

Introduction Slide

Slide notes: Welcome to the module on opening an Adversary Proceeding.

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **speaker icon** to toggle audio on or off.

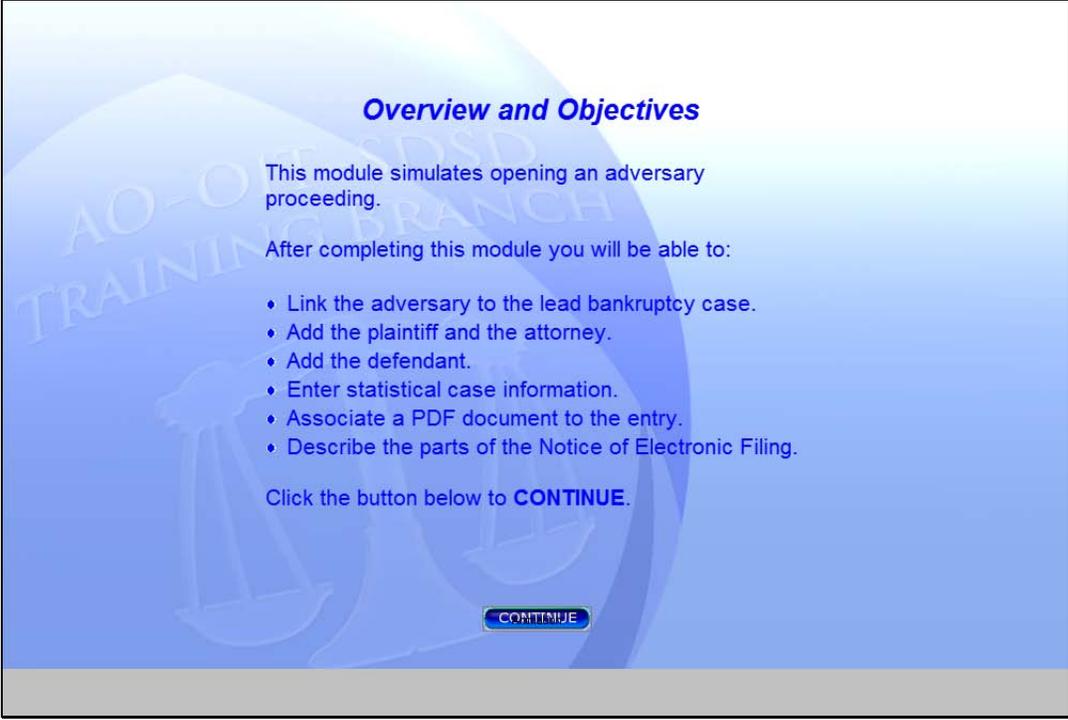
Additional Information: Roll the mouse over the **"i"** located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

Exit the Lesson: To exit the lesson, click the **X** in the upper right corner of the lesson window, or



Navigation

Slide notes: Take a moment and review the navigation instructions on this screen. When you're ready to begin, click START.



Overview and Objectives

This module simulates opening an adversary proceeding.

After completing this module you will be able to:

- Link the adversary to the lead bankruptcy case.
- Add the plaintiff and the attorney.
- Add the defendant.
- Enter statistical case information.
- Associate a PDF document to the entry.
- Describe the parts of the Notice of Electronic Filing.

Click the button below to **CONTINUE**.

CONTINUE

Objectives

Slide notes: This module simulates opening an adversary proceeding in CM/ECF.

After completing this module you will be able to: link the adversary to the lead bankruptcy case, add the plaintiff and the attorney, add the defendant, enter required statistical information, associate the PDF file of the complaint to the entry on the docket sheet, and describe the parts of the notice of electronic filing.

When you're ready, click the CONTINUE button.

The screenshot shows a web browser window titled "U.S.B.C. Western District of Texas (LIVE) - Windows Internet Explorer". The address bar displays "https://ecf.twb.uscourts.gov/cgi-bin/login.pl". The page content includes a title "CM/ECF Filer or PACER Login" and several sections: a "Notice" about restricted access, "Instructions for viewing filed documents and case information" with a link to "http://pacer.psc.uscourts.gov", "Instructions for filing" with a note about electronic filing, an "Authentication" form with fields for "Login:", "Password:", and "Client code:", and "Login" and "Clear" buttons. A second "Notice" at the bottom mentions an access fee of \$0.08 per page and provides contact information for the PACER Service Center.

U.S.B.C. Western District of Texas (LIVE) - Windows Internet Explorer
https://ecf.twb.uscourts.gov/cgi-bin/login.pl
U.S.B.C. Western District of Texas (LIVE)

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

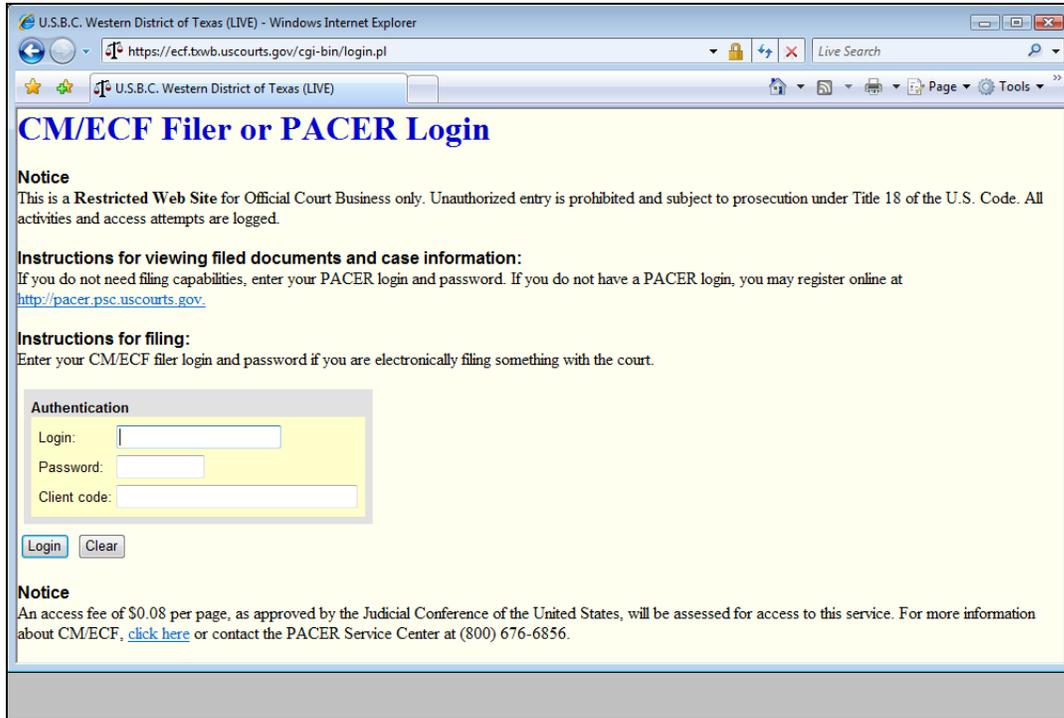
Login:
Password:
Client code:

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

Login Screen

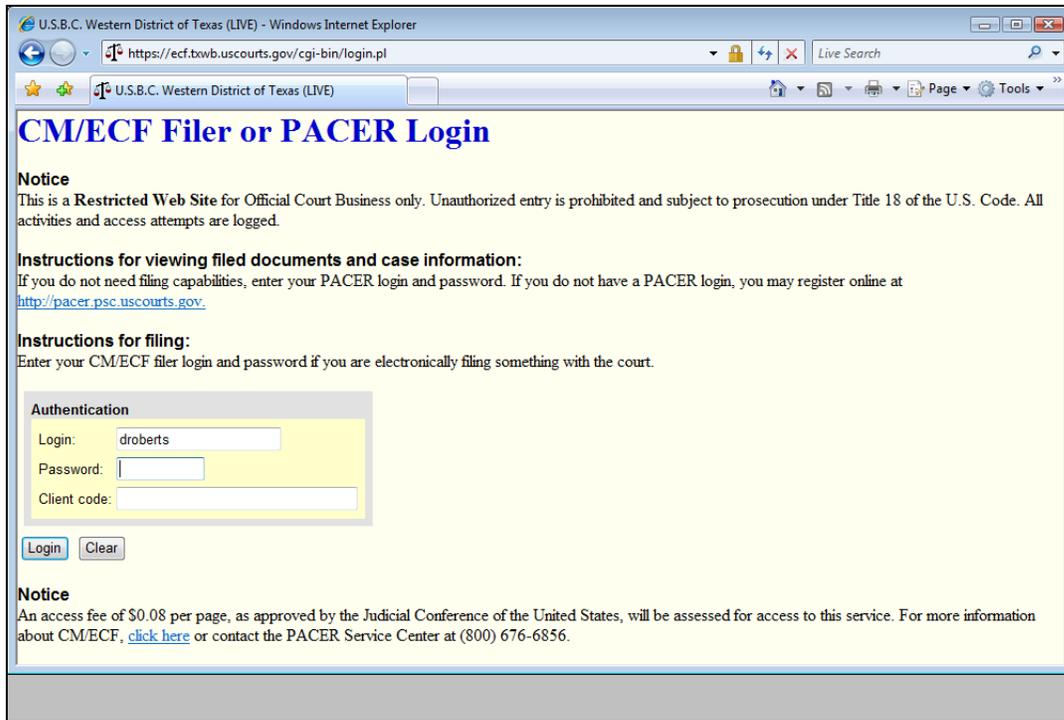
Slide notes: Accessing the court's CM/ECF system initially presents you with a login screen. To view documents or case information, log in to PACER with the login and password you obtained from the PACER Service Center. You may then query case information and reports.

To file a pleading with the court, enter the CM/ECF login and password provided to you by the court. For the purposes of this module, we'll be logging in to the CM/ECF system as attorney Debbie Roberts.



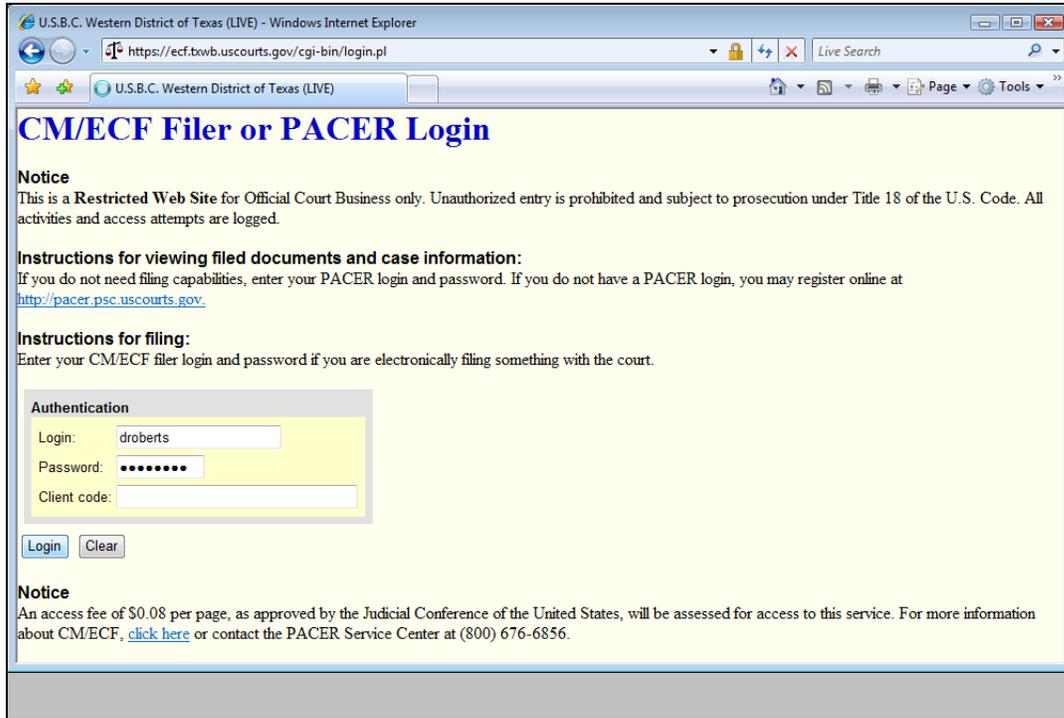
Slide 5

Slide notes: No audio - transition slide.



Slide 6

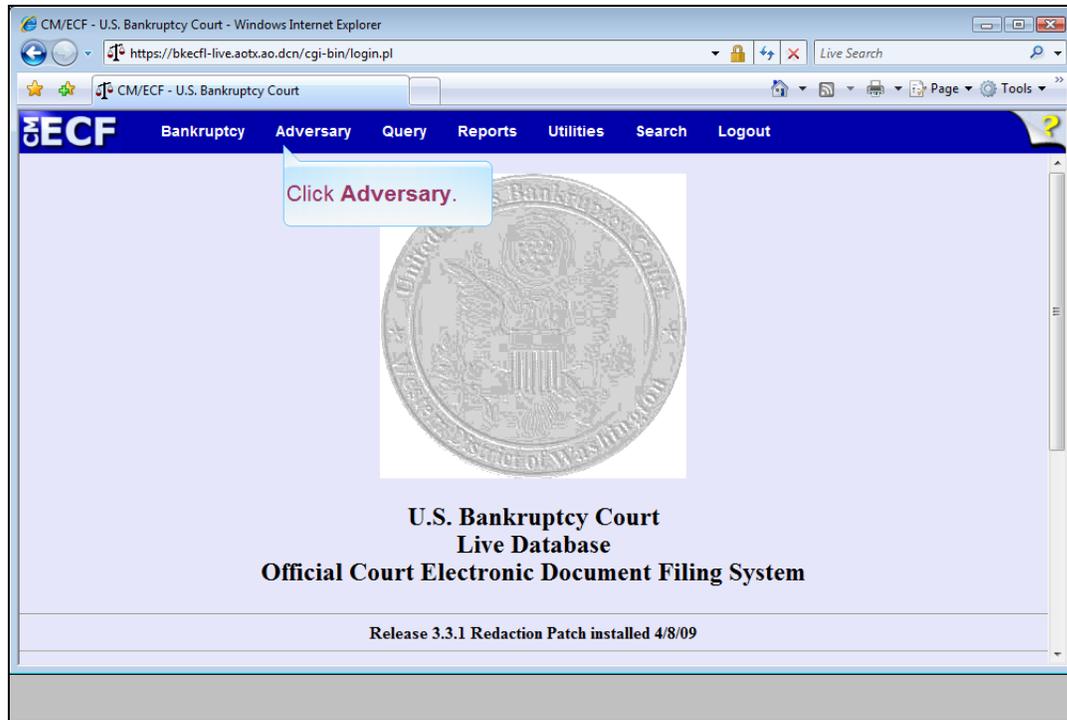
Slide notes: No audio - transition slide.



Slide 7

Slide notes: You may enter an optional client code if you want to have PACER charges reported by client.

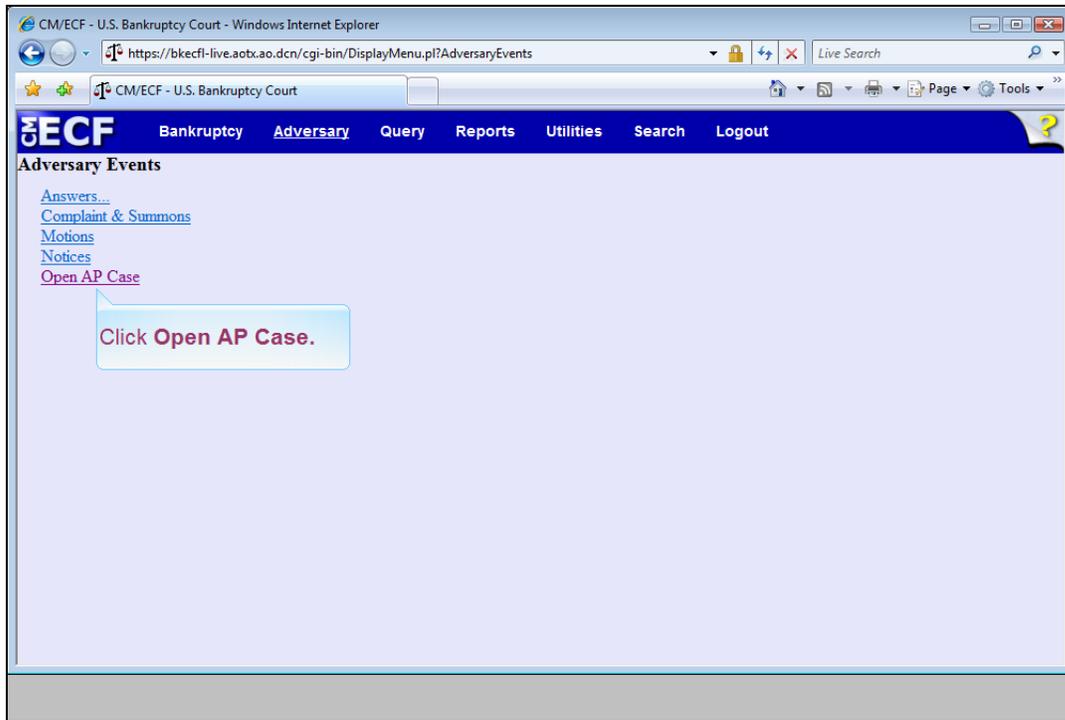
Adversary Proceeding Opening-Attorney



CM/ECF Main Menu

Slide notes: After you have successfully logged into CM/ECF, menus for each category of action are displayed on a blue menu bar at the top of the screen. To begin, click Adversary.

Adversary Proceeding Opening-Attorney



Slide 9

Slide notes: A list of Adversary categories of events displays on this screen. Your court's list may differ from what is shown here. To begin the process of opening an adversary proceeding, click Open AP Case.

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?OpenApCase

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Case type ap
Date filed 4/13/2009
Complaint

Next Clear

Click the drop-down arrow.

Slide 10

Slide notes: The Open Adversary Case screen displays. On this screen, the Case type field defaults to "ap" for adversary proceeding --- and the Date filed field defaults to the current date. Neither field can be changed. Click the Complaint drop-down arrow.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?OpenApCase

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

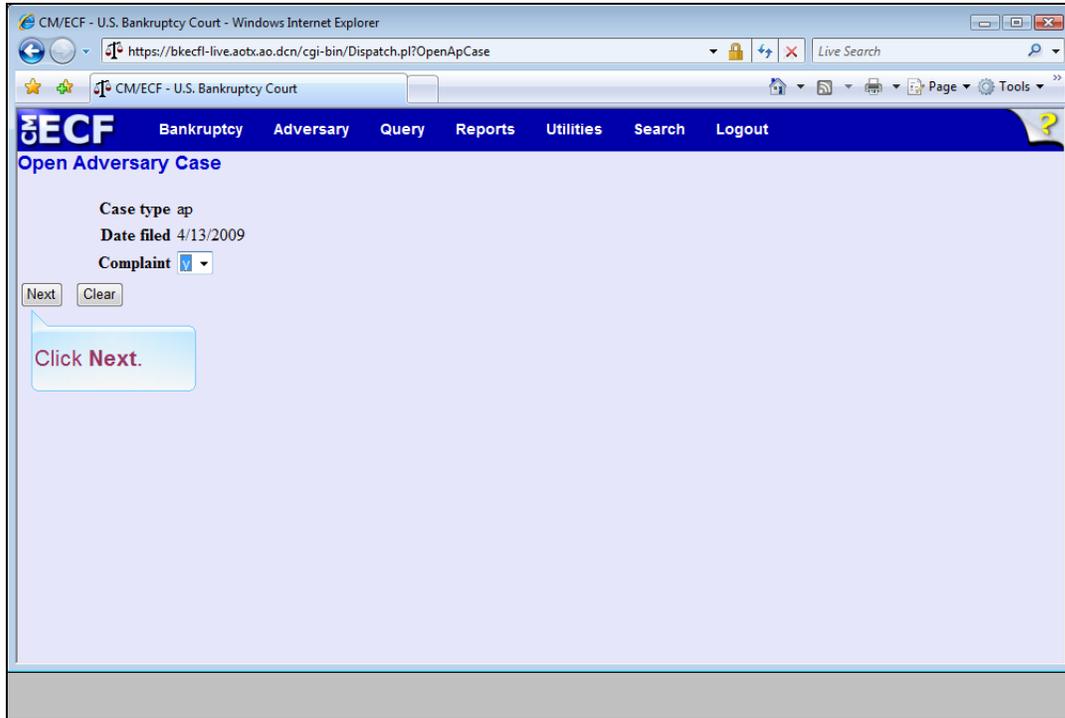
Case type ap
Date filed 4/13/2009
Complaint

Click "y."

Slide 11

Slide notes: If a complaint initiates this proceeding, you would select "y" for yes. A Notice of Removal can be filed as an adversary case in many courts. For those cases, "n" should be selected. For our example, a complaint is being filed. Click "y."

Adversary Proceeding Opening-Attorney



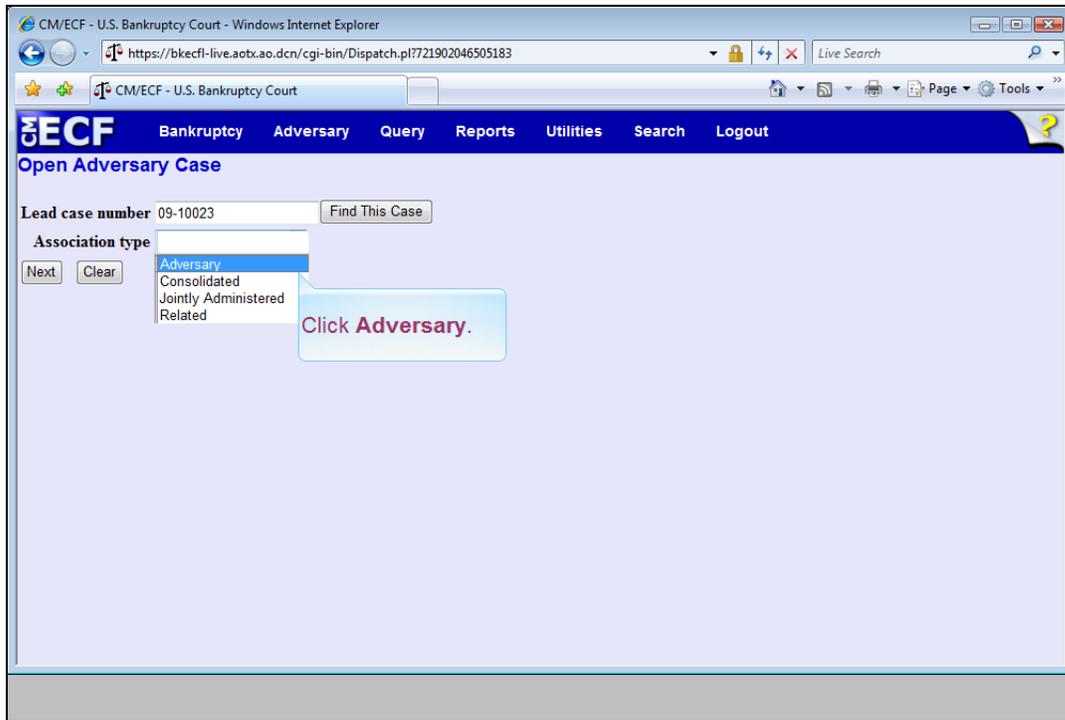
Slide 12

Slide notes: Click Next.

The screenshot shows a web browser window with the URL <https://bkecf-live.aotr.ao.dcn/cgi-bin/Dispatch.pl?721902046505183>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open Adversary Case". Below the heading, there are two input fields: "Lead case number" and "Association type". The "Association type" field has a small downward-pointing arrow on its right side. Below the input fields are two buttons: "Next" and "Clear". A callout box with a light blue border and a drop shadow points to the arrow on the "Association type" field, containing the text "Click the drop-down arrow." in red.

Slide 13

Slide notes: The Lead case number and Association type fields allow you to create an association between this adversary proceeding and the lead bankruptcy case. Entry of the correct bankruptcy case number is critical. This case number will appear not only on the adversary docket sheet but also on the docket report for the bankruptcy case. Watch as I enter bankruptcy case number 09-10023. Now click the Association type drop-down arrow.



