



LR 3.2 Notification of Affiliates

[Local Rule 3.2 Notification of Affiliates](#)

Notification of Affiliates pursuant to Local Rule 3.2 needs to be docketed by any nongovernmental party, other than an individual or sole proprietorship, to EVERY civil case filed on or after January 3, 2022. The affiliates do not transfer across case dockets.

Note: This entry can be filed multiple times, if necessary, in order to add additional affiliates.

Litigants must disclose their parents and affiliates by filing a PDF of the Notification of Affiliates, and by manually entering each of the names of the parents and affiliates into CM/ECF. Compliance with Local Rule 3.2 requires both disclosures. This guide provides step-by-step instructions for how to comply. Specifically:

1. File a PDF of the Notification of Affiliates on the docket using the event **Notification of Affiliates pursuant to Local Rule 3.2**. You can find a link by typing “3.2” in the search box in CM/ECF. Or you can go to the “Notices” category under “Civil Events” in the tool bar.

Search results for 'Notification of Affiliates pursuant to Local Rule 3.2'

1 event found

Civil Events → Other Filings → Notices

[Notification of Affiliates pursuant to Local Rule 3.2](#)



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2. Enter the case number. After confirming the case name and number, enter **Next**. Then, select your PDF of the completed Notification of Affiliates form when prompted to do so. Simply enter **Choose File**, and then locate and link to your PDF.

3. Select the filer (meaning the party doing the disclosure), then click **Next**.

4. The next step is to add the names of the corporate parents and affiliates into CM/ECF. Search for each corporate parent or other affiliate by entering each name (individually), and then click **Search**. Include the full corporate name of the parent or affiliate.

If the name of the corporate parent or affiliate is in the system, select it.

If the name of the corporate parent or affiliate is not in the system, you will need to create a new entry. For example:

Enter the name of the parent or the affiliate, and then click **Search**

Search for a corporate parent or other affiliate

Last/Business name

If the name of the parent or affiliate appears, select it.

Click on **Select name from list**

Search for a corporate parent or other affiliate

Last/Business name

Corporate parent or other affiliate search results

Acme Inc. ▲



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If the name of the parent or affiliate does not appear, create a new entry.

Click on **Create new corporate parent or other affiliate**

After adding the name and creating the entry, click on **Select name from list**

Search for a corporate parent or other affiliate

Last/Business name

Corporate parent or other affiliate search results

No person found.

5. Disclose the relationship between the party and the other entity.
Choose **Type**: Corporate Parent, OR Other Affiliate.

Parent

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 aff

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 aff

6. Click on **Add corporate parent or other affiliate**.

7. Select the party doing the disclosure, then click **Next**.



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Adding new corporate parent or other affiliate.

Select the Party:

Next

Clear

7. Continue adding corporate parents/affiliates as needed. Be sure to include all names listed in the accompanying pdf file entitled Notification of Affiliates.
8. When you have disclosed all corporate parents/affiliates, click **End corporate parent or other affiliate selection**.
9. When prompted to do so, certify that you have read and complied with Local Rule 3.2. Click **I Attest**.
10. The final screen will appear. Click the **NEXT** box to finalize the filing. Confirm that you have uploaded the correct PDF file before doing so.