)		~						
Party text									

Text Captions: Type Evansville then hit the Enter key.

Type Evansville then hit the Enter key.

Favoritas (F-c	Please 10/24 (0.5.	Banimptoy Court-Insb	_						
ECF	lankruptcy -	Adversary -	Query	Reports	Utilities *	Search	Procedures	Logout	3
		limited to 50 char	actors)						
Last name	Bank of Creditor	5			First name				
Middle name					Generation		Title		
SSN / ITIN		222-11-1234			Tax ID / EIN		11-2222222		
Office					Address 1				
Address 2					Address 3	Type IN then	hit the Enter key.		
City	Evansville				State		Zip		
County					Country	Type IN then	bill the Festeral		
Phone					Fax	ke	y.		
E-mail									
Role	blank (blank:)								
Party text									

Text Captions: Type IN then hit the Enter key.

Type IN then hit the Enter key.

		rc7.don/siz-tik/3.ddfiert				₿ ++ ×	Goode		
Fevorites	MUECE TRAIN - U.S.	Banknaptcy Court-Insb							
SECF .	lankruptcy +	Adversary -	Query	Reports	Utilities *	Search	Procedures	Logout	3
arty Information	(Last name is	limited to 50 char	actors)						
Last name	Bank of Creditor	5			First name				
Middle name					Generation		Title		
SSN / ITIN		222-11-1234			Tax ID / EIN		11-2222222		
Office					Address 1	Actual Draw			
Address 2					Address 3	Type 471	08 then hit the Ent	er key.	
City	Evansville				State IN		Zip		
County					Count	·			
Phone						e 47708 ther	hit the Enter key		
E-mail	1	-							
	blank (blank:)		-						
Party text	Diario, (Diario,)								
A Jury text									
Submit Cancel		Corporate parent / :		-					

Text Captions: Type 47708 then hit the Enter key.

Type 47708 then hit the Enter key.

ECF .	ankruptcy -	Adversary -	Query	Reports -	Utilities -	Search	(Proced)	ures	Logout	3
arty Information		mited to 50 char	actors)							
Last name	Bank of Creditors				First name					
Middle name					Generation		Title			
SSN / ITIN		222-11-1234			Tax ID / EIN		11-2222222			
Office					Address 1	123Actual Drive				
Address 2					Address 3					
City	Evansville				State	N	Zip	arrost.		
County					Country					
Phone					Fax					
E-mail	C	lick the drop-do	wn arrow.							
	blank (blank:)									
Party text	(Caller (Caller)		-4							
rany text			Clic	k the drop-	down arrow.					

Text Captions: Click the drop-down arrow.

Click the drop-down arrow.

	MECF TRAIN - U.S. Bankruptcy Co Accountant (acc.ptf)	desits						-
	Appraiser (app prf) Auctioneer (auc prf)		Reports •	Utilities *	Search	Procedures	Logout	
arty Information Last name	Broker (br prf)	Select the Cre	ditor (cr.cr) iter	D. Ist name				
	Consultant (consult.prf) Consumer Privacy Ombudsin			Generation	1	Title		
SSN / ITIN	Examiner (ex.prf) Foreign Representative (frep.		T1	IN IN / EIN		11-2222222		
	Health Care Ombudsman (or Joined Party (join pty)	nbh ph	Creator (cr.cr)	remardss 1 12	3Actual Drive			
Address 2	Liquidator (kg prf) Mediator (md prf)			Address 3				
	Other Professional (op.prf) Realtor (r.prf)		1991	State IN Country	-	Zip 47708		
Phone	Special Counsel (sp.prf) Stockholder (stikhld pty)			Fax		1		
E-mail	Surveyor (surv prf) Trustoe's Attornoy (tratty pty blank (blank)	1						
Role	blank (blank:)	¥						

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

Select the Creditor (cr:cr) item.

