

Filing a Corporate Disclosure or Diversity Disclosure Statement

Filing Preparation:

The Court has created fillable forms for your convenience. If filing both a corporate and diversity disclosure statement, it is the Court's preference that you use the Court's combined Disclosure Statement form.

- [FRCP Rule 7.1\(a\)\(1\) Corporate Disclosure Statement](#)
- [FRCP Rule 7.1 Combined Disclosure Statement](#)
- [FRCP Rule 7.1\(a\)\(2\) Diversity Disclosure Statement](#)

Federal Rules

Before filing, please review the following rules:

- Federal Rules of Civil Procedure, Rule 7.1(a)(1) – Disclosure Statement
- Federal Rules of Civil Procedure, Rule 7.1(a)(2) – Diversity Statement

Important Notes:

- Corporate Disclosure and Diversity Disclosure statements may be filed separately or combined.
- 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 will docket a **Notice to Filer** and will impose a filing deadline.

Filing Instructions:

1. Go to Civil > Other Documents
2. Select **Disclosure Statement (pursuant to Rule 7.1(a))** then select **Next**.

Other Documents

Available Events (click to select an event)

- Affidavit
- Amended Document (NOT Motion)
- Amicus Curiae Appearance
- Appendix
- Application for Writ of Garnishment
- Attachments
- Bill of Costs
- Brief
- Conference Statement
- Consent to Jurisdiction by US Magistrate Judge
- Corporate Disclosure Statement
- Disclaimer
- Disclosure Statement (pursuant to Rule 7.1(a))
- Fact/Law Summary
- Index

Selected Event

Disclosure Statement (pursuant to Rule 7.1(a))

Next Clear

3. Enter your Case Number.
4. Click Next.
5. Select the filer (the party you represent), then select **Next**.

Pursuant to Fed.R.Civ.P. 7.1(a)(2) in an action in which jurisdiction is based on diversity under 28 U.S.C. 1332(a), a party or intervenor must, unless the court orders otherwise, file a disclosure statement. The statement must name and identify the citizenship of every individual or entity whose citizenship is attributed to that party or Intervenor.

Next Clear

6. Click Next.
7. Select what type of disclosure you're filing. Corporate is checked by default, you can uncheck if not filing a corporate disclosure statement.

Please select one or more disclosure types.

Corporate

Diversity

Next Clear

Add Corporate Parent and/or Affiliate(s).

Next Clear

8. Click Next.

9. If filing a Corporate Disclosure statement, you will be asked to search for and add the Corporate Parent and/or Affiliate(s). ***If only filing a diversity disclosure statement, please proceed to step 13.***

Search for a corporate parent or other affiliate

Last/Business name

10. If the corporate parent or affiliate already exists in the system, it will appear in the **search results** when the search is performed. If it is not in the system, select **Create new corporate parent or other affiliate**.

Example if party exist:

Search for a corporate parent or other affiliate

Last/Business name

Corporate parent or other affiliate search results

John Doe Corporation ^

Select name from list

Example if party does not exist:

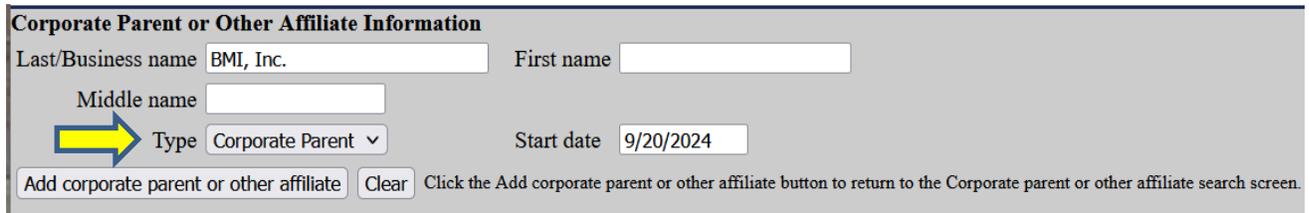
Search for a corporate parent or other affiliate

Last/Business name

Corporate parent or other affiliate search results

No person found.

11. The addition type should either be “corporate parent” or “other affiliate”. Once a selection has been made, click on **Add corporate parent or other affiliate**.



Corporate Parent or Other Affiliate Information

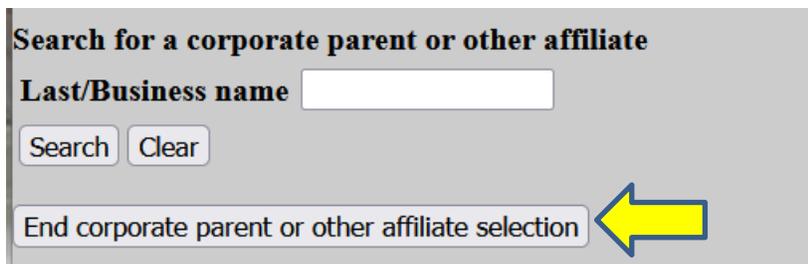
Last/Business name First name

Middle name

 Type Start date

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

12. Once all corporate parents and/or affiliates have been added, select **End corporate parent or affiliate selection**.



Search for a corporate parent or other affiliate

Last/Business name



13. Upload the disclosure statement under **Main Document**, then select **Next**.



If filing both a corporate disclosure statement and diversity disclosure statement and you have prepared two separate documents, upload one as the main document and the other as an attachment.

Select the PDF document and any attachments.

Main Document
 No file selected.

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>

14. The final docket text will populate based on the type of disclosure statement(s) you selected.