File an Adversary Proceeding (submit the Summons as an attachment).

STEP 1   Select **Adversary** from the CM/ECF toolbar, then select **Open Adversary Proceeding**.

STEP 2   The **Open Adversary Case** screen displays.

   ♦   **Case Type** - select 'ap.'.
   ♦   **Date Filed** - will always default to current date.
   ♦   **Complaint** - **select 'y' for a Complaint, 'n' for a Notice of Removal**.
   ♦   Click on the **Next** button.

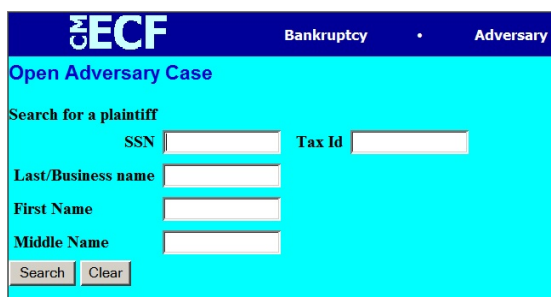**STEP 3**   The **Add Associated Cases** screen displays.

   ♦   **Lead case number** - type in the main bankruptcy case number in the format shown in the example.
   ♦   **Association type** - select '*Adversary.*'
   ♦   Click on the **Next** button.

STEP 4   The **Case Division Assignment** screen displays.

Case is assigned to **Charleston** Division
based on the lead Bankruptcy case 2:03-bk-20839.
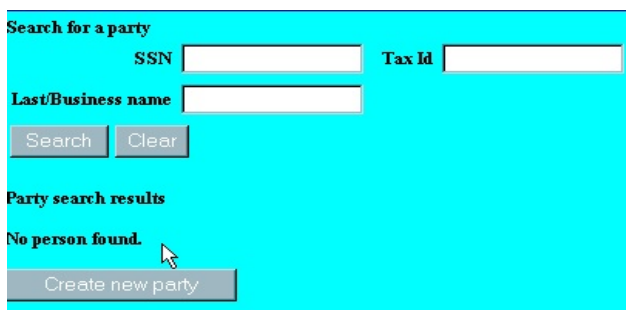Next   Clear

●   Click on the **Next** button.

STEP 5   The **Search for a plaintiff** screen is displayed. In this step you will be adding the
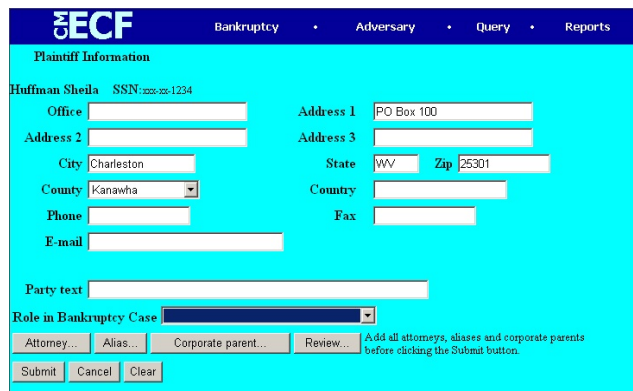**plaintiff(s)** to this adversary proceeding.

CM ECF   Bankruptcy   •   Adversary

Open Adversary Case

Search for a plaintiff
                SSN   Tax Id
Last/Business name
First Name
Middle Name
Search   Clear

♦   Type in the Last Name or Business Name. DO NOT SEARCH BY THE SSN or
            TAX ID numbers.
♦   Click on the **Search** button.

