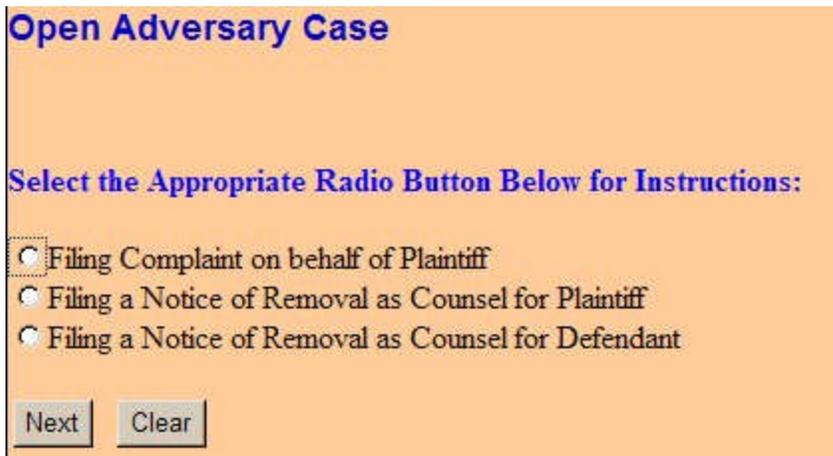


Adversary Case Opening

Immediately after selecting Open A Case – Adversary Proceeding on the Adversary Events screen, the following screen appears.



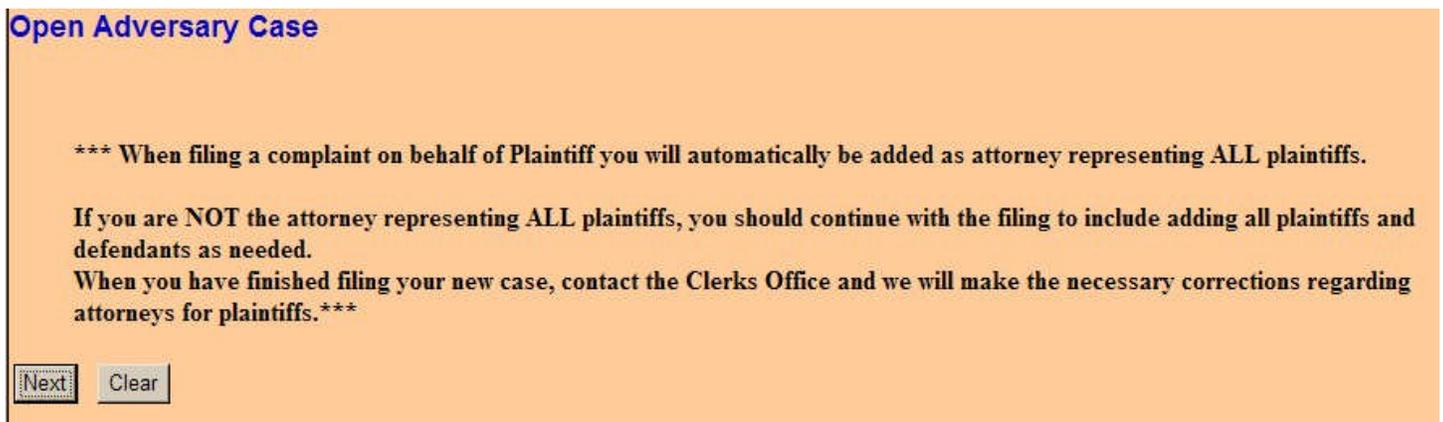
Open Adversary Case

Select the Appropriate Radio Button Below for Instructions:

Filing Complaint on behalf of Plaintiff
 Filing a Notice of Removal as Counsel for Plaintiff
 Filing a Notice of Removal as Counsel for Defendant

Next Clear

1. If the filer selects **Filing Complaint on Behalf of Plaintiff**, the following message appears.



Open Adversary Case

*** When filing a complaint on behalf of Plaintiff you will automatically be added as attorney representing ALL plaintiffs.

If you are NOT the attorney representing ALL plaintiffs, you should continue with the filing to include adding all plaintiffs and defendants as needed.

When you have finished filing your new case, contact the Clerks Office and we will make the necessary corrections regarding attorneys for plaintiffs.***

Next Clear

2. If the filer selects **Filing a Notice of Removal as Counsel for Plaintiff**, the following message appears.

Open Adversary Case

*** When filing a Notice of Removal as Counsel for Plaintiff you will be added as attorney for ALL plaintiff parties. ***

If you do not represent ALL plaintiffs do the following:

Use your browser back button and select the filing as counsel for defendant option.

Selecting this option will provide you the opportunity to add plaintiffs and attorneys for plaintiffs as well as defendants and attorneys for defendants as needed.

You will add attorneys using the Attorney button available when you are adding plaintiff and/or defendant party information.

The Attorney button is located at bottom left side of the Plaintiff or Defendant Information screen next to the Alias button.

3. If the filer selects **Filing a Notice of Removal as Counsel for Defendant**, the following message appears.

Open Adversary Case

*** When filing a Notice of Removal as Counsel for Defendant: ***

You should add plaintiffs as well as their attorney, if known, at the time of filing.

You may add attorneys for plaintiffs, as appropriate, using the Attorney button.

You must also add the defendants, as appropriate, for your filing.

You must add yourself as the attorney for the defendants since you will not automatically be added by CM/ECF as attorney for defendants.

The Attorney button is located at bottom left side of the Plaintiff and Defendant Information screen next to the Alias button.

If the filer selects to file a complaint on behalf of the plaintiff(s), they must subsequently select complaint = y. The filer is automatically added as attorney for all plaintiffs when the adversary proceeding is opened. The "Attorney" button which was previously used to add the plaintiff's attorney has been replaced with an "Add additional attorney" button.

The same thing happens if the filer selects to file a notice of removal on behalf of the plaintiff(s) except they must select complaint = n.

Plaintiff Information

Test1 DHW Plaintiff SSN / ITIN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

Add all additional attorneys and affiliates before clicking the Submit button.

If the filer selects to file a notice of removal on behalf of a defendant(s), they must also select complaint = n. They are NOT automatically added as attorney for any parties and must be added using the "Add Attorney" selection.

Defendant Information

Test1 DHW Defendant SSN / ITIN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.