

Adversary Case Opening

Step 1 Click the **Adversary** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Adversary Events** screen displays. (See Figure 2)



Figure 2

- ◆ Click **Open an AP Case**.

Step 3 The **Case Data** screen displays. (See Figure 3)



Figure 3

- ◆ The **Case type** value is **ap** for Adversary Proceeding and cannot be altered.
- ◆ The current date is displayed next to **Date filed** and cannot be altered.
- ◆ The **Complaint** filed signifies the lead event for this proceeding. If something other than a complaint is being filed, such as a Notice of Removal, select **n** for no.
- ◆ Click **Next** to continue.

Step 4 The **Lead case number** screen appears. (See Figure 4)

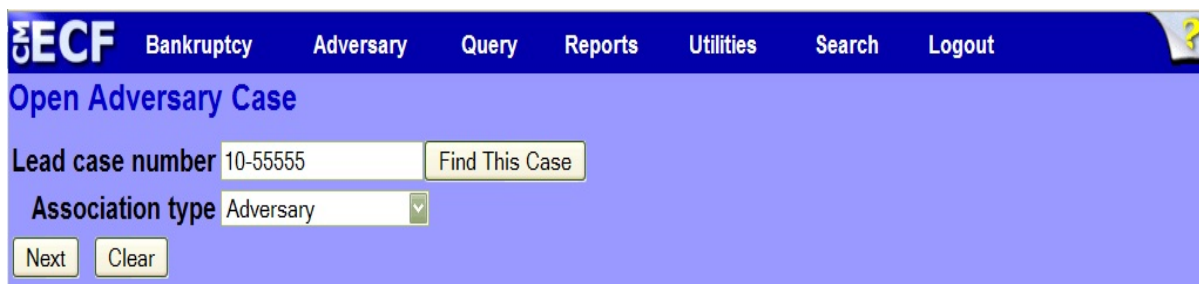


Figure 4

- ◆ In the **Lead case number** field, enter the number of the main bankruptcy case number that this adversary is related to.
- ◆ Leave the **Association type** field at the default of "Adversary".

Step 5 The **Division Assignment** and **Lead Attorney** screen displays. (See Figure 5)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

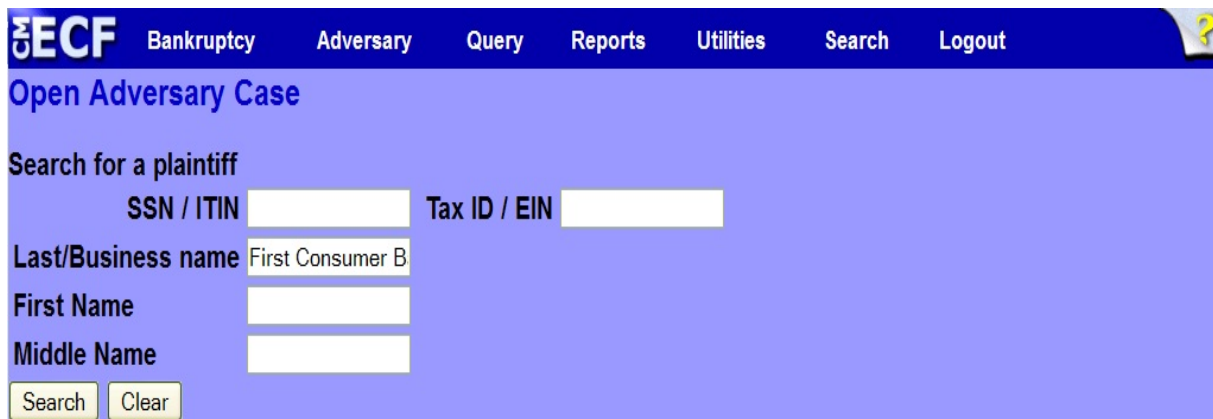
Case is assigned to **South Bend** Division, Judge **Dees**
based on the lead Bankruptcy case 10-55555-hcd. Are you lead attorney? yes ▾

Next Clear

Figure 5

- ◆ The division assignment for the case is for informational purposes only.
- ◆ Answer the **Are you lead attorney?** question and click **Next** to continue.

Step 6 The **Search for a plaintiff** screen displays. (See Figure 6)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Search for a plaintiff

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

Figure 6

- ◆ Enter the search information in the fields provided and click **Search** to continue.