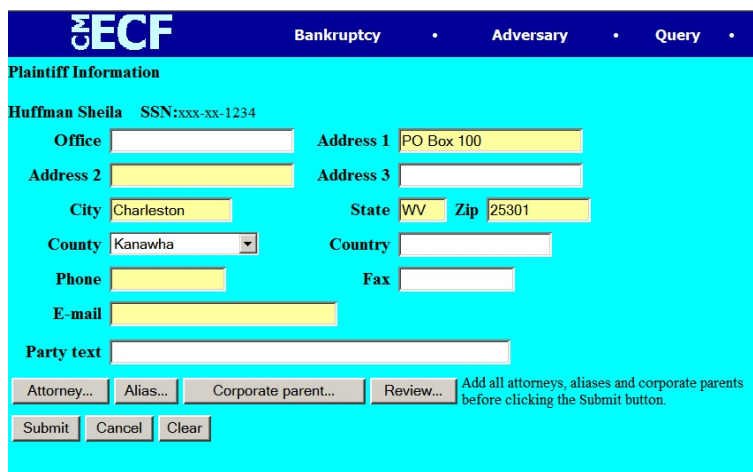**STEP 6**   The **Party search** results are displayed.

Search for a party
                SSN   Tax Id
Last/Business name
Search   Clear

Party search results

No person found.

Create new party

♦   If the party's name appears in the **Party search results** window, highlight the
            name and click the **Select name from list** button.
♦   If the party's name does not appear in the **Party search results** window or you
            see a **No person found** response, click on the **Create new party button** and
            proceed to **Step 8**.

STEP 7   The **Plaintiff Information** screen is displayed.

♦   **Party text** - if there is text after the party's name (i.e. ' Ohio Corporation,'
          'Trustee,' etc.) type it in this field.
♦   **Role in Bankruptcy Case** -
♦   **Role** - select the role of the plaintiff in the case (i.e. creditor, debtor, etc.)
♦   **Alias** - select this button if the party has any known aliases.
♦   **Attorney** - select this button to enter an attorney if the party is represented by one.
          Proceed to **Step 9.**

STEP 8   If your party does not appear in the pick list or you received a **No person found**
          message, you will need to add the party to the database. Select **Create new party**.
          The **Plaintiff Information** screen will be displayed.
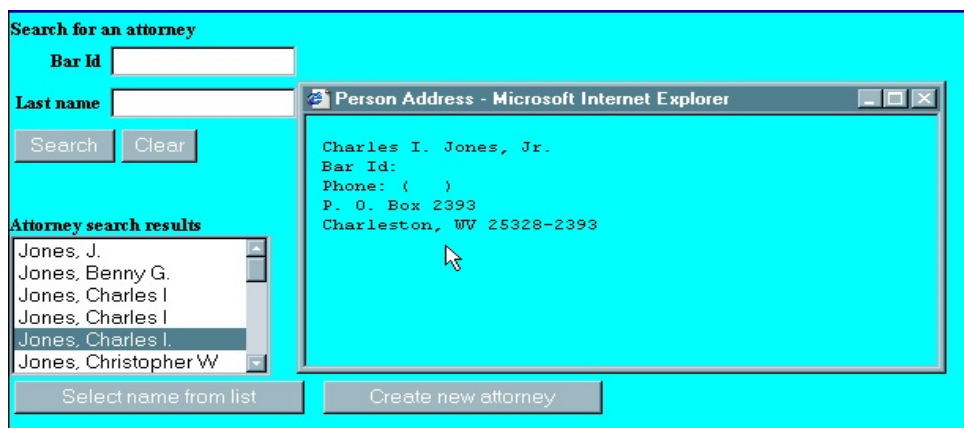

♦   Refer to **Step 7** for adding party information.

STEP 9   After the *Plaintiff Information* has been added, click on the **Attorney** button to add an attorney to the case. The **Search for an attorney** screen will be displayed.

- ♦   **Last name** - type in up to 10 letters of the attorney's last name and click on the **Search** button.
- ♦   **Bar Id** - this field is for information only; do not do a search for an attorney using the Bar Id.
- ♦   Click on the **Search** button.

STEP 10   The **Attorney search results** displays.

- ♦   If the attorney's name appears in the **Attorney search results** window, click on **Select name from list** and proceed to **Step 12**.
- ♦   If the attorney's name is not listed, or '**No person found**' appears, click on the **Create new attorney** button.

STEP 11   If you clicked on the **Create new attorney** button, the following **Attorney Information** screen will display.

Attorney Information (Party Milton Construction Company,)

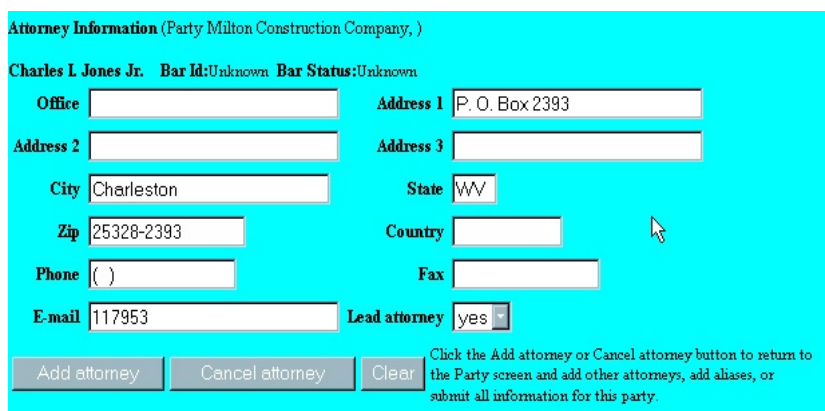|			
Last name	Jones	First name	
Middle name		Generation	
Title		Bar Id	
Office		Address 1	
Address 2		Address 3	
City		State	
Zip		Country	
Phone		Fax	
E-mail		Lead attorney	yes

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.

[Add attorney]   [Cancel attorney]   [Clear]

♦   Enter name and address of attorney for the party.
♦   Select **Add attorney**.
♦   The **Plaintiff Information** screen appears. Select **Submit** if you do not have another attorney to add for this plaintiff. If you have another attorney to add for this plaintiff, select **Attorney** and repeat **Steps 9, 10 and 11.**

STEP 12   If the attorney's name appeared, the **Attorney Information** screen is displayed.

Attorney Information (Party Milton Construction Company,)

Charles L Jones Jr.   Bar Id: Unknown **Bar Status:**Unknown

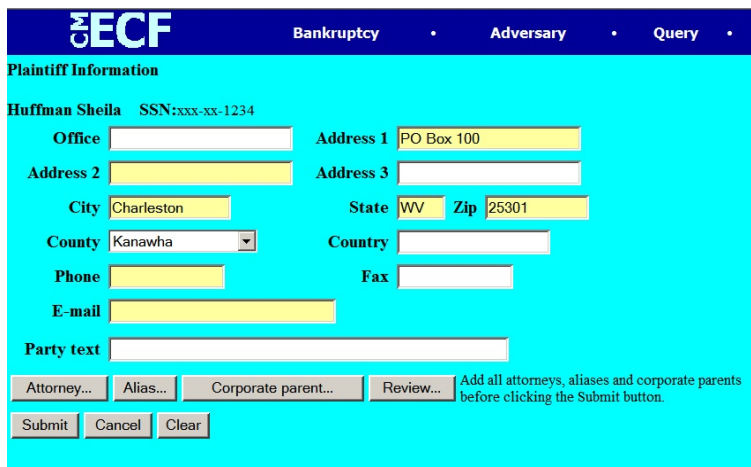|			
Office		Address 1	P. O. Box 2393
Address 2		Address 3	
City	Charleston	State	WV
Zip	25328-2393	Country	
Phone	( )	Fax	
E-mail	117953	Lead attorney	yes

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.

[Add attorney]   [Cancel attorney]   [Clear]

♦   **Lead attorney** - select 'yes' if this is the lead (or only) attorney for this party.
♦   Select **Add Attorney**.

STEP 13   The **Plaintiff Information** screen is displayed again.

♦   Verify information. Selecting the *Review* button allows you to view all aliases and attorneys you have added for this party.

♦   Select **Submit**. This will add the party to this adversary proceeding.

