

Open Adversary Proceeding via Stipulated Judgment Attorney Filers

After filing the complaint using the steps below, per LBR 7004-1(c), file an [LBF ADV-A](#), *Statement re Party's Address*, with a preferred service address using the *Statement re Party's Address [Requires LBF ADV-A - 12/1/24]* event under the *Notices/Miscellaneous* menu.

- 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. A selection for “counsel” will appear with a default of “plaintiff.” Leave the default.
 - 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 **XXXXXX** Division, Judge **XXXXXX** based on the lead Bankruptcy Case YY-NNNNN screen displays. .

- Click **Next**.

STEP 7. Answer the prompt: **Select the filer e.g. Plaintiff or Defendant**. Choose Plaintiff.

- 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, or
 - Last Name or Business Name only.
- 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 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.
- Do not enter information or change defaults in the following fields: **Office, Country** (unless defendant resides or is located in a foreign country), **Phone, Fax, E-mail, or 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 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.
- **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 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: **Stipulated Judgment without Complaint.**

- Click **Next**.

STEP 12. **Respond to the question:** Will the Stipulated Judgment be uploaded immediately following entry of this event? **Yes or No**

- Click **Next**.

STEP 13. **Reminder will display:** Use this event only when opening a new adversary proceeding solely for the purpose of filing a Stipulated Judgment. If you are filing an order of judgment (including a stipulated order or judgment) in an existing adversary proceeding, do not continue and submit your order or judgment using Order Upload.

- Click **Next**.

STEP 14. 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 15. The filing fee amount will appear as appropriate. If the fee is Exempt, amount will be \$0. If fee is Deferred, amount will be \$0. Otherwise, current amount due for a complaint will display. If the amount is not correct, go back and review your answers to the questions on the preceding screen.

- If the answer to the question in Step 11 is Yes, these messages will display: Make sure the adversary proceeding number is on the stipulated judgment. Upon completion of this event, upload your judgment using Order Upload.
- Click **Next**.
- Click **Next** again.

STEP 16. Final docket text screen appears. If anything is incorrect, do NOT click next. Choose the Adversary heading and start over.

- If the text is correct, click **Next**.

STEP 17. The **Notice of Electronic Filing (NEF)** screen displays.

STEP 18. 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 a heading on the menu bar to continue in ECF.
- Click **Continue Filing** to file another document.

STEP 19. Enter the new Adversary Proceeding case number on your prepared Stipulated Judgment and submit the Judgment via Order Upload.