



Slide 1

Text Captions: File a New Adversary

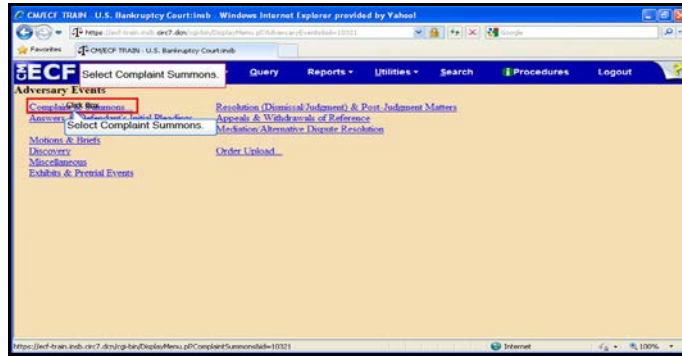
Module 6 of 12



Slide 2

Text Captions: Select Adversary.

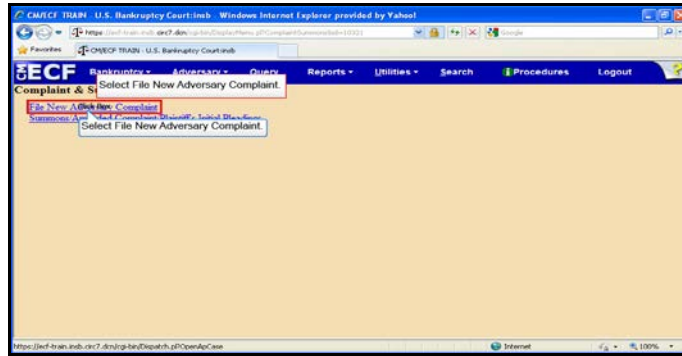
Select Adversary.



Slide 3

Text Captions: Select Complaint Summons.

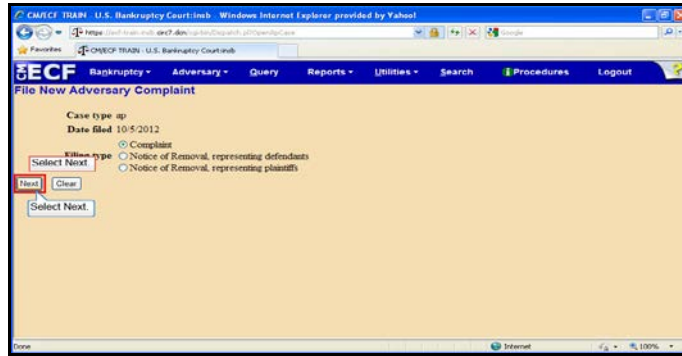
Select Complaint Summons.



Slide 4

Text Captions: Select File New Adversary Complaint.

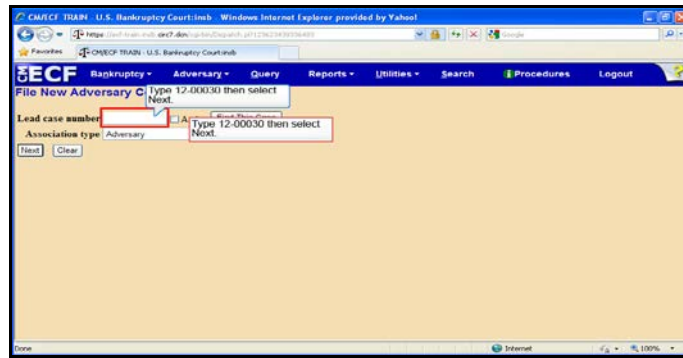
Select File New Adversary Complaint.



Slide 5

Text Captions: Select Next.

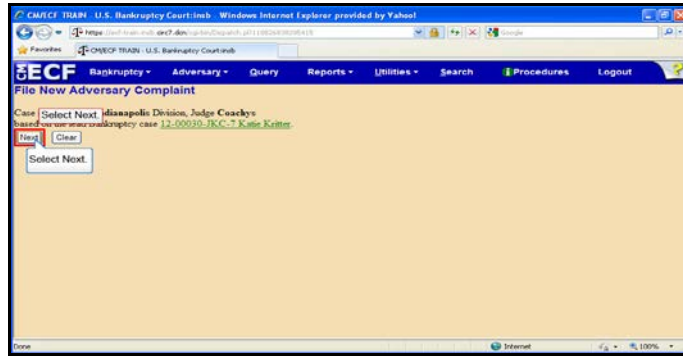
Select Next.



Slide 6

Text Captions: Type 12-00030 then select Next.

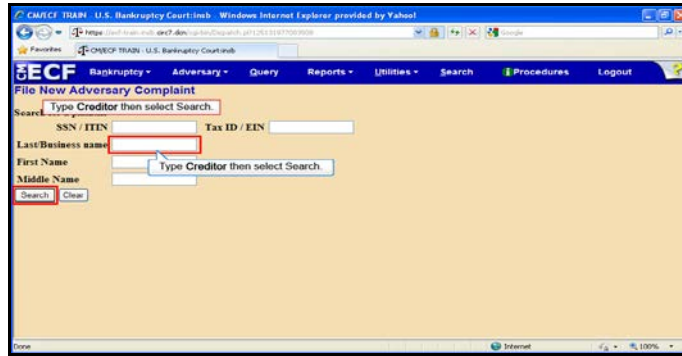
Type 12-00030 then select Next.



Slide 7

Text Captions: Select Next.

Select Next.

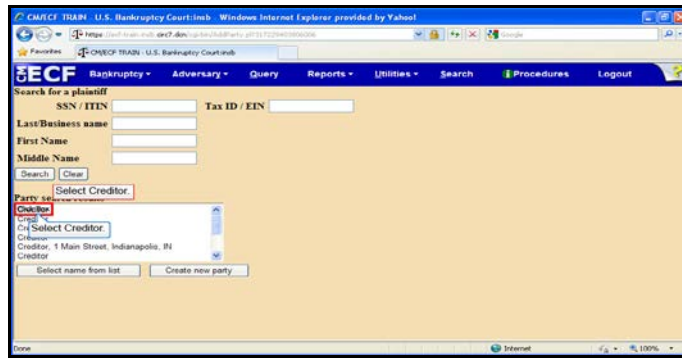


Slide 8

Text Captions: Type Creditor then select Search.

Type Creditor then select Search.

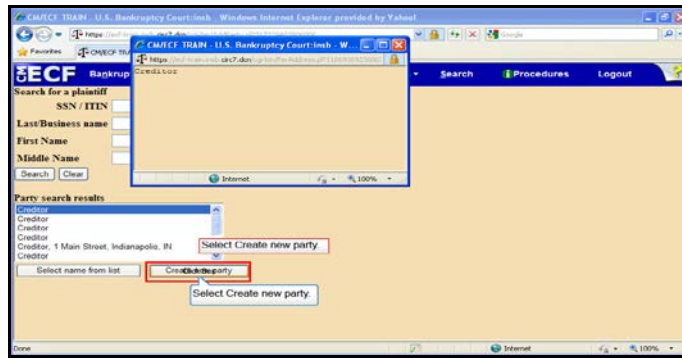




Slide 9

Text Captions: Select Creditor.

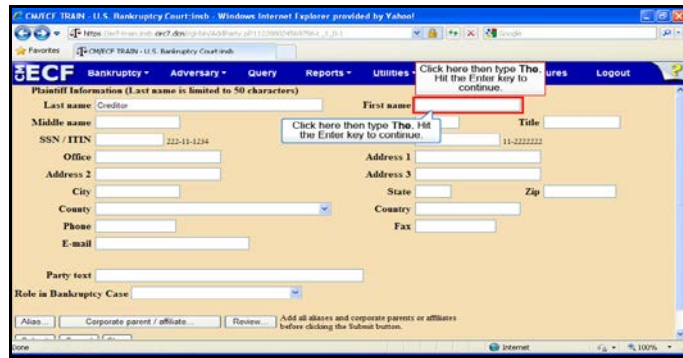
Select Creditor.



Slide 10

Text Captions: Select Create new party.

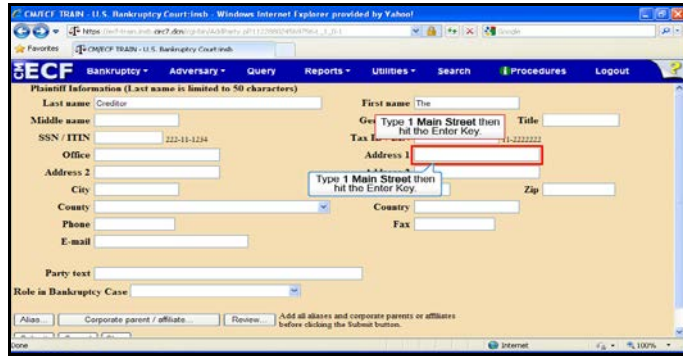
Select Create new party.



Slide 11

Text Captions: Click here then type The. Hit the Enter key to continue.

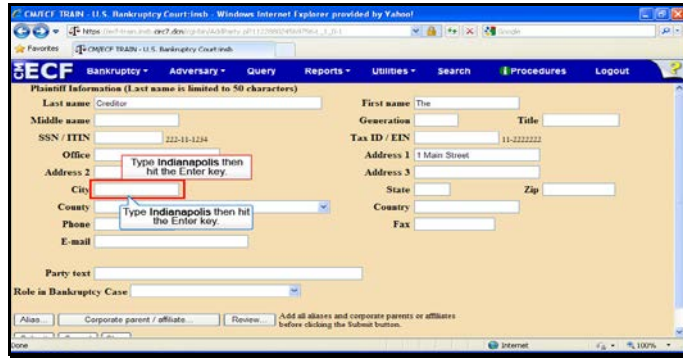
Click here then type The. Hit the Enter key to continue.



Slide 12

Text Captions: Type 1 Main Street then hit the Enter Key.

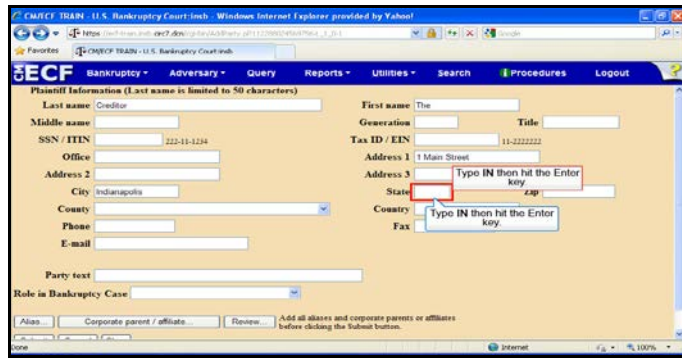
Type 1 Main Street then hit the Enter Key.



Slide 13

Text Captions: Type Indianapolis then hit the Enter key.

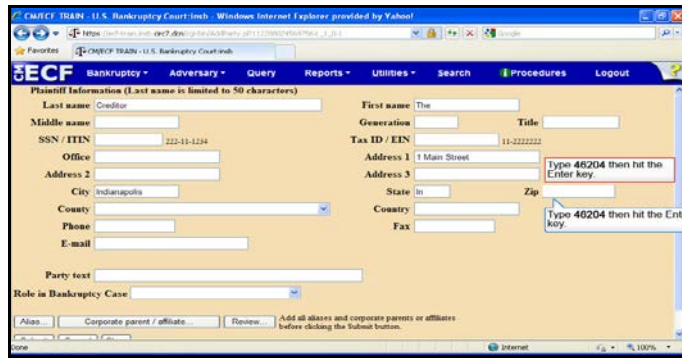
Type Indianapolis then hit the Enter key.