Step 7 The search results displays. (See Figure 7)

ECF Bankruptcy Search Logout

Search for a plaintiff

SSN / ITIN

Last/Business name

First Name

Middle Name

Search Clear

Party search results

First Consumer Bank, 447 S. West Street, Fort Wayne, IN

First Consumer Bank

Select name from list Create new party

INN - CM/ECF Training Database - Mozilla Fire...
circ7.dcn https://ecf-train.innb.circ7.dcn/cgi-bin/PerAddress.pl?8821

First Consumer Bank
447 S. West Street
Fort Wayne, IN 46802

Figure 7

- ◆ In the **Party search results** list, if the appropriate party appears, click the name. A small window will appear. This window expands the complete name and address of the party that has been chosen.
- ◆ Click the red X in the upper right hand corner of the small window and, if the party is an exact match, click the **Select name from list** button to select that party.
 - If the appropriate party does not appear, click the **Create new party** button to create a new party record.

Step 8 The **Plaintiff Information** screen displays. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

First Consumer Bank SSN / ITIN: Unknown

Office Address 1 447 S. West Street

Address 2 Address 3

City Fort Wayne State IN Zip 46802

County Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case Creditor

Add additional attorney... Alias... Corporate parent / affiliate... Review...

Submit Cancel Clear

Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Figure 8

- ◆ Choose the appropriate **Role in Bankruptcy Case**.
- ◆ If there are additional attorneys for the plaintiff, click the **Add additional attorney** button and add the additional attorneys.
- ◆ If there is an alias or a corporate parent for the plaintiff, be sure to add those by clicking the **Alias** or **Corporate parent/affiliate** buttons.
- ◆ Click **Submit** to continue.

Step 9 The **Search for a plaintiff** screen appears again. If there is more than one plaintiff listed in the adversary complaint, search for the next plaintiff at this time. If there are no further plaintiffs, click **End plaintiff selection** to continue.

Step 10 The **Search for a defendant** screen appears. (See Figure 9)

The screenshot shows the 'Search for a defendant' screen in the CM/ECF system. The top navigation bar is blue with white text for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The 'ECF' logo is on the left, and a help icon is on the right. Below the navigation bar, the text 'Open Adversary Case' is displayed. The main section is titled 'Search for a defendant' and contains several input fields: 'SSN / ITIN' and 'Tax ID / EIN' are empty; 'Last/Business name' contains 'Sims'; 'First Name' contains 'Joseph'; and 'Middle Name' is empty. At the bottom of the form are two buttons: 'Search' and 'Clear'.

Figure 9

- ◆ Enter the search information in the fields provided and click **Search** to continue.

Step 11 The search results displays. (See Figure 10)

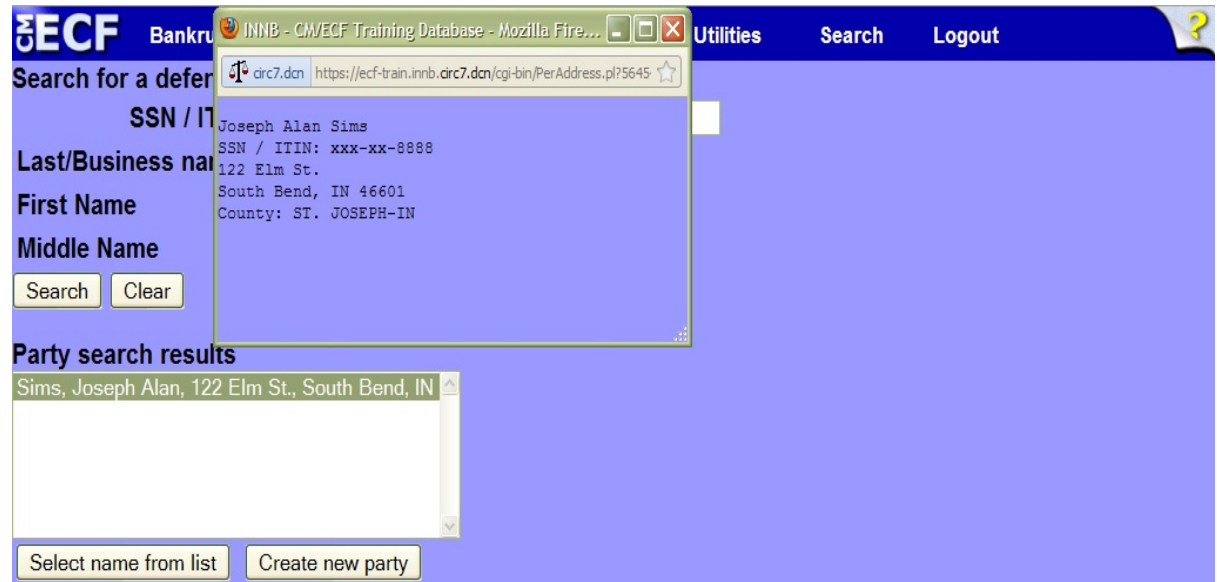


Figure 10

- ◆ In the **Party search results** list, if the appropriate party appears, click the name. A small window will appear. This window expands the complete name and address of the party that has been chosen.
- ◆ Click the red X in the upper right hand corner of the small window and, if the party is an exact match, click the **Select name from list** button to select that party.
 - If the appropriate party does not appear, click the **Create new party** button to create a new party record.

