

File a Notice of Removal

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Issue Date

July 1, 2010

Revised: May 08, 2012

Purpose

This procedure is written to guide the electronic filer through the process of filing a notice of removal.

Context

[Fed. R. Bankr. P. 9027](#) provides guidelines regarding the actions to be taken when filing a notice of removal. A notice of removal is an adversary proceeding and the caption should follow Official Form 16, including the exact style of the underlying lawsuit.

A filing fee is required pursuant to [28 U.S.C. § 1930](#), unless the filer is the United States trustee, the debtor, a debtor in possession engaging in an action for the benefit of an individual debtor, or a child support creditor or its representative who files Procedural Form B281. The filing fee must be paid before midnight the same day the transaction is filed or you will be locked out of the system the next day.

Before You Start



Ensure that you follow the checklist below so that the process is as smooth as possible:

STEP	ACTION
1	You need a valid credit card - American Express, Discover, MasterCard and Visa are accepted. Debit cards with the Visa or MasterCard logo are also accepted. If you prefer, you can choose to pay directly from your bank account (ACH).
2	Review the documents to ensure they meet the Rule's filing requirements.
3	Convert the complaint, exhibits, summons, answer and all other papers from the underlying lawsuit to a portable document format (PDF) . See Rule 9027(a)(1).

Filing the Notice of Removal

STEP	ACTION
1	Log in to CM/ECF at https://ecf.nmb.uscourts.gov/ <input type="checkbox"/> Click the Adversary menu item in the blue menu bar.
2	The Adversary Events menu displays. <input type="checkbox"/> Click the Open AP Case hyperlink.
3	The Open Adversary Case screen displays: : <ul style="list-style-type: none">• Case Type defaults to ap;• Date Filed defaults to current date;• Complaint defaults to "y" (yes). <input type="checkbox"/> Click the Complaint drop-down arrow to change complaint from "y" to "n" (no) .

File a Notice of Removal

STEP	ACTION
	<div data-bbox="451 327 889 716" style="border: 1px solid black; padding: 10px; background-color: #e6e6fa;"> <p>Open Adversary Case</p> <p>Case type ap</p> <p>Date filed 5/8/2012</p> <p>Complaint n </p> <p>Counsel for plaintiff</p> <p style="margin-left: 20px;"> plaintiff defendant </p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>  </div> <p>A Counsel for selection option appears so the filer can indicate which party the attorney is representing.</p> <p>If the default “Plaintiff” is selected, then the filing attorney is automatically associated with the plaintiff.</p> <p>If “Defendant” is selected, the filer must click the attorney button when adding the defendant information to add herself/himself as the attorney for the defendant.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the attorney filing the notice of removal represents a defendant, click the drop-down arrow to change party from “plaintiff” to “defendant.” <input type="checkbox"/> Click the Next button.
4	<p>Continue in the Open Adversary Case screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the Lead case number to which the removal is associated with. Type the bankruptcy case number in YY-XXXXX format, including the hyphen. Do not add chapter or judge/location designation.

STEP	ACTION
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Warning: A lead case number should always be entered. Do not leave this field blank. If the lead case number is not entered in the database as a valid case number or in the database at all, you can continue with filing the Notice of Removal. The system will display a “cannot find case” message and will require you to enter the divisional office. A judge will not be assigned - STOP and call the ECF help desk for assistance. 505-348-2500 or toll-free at 866-291-6805 - select option 3.</p> </div> <p>The Association type defaults to Adversary. Always use the default Adversary.</p> <p><input type="checkbox"/> Click the Next button.</p>
5	<p>The Open Adversary Case screen continues:</p> <p>The case will be assigned to the divisional office and judge based on the lead case number entered.</p> <p>If the related bankruptcy case is pending, the system will display a message similar to this: "Case is assigned to Albuquerque Division, Judge Jacobvitz based on the lead Bankruptcy case 07-10019-j7."</p> <p>If the related bankruptcy case is closed, the system will display a warning message similar to this: "WARNING! 07-10019-J7 is closed."</p> <p><input type="checkbox"/> Click the Next button.</p>
6	<p>The Open Adversary Case - Search for a Plaintiff screen displays. This screen allows for a search of the ECF database.</p> <p><input type="checkbox"/> Enter the party’s SSN or Tax ID, or all or part of the last or business name, and click the Search button.</p>

