

**CM/ECF DOCKETING/FILING PROCEDURE
For Attorneys
ADVERSARY CASE OPENING/SUMMONS REQUEST**

This docketing procedure provides step by step instructions for the filing of a new Adversary case and Summons Request.

- Step 1** **Click on the Adversary hyperlink on the blue CM/ECF Main Menu Bar.**
- Step 2** **Click on Open a Case-Adversary Proceeding. (See figure 1)**

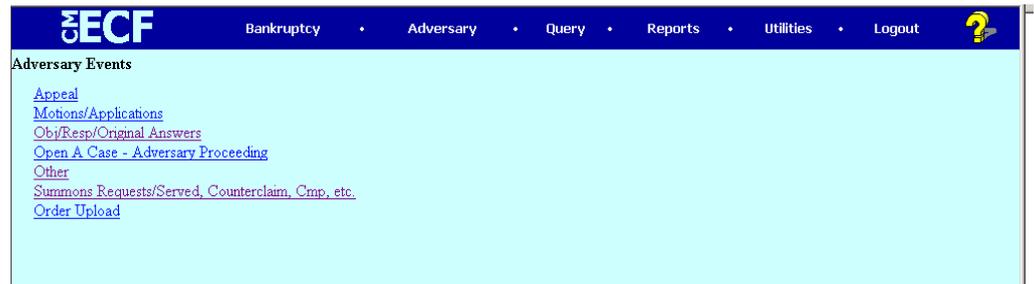


Figure 1

- Step 3** **The Case Information Screen appears. The case type defaults to “ap” and the Complaint box defaults to “y”. The current date also appears. Leave this screen at the defaults. If you are filing a Notice of Removal, change the Complaint box to “n”. Click next (See figure 2)**



Figure 2

- Step 4** **The Related Case Screen appears. Insert the related Bankruptcy Case number in the Lead case number field. Select the association type in the drop down box. If the adversary being filed is not a dischargeability complaint or an objection to discharge then simply select *related adversary*. Click next. (See figure 3)**



Figure 3

- Step 5** **The Case Assignment screen appears. This screen only confirms the divisional office and Judge assignment based on the lead bankruptcy case number you just entered. Confirm this information is correct. Click next.**
- Step 6** **The Search for a Party screen appears so that the parties involved in the cause of action can properly be added to the case. Conduct general searches of the Court's database according to the *Attorney Style Guide* located on the Court's website. Click search. (See figure 4)**



Figure 4

Step 7 Remember to conduct a general search. If the party entered is not found, it will be necessary to create and add the new party to the general database. Click “Create New Party”. (See figure 5)

Search for a party

SSN Tax Id

Last/Business name

Party search results

No person found.

Figure 5

Step 8 It is recommended that addresses not be added for parties other than debtors. Be sure to select a party “role” type in the drop down box for each party you enter. Click on the attorney box and search for yourself in order to associate yourself with the plaintiff as filer of the complaint. You will never have to add yourself to the database if a proper search is done. Always search and enter the plaintiff(s) first then enter defendants. Do not add defendant’s attorney even if you know who that is. They will be added when and if they answer the complaint. Continue adding parties until all parties to the action have been added to the case. Click submit. (See figure 6)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

Country Country

Phone Fax

E-mail

ProSe Role

Party text

Add all attorneys and aliases before clicking the Submit button.

Figure 6

Step 9 The Adversary Statistical screen appears. Complete required information by reviewing and selecting appropriate action in each drop down box. Click next. (See figure 7)

Figure 7

Step 10 The Browse screen appears. Retrieve the PDF document you are filing (Complaint or Notice of Removal) through this screen.

Step 11 Describe the relief sought by typing in the white text box which appears on the next screen. Click next. (See figure 8)

Figure 8

Step 12 **The Financial Information Screen appears. This screen gives you information about the filing fee and instructions on how to pay the fee. Review and click Next. (See figure 9)**

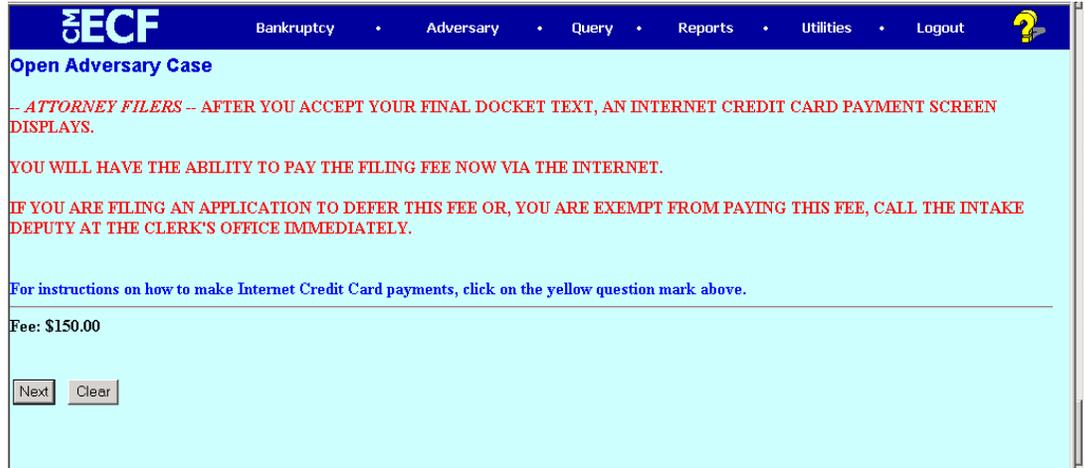


Figure 9

Step 13 **The next screen requires no data input. Click Next.**

Step 14 **The Final Text window appears. Review the entry before submitting for filing to be sure there are no errors. You will have no further ability to correct the transaction after you submit. If the entry is correct click Next. (See figure 10)**

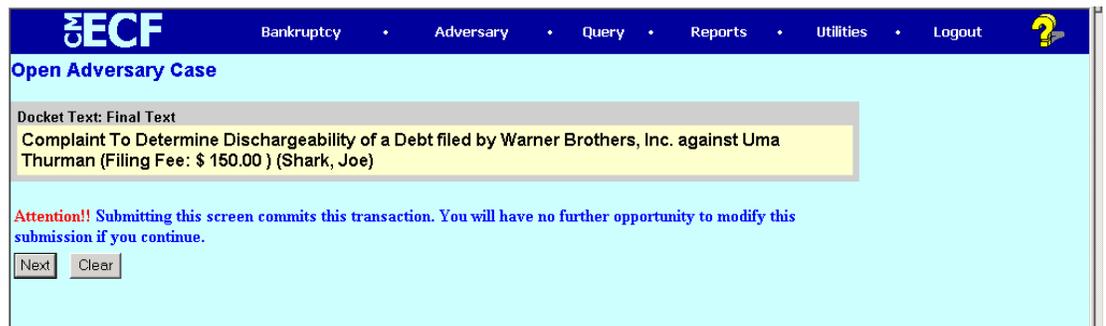


Figure 10

Step 15 The Summary of Current Charges Screen pops up on top of the Notice of Electronic Filing Screen. Make a decision to “Pay Now” or “Continue Filing”. For this exercise, we will click “Pay Now”. (See figure 11)

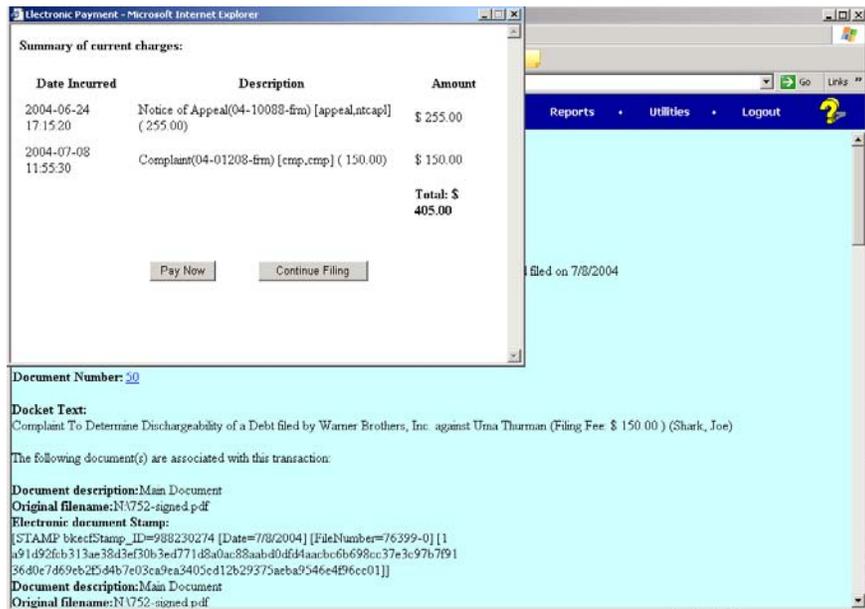


Figure 11

Step 16 The next screen allows you to input your credit card information to pay the charges that have not been paid up to this point. Enter that information and click Submit Payment. (See figure 12)

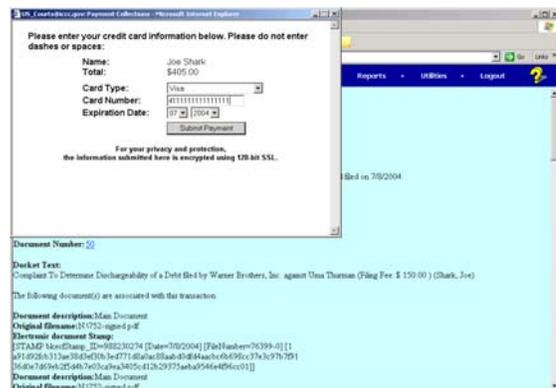


Figure 12

Step 17 You will see the payment processing for a few seconds. Once the transaction is completed a screen appears telling you that it was successful. Click Close Window.

Step 18 After the payment window is closed the Notice of Electronic Filing Screen appears in full and you will see that your filing entry has been completed. Return to the Blue Main Menu Bar to continue filing other documents or click Logout. (See Figure 13)



Figure 13

Step 19 File the Summons Request. Click Adversary on the CM/ECF Main Menu Bar. Select the *Summons Request/Served...* category. (See figure 14)



Figure 14

Step 20 Enter the Adversary Case Number. Click Next.

Step 21 Select Summons Request from the drop down menu. Click Next. (See figure 15)



Figure 15

Step 22 **Select the party requesting the summons as the party filer. Click Next. (See figure 16)**



Figure 16

Step 23 **Select the party the summons *is to be issued upon*. Click Next. (See figure 17)**



Figure 17

Step 24 **The Browse for a Document Screen appears. Upload the Summons PDF document.**

Step 25 The Summons Information Screen appears. Enter the number of summonses requested and whether or not this is the initial *issuance* request or a *re-issuance* request. Click Next. (See Figure 18)

Figure 18

Step 26 The Modify Text Screen appears. Review your entry to confirm it reads properly. Click Next. (See figure 19)

Figure 19

- Step 27** **The Final Docket Text Window screen appears. This is the last opportunity to review before submission. Confirm that the entry is correct before clicking Next. (See figure 20)**

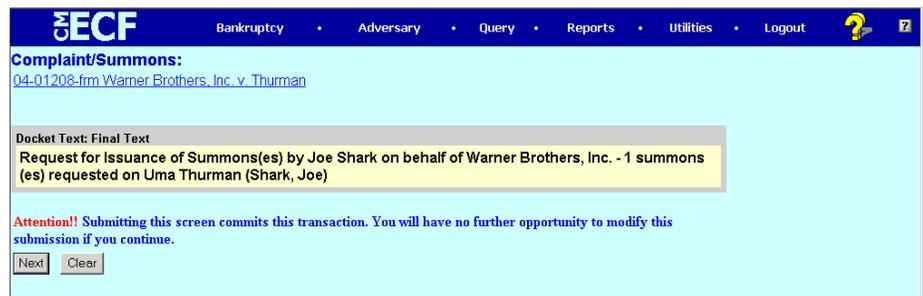


Figure 20

- Step 28** **The Notice of Electronic Filing Screen appears concluding your entry. Return to the CM/ECF Main Menu Bar to continue filing documents or click Logout.**