

Complaint/Amended Complaint/Stipulated Judgment

NOTE: Type the Adversary Proceeding Number on the Complaint or Stipulated Judgment **PRIOR** to filing the complaint with the court. To obtain an Adversary Proceeding Number, docket the event Open an AP Case.

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Complaint & Summons**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the adversary proceeding name and number are correct.
- Select the appropriate event from the event list. If filing an Amended Complaint, skip to **STEP 6** to select the party filer. If filing a Stipulated Judgment, select the event **Stipulated Judgment without Complaint**. This is a text only event—no document will be filed with this event.
 - Click **Next**.
- STEP 5.** A fee certification screen displays.
- Respond to the questions as appropriate. (Defaults to **No.**)
 - Click **Next**.
- STEP 6.** A fee/party selection screen displays.
- If filing a Complaint or Stipulated Judgment and the fee is deferred or exempt, the fee amount displays as 0.00. If the fee is NOT deferred or exempt, the appropriate fee amount should display.
 - If filing an Amended Complaint, no fee amount will display.
 - Select the party filer(s) (**all Plaintiff parties**). [**NOTE: DO NOT ADD PARTIES AT THIS POINT**].
 - Click **Next**.

STEP 7. The **Party Selection** screen displays again [**NOTE: DO NOT ADD PARTIES AT THIS POINT**].

- Select the party or parties the Complaint/Amended Complaint/Stipulated Judgment is filed **against** (all Defendant parties).
- Click **Next** for a Complaint/Stipulated Judgment and proceed to **STEP 8**.
- If you are filing an Amended Complaint, the **Refer to existing event(s)?** box displays, with the following information directly below it: If a federal govt agency is a party to the proceeding, remember to add *only* the US Attorney for the District of Oregon and the US Attorney General. Change the Role for each party added to Interested Party. *If the US is not a party to this proceeding*, choose End Party Selection. **Do not add any Debtor/Creditor parties at this point. If there is no US Government agency a party to the case, simply click “End Party Selection” and move to the next screen.**
- Check the box, click **Next**, and on the following screen, make sure the Complaint being amended is checked as well.
- Proceed to **STEP 9**.

STEP 8. For the **Complaint** event an information screen displays with the following reminders:

1. Make sure the adversary proceeding number is on the complaint document.
 2. Do not file the Adversary Proceeding Cover Sheet.
 3. If a federal govt agency is a party to the proceeding, remember to add *only* the US Attorney for the District of Oregon and the US Attorney General on the following screen. Change the Role for each party added to Interested Party. *If the US is not a party to this proceeding*, choose End Party Selection. **Do not add any Debtor/Creditor parties at this point.** If there is no US Government agency a party to the case, simply click “End Party Selection” and move to the next screen.
- If you are entering the event **Stipulated Judgment without Complaint**, the information screen states:

Make sure the adversary proceeding number is on the stipulated judgment. Upon completion of this event, upload your judgment using Order Upload.
 - Click **Next**. You will need to click **Next** two (2) times when using the **Stipulated Judgment without Complaint** entry, and then proceed to **STEP 12**.

STEP 9. A **Search for a party** screen displays for the purpose of adding ONLY the US Attorney General and the US Attorney-Oregon as interested parties to the case, and then, ONLY if a US Government agency is already a party to the case.

- If a federal government agency is a party to the case, add the US Attorney General with the Washington, D.C. address and the US Attorney-Oregon, with the Portland address to the case. **Do not add the debtor or any party other than US Attorney-Oregon, US Attorney General at this screen. If the US is NOT a party to the case, click only End Party Selection and move to the next screen..**
- When the party(ies) are entered, click **End party selection**.

STEP 10. The **Browse** screen displays.

- Click Browse to select the appropriate PDF to attach.
- Click **Next**.

STEP 11. A **Case Verification** screen displays. Confirm the adversary proceeding name and number are correct.

- Click **Next** once (**Amended Complaint or Stipulated Judgment**) or twice (**Complaint**).

STEP 12. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 13. If filing a Complaint or a Stipulated Judgment and the fee is not deferred or exempt, the **Electronic Payment** window displays over the top of the **Notice of Electronic Filing** screen. If the fee is deferred or exempt, skip to **STEP 14**.

- Do not “minimize” the payment screen. Do not close it with the red **X** in the upper right corner. Doing so may cause the payment screen not to appear prior to the end of the day. Non-payment of fees, prior to the end of the current day, would cause you to be locked out of the system to do anything other than pay the fees owing on the following day.
- Click **Pay Now** to pay all fees due to the court.
- Click **Continue Filing** to file another case or document.

STEP 14. The **Notice of Electronic Filing** screen displays.

<p>REMINDER: If filing a Stipulated Judgment, upload the Stipulated Judgment using Order Upload.</p>
