

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

- The third party claim/complaint does not commence a new action. NO FILING FEE is required.
- If the third party claim/complaint is filed with an answer, docket the Answer to Complaint (see Section Answer to Complaint) as one event and the Third Party Complaint as another event.

Docket

Third Party Complaint

STEP 1	Select Adversary
STEP 2	Select Complaint & Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Third Party Complaint
STEP 5	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Third Party Complaint PDF document.)
STEP 6	Select Party Filer – Add party with role of 3 rd Party Plaintiff
STEP 7	Associate Attorney and Party Filer
STEP 8	Select Party the filing is against – Create new party with party role of 3 rd Party Defendant. Do not change default: No Group. Court will edit party role of 3 rd Party Defendant.
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Backup if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Third-Party Complaint by Carolyn Meadows against Abraham Lincoln (Miller, John)

- The court prepares the Third Party Summons and issues the summons to the Third Party Plaintiff for execution.