

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary

Use Open a New Adversary Case to enter an adversary proceeding into CM/ECF. The complaint **must** be in PDF format before opening the case. The PDF document must include the Adversary Proceeding Cover Sheet with the complaint.

The adversary cover sheet is the first page of the adversary proceeding PDF document.

You need the main case number of the related bankruptcy case to enter the adversary proceeding into CM/ECF.

STEP 1	Select Adversary (from Main Menu)
STEP 2	Select Open a New Adversary Case (Includes original complaint)

Open New Adversary Proceeding

STEP 1	Select Case type: ap
STEP 2	Verify date filed (unable to edit)
STEP 3	Enter: Complaint - y

Adding Parties

Note: Add all plaintiffs then add all defendants. Add defendants as pro se.

Search for Party(s) – Add Plaintiff

STEP 1	Enter Plaintiff’s SSN, Tax ID or last name/business name. Repeat this if there is more than one plaintiff.
STEP 2	Click Search

If	Then
Plaintiff is found with identical information; i.e., SSN, address, etc.	Click: [Select name from the list]
Plaintiff is found and information is not an exact match	Select Name from list on the Party Information Screen or change address if the address does not match
Plaintiff is not found	Click: [Create new party] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O'Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information – if name selected from list

The screenshot shows the ECF Party Information form for Ford Motor Credit Company. The form includes fields for Office, Address 1 (Box 999), Address 2, Address 3, City (Des Moines), State (IA), Zip (50021), County (Adair), Country, Phone, Fax, E-mail, ProSe (no), and Role (Plaintiff (pla.pt)). There is also a Party text field and buttons for Attorney..., Alias..., Review..., Submit, Cancel, and Clear. A note states: "Add all attorneys and aliases before clicking the Submit button."

- | | |
|---------------|---|
| STEP 1 | Verify Plaintiff information (Change address if necessary. Do NOT include phone , fax or e-mail.) |
| STEP 2 | Select Prose - no |
| STEP 3 | ENTER ROLE TYPE OF PLAINTIFF |
| STEP 4 | Click Alias if applicable |
| STEP 5 | Click Attorney |

Create New Party – if name does not appear on the list

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Party Information

Last name First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

- | | |
|---------------|---|
| STEP 1 | Add Plaintiff information (Do NOT include phone , fax or e-mail.) |
| STEP 2 | Select Prose - no |
| STEP 3 | ENTER ROLE TYPE OF PLAINTIFF |
| STEP 4 | Click Alias if applicable |
| STEP 5 | Click Attorney |

Select Attorney

Search for yourself as the attorney for Plaintiff. You MUST enter yourself as the attorney for plaintiff for proper attorney/client relationships in CM/ECF.

STEP 1	Court Id or Last Name
STEP 2	Search

If	Then
Attorney is found	Click: [Select name from the list]
Attorney is not found	Click: [Create new attorney] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties

Add Attorney

The screenshot shows the 'Add Attorney' form in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form title is 'Attorney Information (Party Ford Motor Credit Company,)'. Below the title, it displays 'John Miller Bar Id:IS0000001 Bar Status:Active'. The form contains several input fields: Office, Address 1 (pre-filled with '1234 Main St.'), Address 2, Address 3, City (pre-filled with 'Des Moines'), State (pre-filled with 'IA'), Zip (pre-filled with '50309'), Country, Phone, Fax, and E-mail. There is a 'Lead attorney' dropdown menu currently set to 'yes'. At the bottom, there are three buttons: 'Add attorney', 'Cancel attorney', and 'Clear'. A small text box on the right side of the form provides instructions: 'Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.'

- STEP 1** Verify Attorney information
- STEP 2** Click Add attorney (Returns to Party Information screen)
- STEP 3** Click Submit on **Party Information** screen
- STEP 4** Click Search to add additional plaintiff(s) or add defendant(s)

Add Additional Plaintiffs

The screenshot shows the 'Open Adversary/MP Case' search form in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form title is 'Open Adversary/MP Case'. Below the title, it says 'Search for a party'. There are input fields for 'SSN' and 'Tax Id'. Below these is a 'Last/Business name' input field. At the bottom, there are three buttons: 'Search', 'Clear', and 'End party selection'.

