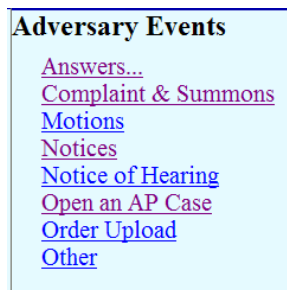


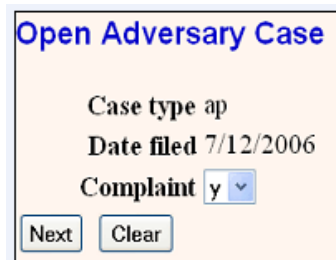
ADVERSARY OPENING INSTRUCTIONS FOR ATTORNEYS AND TRUSTEES

Attorneys and trustees may open an adversary proceeding on the ECF system and then file a complaint or notice of removal and pay any required filing fee online with a credit card. You must first open the adversary proceeding and obtain an adversary number and then file the complaint or notice of removal using the adversary number assigned. No Adversary cover sheet is required.

1. To open the adversary, select **Open an AP Case** from the **Adversary Events Menu**.

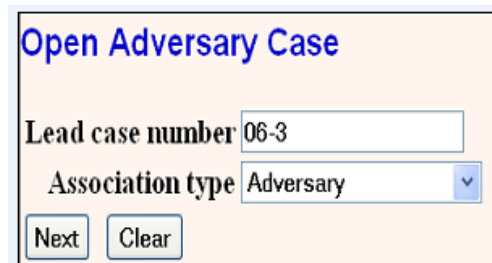


2. Select **Complaint y** (or **n** if filing a notice of removal) and click on **Next**.



A screenshot of a form titled "Open Adversary Case". The form has a light orange background and contains the following fields: "Case type ap", "Date filed 7/12/2006", and "Complaint y" with a dropdown arrow. At the bottom, there are two buttons: "Next" and "Clear".

3. Input the bankruptcy (bk) case number in the Lead case number field and leave Association type at Adversary.



A screenshot of the "Open Adversary Case" form with input. The "Lead case number" field contains "06-3" and the "Association type" dropdown menu is set to "Adversary". The "Next" and "Clear" buttons are visible at the bottom.

4. If the bk case number exists in more than one office, you will receive a list of cases and you will need to select the correct bk case number. Click on **Next**.

Open Adversary Case

The case number entered is not descriptive enough, please select the exact case from the following lists.

2-6-bk-23 - BRADLEY PITT and ANGELINA JOLEE
 4-6-bk-23 - ERROL FLYNN
 2-6-ap-23 - HERSHEY CHOCOLATE CO v. WONKA CHOC

- The next screen will tell you the office and the judge the adversary will be assigned to based on the office and judge of the bk case. Click on **Next**.

Open Adversary Case

Case is assigned to **Phoenix** Division, Judge **Curley** based on the lead Bankruptcy case 2:06-bk-00003-SSC.

- You will then be prompted to add the plaintiff(s). You now have the option of adding first and middle names to narrow your search.

Open Adversary Case

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

Middle Name

- If the search results include your party's name, highlight the name for additional information. If this is your party, click **Select name from list**.

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

- ZUCKERMAN, JULIA ANNE
- ZUCKERMAN, JULIA ANNE
- ZUCKERMAN, KARYLL S
- ZUCKERMAN, KARYLL S.
- ZUCKERMAN, SAM JONES**
- ZUCKERMAN, WAYNE MITCHELL

https://ecf-train.azb.circ9.dcn - ...

SAM JONES ZUCKERMAN
 123 W MY WAY
 PHOENIX, AZ 85008

Internet

If this is not your party, click **Create new party**. (When creating a new party, your client's address is optional.)

8. Select the plaintiff's Role in Bankruptcy Case by clicking the drop-down arrow. Do not use the Attorney button to add yourself or any attorneys for the other parties, their attorneys will be added when they file a pleading in the case. You will automatically be added.

