



Welcome

Slide notes: Welcome to the Training Module on Opening an Adversary Case.

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move back or to rewind to the beginning of the lesson. The playback controls also include a **Pause/Play** toggle button. If you pause the lesson, click the **Pause/Play** button again to resume.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **Speaker** button to toggle audio on or off.

Exit the Lesson: To exit the lesson, click the **X** in the playback controls or the upper right corner of the lesson window.

Begin the Lesson: Click the **Start** button when you are ready to begin.



Navigation

Slide notes: Displayed are the Navigation Instructions for this module.

Before you begin the lesson, please read the instructions regarding Navigation, Playback Controls, Closed Captioning and Audio.

If you are unable to see the playback control bar at the bottom of the screen, press the F-11 key. This may resolve the problem.

Click the Start button when you are ready to begin.

Overview and Objectives

After completing this module you will be able to:

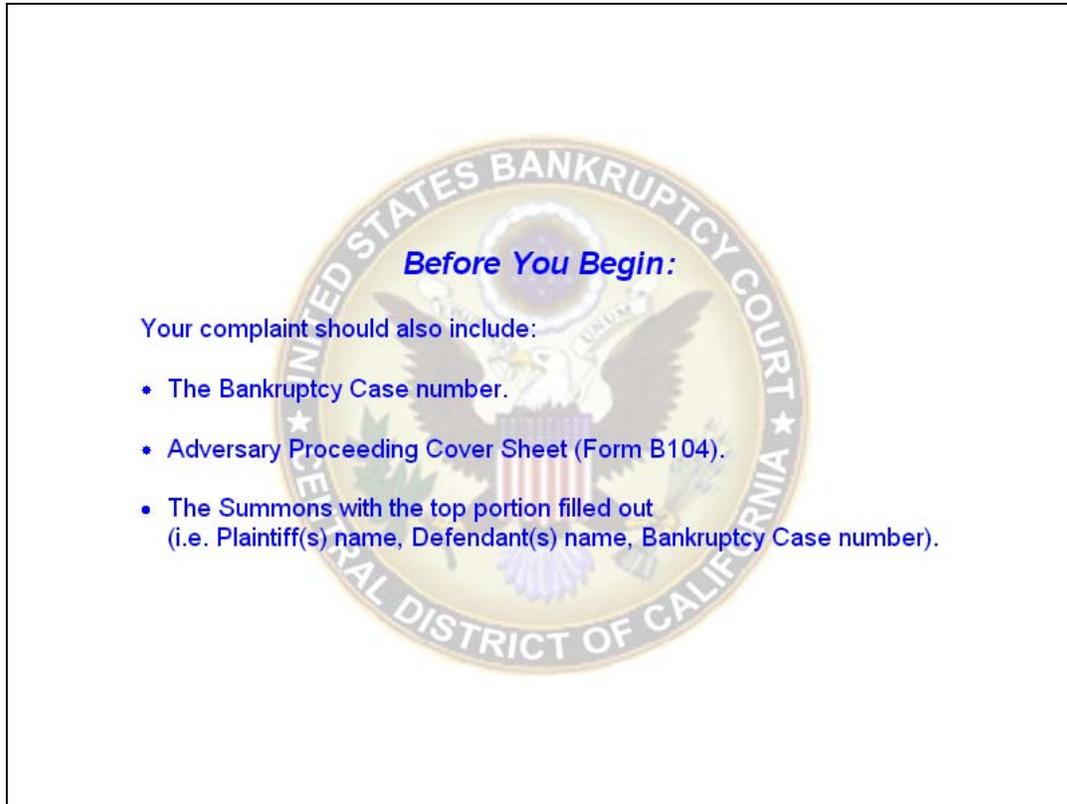
- Select the proper Adversary event to open a new Adversary case.
- File your complaint in the proper Divisional Office.
- Create a "new party" in CM/ECF.
- Add yourself as the attorney for the Plaintiff.
- Select the correct Defendant.
- Upload the complaint correctly and in the proper format.
- Flag your Adversary case to prevent Debtor's discharge (if applicable).
- Review and print a Notice of Electronic Filing, or "NEF" indicating the Adversary Complaint was filed.

Click here.



Objectives

Slide notes: These are the objectives for this exercise. Take a few moments to review them, then click Continue.



Before you Begin

Slide notes: Before you begin, your complaint should include:

The Bankruptcy Case number, Adversary Proceeding Cover Sheet (Form B104), and the Summons with the top portion filled out.



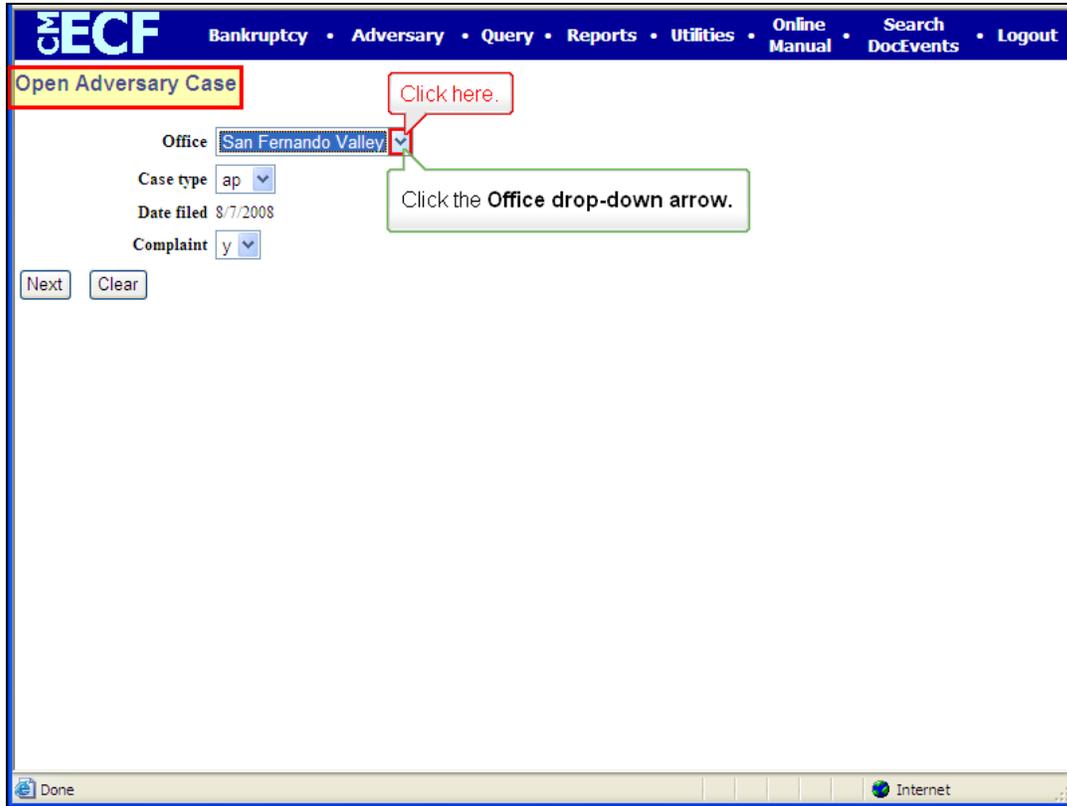
Adv 1st Screen

Slide notes: From the Main Menu bar, select Adversary.



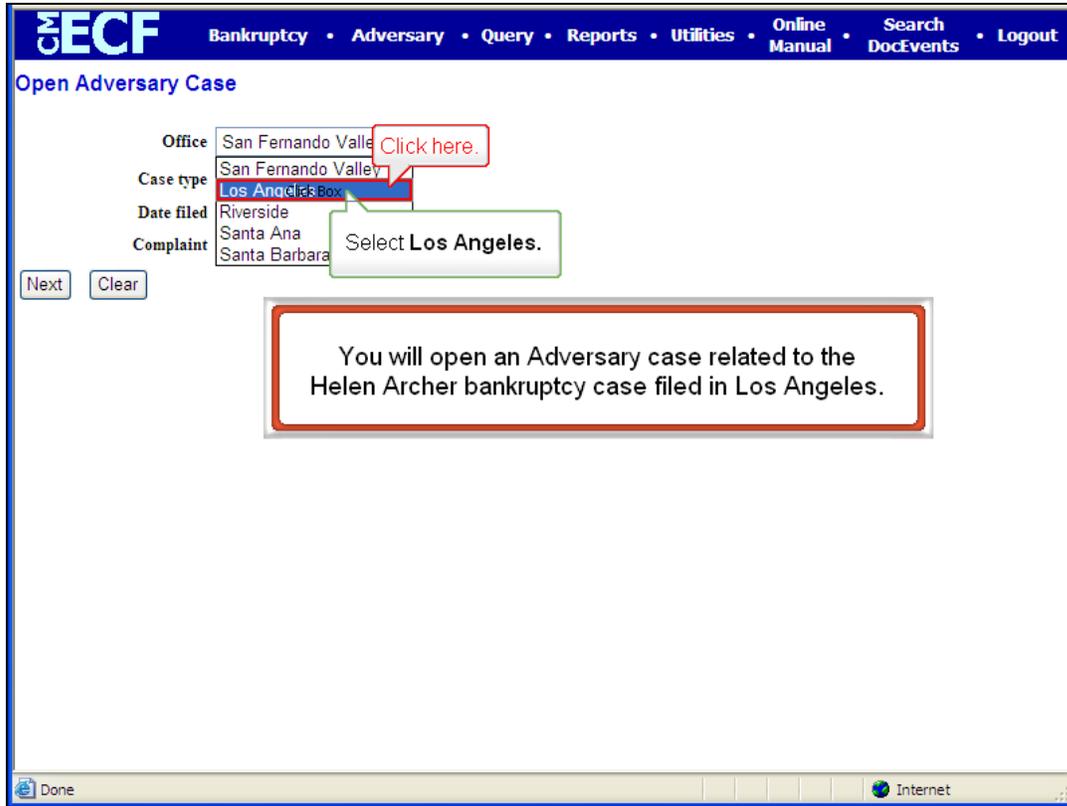
Slide 6

Slide notes: The Adversary Events screen displays. Select Open AP Case.



Slide 7

Slide notes: The Open Adversary Case screen displays. Click the Office drop-down arrow.



Slide 8

Slide notes: A list of divisional offices displays. For this exercise, you will open an Adversary case related to the Helen Archer bankruptcy case filed in Los Angeles.
Select Los Angeles.

The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) system interface. The page title is "Open Adversary Case". The navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The form contains the following fields:

- Office: Los Angeles (dropdown menu)
- Case type: ap (dropdown menu)
- Date filed: 8/7/2008
- Complaint: y (dropdown menu)

There are two callout boxes:

- A red callout box with the text "Click here" pointing to the Case type dropdown arrow.
- A green callout box with the text "Click the Case Type drop-down arrow." pointing to the Case type dropdown arrow.

At the bottom of the form are "Next" and "Clear" buttons. The browser status bar at the bottom shows "Done" and "Internet".

Slide 9

Slide notes: Click the Case type drop-down arrow.

The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) system interface. The title bar of the browser shows "Done" and "Internet". The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main heading is "Open Adversary Case". The form contains the following fields and values:

- Office: Los Angeles
- Case type: ap
- Date filed: ap
- Complaint: y

There are two callout boxes:

- A red callout box with the text "Click here." pointing to the "Case type" field.
- A green callout box with the text "Select ap." pointing to the "Date filed" field.

At the bottom left of the form area, there are two buttons: "Next" and "Clear".

Slide 10

Slide notes: mp stands for Miscellaneous Cases and ap for Adversary Proceeding. The Central District of California does not use the mp option.

Select ap.

The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main heading is "Open Adversary Case".

The form contains the following fields and controls:

- Office:** A dropdown menu currently set to "Los Angeles".
- Case type:** A dropdown menu with "ad" selected.
- Date filed:** A text field containing "8/7", highlighted with a yellow box.
- Complaint:** A dropdown menu with "y" selected, highlighted with a red box. A red callout box with the text "Click here." points to this dropdown.
- Next:** A button.
- Clear:** A button.

A green callout box with the text "Click the Complaint drop-down arrow." points to the downward arrow of the Complaint dropdown menu.

The browser status bar at the bottom shows "Done" on the left and "Internet" on the right.

Slide 11

Slide notes: The Date filed defaults to today's date. Click the Complaint drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Office: Los Angeles

Case type: ap

Date filed: 8/7/2008

Complaint: y

Next Clear

Click here.

Select y

Done Internet

Slide 12

Slide notes: The option n for no is selected when filing another type of proceeding such as a notice of removal. Since you are filing a Complaint, select y for yes.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Office: Los Angeles

Case type: ap

Date filed: 8/7/2008

Complaint: [dropdown]

Next Clear

Click here.

Click Next.

Done Internet

Slide 13
Slide notes: Click Next.

The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The page title is "Open Adversary Case". At the top, there is a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main form area contains the following elements:

- An "Add Associated Cases" button highlighted with a red box.
- A "Member case number" label above a "Lead case number" input field, which is also highlighted with a red box.
- An "Association type" dropdown menu currently set to "Adversary".
- "Next" and "Clear" buttons at the bottom left of the form.

Two instructional callouts are present:

- A green callout box pointing to the "Lead case number" field with the text: "Type Bankruptcy Case Number 07-11364 Then press your **Enter** key."
- A red callout box pointing to the "Lead case number" field with the text: "Type case number correctly, then press **Enter** key."

The browser status bar at the bottom shows "Done" and "Internet".

Slide 14

Slide notes: The Add Associated Cases screen displays. In the Lead case number field, type the bankruptcy case number as instructed, then press your Enter key.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Add Associated Cases

Member case number

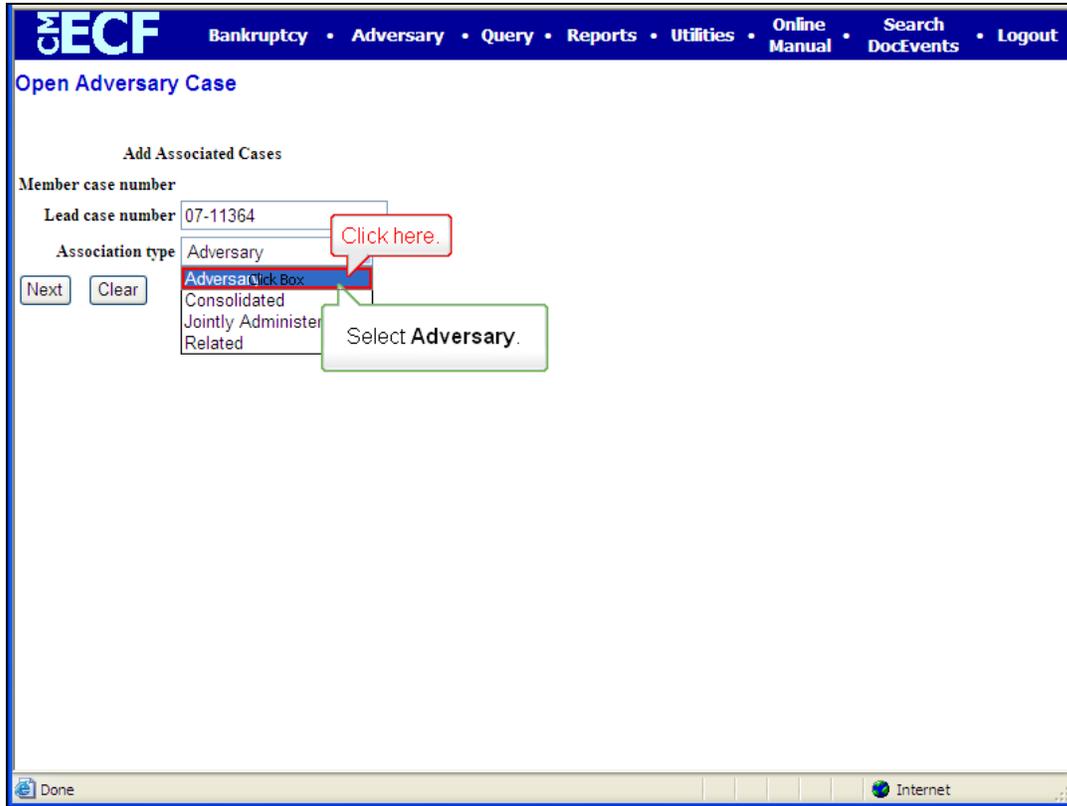
Lead case number Click here.

Association type Click the Association Type drop-down arrow.

Done Internet

Slide 15

Slide notes: Select the Association Type drop-down arrow.



Slide 16

Slide notes: A list of options displays. For this exercise, select Adversary.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Add Associated Cases

Member case number

Lead case number: 07-11364

Type: Adversary

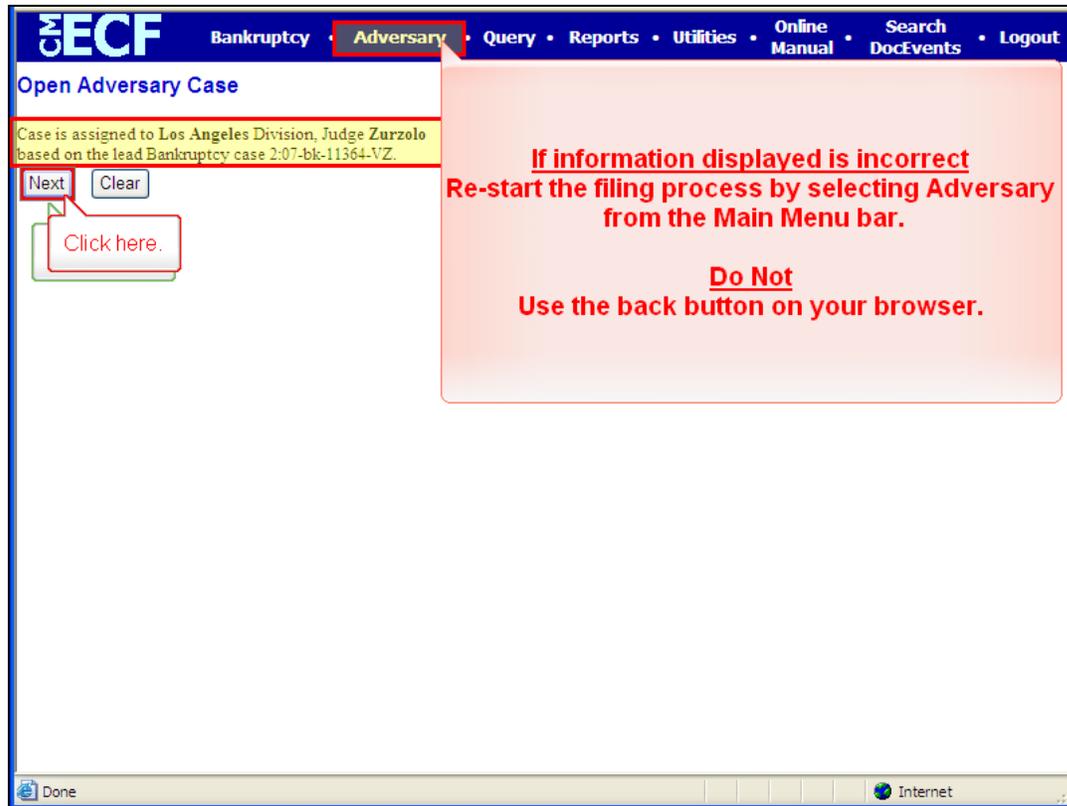
Next Clear

Click here.

Click Next.

Done Internet

Slide 17
Slide notes: Click Next.



Slide 18

Slide notes: A verification screen displays with the Division, Judge, and lead Bankruptcy Case number your Adversary case will be associated with.

If this information is incorrect, stop. Re-start the filing process by selecting Adversary from the Main Menu bar.

Do not use your back button on your browser.

For this exercise, the information displayed is correct. Click Next.

The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The page title is "Open Adversary Case". The navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The search form contains the following fields and buttons:

- Search for a plaintiff**: A text input field highlighted with a red box.
- SSN**: A text input field.
- Last/Business name**: A text input field highlighted with a red box.
- First Name**: A text input field.
- Middle Name**: A text input field.
- Search** and **Clear** buttons.

Two instructional callouts are present:

- A red callout box pointing to the "Search for a plaintiff" field with the text: "Type name correctly, then press **Tab** key".
- A green callout box pointing to the "Last/Business name" field with the text: "Type **ACME**, then press **Tab** key".

The browser status bar at the bottom shows "Done" and "Internet".

Slide 20

Slide notes: The Search for a plaintiff screen displays. Type in the Plaintiff's name as instructed.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

M

Click here.

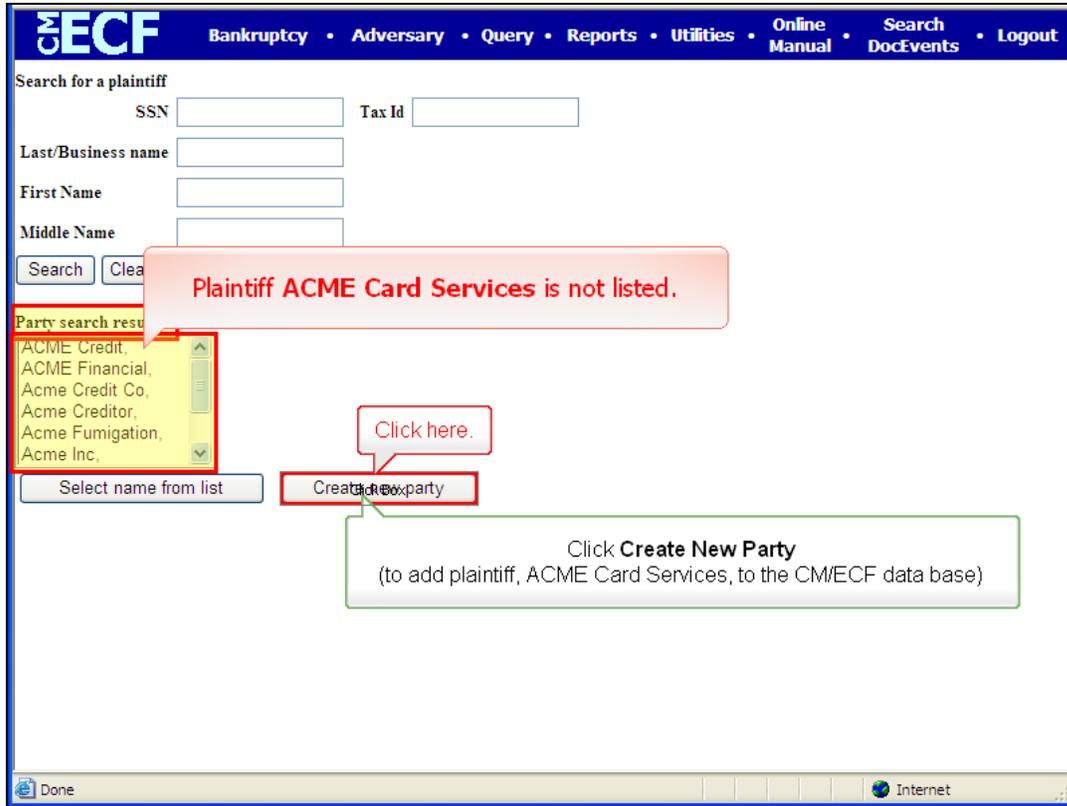
Click Search.

Opening page https://ecf-train.cacb.uscourts.gov/cgi-bin/AddParty.pl?763647201

Internet

Slide 21

Slide notes: Click Search.



Slide 22

Slide notes: The Party search results screen displays with a list of companies containing the name ACME.

The plaintiff, ACME Card Services, is not listed in the CM/ECF data base. Click Create New Party.

The screenshot shows the 'Plaintiff Information' form in the ECF system. The form includes fields for Last name, First name, Middle name, SSN, Office, Address 2, Address 3, City, State, Zip, Country, Phone, Fax, and E-mail. There is also a 'Party text' field and a 'Role in Bankruptcy Case' dropdown menu. Below the form are buttons for 'Attorney...', 'Alias...', 'Corporate parent...', and 'Review...', along with 'Submit', 'Cancel', and 'Clear' buttons. A note states: 'Add all attorneys, aliases and corporate parents before clicking the Submit button.' Two annotations are present: a red box around the 'Last name' field with the text 'Type name correctly, then press Tab key.', and a green box around the 'Middle name' field with the text 'Type ACME Card Services using upper and lower case letters. Then press your Tab key.'

Company Name

Slide notes: The Plaintiff Information screen displays. Type the plaintiff's name and address as instructed on screen.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name First name

Middle name Generation

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

Country Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

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

Done Internet

Slide 24
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name First name

Middle name Title

SSN **Type Fourth FI Then press your Tab key.**

Office

Address 2 **Type address correctly, then press Tab key.** Address 3

City State Zip

Country Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

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

Done Internet

4th FI
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

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

Done Internet

City
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

Country Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

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

Done Internet

State
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name	<input type="text" value="ACME Card Services"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="1234 Pine Ave"/>
Address 2	<input type="text" value="Fourth Fl"/>	Address 3	<input type="text"/>
City	<input type="text" value="Los Angeles"/>	State	<input type="text" value="CA"/>
County	<input type="text"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

Party text

Role in Bankruptcy Case

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

Done Internet

Annotations:

- Green callout: Type 90012 Then press your Tab key.
- Red callout: Type Zip Code correctly, then press Tab key.

Zip
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone

E-mail

Party text

Role in Bankruptcy Case

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

Done Internet

County
Slide notes:

Colusa
Contra Costa
Del Norte
El Dorado
Fresno
Glenn
Humboldt
Imperial
Inyo
Kern
Kings
Lake
Lassen
Los Angeles
Madera
Marin
Mariposa
Mendocino
Merced
Modoc
Mono
Monterey
Napa
Nevada

Plaintiff
Last name
Middle name
SSN
Office
Address 2
City
County
Phone
E-mail
Party text

Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

First name
Generation
Title
Tax ID
Address 1
Address 3
State
Zip
City
County

1234 Pine Ave
CA
90012

Role in Bankruptcy Case

Attorney... Alias... Corporate parent... Review... Add all attorneys, aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Slide 30
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

Country Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

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

Done Internet

Ph. Number
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name	<input type="text" value="ACME Card Services"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Title	<input type="text"/>
Office	<input type="text"/>	Tax ID	<input type="text"/>
Address 2	<input type="text" value="Fourth Fl"/>	Address 1	<input type="text" value="1234 Pine Ave"/>
City	<input type="text" value="Los Angeles"/>	Address 3	<input type="text"/>
Country	<input type="text" value="Los Angeles"/>	State	<input type="text" value="CA"/>
Phone	<input type="text" value="213-555-5555"/>	Zip	<input type="text" value="90012"/>
E-mail	<input type="text"/>	Country	<input type="text"/>
Party text	<input type="text"/>	Fax	<input type="text"/>

Role in Bankruptcy Case

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

Click Box (100 x 100) (X:688; Y:387)

Press Tab key

For this exercise, leave Fax field blank. Press your Tab key.