Slide 14

Slide notes: As you can see, consolidated or jointly administered cases can also be linked to a lead case. For our example, click Adversary as the association type.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?721902046505183

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Lead case number 09-10023

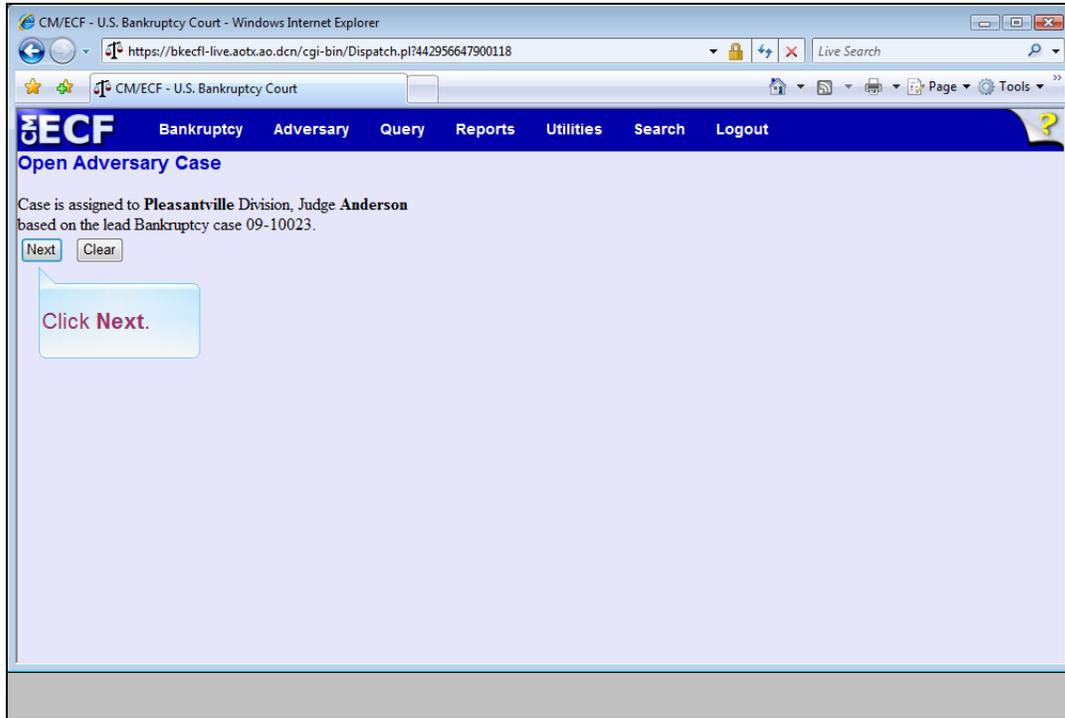
Association type Adversary

Click Next.

Slide 15

Slide notes: Click Next.

Adversary Proceeding Opening-Attorney



Slide 16

Slide notes: The adversary proceeding is assigned to the same divisional office and judge as the related bankruptcy case. Click Next.

The screenshot shows a web browser window with the URL <https://bkecf-live.aotr.aoc.dcn/cgi-bin/Dispatch.pl?428887880842624>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open Adversary Case".

Search for a plaintiff

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Type Alamo City Bank, then click Search.

Search for a Plaintiff

Slide notes: This next screen in the adversary case opening process is used to search for the plaintiff within the court's CM/ECF database. A search must be performed to prevent the entry of duplicate records. You have the option to search by social security number, tax ID or employer identification number, or last or business name. You may also enter a first name and/or middle name to further narrow your search. For our example, type Alamo City Bank in the Last or Business name field for the plaintiff. Then, click Search.

Adversary Proceeding Opening-Attorney

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotr.ao.dcn/cgi-bin/AddParty.pl?718356929990308". The page header includes the CM/ECF logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Search for a plaintiff" and contains the following form fields:

- SSN / ITIN
- Tax ID / EIN
- Last/Business name
- First Name
- Middle Name

Below the form fields are "Search" and "Clear" buttons. The search results section is titled "Party search results" and displays the message "No person found." Below this message is a "Create new party" button. A callout box with a blue border and a white background points to the "Create new party" button, containing the text "Click **Create new party**."

Add a Plaintiff

Slide notes: If a match is found, a list of party names will display. If no matches are found using the search criteria you entered, CM/ECF displays the No person found message shown here. You can try additional searches by using different search criteria to make sure this person or entity is not in the database. For our example, we will continue by clicking Create new party.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office Address 1

Address 2 Address 3

City State

Country Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

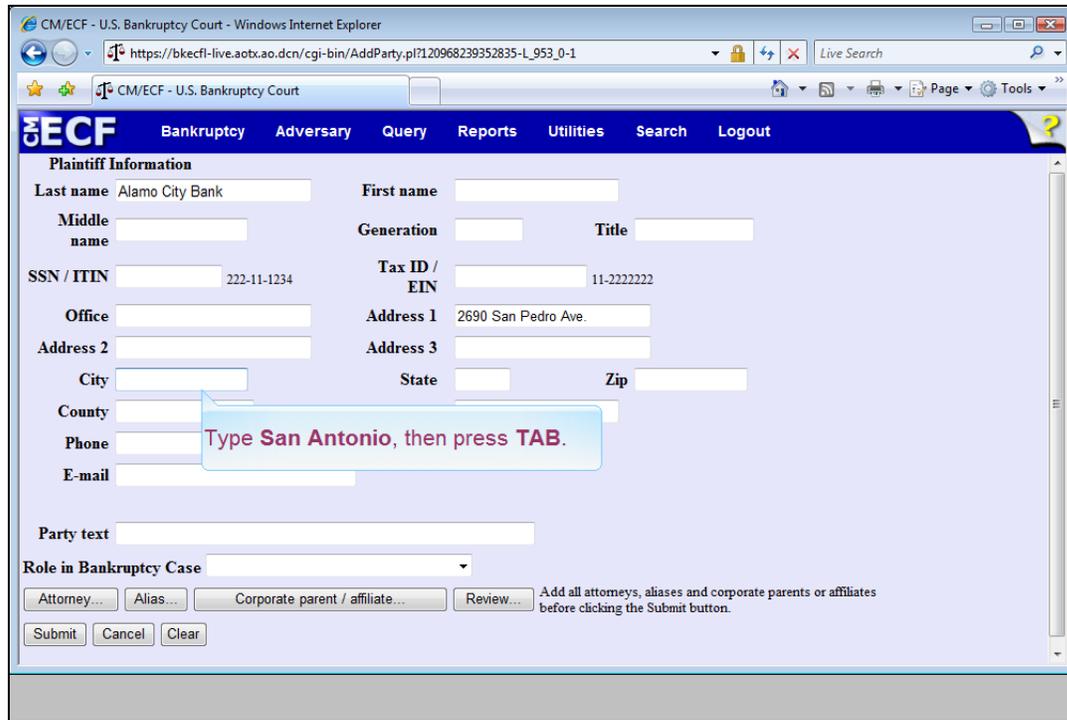
Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Type 2690 San Pedro Ave., then press TAB.

Slide 19

Slide notes: The Plaintiff Information screen displays, allowing you to enter information to create a party record in the CM/ECF database for the plaintiff. Appropriate warning messages display if a required field is left blank. In the Address 1 field, type 2690 San Pedro Ave. Then press the TAB key to advance to the next field.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office Address 1 Address 2 Address 3

City State Zip

County

Phone

E-mail

Party text

Role in Bankruptcy Case

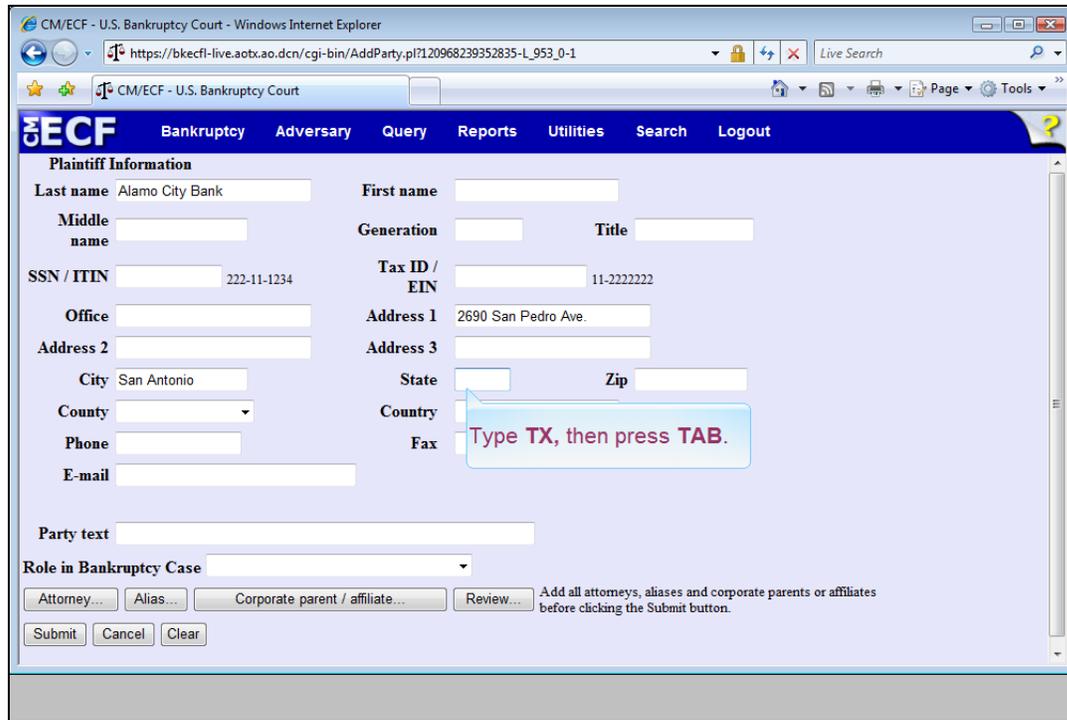
Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Type San Antonio, then press TAB.

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Slide notes: In the City field, type San Antonio, then press the TAB key.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name Alamo City Bank First name
Middle name Generation Title
SSN / ITIN 222-11-1234 Tax ID / EIN 11-222222
Office Address 1 2690 San Pedro Ave.
Address 2 Address 3
City San Antonio State Zip
Country Country
Phone Fax
E-mail
Party text
Role in Bankruptcy Case
Attorney... Alias... Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.
Submit Cancel Clear

Type TX, then press TAB.

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Slide notes: In the State field, type TX, then press the TAB key.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

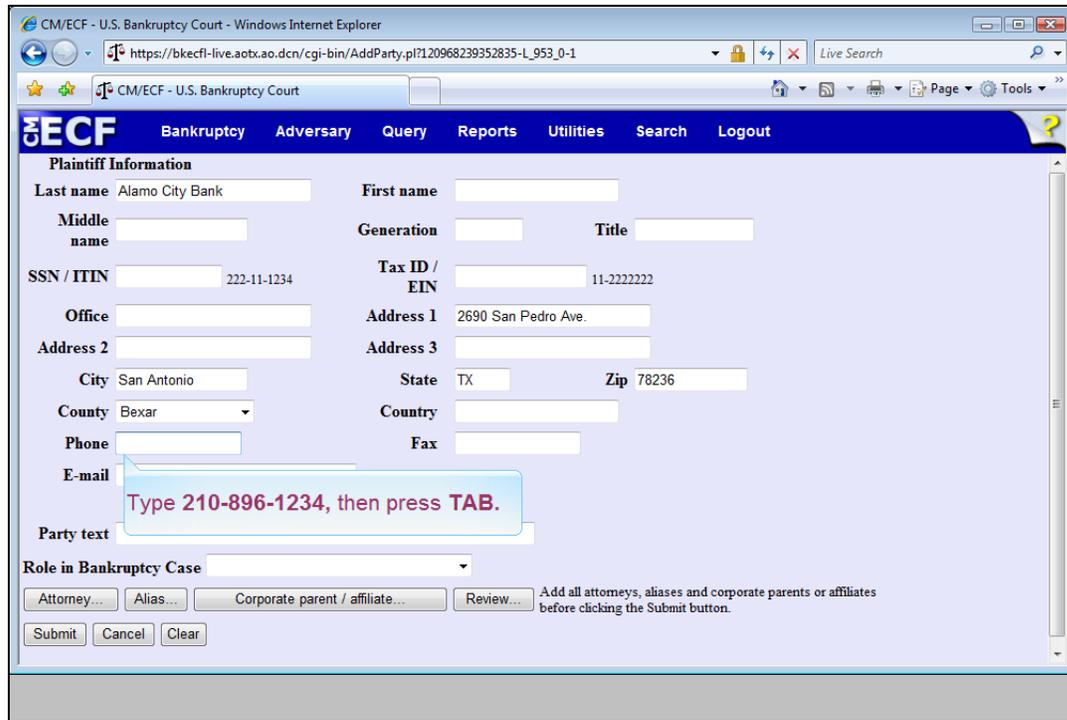
Last name Alamo City Bank First name
Middle name Generation Title
SSN / ITIN 222-11-1234 Tax ID / EIN 11-222222
Office Address 1 2690 San Pedro Ave.
Address 2 Address 3
City San Antonio State TX Zip
Country Country
Phone Fax
E-mail
Party text
Role in Bankruptcy Case
Attorney... Alias... Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.
Submit Cancel Clear

Type 78236, then press TAB.