Step 12 The **Defendant Information** screen displays. (See Figure 11)

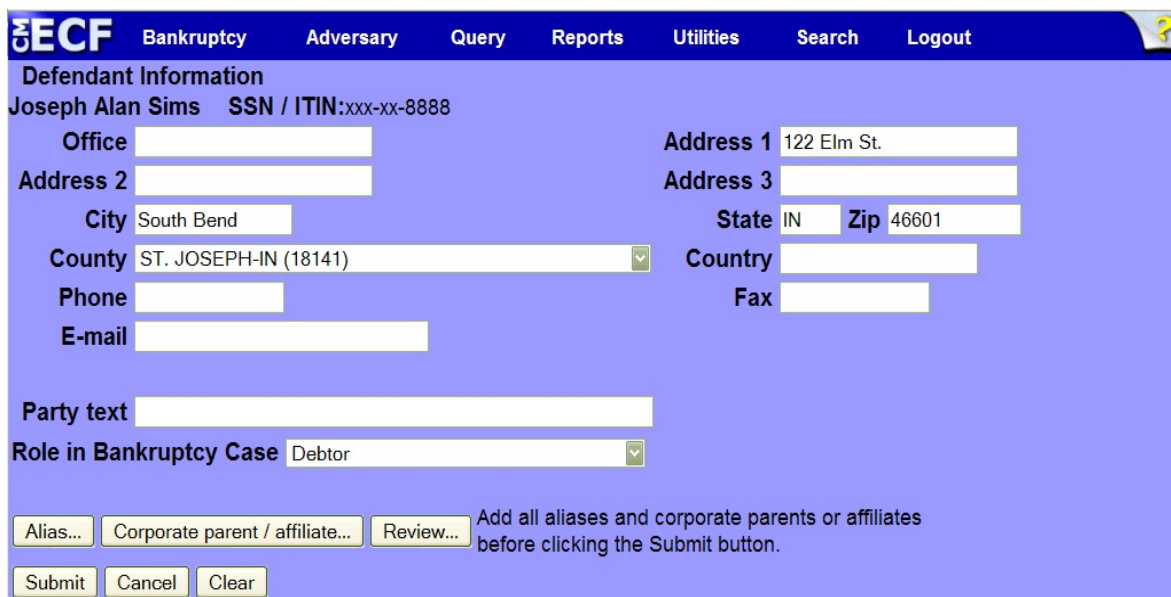
The screenshot shows the 'Defendant Information' screen in the ECF system. The header bar is blue with white text for 'ECF' and navigation links: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main form area has a light blue background. It contains the following fields: 'Defendant Information' title, 'Joseph Alan Sims' name, 'SSN / ITIN:xxx-xx-8888', 'Office' (text box), 'Address 1' (122 Elm St.), 'Address 2' (text box), 'Address 3' (text box), 'City' (South Bend), 'State' (IN), 'Zip' (46601), 'County' (ST. JOSEPH-IN (18141) with a dropdown arrow), 'Country' (text box), 'Phone' (text box), 'Fax' (text box), 'E-mail' (text box), 'Party text' (text box), and 'Role in Bankruptcy Case' (Debtor with a dropdown arrow). At the bottom, there are three buttons: 'Alias...', 'Corporate parent / affiliate...', and 'Review...'. To the right of these buttons is a note: 'Add all aliases and corporate parents or affiliates before clicking the Submit button.' Below the buttons are 'Submit', 'Cancel', and 'Clear' buttons.

Figure 11

- ◆ Choose the appropriate **Role in Bankruptcy Case**.
- ◆ If there is an alias or a corporate parent for the plaintiff, be sure to add those by clicking the **Alias** or **Corporate parent/affiliate** buttons.
- ◆ Click **Submit** to continue.

Step 13 The **Search for a defendant** screen appears again. If there is more than one defendant listed in the adversary complaint, search for the next defendant at this time. If there are no further defendants, click **End defendant selection** to continue.