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Text Captions: Type IN then hit the Enter key.

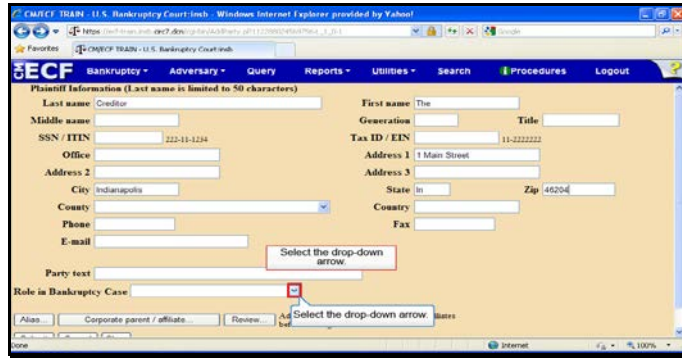
Type IN then hit the Enter key.



Slide 15

Text Captions: Type 46204 then hit the Enter key.

Type 46204 then hit the Enter key.

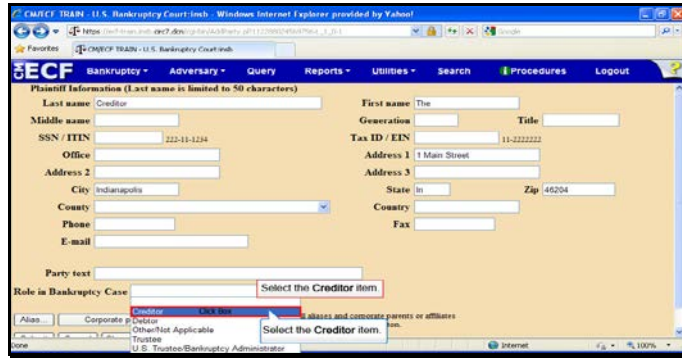


Slide 16

Text Captions: Select the drop-down arrow.

Select the drop-down arrow.

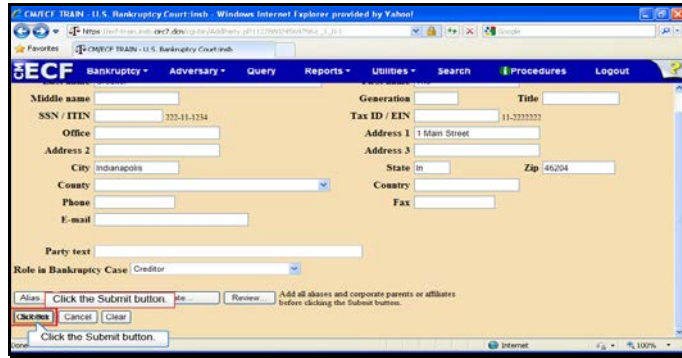




Slide 17

Text Captions: Select the Creditor item.

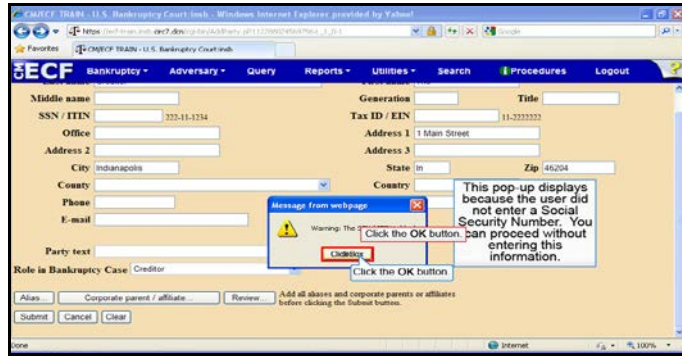
Select the Creditor item.



Slide 18

Text Captions: Click the Submit button.

Click the Submit button.

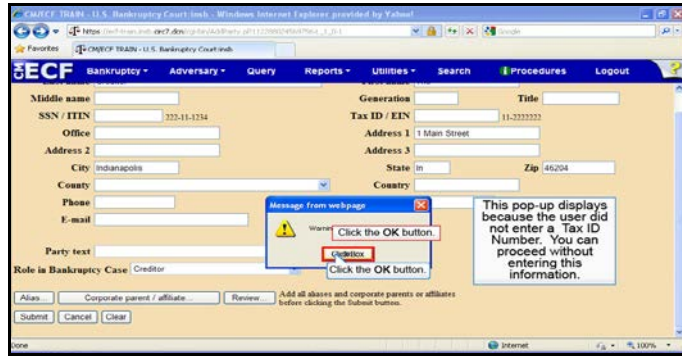


Slide 19

Text Captions: Click the OK button.

This pop-up displays because the user did not enter a Social Security Number. You can proceed without entering this information.

Click the OK button.

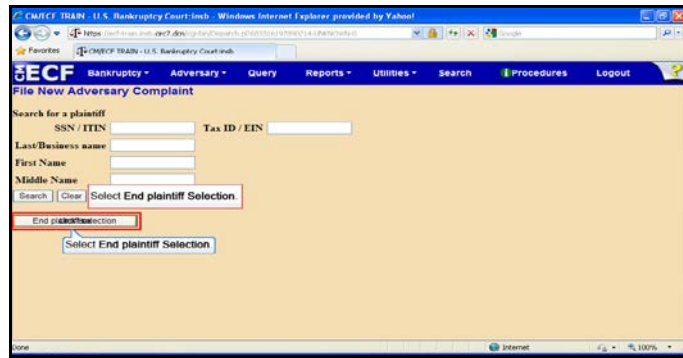


Slide 20

Text Captions: Click the OK button.

