



# U.S. BANKRUPTCY COURT

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MIDDLE DISTRICT OF TENNESSEE  
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

## CM/ECF STEP-BY-STEP INSTRUCTION

**DOCKETING AN ADVERSARY PROCEEDING**

29 AUGUST 2018



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



## Objectives

When you complete review of these instructions, you should be able to:

- Understand CM/ECF Requirements for docketing
- How to Log in to CM/ECF
- How to Docket an Adversary Proceeding
- How to Create a New Party

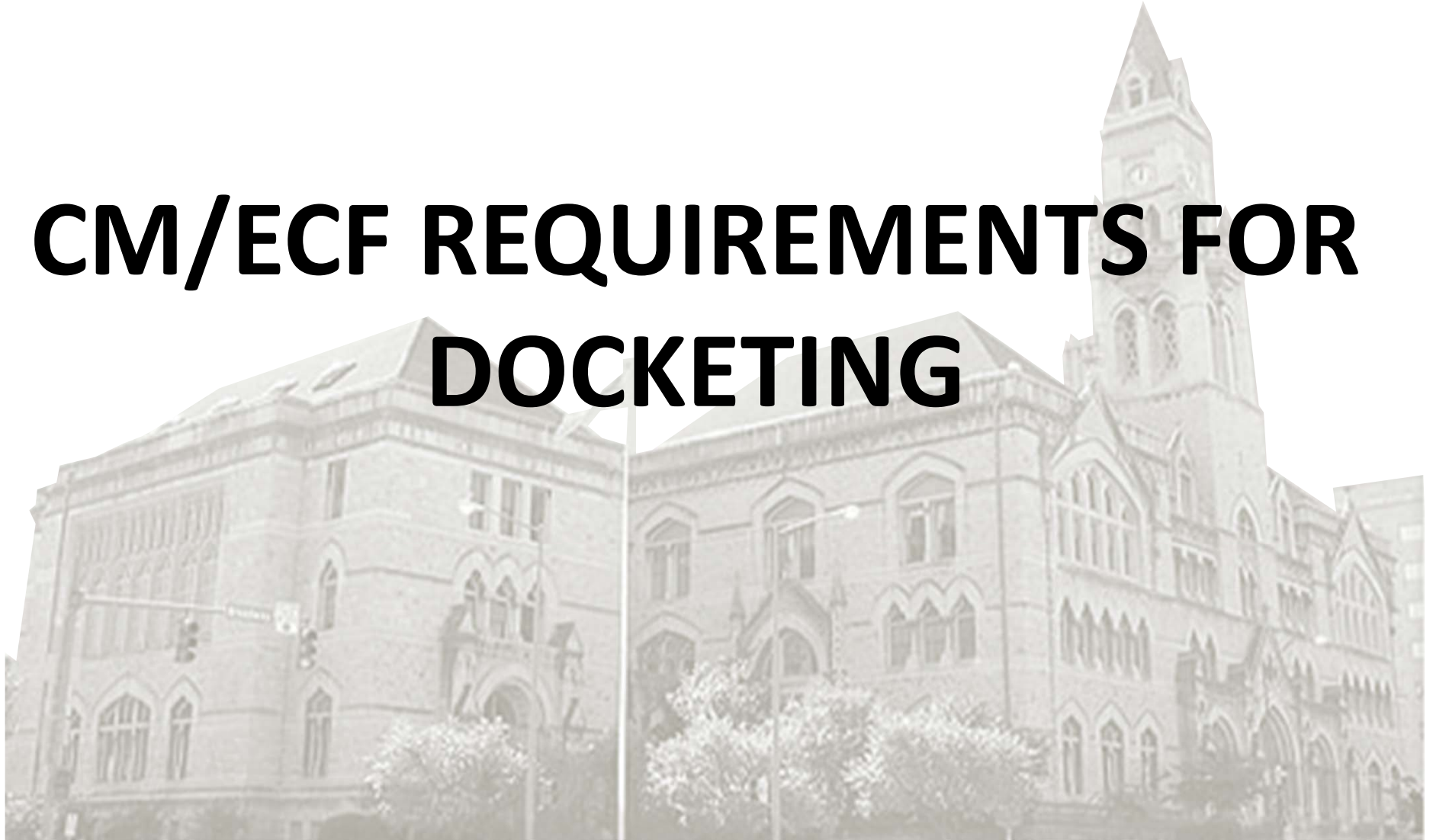


# U.S. BANKRUPTCY COURT

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MIDDLE DISTRICT OF TENNESSEE  
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

## CM/ECF REQUIREMENTS FOR DOCKETING





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

When interfacing with CM/ECF please know that there are required hardware and software.

The screenshot shows the website header with the court's name and judges' names. A navigation menu includes 'Home', 'Understanding Bankruptcy', 'Court Information', 'Judges', 'Trustees & US Trustee', 'Forms', 'Local Rules', 'CM/ECF Information', and 'For Attorneys'. A search bar is located on the right. A red callout bubble points to the 'CM/ECF Information' menu item with the text: "Hover over CM/ECF Information and then Click CM/ECF Client Requirements".

**UNITED STATES BANKRUPTCY COURT**  
**Middle District of Tennessee**  
Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court

Text Size: - A +

Search this site GO

Home Understanding Bankruptcy Court Information Judges Trustees & US Trustee Forms Local Rules **CM/ECF Information** For Attorneys

**CM/ECF / PACER »**  
**PACER Case Locator »**  
**PACER Service Center »**  
**File an Electronic Claim »**

### Welcome

This website is an integral part of the bar, bench, court and government what works and what doesn't and service.

Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.

### Court Locations

**Nashville**  
United States Bankruptcy Court  
Middle District of Tennessee  
701 Broadway, Room 170  
Nashville, TN 37203

**Columbia**  
(unstaffed office)  
Federal Building and Courthouse  
815 South Garden St.  
Columbia, TN 38401

**Cookeville**

### Docket Calendar

### 9013 Availability Calendar

### Local Rules

### Forms

### News & Announcements

Thu, 09/28/2017

**Judicial Conference: Current Conference Planning**

The 2018 Sixth Circuit Judicial Conference, an open conference for judges and bar members, will be held May 16-18, 2018 in Nashville, Tennessee at the Nashville Music City Center. The conference will convene on Wednesday, May 16th and conclude by 12:00 noon on Friday, May 18th. Information about



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2

Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court

Search this site

GO

Home

Understanding  
Bankruptcy

Court  
Information

Judges

Trustees &  
US Trustee

Forms

Local Rules

CM/ECF  
Information

For Attorneys

CM/ECF Requirements

[Administrative Procedures For Electronic  
Case Filing](#)

[Debtor Electronic Bankruptcy Noticing  
\(DeBN\)](#)

[ECF Training System](#)

[Electronic Evidence Submission  
Application \(EESA\)](#)

[Electronic Evidence Order](#)

[Submitted Electronic Evidence Guide](#)

[Electronic Evidence Procedures \(EEP\)](#)

[Home](#)

## CM/ECF Client Requirements

Most offices already have the required hardware and software for CM/ECF. However, there may be a few additional items you will need to get started. To operate CM/ECF, you must have the following hardware/software:

### 1. Personal Computer

Computer with a 233MHz processor or higher (Pentium processor recommended). Windows XP Service Pack 2 (SP2), Windows Service Pack 3 (SP3), Windows XP Professional x64 Edition, or Windows Server 2003 Service Pack 1 (SP1). 128MB of Memory or more. 10GB Hard drive or more with 1GB free. 15" SVGA Display or better. Microsoft Mouse, IntelliMouse or compatible pointing device.

### 2. Case Filing

Windows based petition or word processing software.

### 3. Internet Access

Connect through an Internet Service Provider (ISP), using point-to-point protocol (PPP). If using a modem, a minimum connection speed of 56kps is needed. High-speed Internet access is highly recommended, but not required. (i.e. cable modems, DSL, etc.) Note: Connection can be made at speeds less than the recommended 56kps. However, system performance may be less than optimal (i.e. slow response time and access).

### 4. Web Browser

Internet Explorer 8.x/9.x or Mozilla Firefox 15.0 / 16.0 / 17.0 / 17.0.1

### 5. Adobe Acrobat

CM/ECF requires documents to be filed in portable document format (PDF). Adobe Acrobat PDF Writer Software converts documents from word processor format to PDF. Acrobat Writer versions 3.x, 4.x, 5.x, & 6.x adequately meet the CM/ECF filing requirements.

