### Adversary Case Opening

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event (unlike the opening of a Bankruptcy Case), the attorney for the plaintiff must select himself/herself at the attorney selection screen. (Refer to Step 9, page 7)

STEP 1

Click the <u>Adversary</u> hyperlink on the CM/ECF main menu bar. (See Figure 1.)



STEP 2 Click on the <u>Open an Adversary Proceeding</u> hyperlink displayed on the **ADVERSARY EVENTS** screen. (See Figure 2.)



Figure 2

STEP 3 The CASE DATA screen displays. (See Figure 3.)

Pevorites			E Free Hotmal 🧟 Try I		Dipgrade Your Browser	
CM/ECF	Ba <u>n</u> krup <u>S</u> earch		Adversary + ·	Query	Reports +	Utilities +
Open Adv	ersary Case	0.1				
	Case type ap					
	Date filed 7/12/2 Complaint n 💌					
	ounsel for plaint					
Continue	Clear defen	iff				
Figure 3						

Make sure you take note of it on the final screen.

- The current date is displayed next to **Date Filed**.
- The **Case Type** value **ap** for adversary proceeding is displayed.
- The Complaint field signifies the lead event for this proceeding. If you are filing a Complaint, choose "y" for yes and you are automatically added as the counsel for Plaintiff. If you are filing something other than a complaint such as a Notice of Removal, select (n) for no. You may then select who you are counsel for.
- Click [Continue].

## STEP 4 The LEAD CASE/ASSOCIATION TYPE screen appears. (See Figure 4.)

<b>ECF</b>	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout	?
Open Adversary	/ Case											
Lead case number	02-10069											
Association type	Adversary	•										
Next												
Figure 4												

- Enter the Lead Bankruptcy Case Number in YY-NNNN format, including the hyphen.
- **NOTE:** If the case number is invalid or if the lead case does not reside on this database, an error message, "**YY-NNNNN is not a valid case. Please enter a valid value.**" is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

If you **do not** enter any number in the **Lead Case Number** field the system **will** allow you to proceed with case opening.

- The Association type defaults to Adversary. Other selections are Bankruptcy, Consolidated, Jointly Administered, Multi-District Litigation, and Related. Leave the default and click [Continue].
- **STEP 5** The **CASE ASSIGNMENT** screen displays. Case assignment is based on the lead Bankruptcy case. (See Figure 5.)

SECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout	2
Open Adversary C	ase											
Case is assigned to <b>Pleasa</b> based on the lead Bankrup <u>Next</u> <u>Clear</u>			ge Strasberg									

#### Figure 5

- Click [Continue].
- STEP 6 The PLAINTIFF SEARCH screen appears. (See Figure 6.)

earch for a plaintiff SSN Tax Id Tax Id Sinst Name Viddle Name Viddle Name	earch for a plaintiff SSN Tax Id ast/Business name Iinst Name Iindle Name	earch for a plaintiff SSN Tax Id	earch for a plaintiff SSN Tax Id	CM/ECF	Bankruptcy	Adversary	Query	Reports	Utilities	Logout
SSN Tax Id	SSN Tax Id St/Business name Strand	SSN Tax Id St/Business name Strand	SSN Tax Id St/Business name Strand	en Adversary Case						
SSN Tax Id	SSN Tax Id ast/Business name inst Name iiiddle Name	SSN Tax Id ast/Business name inst Name iiiddle Name	SSN Tax Id ast/Business name ist Name iiiddle Name	and for a plaintiff						
irst Name	irst Name	irst Name	irst Name		Tax Id					
	liddle Name	liddle Name	liddle Name	ast/Business name						
Iiddle Name				irst Name						
	Search Clear	Search Clear	Search Clear	fiddle Name						



- Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name, First Name or Middle Name.
  - Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters.

#### Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names (minimum of two characters) can be entered.
- Wild cards (\*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (\*son, Gr?y)
- Do not search only by the asterisk \* itself.
- Enter the plaintiff's last/business name and click [Search].
- **NOTE:** Do not use the asterisk \* by itself as search criteria. If just the asterisk is used, the entire database will be searched and require unnecessary systems resources and may degrade response time.

#### STEP 7 The SEARCH RESULTS screen appears. (See Figure 7a.)

CM/ECF Test Database - Windows Internet	Explorer						-8×
🕞 🗢 🗣 https://ecf-test.moeb.circ8.dcn/cg	i-bin/AddParty.pl?9007819	29756132	<b>x</b> (	🖥 🖻 🏍 🗶 🔽	Bing		<b>₽</b> ∗
Eile Edit View Favorites Lools Help	* 👻	Convert 👻 🎫 Sele	rct .				
🕁 Favorites 🛛 😓 🔗 Suggested Sites - 🖉 Free	Hotmail 🙋 Web Slice G	allery 👻					
CM/ECF Test Database				🦌 • 🔊	- 🖃 🖶 - Bag	s <del>- S</del> afety - T <u>o</u> ols -	• 😨 • 🐣
CM/ECF	Adversary 👻	Query	Reports 👻	Utilities 👻	Search	Logout	?
Search for a plaintiff							
SSN / ITIN	Tax ID / EIN						
Last/Business name	1						
First Name							
Middle Name	1						
Search Clear							
Party search results							
Household Finance, 555 Money Bags Ln, St. Household Finance, PO Box 8633, Carol Strr Household Finance, PO Box 8633, Carol Strr Household Finance Co., P.O. Box 1880, Pon	eam, IL eam, IL						
Household Finance Co., P.O. Box 1880, Pon							
Household Finance Corp	<u> </u>						
Select name from list Create	new party						



- NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the [Select Name From List] button. (See Figure 7b.)
- In Figure 7b the only party on the database matching the search criteria was Household Finance. Since our party, Household Financial Services is not on the list, click the [Create New Party] button.

Create pour portu
Create new party



**NOTE:** Your name search may find more than one record having the same name as shown in **Figure 7c**. Clicking on each of the names will display a window showing the party's complete address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

CM/ECF Test D	atabase - Windows Interne	t Explorer						_ 8 ×
GO - # 1	https://ecf-test.moeb.circ8.dcn/c	gi-bin/AddParty.pl?74223	5345961841	<b>_</b> 8	i 🗟 😏 🗶 🗖	Bing		ρ.
<u>E</u> ile <u>E</u> dit ⊻iew	Favorites <u>I</u> ools <u>H</u> elp		🗞 Convert 👻 📩 Se	lect				
🕁 Favorites 🛛 🏠	🏉 Suggested Sites 🔹 🧟 Fre	ee Hotmail 😹 Web Slice	Gallery 👻					
CM/ECF Test Da	itabase				🖥 • 🖻	- 🖃 🖶 - <u>P</u> ag	e + <u>S</u> afety + T <u>o</u> ols +	• • *
CM/ECF	Ba <u>n</u> kruptcy <del>-</del>	Adversary 🝷	Query	Reports +	Utilities 👻	<u>S</u> earch	Logout	?
Search for a plai	intiff							
SSN / I	ITIN	Tax ID / EIN		1				
Last/Business r	name	- i	CM/ECF Test Database	- Windows Internet Explorer				
First Name			∬ Hips//ecitest.moeb.mc8) Nousehold Finance	<b>len</b> /egi-bin/PecAddress.pl?1590038390	<u> </u>			
Middle Name			555 Money Bags Ln St. Louis, NO 63454					
Search Clear	1	-	County: ST. LOUIS-M	D				
Party search res	sults							
	e, 555 Money Bags Ln, St							
	ce, PO Box 8633, Carol Str ce, PO Box 8633, Carol Str							
	ce Co., P.O. Box 1880, Pol			Internet 🛛 🖓 🔹 🔍 1	100% • //			
	e Co., P.O. Box 1880, Po							
Household Finance								
Select name	from list Create	e new party						

Figure 7c

STEP 8 The PLAINTIFF INFORMATION screen appears. (See Figure 8.)