Slide 22

Slide notes: For the Zip code, type 78236, then press the TAB key.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name Alamo City Bank First name
Middle name Generation Title
SSN / ITIN 222-11-1234 Tax ID / EIN 11-222222
Office Address 1 2690 San Pedro Ave.
Address 2 Address 3
City San Antonio State TX Zip 78236
County Bexar Country
Phone Fax
E-mail
Party text

Role in Bankruptcy Case
Attorney... Alias... Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.
Submit Cancel Clear

Type 210-896-1234, then press TAB.

Slide 23

Slide notes: Type the phone number shown, including the hyphens, and then press the TAB key.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name Alamo City Bank First name
Middle name Generation Title
SSN / ITIN 222-11-1234 Tax ID / EIN 11-2222222
Office Address 1 2690 San Pedro Ave.
Address 2 Address 3
City San Antonio State TX Zip 78236
County Bexar Country
Phone 210-896-1234 Fax
E-mail
Party text
Role in Bankruptcy Case
Attorney... Alias... Corporate parent / affiliate... Add all attorneys, aliases and corporate parents or affiliates
Submit Cancel Clear

Click the drop-down arrow.

Slide 24

Slide notes: A selection in the Role in the Bankruptcy Case field is required for our party, Alamo City Bank. Click the drop-down arrow to view the role types.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name Alamo City Bank First name
Middle name Generation Title
SSN / ITIN 222-11-1234 Tax ID / EIN 11-222222
Office Address 1 2690 San Pedro Ave.
Address 2 Address 3
City San Antonio State TX Zip 78236
County Bexar Country
Phone 210-896-1234 Fax
E-mail

Party text
Role in Bankruptcy Case
Attorney... Alias... Creditor review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.
Submit Cancel Clear Debtor Other/Not Applicable Trustee U.S. Trustee/Bankruptcy Administrator

Click Creditor.

Slide 25

Slide notes: Alamo City Bank is a creditor on the bankruptcy case associated with this adversary. Therefore, click Creditor from the list.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotr.ao.dcn/cgi-bin/AddParty.pl?120968239352835-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name Alamo City Bank First name
Middle name Generation Title
SSN / ITIN 222-11-1234 Tax ID / EIN 11-2222222
Office Address 1 2690 San Pedro Ave.
Address 2 Address 3
City San Antonio State TX Zip 78236
County Bexar Country
Phone 210-896-1234 Fax
E-mail

Click Attorney.

Role

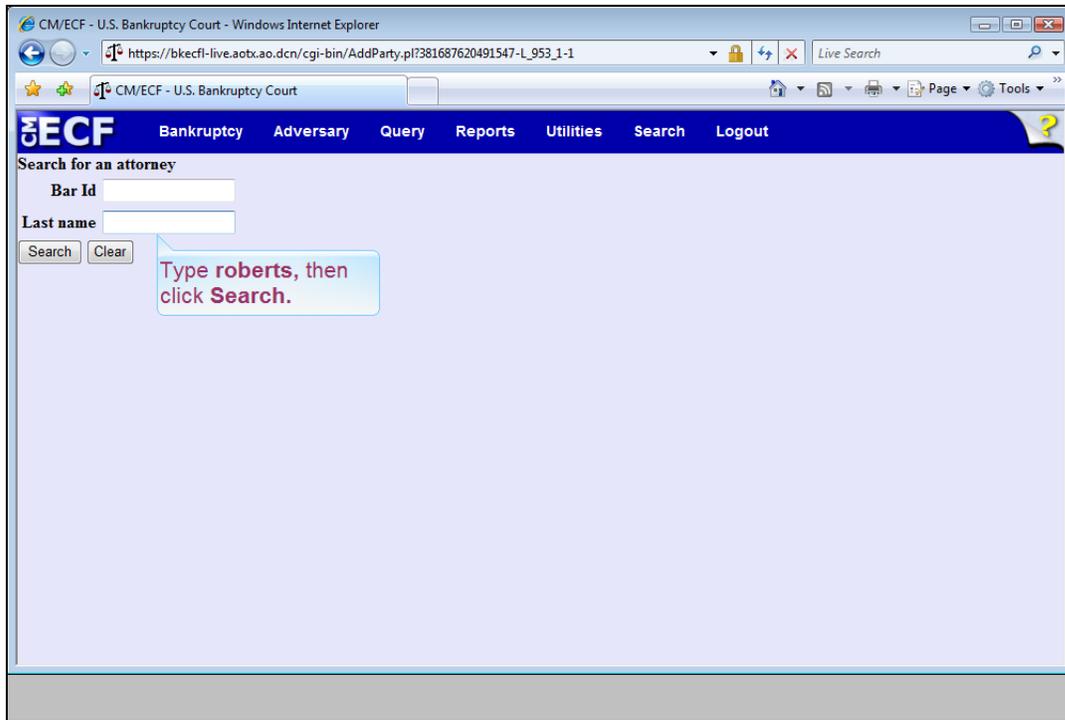
Attorney... Alias... Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Slide 26

Slide notes: The attorney for the plaintiff filing the case must be manually added to the case. This is the only instance in CM/ECF where you, as the individual logged in, must add yourself as the attorney. All other events recognize your attorney login. Click Attorney to begin this process.

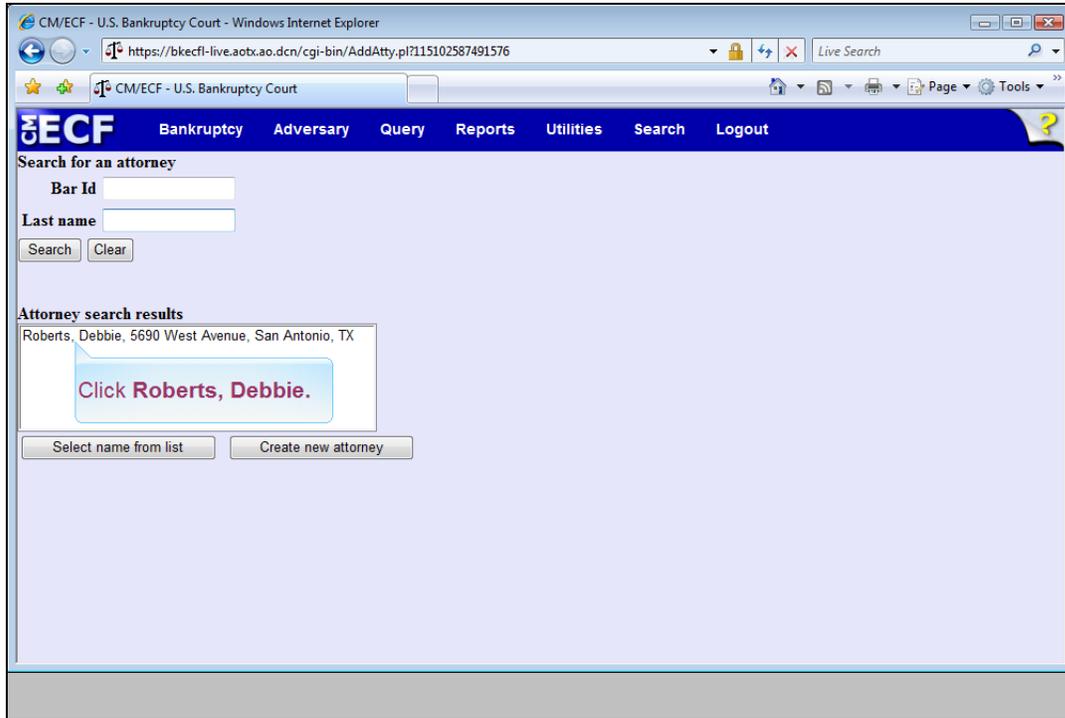
Adversary Proceeding Opening-Attorney



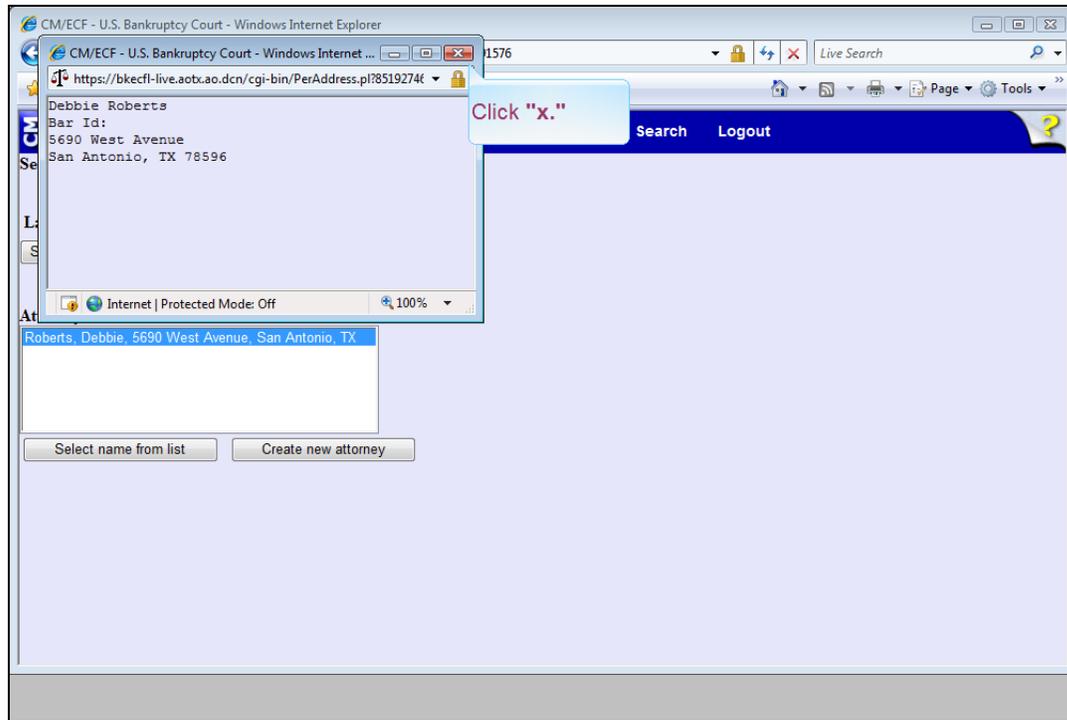
Slide 27

Slide notes: Recall that the attorney that logged in at the beginning of this lesson was Debbie Roberts. To search the database for Debbie Roberts you may use her state bar id or last name. The name search is not case sensitive. Type roberts in the Last name field then click Search.

Adversary Proceeding Opening-Attorney



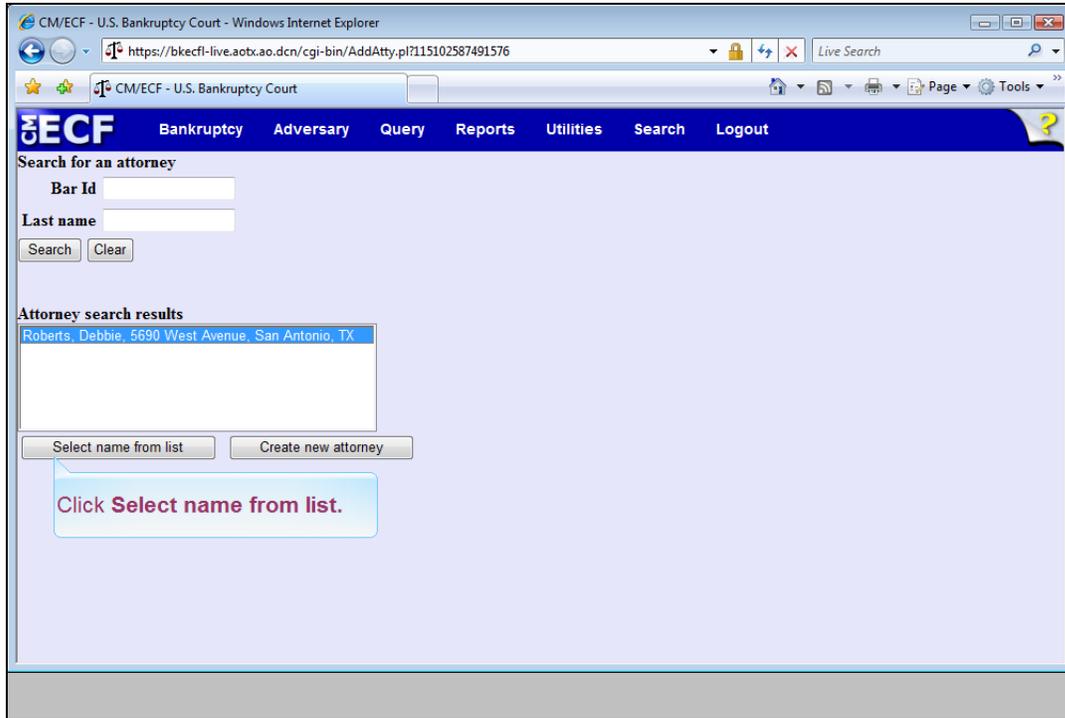
Slide 28
Slide notes: The attorney search results lists all attorneys matching your search criteria. To add her as the attorney for the plaintiff, Alamo City Bank, click Roberts, Debbie.