STEP	ACTION						
7	<p>Party search results:</p> <table border="1" data-bbox="443 306 1230 688"> <thead> <tr> <th data-bbox="443 306 846 363">If the plaintiff's name</th> <th data-bbox="846 306 1230 363">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 363 846 527">displays and is an <i>exact</i> match of the name as it appears on the notice of removal,</td> <td data-bbox="846 363 1230 527"><input type="checkbox"/> Click the Select name from list button. Follow the steps in step 8.</td> </tr> <tr> <td data-bbox="443 527 846 688">does not appear as an <i>exact</i> match,</td> <td data-bbox="846 527 1230 688"><input type="checkbox"/> Click the Create New Party button to add the party to the database. Follow the steps in step 9.</td> </tr> </tbody> </table>	If the plaintiff's name	THEN	displays and is an <i>exact</i> match of the name as it appears on the notice of removal,	<input type="checkbox"/> Click the Select name from list button. Follow the steps in step 8 .	does not appear as an <i>exact</i> match,	<input type="checkbox"/> Click the Create New Party button to add the party to the database. Follow the steps in step 9 .
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8	<p>The Plaintiff Information screen displays with the party's name and address (if previously entered).</p> <p><input type="checkbox"/> Delete the following Plaintiff Information:</p> <ul style="list-style-type: none"> • Address 1, • City, • State, • Zip, and • County - ensure county is blank by choosing the 'blank' selection from the drop down menu. <div data-bbox="423 1226 1265 1335" style="border: 1px solid black; padding: 5px;"> <p>Note: The party's address will be that of the attorney representing the plaintiff unless the party is self-represented. If that is the case, leave the address AS IS.</p> </div> <p><input type="checkbox"/> Enter Party Text information. Examples of party text information include "a New Mexico corporation," or "Personal Representative of the Estate of," etc.</p> <p>Do not enter 'plaintiff' as descriptive information in party text. This information will appear on the docket sheet.</p> <p><input type="checkbox"/> Enter Role in Bankruptcy Case. Select the party's role in the related bankruptcy case. A selection must be made.</p>						

STEP	ACTION
	<p data-bbox="418 268 1235 369"> <input type="checkbox"/> If appropriate, click the Alias button to begin adding aliases for this party. The Alias Information screen will be displayed. Follow the instructions for Adding Aliases. </p> <p data-bbox="418 407 1247 508"> <input type="checkbox"/> If appropriate, click the Corporate parent/affiliate button. A Corporate Ownership Statement must be filed pursuant to Rule 7007.1 (unless the plaintiff is the debtor). </p> <ul data-bbox="516 541 1247 810" style="list-style-type: none"> <li data-bbox="516 541 1247 709">• If there are any reportable corporate names, enter the names via the Corporate parent / affiliate button. To add the corporate names listed on the Corporate Ownership Statement, follow the instructions on How to Add Corporate Parents. <li data-bbox="516 743 1247 810">• If there are no reportable names, ignore the Corporate parent / affiliate button. <p data-bbox="418 848 1195 982"> The Plaintiff Information screen will differ depending on the counsel for selection in step 3. Either the Add additional attorney or attorney button appears depending on whether plaintiff or defendant is selected. </p> <p data-bbox="516 1020 1235 1087"> If you represent the plaintiff and selected plaintiff in step 3, </p> <p data-bbox="613 1125 1247 1255"> <input type="checkbox"/> Click the Add additional attorney button to associate additional attorneys with the plaintiff. The Search for attorney screen displays. Follow the instructions for Adding additional attorney. </p> <p data-bbox="613 1293 1247 1394"> Note: if the attorney filer represents the plaintiff, the attorney will automatically be associated with the plaintiff. </p> <p data-bbox="516 1432 1122 1499"> If you represent the defendant and selected defendant in step 3, </p> <p data-bbox="613 1537 1247 1667"> <input type="checkbox"/> Click the Attorney button to add the attorney for the plaintiff in the state court proceeding. The Search for attorney screen displays. Follow the instructions for Adding additional attorney. </p>