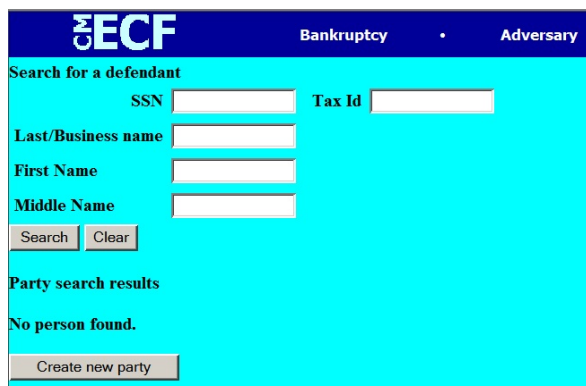**STEP 14**   The **Search for a plaintiff** screen displays again.

♦   Refer back to **Step 5** to continue adding all plaintiffs.

♦   When all plaintiffs have been added, select **End Plaintiff Selection**.

STEP 15   The **Search for a defendant** screen is displayed. In this step you will be adding the **defendant(s)** to this adversary proceeding.

♦   Type in the Last Name or Business Name. DO NOT SEARCH BY THE SSN or TAX ID numbers.

♦   Click on the **Search** button.

STEP 16   The **Defendant search** results are displayed.

♦   If the defendant's name appears in the **Party search results** window, highlight the name and click the **Select name from list** button.

♦   If the defendant's name does not appear in the **Party search results** window or you see a **No person found** response, click on the **Create new party button** and proceed to **Step 18**.

STEP 17   The **Defendant Information** screen is displayed.

♦   **Party text** - if there is text after the party's name (i.e. ' Ohio Corporation,' 'Trustee,' etc.) type it in this field.

♦   **Role in Bankruptcy Case** - select the role of the defendant (i.e. debtor, creditor, etc.)

♦   **Alias** - select this button if the party has any known aliases.

♦   **Attorney** - REMEMBER - DO NOT ADD AN ATTORNEY FOR THE DEFENDANT(s). DEFENDANT'S ATTORNEY IS ADDED WHEN AN ANSWER IS FILED.

♦   Click **Submit.**

♦   Refer to **Step 18** for adding party information.

STEP 18   If your party does not appear in the pick list or you received a **No person found** message, you will need to add the party to the database. Select **Create new party**. The **Defendant Information** screen will be displayed.

♦   Refer to **Step 17** for adding party information.

STEP 19   The **Search for a defendant** screen displays again.

♦   Refer back to **Step 17** to continue adding all defendants.
♦   When all defendants have been added, select **End Defendant Selection**

STEP 20   The **Open Adversary Case** screen with statistical information is displayed.

♦   **Party code** - select the role of the United States in this adversary proceeding.
♦   **Primary Nature of Suit** - select the relief being sought. Select any secondary causes of action from the additional drop down boxes below the **Primary Nature of Suite**.
♦   **Rule 23 (transfer action)** - select '**y**'es or '**n**'o.
♦   **Jury demand** - select party requesting a jury or *None*.
♦   **Demand ($000)** - if this adversary complaint seeks monetary relief, enter the amount in thousands of dollars.
♦   **State law** - select '**y**'es or '**n**'o as applicable.
♦   Click on the **Next** button.

STEP 21   The **7/13 Debtor Question Screen** displays.

♦   Choose yes or no from the drop down box and click **Next**.

STEP 22   The **Select pdf document** screen is displayed.

♦   Type the file name in the blank or click on **Browse** to select the **.pdf file** to
         associate with this event.
♦   **Attachments to Document: Attach the Summons to be issued by the Clerk's
         Office** - click on the **'Yes'** radio button.
♦   The **Select one or more attachments** screen will display.

♦   Select the filename of your attachment by using Browse.
♦   Click on the arrow next to **Type** and click on type of attachment, if listed.
♦   Click in **Description** box and type in any additional description, or add
         description, if not listed under **Type**.
♦   Click on **Add to List**.
♦   Continue to add attachments using the steps above as necessary.
♦   Once all attachments have been added, click on **Next**.

