

Slide 1 Text Captions: File a New Adversary

Module 6 of 12



Slide 2 Text Captions: Select Adversary. Select Adversary.



Text Captions: Select Complaint Summons.

Select Complaint Summons.



Text Captions: Select File New Adversary Complaint.

Select File New Adversary Complaint.



Slide 5 Text Captions: Select Next. Select Next.



Text Captions: Type 12-00030 then select Next.

Type 12-00030 then select Next.



Slide 7 Text Captions: Select Next. Select Next.



Text Captions: Type Creditor then select Search.

Type Creditor then select Search.



Slide 9 Text Captions: Select Creditor. Select Creditor.

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Text Captions: Select End plaintiff Selection. Select End plaintiff Selection.



Text Captions: Type Debtor then select Search.

Type Debtor then select Search.



Slide 23 Text Captions: Select Debtor. Select Debtor.



Text Captions: Select Create new party.

Select Create new party.

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Slide 32 Text Captions: Select Submit. Select Submit.

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Slide 40 Text Captions: Select Next. Select Next.



Slide 41 Text Captions: Select Browse. Select Browse.



Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

Click anywhere to proceed.



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Text Captions: Click the Open button.

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Slide 47 Text Captions: Select Next. Select Next.



Text Captions: Select the radio button for Other.

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Slide 53 Text Captions: Module completed.

Click Anywhere to begin next lesson. This is your

Electronic Receipt.