



Published on *United States Bankruptcy Court* (<http://www.canb.uscourts.gov>)

[Home](#) > [Case Opening - Adversary Proceeding](#) > Adversary Case Opening

Adversary Case Opening

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

1. The Adversary Events screen displays.

Click **Open an AP Case** hyperlink.

2. The Case Data screen displays.

Accept the default, click **Next**.

3. The Request to Enter **Lead Case Number** displays.

Enter **lead case number**; Association type defaults to Adversary. **Do not change the default.**

Click **Next**.

4. The Adversary case will be assigned to the same divisional office and Judge based on the lead case number that was entered.

Click **Next**.

5. The **SEARCH FOR PLAINTIFF**  screen displays.

Search for the "Plaintiff" by Last/Business name, SSN or Tax ID. Click, **Search**.
Select the party from list or create new party.

6. The **PLAINTIFF INFORMATION** screen displays.

Enter **Role in Bankruptcy Case** from pick list.
Add yourself as the attorney for the plaintiff.
Select **Attorney**.

7. The **SEARCH FOR ATTORNEY** screen displays.

Search for your name. Enter **Last Name** and/or **Bar ID**.

Note: You may need to insert a preceding 0 in the Bar ID if only five numbers and no match is found.

Select **attorney name from list**.
Select **Add Attorney**. Click **Submit**.

8. The **SEARCH FOR PLAINTIFFS** screen reappears.

If there are additional plaintiffs continue to add them until they are all part of the case then click **End plaintiff selection**.

9. The **SEARCH FOR DEFENDANT**  screen displays.

Search for the "Defendant" by Last/Business name, SSN or Tax ID. Click, **Search**.

10. The **DEFENDANT INFORMATION** screen displays.

Enter **Role in Bankruptcy Case** from pick list.
Click **Submit**.

11. The **SEARCH FOR DEFENDANT** screen reappears.

If there are additional defendants continue to add them until they are all part of the case then click **End defendant selection**.

12. The **STATISTICAL DATA** screen appears next.

Complete the statistical information. **Select the Primary nature of suit first**. If there are additional nature of suits please select from the appropriate pick list. Up to five Nature of Suit codes can be entered for an adversary.

Note: i.e. If one of the Nature of Suits is Objection/revocation of [discharge](#)ⁱ, select this as the Primary nature of suit.

State law is for entry of an existing substantive issue of state law.

Note: The following question will display. Please enter the appropriate answer.

13. Is the plaintiff the [trustee](#)ⁱ? Please enter [y or n].

If you entered **Y** skip to **Number 14**.

If you entered **N** the following question will display

Is the plaintiff a [debtor](#)ⁱ or child support [creditor](#)ⁱ? Please enter [y or n].

If you entered **N** skip to **Number 15**.

14. If you entered **Y** that the plaintiff is a trustee, the following question displays

Are you paying the filing fee now? Please enter [y or n].

If you entered **N** the following reminder displays:

You must file an application to defer filing fee in this adversary immediately after the complaint has been filed.

Click **Next**.

15. Select browse to associate the pdf of the complaint only; check the radio button attachments to documents **Y**, click **Next**.

Select browse and attach the pdf of the AP cover sheet

Select **AP cover sheet** as the attachment type.

Click **Add to List**.

Click **Next**.

Note: In **Oakland** and **San Francisco** divisions **only**. DO NOT DOCKET the " Discovery Order". The Court will mail a copy of the order with the "Summons Issued" back to the attorney.

The Court will prepare and enter the "Summons and Notice In An [Adversary Proceeding](#)", it will be transmitted electronically **via** the NEF (Notice of Electronic Filing) to the attorney for the plaintiff for service on the defendants by mail, in accordance with FRBP 7004.

The **Fee amount** displays

Click **Next**.

Click **Next**.

Click **Next**.

Review final docket text.

Click **Next**.

Submit payment.

The Complaint appears in both the adversary and the bankruptcy case.

Manual Chapter:

Case Opening - Adversary Proceeding

Source URL (modified on 04/26/2016 - 1:33pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/adversary-case-opening>