Step 14 The **Nature of Suit** screen displays. (See Figure 12)

The screenshot shows the ECF 'Open Adversary Case' screen. The form is titled 'Open Adversary Case' and has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The form fields are as follows:

- Party code:** 3 U.S. not a Party (dropdown)
- Primary nature of suit:** 62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud) (dropdown)
- Rule 23 (class action):** n (dropdown)
- Second nature of suit:** none (dropdown)
- Jury demand:** None (dropdown)
- Third nature of suit:** none (dropdown)
- Demand (\$000):** (text input)
- Fourth nature of suit:** none (dropdown)
- State law:** n (dropdown)
- Fifth nature of suit:** none (dropdown)

At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 12

- ◆ Select the appropriate options for **Party code**, **Rule 23**, **Jury demand**, and **State law**.
- ◆ In the **Demand** field, enter the demand by the nearest thousandth. (For example, if the demand is \$5,441.00, enter "5".)
- ◆ Select the **Primary nature of suit**. If there is more than one count in the complaint, choose the appropriate **Second, Third, Fourth and Fifth natures of suit**.
- ◆ Click **Next** to continue.

Step 15 The **PDF Document Selection** screen will then display. (See Figure 13a)

The screenshot shows the ECF 'Miscellaneous' screen. The header is the same as Figure 12. The form is titled 'Miscellaneous:' and contains the following information:

- Case Number:** 09-30006-hcd Frank L. Smith
- Type:** bk
- Chapter:** 7 v
- Office:** 3 (South Bend)
- Assets:** n
- Judge:** hcd
- Case Flag:** NTCAPR

Below this information, there is a section for selecting a PDF document:

- Select the pdf document (for example: CA199cv501-21.pdf):**
- Filename:** (text input)
- Browse...** (button)
- Attachments to Document:** ☒ No ☐ Yes

At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 13a

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 13b)

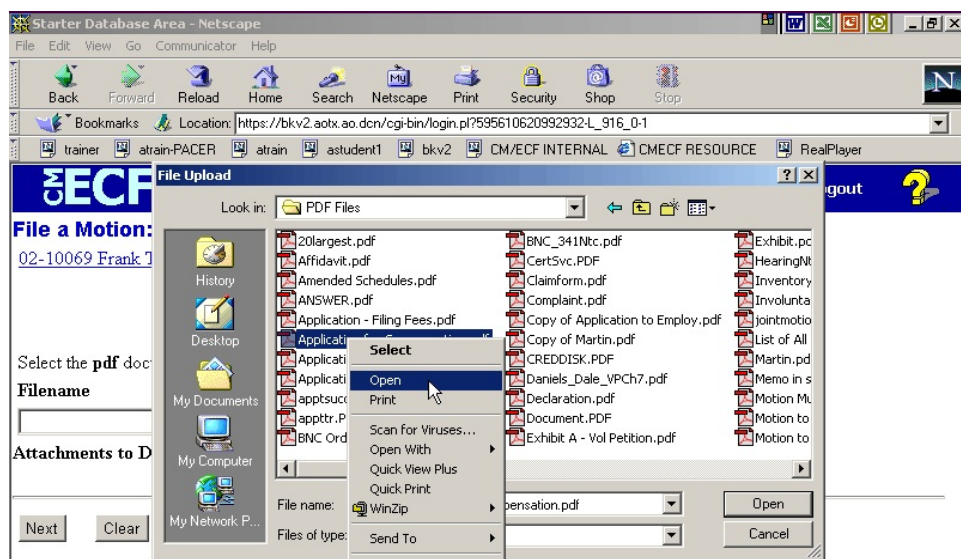


Figure 13b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 13c)

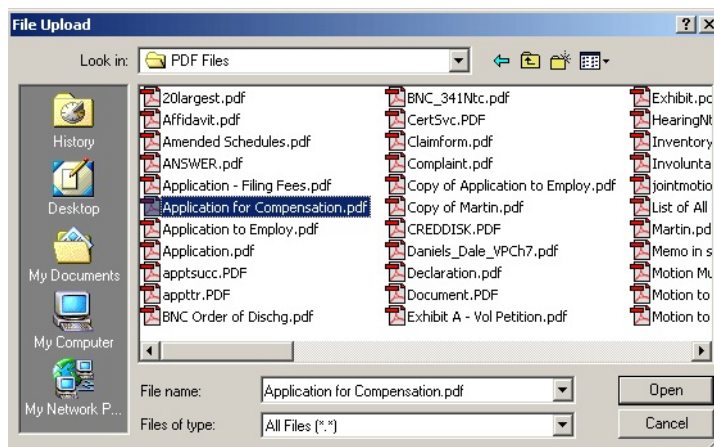


Figure 13c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 13d)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:'. Underneath, there is a link for '02-10069 Frank T. Hammock and Carol A. Hammock'. The main content area contains the instruction 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' label followed by a text input field containing 'C:\Data\From O on Lynx\PDF Files\Ap' and a 'Browse...' button. Below this is the 'Attachments to Document:' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 13d

- Click **Next** to continue.