Laformations (Last zame is familed to 50 ckaracters) Last zame familed to 50 ckaracters) Last zame familed to 50 ckaracters) Liddle zame Sanv IIIX 222.11.2124 Cashar Cash			Adversary -	Query	Reports -	Utilities *	Search	Procedures	Logout	
Kildle name Generation Title SSN /TIX 222.11.1234 Tax ID / EIX Office Address 1 22Actual Dise Address 2 Address 3 City barrothe State #1 Zip 47708 Comby Constry Fax				actors)		First sparse [
SSN / TEN 22:-11-1234 Tax ID / EN 11-222222 Office Address 3 Address 3 City Satisfies 3 State #1 Zap 47/06 Coasty One Fax Coasty		Dank of Creditors					1	Tirle		
Office Address 1 1236ctual Drive Address 2 Address 3 City Evansule City Evansule Coastry Phose Fax										
Address 2 Address 3 City Example Address 3 Constry Constry Phone Par			222-11-1234				Actual Dava	11-111111		
City Exansule State II Zap 47705 County County County Phone Fax							the section of the			
County Country Phone Fax		Function	-					Tin 47708		
Phone Fax										
	100 C 100									
		-	1							
		Candidat (cr. cr)								
	Party text									
	Phone E-mail	Creditor (cricit)]		*					

Slide 17 Text Captions: Select Submit. Select Submit.



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

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

Feveriles	erc?.dov/sa-te/Doparch (211) et	1548347928		∰ ++ ×	付 Greeke		
ECE Bankruptcy -	Adversary • Que	ry Reports -	Utilities *	Search	Procedures	Logout	1
ile a Notice or Certifica	tion:						
7.70030 BHL 7 John Doe, Jr.							
ype: bk	Office: 3 (Evansville)	Case Flag MEANSN	FMCertDue, O				
Select the Party:							
Bank of Creditors. [Creditor] Bank of Creditors. [Creditor] Creditor, Joseph [Creditor] Doe, John Jr. [Detitor] Lender, Friendy [Creditor] U.S. frustee, [U.S. Trustee] W.S. Crestee, Trustee] Select Next.	Add/Create New Party						
Select Next							

Slide 19 Text Captions: Select Next. Select Next.



Text Captions: Click the check box.

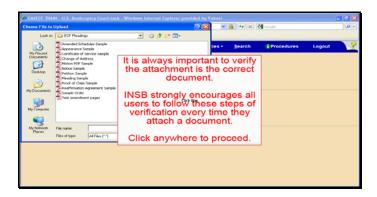
Click the check box.



Slide 21 Text Captions: Select Next. Select Next.

Favorites Compose to					🎒 🔸 🗶	Google		.
Leans -Leaferen	NAIN - U.S. Banknaptcy Court-Insb							
ECF Bankru	ptcy • Adversary •	Query	Reports +	Utilities -	Search	Procedures	Logout	3
ile a Notice or Ce	rtification:							
7.70030 BHL 7 John D	oe, Jr.							
ype: bk	Office: 3 (Evanavi	āc)	Case Flag: I MEANSNO	FMCertDue, D				
llename	Select Brows	e.						
ttachments to Docume	nt: O No O Ye Select	Browse.						
Next Clear								

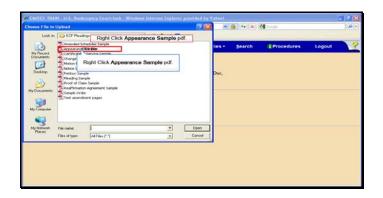
Slide 22 Text Captions: Select Browse. Select Browse.



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.



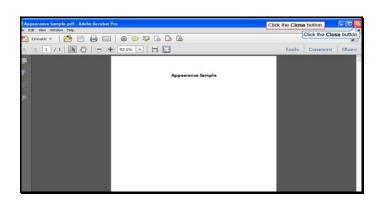
Text Captions: Right Click Appearance Sample pdf.

Right Click Appearance Sample pdf.