Done Internet

Fax
Slide notes:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2

City

County

Phone

E-mail

Party text

Role in Bankruptcy Case

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

Done Internet

e-mail
Slide notes:

Party Text

Slide notes: The Party text field is not used in this district. Press your Tab key.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name	<input type="text" value="ACME Card Services"/>	First name	<input type="text"/>		
Middle name	<input type="text"/>	Generation	<input type="text"/>	Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>		
Office	<input type="text"/>	Address 1	<input type="text" value="1234 Pine Ave"/>		
Address 2	<input type="text" value="Fourth Fl"/>	Address 3	<input type="text"/>		
City	<input type="text" value="Los Angeles"/>	State	<input type="text" value="CA"/>	Zip	<input type="text" value="90012"/>
County	<input type="text" value="Los Angeles"/>	Country	<input type="text"/>		
Phone	<input type="text" value="213-555-5555"/>	Fax	<input type="text"/>		
E-mail	<input type="text"/>				

Party text

Role in Bankruptcy Case

Click here.

Click the **Role in Bankruptcy Case** drop-down arrow.

Done Internet

Role in BK case.

Slide notes: Click the Role in Bankruptcy Case drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name: ACME Card Services First name:

Middle name: Generation: Title:

SSN: 222-11-1234 Tax ID:

Office: Address 1: 1234 Pine Ave

Address 2: Fourth Fl Address 3:

City: Los Angeles State: CA Zip: 90012

County: Los Angeles Country:

Phone: 213-555-5555 Fax:

E-mail:

Party text:

Role in Bankruptcy Case: **Select Creditor.** **Click here.**

Attorney... Alias... **Creditor** Click Box Add all attorneys, aliases and corporate parents before clicking the Submit button.

Debtor

Other/Not Applicable

Trustee

U.S. Trustee/Bankruptcy Administrator

Submit Cancel

Done Internet

Slide 36

Slide notes: For this exercise, the plaintiff, ACME Card Services, is a Creditor. Select it.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name: ACME Card Services First name:

Middle name: Generation: Title:

SSN: 222-11-1234 Tax ID:

Office: Address 1: 1234 Pine Ave

Address 2: Fourth Fl Address 3:

City: State: Zip: 90012

County:

Phone:

E-mail:

Party type

Click here.

Attorney... Alias... Corporate parent... Review...

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

Submit

Click **Attorney**.

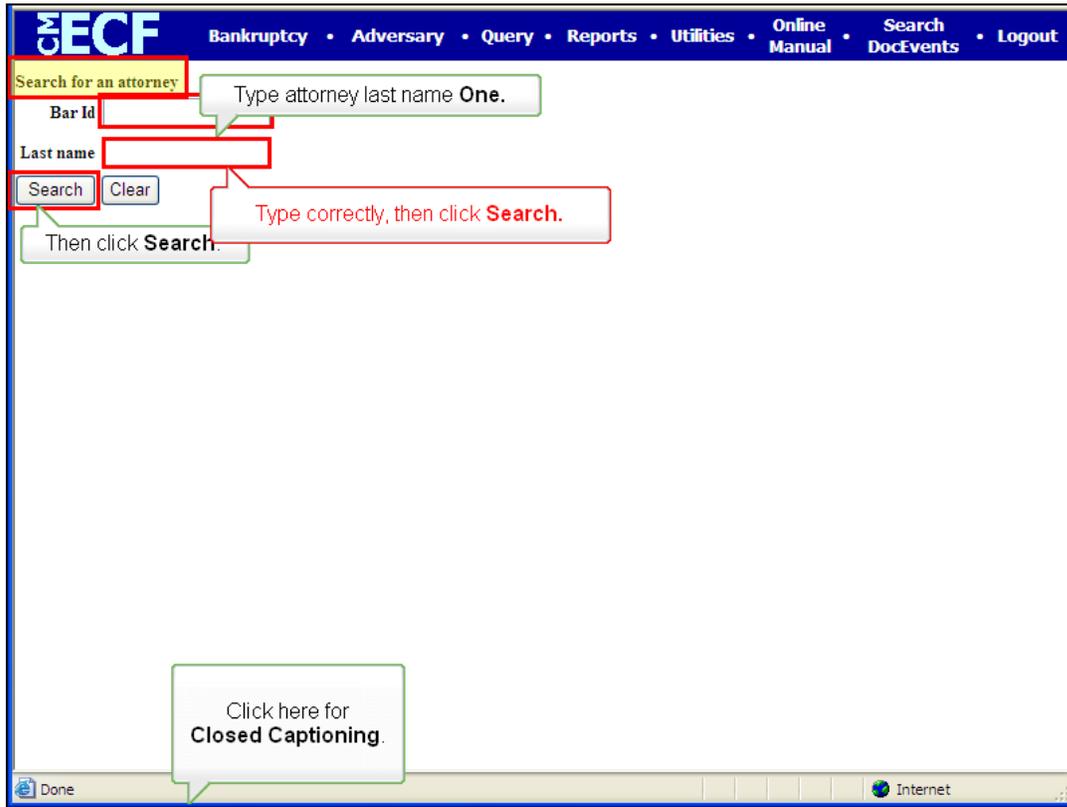
Opening page https://ecf-train.cacb.uscourts.gov/cgi-bin/AddParty.pl?915674478

Instruction

Slide notes: Next, add all attorneys, and aliases before clicking Submit. Any corporate parent information will be added by court staff. CM/ECF does not yet recognize you as the attorney for the plaintiff on this Adversary.

If you do not add yourself as the attorney for the plaintiff, your client will be identified as pro se on this case.

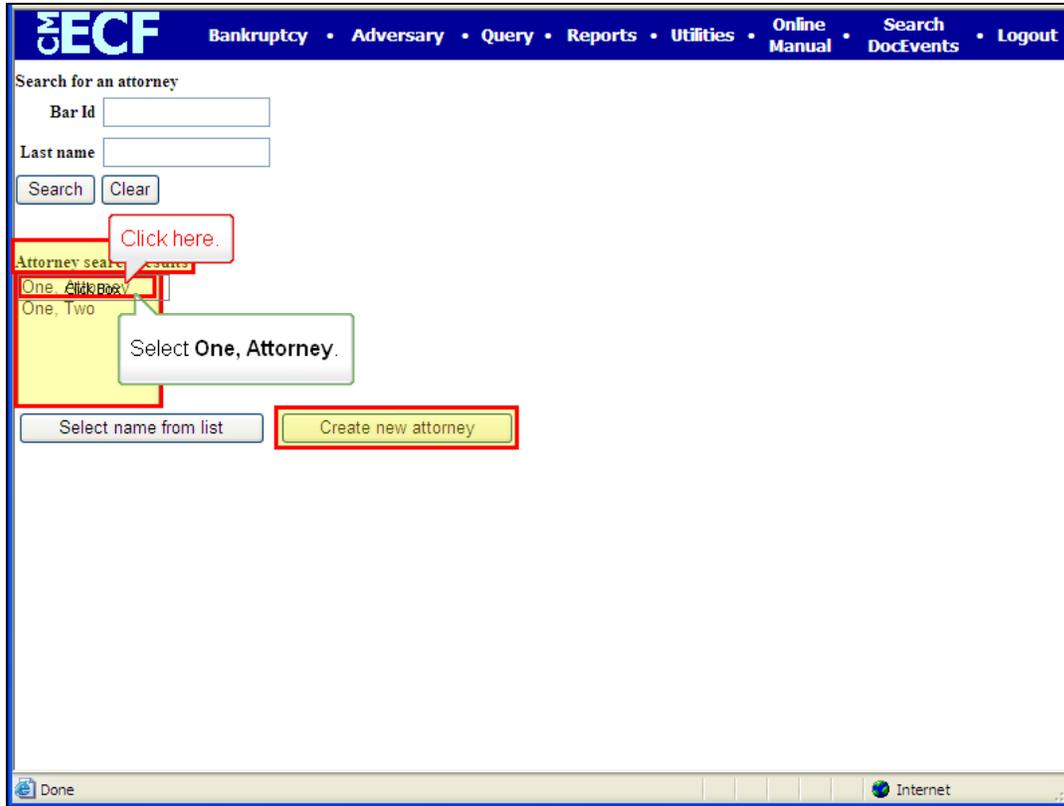
To add yourself, the click Attorney.



Plaintiff Atty Info.

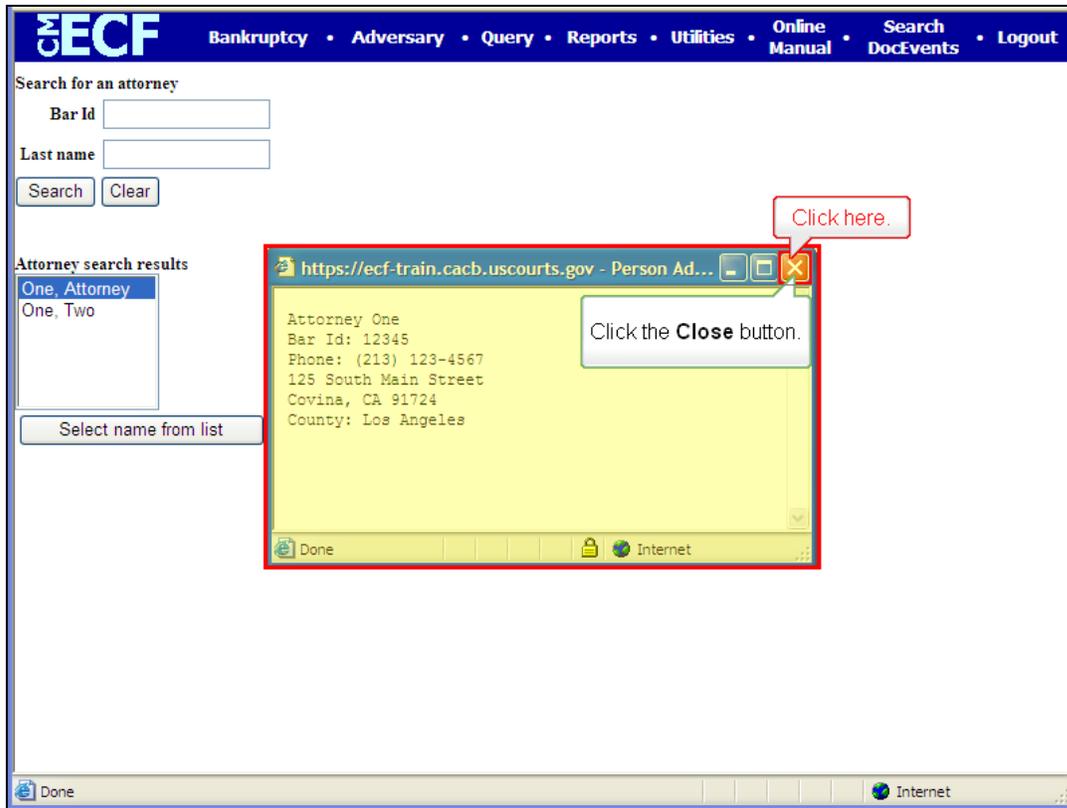
Slide notes: The Search for attorney screen displays. You may enter your Bar number or Last name.

Type the name displayed on screen, then click Search.



Slide 2

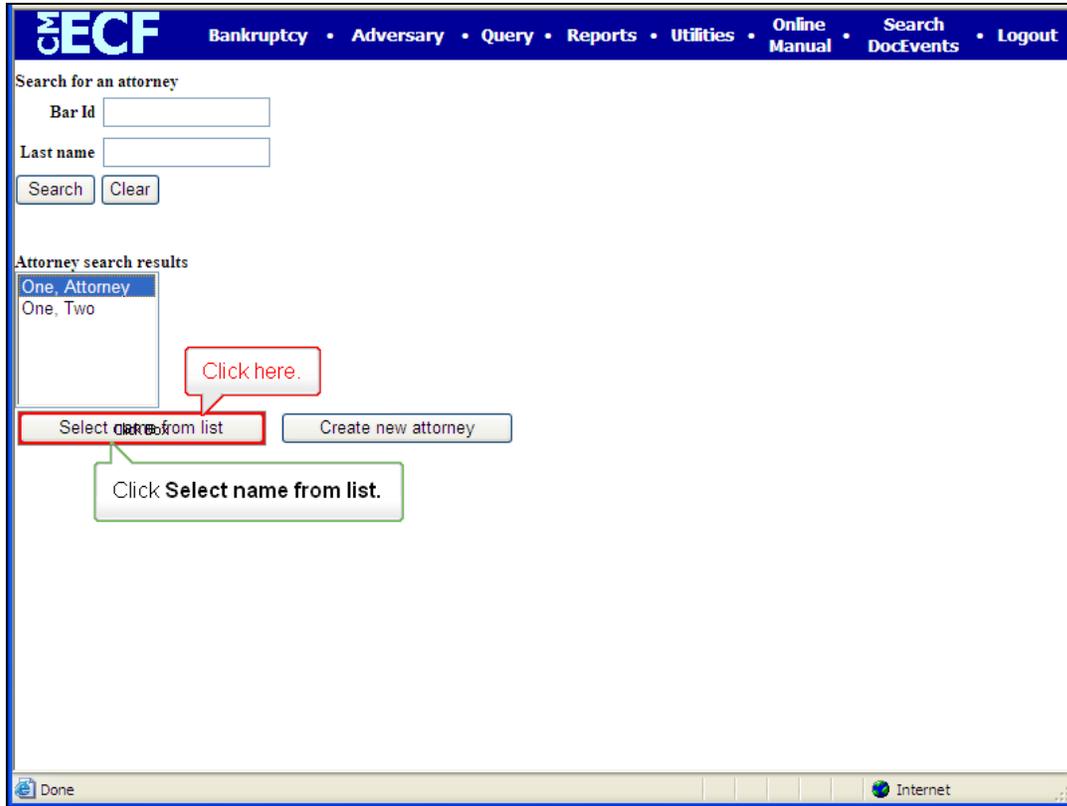
Slide notes: The Attorney search results screen displays. If your name does not appear in the Results Box, click Create new attorney. For this exercise, select from the list of names, One, Attorney.