STEP	ACTION
	<p><input type="checkbox"/> At the Plaintiff Information screen, click on the Review button to review the accuracy of the aliases and additional attorney names added. To exit the Review attorneys and aliases screen, click on the Return to Party screen button.</p> <p><input type="checkbox"/> Click the Submit button.</p> <p><input type="checkbox"/> You may receive warning messages that fields have been left blank. Click on the OK button for each warning message.</p>
9	<p>The Plaintiff Information screen displays when there is no match found in the database, and you have clicked the Create New Party button.</p> <p><input type="checkbox"/> Leave the following blank:</p> <ul style="list-style-type: none"> • Address 1, • City, • State, • Zip, and • County - ensure county is blank by choosing the 'blank' selection from the drop down menu. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: The party's address will be that of the attorney representing the plaintiff unless the party is self-represented. If that is the case, leave the address AS IS.</p> </div> <p><input type="checkbox"/> Enter Party Text information. Examples of party text information include "a New Mexico Corporation," or "Personal Representative of the Estate of," etc.</p> <p>Do not enter 'plaintiff' as descriptive information in party text. This information will automatically appear after the plaintiff's name on the docket sheet.</p> <p><input type="checkbox"/> Enter Role in Bankruptcy Case. Select the party's role in the related bankruptcy case. A selection must be made.</p> <p><input type="checkbox"/> If appropriate, click the Alias button to begin adding aliases for this party. The Alias Information screen will be displayed.</p>

STEP	ACTION
	<p>Follow the instructions for Adding Aliases.</p> <p><input type="checkbox"/> Click the Corporate parent/affiliate button IF THE PLAINTIFF IS A CORPORATION (and is not the debtor), a Corporate Ownership Statement must be filed pursuant to Rule 7007.1.</p> <ul style="list-style-type: none"> • If there are any reportable corporate names, enter the names via the Corporate parent / affiliate button. To add the corporate names listed on the Corporate Ownership Statement, follow the instructions on How to Add Corporate Parents. • If there are no reportable names, ignore the Corporate parent / affiliate button. <p>The Plaintiff Information screen will differ depending on the counsel for selection in step 3. Either the Add additional attorney or attorney button appears depending on whether plaintiff or defendant is selected.</p> <p>If you represent the Plaintiff and selected Plaintiff in step 3,</p> <p><input type="checkbox"/> Click the Add additional attorney button to associate additional attorneys with the plaintiff. The Search for attorney screen displays. Follow the instructions for Adding additional attorney.</p> <p>Note: if the attorney filer represents the plaintiff, the attorney will automatically be associated with the plaintiff.</p> <p>If you represent the Defendant and selected Defendant in step 3,</p> <p><input type="checkbox"/> Click the Attorney button to add the attorney for the plaintiff in the state court proceeding. The Search for attorney screen displays. Follow the instructions for Adding additional attorney.</p>