This pop-up displays because the user did not enter a Tax ID Number. You can proceed without entering this information.

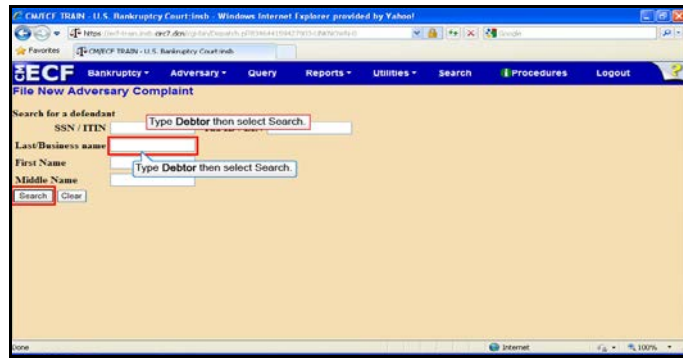
Click the OK button.



Slide 21

Text Captions: Select End plaintiff Selection.

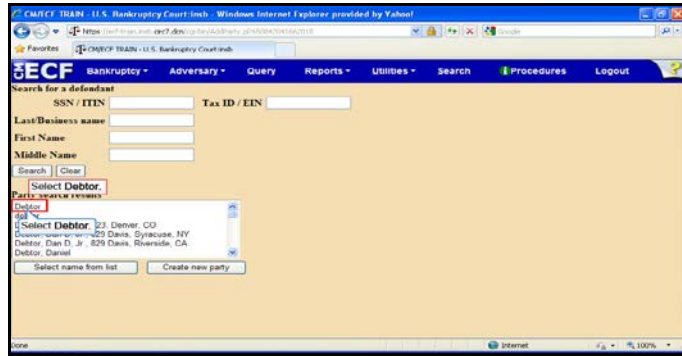
Select End plaintiff Selection.



Slide 22

Text Captions: Type Debtor then select Search.

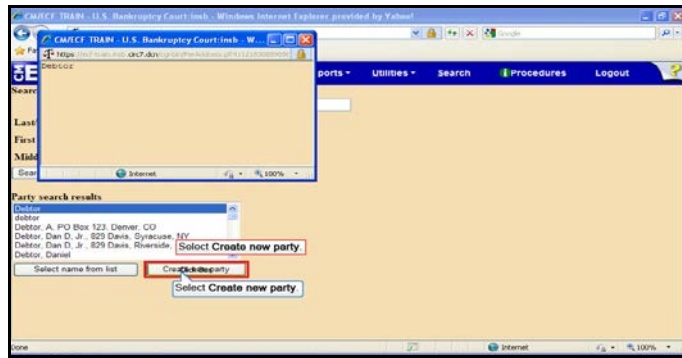
Type Debtor then select Search.



Slide 23

Text Captions: Select Debtor.

Select Debtor.

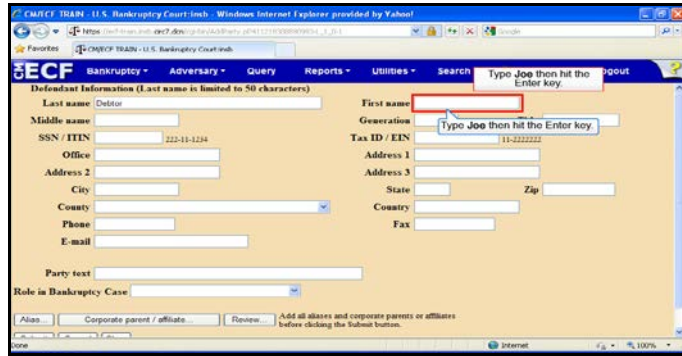


Slide 24

Text Captions: Select Create new party.

Select Create new party.

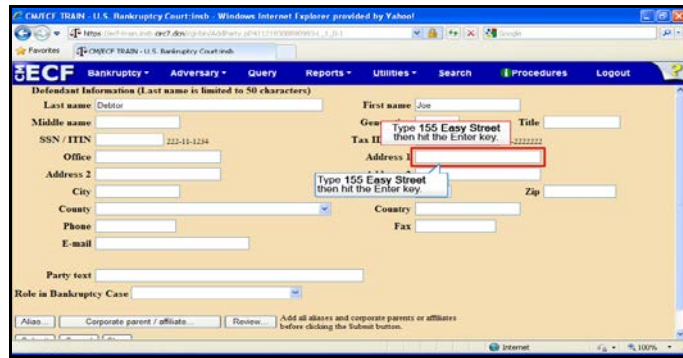




Slide 25

Text Captions: Type Joe then hit the Enter key.

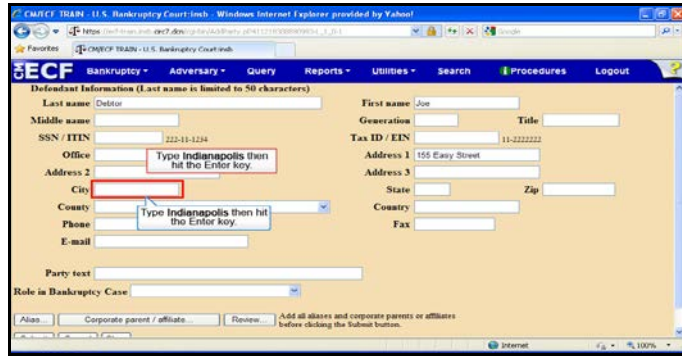
Type Joe then hit the Enter key.



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Text Captions: Type 155 Easy Street then hit the Enter key.

Type 155 Easy Street then hit the Enter key.