Slide 29

Slide notes: A window displays showing the selected attorney's name, bar ID and address information for verification. If your search finds more than one attorney with the same name in the Attorney Search Results box, this verification feature lets you ensure the correct attorney is selected for the party. Click the "x" to close the window.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddAtty.pl?115102587491576

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for an attorney

Bar Id

Last name

Attorney search results

Roberts, Debbie, 5690 West Avenue, San Antonio, TX

Click **Select name from list.**

Slide 30

Slide notes: Click Select name from list.

Adversary Proceeding Opening-Attorney

The screenshot shows a web browser window with the URL https://bkecf-live.aobr.ao.dcn/cgi-bin/AddAtty.pl?851927467111986-L_893_0-1. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Attorney Information (Party Alamo City Bank,)".

Debbie Roberts Bar Id:Unknown Bar Status:Unknown

Office Address 1 5690 West Avenue
Address 2 Address 3
City San Antonio State TX
Zip 78596 Country
Phone Fax
E-mail debroberts@atty.com Lead attorney yes ▾

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.

Click Add attorney.

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Slide notes: The attorney information screen now displays for attorney Debbie Roberts. Any changes you make to the attorney record on this screen are reflected in the attorney's record for this case only. The E-mail field is used to display the E-mail address reflected in the attorney's record in the CM/ECF database. You should not change this E-mail information here. Click Add attorney.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddParty.pl?115102587491576-L_9999_1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Plaintiff Information

Last name Alamo City Bank First name
Middle name Generation Title
SSN / ITIN 222-11-1234 Tax ID / EIN 11-2222222
Office Address 1 2690 San Pedro Ave.
Address 2 Address 3
City San Antonio State TX Zip 78236
County Bexar Country
Phone 210-896-1234 Fax
E-mail

Party type
Role creditor
Click Submit.

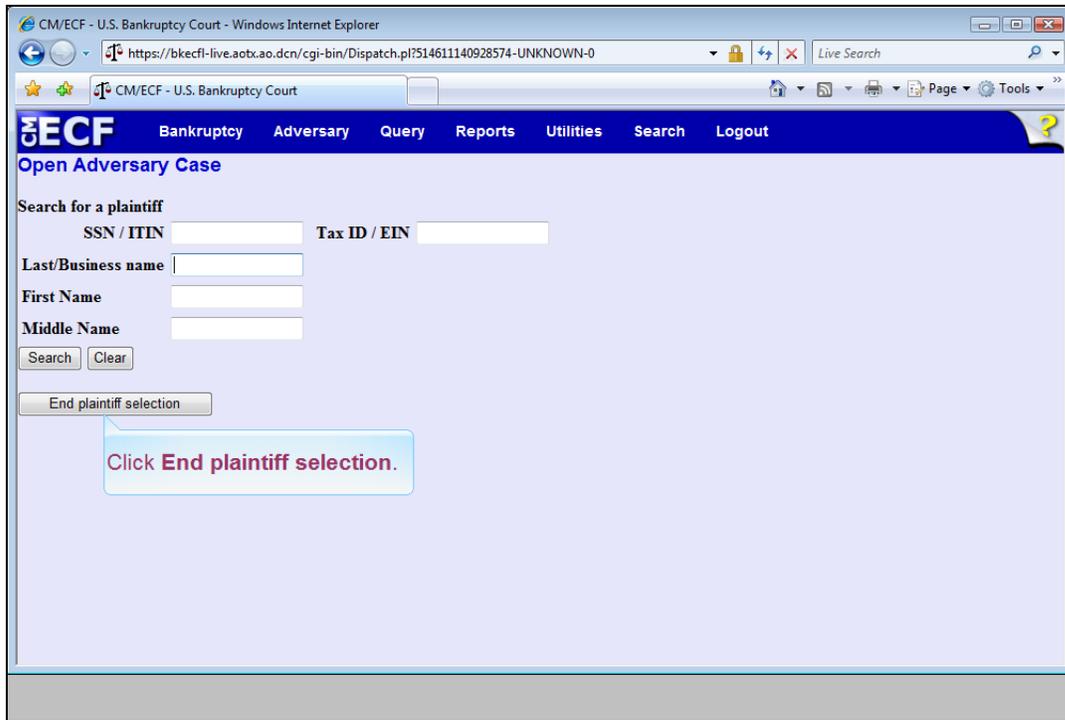
Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Slide 32

Slide notes: At this point, we have finished entering information for the plaintiff. Click Submit.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.aoc.dcn/cgi-bin/Dispatch.pl?7514611140928574-UNKNOWN-0

CM/ECF - U.S. Bankruptcy Court

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

Click **End plaintiff selection**.

Slide 33

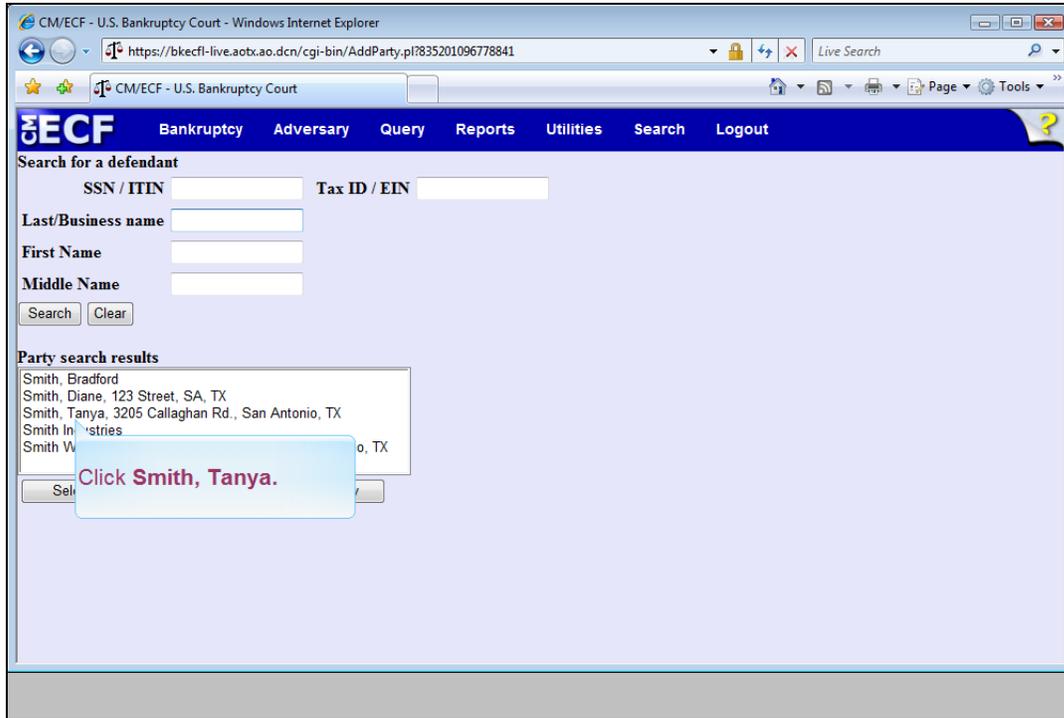
Slide notes: Since Alamo City Bank is the only plaintiff for this case, click End plaintiff selection.

Adversary Proceeding Opening-Attorney

The screenshot shows a web browser window with the URL <https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?283778738464401-UNKNOWN-0>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open Adversary Case". Below this, there is a section titled "Search for a defendant" with the following fields: "SSN / ITIN" (with a small icon), "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". At the bottom of the form are "Search" and "Clear" buttons. A callout box with a blue border and a pointer to the "Last/Business name" field contains the text "Type smith, then click Search."

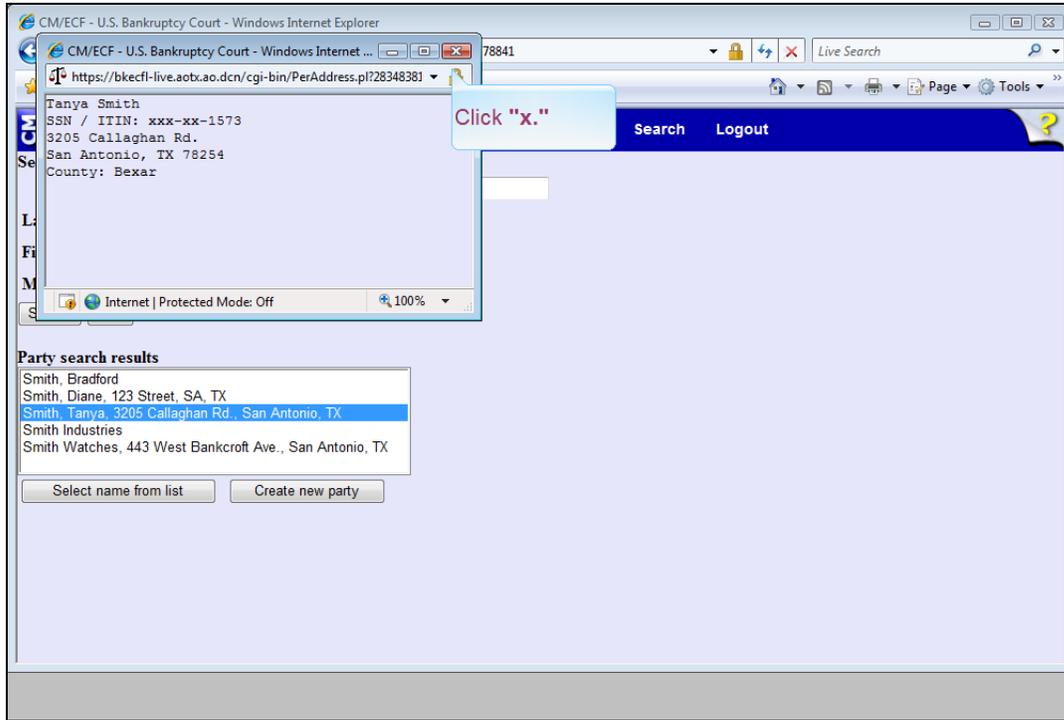
Search for Defendant

Slide notes: The next screen to display in the opening of an adversary proceeding is used to search for a defendant. As with the plaintiff search screen, the search must be performed to prevent the entry of duplicate records, and you have the option to search by social security number, tax ID, employer identification number, last or business name, first name, or middle name. In the Last or Business name field, type smith and then click Search.



Slide 35

Slide notes: The database displays a list of all names that match the search criteria in the Party search results. For our example, the defendant is Tanya Smith and there is a match in the CM/ECF database. Click on Smith, Tanya.



