

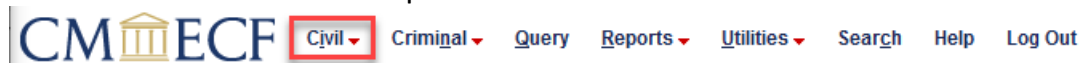


Filing the Rule 7.1 Disclosure Statement

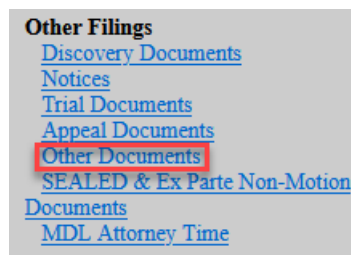
Last Revised: November 30, 2022

Procedure:

1. After logging in to CM/ECF with the filing attorney's CM/ECF account, select **Civil** from the menu bar at the top of the screen.



2. Under Other Filings, click **Other Documents**.



3. Enter the case number, click **Next**.
4. Confirm the case number, click **Next**.
5. Select the party filing the document, click **Next**.
6. Select **Rule 7.1 – Disclosure Statement**, click **Next**.
7. Click **Browse** to attach the document, click **Next**.
8. If the party or intervenor has a Corporate Parent, Publicly Held Corporation owning 10 percent of its stock, or any Subsidiary, click the radio button next to **Yes**, click **Next**.
9. Review the ECF Filing Instructions, click **Next**.



10. To search for a corporate parent or other affiliate, enter the Last/Business name in the box, click **Search**.

A screenshot of a web interface titled "Other Documents". Below the title is a link "0:22-cv-00018 ABC Corp.v. XYZ Co". The main heading is "Search for a corporate parent or other affiliate". There is a text input field labeled "Last/Business name" containing the text "Sucrose Dash, LLC". Below the input field are two buttons: "Search" and "Clear".

11. If the corporate parent or other affiliate appears, click on the business name, click **Select name from list**. (If the corporate parent or other affiliate does not appear, click **Create new corporate parent or other affiliate**).

A screenshot of a dropdown menu titled "Corporate parent or other affiliate search results". The dropdown is open, showing a list with one item: "Sucrose Dash, LLC". Below the dropdown is a button labeled "Select name from list" and another button labeled "Create new corporate parent or other affiliate".

12. Confirm the correct business name was selected, click **Add corporate parent or other affiliate**.
13. Select Corporate Parent or Other Affiliate from the **Type** drop-down list and click **Add corporate parent or other affiliate**.

A screenshot of a form titled "Corporate Parent or Other Affiliate Information". It has two text input fields: "Last/Business name" with the value "Candy Land, LLC" and "Middle name" which is empty. Below these is a dropdown menu labeled "Type" with "Corporate Parent" selected. Below the dropdown is a button labeled "Add corporate parent or other affiliate".

14. Select the party adding the new corporate parent or other affiliate and click **Next**.



15. If additional corporate parents or other affiliates need to be entered, follow steps 10 – 14 above. If finished entering corporate parents or other affiliates, click **End corporate parent or other affiliate selection**. **NOTE: ALL companies listed on the Disclosure Statement must be added.**

Other Documents
[0-22-cv-00018 ABC Corp.v. XYZ Co](#)

Search for a corporate parent or other affiliate

Last/Business name

End corporate parent or other affiliate selection

Corporate parents and other affiliates added thus far:
ABC Corp. Corporate Parent Sucrose Dash, LLC

16. Click **Next**.
17. Review final docket text, click **Next**.
18. The confirmation screen will appear.