

CASE MANAGEMENT ELECTRONIC CASE FILES



FILING A CORPORATE DISCLOSURE STATEMENT AND ADDING THE CORPORATE PARENT(S) USER GUIDE FOR THE DISTRICT OF COLORADO

FEBRUARY 2012

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Filing the Corporate Disclosure Statement and Adding Corporate Parents

D.C.COLO.LCivR 7.4, DISCLOSURE STATEMENT

Local Rule **D.C.COLO.LCivR 7.4, DISCLOSURE STATEMENT** states:

A. Who Must File.

Any non governmental corporate party or other legal entity to a proceeding in a district court must file a disclosure statement identifying all its parent entities and listing any publicly held entity that owns ten percent or more of the party's stock.

B. Time for Filing; Supplemental Filing.

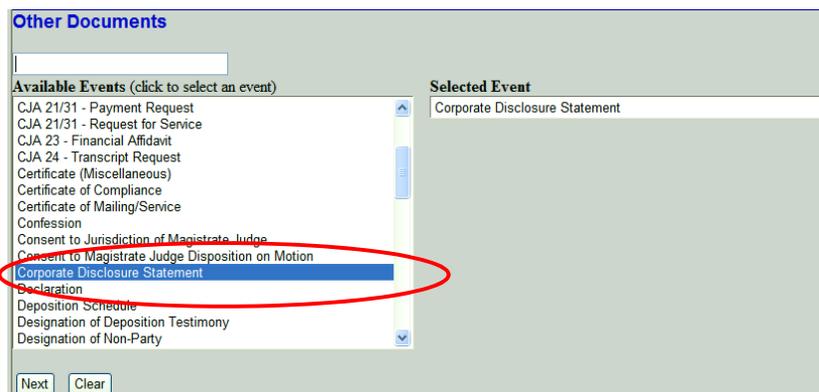
1. A party must file the disclosure statement upon its first appearance, pleading, petition, motion, response, or other request addressed to the court.
2. A party must promptly file a supplemental disclosure statement upon any change in the information that the statement requires.

Corporate Disclosure Event

To file a Corporate Disclosure, single click on **Civil** in the blue menu bar at the top of the screen. On the Civil Events menu, under **Other Filings**, select Other Documents.



Select the **Corporate Disclosure Statement** event from the **Available Events**. After selection, the event(s) selected will display in the **Selected Event** box. Click on the **[Next]** button.



Case Number Entry

Enter the case number.

Other Documents

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

After entering the case number, click the **[Find This Case]** button. If the case number is valid, the Next button is active. Click on the **[Next]** button to continue.

Other Documents

Civil Case Number

12-70 Find This Case

Next Clear

Other Documents

Civil Case Number

1:12-cv-70

Next Clear

Verification Screen

A verification screen is displayed. Verify the case is the correct case for filing the Corporate Disclosure. Click the **[Next]** button.

Other Documents

[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

Next Clear

Attaching the Corporate Disclosure

Browse for the main document to upload. The court recommends you open the PDF document to review before attaching. Browse for, review, and attach any additional documents. In this example, there is only the main document. Click the **[Next]** button.

Other Documents

[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

Main Document

C:\Documents and Settings\Owner\Deskt Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

Select the Filer

The “Select the filer” screen is displayed. Select the party filing the document. In this example, the filing party is “Breads of the World, L. L. C. “ Click the **[Next]** button.

Other Documents
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Pick Filer

Select the filer.

Collapse All Expand All

Breads of the World, L.L.C. pla

Grainland, Corporation dft

Wheatley Oil Company dft

Select the Party:

Breads of the World, L.L.C. [pla]
Grainland, Corporation [dft]
Wheatley Oil Company [dft]

Next Clear New Filer

Add Corporate Parent(s) Verification Screen

A verification screen is displayed indicating the process is to “Add Corporate Parent(s) . “ Click the **[Next]** button.

Other Documents
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Add Corporate Parent(s).

Next Clear

Search for Corporate Parent

The “Search for a corporate parent or other affiliate” screen is displayed. Enter the corporate parent name in the “Last/Business Name” field. In this example, the corporate parent is “Wonder-Hostess” By entering “Wonder” we will have a broader search. Click the **[Search]** button.