Slide 36

Slide notes: A window displays showing the last four digits of the defendant's social security number as well as address information for verification purposes. Click the "x" to close the window.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddParty.pl?835201096778841

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a defendant

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

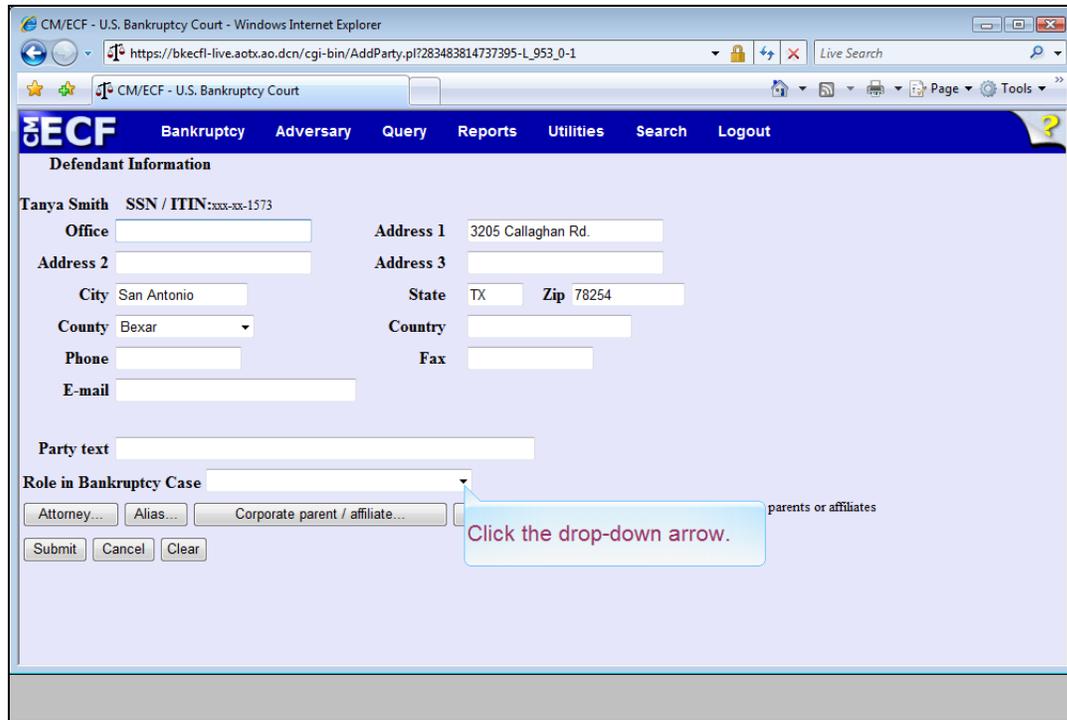
- Smith, Bradford
- Smith, Diane, 123 Street, SA, TX
- Smith, Tanya, 3205 Callaghan Rd., San Antonio, TX**
- Smith Industries
- Smith Watches, 443 West Bankcroft Ave., San Antonio, TX

Click **Select name from list.**

Slide 37

Slide notes: Click Select name from list.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddParty.pl?283483814737395-L_953_0-1

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Defendant Information

Tanya Smith SSN / ITIN:xxx-xx-1573

Office Address 1 3205 Callaghan Rd.
Address 2 Address 3
City San Antonio State TX Zip 78254
County Bexar Country
Phone Fax
E-mail

Party text

Role in Bankruptcy Case

Attorney... Alias... Corporate parent / affiliate... parents or affiliates

Submit Cancel Clear

Click the drop-down arrow.

Slide 38

Slide notes: A selection in the Role in Bankruptcy Case field is required for all plaintiffs and defendants. Click the drop-down arrow.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.aoc.dcn/cgi-bin/AddParty.pl?967227260259379-L_953_0-1

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Defendant Information

Tanya Smith SSN / ITIN:xxx-xx-1573

Office Address 1 3205 Callaghan Rd.
Address 2 Address 3
City San Antonio State TX Zip 78254
County Bexar Country
Phone Fax
E-mail

Party text

Role in Bankruptcy Case

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

Submit Cancel Clear

Creditor
Debtor
Other (Not Applicable)
Trustee
U.S. Trustee

Click Debtor.

Slide 39

Slide notes: Click Debtor from the list.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/AddParty.pl?283483814737395-L_953_0-1

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Defendant Information

Tanya Smith SSN / ITIN:xxx-xx-1573

Office Address 1 3205 Callaghan Rd.
Address 2 Address 3
City San Antonio State TX Zip 78254
County Bexar Country
Phone Fax
E-mail

Party text

Role in Bankruptcy Case

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

Submit Cancel Clear

Debtor
Other/Not Applicable
Trustee
U.S. Trustee/Bankruptcy Administrator

Slide 40
Slide notes:

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotr.aoc.dcn/cgi-bin/AddParty.pl?283483814737395-L_953_0-1

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Defendant Information

Tanya Smith SSN / ITIN:xxx-xx-1573

Office Address 1 3205 Callaghan Rd.

Address 2 Address 3

City San Antonio State TX Zip 78254

County Bexar Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case Debtor

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

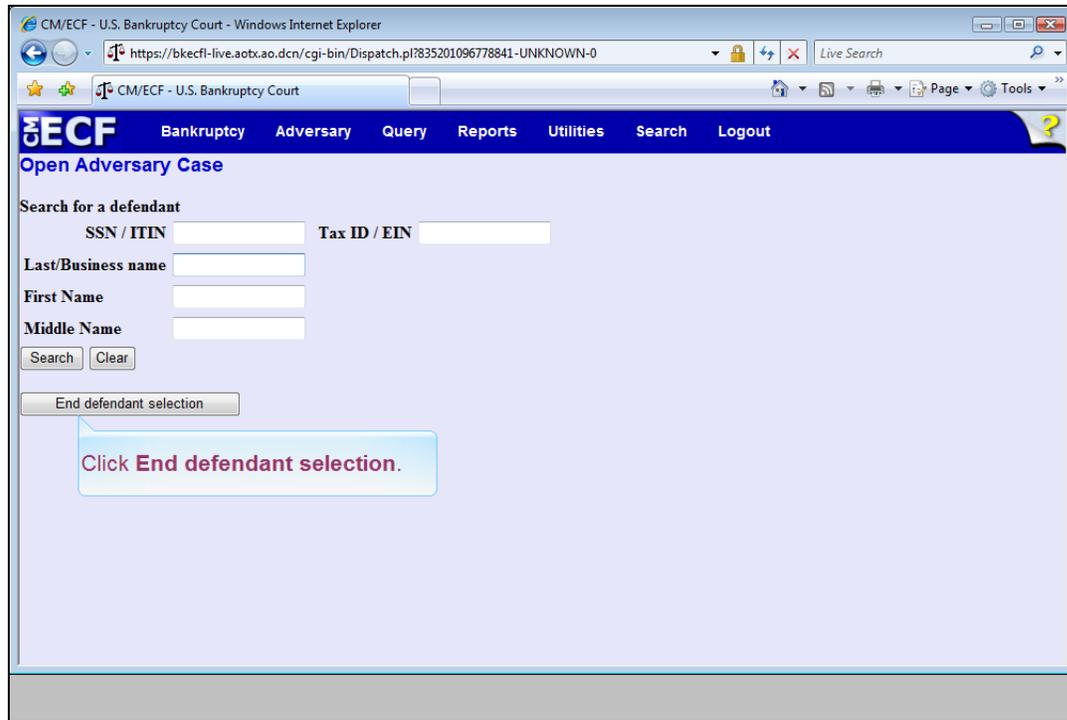
Submit Cancel Clear

Click Submit.

Slide 41

Slide notes: At this point in the process, the attorney for the defendant is unknown. We have completed entering information for the defendant, so click Submit.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?835201096778841-UNKNOWN-0
Live Search

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Search for a defendant

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Click **End defendant selection**.

Slide 42

Slide notes: If there were additional defendants, the process would be repeated here with search criteria for the next defendant. For our example, we have finished entering defendants.
Click End defendant selection.

Adversary Proceeding Opening-Attorney

The screenshot shows a web browser window with the URL <https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?225960099474484-UNKNOWN-0>. The browser title is "CM/ECF - U.S. Bankruptcy Court". The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Adversary Case".

The form contains the following fields:

- Party code:** 3 U.S. not a Party
- Rule 23 (class action):** n
- Jury demand:** None
- Demand (\$000):** (empty text box)
- State law:** n
- Primary nature of suit:** none
- Second nature of suit:** none
- Third nature of suit:** none
- Fourth nature of suit:** none
- Fifth nature of suit:** none

At the bottom left of the form are two buttons: "Next" and "Clear".

Case Statistical Information

Slide notes: This screen is used to enter data that will be sent to the Statistics Division of the Administrative Office in Washington DC.

Adversary Proceeding Opening-Attorney

The screenshot shows a web browser window with the URL <https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?574701816170009-UNKNOWN-0>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open Adversary Case".

The form contains the following fields:

- Party code:
- Rule 23 (class action):
- Jury demand:
- Demand (\$000):
- State law:
- Primary nature of suit:
- Second nature of suit:
- Third nature of suit:
- Fourth nature of suit:
- Fifth nature of suit:

Buttons:

Callout text: Click the drop-down arrow.

Slide 44

Slide notes: To display the party code options, click the drop-down arrow.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?574701816170009-UNKNOWN-0
Live Search

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	1 U.S. is a Plaintiff 2 U.S. is a Defendant 3 U.S. not a Party	Second nature of suit	none
Jury demand	None	Third nature of suit	
Demand (\$000)		Fifth nature of suit	none
State law	n		

Click 3 U.S. not a Party.

Next Clear

Slide 45

Slide notes: Make the appropriate selection to indicate whether the United States is either a plaintiff, defendant, or is not a party to the adversary case. For our example, we will select the default value 3, United States is not a party to the case.

Adversary Proceeding Opening-Attorney

The screenshot shows a web browser window with the URL <https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?574701816170009-UNKNOWN-0>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open Adversary Case".

The form contains the following fields:

- Party code: 3 U.S. not a Party
- Rule 23 (class action): n
- Jury demand: Non
- Demand (\$000):
- State law: n
- Primary nature of suit: none
- Second nature of suit: none
- Fifth nature of suit: none

A callout box with the text "Click the drop-down arrow." points to the dropdown arrow of the "Rule 23 (class action)" field. At the bottom of the form are "Next" and "Clear" buttons.

Slide 46

Slide notes: Click the Rule 23 class action drop-down arrow.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?574701816170009-UNKNOWN-0

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	y	Third nature of suit	ne
Demand (\$000)		Fourth nature of suit	ne
State law	n	Fifth nature of suit	none

Click "n."

Next Clear

Slide 47

Slide notes: If this adversary proceeding is a class action suit, you would select "y" for yes. Since this adversary proceeding is not a class action, click the default "n" for no.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.aoc.dcn/cgi-bin/Dispatch.pl?574701816170009-UNKNOWN-0

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (\$000)			
State law	n		none

Next Clear

Click the drop-down arrow.

Slide 48

Slide notes: Click the Jury demand drop-down arrow.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.aoc.dcn/cgi-bin/Dispatch.pl?574701816170009-UNKNOWN-0
Live Search

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (\$000)	None	Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Click None.

Next Clear

Slide 49

Slide notes: The selection made in this field indicates whether the defendant, the plaintiff, both parties, or neither party has requested a trial by jury. For our example, click the default Jury demand of none.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?574701816170009-UNKNOWN-0
Live Search
CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (\$000)		Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Next Clear

Slide 50

Slide notes: If a dollar demand has been made in the complaint, you would enter the amount to the nearest thousand in the Demand field. No dollar demand has been made in our example, so we'll leave the Demand field blank.

If the adversary proceeding involves a substantive issue of state law, you would click the State law drop down arrow and select "y." For our example, we will accept the default "n" for no.

Adversary Proceeding Opening-Attorney

The screenshot shows a web browser window with the URL <https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?225960099474484-UNKNOWN-0>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open Adversary Case".

The form contains the following fields:

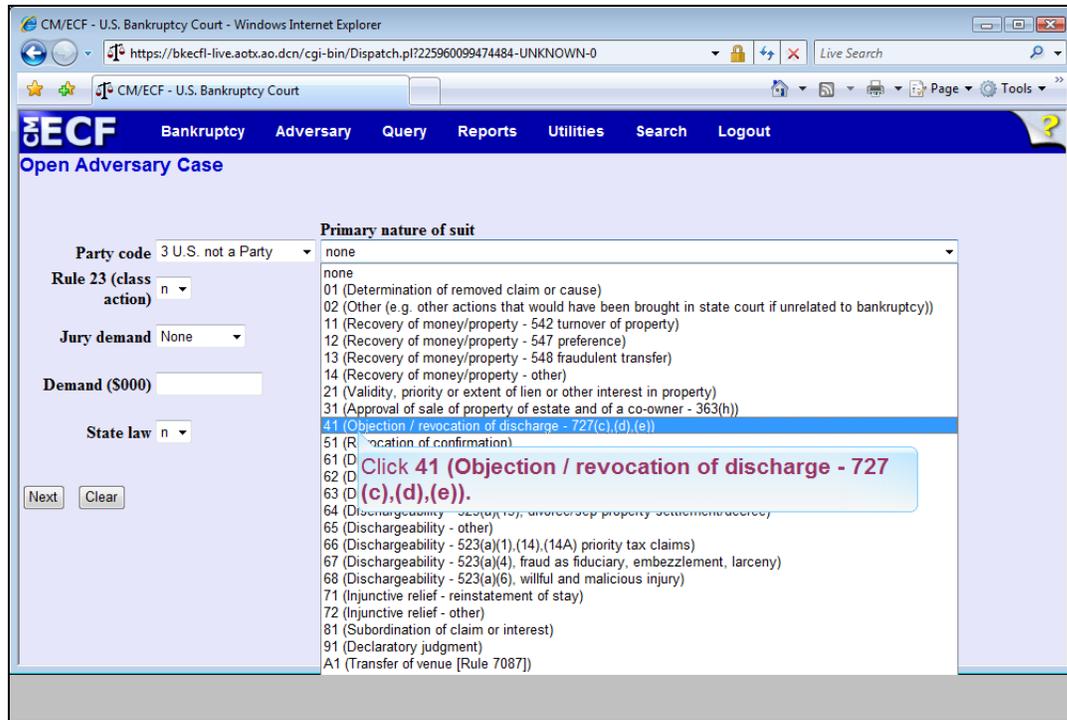
- Party code: 3 U.S. not a Party
- Rule 23 (class action): n
- Jury demand: None
- Demand (\$000):
- State law: n
- Primary nature of suit: none
- Second nature of suit: none
- Third nature of suit: none
- Fourth nature of suit: none
- Fifth nature of suit: none

A callout box with the text "Click the drop-down arrow." points to the Primary nature of suit dropdown menu. At the bottom of the form are "Next" and "Clear" buttons.