Enter the plaintiff's **Name** and **Tax ID** or **SSN** information in the appropriate boxes.

CM/ECF	Bankruptey *	Adversary *	Query	Repo	rts 🔻	Utilities -
	Search	Logout				
PlaintiffI	nformation					
Missouri Dep	t of Revenue SSN	/ ITIN:Unknown				
Office				Address 1	P.O. Box 20	0
Address 2				Address 3		
City	Jefferson City			State	Mo Zi	p 65105
County			*	Country	USA	
Phone				Fax		
E-mail						
Party text				]		
Role in Bank	ruptcy Case Credit	or	~			
						Add all additional
						attorneys, aliases and
Add addi	tional attorney	Alias Corp	orate parent / af	filate	Review	attributes
						before clicking the Submit button.
Submit Ca	ncei Clear					
Done				Internet		√2 - € 110% *

Figure 8

- Expand the Role in Bankruptcy Case selection pick list by clicking on the down arrow ▼ and select Creditor.
- The Party Text field is used for further party description, such as A California Corporation or Executor for the Estate of.... This information will appear on the caption of the docket report immediately after the party's name.
- If Complaint was set to "y" for yes in Figure 3, then you were automatically added as the counsel for Plaintiff. Attorney button has been changed to "Add additional attorney." (See Figure 8.)

**STEP 9** The **PLAINTIFF SEARCH** screen will appear again. You have added the plaintiff and if there are no more plaintiffs, choose End plaintiff selection. (See Figure 9.)

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GO - Thtp:	s://ecf-test.moeb. <b>circ8.dcn</b> /cg	i-bin/Dispatch.pl?30833513	39202828-UNKNOWN-0	<b>_</b>	🗟 🐓 🗙 🔁	Bing		₽ -
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To CM/ECF Test Datab	ase				🏠 • 🔊	→ 🖃 🖶 + Page		• 🕐 • »
CM/ECF	Ba <u>n</u> kruptcy <del>-</del>	Adversary 🔻	<u>Q</u> uery	Reports +	Utilities -	<u>S</u> earch	Logout	?
Open Adversa	iry Case							
Search for a plaint	iff							
SSN / IT		Tax ID / EIN						
Last/Business nar	ne							
First Name								
Middle Name								
Search Clear								
End plaintiff sele	ection							
Figure 9								

STEP 10 The DEFENDANT INFORMATION screen appears. (See Figure 10.)

CHATCH LCS Database #Indows Interne	( Explorer						
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<u>File Edit View Favorites Tools Help</u>	4 🤤	Convert 👻 🛃 Sele	ict				
🐈 Favorites 🛛 👍 🏉 Suggested Sites 🔹 🙆 Fre	ee Hotmail 🙋 Web Slice G	âallery 🕶					
CM/ECF Test Database				🔓 • 🔊	→ 🖻 🖶 + <u>P</u> ag	e • <u>S</u> afety • T <u>o</u> ols	• • • *
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Open Adversary Case							
Search for a defendant							
SSN / ITIN	Tax ID / EIN						
Last/Business name							
First Name							
Middle Name							
Search Clear							

Figure 10

- Enter party information for the defendant. Search by last name.
- When the SEARCH RESULTS screen appears, the party will be displayed because the defendant is already a debtor on the bankruptcy case. (See Figure 11.)

#### **CM/ECF External User Training**

CM/ECF Test Da	atabase - Windows Internet	Explorer						_ 5 ×
GO - 1 htt	tps://ecf-test.moeb.circ8.dcn/cgi	-bin/AddParty.pl?4196641	80978116	Image: A state of the state	📔 🗟 🐓 🗶 🔁	Bing		ρ.
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CM/ECF	Ba <u>n</u> kruptcy <del>-</del>	Adversary 🝷	Query	Reports +	Utilities 🔹	Search	Logout	?
Search for a defe	ndant							
SSN / I	TIN	Tax ID / EIN						
Last/Business na	ame							
First Name								
Middle Name								
Search Clear								
Party search resu	ults							
Snow, Mark Dougla	as , 1234 Street, St. Louis, MO							
	, 1234 Street, St. Louis, MO , 1234 Street, St. ouis, MO							
Select name f	from list Create r	new party						

Figure 11

- Highlight the name and click on [Select name from list].
- STEP 12 The DEFENDANT INFORMATION screen appears next with this party's data and address as it is recorded in the database from the bankruptcy case. (See Figure 12)

CM/ECF	Bankruptcy +	Adversary *	Query	Repo	rts 🔻	Utilities •
	Search L	ogout				
Defendan	t Information					
Mean Joe Gr	een Sr. SSN / ITIN:xxx	х-жх-0233				
Office				Address 1	412 Gre	en St
Address 2	PO Box 125			Address 3	-	
City	St. Charles			State	MO	Zip 63366
County	WARREN-MO (29219)		~	Country		
Phone	(314) 244-5555			Fax		
E-mail						
Party text						
Role in Bank	ruptcy Case		¥			
Allas	Corporate parent / affili	ate Review		ases and corpor king the Submi		is or affiliates
one				Internet		<ul> <li></li> <li><!--</th--></li></ul>
Figure 12						

- You must select the Role in Bankruptcy Case by clicking on the ▼ down arrow for the Role field. Highlight Debtor and click on [Submit].
- Note: The "Attorney" button has been removed from the Defendant Information screen.
- The Party Search screen will reappear. If the bankruptcy case is joint case, continuing adding parties. When all parties have been entered, click on [End defendant selection].
- **STEP 13** The **ADVERSARY STATISTICAL** screen appears. (See Figure 13a).

CM/ECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout	?
Open Adversary Case												
			ure of suit									
Party code 3U.S. not a Pa	rty 🗾 n	one									•	
Rule 23 (class	S	cond nat	ire of suit									
action)	n	one									•	
Jury demand None	T	urd natur	e of suit									
oury demand rone	n	one									•	
Demand (\$000)	F	urth natu	re of suit									
Demand (3000)	n	one									•	
State law n 💌	Fi	fth nature	of suit									
State Iaw II	n	one									•	
Continue												

Figure 13a

• Unless the US is a plaintiff or defendant in your case, accept the default **US not a Party** as shown in Figure 13b.

3 U.S. not a Party 📃 💌
1 U.S. is a Plaintiff
2 U.S. is a Defendant
3 U.S. not a Party
Figure 13b

Select Primary nature of suit of the complaint from the list (See Figure 13c.).

none	•
none	
01 (Determination of removed claim or cause)	
02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))	
11 (Recovery of money/property - 542 turnover of property)	
12 (Recovery of money/property - 547 preference)	
13 (Recovery of money/property - 548 fraudulent transfer)	
14 (Recovery of money/property - other)	
21 (Validity, priority or extent of lien or other interest in property)	
31 (Approval of sale of property of estate and of a co-owner - 363(h))	
41 (Objection / revocation of discharge - 727(c),(d),(e))	
51 (Revocation of confirmation)	
61 (Dischargeability - 523(a)(5), domestic support)	
62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud)	
63 (Dischargeability - 523(a)(8), student Ioan)	
64 (Dischargeability - 523(a)(15), divorce/sep property settlement/decree)	
65 (Dischargeability - other)	
66 (Dischargeability - 523(a)(1),(14),(14A) priority tax claims)	
67 (Dischargeability - 523(a)(4), fraud as fiduciary, embezzlement, larceny)	
68 (Dischargeability - 523(a)(6), willful and malicious injury)	
71 (Injunctive relief - reinstatement of stay)	

Figure 13c

- Then enter Second, Third, Fourth, and Fifth natures of suit, as necessary.
- The default in the **Rule 23 (Class Action)** box is *n*. Change the default to *y* only if this is a class action suit.
- The default in the Jury Demand box is n (None). (See Figure 13d.)

