

Open Adversary/Complaint for Attorney Filers

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.

- Case type** is **ap** and is hard-coded.
- Date Filed** is current date and is hard-coded.
- Leave the complaint default as **Y**
- Click **Next**.

STEP 4. These reminders display:

On the next screen, Association Type must be Adversary.

If you are filing a Stipulated Judgment without Complaint or a Notice of Removal, on the previous screen be sure you have changed the selection for complaint from Y to N.

Do not file the Adversary Proceeding Cover Sheet.

- Click **Next**.

STEP 5. The case association screen displays.

- Enter **Lead case number** in YY-NNNNN format. This would be the Bankruptcy Case Number.
- At **Association Type** is **Adversary** and **must not be changed**.
- Click **Next**.

STEP 6. The Case is assigned to **XXXXX** Division, Judge **XXXXX** based on the lead Bankruptcy Case YY-NNNNN screen displays. .

- Click **Next**.

STEP 7. **The Search for a Plaintiff** screen displays.

- Add all plaintiffs one at a time. You may search by Social Security Number, Tax ID Number, Last Name and First Name, Last Name only, or by a Business Name. Refer to the Style Guide for the style conventions for adding parties and addresses. **NOTE: An address for Plaintiff parties is not to be used/entered unless the Plaintiff is a Debtor.**
- The following fields must never be used: **Office, Country** (unless plaintiff resides or is located in a foreign country), **Phone, Fax, E-mail, and Party text.**
- Click on the drop-down list **Role in Bankruptcy Case** and select the appropriate Plaintiff role type (e.g. Creditor).
- If applicable, enter any alias names by selecting **Alias.**
- If applicable, enter any corporate parent by clicking **Corporate Parent.**
- As Counsel for Plaintiff , you will be automatically associated as the Attorney for the Plaintiff(s). Click the **Add Additional Attorney** button only if you need to add co-counsel.
- When all the information for the first plaintiff is entered, click the **Submit** button.
- If the first name and any address fields are blank, you will receive WARNING pop-ups that read “Warning: The first name is blank.” and “Warning: The Address 1 is blank.” Be sure that if your Plaintiff party is a business, that only the **Last name** field is populated and an address is only required if that party does not have an attorney. Click OK for both of these Warning pop-ups.
- When all plaintiffs have been added, click **End plaintiff selection.**

STEP 8. **The Search for a Defendant** screen displays.

- Add all defendants, one at a time. You may search by Social Security Number, Tax ID Number, Last Name and First Name, Last Name only, or by a Business Name. Refer to the Style Guide for the style conventions for adding parties and addresses. **An address for defendant parties is required.**
- The following fields must never be used: **Office, Country** (unless defendant resides or is located in a foreign country), **Phone, Fax, E-mail, and Party text.**
- Click on the drop-down list **Role in Bankruptcy Case** and select the appropriate Defendant role type (e.g. Creditor).

- If applicable, enter any alias names by selecting **Alias**
- If applicable, enter any corporate parent by clicking **Corporate Parent**
- Click **Submit**.
- When all defendants have been added, click **End defendant selection**.

STEP 9. A statistical information screen displays.

- Party code:** select the appropriate party code from the drop-down list.
- Primary nature of suit field:** select the appropriate nature of suit from the drop-down list.
- Second through Fifth natures of suit:** select one nature of suit per drop-down list. If there are no additional natures of suit, leave the default as NONE.
- Rule 23 (class action):** if the 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; \$40,000 would be entered as 40.
- State law:** select either “yes” or “no”, depending on whether or not this case involves a substantive issue of state law.
- Click **Next**.
- Click **Next** again.

STEP 10. A screen displays with the following questions:

- ◆ Is Plaintiff a
 - Debtor in a Chapter 7-12-13 case?
 - U.S. Govt Agency?

● Child Support Creditor or its representative, and is Official Form #B281 attached as the last page of this filing?

◆ Is Plaintiff a

● Trustee that is certifying under penalty of perjury and there are insufficient funds in the estate to pay the filing fee?

● Chapter 11 Debtor in Possession that is certifying under penalty of perjury that there are insufficient funds in the estate to pay the filing fee?

Respond to the questions as appropriate. The default for each is No.

Click **Next**.

STEP 11. The filing fee amount will appear as appropriate.

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

Click **Next**.

Click **Next** two times.

STEP 12. The Docket Text: Final Text screen displays. Review the text.

Click **Next**.

STEP 13. The Notice of Electronic Filing (NEF) screen displays.

If the filing fee is not deferred or exempt, the **Summary of current charges** window displays over the top of the **Notice of Electronic Filing (NEF)** screen.

Click **Pay Now** to pay fees. You will then be completing information in the Pay.gov electronic payment area. Upon completion of your transaction, you will need to click a selection on the menu bar to continue in ECF.

If you do not want to Pay Now, click **Continue Filing** to file another document.

