

### Things to Remember in Adversary Cases

- Don't forget to add yourself as the attorney for the plaintiff.
- 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. 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 not the Bankruptcy Case.

**Manual Chapter:** Case Opening - Adversary Proceeding

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