None	•
Both	
Defendant	
None	
Plaintiff	
Figure 13d	

- For our case we will leave the default of **None**.
- Dollar Demand. If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000. Since our Nature of Suit is Recover Money/Property we will enter **29** for \$29,000.00.
- **State law.** The default is *n* for no. If this case reflects a state law, then choose *y* for yes. If you are not sure, choose *u* for unsure.
- Verify the data on your screen and then click [Continue].

STEP 14 The PLAINTIFF IDENTIFICATION screen displays. (See Figure 14.)

🔾 🗢 🚺 https://ecf-test.moeb.	circ8.dcn/cgi-bin/Dispato	h.pl?380417724688704	<b>•</b>	🖹 ⁄ 🗙 🚺	Bing		P
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🍃 Favorites 🛛 🚖 💋 Suggested Sites	🔹 🤌 Free Hotmail 🤌	Web Slice Gallery 🕶					
CM/ECF Test Database				â • E	🛯 - 🖃 🖶 - Bage-	<u>S</u> afety + T <u>o</u> ols +	0-
CM/ECF Bankrupte Open Adversary Case	/ → Advers	sar <u>y <del>-</del> Q</u> uery	Reports 👻	<u>U</u> tilities -	<u>S</u> earch	Logout	



- Choose Yes or No in the drop down box.
- Click [Continue].

# STEP 15 The PDF DOCUMENT SELECTION screen displays. (See Figure 15a.)

CM/ECF Test D			-bin/Dispatch.pl?9225023	755447839	-	🖥 😣 🗙 🔁	Bina		- 5
	F <u>a</u> vorites <u>T</u> ools			🗄 Convert 👻 🛃 Sele					
╆ Favorites 🛛 🏤 .	🥖 Suggested Sites	🕶 🙋 Free	Hotmail 🙋 Web Slice (	Gallery 🕶					
o¶⊐ CM/ECF Test Dal	tabase					🏠 • 🔊	🗸 🖃 🚔 🔸 Bag	e <del>+</del> _ <u>S</u> afety + T <u>o</u> ols +	0-
CM/ECF	Ba <u>n</u> kruptcj	ı <del>-</del>	Adversary 🔻	Query	Reports -	<u>U</u> tilities <del>+</del>	<u>S</u> earch	Logout	
	sary Case								
Filename Attachments to I		_	Browse						

Figure 15a

- To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
  - Click [Browse]. In the File Upload screen change Files of type: to All files(\*.\*) then navigate to the directory where the appropriate 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 15b.)

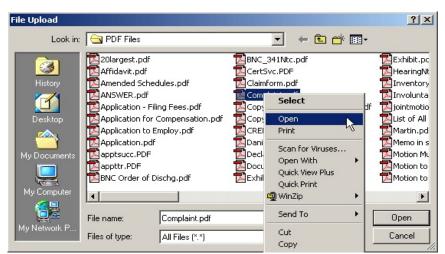


Figure 15b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click [Open] on the File Upload dialogue box. (See Figure 15c.)

File Upload			<u>? ×</u>
Look in:	DF Files		
History Desktop My Documents	20largest.pdf Affidavit.pdf Amended Schedules.pdf Amended Schedules.pdf Application - Filing Fees.pdf Application for Compensation.pdf Application.pdf Application.pdf Applsucc.PDF appttr.PDF BNC Order of Dischg.pdf	BNC_341Ntc.pdf CertSvc.PDF Claimform.pdf Copy of Application to Employ.pdf Copy of Martin.pdf Copy of Martin.pdf Copy of Martin.pdf CREDDISK.PDF Daniels_Dale_VPCh7.pdf Declaration.pdf Document.PDF Exhibit A - Vol Petition.pdf	Exhibit.pc HearingNt Inventory Dintmotio List of All Martin.pd Martin.pd Martin.nd Martin.pd Motion M. Motion M. Motion to
My Computer	File name:     Complaint.pdf       Files of type:     All Files (*.*)	<b>.</b>	Dpen Cancel

Figure 15c

• The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box. (See Figure 15d.).

