

Miscellaneous Case Opening

Step 1 Click on the **Adversary** hyperlink on the CM/ECF Main Menu Bar.

Step 2 The **ADVERSARY EVENTS** screen appears.

Step 3 Click on the **Open a MP Case** hyperlink.

- Select the divisional office.
- Enter **n** for complaint.
- Click **[Next]**.
- Search for a party, if not found add/create new party.
- Click on the **Attorney** button to add yourself to the case.
- Search for your name. **Enter Last Name** and/or **BAR ID**.

Note: You may need to insert a zero ("0") preceding the BAR ID if no match is found.

- Select the attorney from the list.
- Click **[Add Attorney]**.
- Click **[Submit]**.
- After selecting all parties, click **End party selection**.
- Click **[Next]**.
- Click **[Next]**.
- Select the event you are filing.
- Click **[Next]**.
- Select browse to associate the PDF file.
- View final docket text.
- Click **[Next]**.