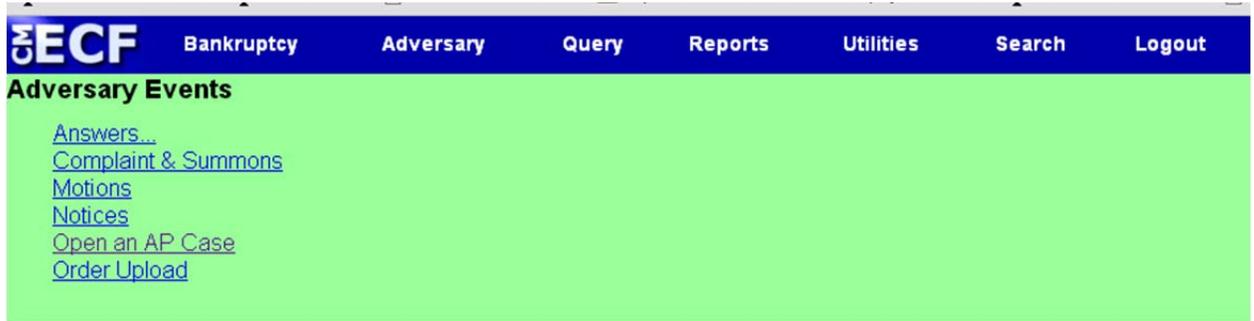
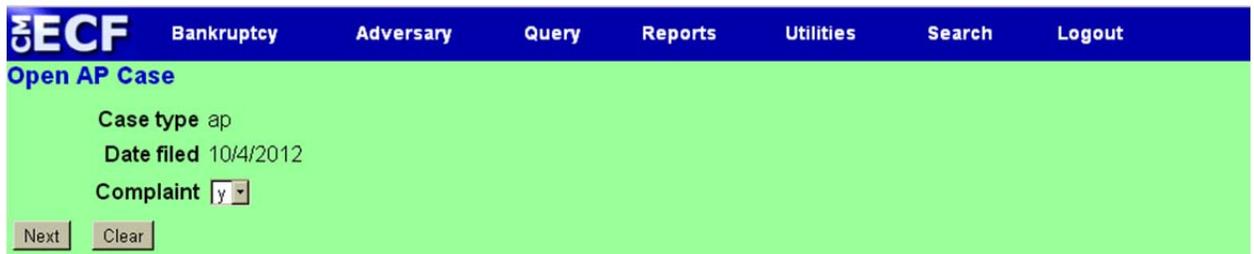


Open an Adversary Case as a Trustee

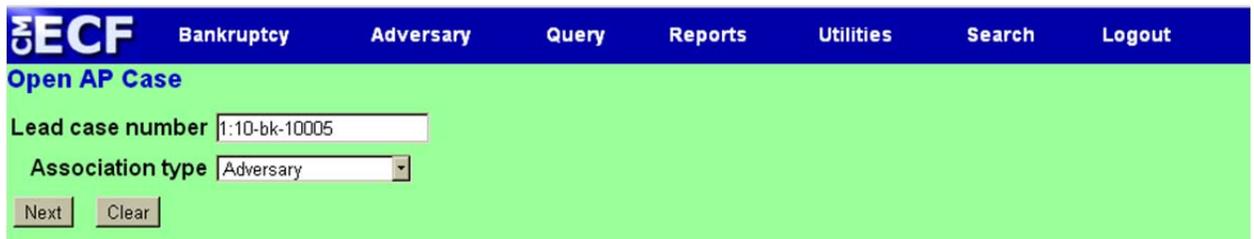
1. Login to CM/ECF
2. Choose menu options *Adversary > Open an AP Case*



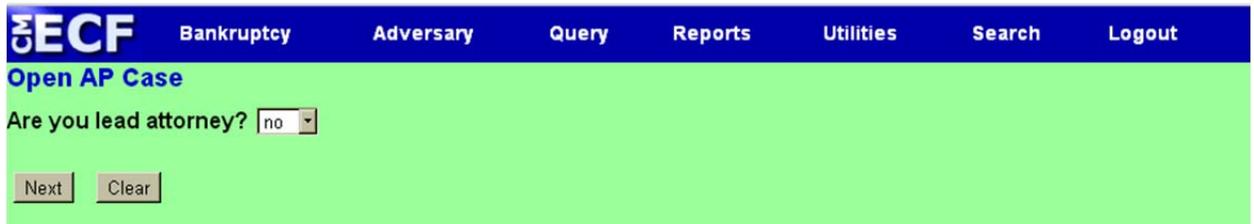
3. Leave the next screen as is. Click "next"



4. Enter the lead case number. Leave case association as Adversary. Click "Next"



5. Answer "no" to "Are you the lead attorney?" Click "next"



6. Click “Next” on the below screen

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open AP Case

Case is assigned to **Albany** Division, Judge **Littlefield**
based on the lead Bankruptcy case 10-10005-1-rel.

7. Enter the Trustee’s first and last name. Click “Search”

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open AP Case

Search for a plaintiff

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

8. A list will display with all of the records that match the name that you enter. You MUST choose the record that is associated with the Trustee’s login account. The name will be display as “**Last name-Trustee**” (see below) Click “Select name from list”.

Search for a plaintiff

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

Attorney, Joe, NY

Attorney-Trustee, Joe T, NY

9. At the Plaintiff Information screen Choose Trustee as “Role in Bankruptcy Case” The address and email should already be filled in. If it is not that is a good indication that you have not chosen the correct record.

