

Motion To Reopen Adversary Proceeding

NOTE: If the adversary case file for which the Motion To Reopen Adversary Proceeding relates has been archived, an archive retrieval fee may apply. This fee must be paid by mailing a check to the Bankruptcy Clerk's office prior to the filing of the Motion To Reopen Adversary Proceeding.

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions**.
- STEP 3.** The **Case Number** screen displays.
- Insert the adversary proceeding number using the YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the Plaintiff(s) and Defendant(s) names and adversary proceeding number are correct.
- Select **Reopen Adversary** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** **Does this require reopening fee?** question displays.
- The default is **n**.

NOTE: A reopening fee for an adversary proceeding is not required UNLESS the dismissal order requires it.

- Does this filing include an affidavit, declaration, certification, brief or memorandum?** question displays.
- If supporting documents are filed with the motion, click **Yes**; if none, accept the default of **No**.
- Click **Next**.

STEP 7. The **Filename** screen displays.

- Click on **Browse...** to locate the PDF document you created. Highlight and right-click to open the document to verify it is the correct one. If the correct document has been selected, close Adobe.
- Click **Open** in the Choose File to Upload dialogue box to paste the document into the **Filename** field.
- Click **Next**.

STEP 8. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any additional information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.

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.