

Opening a New Adversary Case Electronically

1. Select 'Adversary' from the blue menu bar.
2. Select 'Open an AP Case.'
3. Open Adversary Case Screen:
 - a) Make sure 'Complaint' field is set to 'Y' and click 'Next.'
4. Open Adversary Case Screen:
 - a) Enter the lead case number (underlying bankruptcy case number)
 - b) Leave 'Association Type' set to 'Adversary' and click 'Next.'
5. Make sure case number matches your records and click 'Next.'
6. Search for Plaintiff:
 - a) Enter Last/Business Name to search for the Plaintiff name in the ECF database.
 - IF Plaintiff name appears in list, you may select if there is no social security number.
 - IF you select name from list, remove address information at the next screen.
 - IF you add a new party, do not include address information.
7. Click the Attorney button.
 - a) Search for attorney by entering Bar ID or name.
 - b) Select attorney by clicking on 'Select Name From List'
 - c) Verify attorney information is correct and click 'Add Attorney' button.
 - d) Click the 'Submit' button to add Plaintiff.
 - e) You may continue to add Plaintiffs by following steps 6 & 7. If you are finished adding Plaintiffs, click the 'End Plaintiff Selection' button.
8. Search for Defendant
 - a) Enter Last Business Name to search for the Defendant Name in the ECF database.
 - If Defendant name appears in the list with the correct address, select it from the list.
 - If the Defendant name appears with incorrect address, you may change address at the next screen.
 - If Defendant name does not appear, you should select 'Create New Party' to add Defendant name and address to case.
 - b) Do NOT add attorney information for Defendant.
 - c) You may continue to add Defendants by repeating step 5. If you are finished adding Defendants, click on 'End Defendant Selection.'
9. Open Adversary Case Statistical Screen
 - a) Select appropriate 'Party Code.'
 - b) Bypass 'Class Action' field.
 - c) Bypass 'Jury Demand' field.
 - d) Enter amount for demand (i.e. \$5000)
 - e) Select 'Primary Nature of Suit'
 - f) Select 'Secondary Nature of Suit' (if applicable)
10. Browse
 - a) Locate and upload PDF that contains Adversary Complaint.

11. Fee Status
 - a) Enter Value
 - 1 If fee is being paid at time of filing
 - 2 If fee is being deferred. If fee is being deferred, see step 13
 - 3 If Fee is not required.
 - b) Click 'Next'

After acceptance of final docket text, be sure to complete payment of fees, if appropriate

Issuing the Summons:

- a) Click on 'Adversary' from tile blue menu bar.
- b) Select 'Summons'
- c) Enter Adversary case number and click 'Next.'
- d) Click on 'Summons Issued (auto)'
- e) Select the Defendant(s) that the summons is/are being issued on.
- f) Click 'Next'
- g) After Summons has been generated, it may be printed and served.

When Deferring the filing fees, file the 'Request for Deferral of Filing Fee' next:

- a) Click 'Adversary' from the blue menu bar.
- b) Select 'Notices'
- c) Enter case number and click 'Next.'
- d) Select 'Request for Deferral of Filing Fee'
- e) Select the Plaintiff
- f) Click 'Next.'

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