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CM/ECF Test D	-				🔓 • 🔊	- 🖻 🖶 - Page	<ul> <li>Safety → Tools →</li> </ul>	<b>0</b> • *
CM/ECF	Ba <u>n</u> kruptcy <del>-</del>	Adversary 👻	Query	Reports -	<u>U</u> tilities +	<u>S</u> earch	Logout	?
	ary complaint.pdf Document: © No O Clear	Browse Yes						

Figure 15d

- There will be no attachments in this exercise. Attachments will be covered in another lesson. Therefore, leave the radio button indicating No.
- Click [Continue].

#### STEP 16 The FEE screen appears. (See Figure 16)

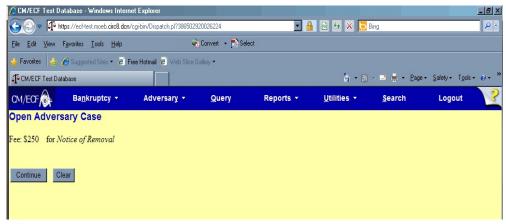


Figure 16

Click [Continue].

#### STEP 17 The FINAL DOCKET TEXT SCREEN DISPLAYS (See Figure 17.)

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Favorites 🔓	🧉 Suggested Site:	🝷 🙋 Free	e Hotmail 🙋 Web SI	ice Gallery 🕶					
CM/ECF Test Dat	abase					🏠 • 🖻	- = 🖶 - B	age + <u>S</u> afety + T <u>o</u> ols •	- 0-
CM/ECF	Ba <u>n</u> krupto	y <del>-</del>	Adversary 👻	Query	Reports -	Utilities 🔻	Search	Logout	
open Advers	lify as Appropr								
Docket Text: Moo	lify as Appropr Notice of Rei	noval	nover of proper	by Plaintiff	Household Financ	ce . Fee Amount \$2	250 (11		
Docket Text: Moo	lify as Appropr Notice of Rei	noval	nover of proper		Household Financ	ce . Fee Amount S	250 (11		
Oocket Text: Moo (Recovery of m	lify as Appropr Notice of Rei	noval	nover of proper	by Plaintiff	Household Financ	ce . Fee Amount S.	250 (11		
Oocket Text: Moo (Recovery of m	lify as Approp Notice of Rei oney/property	noval	nover of proper	by Plaintiff	Household Financ	re . Fee Amount S.	250 (11		
Oocket Text: Moo (Recovery of m	lify as Approp Notice of Rei oney/property	noval	nover of proper	by Plaintiff	Household Financ	ce . Fee Amount S	250 (11		

Figure 17

- Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click [Continue].
- If any part of it is incorrect, click the browser [Back] button to return to the screen you need to correct. Then process the screens again with the respective [Continue] or [Submit] buttons.
- NOTE: When an adversary case is opened, the complaint information is spread over to the main bankruptcy case. (The case number does not appear in the docket text.)

When the judgment is rendered, the ruling will also spread over to the main bankruptcy case.

- **NOTE:** To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.
- STEP 18 The NOTICE OF ELECTRONIC FILING screen appears. (See Figure 18a.)