Other Documents
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Search for a corporate parent or other affiliate

Last/Business name Wonder

Search Clear

End corporate parent or other affiliate selection

NOTE: If a corporate disclosure statement is being filed identifying no corporate parents click on the [End corporate parent or other affiliate selection] button to continue.

Search Results for Corporate Parent Search

All records starting with “Wonder” in their name will display in the “**Search Results**” box. Notice there are multiple names having “Wonder” as part of their name. There is only one entry for “Wonder-Hostess”, and it’s the name of the corporate parent in this filing example. If none of the results match, you can try another search, or click on the **[Create New Corporate Parent]** button.

Since there is a match for “Wonder-Hostess”, you can click on the name to select. Then click on the **[Select name from list]** button.



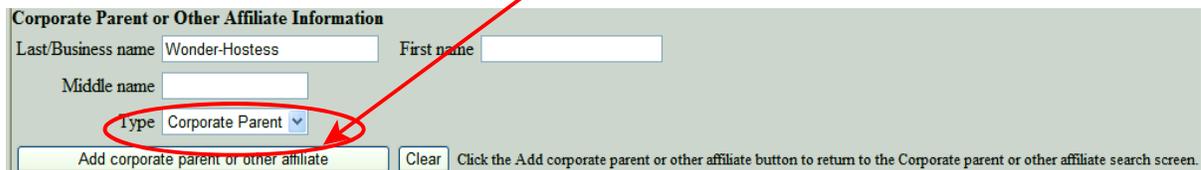
Search for a corporate parent or other affiliate

Last/Business name

Corporate parent or other affiliate search results

- Wonder-Hostess
- Wondercraft, Inc.
- Wondercrafts America, Inc.
- Wonderland Capital Corp.
- Wonderland Capital Corporation
- Wonderland Software

After selecting the name, the “Corporate Parent or Other Affiliate Information” screen is displayed. Review the name and **always** leave the type as “Corporate Parent.” Click on the **[Add corporate parent or other affiliate]** button.



Corporate Parent or Other Affiliate Information

Last/Business name First name

Middle name

Type

Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

Linking the Corporate Parent to the Party

The “Adding new corporate parent or other affiliate.” screen is displayed. You will need to select the party to link the corporate parent. After selecting the party, click the **[Next]** button.



Other Documents

[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

Adding new corporate parent or other affiliate.

Select the Party:

- Breads of the World, L.L.C. (Plaintiff)

Additional Corporate Parents

After adding the first corporate parent, the “Search for a corporate parent or other affiliate” screen is displayed. At the bottom of the display, the screen shows the corporate parent(s) that have been added. In this example, “Wonder-Hostess” is displayed showing it’s the corporate parent for “Breads of the World.” If you are finished adding corporate parents, click on the **[End corporate parent or other affiliate selection]** button.

Other Documents
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Search for a corporate parent or other affiliate

Last/Business name

Corporate parents and other affiliates added thus far:
Breads of the World, L.L.C. Corporate Parent Wonder-Hostess

In our example, we’ll add another corporate parent. Remember, corporate parents need to be added based upon what has been listed in the Corporate Disclosure Statement. Like the first, we’ll search for the second corporate parent. The corporate parent is “Doughboy Industries, LLC” we’ll enter “Doughb” in the “Last/Business name” field. Click on the **[Search]** button.

Other Documents
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Search for a corporate parent or other affiliate

Last/Business name

Corporate parents and other affiliates added thus far:
Breads of the World, L.L.C. Corporate Parent Wonder-Hostess

All records starting with “Doughb” in their name will display in the “Search Results” box. There is only one name displayed. It is not the party we need. You may try additional searches if you feel your search was not broad enough. In this example, the entry of “Doughb” should have brought up “Doughboy Industries, LLC.” We’ll click on the **[Create New Corporate Parent]** button to add “Doughboy Industries, LLC.”

