

ATTORNEY -- Quick Reference Guide

Adversary Proceeding Case Opening

Step	Action
1	Click the Adversary hypertext link on the CM/ECF Main Menu.
2	The Adversary Events screen displays.
3	Click the Open an AP Case hypertext link.
4	Case Type is ap
5	The current date will always be displayed in the Date Filed field.
6	Complaint field defaults to y , if filing something other than a complaint, such as a Notice of Removal, change the y to n . Click [Next] to continue.
7	Enter Lead Case Number. Association Type defaults to Adversary - click NEXT
8	A screen showing the Divisional Office and the Judge the case is assigned to will appear - click NEXT .
9	The Search for a plaintiff screen displays.
10	Enter a social security number, tax Id or Last/Business name to search for the party.
11	<p>If the system finds the correct party, highlight the party's name in the Party Search Results window. A separate window with the party's information will pop up. If it is the correct party, click Select Name from List to add the party to the case.</p> <p>If the system <u>does not</u> find the party, it will display a message No person found. Click Create New Party to add the party to the case.</p>
12	Enter or verify the party name. Remove party information (if any) such as address and county.
13	Enter the Role in Bankruptcy Case by selecting a role from the drop down list.
14	Click [Attorney] to add attorney for the Plaintiff(s) only . The attorney for the defendant(s) will be added when the answer is filed.
15	Enter Attorney's last name. Click [Search] to continue.
16	The Attorney search results screen displays. Click to highlight the attorney name. A separate window with the attorney's information will pop up. If it is the correct attorney, click [Select name from list]; click [Add Attorney] to add the attorney for the plaintiff.
17	The Plaintiff Information screen displays again. Add aliases, if any, by clicking the [Alias] button. Add Corporate parent, if there is one, by clicking the [Corporate parent] button.

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18	Review information by clicking the [Review] button to verify the information for the party being added. Click Return to Party screen.
19	Click [Submit] if the information is correct. If the information is incorrect click the browser [Back] button to find and correct the error and proceed with the event.
20	The Search for a plaintiff Party Information screen displays again. REPEAT Steps 9 - 20 until all Plaintiff(s) have been added to the system. When all plaintiffs have been added, click End plaintiff selection.
21	The Search for a defendant screen displays. Repeat steps 10 through 13 and 17 through 19. <i>Note: When adding a defendant, DO NOT associate an attorney for the defendant. An attorney will be added to the case upon the filing of an answer. If an address is displayed for the defendant, be sure to remove the address information in the same manner as was done for the plaintiff.</i> When all defendants have been added, click End defendant selection
22	The Adversary Statistical Data screen displays.
23	Click the down arrow ▼ to reveal the list of Party Code options. Click to highlight the correct party code.
24	Click the down arrow ▼ to reveal the list of Rule 23 (Class Action) options. The default is n for no. If the adversary being filed is a Rule 23 (Class Action) proceeding, change the default to y .
25	Click the down arrow ▼ to reveal the list of Jury Demand options. Select the appropriate option.
26	Demand: If there is a dollar demand in the complaint, enter the (\$000) amount to the nearest thousand (i.e. for a demand of 5,000 enter 5, leave off the 000). <i>Note: DO NOT use dollar signs or commas.</i>
27	Click the down arrow ▼ to select yes, no or unknown for State law.
28	Click the down arrow ▼ to reveal the list of Primary Nature of Suit options. Click to highlight the appropriate nature of suit. Only one Primary Nature of suit option can be selected. However, there are also Second, Third, Fourth and Fifth nature of suit lists from which you may select additional nature[s] of suit.
29	Click [Next] to continue.

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30	<p>The PDF Document Selection screen displays. Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Click [Next] to continue.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>
31	<p>Leave the receipt field blank and click [Next] to make an Internet Payment.</p> <p><i>Note: If the Plaintiff is a Debtor and no fee is required, type EXEMPT in the receipt field and click [Next]. If the Plaintiff is a Trustee requesting deferment of the filing fee, type DEFERRED in the receipt field and click [Next].</i></p>
32	<p>Click [Next] at the blank screen.</p>
33	<p>The Final Text screen displays. Verify the Final Docket Text, if the Text is <u>correct</u> click [Next] to continue and officially submit document. If the Final Docket Text is <u>incorrect</u> Click the browser [Back] button to find the error(s) and proceed with the event. To abort or restart the transaction, return to Step 1 and begin again.</p>
34	<p>The Summary of Current Charges screen will popup over the Notice of Electronic Filing if payment is required. Click Pay Now to pay the adversary fee or click Continue Filing and pay the outstanding fees by the end of the day.</p>