

# 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.
- 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.