Slide 3

Slide notes: The Person Address pop-up window displays with your information.

Click the Close button.



Slide 4

Slide notes: Click Select name from list.

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, Online Manual, Search DocEvents, and Logout. Below this is the "Attorney Information" section, which is highlighted with a red box. The form contains the following fields:

- Attorney One Bar Id: 12345 Bar Status: Unknown
- Office: [Empty text box]
- Address 1: 125 South Main Street
- Address 2: [Empty text box]
- Address 3: [Empty text box]
- City: Covina
- State: CA
- Zip: 91724
- Country: [Empty text box]
- Phone: (213) 123-4567
- Fax: (213) 123-4568
- E-mail: **aoneattorney@yahoo.com** (highlighted with a red box)
- Lead attorney: yes (dropdown menu)

Below the form is an "Add attorney" button. A red callout box with white text is overlaid on the form, containing the following message:

Do Not change e-mail address here,
otherwise your new e-mail will update for this one Adversary case only.
You will not receive proper electronic notification on any other cases.

You must contact the ECF Help Desk by e-mail to request your mailing address and/or e-mail address change globally in the CM/ECF system.

The bottom of the screenshot shows a Windows taskbar with "Done" and "Internet" icons.

Plaintiff Address

Slide notes: The Attorney Information screen displays.

If you modify or change your address here, you must also file a Change of Address for all pending cases.

Do not change your e-mail address in this screen, otherwise your new e-mail will update for this one Adversary case only. You must contact the ECF Help Desk by e-mail to request your mailing address and/or e-mail address change globally in the CM/ECF system.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Attorney Information

Attorney One Bar Id:12345 Bar Status:Unknown

Office Address 1 125 South Main St

Address 2 Address 3

City Covina State CA

Zip 91724 Country

Phone (213) 123-4567 Fax (213) 123-4568

E-mail com **Lead attorney** yes

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.

Click **Add attorney.**

Opening page https://ecf-train.cacb.uscourts.gov/cgi-bin/AddParty.pl?228008625 Internet

Slide 6

Slide notes: For this exercise, the information is correct and you are the Lead Attorney. Click Add attorney.

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main section is titled "Attorney Information" and contains a form for "Attorney One" with Bar ID: 12345 and Bar Status: Unknown. The form includes fields for Office (highlighted with a red box), Address 1 (125 South Main St), Address 2, Address 3, City (Covina), State (CA), Zip (91724), Country, Phone ((213) 123-4567), Fax ((213) 123-4568), and E-mail (aoneattorney@yahoo.com). There are buttons for "Add attorney", "Cancel attorney", and "Clear". A "Microsoft Internet Explorer" warning pop-up is displayed over the form, with a yellow background and a warning icon. The pop-up text reads "Warning: The Office is blank." and has a "Click OK." button. A red callout box points to the "Click here." text, and another green callout box points to the "Click OK." button. The browser status bar at the bottom shows "Done" and "Internet".

Slide 7

Slide notes: "The Office is blank" warning pop-up displays. You may enter the name of your law office or leave blank. For this exercise, click OK.

Review

Slide notes: The Plaintiff Information again displays. The Plaintiff does not have an Alias.

Click Review.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search • DocEvents • Logout

Review attorneys, aliases, corporate parents or affiliates

ACME Card Services

Uncheck to remove from list

Attorneys added:

- One, Attorney
125 South Main Street
Covina, CA 91724

Aliases added:

None added.

Corporate parents / affiliates added:

None added.

Click here.

Click Return to Party screen.

Slide 9

Slide notes: Displayed are the parties you have associated with this Adversary Proceeding. Confirm this information, then click Return to Party Screen.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Plaintiff Information

Last name ACME Card Services First name
Middle name Generation Title
SSN 222-11-1234 Tax ID
Office Address 1 1234 Pine Ave
Address 2 Fourth Fl Address 3
City Los Angeles State CA Zip 90012
County Los Angeles Country
Phone 213-555-555 Fax
E-mail
Party text
Role in Bankruptcy Case Creditor
Click Submit. Corporate parent... Review... Add all attorneys, aliases and corporate parents before clicking the Submit button.
Click Submit Cancel Clear
Click here.

Opening page https://ecf-train.cacb.uscourts.gov/cgi-bin/Dispatch.pl?7763647201 Internet

Slide 10

Slide notes: The Plaintiff Information again displays.

The Cancel button is inoperative. You may click Clear to remove the information and enter it again.

For this exercise, the information is correct. Click Submit.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

Middle Name

Click here.

Click End plaintiff selection.

Done Internet

Slide 11

Slide notes: The Search for a plaintiff screen again displays to allow you to continue adding parties. There are no other Plaintiffs in this case.

Click End plaintiff selection.

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, Online Manual, Search DocEvents, and Logout. Below this is the title "Open Adversary Case".

The main form area is titled "Search for a defendant" (highlighted with a red box). It contains several input fields: "SSN", "Last/Business name" (highlighted with a red box), "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons.

Two instructional callouts are present:

- A green callout box pointing to the "Last/Business name" field with the text: "Type last name, Archer. Then press **Tab** key."
- A red callout box pointing to the "First Name" field with the text: "Type name correctly, then press **Tab** key."

The bottom of the screenshot shows a Windows taskbar with "Done" on the left and "Internet" on the right.

Defendant Info

Slide notes: The Search for a defendant screen displays. The defendant in this exercise is the debtor, Helen Archer.

Enter the defendant's name as instructed.

The screenshot shows the ECF (Electronic Case Filing) system interface for opening an adversary case. The page title is "Open Adversary Case". The navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The search section is titled "Search for a defendant" and contains the following fields and controls:

- SSN: [Empty text box]
- Tax Id: [Empty text box]
- Last/Business name: [Text box containing "Archer"]
- First Name: [Empty text box]
- Middle Name: [Empty text box]
- Search: [Button]
- Clear: [Button]

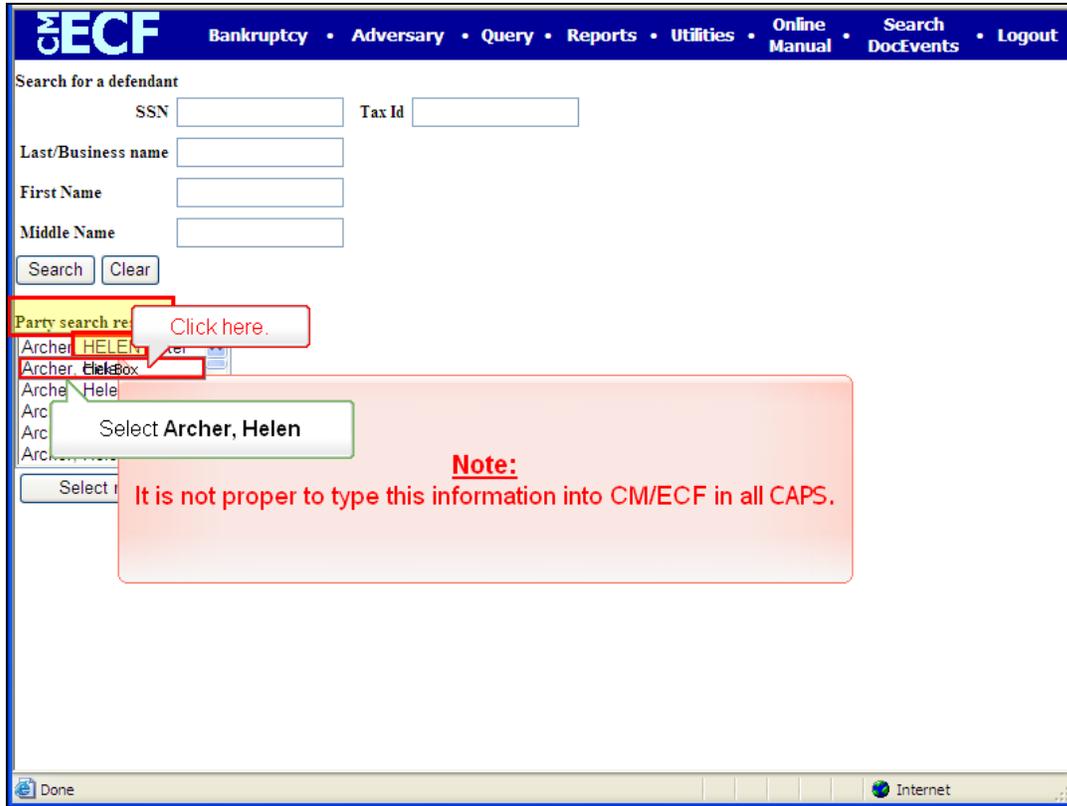
Annotations on the form include:

- A red callout box pointing to the "Last/Business name" field with the text: "Type first name correctly, then click **Search**."
- A green callout box pointing to the "First Name" field with the text: "Type first name **Helen**."
- A green callout box pointing to the "Search" button with the text: "Then click **Search**."

The browser status bar at the bottom shows "Done" and "Internet".

Slide 13

Slide notes: Click Search



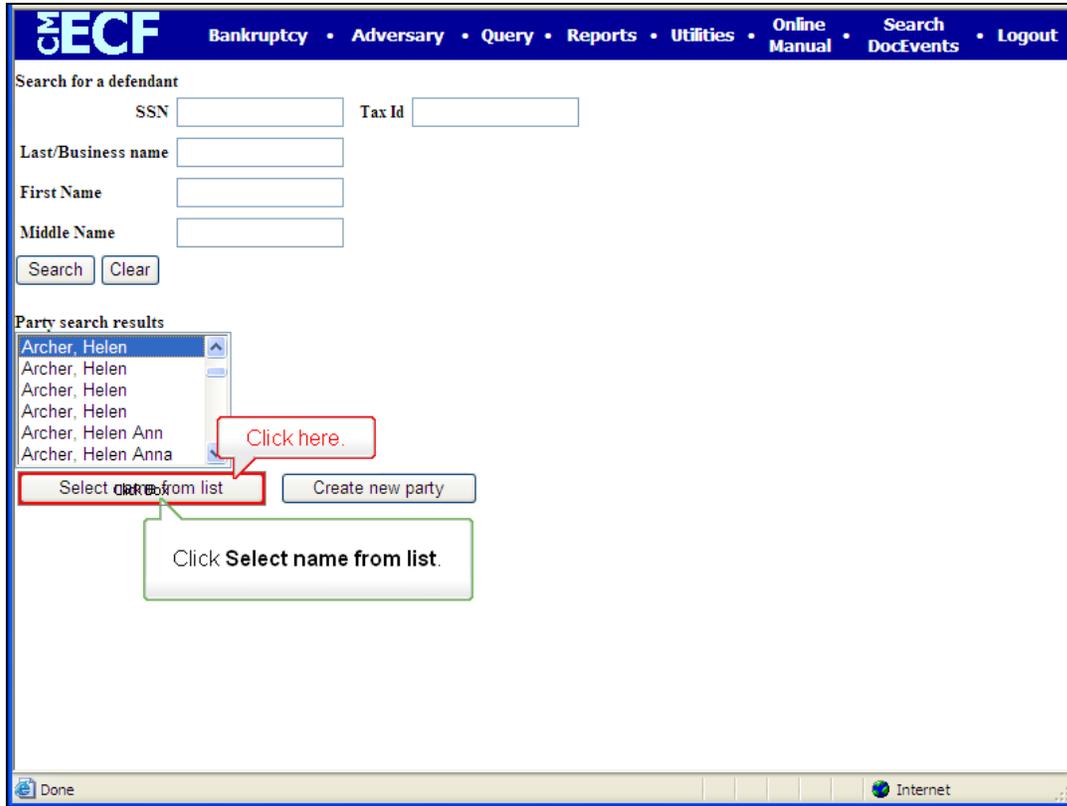
Slide 14

Slide notes: The Party search results screen displays. Note it is not proper to type any information into CM/ECF in all CAPS. From the list of debtors with similar names, select Archer, Helen as instructed.

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. Below the navigation bar is a search form titled "Search for a defendant" with input fields for SSN, Tax Id, Last/Business name, First Name, and Middle Name, along with Search and Clear buttons. A "Party search results" section displays a list of search results, with "Archer, HELEN Peter" and "Archer, Helen" visible. A pop-up window titled "https://ecf-train.cacb.uscourts.gov - Person Ad..." is overlaid on the search results, displaying the details for Helen Archer: SSN: xxx-xx-4444, 1225 Springfield, Los Angeles, CA 90012, County: Los Angeles. A red box highlights the pop-up window, and a red callout bubble points to the Close button with the text "Click here." Another callout bubble points to the Close button with the text "Click the Close button."

Slide 15

Slide notes: The Person Address pop-up window displays. This is the correct Helen Archer. Click the Close button.



Slide 16

Slide notes: Click Select name from list.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Defendant Information

Helen Archer SSN:xxx-xx-2866

Office Address 1 1225 Spring St

Address 2 Address 3

City Los Angeles State CA Zip 90012

County Los Angeles Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

Attorney... Alias... Corporate parent... Review

Submit Cancel Clear

Click here.

Click the **Role in Bankruptcy Case** drop-down arrow.