Note: This is something you will have to purchase - downloading from the Internet only gives you Acrobat Reader





# U.S. BANKRUPTCY COURT

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MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

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# LOGGING IN TO CM/ECF





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

The screenshot shows the homepage of the U.S. Bankruptcy Court, Middle District of Tennessee. At the top left is the court's seal. The main header features the court's name and the names of the Chief Judge and Clerk of Court. A search bar is located on the right. A navigation menu includes links for Home, Understanding Bankruptcy, Court Information, Trustees & Creditors, Forms, Local Rules, CM/ECF Information, and For Attorneys. A red callout bubble highlights the 'Go to CM/ECF' link. The main content area has a 'Welcome' message and a photo of the court building. Below this are three columns: Court Locations (Nashville and Columbia), Docket Calendar, 9013 Availability Calendar, and Local Rules; and News & Announcements, which includes a notice about the 2018 Judicial Conference.

Text Size: - A +

UNITED STATES BANKRUPTCY COURT  
Middle District of Tennessee  
Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court

Search this site GO

Home Understanding Bankruptcy Court Information Trustees & Creditors Forms Local Rules CM/ECF Information For Attorneys

**Go to CM/ECF**

**CM/ECF / PACER »**  
**PACER Case Locator »**  
**PACER Service Center »**  
**File an Electronic Claim »**

*Welcome*

This website is an integral part of our service to the public, the bar, bench, court and government agencies. Let us know what works and what doesn't and how we can improve our service.

Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.

**Court Locations**

**Nashville**  
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(unstaffed office)  
Federal Building and Courthouse

**Docket Calendar**

**9013 Availability Calendar**

**Local Rules**

**News & Announcements**

Thu, 09/28/2017  
**Judicial Conference: Current Conference Planning**  
The 2018 Sixth Circuit Judicial Conference, an open conference for judges and bar members, will be held May 16-18, 2018 in Nashville, Tennessee at the Nashville Music

[www.tnmb.uscourts.gov](http://www.tnmb.uscourts.gov)



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2

### CM/ECF Filer or PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

**Instructions for filing:**  
Enter your CM/ECF filer login and password to log on to the electronic filing system. If you are not registered, you must register with the court.

#### Authentication

Login:

Password:

Client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Login Clear

Click Login

Check box to comply with redaction rules

**Notice**  
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.





# U.S. BANKRUPTCY COURT

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MIDDLE DISTRICT OF TENNESSEE  
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

# DOCKETING AN ADVERSARY PROCEEDING





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

After logging in to CM/ECF, follow the instructions below.

File Edit View Favorites Tools Help

**CM/ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search

Logout

★ Associated Cases | ↶ | 📄 Docket S... | 📄 Register | 📄 List of Creditors | 📄 Deadlines/Hearings | 📅 Calendar Events 8/3

Select Adversary



**U.S. Bankruptcy Court  
Middle District of Tennessee - TRAINING SYSTEM  
Official Court Electronic Document Filing System**



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 2**

**MECF**    **Bankruptcy** ▾    **Adversary** ▾    **Query**    **Reports** ▾    **Utilities** ▾

**Search**    **Logout**

**Adversary Events**

<b>Open NEW Proceeding</b> <a href="#">Adversary Proceeding</a> <a href="#">Miscellaneous Proceeding</a>	<b>Miscellaneous</b> <a href="#">Blue Tag</a> <a href="#">Notices</a> <a href="#">Pretrial Statements</a>	<b>Motions</b> <a href="#">Adversary Motions / Applications</a> <a href="#">LBR 9013</a>	<b>Proposed Order</b> <a href="#">Submitted /Expedited - Submitted Agreed / Submitted Agreed Expedited Orders</a>
--	--	--	--

**Answers**  
[Answers...\(DO NOT USE FOR 9013 Motions\)](#)

**Appeals**  
[Appeal](#)

**Click on Adversary Proceeding**

**OPENING AN ADVERSARY PROCEEDING**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 3

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search

Logout

★ ↻ | 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 8/4/2017 📅

↔ Associated Cases 🔨

### Open Adversary Case

If filing a LBR 7001-1 Expedited Complaint for Turnover in a Ch 13 case or Notice of Removal, select **n** for Complaint on the following screen. Please continue opening AP Case.

I

Click Next



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 4**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

**Open Adversary Case**

Case type ap  
Date filed 8/21/2017  
Complaint  ▾

Indicate whether "y" if a complaint is to be attached as a PDF

Click Next



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 5**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search

Logout

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 8/8/2017

Associated Cases

### Open Adversary Case

Lead case number

Association type

**1** Enter the main bankruptcy number as the Lead case number .

**2** Accept Association Type as Adversary

**3** Click Next



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 6

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

### Open Adversary Case

Case is assigned to **Nashville** Division, Judge **Paine** based on the lead Bankruptcy case 3:17-bk-00001.

Click Next

Verify that the lead bankruptcy case number is correct before creating a proceeding in this bankruptcy case.



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 7**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?  
Logout

**Open Adversary Case**

Search for an adversary case plaintiff

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Enter last name

Enter first name

Click Search

**SELECT AN ADVERSARY PARTY PLAINTIFF**





# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



### STEP 8

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

**Search for an adversary case plaintiff**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

DOE, JANE  
Doe, Jane  
Doeski, Jane, Anywhere Street, Nashville, TN  
Doeski, Jane, 1234 Here, Murfreesboro, TN

Create new party if party does not exist on search list.

Select name from list if party search results match.

**See, Create New Party screens if not clear on how to create a Party**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 9

MECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout

### Adversary Case Plaintiff Information

JANE DOE SSN / ITIN:Unknown

Office

Address 2

City

County

Phone

E-mail

Address 1

Address 3

State  Zip

Country

Fax

Party text

Role in Bankruptcy Case

Role in Bankruptcy Case  
must be selected

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

After entering all information,  
Click Submit



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 10**

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

★ ↻ | 📄 Docket Sheet 📌 Claims Register 📄 List of Creditors 📅 Deadlines/Hearings 📅 Calendar Events 8/8/2017 📅

↔ Associated Cases | 🛠

### Open Adversary Case

**Search for an adversary case plaintiff**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

When all plaintiff's have been added Select End adversary case plaintiff selection.



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 11**

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?  
Logout

**Open Adversary Case**

**Search for an adversary case defendant**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Enter the last and first name of defendant and Click Search

**SELECTING AN ADVERSARY PARTY DEFENDANT**



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 12**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?  
Logout

**Search for an adversary case defendant**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

I

**No person found.**

If party not found,  
Create New Party



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 13**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

**Adversary Case Defendant Information**

Last name	<input type="text"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text"/> 999-99-9999	Title	<input type="text"/>
Office	<input type="text"/>	Tax Id/EIN	<input type="text"/> 12-1234567
Address 2	<input type="text"/>	Address 1	<input type="text"/>
City	<input type="text"/>	Address 3	<input type="text"/>
County	<input type="text"/> ▾	State	<input type="text"/>
Phone	<input type="text"/>	Zip	<input type="text"/>
E-mail	<input type="text"/>	Country	<input type="text"/>
		Fax	<input type="text"/>

Party text

Role in Bankruptcy Case  ▾

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

After entering all known information, Click Submit

Role in Bankruptcy Case must be selected



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 14**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?  
Logout

**Open Adversary Case**

**Search for an adversary case defendant**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

When all defendant's have been added.  
Select End defendant adversary selection



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 15**

**Open Adversary Case**

<b>Party code</b>	3 U.S. not a Party ▾	<b>Primary nature of suit</b>	none ▾
<b>Rule 23 (class action)</b>	n ▾	<b>Second nature of suit</b>	none ▾
<b>Jury demand</b>	None ▾	<b>Third nature of suit</b>	none ▾
<b>Demand (\$000)</b>	<input type="text"/>	<b>Fourth nature of suit</b>	none ▾
<b>State law</b>	n ▾	<b>Fifth nature of suit</b>	none ▾

Next Clear

Enter all information in the categories listed. This information is a reporting requirement to the Administrative Office of the U.S. Courts.





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 16

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search

Logout

★ | ↶ | 📄 Docket Sheet | 📌 Claims Register | 📄 List of Creditors | 📅 Deadlines/Hearings | 📅 Calendar Events | 8/8/2017 | 📅

↔ Associated Cases | 🛠

### Open Adversary Case

<b>Party code</b> 3 U.S. not a Party ▾	<b>Primary nature of suit</b> none ▾
<b>Rule 23 (class action)</b> n ▾	<b>Second nature of suit</b> none ▾
<b>Jury demand</b> None ▾	<b>Third nature of suit</b> none ▾
<b>Demand (\$000)</b> <input type="text"/>	<b>Fourth nature of suit</b> none ▾
<b>State law</b> n ▾	<b>Fifth nature of suit</b> none ▾

Next Clear

I

Note: At present, the demand screen is set to add three zeros to the number entered.



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 17**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

**Open Adversary Case**

Please Choose One of the Following options:

Next Clear

**1**

**2** Click Next

Choose Method of payment of fee:

- 1) Adversary Fee will be paid in full Electronically at the Time of Filing
- 2) This Adversary is being filed on behalf of the Debtor
- 3) This Adversary is being filed on behalf of the U.S. Government
- 4) Filed by Trustee, Fees will be deferred

**FEE PAYMENT SCREEN**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 18

The screenshot shows the ECF (Electronic Case Filing) system interface. The top navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below this is a "Logout" link. The main navigation area contains icons for "Docket Sheet", "Claims Register", "List of Creditors", "Deadlines/Hearings", and "Calendar Events" (set to 8/8/2017). A red callout bubble points to the "Next" button in the "Open Adversary Case" section.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search

Logout

★ ↶ | 📄 Docket Sheet 📌 Claims Register 📖 List of Creditors 📅 Deadlines/Hearings 📅 Calendar Events 8/8/2017 📅

↔ Associated Cases 🔨

### Open Adversary Case

Next Clear

Click Next



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



# STEP 19

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search

Logout

★ ↶ 📄 Docket Sheet 📌 Claims Register 📖 List of Creditors 📅 Deadlines/Hearings 📅 Calendar Events 8/8/2017 📅

↔ Associated Cases 🔨

### Open Adversary Case

Docket Text: Modify as Appropriate.

Complaint by Adversary Case against Case Adversary .

Fee Amount is \$350.00. Adversary Fee Will be Paid In Full Electronically at the Time of Filing. Adversary Case .  
Nature of Suit: (01 (Determination of removed claim or cause)) (amd)

Next Clear

I

If everything is correct,  
Click Next.



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 20**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search

Logout

★ ↶ | 📄 Docket Sheet 📌 Claims Register 📖 List of Creditors 📅 Deadlines/Hearings 📅 Calendar Events 8/8/2017 📅

↔ Associated Cases | 🔨

### Open Adversary Case

Docket Text: Final Text

**Complaint by Adversary Case against Case Adversary. Fee Amount is \$350.00. Adversary Fee Will be Paid In Full Electronically at the Time of Filing. Adversary Case. Nature of Suit: (01 (Determination of removed claim or cause)) (amd)**

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

Next Clear

I

Click Next



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 21**

**MECF** Bankruptcy Adversary Query Reports Utilities Search

**Summary of current charges**

Date Incurred	Description	Amount
2017-08-21 14:29:21	Complaint(3:17-ap-90002) [cmp,cmp] ( 350.00)	\$ 350.00
		<b>Total: \$ 350.00</b>

**Miscellaneous**  
3:17-bk-000  
Type: bk  
Assets: y

Notice of E  
The followin  
**Case Name**  
**Case Num**  
**Document**  
**Docket Tex**  
Notice of A  
The followin

**Document description: Main Document**

**PAYMENT**

Click Pay Now or Continue Filing

Pay Now    Continue Filing



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 22

MECF Bankruptcy Adversary Query Reports Utilities Search  
Logout

### Open Adversary Case

U.S. Bankruptcy Court  
Middle District of Tennessee - TRAINING SYSTEM

Notice of Electronic Filing

The following transaction was received from Amdatty entered on 8/21/2017 at 2:29 PM CDT and filed on 8/21/2017

**Case Name:** Case v. Defendant  
**Case Number:** [3:17-ap-90002](#)  
**Document Number:** [1](#)

**Case Name:** Joseph Wayne Sample and Sarah Lynn Sample  
**Case Number:** [3:17-bk-00001](#)  
**Document Number:** [7](#)

**Docket Text:**  
Adversary case 3:17-ap-90002. **Complaint by Adversary Case against Adversary Defendant. Fee Amount is \$350.00.** Adversary Case.  
Nature of Suit: (61 (Dischargeability - 523(a)(5), domestic support)) (Adversary Case)

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

**Document description:** Main Document  
**Original filename:** C:\Users\allisondevore\Desktop\Xiaojuan Jones.pdf  
**Electronic document Stamp:**

The opening of the AP and complaint will also be docketed in the lead bankruptcy case

**Once an adversary proceeding number has been assigned, all documents relative to the proceeding must be docketed in the adversary proceeding unless dictated otherwise by local rule or court order.**

## TRANSACTION SCREEN



# U.S. BANKRUPTCY COURT

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MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

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## CREATING A NEW PARTY







# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

**Search for an adversary case plaintiff**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

DOE, JANE  
Doeski, Jane, Anywhere Street, Nashville, TN  
Doeski, Jane, 1234 Here, Murfreesboro, TN

Select Create New Party



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

### Adversary Case Plaintiff Information

Last name	<input type="text" value="Doe"/>	First name	<input type="text" value="Jane"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text" value="999-99-9999"/>	Title	<input type="text"/>
Office	<input type="text"/>	Tax Id/EIN	<input type="text" value="12-1234567"/>
Address 2	<input type="text"/>	Address 1	<input type="text"/>
City	<input type="text"/>	Address 3	<input type="text"/>
County	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Country	<input type="text"/>
E-mail	<input type="text"/>	Zip	<input type="text"/>
Party text	<input type="text"/>		
Role in Bankruptcy Case	<input type="text"/>		

Enter address, if known

Select party's Role in Bankruptcy Case

Lastly, Click Submit

Add additional attorney... Alias... Corporate parent / affiliate... Review...

Submit Cancel Clear

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



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 3

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾  
Search Logout

### Adversary Case Plaintiff Information

JANE DOE SSN / ITIN:Unknown

Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/> Zip <input type="text"/>
County	<input type="text" value=""/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

Party text

Role in Bankruptcy Case

**Role in Bankruptcy Case must be selected**

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


**Lastly, Click Submit**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 4

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search 

Logout

### Adversary Case Plaintiff Information

Last name	<input type="text" value="DOE"/>	First name	<input type="text" value="JANE"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text" value="999-99-9999"/>	Title	<input type="text"/>
Office	<input type="text"/>	Tax Id/EIN	<input type="text" value="12-1234567"/>
Address 2	<input type="text"/>	Address 1	<input type="text"/>
City	<input type="text"/>	Address 3	<input type="text"/>
County	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Country	<input type="text"/>
E-mail	<input type="text"/>	Fax	<input type="text"/>
Party text	<input type="text"/>		
Role in Bankruptcy Case	<input type="text"/>		

**Party text**

**Role in Bankruptcy Case**

**Buttons:** Add additional attorney... Alias... Corporate parent / affiliate... Review... Submit Cancel Clear

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

**Warning:** All information for Plaintiff should be entered. Neither the Clerk or Court is responsible for notifying Filers of deficiencies or problems when a Party > role > type not created properly. See, ECF Procedure 5.

**Tip:** Lastly, Click Submit

# ENTERING PLAINTIFF INFORMATION



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**EXAMPLES**

- 17-90200
  - 17-90219
  - 17-90236
  - 17-90028
  - 17-90177
  - 18-90025
  - 18-90052
  - 18-90053
  - 18-90056
- 17-90200
  - 17-90219
  - 17-90236
  - 17-90028
  - 17-90177
  - 18-90025
  - 18-90052
  - 18-90053
  - 18-90056



**U.S. BANKRUPTCY COURT**  
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# BEST PRACTICES

- ✓ When opening an adversary proceeding in ECF, the Adversary Proceeding Cover Sheet (Director's Procedural Form 1040) is not required. LBR 7003-1. The data contained in Form 1040 is input by the Filer when the proceeding is filed in ECF.
- ✓ Ensure that all information (1) in the complaint and (2) in the data used to open the adversary proceeding is correct. The information provided by the Plaintiff is the information used by the Clerk in issuing Form 2500B, Summons Issued to Plaintiff for Service, in an adversary proceeding. The Plaintiff does not need to file Form 2500B in ECF.
- ✓ When entering Plaintiff information, make sure to select the box "Attorney ..." and add the ECF registered attorney because it is the ECF registered attorney who receives notice. Although the Plaintiff's attorney is logged in to ECF and filing the complaint (or adversary proceeding), it is this function that 'adds the attorney to the proceeding' for purposes of receiving electronic notices filed in the adversary proceeding by email.
- ✓ Ensure that your ECF account has a correct, active email address. Otherwise, you will not receive electronic email notifications.



# U.S. BANKRUPTCY COURT

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**MIDDLE DISTRICT OF TENNESSEE  
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203**

Any questions regarding the use and filing of this ECF event can be directed to the Intake Department at 615-736-5584.

The Clerk encourages all ECF Filers and Users to practice the filing of ECF events by signing up and using the ECF Training System. To sign-up for ECF Train, please contact the Intake Department.

The Intake Department will provide information on how to locate an ECF event and commit the ECF event properly. The Clerk staff is unable to provide any legal advice, which includes, providing information as to what type of document should be filed in a given scenario.

ECF Filers and Users are highly encouraged to become familiar with the Local Bankruptcy Rules, ECF Procedures and EESA Procedures before committing any transaction in ECF.