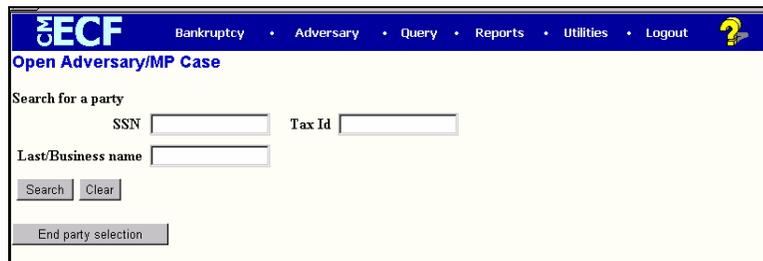
- STEP 1** Repeat processes outlined above to enter additional plaintiff(s)
- STEP 2** Repeat process of adding yourself as an attorney for each plaintiff

Search for Party(s) - Add Defendant

- STEP 1** Enter Defendants SSN, Tax ID or last name/business name.
- STEP 2** Click Search

- STEP 3** Defendant appears on list of parties or create a new party
- STEP 4** ENTER ROLE TYPE OF DEFENDANT
- STEP 4** DO NOT add an attorney for the defendant!
- STEP 5** Click Submit on **Party Information** screen

Add Additional Defendants



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area is titled "Search for a party" and contains three input fields: "SSN", "Tax Id", and "Last/Business name". There are "Search" and "Clear" buttons below the input fields, and an "End party selection" button at the bottom of the search area.

STEP 6 Repeat Steps 1-5

STEP 7 Click End party selection after all entering all defendants

Reminder: DO NOT add attorney for the defendant(s). Defendant's attorney or the case manager will add/associate the defendant's attorney when the defendant files an Answer.

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case.

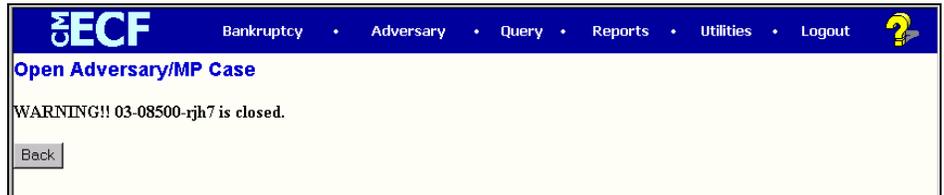
STEP 1	Enter Party code						
STEP 2	Enter Nature of Suit – Defaults to 424 obj (obj/revocation Discharge 727)						
	<table border="1"> <thead> <tr> <th>IF</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>One Nature of Suit</td> <td>Select that Nature of Suit</td> </tr> <tr> <td>More than one NOS and one is 424 (727 obj)</td> <td>Select 424</td> </tr> </tbody> </table>	IF	Then	One Nature of Suit	Select that Nature of Suit	More than one NOS and one is 424 (727 obj)	Select 424
IF	Then						
One Nature of Suit	Select that Nature of Suit						
More than one NOS and one is 424 (727 obj)	Select 424						
STEP 3	Enter Origin						
STEP 4	Leave Transfer date blank						
STEP 5	Select Rule 23 (class action)- y or n						
STEP 6	Enter Jury demand (default is none)						
STEP 7	Enter Demand amount (000 default) if \$5,000 enter 5						

Main Case Number



- | | |
|---------------|---|
| STEP 1 | Enter Lead bankruptcy case number (XX-XXXXX) |
| STEP 2 | Association Type: Default to adversary, do not change |

Closed Case Warning



- | | |
|---------------|--|
| STEP 1 | Appears if the main case is closed |
| STEP 2 | You cannot open an adversary proceeding and associate with a main case that is closed. Select Back button and discontinue filing |

Divisional Assignment



- | | |
|---------------|---------------------------------------|
| STEP 1 | Click Next to move to the next screen |
|---------------|---------------------------------------|

Attach PDF Document

ALWAYS REVIEW PDF DOCUMENT BEFORE ATTACHING TO VERIFY THE CORRECT DOCUMENT APPEARS.