Slide 51

Slide notes: Up to five causes of action can be recorded on this screen. Click the Primary nature of suit drop-down arrow to display the available options for the nature of suit.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.aoc.dcn/cgi-bin/Dispatch.pl?225960099474484-UNKNOWN-0
CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Party code: 3 U.S. not a Party
Rule 23 (class action): n
Jury demand: None
Demand (\$000):
State law: n

Primary nature of suit

41 (Objection / revocation of discharge - 727(c),(d),(e))

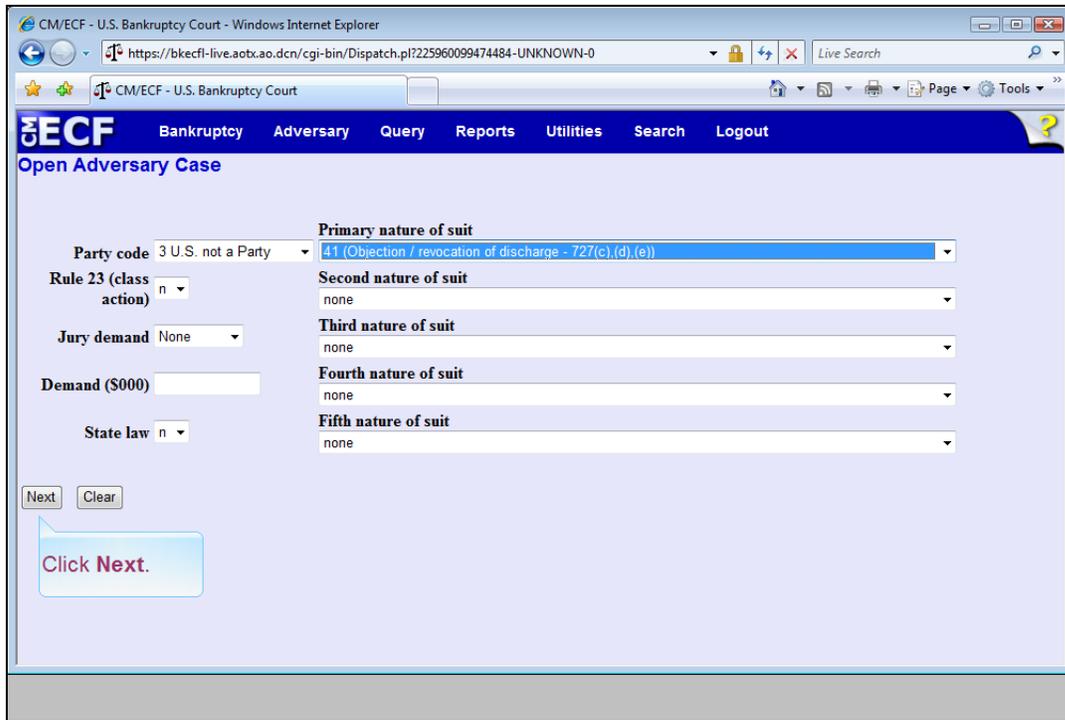
Click 41 (Objection / revocation of discharge - 727(c),(d),(e)).

Next Clear

Slide 52

Slide notes: Our suit involves an objection to discharge. Therefore, click 41 - Objection or revocation of discharge.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?2225960099474484-UNKNOWN-0

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

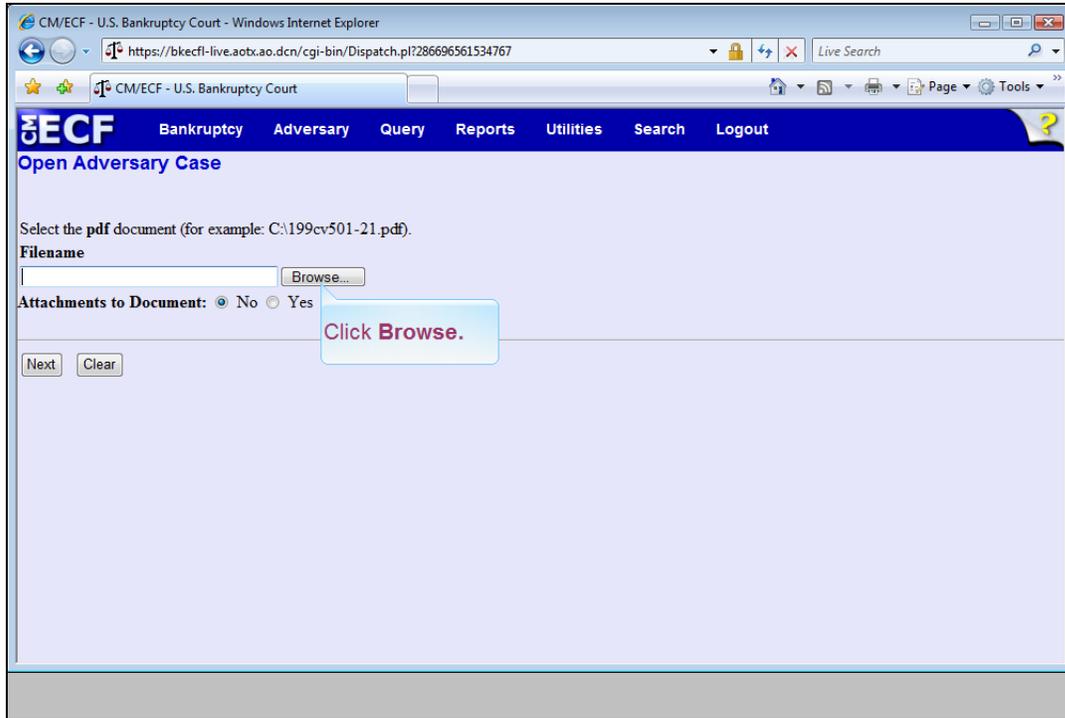
Party code	3 U.S. not a Party	Primary nature of suit	41 (Objection / revocation of discharge - 727(c),(d),(e))
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (\$000)		Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Next Clear

Click Next.

Slide 53
Slide notes: No other natures of suit need be selected for our example, so we will leave the default value "none" in the remaining nature of suit fields. Click Next.

Adversary Proceeding Opening-Attorney



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?286696561534767

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Select the pdf document (for example: C:\199cv501-21.pdf).

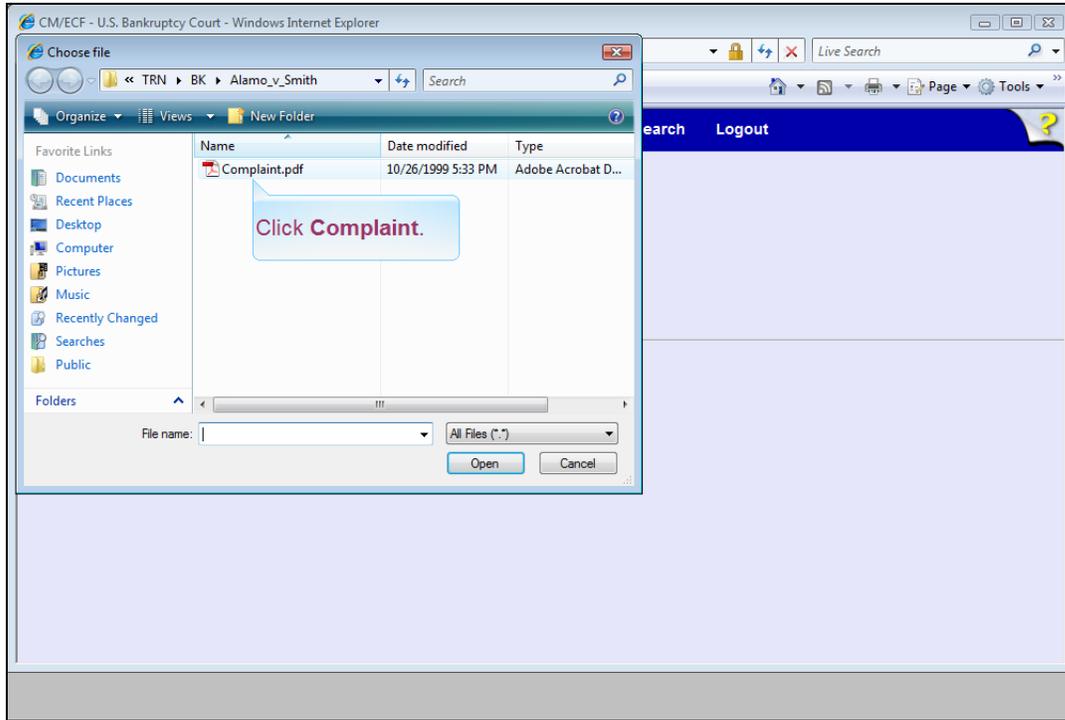
Filename

Attachments to Document: No Yes

Click Browse.

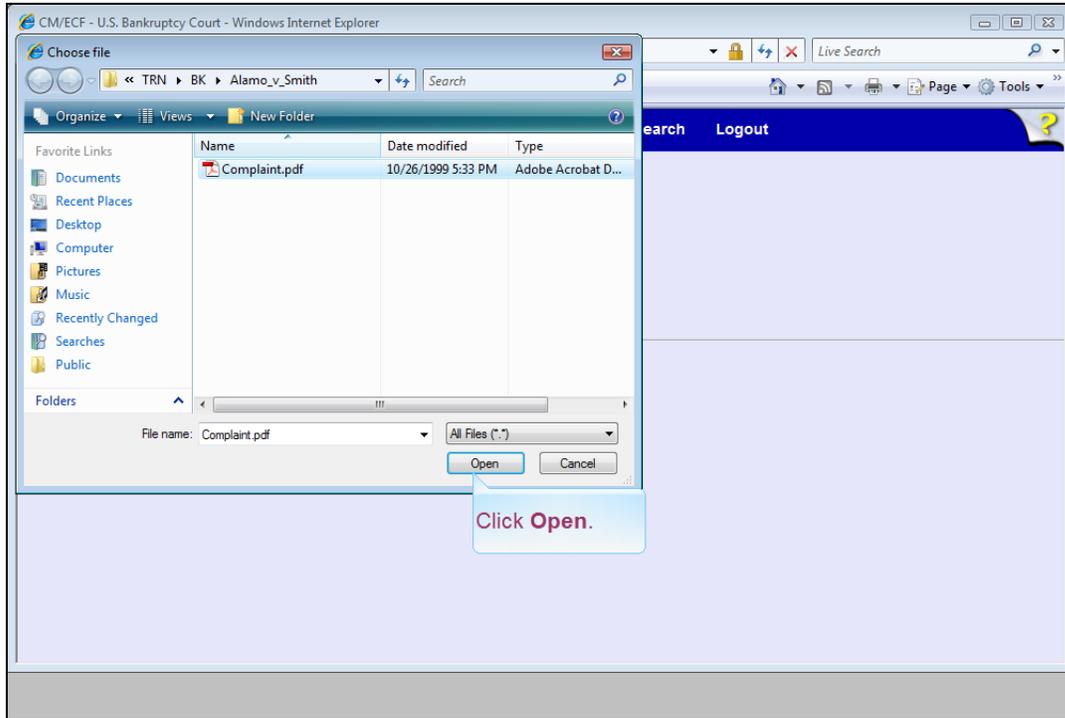
Attach PDF Document

Slide notes: The PDF document must now be associated with this filing. Click the Browse button.



Slide 55

Slide notes: Navigate to the location on your computer where your PDF file is stored. For our example, click the Complaint. pdf document.



