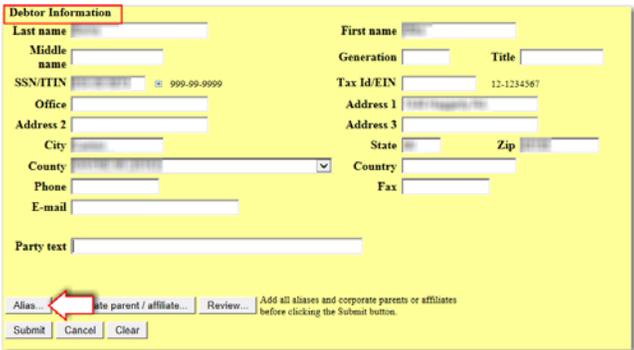
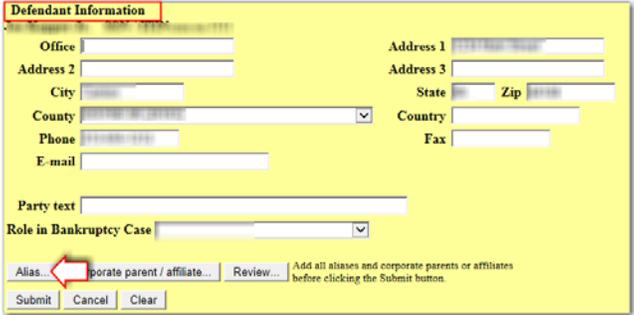
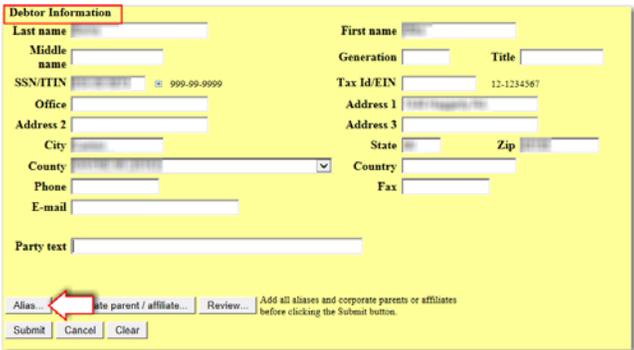
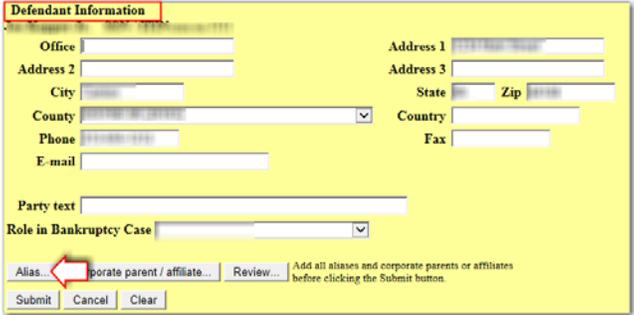
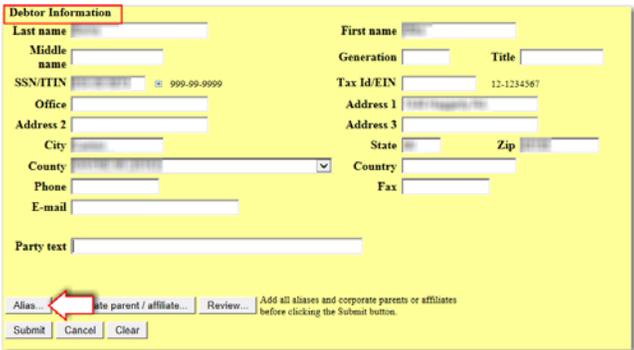
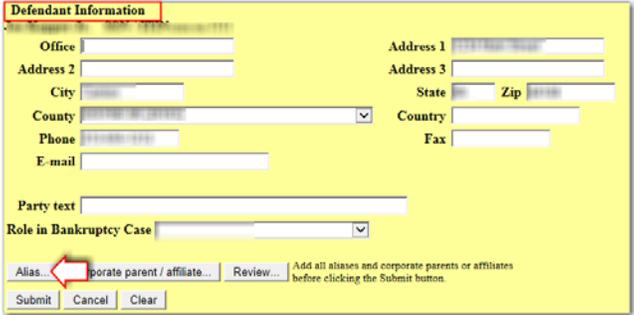

Adding an Alias

If adding an alias to...	Then...
A Bankruptcy Case that has already been filed.	<i>See instructions for filing a Cover Sheet for Amendments to Schedules and/or Statements.</i>
An Adversary Case that has already been filed.	<i>See instructions for filing an Amended Complaint.</i>
A New Bankruptcy Case that is being filed.	<i>See steps on page 2.</i>
A New Adversary Case that is being filed.	<i>See Steps on page 2.</i>

STEP	ACTION						
1	<table border="1"> <thead> <tr> <th data-bbox="418 260 683 310">If...</th> <th data-bbox="683 260 1349 310">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 310 683 810">New Bankruptcy</td> <td data-bbox="683 310 1349 810">  <p>➤ Click [Alias...] from the debtor information screen.</p> </td> </tr> <tr> <td data-bbox="418 810 683 1633">New Adversary</td> <td data-bbox="683 810 1349 1633">   <p>➤ Click [Alias...] from the plaintiff information screen and/or the defendant information screen.</p> </td> </tr> </tbody> </table>	If...	Then...	New Bankruptcy	 <p>➤ Click [Alias...] from the debtor information screen.</p>	New Adversary	  <p>➤ Click [Alias...] from the plaintiff information screen and/or the defendant information screen.</p>
If...	Then...						
New Bankruptcy	 <p>➤ Click [Alias...] from the debtor information screen.</p>						
New Adversary	  <p>➤ Click [Alias...] from the plaintiff information screen and/or the defendant information screen.</p>						

STEP	ACTION																																				
2	<p>Type in the Last/Business name, first name, middle name and generation in the appropriate fields. Select the role type from the drop down and click [Add aliases].</p> <div data-bbox="435 315 1325 642" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 25%;">Last/Business name</th> <th style="width: 20%;">First name</th> <th style="width: 15%;">Middle name</th> <th style="width: 15%;">Generation</th> <th style="width: 20%;">Role</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jones</td> <td>Sam</td> <td>M.</td> <td>Jr.</td> <td>aka ▼</td> </tr> <tr> <td>2</td> <td>Sammy & Sons</td> <td></td> <td></td> <td></td> <td>dba ▼</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td>aka ▼</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td>aka ▼</td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td>aka ▼</td> </tr> </tbody> </table> <p style="margin-top: 5px;"> <input type="button" value="Add aliases"/> <input type="button" value="Clear"/> Click the Add aliases button to return to the Party screen and submit all information for this party. </p> </div> <p>Note: <i>If there are more than five aliases for the party, enter five aliases on this screen and click [Add aliases]. From the party information screen click [Alias...] again to enter in the other aliases that were not included with previous submission. Repeat if necessary.</i></p> <p>Note: <i>Optional, from the party information screen, click [Review] to make sure aliases were added before clicking the [Submit] button.</i></p>	#	Last/Business name	First name	Middle name	Generation	Role	1	Jones	Sam	M.	Jr.	aka ▼	2	Sammy & Sons				dba ▼	3					aka ▼	4					aka ▼	5					aka ▼
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[Back to Main Menu](#)

[Back to Chapter 13 Menu](#)