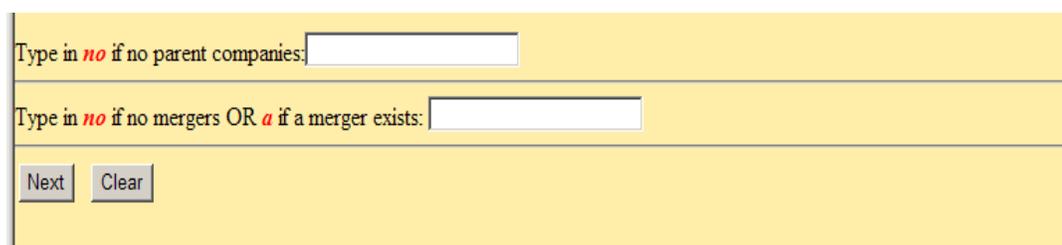


Disclosure Statement – Adding Parent Companies and Affiliates

During the process of filing a Disclosure Statement, attorneys will now be required to enter each individual parent company and/or affiliate into the CM/ECF system.

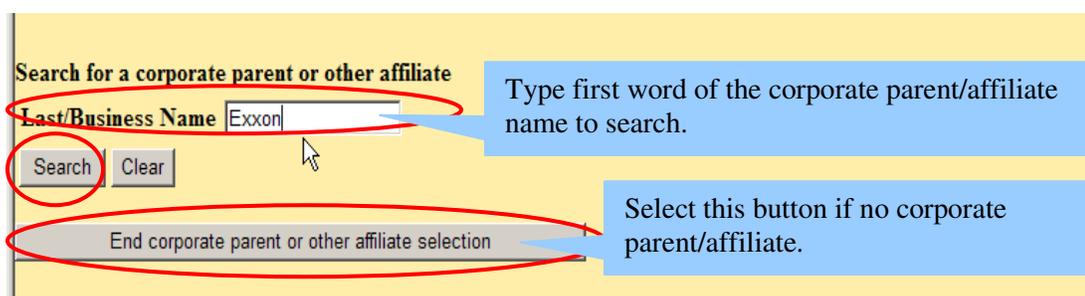
- (1) Using the **Other Documents/Disclosure Statement** event, you will ultimately see the screen shown in Figure 1.



The screenshot shows a yellow background with two input fields. The first field is labeled "Type in *no* if no parent companies:" and is empty. The second field is labeled "Type in *no* if no mergers OR *a* if a merger exists:" and is also empty. Below the fields are two buttons: "Next" and "Clear".

Figure 1: Enter information if applicable.

- (2) If there are parent companies to the party corporation or partnership, leave the top line blank, answer the merger question appropriately, and click **[Next]**. (Figure 1). If there are no corporate parents, enter “no” in the top line, answer the merger question appropriately, and click **[Next]**.
- (3) The next screen contains a message that reads: “Add Corporate Parents and/or Corporate Affiliate(s) on next screen, if any.” Click **[Next]** and the screen shown in Figure 2 will appear.



The screenshot shows a yellow background with a search interface. At the top, it says "Search for a corporate parent or other affiliate". Below this is a text input field labeled "Last/Business Name" containing the word "Exxon". To the right of the field is a blue callout box that says "Type first word of the corporate parent/affiliate name to search." Below the input field are two buttons: "Search" and "Clear". Below these buttons is a grey button labeled "End corporate parent or other affiliate selection". To the right of this button is another blue callout box that says "Select this button if no corporate parent/affiliate." Red circles highlight the "Search" button and the "End corporate parent or other affiliate selection" button.

Figure 2: Search for corporate parent/affiliate.

- (4) If there are no corporate parents/affiliates, select **[End corporate parent or other affiliate selection]**. (See Figure 2). If there are corporate parents/affiliates, type the first word of the name of the corporate parent/affiliate in the “Last/Business Name” field and click **[Search]** as shown in Figure 2. The search will produce a list of companies for you to choose from. (See Figure 3).

- (5) Scroll through search results. If a name on the list matches exactly the name of the corporate parent, select the applicable name, click **[Select name from list]** and proceed to step number (6) below. If there is no exact match, select **[Create new corporate parent or other affiliate]**, and go to step number (7) below. (See Figure 3).

The screenshot shows a search interface titled "Search for a corporate parent or other affiliate". It features a text input field for "Last/Business Name" with "Search" and "Clear" buttons. Below is a list of search results: Exxon Chemical Americas, Exxon Company, USA, Exxon Corporation, Exxon Enterprises Corp., Exxon Mobil Corp., and Exxon Mobil Corporation. The "Exxon Mobil Corporation" entry is circled in red. At the bottom, there are two buttons: "Select name from list" and "Create new corporate parent or other affiliate". Two blue callout boxes provide instructions: "Select corporate name from list if exact match, OR if no exact match, select 'Create new corporate parent or other affiliate.'" A mouse cursor is positioned over the "Create new corporate parent or other affiliate" button.

Figure 3: Select/create corporate parent/affiliate.