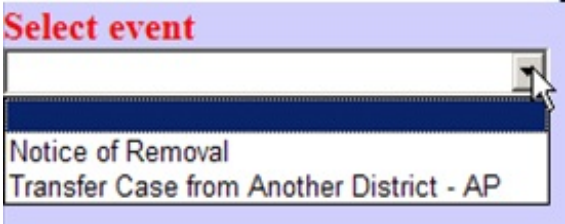
STEP	ACTION						
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10	<p>The Plaintiff Information screen displays again.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the next plaintiff in the same manner until all plaintiffs have been entered. <input type="checkbox"/> Click the End plaintiff selection button. 						
11	<p>The Open Adversary Case - Search for a Defendant screen displays. This screen allows for a search of the ECF database.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the party's SSN or Tax ID, or all or part of the last or business name, and click the Search button. 						
12	<p>Party Search Results:</p> <table border="1" data-bbox="443 1199 1230 1717"> <thead> <tr> <th data-bbox="443 1199 846 1255">IF the defendant's name</th> <th data-bbox="846 1199 1230 1255">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1255 846 1419">displays as a result of the search,</td> <td data-bbox="846 1255 1230 1419"><input type="checkbox"/> Select the name from the list, and follow the steps listed in step 13.</td> </tr> <tr> <td data-bbox="443 1419 846 1717">does not appear, or doesn't <u>exactly</u> match</td> <td data-bbox="846 1419 1230 1717"> a "No person found" message displays. <ul style="list-style-type: none"> <input type="checkbox"/> Click the Create New Party button to add the party to the ECF database. Follow the steps listed in step 14. </td> </tr> </tbody> </table>	IF the defendant's name	THEN	displays as a result of the search,	<input type="checkbox"/> Select the name from the list, and follow the steps listed in step 13 .	does not appear, or doesn't <u>exactly</u> match	a " No person found " message displays. <ul style="list-style-type: none"> <input type="checkbox"/> Click the Create New Party button to add the party to the ECF database. Follow the steps listed in step 14.
IF the defendant's name	THEN						
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STEP	ACTION
13	<p>The Defendant Information screen displays with the party's name and address (if any) information.</p> <p><input type="checkbox"/> Delete the defendant information in the following fields:</p> <ul style="list-style-type: none"> • Address 1, • City, • State, • Zip, and • County - ensure county is blank by choosing the 'blank' selection from the drop down menu. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: The party's address will be that of the attorney representing the defendant.</p> </div> <p><input type="checkbox"/> Enter Party Text information. Examples of party text information include "a New Mexico Corporation," or "Personal Representative of the Estate of," etc.</p> <p>Do not enter 'defendant' as descriptive information in party text. This information will automatically appear on the docket sheet.</p> <p><input type="checkbox"/> Enter Role in Bankruptcy Case. Select the party's role in the related bankruptcy case. A selection must be made.</p> <p><input type="checkbox"/> If appropriate, click the Alias button to begin adding aliases for this party. The Alias Information screen will be displayed. Follow the instructions for Adding Aliases.</p> <p><input type="checkbox"/> Click the Corporate parent/affiliate button IF THE PLAINTIFF IS A CORPORATION (and is not the debtor), a Corporate Ownership Statement must be filed pursuant to Rule 7007.1.</p> <ul style="list-style-type: none"> • If there are any reportable corporate names, enter the names via the Corporate parent / affiliate button. To add the corporate names listed on the Corporate Ownership Statement, follow the instructions on How to Add Corporate Parents.

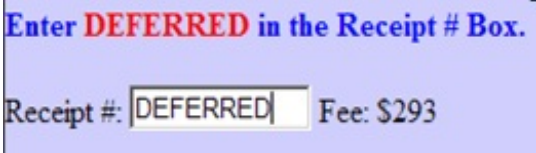
STEP	ACTION
	<ul style="list-style-type: none"> • If there are no reportable names, ignore the Corporate parent / affiliate button. <p>The Defendant Information screen will differ depending on the counsel for selection in step 3. Either the attorney button will be suppressed (no button will appear) or the attorney button will appear depending on if plaintiff or defendant is selected.</p> <p>If you are representing the plaintiff and selected plaintiff in step 3,</p> <ul style="list-style-type: none"> <input type="checkbox"/> The attorney button is suppressed. The attorney for the defendant will be added by the Clerk's Office. <p>If you are representing the defendant and selected defendant in step 3,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the Attorney button to add yourself as the attorney for the Defendant. The Search for attorney screen displays. Follow the instructions for Adding additional attorney. <input type="checkbox"/> At the Defendant Information screen, click on the Review button to check the accuracy of any aliases and additional attorney names added. To exit the Review attorneys and aliases screen, click on the Return to Party screen button. <input type="checkbox"/> Click on the Submit button. <input type="checkbox"/> You may receive warning messages that fields have been left blank. Click the OK button for each warning message.
14	<p>The Defendant Information screen displays when there is no match found in the database, and you have clicked the Create New Party button.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leave the following blank: <ul style="list-style-type: none"> • Address 1, • City, • State,

