

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

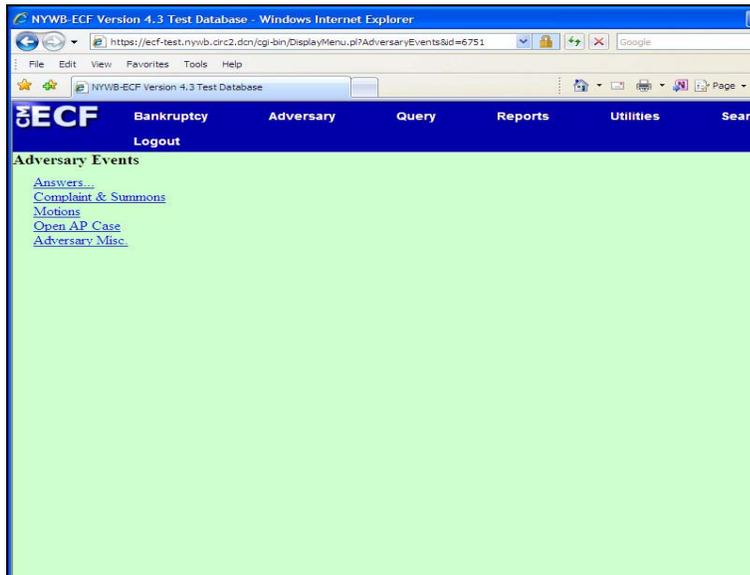
File a Complaint as Attorney



To begin, from the blue bar, click on the word: Adversary

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

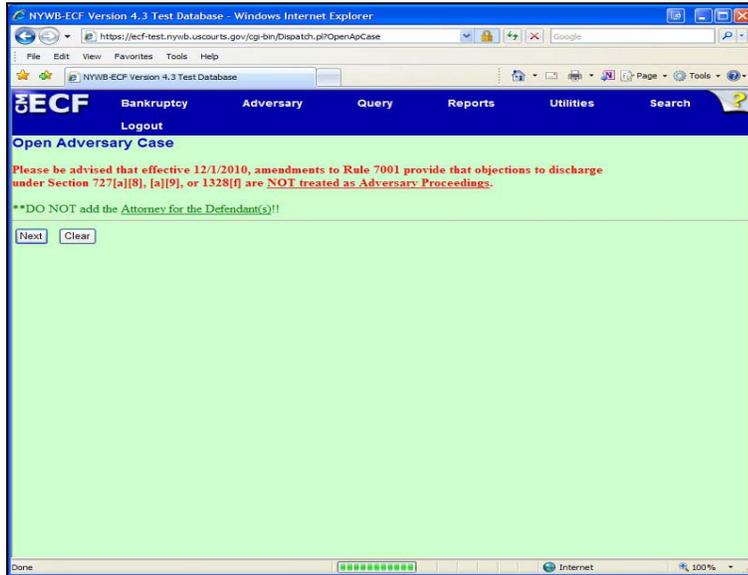


Adversary Events:

Click: Open AP case

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



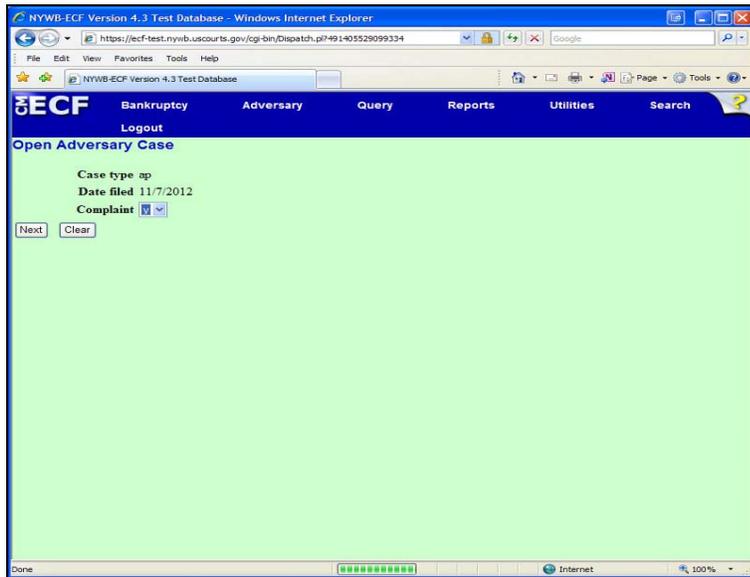
Open Adversary Case:

Screens have helpful messages. Please take the time to read them.