Done Internet

Slide 17

Slide notes: The Defendant information screen displays. Any information you add will be displayed and accessible to the public on the CM/ECF docket.

Click the Role in Bankruptcy Case drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Defendant Information

Helen Archer SSN:xxx-xx-2866

Office Address 1 1225 Spring St

Address 2 Address 3

City Los Angeles State CA Zip 90012

County Los Angeles Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

Attorney... Alias... Credit... attorneys, aliases and corporate parents before clicking the Submit button.

Submit Cancel

Debtor Click Box

Other/Not Applicable

Trustee

U.S. Trustee/Bankruptcy Administrator

For this exercise, Select Debtor.

Click here.

Done Internet

Slide 18
Slide notes: Select Debtor.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Defendant Information

Helen Archer SSN:xxx-xx-2866

Office Address 1 1225 Spring St

Address 2 Address 3

City Los Angeles State CA Zip 90012

Co

Pl

E-

Party

Role in

Attorney... **Alias...** Corporate parent... Review... Add all attorneys, aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Click here.

Done Internet

Slide 19
Slide notes: Never add the attorney for the defendant. When the defendant or their counsel file an answer, the court will add the attorney information. There are no aliases for the defendant in this exercise. Click Submit.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Search for a defendant

SSN Tax Id

Last/Business name

First Name

Middle Name

Click here.

Click End defendant selection.

Done Internet

Slide 20

Slide notes: The Search for a defendant screen again displays to continue adding defendants. There are no other defendants to this Adversary proceeding. Click End defendant selection.

The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The form includes several dropdown menus and text input fields. Annotations are present: a red box labeled 'Click here.' points to the dropdown arrow of the 'Primary nature of suit' field, and a green box labeled 'Click the Party code drop-down arrow.' points to the dropdown arrow of the 'Party code' field. The 'Party code' field is currently set to '3 U.S. not a Party'. Other fields include 'Rule 23 (class action)', 'Jury demand', 'Demand (S000)', 'State law', 'Fourth nature of suit', and 'Fifth nature of suit'. At the bottom, there are 'Next' and 'Clear' buttons. The browser's address bar shows 'Done' and 'Internet'.

Party Code

Slide notes: The statistical information screen displays. Click the Party code drop-down arrow.

The screenshot shows the 'Open Adversary Case' form on the ECF website. The form includes several dropdown menus and text input fields. Annotations include a red box around the 'Party code' dropdown with the text 'Click here.' and a green box around the 'Rule 23 (class action)' dropdown with the text 'Select 3 U.S. not a Party.'.

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	3 U.S. not a Party	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (S000)		Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Buttons: Next, Clear

Slide 22

Slide notes: Select 3 - United States is not a Party.

The screenshot shows the 'Open Adversary Case' form in the ECF system. The form includes several fields: Party code, Rule 23 (class action), Jury demand, Demand (S000), State law, Primary nature of suit, Second nature of suit, Third nature of suit, Fourth nature of suit, and Fifth nature of suit. Annotations include a red box around the Party code dropdown with the text 'Click here.', and a green box around the Rule 23 dropdown with the text 'Click the Rule 23 (class action)'. The browser status bar at the bottom shows 'Done' and 'Internet'.

Rule 23

Slide notes: Click the Rule 23 (class action) drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	y	Third nature of suit	none
Demand (S000)		Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Next Clear

Slide 24

Slide notes: This adversary proceeding is not a Rule 23 (class action). Select N for no.

The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The form includes several dropdown menus and text input fields. Annotations highlight the 'Jury demand' dropdown menu.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)		Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (\$000)			
State law	n		

Annotations:

- A red callout box with the text "Click here." points to the dropdown arrow of the "Jury demand" field.
- A green callout box with the text "click the Jury demand drop-down arrow." also points to the dropdown arrow of the "Jury demand" field.

Buttons: Next, Clear

Browser status bar: Done, Internet

Jury Demand

Slide notes: click the Jury demand drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	e
Demand (S000)	Defendant	Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Next Clear

Done Internet

Slide 26

Slide notes: There is no jury demand by the plaintiff and/or the defendant. Select None.

The screenshot shows the ECF 'Open Adversary Case' form. The form includes the following fields and annotations:

- Party code:** 3 U.S. not a Party
- Primary nature of suit:** none
- Rule 23 (class action):** n
- Second nature of suit:** none
- Jury demand:** None. A red callout box points to this field with the text: "Type 2, then press Enter key."
- Demand (S000):** An empty text box. A red box highlights this field, and a green callout box points to it with the text: "Type 2 (for \$2,000), the press your Enter key. [Do not type additional 000s]"
- State law:** n
- Fourth nature of suit:** none
- Buttons:** Next, Clear

The browser's address bar shows "Done" and "Internet".

Copy of Demand \$\$

Slide notes: Click in the Demand in thousands field. The smallest number you may enter is 1 which equals \$1,000.

For this exercise, enter the number 2 (for \$2,000).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Party code	3 U.S. not a Party	Primary nature of suit	none
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (S000)	2	Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Next

Click the **State law** drop-down arrow.

Click here.

Done Internet

Slide 29

Slide notes: Click the State law drop-down arrow.

The screenshot shows the ECF 'Open Adversary Case' form. The form includes the following fields and values:

- Party code: 3 U.S. not a Party
- Primary nature of suit: none
- Rule 23 (class action): n
- Second nature of suit: none
- Jury demand: None
- Third nature of suit: none
- Demand (S000): 2
- Fourth nature of suit: none
- State law: n
- Fifth nature of suit: none

Annotations on the form:

- A red callout box with the text 'Click here.' points to the 'n' dropdown menu in the 'State law' field.
- A green callout box with the text 'Select n.' points to the 'n' dropdown menu in the 'State law' field.

The form also features a 'Next' button and a browser status bar at the bottom showing 'Done' and 'Internet'.

Slide 30

Slide notes: If State law is applicable such as in cases of removal, select y. If unsure, select u. State law is not applicable in this case. Select n.

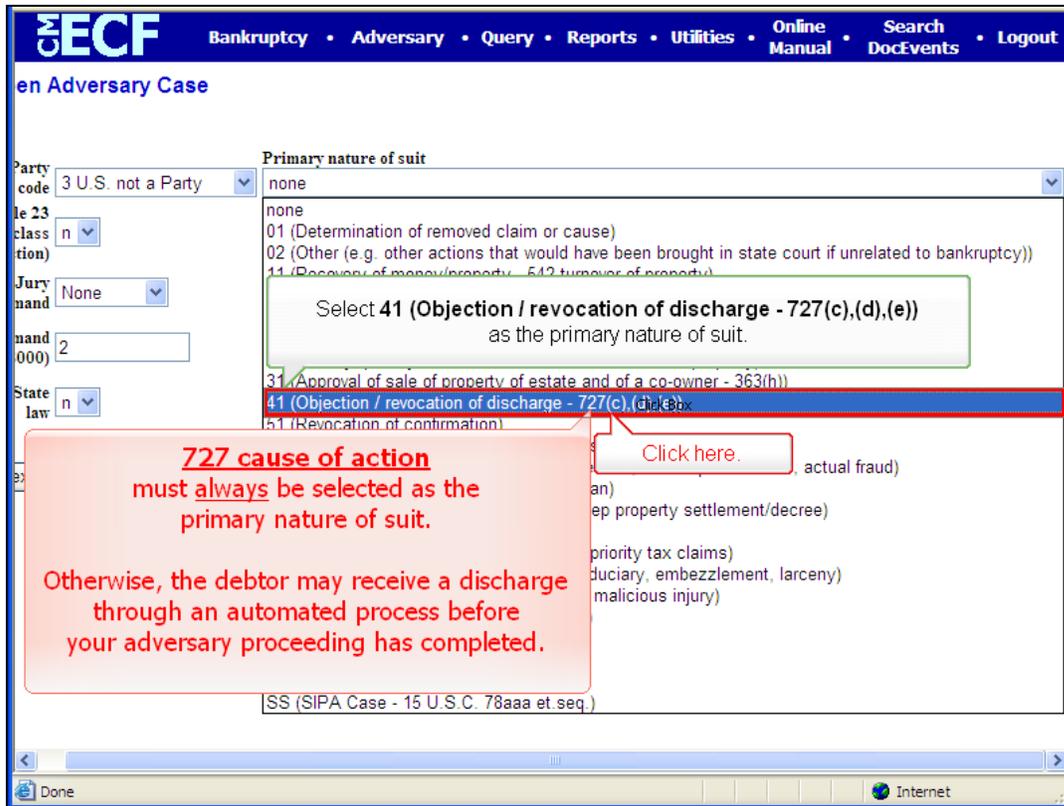
The screenshot shows the ECF 'Open Adversary Case' form. The form includes the following fields and annotations:

- Party code:** 3 U.S. not a Party (dropdown menu)
- Primary nature of suit:** none (dropdown menu with a red callout box pointing to the arrow and the text 'Click here.')
- Rule 23 (class action):** n (dropdown menu)
- Second nature of suit:** none (dropdown menu)
- Jury demand:** None (dropdown menu)
- Third nature of suit:** none (dropdown menu)
- Demand (\$000):** 2 (text input)
- Fourth nature of suit:** none (dropdown menu)
- State law:** (dropdown menu)
- Fifth nature of suit:** none (dropdown menu)

At the bottom of the form are 'Next' and 'Clear' buttons. A green callout box points to the Primary nature of suit dropdown arrow with the text 'Click Primary nature of suit drop-down arrow.' The browser status bar at the bottom shows 'Done' and 'Internet'.

Primary Nature of Suit

Slide notes: Click the Primary nature of suit drop-down arrow.



Slide 32

Slide notes: One of the causes of action in this case is a 727 Objection/revocation of discharge. This cause of action must always be selected as the primary nature of suit in order for CM/ECF to automatically flag the main bankruptcy case and this adversary proceeding to prevent a discharge.

Otherwise, the debtor may receive a discharge through an automated process before your adversary proceeding has completed.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

en Adversary Case

Party code: 3 U.S. not a Party

Primary nature of suit: 41 (Objection / revocation of discharge - 727(c),(d),(e))

le 23 class (tion): n

Jury mand: None

mand (000): 2

State law: n

ext Clear

Click here.

Click the **Second nature of suit** drop-down arrow.

Done Internet

Slide 33

Slide notes: Click the Secondary nature of suit drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

en Adversary Case

Party code: 3 U.S. not a Party

Primary nature of suit: 41 (Objection / revocation of discharge - 727(c),(d),(e))

Second nature of suit: none

Jury mand: None

mand (000): 2

State law: n

ext: Clear

01 (Determination of removed claim or cause)
 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))
 11 (Recovery of money/property - 542 turnover of property)
 12 (Recovery of money/property - 547 preference)
 13 (Recovery of money/property - 548 fraudulent transfer)
 14 (Recovery of money/property - other)
 21 (Validity, priority or extent of lien or other interest in property)
 31 (Approval of sale of property of estate and of a co-owner - 363(h))
 51 (Revocation of confirmation)
 61 (Dischargeability - 523(a)(5), domestic support)
 62 (Dischargeability - 523(a)(2)(B), misrepresentation, actual fraud)
 63 (Dischargeability - 523(a)(2)(C), divorce/sep property settlement/decree)
65 (Dischargeability - other)
 66 (Dischargeability - 523(a)(1),(14),(14A) priority tax claims)
 81 (Subordination of claim or interest)
 91 (Declaratory judgment)
 SS (SIPA Case - 15 U.S.C. 78aaa et seq.)

Click here.

Select 65 (Dischargeability - other).

Slide 34

Slide notes: Select 65 (Dischargeability - other).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

en Adversary Case

Party code: 3 U.S. not a Party

le 23 class (tion): n

Jury mand: None

mand (000): 2

State lav: [dropdown]

Primary nature of suit: 41 (Objection / revocation of discharge - 727(c),(d),(e))

Second nature of suit: 65 (Dischargeability - other)

Third nature of suit: none

Fourth nature of suit: none

Fifth nature of suit: none

Click Next. Clear

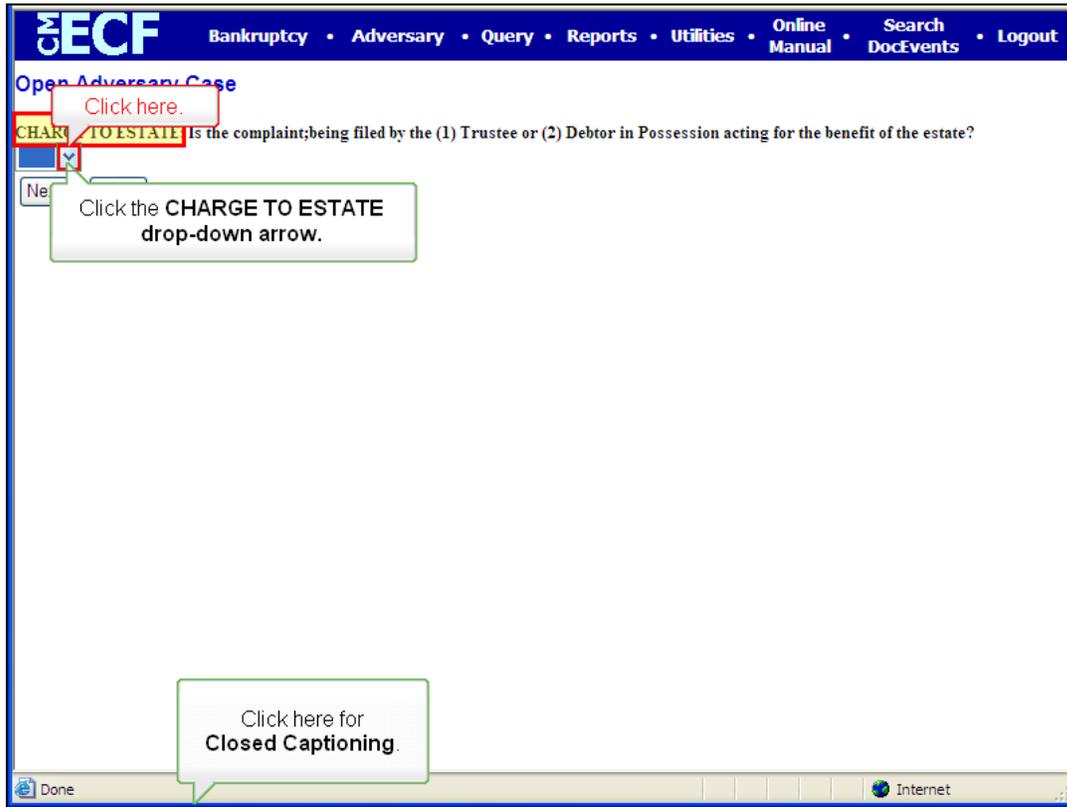
Click here.