 No Yes'. At the bottom of the form are 'Next' and 'Clear' buttons."/>

STEP 1 Browse, locate, review and attach your PDF document

Filing Fees

Filer	
Attorney	Pay filing fee via the Internet
Trustee	Enter Deferred in the Receipt # box
US Government	Enter Exempt in the Receipt # box

Receipt Screen




STEP 1 **Attorney.** DO NOT enter any characters in the receipt box and select Next

US Trustee, US Government Agency and Attorney for certain Debtors: Enter *Exempt* in the receipt field box and select Next

Trustee. Enter *Deferred* in the receipt field box and select Next

Docket Text – Attorney Filer

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area has a grey header "Docket Text: Final Text" and a yellow highlighted box containing the text: "Complaint by Daniel J. Kessler against Artez Craig. Fee Amount \$150 424 (Obj/Revocation Discharge 727) (attorney03,)". Below this is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.

Trustee Filer

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area has a grey header "Docket Text: Final Text" and a yellow highlighted box containing the text: "Complaint by Albert D. Hansen Jr. against Duane Roscoe Goodson. Receipt Number Deferred, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Shodeen, Anita)". Below this is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.



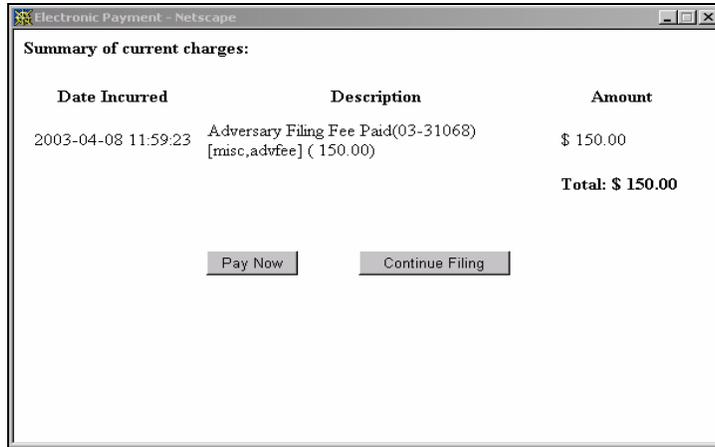
US Trustee/Government Agency and Attorney for Certain Debtors

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area has a grey header "Docket Text: Final Text" and a yellow highlighted box containing the text: "Complaint by Andrea M. Holmes against Anthony Loscalzo. Receipt Number Exempt, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Snyder, James)". Below this is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.

Review for accuracy. You cannot edit the docket text. If the docket entry requires modifications, use the [back] button to return to applicable screen and make corrections

Summary of Charges

Attorney Filer



A list of ALL charges you have accumulated for all filings done on this day appears for your payment.

STEP 1 Select **Pay Now** – if you are done entering all cases and pleadings with filing fees for the day.

 Select **Continue Filing** – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.

Credit Card Information

You are electronically connected to the US Treasury site.