Step 16 The **Filing Fee / Receipt #** screen displays. (See Figure 14)

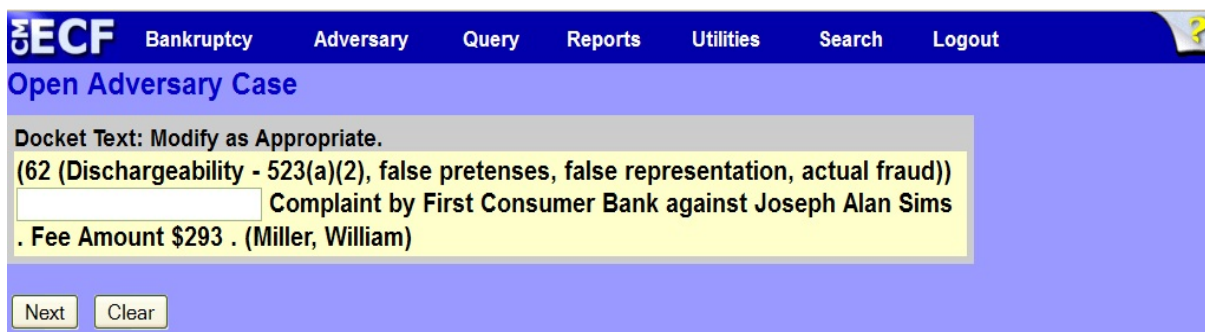


The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Open Adversary Case'. The main content area has a light blue background and contains the following text: 'No fee is required if a chapter 7, 12, or 13 debtor is the plaintiff.' (in red), 'Leave the receipt field BLANK if you are paying via the Internet.' (in blue), and 'Enter N/A in the receipt field if this is a non-fee event.' (in blue). Below this text is a 'Receipt #' label followed by a text input field and the text 'Fee: \$293'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 14

- ◆ Carefully follow the instructions on this screen. Click **Next** to continue.

Step 17 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 15)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Docket Text: Modify as Appropriate.

(62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud))

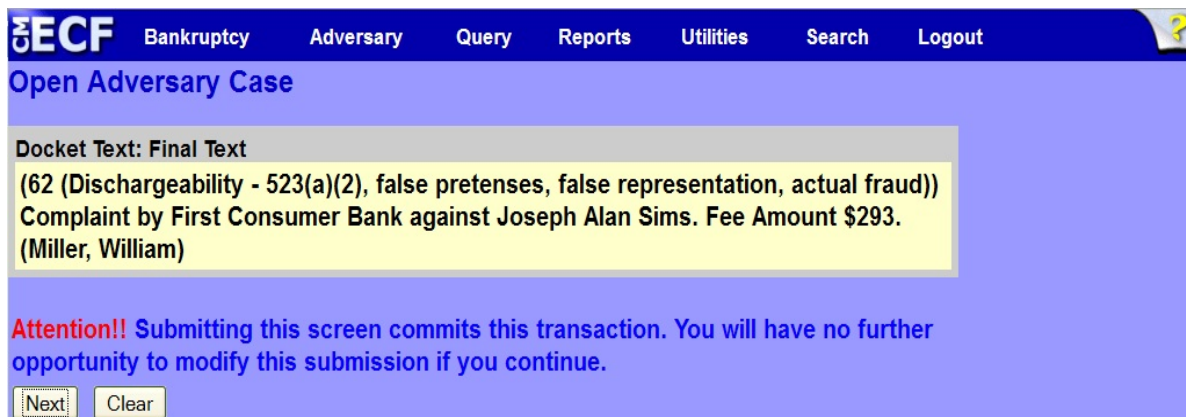
Complaint by First Consumer Bank against Joseph Alan Sims . Fee Amount \$293 . (Miller, William)

Next Clear

Figure 15

◆ Although it is not required, descriptive text can be added in the text box provided. Click **Next** to continue.

Step 18 The **Docket Text: Final Text** screen displays. (See Figure 16)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Docket Text: Final Text

(62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud))

Complaint by First Consumer Bank against Joseph Alan Sims. Fee Amount \$293.

(Miller, William)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Figure 16

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 19 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.