

# Complaint/Amended Complaint

- 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.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
  - Click **Next**.
- STEP 6.** The **Party Selection** screen displays again.
- Select the party the complaint is filed against.
  - Click **Next**.

**NOTE:** If filing a Complaint proceed with **STEP 7**; if filing an Amended Complaint, skip to **STEP 9**.

- STEP 7.** The **Fee:** screen displays.
- If the filing fee is deferred, enter 0 (zero).
  - Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

**STEP 8.** The **Fee Deferred** screen displays.

- If the filing fee is deferred, enter **y**.
- Click **Next**. Skip to **STEP 11**.

**STEP 9.** If filing an Amended Complaint:

- Check the box next to **Refer to existing event(s)**?
- Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.

**STEP 10.** Select the appropriate event(s) to which your event relates screen displays.

- Check the box next to the appropriate event.
- Click **Next**.

**STEP 11.** Confirm the adversary proceeding name and number are correct.

- Click **Next**.

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

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

**STEP 13.** If filing a Complaint, the **Electronic Payment** window displays.

- 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.