To continue, click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

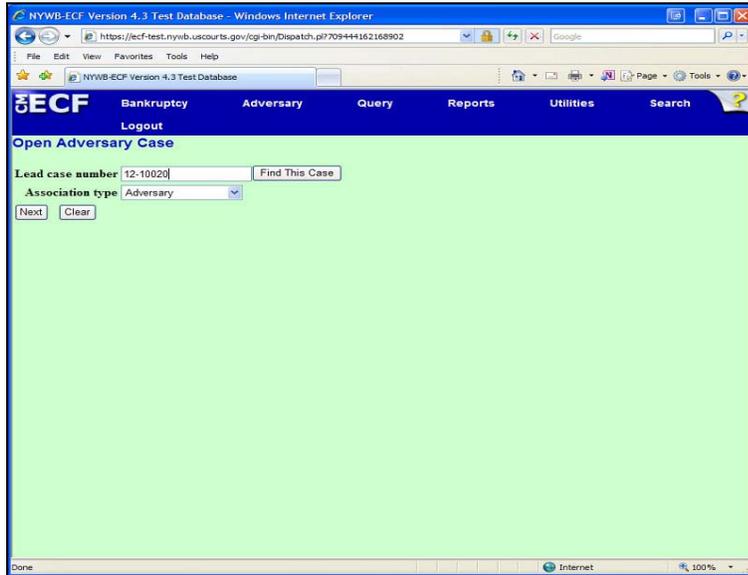


Open Adversary Case:

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



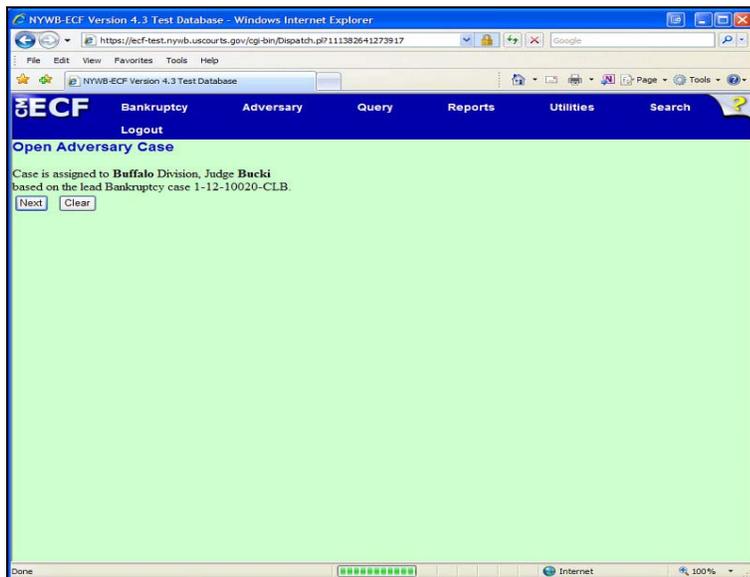
Open Adversary Case:

Enter the lead Bankruptcy Case number. Case number format = 00-12345

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



Open Adversary Case:

Verify the office and lead Bankruptcy case number.

Click: Next

U.S. BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK
CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

Open Adversary Case

* Add the Plaintiff and Defendant exactly as it appears on the pdf of the complaint. *

* What belongs in the Party Text field: *as Trustee in Bankruptcy for John Q Debtor*

* DO NOT ADD the words *Plaintiff* or *Defendant* in party text.

Next

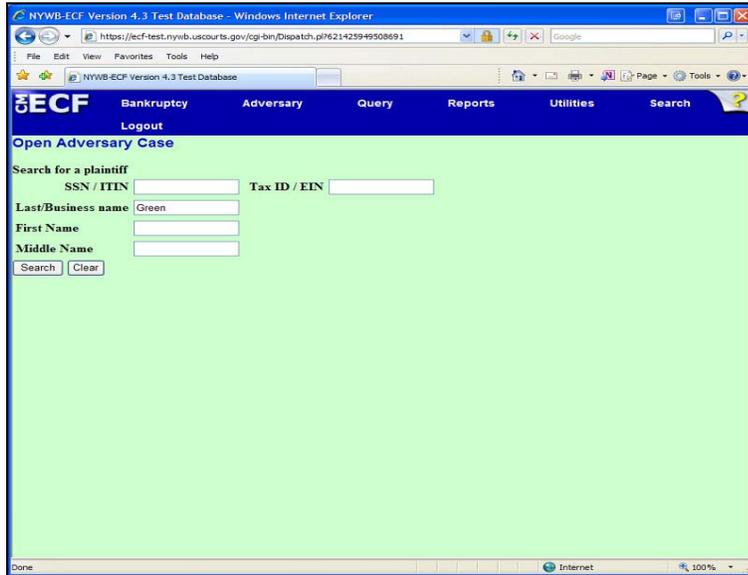
Clear

PLEASE READ THE MESSAGES DISPLAYED ON THE SCREEN.

The messages are specific to this Court's procedures.

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?6214259-49508691". The page features a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the menu is a "Logout" link and a section titled "Open Adversary Case". Under this section, there is a "Search for a plaintiff" form with the following fields: "SSN / ITIN" (with a dropdown arrow), "Tax ID / EIN" (with a dropdown arrow), "Last/Business name" (with the text "Green" entered), "First Name" (with a dropdown arrow), and "Middle Name" (with a dropdown arrow). At the bottom of the form are "Search" and "Clear" buttons.

Search for a plaintiff:

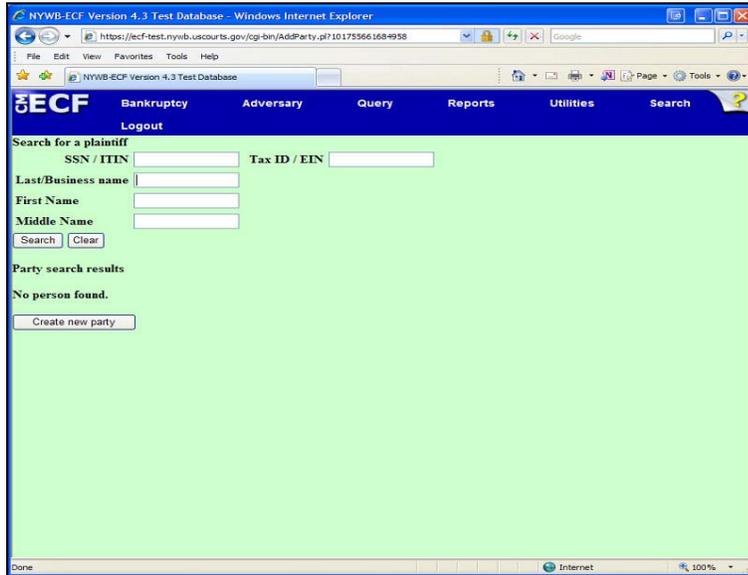
Add the First Plaintiff

- Last/Business name field, enter the last name or the business name of the first plaintiff
- First Name field, enter the first name of the first plaintiff

Then click: Search

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/AddParty.pl?101755661684958". The page has a blue header with the ECF logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the header is a "Logout" link. The main content area is light green and contains a search form for a plaintiff. The form has fields for "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons. Below the form, it says "Party search results" and "No person found." with a "Create new party" button.

Party search results:

- Select the Party if it matches the party listed on your pdf.
- If it is not an exact match, click: Create new party.

U.S. BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK
CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

Plaintiff Information	
Last name	Smith
Middle name	
SSN/ITIN	999-99-9999
Office	
Address 2	
City	Buffalo
County	
Phone	
E-mail	
First name	John
Generation	
Title	
Tax Id/EIN	12-1234567
Address 1	2 Main Street
Address 3	
State	NY
Zip	14202
Country	
Fax	
Party text	as Trustee in Bankruptcy for John Q. Debtor
Role in Bankruptcy Case	Trustee
Add additional attorney... Alias... Corporate parent / affiliate... Review...	
Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.	
Submit Cancel Clear	

Plaintiff Information:

- Add the Plaintiff exactly as it appears on the pdf of your Complaint
- Select: Role in Bankruptcy Case
- The Party text field:
 - for descriptive information about the plaintiff
 - only add party text if it is on your pdf
 - do not add the word: 'Plaintiff'
- DO NOT add Personal Identifiers, ie: Social Security Number.
- See next screen for Adding an Alias

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

The screenshot shows a web browser window with the URL https://ecf-test.nywb.uscourts.gov/cgi-bin/AddParty.pl?906407189+4350624_1_1-1. The page title is "NYWB-ECF Version 4.3 Test Database". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". The main content area is titled "Alias Information (Party Green, Brian)" and features a table with five rows for adding aliases. Each row has columns for "Last/Business name", "First name", "Middle name", "Generation", and "Role". The "Role" column contains a dropdown menu with "aka" selected. Below the table are "Add aliases" and "Clear" buttons, followed by a note: "Click the Add aliases button to return to the Party screen and submit all information for this party."

	Last/Business name	First name	Middle name	Generation	Role
1					aka
2					aka
3					aka
4					aka
5					aka

Alias Information:

- Add the Alias EXACTLY as it appears on the pdf of the Complaint
- Alias information is for other names used by the party

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

The screenshot shows a web browser window displaying the NYWB-ECF Version 4.3 Test Database. The page title is "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The browser address bar shows the URL: "https://ecf-test.nywb.uscourts.gov/cgi-bin/AddParty.pl?8754175402348754_9999_1". The page has a blue header with the ECF logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". A "Logout" link is visible in the top left. The main content area is a green form titled "Plaintiff Information". The form contains the following fields and values:

Plaintiff Information	
Last name	Green
First name	Brian
Middle name	
Generation	
Title	
SSN / ITIN	222-11-1234
Tax ID / EIN	11-2222222
Office	
Address 1	684 Meadow Lane
Address 2	
Address 3	
City	Buffalo
State	NY
Zip	14222
County	
Country	
Phone	
Fax	
E-mail	
Party text	as Sole Shareholder of Brian's Shoe Store
Role in Bankruptcy Case	Other/Not Applicable

At the bottom of the form, there are several buttons: "Add additional attorney...", "Alias...", "Corporate parent / affiliate...", and "Review...". A note next to the "Review..." button reads: "Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button." Below these buttons are "Submit", "Cancel", and "Clear" buttons.

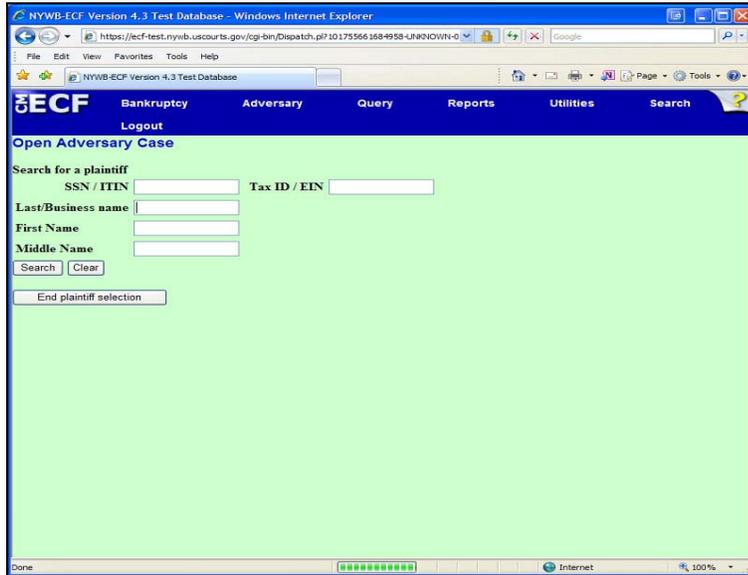
Plaintiff Information:

- The first Plaintiff has been added to the case.
- Review the plaintiff information, it should match your pdf exactly

To continue, click: Submit

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



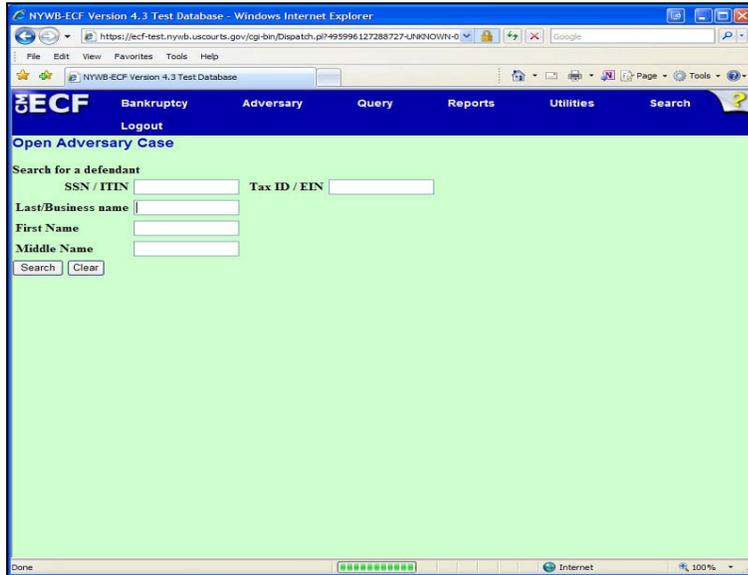
The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL: "https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?101755661684958-UN82JOWN-0". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the menu is a "Logout" link. The main heading is "Open Adversary Case". Underneath, there is a section titled "Search for a plaintiff" with the following fields: "SSN / ITIN" (with a "Tax ID / EIN" label to its right), "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons below these fields, and an "End plaintiff selection" button below the "Search" button. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Search for a plaintiff:

- If there is more than 1 Plaintiff, enter the next Plaintiff's Last name, then click: Search.
- If there is only 1 Plaintiff, click: **End plaintiff selection**

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?49599612728727-UN82JOWN-0". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the ECF logo and navigation tabs for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". A "Logout" link is also present. The main content area is titled "Open Adversary Case" and contains a "Search for a defendant" section with the following fields: "SSN / ITIN" (with a "Tax ID / EIN" field to its right), "Last/Business name", "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Search for a defendant:

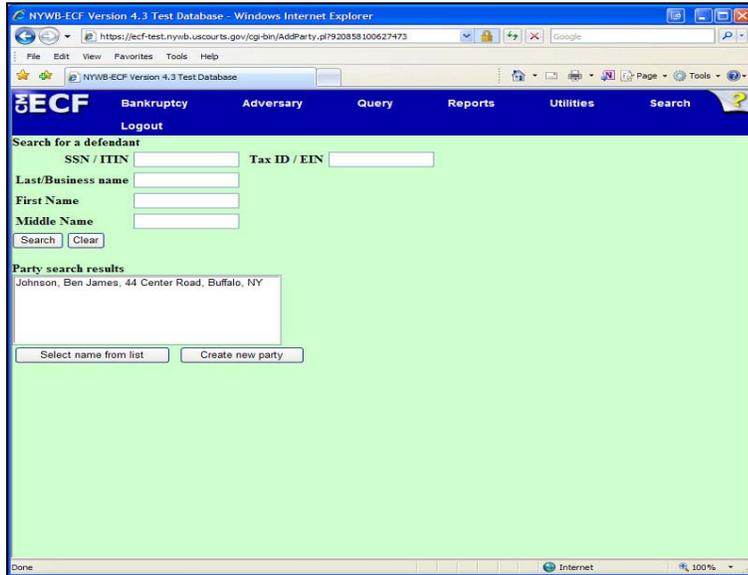
Add the First Defendant

- Last/Business name field, enter the last name or the business name of the first defendant
- First Name field, enter the first name of the first defendant

Then click: Search

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



Party search results:

- If the party matches the party listed on your pdf, click on it once, then click: **Select name from list.**
- If it is not an exact match, click: **Create new party.**

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows a URL starting with "https://ecf-test.nywb.uscourts.gov/cgi-bin/AddParty.pl?378185858607966-1_0-1". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page has a blue header with the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the header is a "Logout" link. The main content area is titled "Defendant Information" and contains a form for "Ben James Johnson" with the following fields: Office (Johnson & Johnson), Address 1 (44 Center Road), Address 2, Address 3, City (Buffalo), State (NY), Zip (14222), County, Country, Phone, Fax, E-mail, Party text, and Role in Bankruptcy Case (Debtor). At the bottom of the form are buttons for "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note below the buttons reads: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

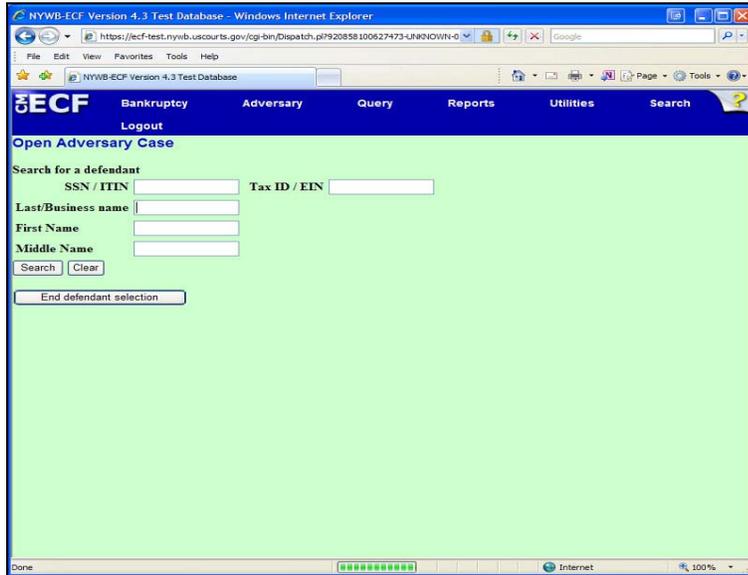
Defendant Information:

- Add the defendant exactly as it appears on the pdf of your Complaint
- Select: Role in Bankruptcy Case
- The Party text field:
 - for descriptive information about the defendant
 - only add party text if it is on your pdf
 - do not add the word: 'Defendant'
- DO NOT add Personal Identifiers, ie: Social Security Number.

See next screen for Adding an Alias

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?920858100627473-UNKNOWN-0". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the menu is a "Logout" link. The main heading is "Open Adversary Case". Underneath, there is a "Search for a defendant" section with the following fields: "SSN / ITIN" (with a dropdown arrow), "Tax ID / EIN" (with a dropdown arrow), "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons below these fields. At the bottom of the search section is an "End defendant selection" button. The browser's status bar at the bottom shows "Done", a progress indicator, "Internet", and "100%".

Search for a defendant:

- If there is more than 1 Defendant, enter the next Defendant's Last Name, then click Search.
- If there is only 1 Defendant, click: End Defendant selection

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

The screenshot shows a web browser window displaying the 'Open Adversary Case' form. The form is titled 'Open Adversary Case' and includes a red warning: 'REMEMBER to add the Demand Amount! (If demand is 2,600.00, enter a 3.)'. The form contains several fields and dropdown menus:

- Party code: B.U.S. not a Party
- Primary nature of suit: none
- Rule 23 (class action): n
- Jury demand: Both
- Demand (\$000): [empty text box]
- State law: n
- Second nature of suit: none
- Third nature of suit: none
- Fourth nature of suit: none
- Fifth nature of suit: none

At the bottom of the form are 'Next' and 'Clear' buttons. The browser's address bar shows the URL: https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?648721182069419-UN82JOWN-0

Open Adversary Case:

- Select ALL Natures of Suit, up to 5.
- DEMAND AMOUNT:
 - Round up to the nearest thousand.
 - DO NOT ENTER 3 zeros after the number.
 - Ex: If demand is \$88,400, enter: 88

Then click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?401409356714397". The page features a navigation menu with links for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the menu is a "Logout" link. The main content area is titled "Open Adversary Case" and contains the following text:

(1) Is the Plaintiff a Chapter 7, Chapter 13, or Chapter 12 Debtor;
(2) Is the Filer the United States or an agency of the United States, or
(3) Is the Filer a Child Support Creditor or its Representative?

Below the text are two radio button options: "Yes" and "No". At the bottom of the form are two buttons: "Next" and "Clear". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

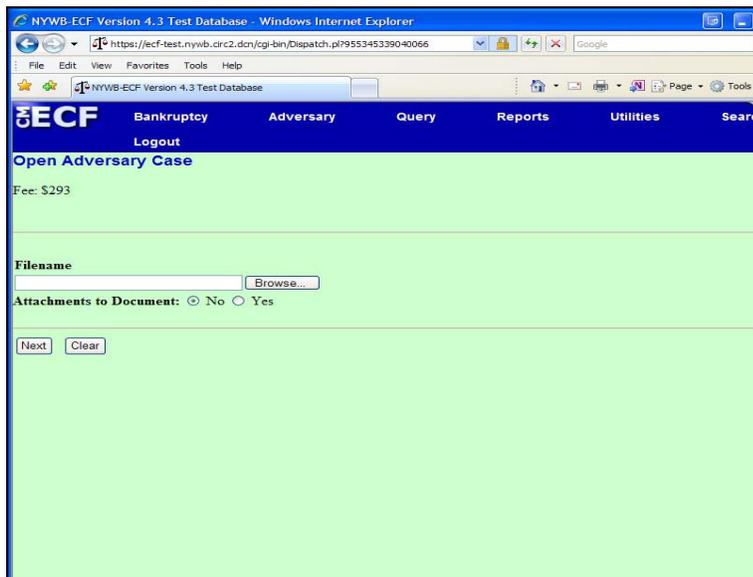
Open Adversary Case:

The question **MUST** be answered.

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.circ2.dcn/cgi-bin/Dispatch.pl?955345339040066". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and navigation links for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the header, there is a "Logout" link and a section titled "Open Adversary Case". The "Fee: \$293" is displayed. A "Filename" input field is followed by a "Browse..." button. Below this, the "Attachments to Document" section has radio buttons for "No" (selected) and "Yes". At the bottom of the form area, there are "Next" and "Clear" buttons.

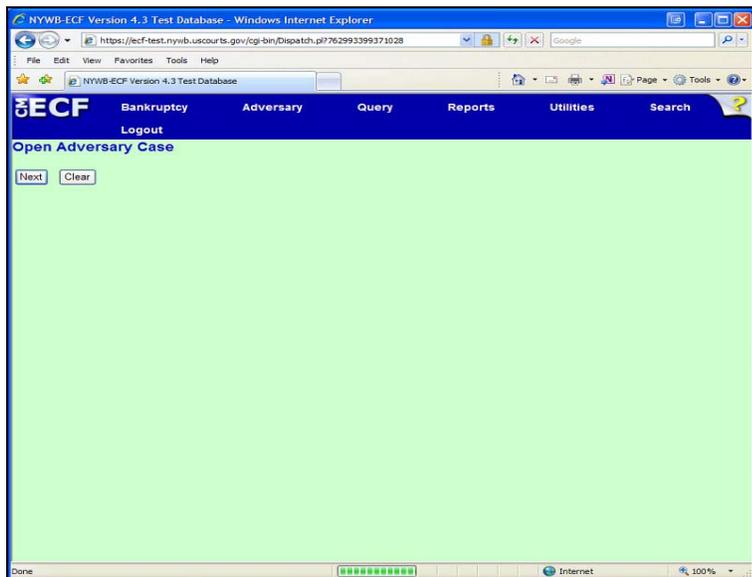
Filename:

Click Browse to attach the pdf

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney

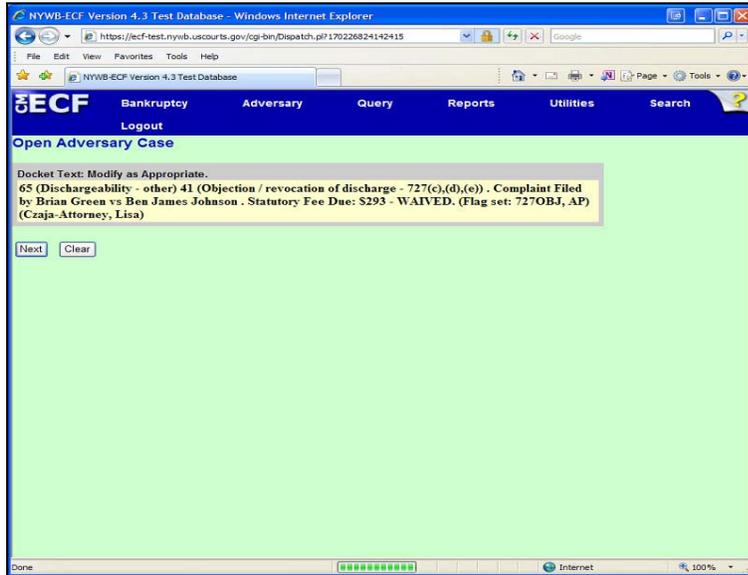


Open Adversary Case:

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



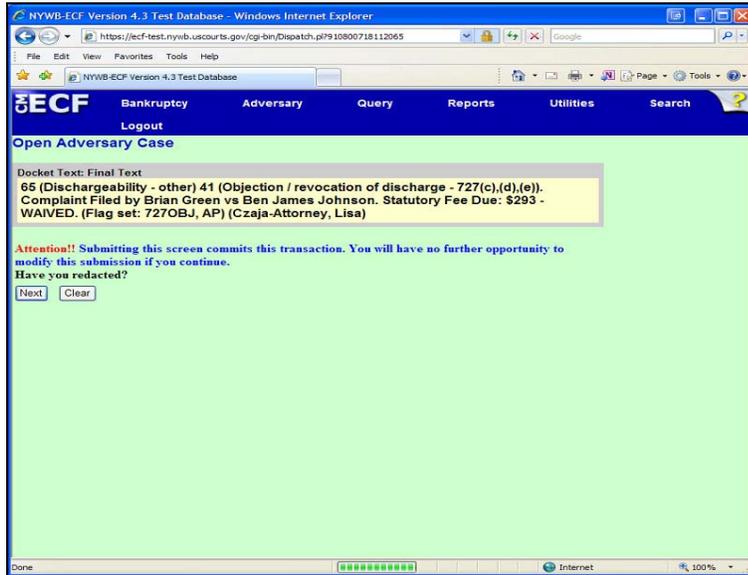
Docket Text: Modify as Appropriate:

Verify the information in the docket text window.

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



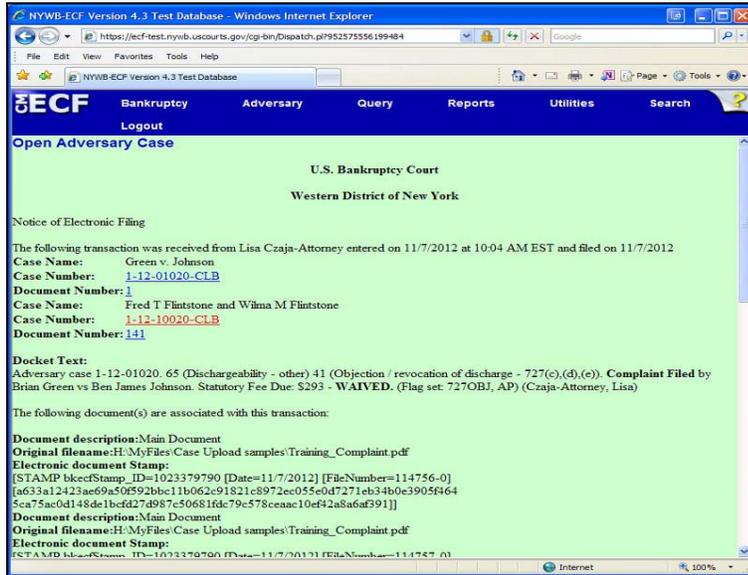
Docket Text: Final Text.

WARNING: this is the last screen before filing the Complaint.

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a Complaint as Attorney



Notice of Electronic Filing:

This is your receipt of filing.

The new Adversary Proceeding case number displays on the screen.

NOTE: ALL SUBSEQUENT DOCUMENTS MUST BE FILED IN THE ADVERSARY PROCEEDING CASE, NOT IN THE RELATED BANKRUPTCY CASE.