STEP 23   The **Fee** screen displays if the AP is not being filed by a Chapter 7 or Chapter debtor.
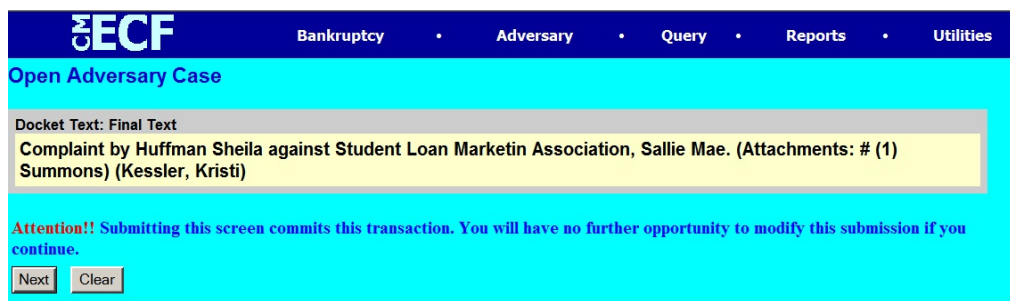
♦   The filing fee that will be charged to your Credit Card is shown.
♦   Click **Next** to continue.

♦   The above screen will appear twice, just click **Next** each time.

STEP 24   The **Docket Text: Final Text** screen is displayed.

♦   Verify the text docket entry. This is what will be displayed on the docket and is your final chance to correct any errors.
♦   Click on the **Next** button.

STEP 25   A **Summary of Current Charges:** screen displays.

Summary of current charges:

Date Incurred	Description	Amount
2003-09-23 11:09:33	Voluntary Petition (Chapter 7)(2:03-bk-20836) [misc,volp7aty] (200.00)	$ 200.00
2003-09-23 11:28:49	Voluntary Petition (Chapter 7)(2:03-bk-20837) [misc,volp7aty] (200.00)	$ 200.00
2003-09-23 14:37:20	Voluntary Petition (Chapter 7)(2:03-bk-20838) [misc,volp7aty] (200.00)	$ 200.00
2003-09-24 13:28:41	Motion to Lift Automatic Stay(2:03-bk-20826) [motion,mrlfsty] (75.00)	$ 75.00
2003-10-09 18:08:39	Debtor(s) Notice of Conversion to Chapter 7(2:03-bk-20826) [notice,dbntccnv] (15.00)	$ 15.00
2003-10-14 10:53:11	Amended Schedules/Statements(2:03-bk-20839) [misc,amdsch] (20.00)	$ 20.00
2003-10-16 14:15:58	Complaint(2:03-ap-02046) [cmp,cmp] (150.00)	$ 150.00
		Total: $ 860.00

♦   Clicking on **Pay Now** will generate a single charge to your account.
♦   Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 26   The **Notice of Electronic Filing** screen displays. Note the Adversary Proceeding Case Number for your records.

Notice of Electronic Filing

The following transaction was received from atygib, entered on 10/16/2003 at 2:15 PM EDT and filed on 10/16/2003
Case Name: Milton Construction Company v. Doefield
Case Number: 2:03-ap-02046
Document Number:1
Case Name: John Erwin Doefield
Case Number: 2:03-bk-20839
Document Number:11

Docket Text:
Complaint by Milton Construction Company against John Erwin Doefield. 426 (Dischargeability 523). Fee Paid $150 (Attachments: # (1) Summons) (atyg

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

Document description: Main Document
Original filename:O:\PDFfiles\Bankruptcy - Complaint.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=10/16/2003] [FileNumber=4953-0]
[41a89d0932f212dac1d620b61feb90f10e86d1c8e75e5a65e8df6b3e45c60f0461f34
47f722bb75565806976ca8745a6bf7eab433b02673e9f32ff42b536f207]]
Document description: Summons
Original filename:O:\PDFfiles\Bankruptcy - Summons.pdf

♦   The **Notice of Electronic Filing** screen confirms that the system has received the adversary proceeding case and provides the following information:

▸   Who file the document.
▸   Date and Time
▸   Case Name
▸   Case Number
▸   Document number
▸   Original filename (pdf)
▸   Electronic document stamp
▸   Electronic mail recipients and manual notice lists