<b>dECF</b>	Bankruptcy • Adversary • Query • Reports • Utilities • Logout 🔧	
Open Adversa	ry Case	-
	U.S. Bankruptcy Court	
	Systems Deployment and Support Division	
Notice of Electronic	Filing	
The following transac	ction was received from Walker, Heather entered on 9/6/2002 at 2:38 PM CDT and filed on 9/6/2002	
Case Name:	Household Financial Services v. Hammock et al	
Case Number:	1:02-ap-1004	
Document Number	r. 1	
Case Name:	– Frank G. Hammock and Carol A. Hammock	
Case Number:	1:02-bk-10069	
Document Number		
The following docum Document descript Original filename: Electronic documer [STAMP bkcefStam 8e245e2c6e2c03eaa fdca4e691a037ec24 Document descript Original filename: [STAMP bkcefStam 8a52c528341df5190 caf0425d0fd99391ff	C:\ECF_Students\PDF Files\Complaint.pdf <b>nt Stamp:</b> p_D=981735245 [Date=9/6/2002] [FileNumber=7643-0] [6c c8223a26024f2127454208169fea60aa61a4688d8ece5a40ca1ecc Hds5432cef247c99ccd8fcdf37cdfed9d806029c]] tion:Main Document C:\ECF_Students\PDF Files\Complaint.pdf <b>nt Stamp:</b> up_D=981735245 [Date=9/6/2002] [FileNumber=7644-1] [44 00bd91eefb0b36a74cc63cad58351a0a27c98dc1162e002abc8e76 069526dbb8dc22ce8f965acc258a84584c120c6]]	
1:02-ap-1004 Notic	ce will be electronically mailed to:	
Heather J. Walker	walkerh@atty.net	
1:02-ap-1004 Notic	ce will not be electronically mailed to:	
1:02-bk-10069 Not	tice will be electronically mailed to:	
William W. Thompso	on wwthompson@trustee.net,	
George T. Walker	gtwalker@atty.net	
Heather J. Walker	walkerh@atty.net	

Figure 18a

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image. Clicking on either of these links will bring up the PACER login screen. (See Figure 18c). The case number of both this adversary and the lead bankruptcy case appear. This

indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged PDF complaint is also accessible from the bankruptcy case.

- To print a copy of this notice, click the browser [Print] icon.
- To save a copy of this notice, click **[File]** on the browser menu
- Trustee and Attorney users will have access to the Notice of Electronic Filing at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. (See Figure 18c.)
- Further access to the Notice of Electronic Filing is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. (See Figure 18b.) Clicking on this bullet will display a copy of this notice. Attorney users will be presented with a PACER login screen first. (See Figure 18c.)

Filing Date	#	Docket Text
09/06/2002	<b>⊘</b> <u>1</u>	454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather) (Entered: 09/06/2002)

#### Figure 18b

When a copy of the Notice of Electronic Filing is mailed to each subscriber on the case, the following message will display at the top:

#### \*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

#### **CM/ECF External User Training**

🖓 CM/ECF Training Database - Microsoft Internet Explorer provided by SBC Yahoo! DSL	_ 8 >
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Address 🕘 https://ecf-train.moeb.uscourts.gov/cgi-bin/login.pl?942524670176593-L_786_0-1	<b>▼</b> ∂⊛
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SECF Bankruptcy · Adversary · Query · Reports · Utilitie	es • Logout 🤧
PACER Login	
Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.	
Instructions Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <u>http://nacer.psc.uscourts.gov</u> or call the PACER Service Center at (800) 676-6866 or (210) 301-6440.	
An access fee of <b>1.00</b> per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.	
Authentication	
Login:	
Password	
Client code:	
Make this my default PACER login	
Login Reset	
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Figure 18c

### Adversary Do's & Don't's

#### Do's:

- Open an adversary using the "Open AP Case" on the Adversary button on the blue Main Menu bar.
- Always use the proper Adversary Caption for pleadings filed in an adversary case.
- Always file a Civil Cover Sheet when opening an adversary case.
- Always enter the main bankruptcy case number when opening an adversary case.
- Always select the correct Role in Bankruptcy Case for the party.

#### Don't's:

- Do not open an adversary using an event under the Bankruptcy button.
- Do not forget to file a return of service.