Click Next.

Done Internet

Slide 35

Slide notes: There are no other causes of action to this proceeding. Click Next.



Slide 1

Slide notes: A series of questions display. Click the Charge to Estate drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

CHARGE TO ESTATE: Is the complaint;being filed by the (1) Trustee or (2) Debtor in Possession acting for the benefit of the estate?

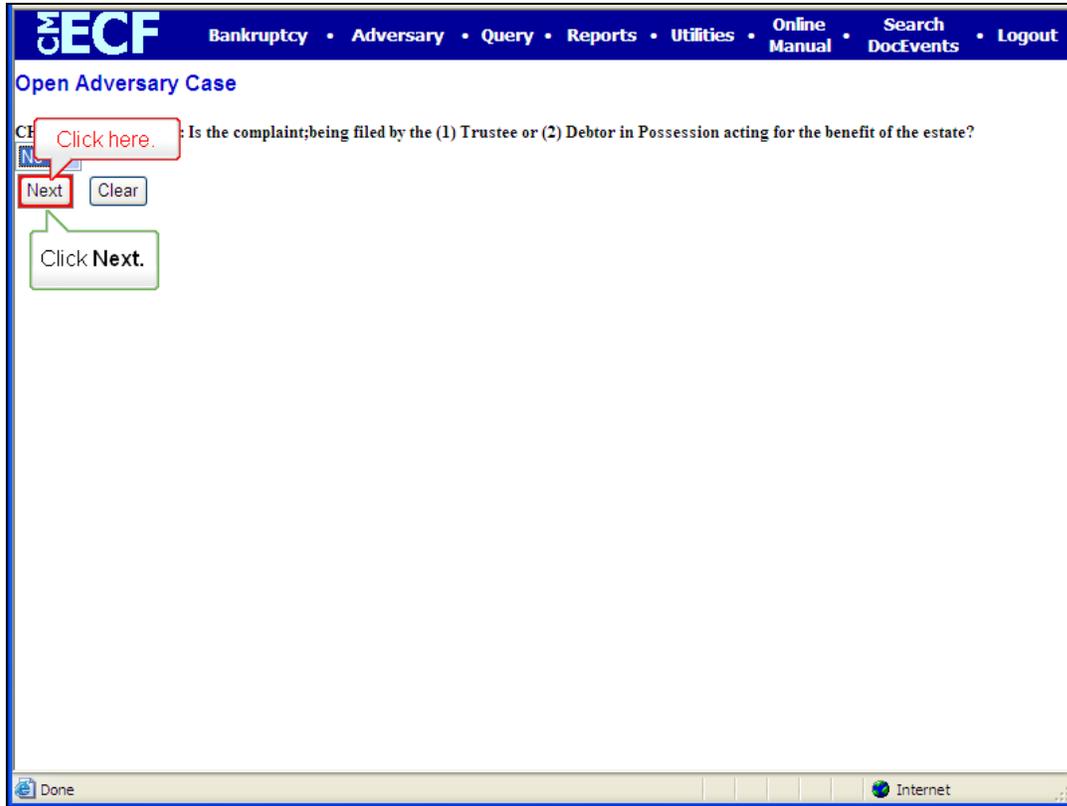
Yes Click here.

No Select No.

Done Internet

Slide 2

Slide notes: Is the complaint being filed by the Trustee or Debtor in Possession acting for the benefit of the estate?
For this exercise, select No.



Slide 3

Slide notes: Click Next.



Slide 4

Slide notes: Click the Fee Not Required drop-down arrow.

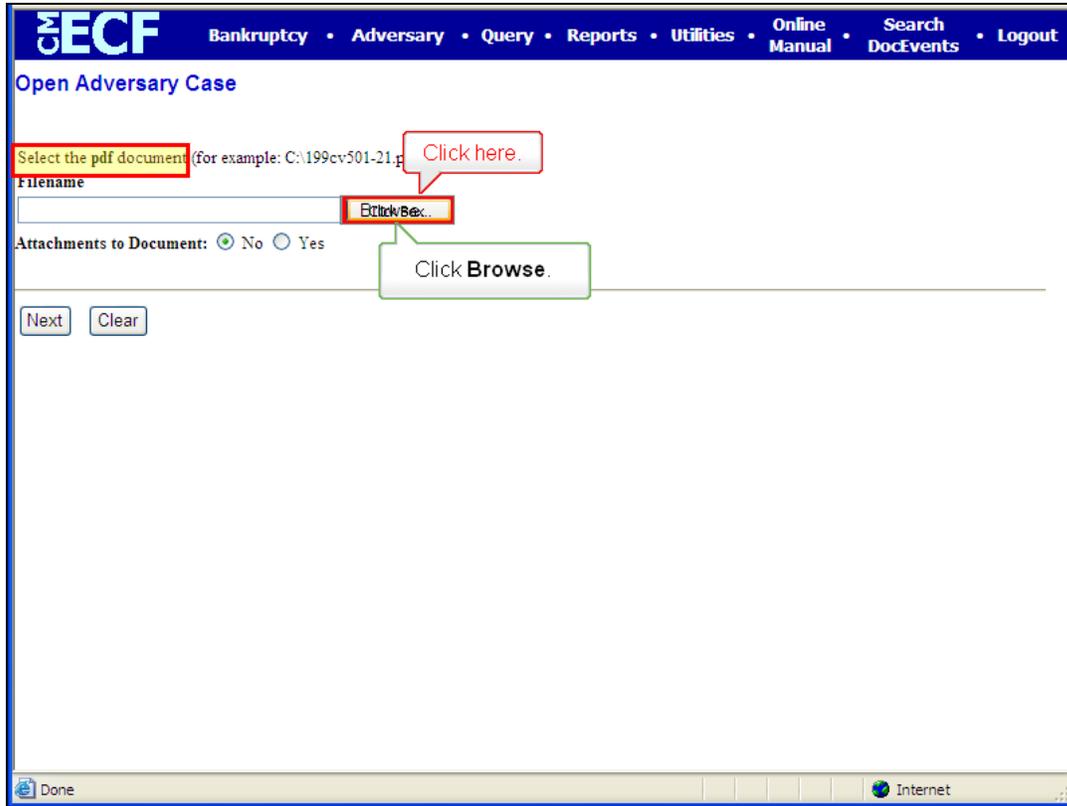
The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main heading is "Open Adversary Case". A yellow highlighted box contains the text: "FEE NOT REQUIRED: Is the complaint being filed by the (1) Debtor, (2) Debtor in Possession acting for the benefit of an individual, (3) United States Government, (4) United States Trustee, or (5) Child Support acting for Creditor?". Below this, there is a "Yes" radio button and a "Click here." callout box pointing to it. A "Click Box" label is positioned over the "Yes" radio button. A "Select No." callout box points to the "No" radio button, which is not clearly visible but implied by the context. The browser status bar at the bottom shows "Done" and "Internet".

Slide 5

Slide notes: Is the complaint being filed by the Debtor, Debtor in Possession acting for the benefit of an individual, U.S. Government, U.S. Trustee or Child Support acting for Creditor? For this exercise, select No.

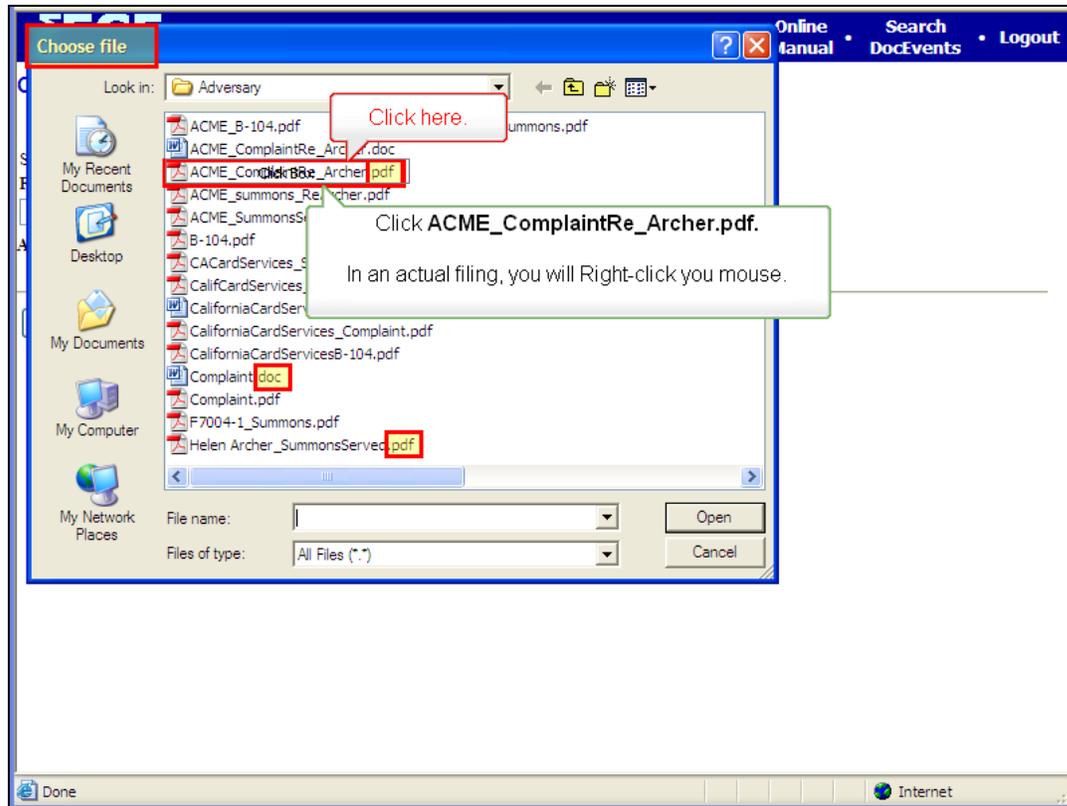
The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main heading is "Open Adversary Case". Below this, a question is posed: "FEE NOT REQUIRED: Is the complaint being filed by the (1) Debtor, (2) Debtor in Possession acting for the benefit of an individual, (3) United State United States Trustee, or (5) Child Support acting for Creditor?". A dropdown menu is currently set to "No". A red callout box with the text "Click here." points to the "No" option. Below the dropdown are "Next" and "Clear" buttons. A green callout box with the text "Click Next." points to the "Next" button. The browser's status bar at the bottom shows "Done" and "Internet".

Slide 6
Slide notes: Click Next.



Slide 7

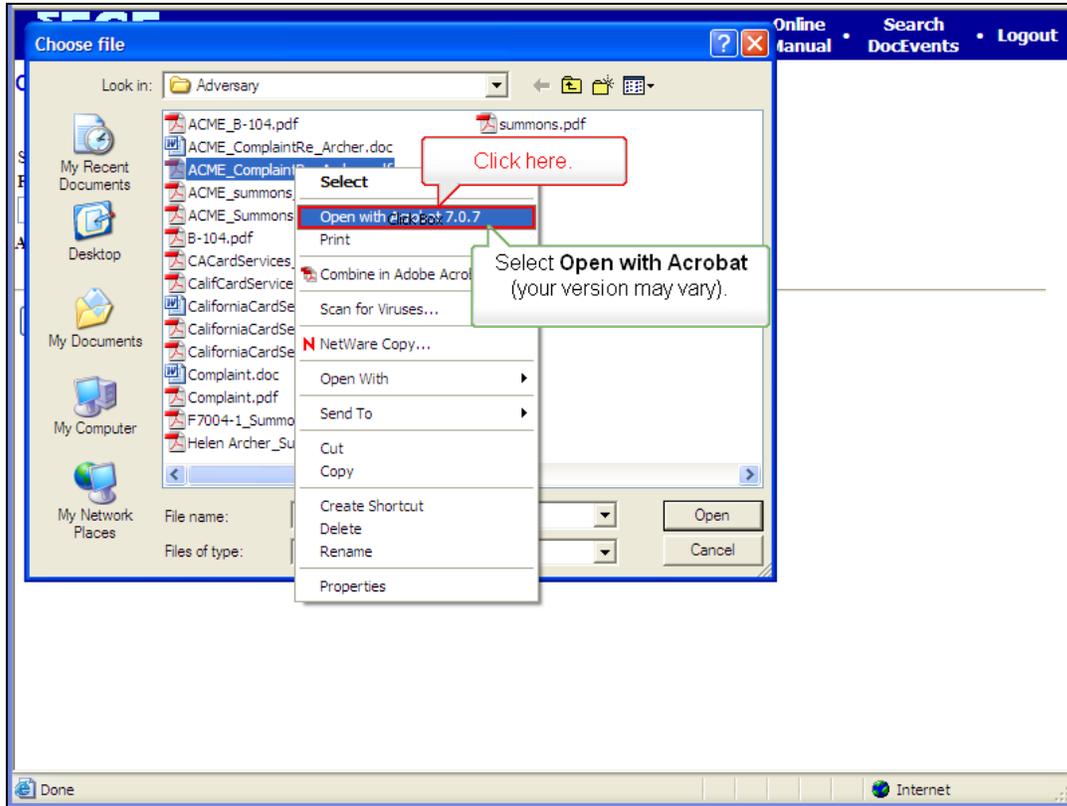
Slide notes: The Select the .pdf document screen displays. Click Browse.