Slide 27

Text Captions: Type Indianapolis then hit the Enter key.

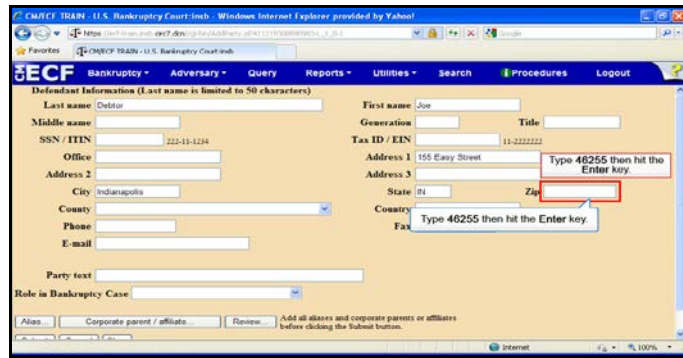
Type Indianapolis then hit the Enter key.

The screenshot shows a web browser window displaying a form titled "Defendant Information (Last name is limited to 50 characters)". The form is divided into two columns of input fields. The left column includes fields for Last name (with "Debtor" entered), Middle name, SSN / ITIN (with "222-11-1234" entered), Office, Address 2, City (with "Indianapolis" entered), Country (a dropdown menu), Phone, E-mail, Party text, and Role in Bankruptcy Case (a dropdown menu). The right column includes fields for First name (with "Joe" entered), Generation, Title, Tax ID / EIN (with "11-2222222" entered), Address 1 (with "155 E" entered), Address 3, State (highlighted with a red box), Zip, Country, and Fax. Two red callout boxes with white text are present: one pointing to the State field with the text "Type IN then hit the Enter key." and another pointing to the Fax field with the text "Type IN then hit the Enter key." The browser's address bar shows the URL "https://cmjcf-train.ecf.uscourts.gov/Case/DefendantInformation/104...". The browser's menu bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", "Procedures", and "Logout".

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Text Captions: Type IN then hit the Enter key.

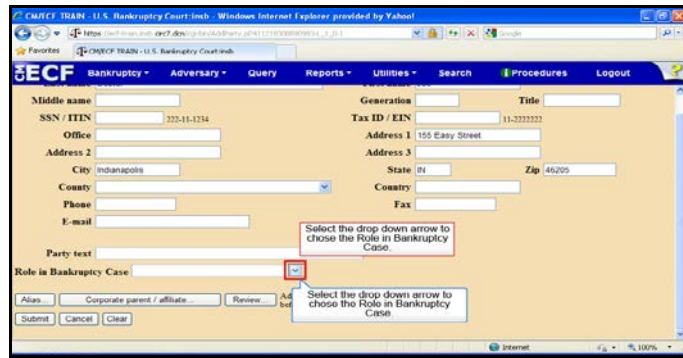
Type IN then hit the Enter key.



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Text Captions: Type 46255 then hit the Enter key.

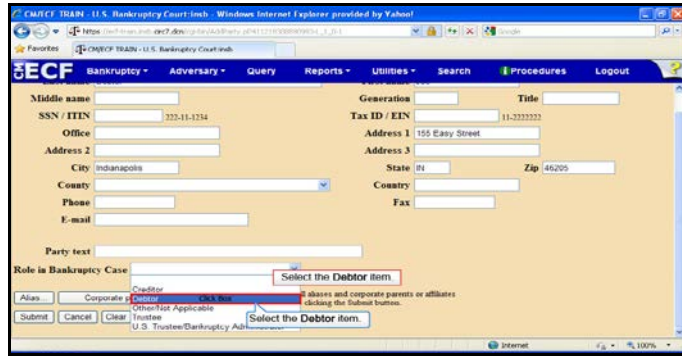
Type 46255 then hit the Enter key.



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Text Captions: Select the drop down arrow to chose the Role in Bankruptcy Case.

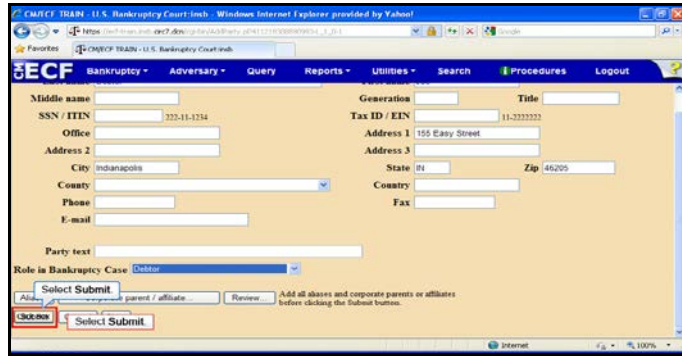
Select the drop down arrow to chose the Role in Bankruptcy Case.



Slide 31

Text Captions: Select the Debtor item.

Select the Debtor item.

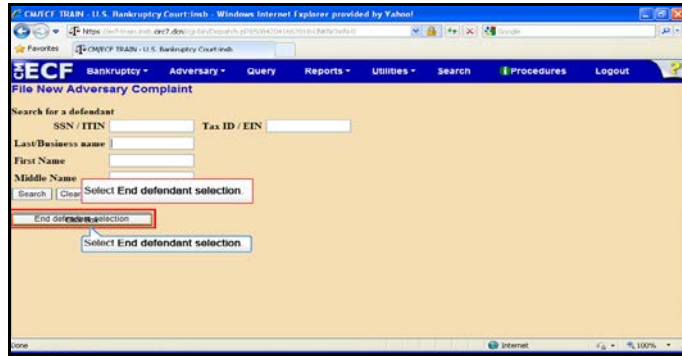


Slide 32

Text Captions: Select Submit.

Select Submit.

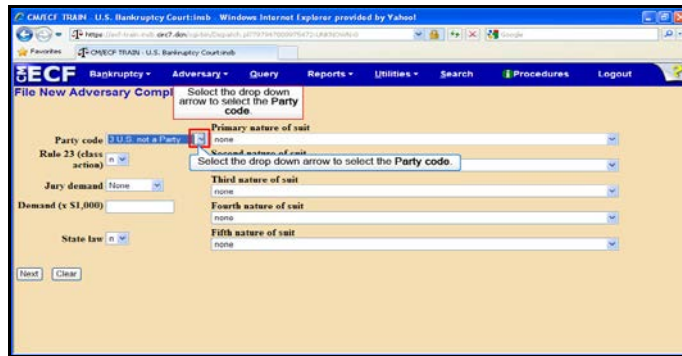




Slide 33

Text Captions: Select End defendant selection.

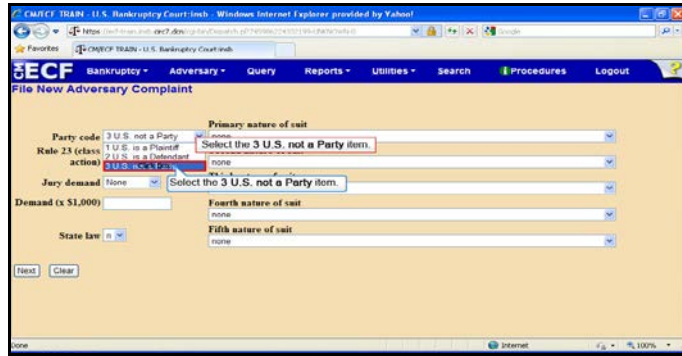
Select End defendant selection.



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Text Captions: Select the drop down arrow to select the Party code.

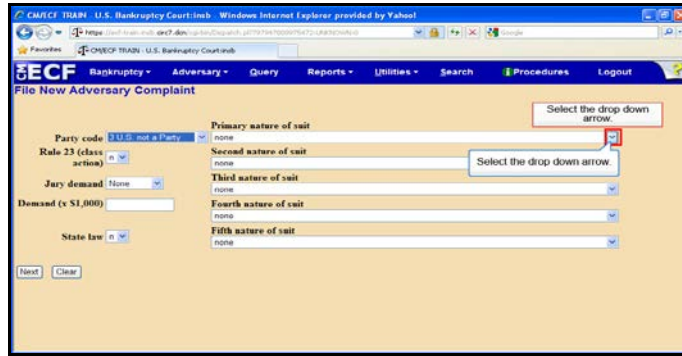
Select the drop down arrow to select the Party code.



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Text Captions: Select the 3 U.S. not a Party item.

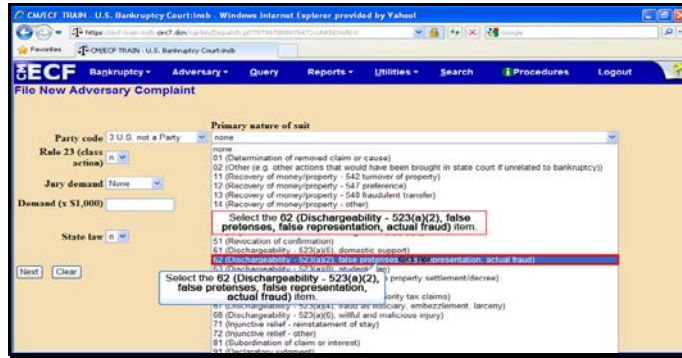
Select the 3 U.S. not a Party item.



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Text Captions: Select the drop down arrow.

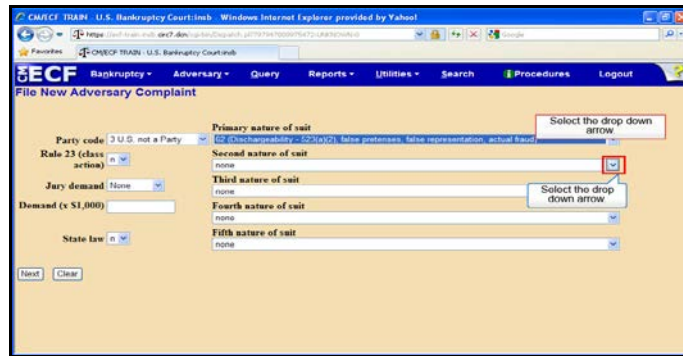
Select the drop down arrow.



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Text Captions: Select the 62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud) item.

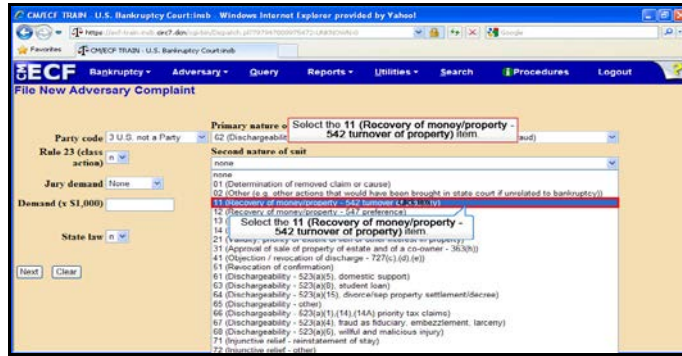
Select the 62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud) item.



Slide 38

Text Captions: Select the drop down arrow.