Ng Circular Ng Circular Ng Nimoth Ng Nimo	Bonder Line Generation Service Logourt Beneration Ser	Balact the Open with Adobe Acrobet X monu itom s- gearch if Procedures Logo Controls Control	*
Notification of the second sec	Advances	Brance Street Compare S	t 🧃
My Ribert Revenue Concernant Select Based Concernant Select Based Concernant Select Select Based Concernant Select Select Based Concernant Select Based Concernation Select Based Concernant Select Based Concernation Select Based Concernation Select Based Concernation Select Based Concernation Select Base	Definition (Construction) Sector Sector With the sector Sector Sector	by finance constraint States constraint cons	
Operation Operation <t< td=""><td>Openance Street of the street of</td><td>Desire Control and State State</td><td></td></t<>	Openance Street of the street of	Desire Control and State	
Dealer Source So	Delite Encodes a Solar the Open with Adobe Acrobal X monu item Solar the Open with Adobe Acrobal X monu item Solar the Open with Adobe Acrobal X monu item Solar the Open With Adobe Acrobal X monu item Solar	Dalato Dualos Sa California Sa	
Placed Terminal Control Processor Screek or Corpy Control My Terminal Control Control My Terminal Control Control My Terminal Control Control My Terminal Ended Control My Terminal Ended Control	Image: Space of the state of the space of the s	Preading 5 san for Waters Photo of a San for Waters N NetWater Copy	
Book of a status Book of a status Book of a status Book of a status We consume Status Status Status Book of a status We consume Const Toulut Status Status Status We consume Const Toulut Status Status Status Matteria Const Toulut Status Status Status	Image: Second and Sec	Proof of C Reaffering N NetWare Copy	
Vocania Società Construito - Construito	V (Allow P) Scale (c) Converto Starte (c) Scale (c) Scale (c) Apr. Converto Scale (c) Converto Apr. Converto Converto Converto Apr. Converto Converto Converto Apr. Converto Converto Converto Researce X Converto		
See To Card Card Card Card Card Card Card Card	See To See To Very Computer Cut Copy Copy Charles Toroltal Delaise MyNome Delaise Delaise Delaise		
Cory Cory Cory Core Core Core Core Core Core Core Core	Control Contro		
Creded Shortsuk Creded Shortsuk Creded Creded Creded Creded	Create Floritout Create Floritout Chevie Device Copen Device Copen	My Computer Cut	
My Network Fair name Delate Proces	My Network File name Delite Delite Places Dece	Copy	
Paces Rename Gauditare Canada	Places Land		
Files of type		Places Paces Rename Upon	
Properties	Properties	Files of type: Properties Carcal	
Properties	Properties	Files of here	

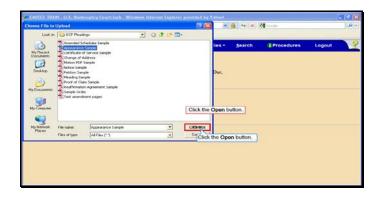
Text Captions: Select the Open with Adobe Acrobat X menu item.

Select the Open with Adobe Acrobat X menu item.



Text Captions: Click the Close button.

Click the Close button.



Text Captions: Click the Open button.

Click the Open button.

	ruptcy Court:insb Windows Int						
~ ~ ~ ~	instrand devise textbe and site text			₩ + ×	Grege		.0
		y Reports -	Utilities +	Search	Procedures	Logout	3
File a Notice or Certif	lication:						
7.70030 BHL 7 John Doe,	h.						
Type: bk	Office: 3 (Evansville)	Case Flag MEANSN	FMCertDuc, O				
Filename							
Data/Training/Attorney Train							
Soloct Noxt.	O IVO O IES						
Next Clear							
Select Next							
Select Mext.							

Slide 28 Text Captions: Select Next. Select Next.

😋 🕞 = 📲 hege lind transit erchden site to the best stream of the			oriecz 👻 🔒 👫 🔀 Google			• ۵.	
Feverites T- CALECP TEAD	J.S. Banknaptcy Court-Insb						
ECF Bankruptey	Adversary • Query	Reports +	Utilities -	Search	Procedures	Logout	3
ile a Notice or Certific	ation:						
7.70030 BHL 7 John Doe, Jr.							
ype: bk	Office: 3 (Evansville)	Case Flag MEANSN	Case Flag: FMCertDue, MEANSNO				
Docket Text: Modify as Approp	riate.						
Appearance Automatical D.)	filed by James D	. Attorney Jr. on I	ehalf of Credi	tor Bank of C	reditors .		
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.