

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](#)

Important Notes:

- The Corporate Disclosure Statement must be filed separately using the **Corporate Disclosure Statement** event.
- To prevent avoidable case delays and judge conflicts, all entities and individuals listed in the disclosure must be entered into CM/ECF when filing a Corporate Disclosure Statement.
- If a Corporate Disclosure Statement is not filed, the Court docket a **Notice to Filer** and will impose a filing deadline.

Filing instructions:

1. Go to **Civil** or **Criminal** > **Other Documents**.

2. Enter your **Case Number**.

3. Select the **Corporate Disclosure Statement** under **Available Events**, then select **Next**.

The screenshot shows a web interface with two main sections. On the left, under the heading 'Available Events (click to select an event)', there is a list of options: 'Civil Cover Sheet', 'Corporate Disclosure Statement' (which is highlighted in blue), 'Declaration (non motion)', 'Errata', and 'Exhibit'. Below this list are two buttons: 'Next' and 'Clear'. On the right, under the heading 'Selected Event', there is a text input field containing the text 'Corporate Disclosure Statement'.

4. Upload the Corporate Disclosure Statement under **Main Document**, then select **Next**.

5. Select the filer (the party you represent), then select **Next**.

The screenshot shows a web interface for selecting a filer. On the left, under the heading 'Pick Filer', there are two buttons: 'Collapse All' and 'Expand All'. Below these are two expandable lists of party names: 'Evergreen Gardens pla' and 'Grass Roots Inc dft'. On the right, under the heading 'Select the Party:', there is a text input field containing the text 'Evergreen Gardens [pla]' and 'Grass Roots Inc [dft]' below it.

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

Note: If you have parents, grandparents, affiliates, owners, or members (companies or individuals) listed in your disclosure statement, then you need to select **YES** and enter them all as directed below.

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

The screenshot shows a yellow box with the text: 'Docket Text: Final Text' followed by '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)'.

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

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

The screenshot shows a web interface for searching for a corporate parent or other affiliate. It has a heading 'Search for a corporate parent or other affiliate' and a text input field labeled 'Last/Business name' containing the text 'Green Gardens'. Below the input field are two buttons: 'Search' and 'Clear'.

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

Corporate parent or other affiliate search results

Green Gardens

Select name from list Create new corporate parent or other affiliate

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 ←

Add corporate parent or other affiliate Clear

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

Adding new corporate parent or other affiliate.

Select the Party:

Evergreen Gardens (Plaintiff)

Next Clear

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

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

12. Repeat Steps 7 – 11 until you finish 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

Search Clear

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), you receive the following error instructing you to add all the corporate parents/affiliates:

You indicated that corporate parents and/or affiliates were named in the Corporate Disclosure Statement but you did not add any corporate parents and/or affiliates. Go back to the previous screen and add all corporate parents and/or affiliates as listed in your Corporate Disclosure Statement. ALL entities named in the Corporate Disclosure Statement must be added. For instructions, please see [Filing a Corporate Disclosure Statement on the Court's website](#).