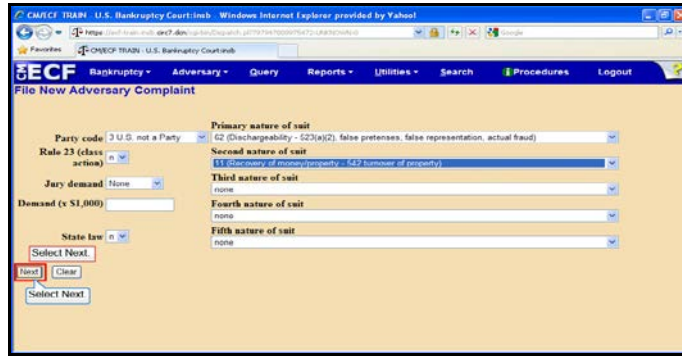
Select the drop down arrow.



Slide 39

Text Captions: Select the 11 (Recovery of money/property - 542 turnover of property) item.

Select the 11 (Recovery of money/property - 542 turnover of property) item.

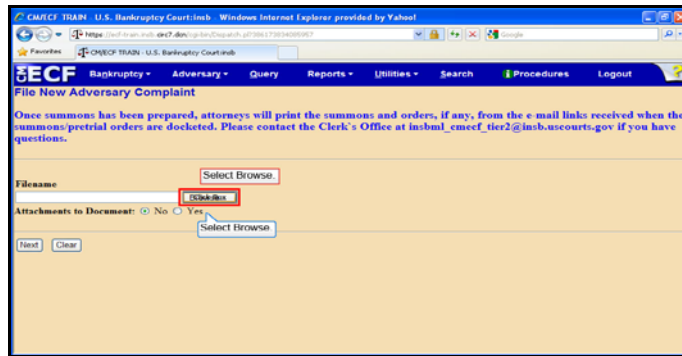


Slide 40

Text Captions: Select Next.

Select Next.

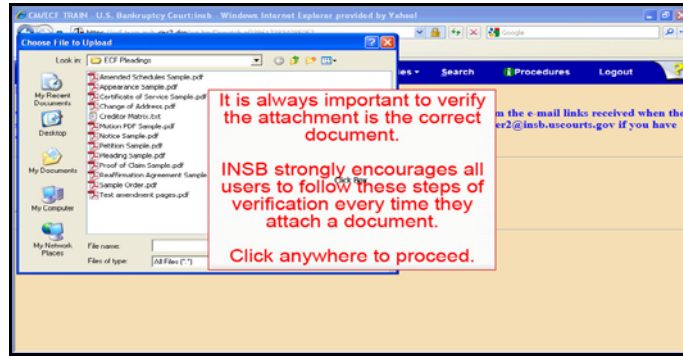




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Text Captions: Select Browse.

Select Browse.

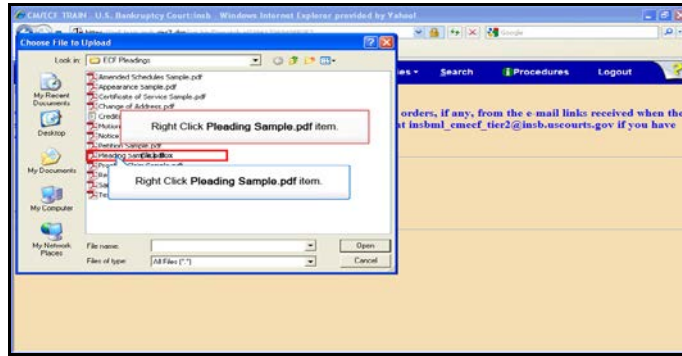


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Text Captions: It is always important to verify the attachment is the correct document.

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

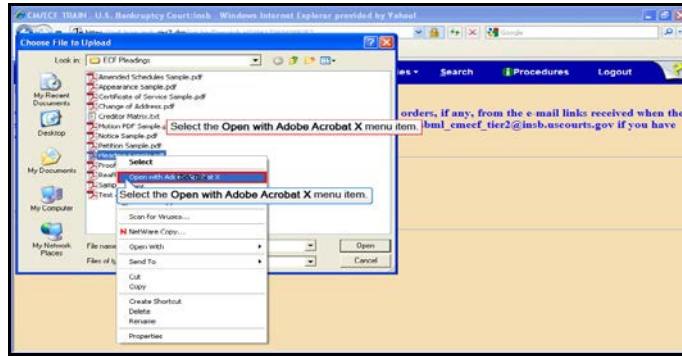
Click anywhere to proceed.



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Text Captions: Right Click Pleading Sample.pdf item.

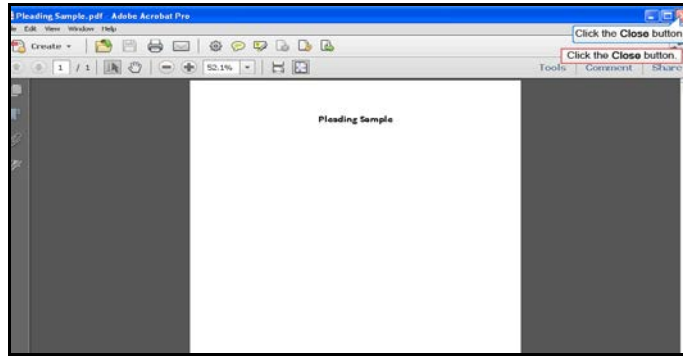
Right Click Pleading Sample.pdf item.



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Text Captions: Select the Open with Adobe Acrobat X menu item.

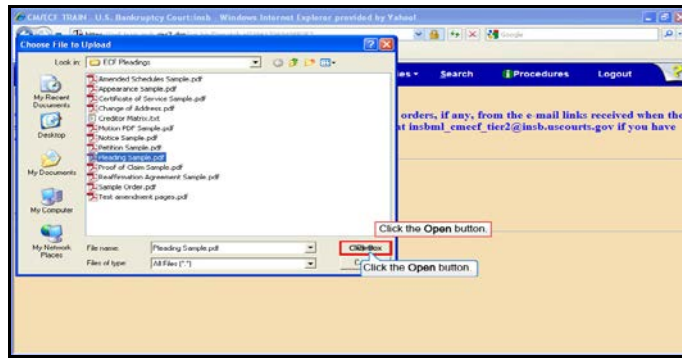
Select the Open with Adobe Acrobat X menu item.