STEP 1	Enter your Credit Card Type, i.e., Visa, Master Card, etc.
STEP 2	Enter your Credit Card Number
STEP 3	Enter your Credit Card Expiration Date

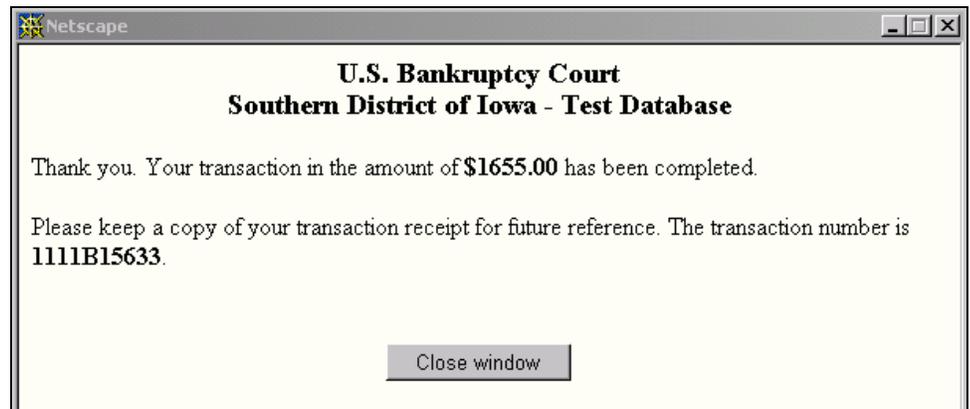
If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, make three consecutive errors in data entry, the following message appears:

We are unable to complete your transaction. Please contact your local court for assistance.

Credit Card Transaction



STEP 1	Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website
STEP 2	Click Close window.

Notice of Filing – Attorney Filer

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout  	
Open Adversary/MP Case	
U.S. Bankruptcy Court Southern District of Iowa - Test Database	
Notice of Electronic Filing	
The following transaction was received from attorney03, entered on 4/20/2004 at 4:05 PM CDT and filed on 4/20/2004	
Case Name:	Kessler v. Craig
Case Number:	04-07013-lmj
Document Number:	1
Case Name:	Scott Clement Robinson and Sandra Lea Robinson
Case Number:	03-03000-7
Document Number:	11
Docket Text:	Complaint by Daniel J. Kessler against Artez Craig. Fee Amount \$150 424 (Obj/Revocation Discharge 727) (attorney03,)

Trustee Filer

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout  	
Open Adversary/MP Case	
U.S. Bankruptcy Court Southern District of Iowa - Test Database	
Notice of Electronic Filing	
The following transaction was received from Shodeen, Anita entered on 4/20/2004 at 4:11 PM CDT and filed on 4/20/2004	
Case Name:	Hansen v. Goodson
Case Number:	04-07014-lmj
Document Number:	1
Case Name:	Scott Clement Robinson and Sandra Lea Robinson
Case Number:	03-03000-7
Document Number:	12
Docket Text:	Complaint by Albert D. Hansen Jr. against Duane Roscoe Goodson. Receipt Number Deferred, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Shodeen, Anita)

REV

US Trustee/Government Agency and Attorney for Certain Debtors

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Open Adversary/MP Case

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

Notice of Electronic Filing

The following transaction was received from Snyder, James entered on 4/20/2004 at 4:15 PM CDT and filed on 4/20/2004

Case Name: Holmes v. Loscalzo
Case Number: [04-07015-lmj](#)
Document Number: [1](#)

Case Name: Scott Clement Robinson and Sandra Lea Robinson
Case Number: [03-03000-7](#)
Document Number: [13](#)

Docket Text:
 Complaint by Andrea M. Holmes against Anthony Loscalzo. Receipt Number Exempt, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Snyder, James)

Case Numbers appear for adversary and main case with link to dockets. Click on case number or document number to access the docket or document.

With Case Opening

- 1 Case Number is assigned
- 2 Judge from main case is assigned.
- 3 Complaint event docketed
- 4 Credit Card charged filing fee (Attorney filers)
- 5 Receipt information docketed (Attorney filers)

Issuance of Summons

The court will issue the Adversary summons. The summons form is received by the plaintiff's attorney via the Notice of Electronic Filing for the Summons and Notice Issued docket event. Print out the Summons from the PDF attachment icon included on the NOEF.

If the plaintiff is pro se, the summons is sent to the plaintiff via U.S. Mail.

ADD

Note: Subpoena is part of the discovery materials. Do not file with the court

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