

Open an Adversary Proceeding

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Open an AP Case**.
- STEP 3.** The **Open an AP Case** screen displays.
- Confirm **Case type** is **ap**.
 - Confirm **Date Filed** is current date.
 - Confirm **Complaint** is **y**.
 - Click **Next**.
- STEP 4.** The case association screen displays.
- Enter **Lead case number** in YY-NNNNN format.
 - Confirm **Association type** is **Adversary**.
 - Click **Next**.
- STEP 5.** The Case is assigned to **XXXXXX** Division, Judge **XXXXXX** based on the lead Bankruptcy case YY-NNNNN screen displays.
- Click **Next**.
- STEP 6.** The **Search for a party** screen displays.
- Add all plaintiffs and defendants to the complaint, one at a time.
 - When all parties have been added, click **End party selection**.
- STEP 7.** Statistical Information screen displays.
- Party code**: select the appropriate party code from the drop down list.
 - Nature of suit**: select the appropriate nature of suit from the drop down list.

- Origin:** select the appropriate origin from the drop down list.
- Transfer date:** leave blank.
- Rule 23 (class action):** if action is not class action suit, select **n**; if class action suit, select **y**.
- Jury demand:** if a jury demand is requested, select the appropriate party(ies) from the drop down list; if a jury demand is not requested, select **None**.
- Demand (\$000):** enter the dollar amount, rounded to the nearest thousand, i.e., \$500.00 would be entered as 1.
- Click **Next**.

STEP 8. The **Open Adversary Case** screen displays.

- Click **Next** twice.

STEP 9. The **Docket Text: Final Text** screen displays.

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

STEP 10. The **Notice of Electronic Filing** screen displays.