

# How to File a Corporate Disclosure Statement

## Filing Preparation:

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

- [Federal Rules of Civil Procedure, Rule 7.1\(a\)\(1\) – 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 events: 'Civil Cover Sheet', 'Corporate Disclosure Statement' (highlighted in blue), 'Declaration (non motion)', 'Errata', and 'Exhibit'. Below this list are 'Next' and 'Clear' buttons. On the right, under the heading 'Selected Event', there is a text box containing '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 is a list of parties: 'Evergreen Gardens pla' and 'Grass Roots Inc dft'. There are 'Collapse All' and 'Expand All' buttons above the list. On the right, under the heading 'Select the Party:', there is a text box containing 'Evergreen Gardens [pla]' and 'Grass Roots Inc [dft]'.

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.

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

The screenshot shows a text box with the following content: '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.

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

The screenshot shows a search interface with the heading 'Search for a corporate parent or other affiliate'. Below the heading is a text box labeled 'Last/Business name' containing the text 'Green Gardens'. Below the text box are 'Search' and 'Clear' buttons.

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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)**