- (6) If a corporate parent/affiliate was selected from the search results in Figure 3, the corporate parent/affiliate name will appear in the "Last/Business name" field. Select "Corporate Parent" or "Other Affiliate" from the "Type" drop down box and then select **[Add corporate parent or other affiliate]**. (See Figure 4).
- (7) If the corporate parent/affiliate was not selected from the search results in Figure 3, and you selected "Create new corporate parent or other affiliate," enter the entire name of the corporate parent/affiliate in the "Last/Business name" field (see Figure 5). After entering the corporate parent/affiliate, select "Corporate Parent" or "Other Affiliate" from the "Type" drop down box and then select **[Add corporate parent or other affiliate]**.

The screenshot shows the "Corporate Parent or Other Affiliate Information" form. The "Last/Business name" field contains "Exxon Mobil Oil Corporation" and is circled in red. Below it is a "Middle name" field. The "Type" dropdown menu is set to "Corporate Parent" and is also circled in red. At the bottom, the "Add corporate parent or other affiliate" button is circled in red. A blue callout box points to the "Last/Business name" field with the text "Selected corporate parent/affiliate appears in box." A "Clear" button is located to the right of the "Add" button, with a note: "Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen."

Figure 4: Add corporate parent or affiliate

Corporate Parent or Other Affiliate Information

Last/Business name First

Middle name

Type

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

Figure 5: Add corporate parent or affiliate - not on list

- (8) Select the party or parties you are associating the corporate parent/affiliate to and click **[Next]** (select more than one party by holding the Ctrl key and selecting additional parties). (See Figure 6.)

Adding new corporate parent or other affiliate.

Select the Party:

Figure 6: Select party related to corporate parent/affiliate.

- (9) The corporate parent/affiliate you entered will be listed. Continue this procedure for every corporate parent and/or affiliate included in the Disclosure Statement. When completed entering corporate parent(s) and/or affiliate(s), click **[End corporate parent or other affiliate selection button]**. (See Figure 7.)

Search for a corporate parent or other affiliate

Last/Business Name

Corporate parent/affiliate previously added.

Corporate parents and other affiliates added thus far:
Doe Oil Company Corporate Parent Exxon Mobil Oil Corporation

Figure 7: Corporate parent/affiliate added.

- (10) After entering all the corporate parent/affiliates, the next screen you will see will be the docket text screen where you can enter any additional information in the free text box. Review and select **[Next]**. (See Figure 8.)

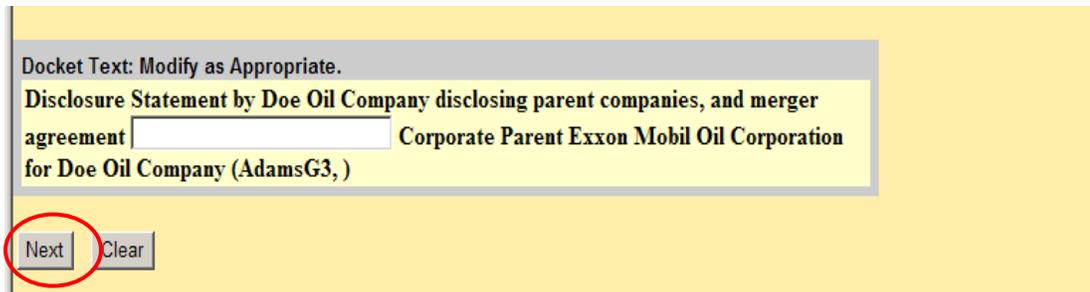


Figure 8: Docket text preview.

- (11) Final docket text screen. By clicking **[Next]**, the disclosure statement will be filed with the court and a Notice of Electronic Filing with the disclosure statement attached will be sent via email to all counsel in the case. (See Figure 9.)

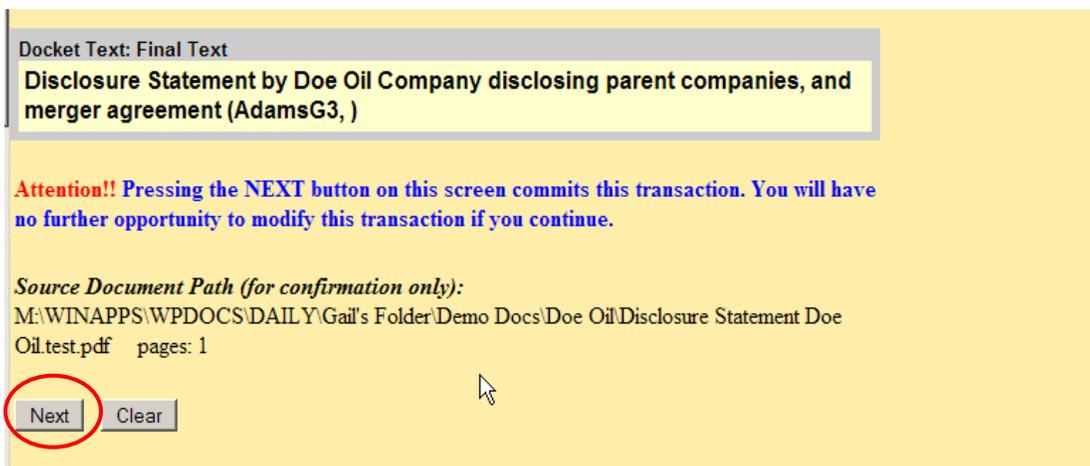


Figure 9: Final docket text screen