Slide 8

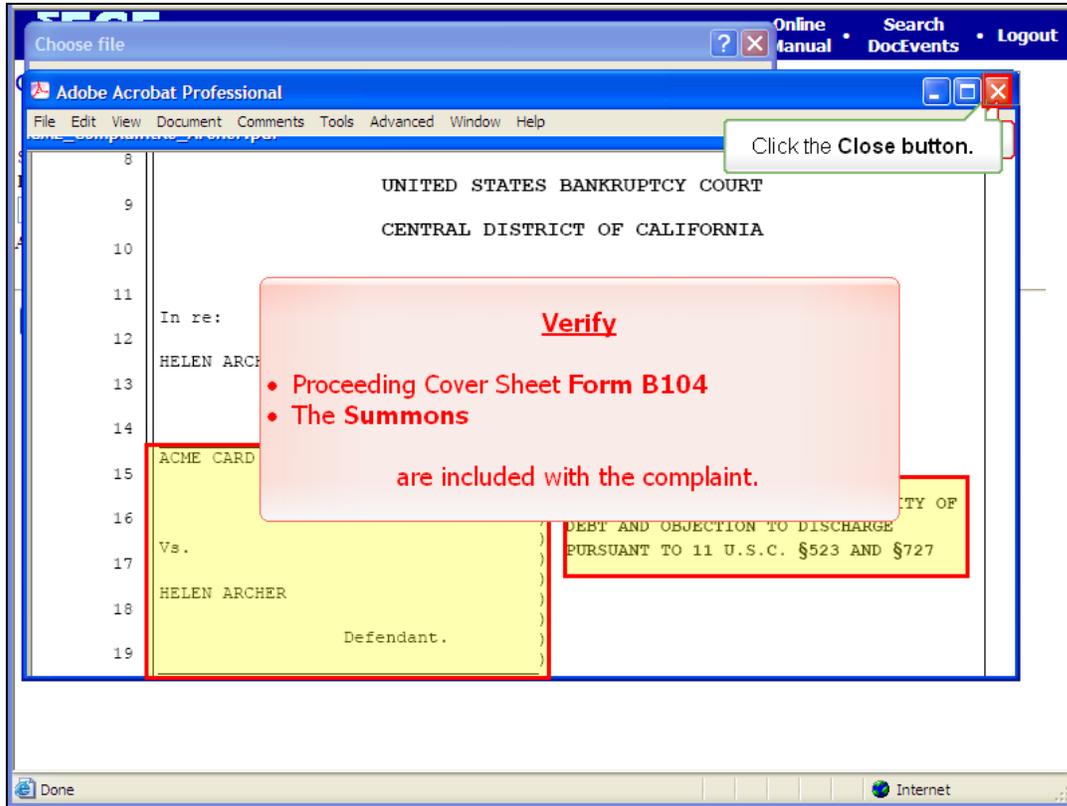
Slide notes: The system automatically navigates to your computer and the Choose File pop-up window displays.

Notice the file extension of each document. The .pdf file extension means the complaint is in Portable Document Format. Right-click over the file name.



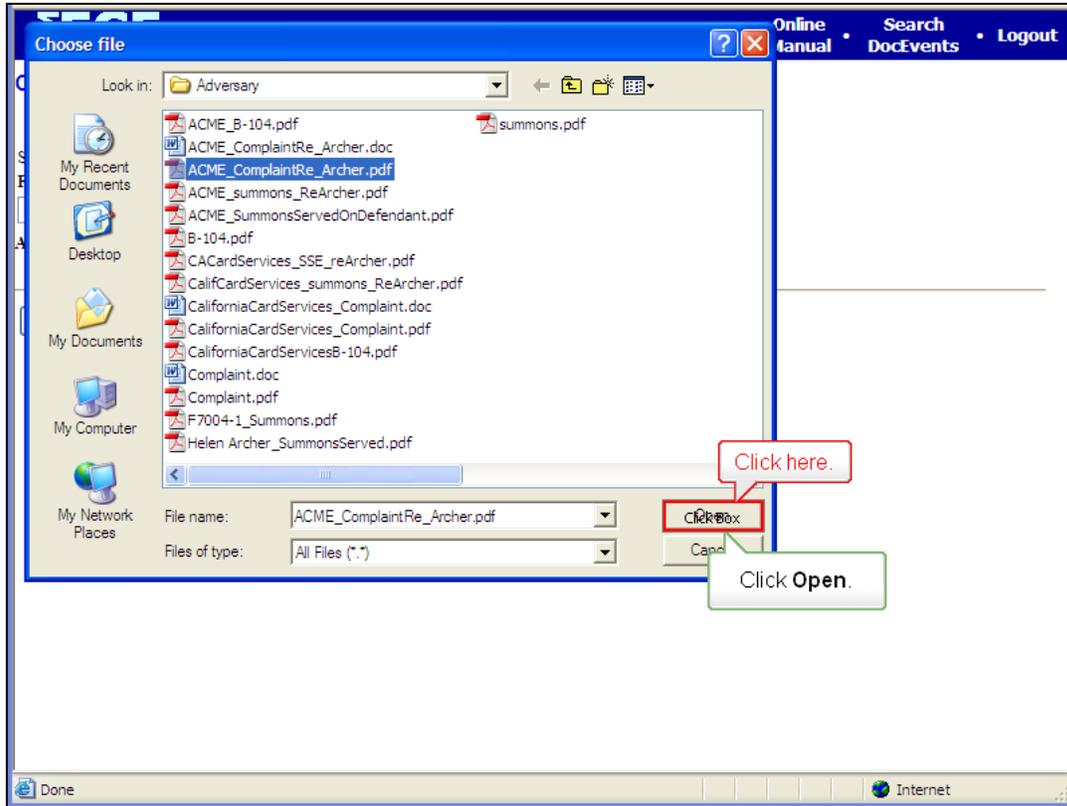
Slide 9

Slide notes: From the drop-down menu, select Open with Acrobat.



Slide 10

Slide notes: Verify you are selecting the correct complaint. Also verify the Adversary Proceeding Cover Sheet Form B104 and the Summons are included with this document, then click the Close button.



Slide 11
Slide notes: Click Open.

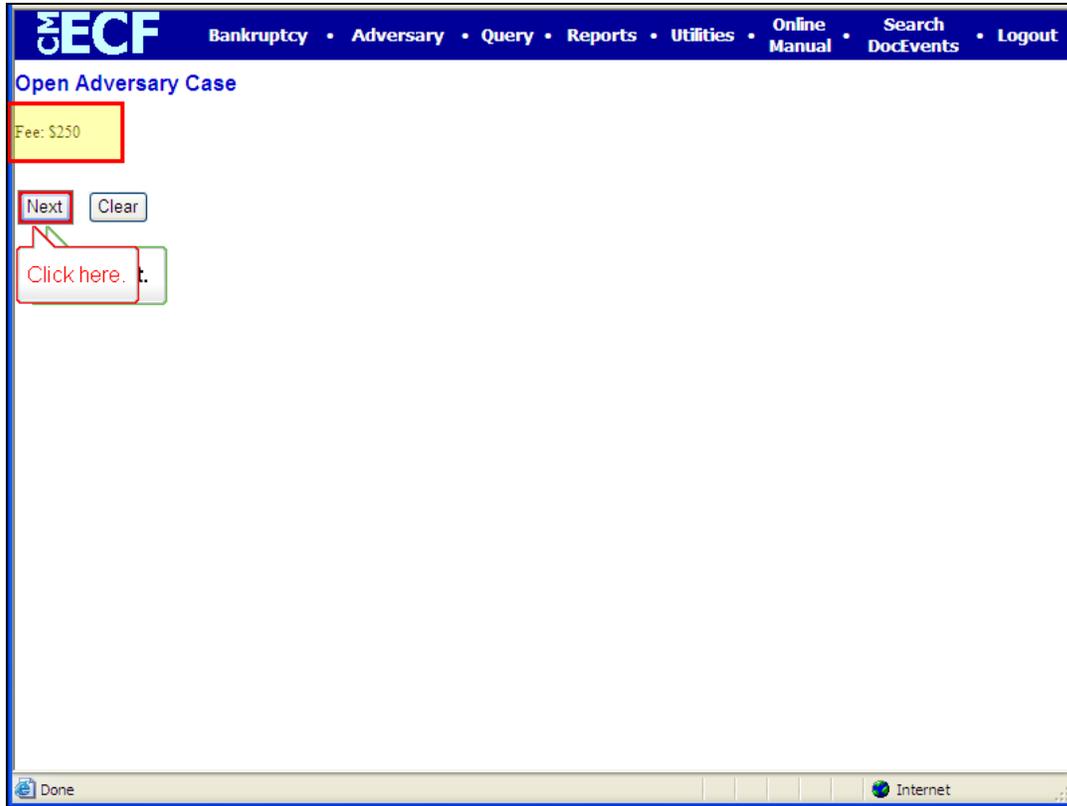
The screenshot shows the ECF (Electronic Case Filing) interface for opening an adversary case. The page title is "Open Adversary Case". The navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main content area contains the following elements:

- Instruction: "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label.
- A text input field containing the path "C:\Documents and Settings\beacham\Des" and a "Browse..." button.
- A radio button group for "Attachments to Document:" with "No" selected and "Yes" unselected.
- A "Click here." callout box pointing to the "Attachments to Document:" label.
- "Next" and "Clear" buttons.
- A "Click Next." callout box pointing to the "Next" button.

The browser status bar at the bottom shows "Done" and "Internet".

Slide 12

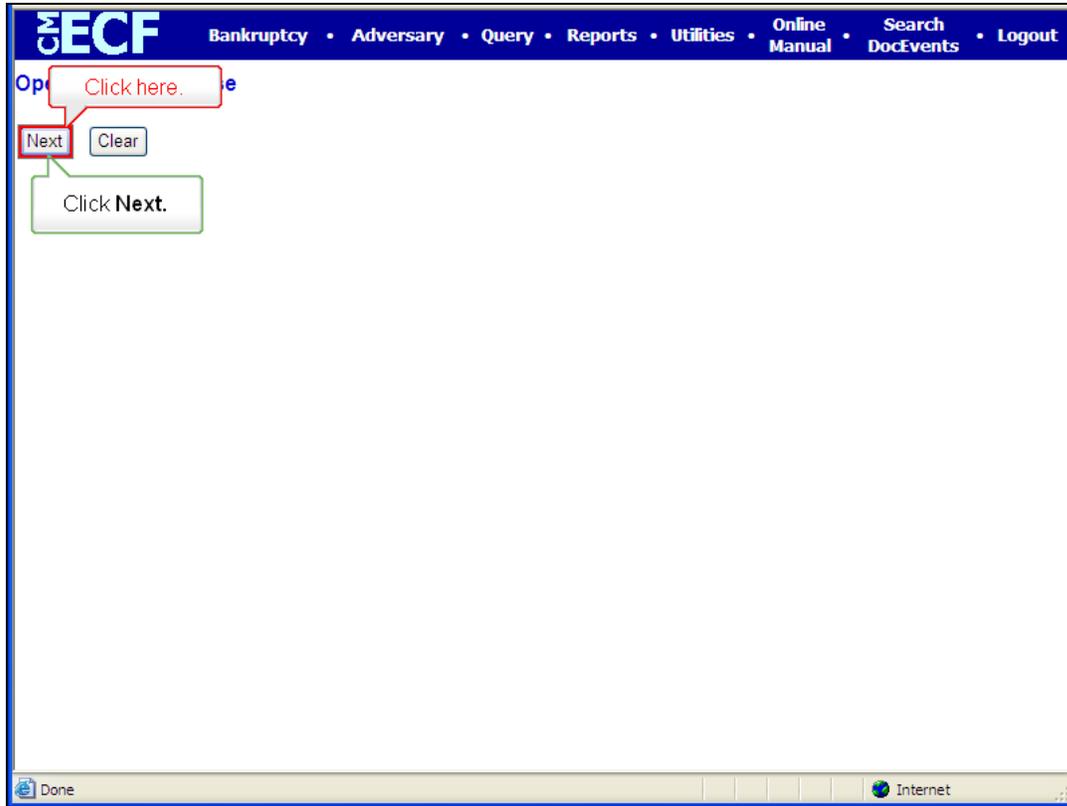
Slide notes: A link to the pdf document located on your computer populates the Browse field. For this exercise, you have no documents to attach to the complaint. Click Next.