Plaintiff Information

Last name	ZUCKERMAN	First name			
Middle name		Generation		Title	
SSN / ITIN		222-11-1234	Tax ID / EIN		11-2222222
Office		Address 1			
Address 2		Address 3			
City		State		Zip	
County		Country			
Phone		Fax			
E-mail					

Party text

Role in Bankruptcy Case

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

9. After you have added all plaintiffs, click on **End plaintiff selection**.

Open Adversary Case

Search for a plaintiff

SSN		Tax Id	
Last/Business name			
First Name			
Middle Name			

10. You will then be prompted to enter the defendant(s). You have the option of adding first and middle names to narrow your search.

Open Adversary Case

Search for a defendant

SSN Tax Id

Last/Business name

First Name

Middle Name

11. After you have added all defendants, click on **End defendant selection**.

Open Adversary Case

Search for a defendant

SSN Tax Id

Last/Business name

First Name

Middle Name

If you are filing a Notice of Removal which has counter or cross claimants and/or third party plaintiffs or defendants, you will not be able to add those parties at this time. You may contact the ECF help desk at 602-682-4900 for assistance.

12. You will next be prompted to input the adversary statistical data. Unless the U. S. is a plaintiff or defendant, leave the Party code at the default of U.S. not a Party. For Primary nature of suit, if the complaint includes a count objecting to the discharge under Section 727, be sure to select 41. If your complaint is only objecting to the discharge of your client's debt under Section 523, do not select the nature of suit that includes a Section 727 objection to discharge. An action under Section 523 does not hold up the debtor's discharge. You may select up to five natures of suit. The remaining items should be left at the defaults and do not need to be input.

Open Adversary Case

Party code	U.S. not a Party in the case	Primary nature of suit	41 (Objection / revocation of discharge - 727(c),(d),(e))
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (\$000)		Fourth nature of suit	none
State law	n	Fifth nature of suit	none

Next Clear

13. Click on **Next** and **Next** again on the screen that follows. Please be sure to read the screen that includes the instructions for filing the proper complaint and payment of any required filing fee. Click **Next**.
14. On the final submission screen, please note that the docket entry will be for opening the adversary only, no document is filed. Click on **Next**.

Open Adversary Case

Docket Text: Final Text

Adversary Proceeding Opened. (ATTORNEY, KRYSTAL)

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

Next Clear

15. You will then receive a Notice of Electronic Filing that will include the adversary number assigned.

Open Adversary Case

U.S. Bankruptcy Court
District of Arizona

Notice of Electronic Filing

The following transaction was received from ATTORNEY, KRYSTAL entered on 7/12/2006 at 10:28 AM AZ and filed on 7/12/2006

Case Name: ZUCKERMAN v. PIGLEY WIGLEY'S
Case Number: [2:06-ap-00026-SSC](#)
Document Number:

Case Name: BRADLEY PITT and SAM ZUCKERMAN
Case Number: [2:06-bk-00003-SSC](#)
Document Number:

Docket Text:
Adversary Proceeding Opened. (ATTORNEY, KRYSTAL)

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

FILING THE COMPLAINT OR NOTICE OF REMOVAL

16. **You will then need to return to the Adversary Events Menu and file your complaint or notice of removal using the adversary number assigned.** To file the complaint, select **Complaint & Summons** from the **Adversary Events Menu** and enter the adversary number.

The screenshot shows a web form with a header "Case Number" in a grey box. Below it is a text input field containing "2-06-ap-28". To the right of the input field, the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345" is displayed. Below the input field are two buttons: "Next" and "Clear".

Select the appropriate complaint entry from the list. If a Removal action is being filed, see Section 17 below.

If the complaint contains a count objecting to the discharge under Section 727, be sure to select one of the two complaint entries that includes Section 727 Objection to Discharge.

If you are filing a complaint or notice of removal for a creditor or Chapter 11 or 12 debtor, a filing fee of \$293.00 is incurred and you need to select the appropriate entry that includes a filing fee. You will then be prompted to pay the filing fee on-line by credit card. If filing for a Chapter 7 or 13 debtor, select the appropriate entry that states no fee is due.

The screenshot shows two columns of event options. The left column is titled "Available Events (click to select events)" and contains a list of options: Amended Complaint, Complaint (Does not include a Section 727 Objection to Discharge) (293.00 fee), Complaint (Does not include a Section 727 Objection to Discharge) (No Fee Due or Fee Deferred), Complaint (Includes a Section 727 Objection to Discharge) (293.00 fee) (highlighted in blue), Complaint (Includes a Section 727 Objection to Discharge) (No Fee Due or Fee Deferred), Counterclaim, Crossclaim, Request for Issuance of Replacement/Alias Summons, Request for Issuance of Summons, and Third-Party Complaint. Below this list are "Next" and "Clear" buttons. The right column is titled "Selected Events (click to remove events)" and contains one entry: Complaint (Includes a Section 727 Objection to Discharge) (293.00 fee).

If you are filing for a trustee and you normally pay the filing fee and then seek reimbursement of it as an expense, you may select the appropriate entry that includes a filing fee. You will then be prompted to pay the filing fee online by credit card. If you are filing for a trustee and are not paying the filing fee to be reimbursed later as an expense, you may select the appropriate entry that states Fee Deferred. The trustee may then pay the filing fee by check when funds are available. If a trustee is filing a complaint, without an attorney, the trustee should select the appropriate entry that states Fee Deferred and then pay the filing fee by check immediately if there are now sufficient assets in the estate or when assets are received. If using a Fee Deferred entry and are not sending in a check, you should also file a Notice that there are insufficient estate assets to pay the filing fee at this time. There is an entry in **Adversary Notices** called **Trustee Notice Regarding Filing Fee** that should be used to file this document.

17. If filing a Removal, select the **Notices** category from the **Adversary Events Menu** and then select the proper **Notice of Removal** entry depending on whether or not a filing fee is incurred (the above rules regarding when a filing fee is due apply.)

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
<ul style="list-style-type: none"> Acceptance of Service Affidavit of Service Appearance in Adversary Proceeding (Notice of) Certificate of Service Compliance with Discovery Requests (Notice of) Default (Notice of) Dismissal of Complaint (Notice of) Dismissal of Defendant (Notice of) Filing Copies of State Court Record (Notice of) Lodging Proposed Order (Notice of) Notice of Deposition Notice of Errata Notice of Filing Notice of Filing Under Seal Notice of Intent to Request Transcript Redaction Notice of Removal (293.00 fee) Notice of Removal (No Fee Due or Fee Deferred) Notice of Submitting Pending Motion in State Court and Request for Hearing (Notice of) 	<ul style="list-style-type: none"> Notice of Removal (293.00 fee)

Next Clear

18. When filing a complaint, you will be asked to select the filer (your client, the plaintiff) and then to select the defendants against whom the complaint is being filed. All defendants, if more than one, should appear in the box for selection if you added them all when opening the adversary. If more than one defendant, select all of them by clicking and dragging or by using Ctrl click.

Please select the filer.

Select the Party:

PIGLEY WIGLEY'S, [Defendant]

ZUCKERMAN, SAM [Plaintiff]

[Add/Create New Party](#)

Please select the party that this filing is **against**.

Select the Party:

PIGLEY WIGLEY'S, [Defendant]

ZUCKERMAN, SAM [Plaintiff]

[Add/Create New Party](#)

19. You will then be prompted to upload the pdf document for your filing. Click on **Browse** to locate the file containing your complaint or notice of removal.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

20. If the document you are filing requires a fee, and you selected the correct entry, this screen will indicate the fee due. Click **Next**.

Fee: \$293

Be sure to read the information on the screen that follows, then click **Next**.

You must obtain an adversary number by first opening the adversary proceeding before filing the complaint. If you do not have an adversary number and are filing the complaint using the bankruptcy case number, do not complete this filing. Go to Open an Ap Case under the Adversary Events menu and open the adversary proceeding. Instructions available at www.azb.uscourts.gov. Then file the complaint using the adversary number generated when the adversary proceeding was opened.

The complaint should be filed using this entry if it does not contain a count objecting to the discharge under Section 727. The adversary filing fee will be incurred for this filing and you will be prompted to pay that fee by credit card at the conclusion of this filing. The adversary filing fee is incurred by a creditor, by a trustee who has sufficient funds in the estate to pay the fee and by a chapter 11 or 12 debtor-in-possession.

21. Verify information and click **Next**.

Docket Text: Modify as Appropriate.

Complaint (Fee Due) against PIGLEY WIGLEY'S filed by KRYSTAL ATTORNEY on behalf of SAM JONES ZUCKERMAN. (ATTORNEY, KRYSTAL)

22. Prior to completion of the entry, you will receive a final text warning. If information is correct, click **Next**.

Docket Text: Final Text

Complaint (Fee Due) against PIGLEY WIGLEY'S filed by KRYSTAL ATTORNEY on behalf of SAM ZUCKERMAN. (ATTORNEY, KRYSTAL)

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

23. You will then receive a Notice of Electronic Filing.

Notice of Electronic Filing

The following transaction was received from ATTORNEY, KRYSTAL entered on 8/1/2006 at 3:27 PM AZ and filed on 8/1/2006

Case Name: ZUCKERMAN v. PIGLEY WIGLEY'S

Case Number: [2:06-ap-00028-SSC](#)

Document Number: [?](#)

Docket Text:
Complaint (Fee Due) against PIGLEY WIGLEY'S filed by KRYSTAL ATTORNEY on behalf of SAM JONES ZUCKERMAN. (ATTORNEY, KRYSTAL)

24. After filing a complaint, a summons can be issued (see below instructions). If filing a notice of removal, a status hearing will need to be set. To obtain a date for the status hearing, please refer to the judges' procedures link at the court's web site, www.azb.uscourts.gov.
25. Issuance of Summons. To have the clerk's office prepare and issue the summons on the ECF system, you need to enter a **Request for Issuance of Summons**, which is located under the **Complaint & Summons** category on the **Adversary Events Menu**. No document is needed for this filing. If you prefer, you may prepare and submit a summons on paper for issuance by the clerk's office.

Available Events (click to select events)	Selected Events (click to remove events)
<ul style="list-style-type: none"> Amended Complaint Complaint (Does not include a Section 727 Objection to Discharge) (293.00 fee) Complaint (Does not include a Section 727 Objection to Discharge) (No Fee Due or Fee Deferred) Complaint (Includes a Section 727 Objection to Discharge) (293.00 fee) Complaint (Includes a Section 727 Objection to Discharge) (No Fee Due or Fee Deferred) Counterclaim Crossclaim Request for Issuance of Replacement/Alias Summons <li style="background-color: #e0f0ff;">Request for Issuance of Summons 	<ul style="list-style-type: none"> Request for Issuance of Summons
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

You will select the filer (your client, the plaintiff), and then the defendant(s), as you did when filing the complaint.

Please select the filer.

Select the Party:

PIGLEY WIGLEY'S, [Defendant]	Add/Create New Party
ZUCKERMAN, SAM [Plaintiff]	

Please select the party that this filing is against.

Select the Party:

PIGLEY WIGLEY'S, [Defendant]	Add/Create New Party
ZUCKERMAN, SAM [Plaintiff]	

The summons will be generated and issued by the clerk's office during the next business day (excluding weekends and holidays). You can then simply pull up the summons from the docket and print as many copies as you need. If you have enabled the e-mail notification feature in your ECF password account, you will receive an e-mail notice when the summons is created and is on the docket.

The court-generated summons will list all defendants. If you prefer that a summons be directed to each defendant, you will need to prepare those summons' on paper and submit to the court for issuance.

If you have filed a third-party complaint, please do not use this entry to request a third-party summons. At this time, a third-party summons cannot be issued electronically, you will need to submit it on paper for issuance by the clerk.

26. Replacement or Alias Summons. You may also request that a replacement/alias summons be generated and issued by the court. To request entry of a replacement/alias summons, make the entry on the adversary docket called **Request to Issue Replacement/Alias Summon**, located in the **Complaint & Summons** category on the **Adversary Events Menu**. No document is needed for this filing. The summons will be issued by the clerk's office during the next business day (excluding weekends and holidays). You may then print as many copies as needed for service from the adversary docket. If you have enabled the e-mail notification feature in your ECF password account, you will receive an e-mail notice when the summons is created and is on the docket. If you prefer, you may prepare and submit a replacement/alias summons on paper for issuance by the clerk's office.
27. Affidavits of Service of Summons and Complaint. For summons' generated by the clerk that are located on the ECF docket, it is not necessary to attach a copy of that summons to your affidavit of service.