

How to File a Corporate Disclosure Statement

Filing Preparation:

Before you begin to file, be sure to review the following rules:

- [Local Civil Rule 7.1 - CORPORATE DISCLOSURE STATEMENT](#)
- [Federal Rules of Civil Procedure, Rule 7.1 – Disclosure Statement](#)

Filing instructions:

1. Go to **Civil > Other Documents**.
2. Enter your **Civil Case Number**.
3. Select the **Corporate Disclosure Statement** under **Available Events**.

Available Events (click to select an event)	Selected Event
Civil Cover Sheet	Corporate Disclosure Statement
Corporate Disclosure Statement	
Declaration (non motion)	
Errata	
Exhibit	

Next Clear

4. On the next screen, attach your Disclosure Statement as a PDF document.
5. Select the filer (the party you represent).

Pick Filer

Select the filer.

Select the Party:

Evergreen Gardens [pla]
Grass Roots Inc [dft]

6. Indicate whether any Corporate Parents/Affiliates need to be added to the case.

- a. If you answer **NO**, you are taken to the final docket text screen:

Docket Text: Final Text

CORPORATE DISCLOSURE STATEMENT indicating no Corporate Parents and/or Affiliates. Filed pursuant to Fed.R.Civ.P 7.1. Filed by Evergreen Gardens (Test, Attorney)

- b. If you answer **YES**, proceed to Step 7.

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7. Search for a Corporate Parent/Affiliate by entering the **Last/Business name** in the text field and then select **Search**.

Search for a corporate parent or other affiliate
Last/Business name

8. If the Corporate Parent/Affiliate already exists in the CM/ECF database, select it from the **Search Results** and select **Select name from list**; otherwise, select **Create new corporate parent or other affiliate**.

Corporate parent or other affiliate search results

9. Edit the name (if necessary) and select a **Type** from the dropdown menu. Then select **Add corporate parent or other affiliate**.

Corporate Parent or Other Affiliate Information
Last/Business name First name
Middle name
Type

10. Select the party to which the Corporate Parent/Affiliate applies and select **Next**.

Adding new corporate parent or other affiliate.
Select the Party:

11. You are taken back to the Search page and the Corporate Parent/Affiliate you just added appears below.

Corporate parents and other affiliates added thus far:
Evergreen Gardens Corporate Parent Green Gardens

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12. Repeat Steps 7 – 11 until you have finished adding all Corporate Parents/Affiliates, then select **End corporate parent or other affiliate selection**.

Search for a corporate parent or other affiliate

Last/Business name

End corporate parent or other affiliate selection

13. The final docket text includes the Corporate Parent(s)/Affiliate(s) added to the case.

Docket Text: Final Text

CORPORATE DISCLOSURE STATEMENT identifying Corporate Parent Green Gardens for Evergreen Gardens. Filed pursuant to Fed.R.Civ.P 7.1. Filed by Evergreen Gardens (Test, Attorney)

Note: If you indicate that there are Corporate Parents/Affiliates (Step 6), but do not add them to your case (Steps 7 – 11), the following is displayed in the final docket text instead:

Docket Text: Final Text

CORPORATE DISCLOSURE STATEMENT - Corporate Parent or Affiliate indicated by filer, but not added in CM/ECF. Filed pursuant to Fed.R.Civ.P 7.1. Filed by Evergreen Gardens (Test, Attorney)

In this case, *do not* submit this filing or use the back button. Instead, start over by selecting **Civil** from the top menu and repeat the above steps starting at step 2.

14. If a Corporate Disclosure Statement is not filed, the Court docket a **Notice to Filer** and will impose a filing deadline.