

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

This docketing procedure provides step by step instructions for the filing of a new Adversary case and how to print the Summons document.

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



Figure 1

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



Figure 2

Step 4 **The next screen gives information regarding the automatic issuance of the Summons and how to add yourself as attorney for the plaintiff in order for the Summons to be issued properly at the end of the opening of the new adversary case. Follow the instructions. Click next. (See figure 3)**

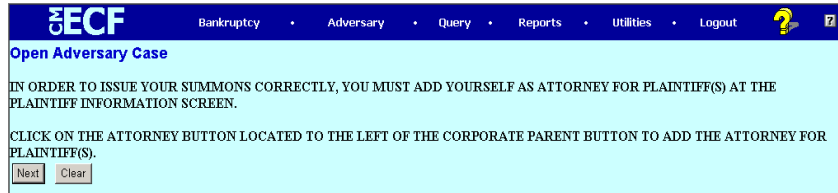


Figure 3

Step 5 **The Search for a Plaintiff screen appears. Please remember to conduct a general search for the plaintiff’s name in the CM/ECF database according to the *Attorney Style Guide* located on the Court’s website. Click Search. (See figure 4)**

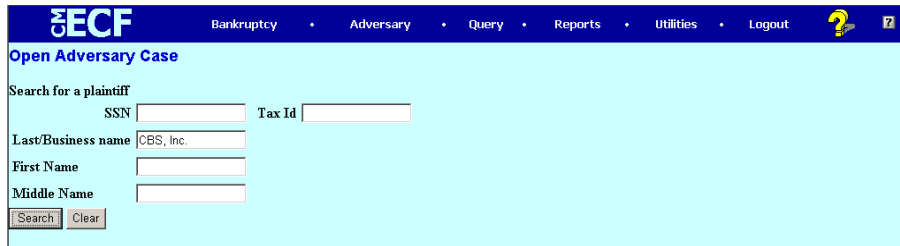


Figure 4

Step 6

The Plaintiff Information Screen appears. It is recommended that addresses not be added for parties other than dedendants. Click on the attorney box and search for yourself in order to associate yourself with the plaintiff as filer of the complaint. You will never have to add yourself to the database if a proper search is done. Always search and enter the plaintiff(s) first then enter defendants. The defendant will be entered as Pro Se at this time. The attorney will be added when and if they answer the complaint. Continue adding parties until all parties to the action have been added to the case. Click submit. (See figure 5)

Figure 5

Step 7

The Nature of Suit screen appears. Select the correct options by making choices given in each drop down box. When completed click next. (See figure 6)

Figure 6

- Step 8** **The Lead Case Screen appears. Insert the related Bankruptcy Case number in the Lead case number field. Select the association type in the drop down box. If the adversary being filed is not a dischargeability complaint or an objection to discharge then simply select *related adversary*. Click next (see figure 7)**

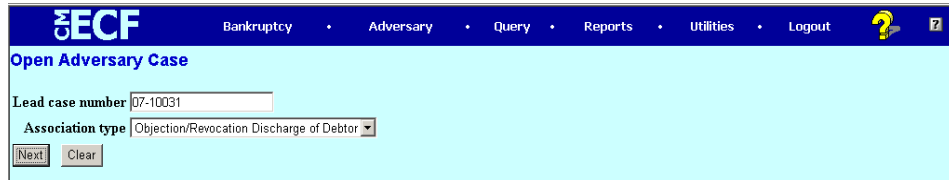


Figure 7

- Step 9** **The Case Assignment screen appears. This screen only confirms the divisional office and Judge assignment based on the lead bankruptcy case number you just entered. Confirm this information is correct. Click Next.**
- Step 10** **The next screen is where you Browse for the document you are filing. Make sure you select the correct document. Click Next.**
- Step 11** **The next screen gives you information on payment of the filing fee. Review the information and click next.**
- Step 12** **The next 2 screens require no data input. Just click Next.**

Step 13 The Final Text window appears. Review the entry *before* submitting for filing to be sure there are no errors. You will have no further ability to correct the transaction after you hit submit on this screen. If the entry is correct click Next. (See figure 8)

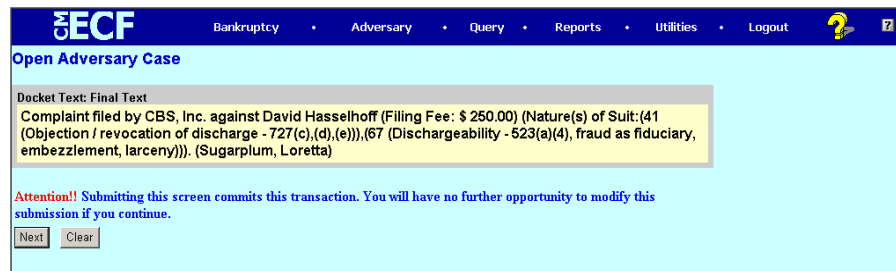


Figure 8

Step 14 The Summary of Current Charges Screen pops up on top of the Notice of Electronic Filing Screen. All pending fees will appear. Make a decision to “Pay Now” or “Continue Filing”. For this exercise, we will click “Pay Now”. (See figure 9)

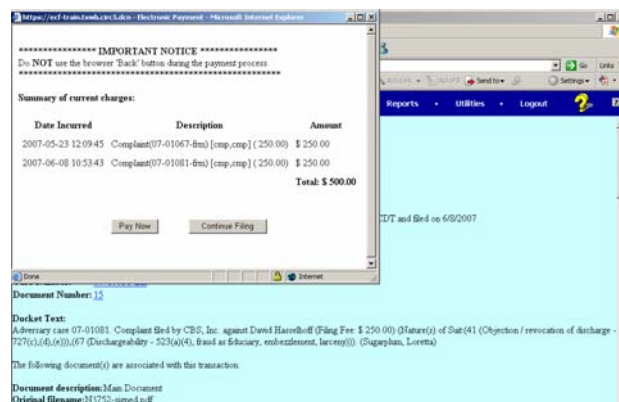


Figure 9

- Step 15** The next screen allows you to input your credit card information to pay the charges that have not been paid up to this point. Enter that information and click Continue With Plastic Card Payment.
- Step 16** An authorization screen appears and you are to click on the box that says you authorize this charge to your credit card. The screen will then process and then you will see information that the payment was received and completed. You can print this page for reference purposes if you choose to. Close the window.
- Step 17** After the payment window is closed the Notice of Electronic Filing Screen appears in full and you will see that your filing entry has been completed. The new adversary case number is highlighted as a hyperlink. (See Figure 10)



Figure 10

- Step 18** Scroll down this screen until you see document number 2 highlighted. This is where your Summons is automatically generated and completed by the system. All you need to do is click on the hyperlink and print it in order to serve it on the defendant. (See Figure 11)



Figure 11

- Step 19** Once you have printed the Summons and completed the Service part of the document you will then file the 2 page Summons document as "Summons Served" under the Adversary options off the blue main menu bar.