STEP	ACTION
	<ul style="list-style-type: none"> • Zip, and • County - ensure county is blank by choosing the 'blank' selection from the drop down menu. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: The party's address will be that of the attorney representing the defendant.</p> </div> <p><input type="checkbox"/> Enter Party Text information. Examples of party text information include "a New Mexico Corporation," or "Personal Representative of the Estate of," etc.</p> <p>Do not enter 'Defendant' as descriptive information in party text. This information will automatically appear on the docket sheet.</p> <p><input type="checkbox"/> Enter Role in Bankruptcy Case. Select the party's role in the related bankruptcy case. A selection must be made.</p> <p><input type="checkbox"/> If appropriate, click the Alias button to begin adding aliases for this party. The Alias Information screen will be displayed. Follow the instructions for Adding Aliases.</p> <p><input type="checkbox"/> Click the Corporate parent/affiliate button IF THE PLAINTIFF IS A CORPORATION (and is not the debtor), a Corporate Ownership Statement must be filed pursuant to Rule 7007.1.</p> <ul style="list-style-type: none"> • If there are any reportable corporate names, enter the names via the Corporate parent / affiliate button. To add the corporate names listed on the Corporate Ownership Statement, follow the instructions on How to Add Corporate Parents. • If there are no reportable names, ignore the Corporate parent / affiliate button. <p>The Defendant Information screen will differ depending on the counsel for selection in step 3. Either the attorney button will be suppressed (no button will appear) or the attorney button will appear depending on if plaintiff or defendant is selected.</p> <p style="text-align: center;">If you represent the plaintiff and selected plaintiff in</p>

STEP	ACTION
	<p>step 3,</p> <p><input type="checkbox"/> The attorney button is suppressed. The attorney for the defendant will be added by the Clerk's Office.</p> <p>If you are representing the defendant and selected defendant in step 3,</p> <p><input type="checkbox"/> Click the Attorney button to add yourself as the attorney for the defendant. The Search for attorney screen displays. Follow the instructions for Adding additional attorney.</p> <p><input type="checkbox"/> At the Plaintiff Information screen, click on the Review button to review the accuracy of the aliases and additional attorneys names added. To exit the Review attorneys and aliases screen, click on the Return to Party screen button.</p> <p><input type="checkbox"/> Click the Submit button.</p> <p><input type="checkbox"/> You may receive warning messages that fields have been left blank. Click the OK button for each warning message.</p>
15	<p>The Defendant Information screen displays again.</p> <p><input type="checkbox"/> Enter the next defendant in the same manner until all defendants have been entered.</p> <p><input type="checkbox"/> Click the End defendant selection button.</p>
16	<p>The Open Adversary Case screen displays.</p> <p><input type="checkbox"/> Click the Party Code from the drop-down arrow (based on whether the US is a party in the case):</p> <ul style="list-style-type: none"> • 1 - U.S. is a Plaintiff • 2 -U.S. is a Defendant • 3 - U.S. is not a Party (system defaults to this selection) <p><input type="checkbox"/> Click the drop-down arrow and select 01 (Determination of removed claim or cause) as the Nature of Suit from the pick list.</p>

STEP	ACTION
	<p><input type="checkbox"/> Click the drop-down arrow and select Rule 23 (class action). The system defaults to “n” for no. Select “y” if the proceeding is a class action.</p> <p><input type="checkbox"/> Click the drop-down arrow and select Jury Demand. The system defaults to None. If a jury is requested, select the party making the demand:</p> <ul style="list-style-type: none"> • Both • Defendant • None • Plaintiff <p><input type="checkbox"/> Enter the Demand. If there is a dollar amount demanded, enter the demand amount in thousands. For example, if the demand is \$50,000, enter “50” in this field.</p> <p><input type="checkbox"/> Click the drop-down arrow and select State Law. The system defaults to “n” for no. Change to “y” if the case involves a substantive issue of state law.</p> <p><input type="checkbox"/> Click the Next button.</p>
17	<p>The Select Event screen displays.</p>  <p><input type="checkbox"/> Click on the Select event drop down arrow and select Notice of Removal.</p> <p><input type="checkbox"/> Click the Next button.</p>
18	<p>The Browse for PDF/A document screen displays. This screen allows you to upload the saved adversary documents into ECF.</p>

STEP	ACTION
	<p><input type="checkbox"/> Click on the Browse button and locate the PDF/A file.</p> <p><input type="checkbox"/> Right click on the PDF/A file and open it to verify that it is the correct document. Close the Adobe Acrobat screen by clicking the X in the upper-right corner.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Important: Once you submit a document for filing in CM/ECF, the document is officially filed and entered on the docket. For this reason, always open and view the file just before you upload it for transmission to the CM/ECF database.</p> </div> <p><input type="checkbox"/> If there are attachments, click on the Yes radio button.</p> <p style="padding-left: 40px;"><input type="checkbox"/> Follow the instructions for Adding Attachments.</p> <p><input type="checkbox"/> Click the Next button.</p>
19	<p>The Filer Type screen displays. This screen allows you to make a determination if the fee is due, deferred, not due, or waived.</p> <p><input type="checkbox"/> Answer “y” or “n” to the following question:</p> <p><i>“Under 28 USC Sec. 1930, is the Fee Deferred, Not Due, or Waived?”</i></p> <p>You must answer yes or no before proceeding.</p> <p>If you answer yes, the next screen displays for you to make the appropriate selection.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0; background-color: #e6e6fa;"> <p>Open Adversary Case</p> <p>Make the appropriate selection:</p> <p><input type="radio"/> DEFERRED</p> <p><input type="radio"/> NOT DUE</p> <p><input type="radio"/> WAIVED</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>

STEP	ACTION
	<ul style="list-style-type: none"> • Select DEFERRED if the plaintiff is the trustee or debtor-in-possession, the funds are payable only by the estate, and no funds are currently available. • Select NOT DUE if the plaintiff is the United States, debtor, debtor-in-possession acting for the benefit of an individual debtor, or a child support creditor or its representative who files Procedural Form B281; • Select WAIVED if a request for waiver of the filing fee is being made by the filer. <p><input type="checkbox"/> Click the Next button.</p>
20	<p>Regardless if you answered “Yes” or “No” to the FEE question, the screen displays the filing fee associated with this filing.</p> <p><input type="checkbox"/> If the fee is being deferred, is not due, or a waiver has been requested, enter in all caps DEFERRED, NOT DUE, or WAIVED in the Receipt # Box as appropriate.</p> <p>Warning: If you fail to enter the text in the Receipt # Box, <u>the fee will be charged.</u></p>  <p><input type="checkbox"/> Click the Next button.</p> <p><input type="checkbox"/> Click the Next button again to display Final Docket Text.</p>
21	<p>The Docket Text: Final Text screen displays. This screen allows for a review of the text that will display on the electronic docket. Review the information for accuracy, ensuring that you have</p>

STEP	ACTION
	<p>redacted Social Security or taxpayer identification numbers, dates of birth, names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> Click the Next button to submit the filing.</p>
22	<p>The Notice of Electronic Filing screen displays. This notice is evidence of the filing and provides the adversary proceeding title and number, the date and time of filing, the filer's name, and the document description.</p> <ul style="list-style-type: none"> ● Clicking on the adversary proceeding number hyperlink will display the docket report for the adversary proceeding. ● Clicking on the main case number hyperlink will display the docket report for the main case. ● Clicking on the document number hyperlink will display the pdf image of the document just filed. ● If you have not already associated your PACER log in and password with your CM/ECF log in and password, the system will ask for your PACER log in and password. ● PACER will assess a per-page fee to view/print the document or docket report. To obtain your free look, print the document from the Notice of Electronic Filing (NEF) you receive in your e-mail in-box when you file documents electronically.
23	<p>A Summary of current charges screen displays. <i>(Exception: The screen does not display when the fee was selected as deferred, not due, or waived.)</i></p> <p><input type="checkbox"/> Select Pay Now to make payment.</p> <p><input type="checkbox"/> OR Continue Filing to file other cases prior to making payment or to exit the module.</p> <ul style="list-style-type: none"> ● Refer to the Paying Filing Fees via Pay.gov for an explanation of the electronic payment module found on at http://www.nmcourt.fed.us/usbc/files/paygovprocd.pdf

STEP	ACTION
24	<p>You have completed the case opening process.</p> <p><input type="checkbox"/> File the following documents separately in chronological order:</p> <ul style="list-style-type: none"> • (1) The state or federal court case docket sheet • (2) Pending motions • (3) If applicable, the Corporate Ownership Statement <p>For items 1 and 2 use the event code "Document." For number 3 select Corporate Ownership Statement.</p>

Whom to Contact for Help

Contact the Electronic Information Specialists for assistance at 505-348-2500 or toll-free at 866-291-6805 - select option 3. Help desk hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

Contact-Revision Log

Date	Comments	By
July 1, 2010	Original issue date.	MAR
October 1, 2011	Revisions made due to changes in the upgrade of CM/ECF to version 4.1.1	RMM
May 8, 2012	Added a new screen shot selecting the Notice of Removal from the drop down list.	IL