Search for a corporate parent or other affiliate

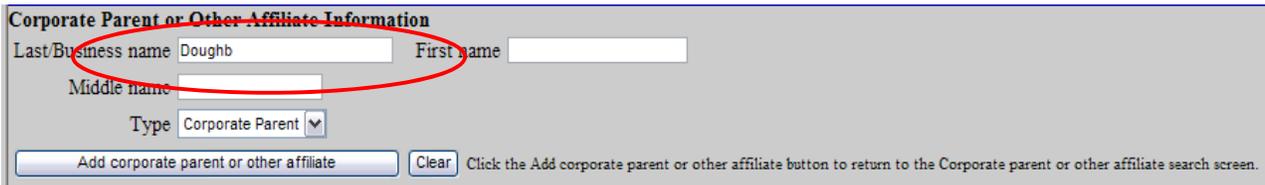
Last/Business name

Corporate parent or other affiliate search results

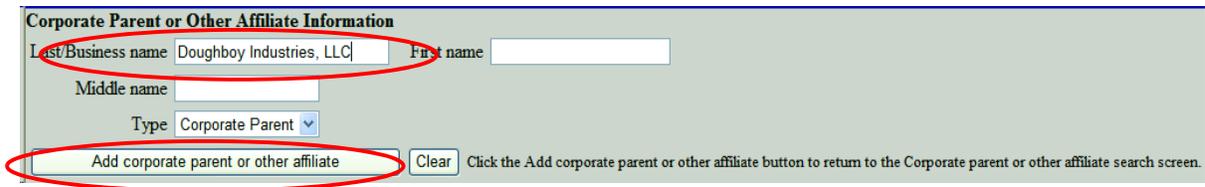
Doughboy

Creating a New Corporate Parent

After clicking on the **[Create New Corporate Parent]** button, the “Corporate Parent or Other Affiliate Information” screen is displayed with the information we used for the search. In this example, “Doughb” is displayed in the “Last/Business name” field and is open for adding complete corporate parent information.



In this example, we complete the entry to reflect the entire corporate name, “Doughboy Industries, LLC”. Review the name and **always** leave the type as “Corporate Parent.” Click on the **[Add corporate parent or other affiliate]** button



The “Adding new corporate parent or other affiliate.” screen is displayed. You will need to select the party to link the corporate parent. After selecting the party, click the **[Next]** button.



Ending the Corporate parent Selection Process

After adding the next corporate parent, the “Search for a corporate parent or other affiliate” screen is displayed. At the bottom of the display, the screen shows the corporate parent(s) that have been added. In this example, both corporate parent entities are displayed for “Breads of the World.” If you are finished adding corporate parents, click on the **[End corporate parent or other affiliate selection]** button.

Other Documents
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

Search for a corporate parent or other affiliate

Last/Business name

Corporate parents and other affiliates added thus far:
Breads of the World, L.L.C. Corporate Parent Doughboy Industries, LLC
Corporate Parent Wonder-Hostess

After ending the adding of corporate parents, a final verification screen is displayed. Click on the **[Next]** button.

Other Documents
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

The final warning screen is displayed. Review the docket text entry and if it’s acceptable, click on the **[Next]** button.

Other Documents
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

Docket Text: Final Text
CORPORATE DISCLOSURE STATEMENT identifying Corporate Parent Doughboy Industries, LLC, Corporate Parent Wonder-Hostess for Breads of the World, L.L.C.. (jy-atty-test,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\Corp Disclosure.pdf pages: 1

The receipt/confirmation is displayed. The filing is completed.

Other Documents

[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

U.S. District Court

District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was entered by jy-atty-test, on 1/29/2012 at 8:53 AM MST and filed on 1/29/2012

Case Name: Breads of the World, L.L.C. v. Grainland, Corporation

Case Number: [1:12-cv-00070](#)

Filer: Breads of the World, L.L.C.

Document Number: [3](#)

Docket Text:

CORPORATE DISCLOSURE STATEMENT identifying Corporate Parent Doughboy Industries, LLC, Corporate Parent Wonder-Hostess for Breads of the World, L.L.C.. (jy-atty-test,)

1:12-cv-00070 Notice has been electronically mailed to:

Leslie Martin-1 leslie_a_martin@cod.uscourts.gov

1:12-cv-00070 Notice has been mailed by the filer to:

The following document(s) are associated with this transaction: