

ATTORNEY – Quick Reference Guide

Adversary Proceeding Case Opening

Step	Action
1	Click on the Adversary hyperlink
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
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	Add aliases, if any, by clicking the Alias button. Add Corporate parent, if there is one, by clicking the Corporate parent button.
15	Review information by clicking the Review button to verify the information for the party being added. Click Return to Party screen.
16	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.
17	The Search for plaintiff Party Information screen displays again. REPEAT Steps 9 – 17 until all Plaintiffs have been added to the system. When all plaintiffs have been added, click End plaintiff selection .
18	<p>The Search for a defendant screen displays. Repeat steps 10 - 16.</p> <p>Note: 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. When all defendants have been added, click End defendant selection.</p>

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19	The Adversary Statistical Data screen displays.
20	Click the down arrow ▼ to reveal the list of Party Code options. Click to highlight the correct party code.
21	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 .
22	Click the down arrow ▼ to reveal the list of Jury Demand options. Select the appropriate option.
23	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). Note: <i>DO NOT use dollar signs or commas</i>
24	Click the down arrow ▼ to select yes, no, or unknown for State Law .
25	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
26	Click Next to continue
27	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click Open to attach the correct PDF. Leave Attachments to Document as No – click NEXT . NOTE: To view the document before selecting, right click on the highlighted filename and click open .
28	Leave the receipt field blank and click Next to make an Internet Payment Note: <i>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>
29	Click Next at the blank screen
30	The Final Text screen displays. Verify that the text is correct – If correct – click NEXT If incorrect – click the browser BACK button until you find the error(s) and proceed with the event
31	The Notice of Electronic Filing screen appears and your transaction is complete.
32	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.