

### [Intervenor's Complaint](#)

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

- Click **Complaint and Summons** hyperlink.
- Enter **Case Number**, click **Next**.
- Select **Intervenor's Complaint**, click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

**Place** a check mark in the box to establish the association.

- Click **Next**.

Please select the party (s)that this filing is **against**.

- Click Next.
- Associate the pdf file of the **Intervenor's Complaint**, click **Next**.
- Place a check mark in the box " **Refer to Existing Event**"
- *Select the appropriate complaint event(s) to which your event relates:*
- Place a check mark in the box next to the document. (This is how you link related documents.)
- Edit the docket text if necessary.
- Click **Next**.

## **Intervenor's Complaint**

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- ***Review final docket text.***

- Click **Next**

**Manual Chapter:** Summons (AP)

**Source URL (modified on 04/20/2016 - 3:07pm):** <https://www.canb.uscourts.gov/ecf/efiling-manual/intervenors-complaint>