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Don't forget to add yourself as the attorney for the [plaintiff](#) ⁱ.

Attach the cover sheet as an attachment.

If needed, file a Request for Alias Summons to be issued

Do not add the Attorney for the [Defendant](#) ⁱ. They are added to the case when they file an answer to the complaint. Include the defendants address.

Change the Y to an N in the Case Opening Screen if the case is a Removal.

The Open Adversary event will also docket to the bankruptcy case and create an entry on the docket showing the filing of the adversary case.

After the Summons has been served file the Summons Service Executed.

All adversary documents are to be filed in the [Adversary Proceeding](#) ⁱ not the Bankruptcy Case.

Manual Chapter:

Case Opening - Adversary Proceeding

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