Slide 56

Slide notes: Our example does not simulate opening the PDF document, but it's always a good idea at this point to verify that this is the correct PDF document you want attached to this event. Click the Open button to associate this document to this entry.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?286696561534767

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
R:\TRN\BKVAlamo_v_Smith\Complaint.pdf

Attachments to Document: No Yes

Click Next.

Slide 57

Slide notes: The path of the PDF document is now in the Filename field. If you are attaching additional documents, you would click the Yes radio button next to Attachments to Document. For this exercise we have no attachments. Click Next.

Adversary Proceeding Opening-Attorney

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?937779037953689
Live Search
CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

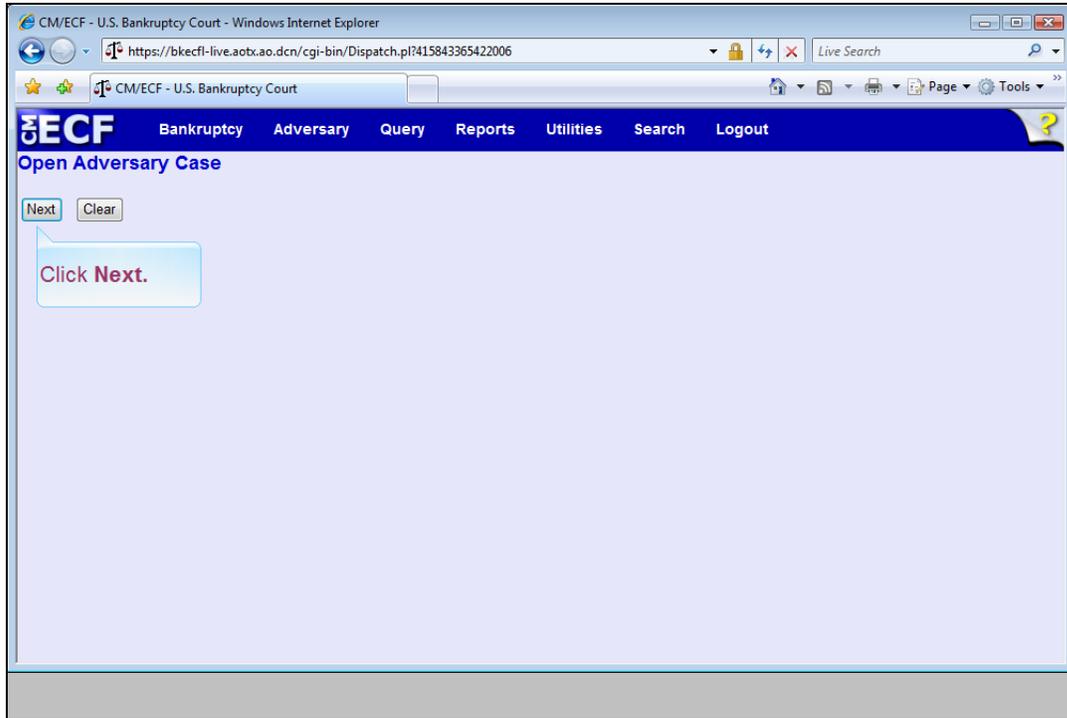
Receipt #: Fee: \$250

Next Clear

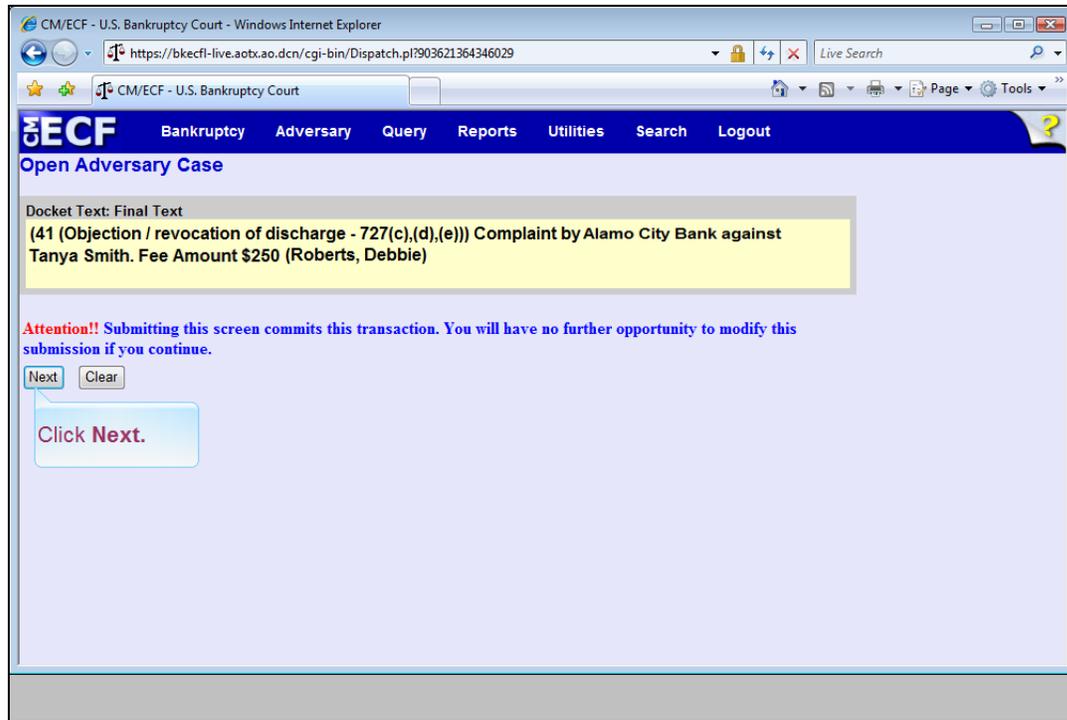
Click Next.

Slide 58

Slide notes: The filing fee screen may vary depending on how your district handles payment of fees, so follow your district's instructions regarding payment of fees. For our example, we will leave the Receipt number field blank. Click Next.

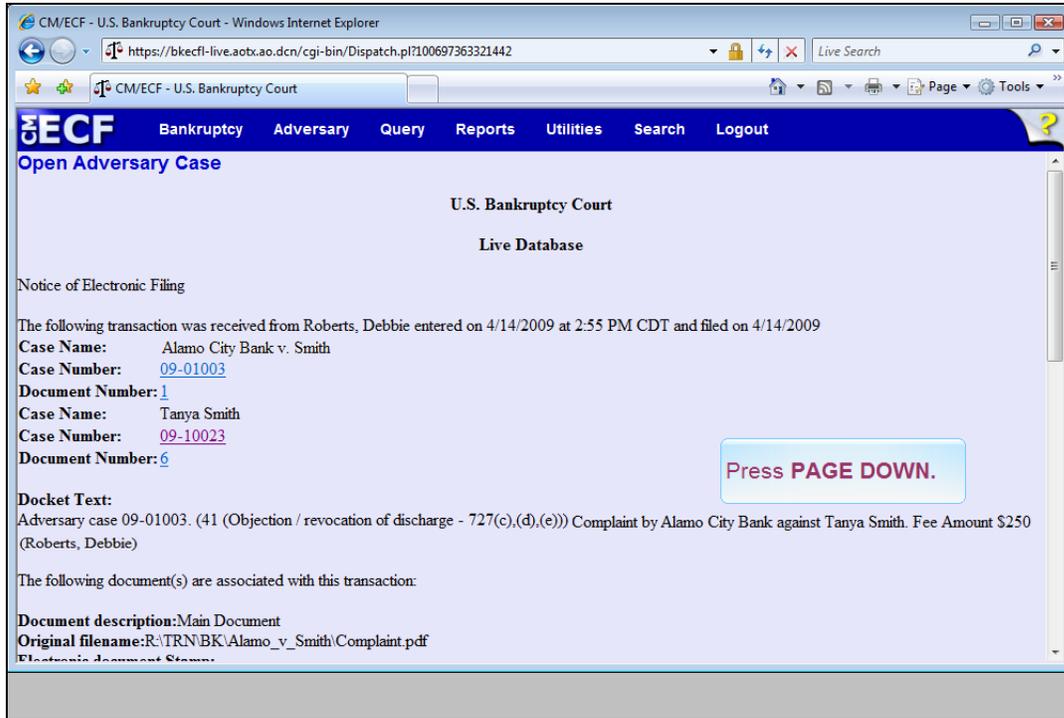


Slide 59
Slide notes: Click Next.



Slide 60

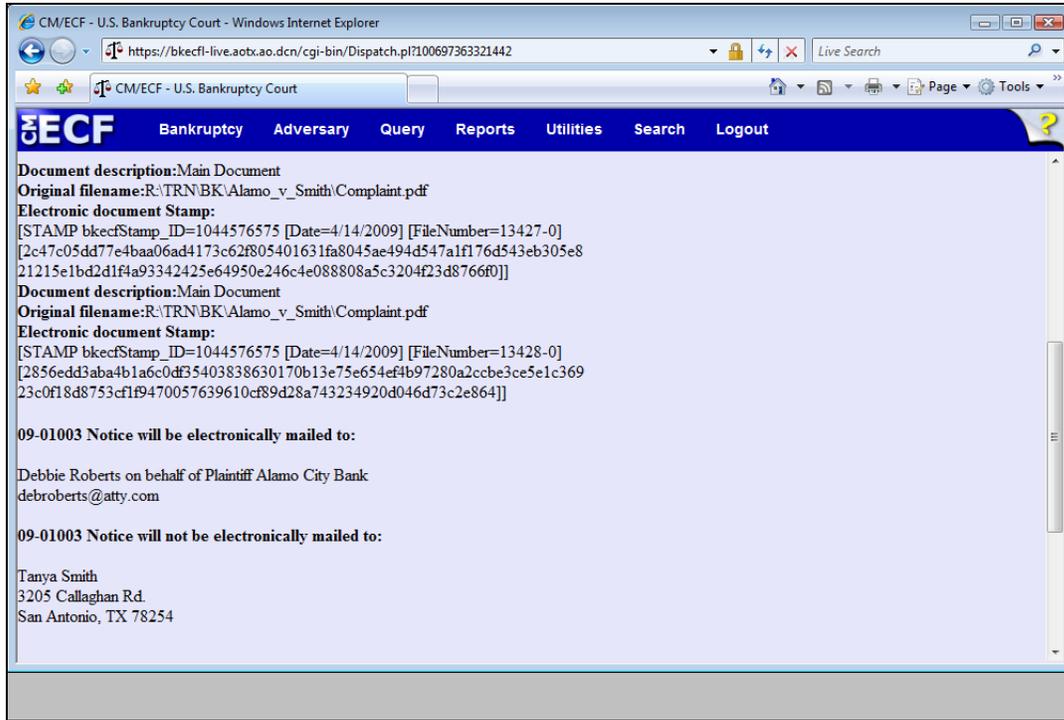
Slide notes: The final docket text screen displays. Notice that once this screen is submitted, you will have no further opportunities to cancel or modify this transaction. Click Next.



Notice of Electronic Filing

Slide notes: This Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the adversary case has been opened and assigned a case number. The complaint is now an official court document and is assigned document number 1. In addition, the lead bankruptcy case number is displayed, and the complaint entry on the bankruptcy docket report has been assigned document number 6. We suggest you print this page as a record of the filing. Copies of this notice are immediately e-mailed to all parties on this case who have subscribed to this service.

Press the PAGE DOWN key to access the bottom of the Notice of Electronic Filing.



Slide 62

Slide notes: The electronic document stamp is a unique identifier for this PDF document. It is a security feature used throughout CM/ECF. The bottom of the Notice of Electronic Filing includes a list of those individuals who will be noticed electronically and a list of those who must be notified by mail.

Summary

This concludes the lesson on opening an adversary proceeding.

You should now be able to:

- Link the adversary to the lead bankruptcy case.
- Add the plaintiff and their attorney.
- Add the defendant.
- Enter statistical case information.
- Associate a PDF document to the entry.
- Describe the parts of the Notice of Electronic Filing.

Use the playback controls or Menu options to view previous screens or close this module by clicking the EXIT button.

EXIT

The slide features a blue gradient background with a faint watermark of a scale of justice and the text 'AO-OIT-SDSD TRAINING BRANCH'. A blue 'EXIT' button is located at the bottom center.

Summary

Slide notes: This concludes the lesson on opening an adversary proceeding.

You should now be able to: link the adversary proceeding to the lead bankruptcy case, add a plaintiff and their attorney, add a defendant, enter statistical case information, associate a pdf document to the entry, and describe the parts of the notice of electronic filing.

To exit this module, click the EXIT button.



Exit

Slide notes: Thank you for viewing the module on Opening An Adversary Proceeding.