Plaintiff Information
Joe T Attorney-Trustee SSN / ITIN:Unknown

Office	<input type="text"/>	Address 1	<input type="text" value="1234 E Concord Street"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Orlando"/>	State	<input type="text" value="NY"/>
		Zip	<input type="text" value="32803"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text" value="lynn_chest@nycap.rr.com"/>		
Party text	<input type="text"/>		
Role in Bankruptcy Case	<input type="text" value="Trustee"/>		

Attorney... Alias... Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

10. Enter the last name of the attorney in the Last Name Field shown below.

Search for an attorney

Bar Id

Last name

Search Clear

11. A list of all Attorneys' that match your search criteria will be displayed. You MUST choose the record that is associated with the Attorney's Filing account. Click "Select name from list."

Search for an attorney

Bar Id

Last name

Attorney search results

Attorney, Edward, NY
Attorney, Joe
Attorney, Phil, NY
Attorney 2, NY
Attorney 2
Attorney 5

12. The address and email will then be displayed (if the address and/or email is incorrect or not listed this is a good indication that you have not chosen the correct record), leave "Lead Attorney" as "yes" and Click "Add attorney".

Attorney Information (Party Attorney-Trustee, Joe T)
Joe Attorney Bar Id:Unknown Bar Status:Unknown

Office Address 1

Address 2 Address 3

City State

Zip Country

Phone Fax

E-mail Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

13. This will bring you back to the Plaintiff Information screen. If you do not have an Alias or Corporate affiliate to add, Click "Submit".

Plaintiff Information
Joe T Attorney-Trustee SSN / ITIN:Unknown

Office	<input type="text"/>	Address 1	<input type="text" value="1234 E Concord Street"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Orlando"/>	State	<input type="text" value="NY"/>
		Zip	<input type="text" value="32803"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text" value="jynn_chest@nycap.rr.com"/>		

Party text

Role in Bankruptcy Case

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

14. Click "End Plaintiff Selection"

Open AP Case

Search for a plaintiff

SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		

15. On the next screen enter the last name of the defendant Click "Search".

Open AP Case

Search for a defendant

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

16. If the party is displayed in the list choose then and click select name from the list. If not, Click "Create new party"

Search for a defendant

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

Canada Mining, 1 Niagara Falls Blvd., Niagara Falls, CA

17. Enter any missing information for the Defendant and choose the “Role in Bankruptcy case” . Click “Submit.”

Defendant Information
Canada Mining SSN / ITIN: Unknown Tax ID / EIN: 12-23412

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

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

18. If you are done entering defendants Click “End defendant selection.” If not search for your next defendant.

Open AP Case

Search for a defendant

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

19. Enter the following information:

- a. Party Code
- b. Rule 23 (class action) (y,n)
- c. Demand (in thousands)
- d. Primary Nature of Suit (you may enter up to five nature of suit)

Click "Next" after you have entered all the information.

Open AP Case

Party code	<input type="text" value="3 U.S. not a Party"/>	Primary nature of suit	<input type="text" value="11 (Recovery of money/property - 542 turnover of property)"/>
Rule 23 (class action)	<input type="text" value="n"/>	Second nature of suit	<input type="text" value="none"/>
Jury demand	<input type="text" value="None"/>	Third nature of suit	<input type="text" value="none"/>
Demand (\$000)	<input type="text"/>	Fourth nature of suit	<input type="text" value="none"/>
State law	<input type="text" value="n"/>	Fifth nature of suit	<input type="text" value="none"/>

20. Leave this screen as is and click next

Open AP Case

The Fee Amount shown is being deferred.

Do Not Alter any information on this screen.

Fee: \$

21. Answer yes or no to the below question. Click "Next".

Open AP Case

ARE THERE FUNDS IN THE BANKRUPTCY ESTATE?

Yes
 No

22. Browse for your Complaint and Adversary Cover Sheet and click next

Open AP Case

Date filed 

Filename
 Adversary Complaint.pdf

Attachments to Document: No Yes

23. Click "Next", (the same screen will display again) Click "Next" a second time.

Open AP Case

24. Review the final text. If it is correct Click "Next"

Open AP Case

Docket Text: Final Text

(11 (Recovery of money/property - 542 turnover of property)) Complaint by Joe T Attorney against Canada Mining. Fee Amount of \$293 is DEFERRED.. (Attorney, Joe)

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

Have you redacted?

25. Your Adversary has now been filed and both the Trustee (plaintiff) and Attorney for Plaintiff will get electronic notice on the adversary.

Northern District of New York

Notice of Electronic Filing

The following transaction was received from Attorney, Joe entered on 10/4/2012 at 12:21 PM EDT and filed on 10/4/2012

Case Name: Attorney v. Canada Mining

Case Number: [12-90020-1](#)

Document Number: [1](#)

Case Name: A. Bald NYNB Eagle and Harp E. Eagle

Case Number: [10-10005-1-rel](#)

Document Number: [10](#)

Docket Text:

Adversary case 12-90020-1. (11 (Recovery of money/property - 542 turnover of property)) Complaint by Joe T Attorney against Canada Mining. Fee Amount of \$293 is DEFERRED.. (Attorney, Joe)

The following document(s) are associated with this transaction:

12-90020-1 Notice will be electronically mailed to:

Joe T Attorney
lynn_chest@nycap.rr.com

Joe Attorney on behalf of Plaintiff Joe Attorney
lynn_chest@nynb.uscourts.gov

12-90020-1 Notice will not be electronically mailed to:

Canada Mining
1 Niagara Falls Blvd.
Niagara Falls, CA QWB123