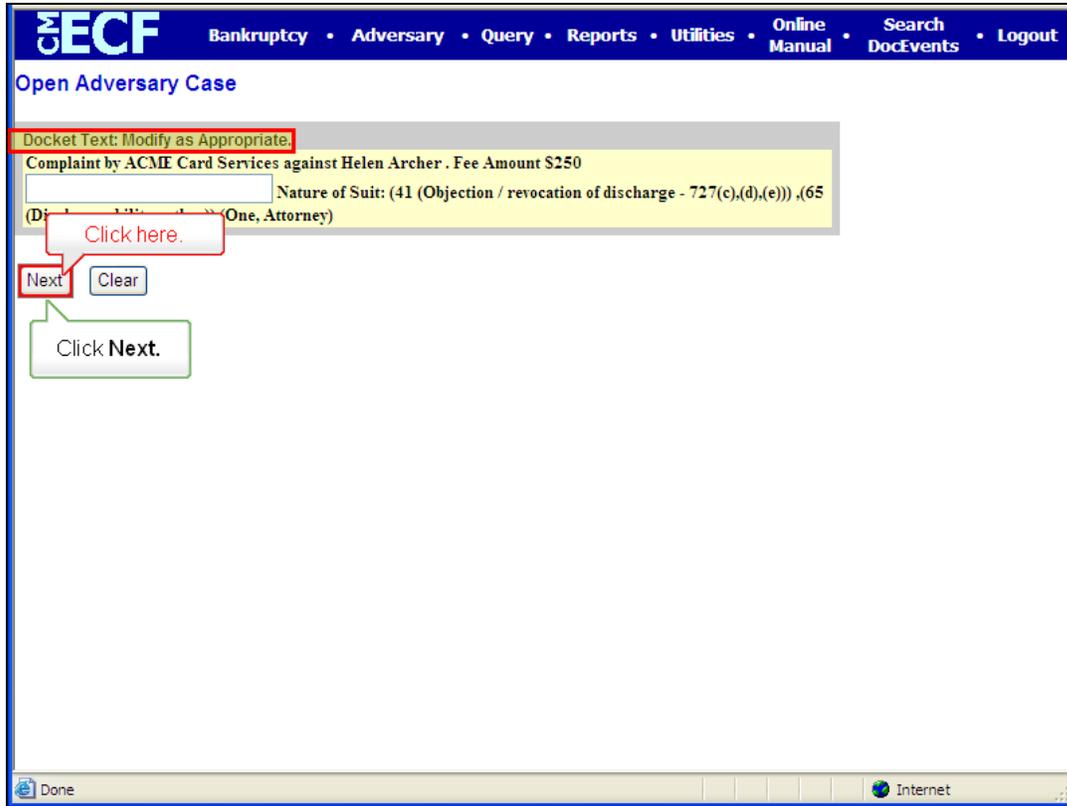
Slide 13

Slide notes: The Fee screen displays showing the amount now due for opening an Adversary Case and filing the complaint.

Click Next.



Slide 14
Slide notes: Click Next.



Slide 15

Slide notes: The Docket Text screen displays. Modify as appropriate.
For this exercise, leave blank and click Next.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Docket Text: Final Text

Complaint by ACME Card Services against Helen Archer. Fee Amount \$250 Nature of Suit: (41 (Objection / revocation of discharge - 727(c),(d),(e))), 65 (Dischargeability - other)) (One, Attorney)

Attention!! Submitting this screen commi
submission if you continue.

Opening page https://ecf-train.cacb.uscourts.gov/cgi-bin/Dispatch.pl?104383497; Internet

Slide 16

Slide notes: The Final Docket Text screen displays. This screen allows for a final review of information that will display on the court docket.

Review the information carefully for accuracy.

If your complaint includes an objection or revocation of discharge, ensure it is first in your nature of suit (as in this example).

ECF Bankruptcy • **Adversary** • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Adversary Case

Docket Text: Final Text
Complaint by ACME Card Services against Hel... (Objection / revocation of discharge - 727(c),(d) Attorney)

Attention!! Submitting this screen commits this transaction if you continue.

Next Clear

Click here.
Click the **Next** button

DO NOT
Use the back button on your browser.
Select **Adversary** to re-start the filing process.

If errors are discovered after submitting this screen, contact ECF Help Desk.

Done Internet

Slide 17

Slide notes: If typos or other errors are discovered, Do Not use the back button on your browser as this will not work properly. Select Adversary from the Main Menu bar to restart the filing process. If errors are discovered after submitting this screen, contact the ECF Help Desk for assistance. For this exercise, accept the information as correct by clicking Next.

Electronic Payment

***** IMPORTANT NOTICE *****

The Bankruptcy Court for the Central District of California requires payment of fees at the time a document is filed. Your account access has been blocked, as our records indicate that the fees for the transaction listed below have not been paid. To unblock your account you must pay the fees due by clicking on the [Pay Now] button below.

If you believe this message is in error and it is during normal business hours (i.e. Monday through Friday from 9:00 a.m. to 4:00 p.m., excluding Federal Holidays), you may contact the ECF Support Center at (213) 894-2365 for assistance. If you require assistance outside of normal business hours, you may send an email to [ECF support@cacb.uscourts.gov](mailto:ecf_support@cacb.uscourts.gov) and a staff member will contact you the next business day.

Summary of current charges:

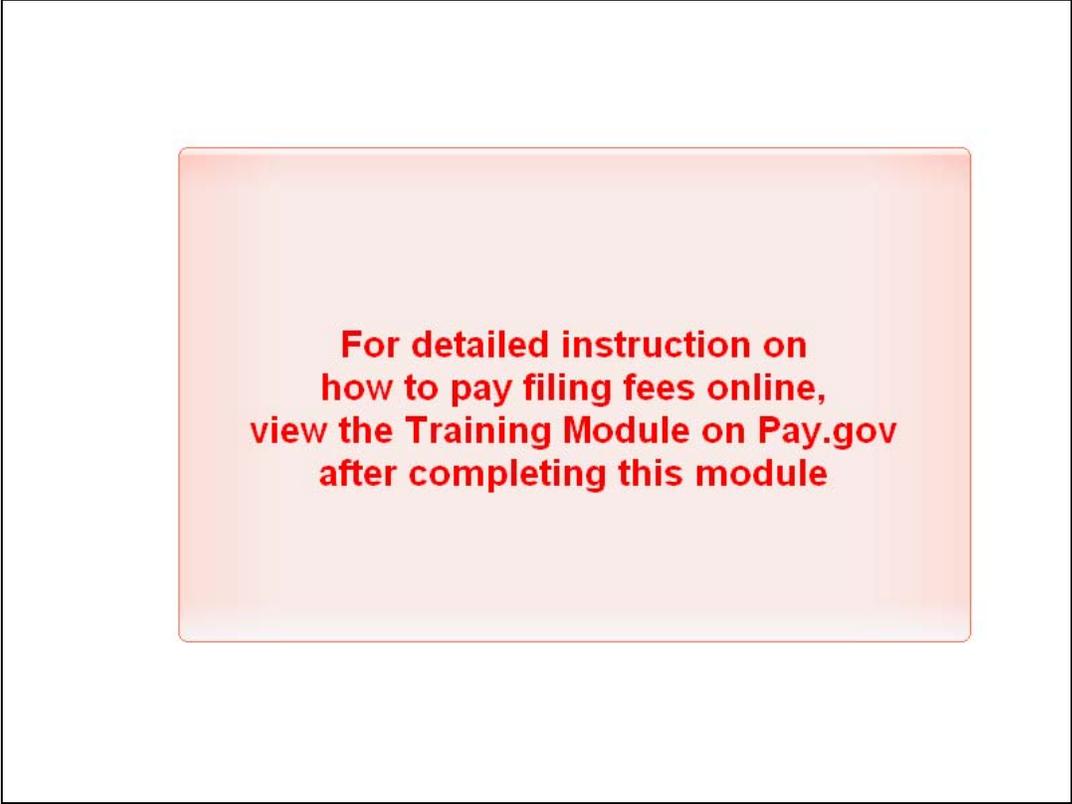
Date Incurred	Description	Amount
2008-08-07 18:44:03	Adversary case 2:08-ap-01237. Complaint by ACME Card Services against Helen Archer.	\$250

Total: \$ 250.00

Click here. Click Pay Now. Pay Now

Slide 18

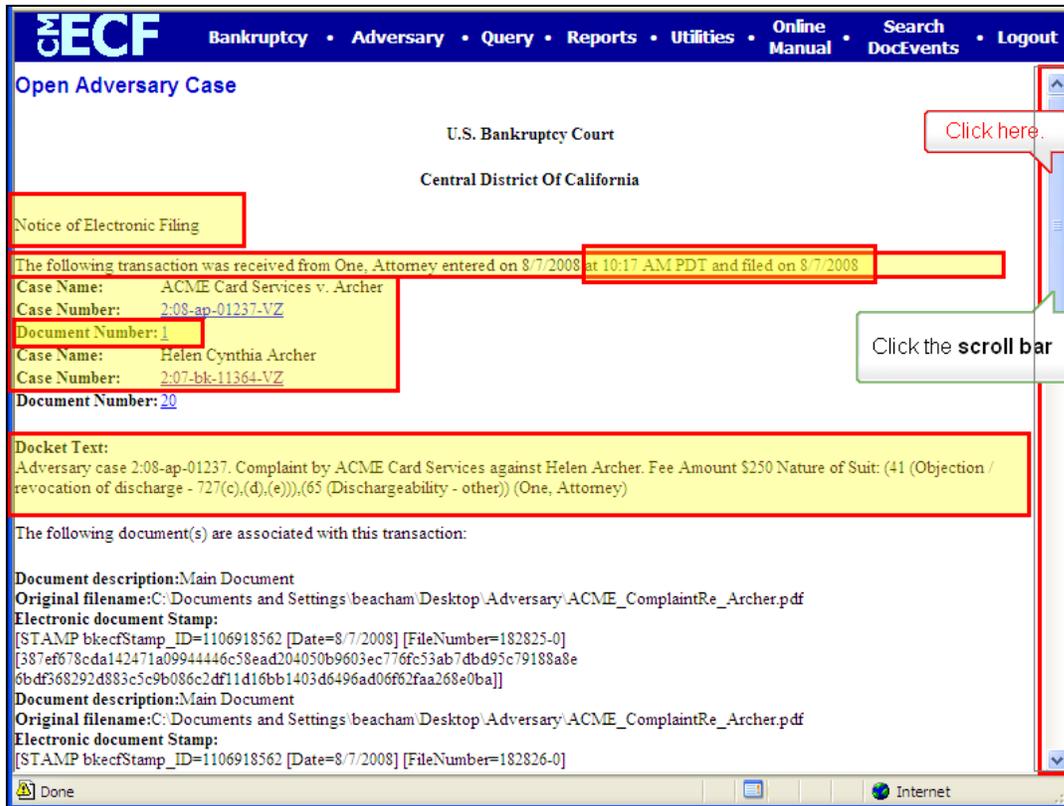
Slide notes: The Electronic Payment screen displays prompting you to pay the fee due. Click Pay Now.



**For detailed instruction on
how to pay filing fees online,
view the Training Module on Pay.gov
after completing this module**

Pay.gov

Slide notes: For detailed instruction on how to pay filing fees online, view the Training Module on Pay.gov after completing this module.



NEF screen

Slide notes: Once the filing fee online payment transaction is completed, the Notice of Electronic Filing, or "NEF," screen displays.

This screen provides a receipt of the filing of the complaint and opening of the Adversary Proceeding in CM/ECF. The Adversary case number and Bankruptcy number, date and time of filing, Document Number and Docket Text display.

Scroll down.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

2:07-bk-11364-VZ Notice will be electronically mailed to:

Attorney Five five.attorney@gmail.com
Attorney One attorneyone@yahoo.com, test4eorder@hotmail.com
Attorney One ecfattytesting@yahoo.com, test4eorder@hotmail.com
Attorney One oneattomey@yahoo.com, test4eorder@hotmail.com
Jason M Rund jrund@slawyers.com

2:07-bk-11364-VZ Notice will not be electronically mailed to:

Cynthia Lewis
255 E Temple St.
Los Angeles, Ca 90012

Mortgage Company Inc
910 Sunset St
Los Angeles, CA 90012

John Smith
Doe Smith & Johnson
255 E Temple St
Los Angeles, Ca 90012

John Smith
Los Angeles
4567 Main St.
Los Angeles, Ca 90071

United States Trustee (LA)
725 S Figueroa St., 26th Floor
Los Angeles, CA 90017

Done Internet

Slide 21

Slide notes: The "NEF" also indicates the parties who will receive an electronic mailing and the parties who will not receive an electronic mailing of the notice.

Use the Print option in your browser to Print and attach a copy of this Notice to your courtesy and/or chambers copy you will submit to the court. Also keep a copy of this Notice for your records.

Summary

You should now be able to:

- Select the proper Adversary event to open a new Adversary case.
- File your complaint in the proper Divisional Office.
- Create a "new party" in CM/ECF.
- Add yourself as the attorney for the Plaintiff.
- Select the correct Defendant.
- Upload the complaint correctly and in the proper format.
- Flag your Adversary case to prevent Debtor's discharge (if applicable).
- Review and print a Notice of Electronic Filing, or "NEF" indicating the Adversary Complaint was filed.

Click **Continue** to proceed to the **Required Quiz**.



Summary

Slide notes: You should now be able to do the items on this list. Click Continue to proceed to the Required Quiz.

ECF Help Desk (213) 894-2365
ECF_support@cacb.uscourts.gov
9:00 a.m. to 4:00 p.m. M-F (excluding federal holidays)



Click Box
(100 x 100)
(X:90; Y:306)

To access CM/ECF Procedures and Rules click here [Info.](#)

Exit

Slide notes: This concludes the training module.

You may use the playback controls to view this module again or proceed to the training module on Pay.gov.

You may also view and/or download the CM/ECF Procedures and Rules by clicking the info button on this screen.

If you have further questions, contact the ECF help desk between the hours of 9am and 4pm.

Close this module by pressing the Enter key on your keyboard.