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Text Captions: Click the Close button.

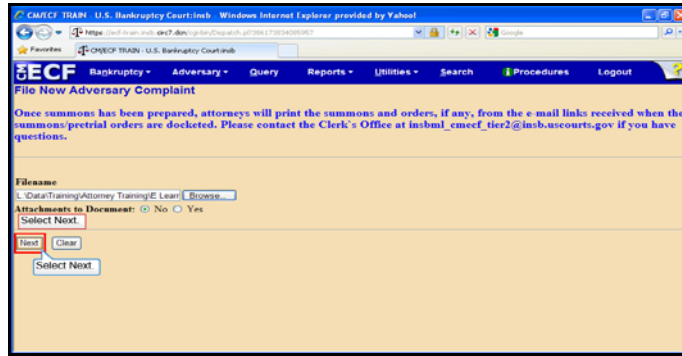
Click the Close button.



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Text Captions: Click the Open button.

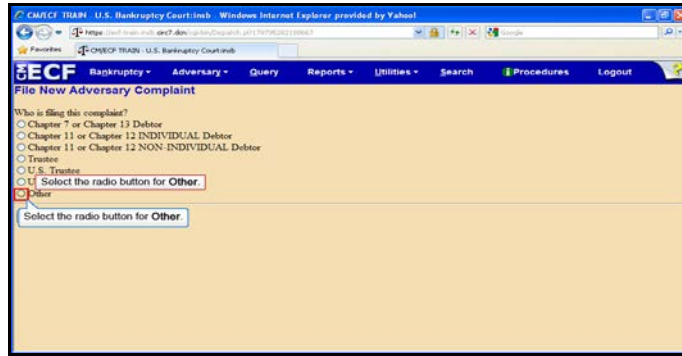
Click the Open button.



Slide 47

Text Captions: Select Next.

Select Next.

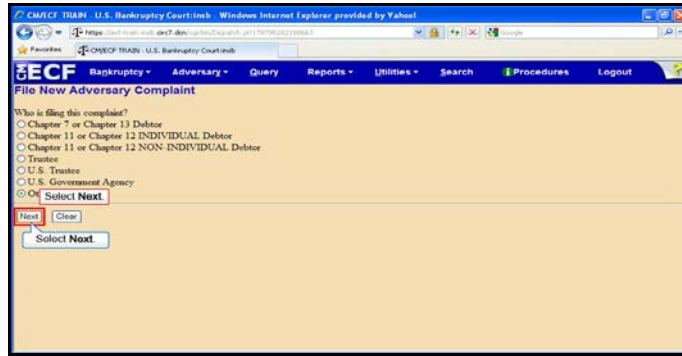


Slide 48

Text Captions: Select the radio button for Other.

Select the radio button for Other.

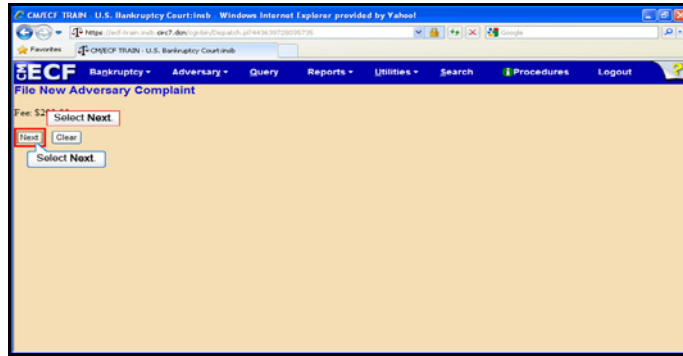




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Text Captions: Select Next.

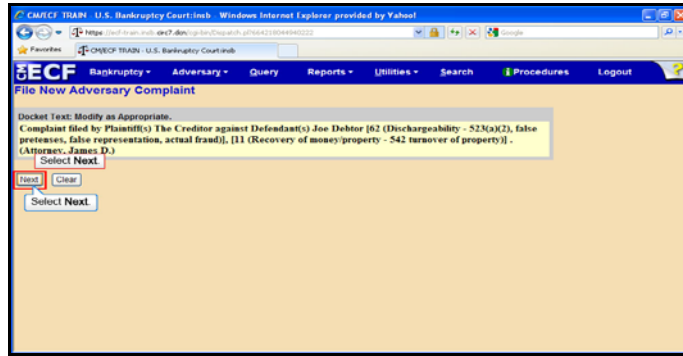
Select Next.



Slide 50

Text Captions: Select Next.

Select Next.



Slide 51

Text Captions: Select Next.

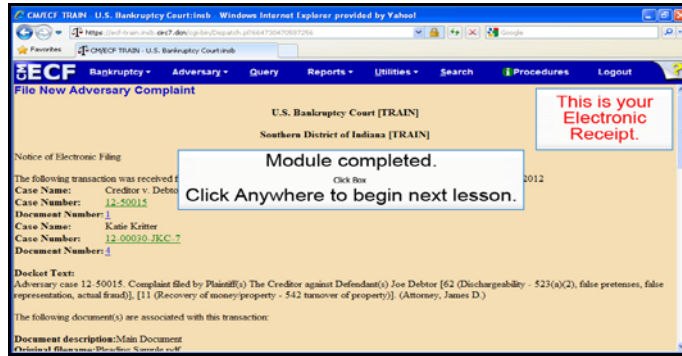
Select Next.



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Text Captions: Select Next.

Select Next.



Slide 53

Text Captions: Module completed.

Click Anywhere to begin next lesson.

This is your

Electronic Receipt.