

# 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** and is hard-coded.
- Date Filed** is current date and is hard-coded.
- Change **Complaint** from “y” to “n.”
- 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.**

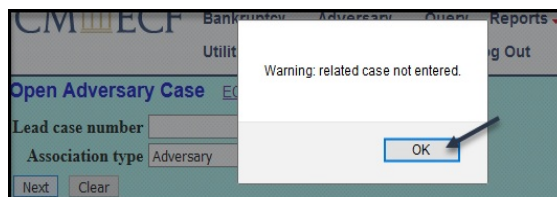
**Do not file the Adversary Proceeding Cover Sheet.**

- Click **Next**.

**STEP 5.** The case association screen displays.

- The **Lead case number** is the related bankruptcy case number. Enter it in the given field with a YY-NNNNN format.

If the related case is pending outside the District of Oregon, leave the **Lead case number** field blank and click “OK” button for **Warning: related case not entered** pop-up box.



Leave **Association Type** as **Adversary**.

Click **Next**.

**STEP 6.** If a case numbers was entered in STEP 5, the divional office and jude assigned to the case will show on the screen (hard-coded).

If no lead case number was entered because the related bankruptcy case is pending outside of the District of Oregon, select Eugene for the divional office.

Click **Next**.

**STEP 7.** Use dropdown to answer the prompt: **Select the filer e.g. Plaintiff or Defendant**.

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 dropdown 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 dropdown 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 dropdown list.
- Primary nature of suit field:** select the appropriate nature of suit from the dropdown list. **01 Determination of removed claim or cause.**
- Second through Fifth natures of suit:** select one nature of suit per dropdown 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 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., \$40,000 would be entered as “40,” \$617.00 would be entered as “1.”
- State law:** select either “y” for yes or “n” for no, depending on whether or not this case involves a substantive issue of state law. If unknown, click “u.”
- Click **Next**.

**STEP 11.** Select event from the dropdown: **Notice of Removal**.

- Click **Next**. Click **Next** again if blank screen appears.

**STEP 12.** Answer the question: Are you certifying under penalty of perjury that there are insufficient funds in the estate to pay the filing fee? If “No” is selected, a screen with the filing fee will appear. Do not edit the amount.

- Click **Next**.

**STEP 13.** Click on the **Browse** button to attach the notice of removal in PDF format.

- Click **Next** again. Click **Next** again if blank screen appears.

**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.