

Adversary Proceedings – Case Opening

(Procedure for U.S. Bankruptcy Court, Eastern District of Wisconsin as of 7/7/2014)

To open an adversary proceeding, go to the **Adversary** menu and select **Open an AP Case**.



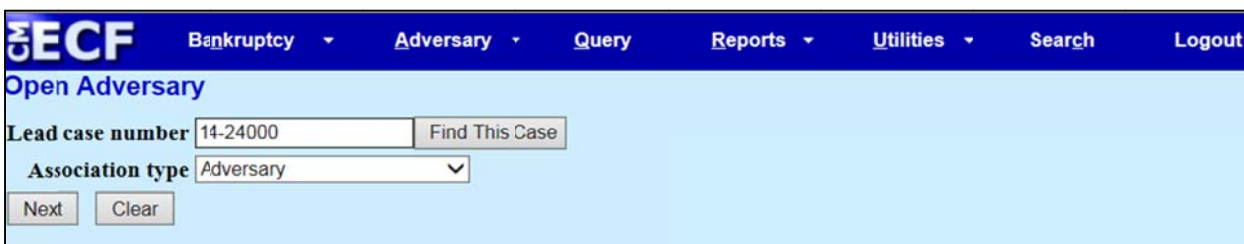
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the "Adversary Events" section, which contains a list of links: Answers..., Appeal, Miscellaneous, Motions/Applications, Notices, Open an AP Case (highlighted with a red box), Order Upload, and Summons and 3rd Party Complaints.

Indicate whether you will be filing a **Complaint** (hint: it's a minimum filing requirement). The default is **Y(es)**. Click **Next**.



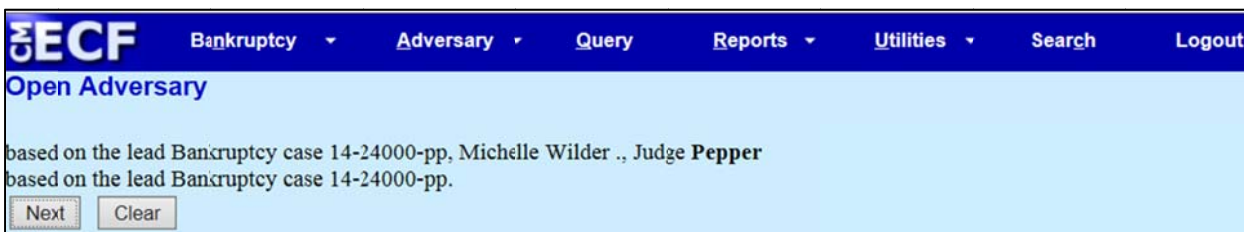
The screenshot shows the "Open Adversary" form in the ECF system. It includes fields for "Case type ap", "Date filed 7/7/2014", and "Complaint y" (with a dropdown arrow). The "Complaint" field is highlighted with a red box. Below these fields are "Next" and "Clear" buttons.

Enter the lead Bankruptcy **case number**. The **Association type** should remain **Adversary**. Click **Next**.



The screenshot shows the "Open Adversary" form with the "Lead case number" field filled with "14-24000" and the "Association type" dropdown set to "Adversary". A "Find This Case" button is next to the case number field. "Next" and "Clear" buttons are at the bottom.

The next screen will list the debtor(s) and the Judge assigned to the main case. Click **Next**.



The screenshot shows the "Open Adversary" form displaying case details: "based on the lead Bankruptcy case 14-24000-pp, Michelle Wilder ., Judge Pepper" and "based on the lead Bankruptcy case 14-24000-pp.". "Next" and "Clear" buttons are at the bottom.

This screen serves as a reminder that as the attorney filing this case, you will automatically be associated as the attorney of record for plaintiff(s). Click **Next**.

The screenshot shows the 'Open Adversary' screen with a blue header bar containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A red notification message states: 'As a result of the 4.1 CM/ECF Release, an attorney filer is now automatically associated as the plaintiffs attorney. As a result, a plaintiffs attorney filing a new adversary proceeding is no longer required to add himself to the case.' Below the message are 'Next' and 'Clear' buttons.

To add the plaintiff(s) to the case, you will search the CM/ECF database to see if that party already exists. If the plaintiff(s) is/are the **debtor(s)**, search by using the **SSN** (social security number) field. This will yield a more accurate search result. If the plaintiff(s) is/are **creditors**, please search by the **Last/Business name** field.

This screenshot shows the search form with red boxes and instructional text. A red box around the 'SSN / ITIN' field is accompanied by the text 'To search for debtor(s), search by SSN.' Another red box around the 'Last/Business name' field is accompanied by the text 'To search for creditor(s), search by Business Name.' The form includes fields for SSN / ITIN (containing '555-12-1212'), Tax ID / EIN, Last/Business name (containing 'First Star Bank'), First Name, and Middle Name, along with 'Search' and 'Clear' buttons.

If your search yields results, **select the result with the name that exactly matches what appears on the documents you intend to file.** The address of the debtor(s) may be different in the search result if the debtor(s) filed a Notice of Change of Address since the time the main bankruptcy case was opened. CM/ECF will list the original address. You may change the address on the next screen. (Hint: Please review the docket to ensure the name(s) and address(s) for the debtor(s) match the caption of your complaint, and your data entry for this adversary proceeding). While a debtor's SSN or name will always yield a result, when searching for a creditor, you may need to **Create new party** if your search does not produce any search results.

Highlight the applicable name and click **Select Name from List**.

This screenshot shows the search results page. It features the same search form as the previous screen. Below the form, under the heading 'Party search results', is a list of four entries: 'Barry, Robert, 40 Chicago Street, #4, Milwaukee, WI', 'Wilder, Michelle, 123 Main Street, Milwaukee, WI', 'Wilder, Michelle, 555 Main Street, Milwaukee, WI', and 'Wilder, Michelle Renee 555 Main Street, Milwaukee, WI'. The last entry is highlighted in blue. At the bottom are 'Select name from list' and 'Create new party' buttons.

If you selected a name from the search result, update the address if needed. Also, select a **Role in Bankruptcy Case** from the drop down menu. Click **Submit**.

The screenshot shows the 'Plaintiff Information' section of the ECF Bankruptcy Adversary form. The plaintiff is Michelle Renee Wilder with SSN / ITIN: xxx-xx-1212. The form includes fields for Office, Address 1 (555 Main Street), Address 2, Address 3, City (Milwaukee), State (WI), Zip (53210), County (MILWAUKEE-WI (55079)), Country, Phone, Fax, and E-mail. A dropdown menu for 'Role in Bankruptcy Case' is open, showing options: Creditor, Debtor (selected), Other/Not Applicable, Trustee, and U.S. Trustee/Bankruptcy Administrator. A red box highlights the 'City' field. A red box highlights the 'State' and 'Zip' fields. A red box highlights the 'Role in Bankruptcy Case' dropdown. A red box highlights the 'Party text' field. A red box highlights the 'End plaintiff selection' button. A red box highlights the 'Submit' button. A red box highlights the 'Cancel' button. A red box highlights the 'Clear' button. A red box highlights the 'Review' button. A red box highlights the 'Add additional attorney...' button. A red box highlights the 'Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button' text.

Search for your second plaintiff (and repeat the steps above). If not applicable, click **End Plaintiff Selection**.

The screenshot shows the 'Open Adversary' section of the ECF Bankruptcy Adversary form. It includes fields for Search for a plaintiff: SSN / ITIN, Tax ID / EIN, Last/Business name, First Name, and Middle Name. There are 'Search' and 'Clear' buttons. A red box highlights the 'End plaintiff selection' button.

To add the defendant(s) to the case, you will search the CM/ECF database to see if that party already exists. If the plaintiff(s) is/are the **debtor(s)**, search by using the **SSN** (social security number) field. This will yield a more accurate search result. If the plaintiff(s) is/are **creditor(s)**, please search by the **Last/Business name** field.

The screenshot shows the 'Open Adversary' section of the ECF Bankruptcy Adversary form, specifically the 'Search for a defendant' section. It includes fields for SSN / ITIN (555-12-1212), Tax ID / EIN, Last/Business name (First Star Bank), First Name, and Middle Name. There are 'Search' and 'Clear' buttons. A red box highlights the 'SSN / ITIN' field. A red box highlights the 'Last/Business name' field. A red box highlights the 'Search' button. A red box highlights the 'Clear' button. A red box highlights the 'End plaintiff selection' button. A red box highlights the 'Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button' text.

If your search yields results, **select the result with the name that exactly matches what appears on the documents you intend to file.** (Hint: please refer back to note on page 2).

If the search doesn't produce a search result, click **Create New Party**.

The screenshot shows the ECF search interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Search for a defendant". It contains input fields for "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons. Below this is a section titled "Party search results" which displays the message "No person found." in a red-bordered box. At the bottom of this section is a "Create new party" button.

Enter the applicable information for the defendant. If you selected a name from the search result, update the applicable address information.

Select a **Role in Bankruptcy Case** from the drop down menu.

If this party is represented, click on **Attorney** to associate him/her to this defendant.

The screenshot shows the ECF form for entering defendant information. The form is titled "Defendant Information". It contains several input fields: "Last name" (with "First Star Bark" entered), "First name", "Middle name", "Generation", "Title", "SSN/ITIN", "Tax Id/EIN", "Office", "Address 1", "Address 2", "Address 3", "City" (with "Milwaukee" entered), "State" (with "WI" entered), "Zip" (with "53210" entered), "County", "Country", "Phone", "Fax", and "E-mail". There are also "Party text" and "Role in Bankruptcy Case" dropdown menus. The "Role in Bankruptcy Case" dropdown is open, showing options: "Creditor", "Debtor", "Other/Not Applicable", "Trustee", and "U.S. Trustee/Bankruptcy Administrator". The "Attorney..." option is highlighted. A red-bordered box contains the text "Do NOT list phone numbers or email addresses on this screen." Below the form are "Submit", "Cancel", and "Clear" buttons.

If applicable, search for the attorney by his/her last name. Click **Next**.

The screenshot shows the ECF search interface for an attorney. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Search for an attorney". It contains input fields for "Bar Id" and "Last name" (with "jones" entered). There are "Search" and "Clear" buttons.

Highlight the correct attorney from the results list and click **Select Name from List**. (Hint: Most attorneys should only have one CM/ECF account and it would be rare to have to **Create New Attorney**).

The screenshot shows the ECF system's attorney search page. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a search section titled "Search for an attorney" with input fields for "Bar Id" and "Last name", and "Search" and "Clear" buttons. Below this is a section titled "Attorney search results" containing a list of attorneys. The list includes: Jones, Joan, 517 E. Wisconsin Avenue, Milwaukee, WI; Jones, Joe, 222 N. 3rd Street, Milwaukee, WI; Jones, L; Jones, Leroy, 4222 West Capitol Drive, Milwaukee, WI; Jones, Norah, 123 Main Avenue, Milwaukee, WI (highlighted in blue); and Jones, Russell JA, 12557 W. Burleigh St, Ste 8, Brookfield, WI. At the bottom of the results list are two buttons: "Select name from list" and "Create new attorney".

If you selected a name from the search result, the account information associated with the attorney will populate the applicable fields. **NEVER CHANGE ATTORNEY INFORMATION HERE!** (Attorney addresses/phone numbers/email addresses should be maintained by the account holder). Click **Add Attorney**.

The screenshot shows the "Attorney Information" form for "Party First Star Bank,)". The form is populated with information for Norah Jones: Bar Id: Unknown, Bar Status: Unknown. The form fields include: Office (Jones Law Offices), Address 1 (123 Main Avenue), Address 2, Address 3, City (Milwaukee), State (WI), Zip (53210), Country, Phone (414-555-1213), Fax, E-mail (michelle_hawley@wieb.uscourts.gov), and Lead attorney (yes). At the bottom are buttons for "Add attorney", "Cancel attorney", and "Clear". A note below the buttons states: "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."

You will return to the original party screen. Click **Submit**.

The screenshot shows the "Defendant Information" form. The form is populated with information for "First Star Bank". The form fields include: Last name (First Star Bank), First name, Middle name, Generation, Title, SSN/ITIN (999-99-9999), Tax Id/EIN (12-1234567), Office, Address 1 (1234 Main Street), Address 2, Address 3, City (Milwaukee), State (WI), Zip (53210), County, Country, Phone, Fax, E-mail, Party text, and Role in Bankruptcy Case (Creditor). At the bottom are buttons for "Attorney...", "Alias...", "Corporate parent / affiliate...", "Review...", "Submit" (highlighted with a red box), "Cancel", and "Clear". A note below the buttons states: "Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button."

Search for your second defendant (and repeat the steps above). If not applicable, click **End Defendant Selection**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary

Search for a defendant

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Complete the following fields:

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary

Party code 3 U.S. not a Party

Rule 23 (class action) n

Jury demand None

Demand (\$000) 5

State law n

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

Second nature of suit none

Third nature of suit none

Fourth nature of suit none

Fifth nature of suit none

Hint: If you have more than one nature of suit, and one is **Objection/Revocation of Discharge – 727 (c), (d), (e)**, please make sure to list this one first!

Hint: Although the Adversary Cover Sheet is not required, it's a document that addresses all of these fields. It's helpful to complete (and file) when someone else is opening the adversary proceeding for the attorney and the complaint doesn't specifically address/list the answers for the necessary fields. It's also helpful to the Clerk's office when we conduct quality assurance.

Browse and attach your PDF document(s). Click **Next**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary

Filename

O:\Common\Everyone\Staff Folders\AES Browse...

Attachments to Document: ☒ No ☐ Yes

If you represent the **debtor(s)**, type in the word **WAIVED** in the receipt field. Generally, this fee is not waived or deferred. (Please check Miscellaneous Fee Schedule if you are uncertain whether a fee applies). Click **Next**.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Open Adversary". The main content area has a light blue background and contains the following text: "LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!! TYPE DEFERRED OR WAIVED, IF APPLICABLE." Below this text is a form with a label "Receipt #:" followed by a text input field and a label "Fee: \$350". At the bottom of the form are two buttons: "Next" and "Clear".

Review the pre-docket text. Click **Next**.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Open Adversary". The main content area has a light blue background and contains the following text: "Docket Text: Modify as Appropriate." Below this text is a yellow highlighted box containing the text: "Complaint [redacted] by Michelle Renee Wilder (attorney Norah Jones) against First Star Bank . Receipt Number WAIVED, Fee Amount \$350 (41 (Objection / revocation of discharge - 727(c),(d),(e))) (Jones, Norah)". At the bottom of the form are two buttons: "Next" and "Clear".

Review the final docket text. Click **Next**.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Open Adversary". The main content area has a light blue background and contains the following text: "Docket Text: Final Text" followed by a yellow highlighted box containing the text: "Complaint by Michelle Renee Wilder (attorney Norah Jones) against First Star Bank. Receipt Number WAIVED, Fee Amount \$350 (41 (Objection / revocation of discharge - 727(c),(d),(e)))(Jones, Norah)". Below the highlighted box 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." Below the warning message is the text "Have you redacted?" followed by two buttons: "Next" and "Clear".

Review the Notice of Electronic Filing and pay for the adversary proceeding (if applicable).

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary

U.S. Bankruptcy Court
Eastern District of Wisconsin (TRAIN)

Notice of Electronic Filing

The following transaction was received from Norah Jones entered on 7/7/2014 at 3:05 PM CDT and filed on 7/7/2014

Case Name: Wilder v. First Star Bank
Case Number: 14-02005-pp
Document Number: 1

Case Name: **Summary of current charges**

Date Incurred	Description	Amount
2013-04-29 14:13:20	Notice of Transfer of Claim(13-24000-pp) [claims,ntctr:lm] (25.00)	\$ 25.00
2013-04-30 10:18:59	Notice of Transfer of Claim(13-24000-pp) [claims,ntctr:lm] (25.00)	\$ 25.00
2013-05-21 14:58:34	Motion to Abandon(13-24000-pp) [motion,mabn] (176.00)	\$ 176.00
2013-05-21 15:31:52	Complaint(13-02021-pp) [cmp,cnp] (293.00)	\$ 293.00
2013-05-23 15:00:39	Voluntary Petition (Chapter 7)(13-20138) [misc,volp7a] (306.00)	\$ 306.00
2013-05-30 11:11:57	Voluntary Petition (Chapter 7)(13-20139) [misc,volp7a] (306.00)	\$ 306.00
2013-05-30 11:42:22	Amended Schedules (Fee Required)(13-20139-mdm) [misc,amdsch] (30.00)	\$ 30.00
2013-06-21 13:05:39	Motion to Abandon(13-24000-pp) [motion,mabn] (176.00)	\$ 176.00
2013-06-21 15:51:40	Motion to Abandon(13-24000-pp) [motion,mabn] (176.00)	\$ 176.00
2013-06-24 12:15:41	Motion to Abandon(13-24000-pp) [motion,mabn] (176.00)	\$ 176.00

Pay Now Continue Filing

Norah Jones or
michelle_hawley@wre.uscourts.gov

Upon the filing of the Complaint, the Court will issue an electronic Summons and docket it in the adversary proceeding. You will receive a copy of the Summons through the Notice of Electronic Filing you receive by email. This "Summons Issued" docket entry will include text to note the plaintiff's obligation to make service. To confirm service of the Summons and Complaint upon the defendant(s), file the Certificate of Service (back side/page 2 of the summons issued document). Go to the **Adversary** menu and select **Summons and 3rd Party Complaints**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Adversary Events

[Answers...](#)
[Appeal](#)
[Miscellaneous](#)
[Motions/Applications](#)
[Notices](#)
[Open an AP Case](#)
[Order Upload](#)
[Summons and 3rd Party Complaints](#)

Then select **Summons Service Executed** from the available events.

Available Events (click to select events)	Selected Events (click to remove events)
Amended Complaint	Summons Service Executed
Counterclaim	
Crossclaim	
Summons Service Executed	
Third Party Complaint	

Next Clear

Browse and attach your document. Click **Next**.

The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the title 'Summons and 3rd Party Complaint :'. The case information is displayed: '14-02005-pp Wilder v. First Star Bank', 'Type: ap', 'Office: 2 (Milwaukee)', and 'Judge: pp'. Below this is a 'Filename' field with a text input containing 'O:\Common\Everyone\Staff Folders\AES' and a 'Browse...' button. There is an 'Attachments to Document:' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

Highlight the names of the party(ies) served. (If you want to select more than one, hold your Ctrl key down and then click the desired parties). Click **Next**.

This screenshot shows the same ECF interface as the previous one, but with additional steps. Below the case information, it says 'Select the party served.' and 'Summons Service Executed'. Under 'Select the Party:', there is a list box containing 'First Star Bank, [Defendant]' and 'Wilder, Michelle Renee [Plaintiff]'. The 'First Star Bank, [Defendant]' entry is highlighted. To the right of the list box is a link 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

Enter the date the defendant(s) were served. Click **Next**.

This screenshot shows the ECF interface with the 'Enter date served' section. It displays 'First Star Bank -' followed by a 'Date served' field containing '7/7/2014'. The date field is highlighted with a red rectangle. Below the date field are 'Next' and 'Clear' buttons.

Review the pre-docket text. Click **Next**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Summons and 3rd Party Complaint :

[14-02005-pp Wilder v. First Star Bank](#)

Type: ap Office: 2 (Milwaukee) Judge: pp

Lead Case: 2-14-bk-24000

Docket Text: Modify as Appropriate.

Summons Service Executed on First Star Bank 7/7/2014 (Jones, Norah)

Next Clear

Review the final docket text. Click **Next**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Summons and 3rd Party Complaint :

[14-02005-pp Wilder v. First Star Bank](#)

Type: ap Office: 2 (Milwaukee) Judge: pp

Lead Case: 2-14-bk-24000

Docket Text: Final Text

Summons Service Executed on First Star Bank 7/7/2014 (Jones, Norah)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

Review the Notice of Electronic Filing.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Summons and 3rd Party Complaint :

[14-02005-pp Wilder v. First Star Bank](#)

Type: ap Office: 2 (Milwaukee) Judge: pp

Lead Case: 2-14-bk-24000

U.S. Bankruptcy Court

Eastern District of Wisconsin(TRAIN)

Notice of Electronic Filing

The following transaction was received from Jones, Norah entered on 7/7/2014 at 3:27 PM CDT and filed on 7/7/2014

Case Name: Wilder v. First Star Bank

Case Number: [14-02005-pp](#)

Document Number: [2](#)

Docket Text:

Summons Service Executed on First Star Bank 7/7/2014 (Jones, Norah)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:O:\Common\Everyone\Staff Folders\AES-YMR\MRH\Attorney Training\Example Documents\test.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=993660899 [Date=7/7/2014] [FileNumber=136111-0] [493c1fae504f7f7f55a42bb810218efa1afc14084350bbcf575abfc30bd65d0bf44f80a881b75b4b13a7b4d70484eef37bab1cb760f1481ebc9173a1bb5abc4]]

14-02005-pp Notice will be electronically mailed to: