

# Open Adversary/Notice of Removal For Trustee 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**.
- Date Filed** is current date.
- Change “Complaint” from Y to N. If you are Attorney representing yourself, log in ECF using your Attorney log in and follow the instructions for Attorney filing Notice of Removal.
- 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 of 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. If the related case is pending outside the District of Oregon, use 00-99999 as the Lead case Number.
- At **Association Type** is **Adversary** and **must not be changed**.
- Click **Next**.

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

- Click **Next**.

**STEP 7.** Click on the drop down to select the filer of the Removed action.

- Click **Next**.

**STEP 8.** **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 any pro se Plaintiff is required.**
- 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**.
- If you are the Plaintiff in the removed proceeding and are filing as attorney for yourself, do not add an attorney. See Step 3 if you are filing as attorney representing yourself.
- 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 9.** 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. **NOTE: An address for any pro se Defendant 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**
- If you are Defendant in the Removed proceeding, do not add Attorney for yourself. See Step 3 if you are filing as attorney representing yourself.
- Click **Submit**.
- When all defendants have been added, click **End defendant selection**.

**STEP 10.** 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. **01 Determination of removed claim or cause.**
- Second through Fifth natures of suit:** select one nature of suit per drop-down list. It 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 drip-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**.
- STEP 11.** Select event from the drop down: **Notice of Removal**.
- Click Next.
  - Click Next again.
- STEP 12.** *FOR TRUSTEE ONLY:* Answer the question: Are you certifying under penalty of perjury that there are insufficient funds in the estate to pay the filing fee?
- Click **Next**.
- STEP 13.** *FOR TRUSTEE ONLY:* The filing fee amount will appear.
- For Trustee/US Trustee:* Click on the **Browse** button to attach the pdf of the complaint.
  - Click **Next**.
  - Click **Next** again.
- STEP 14.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
  - Click **Next**.
- STEP 15.** The **Notice of Electronic Filing (NEF)** screen displays.
- STEP 16.** If the filing fee is not deferred or exempt, the **Electronic Payment** 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 must select an ECF heading to continue in ECF.
  - Click **Continue Filing** to file another document.
  - Contact an Adversary Proceeding clerk if you require a Summons to be issued.