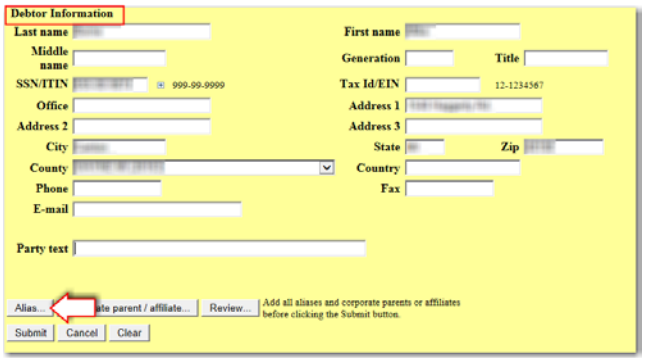
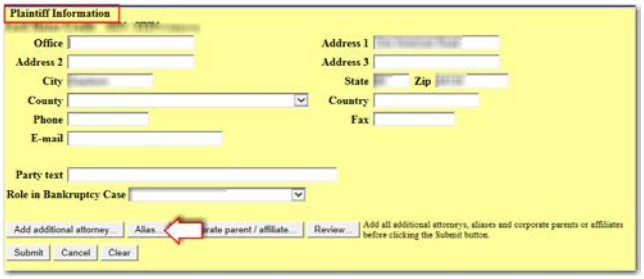
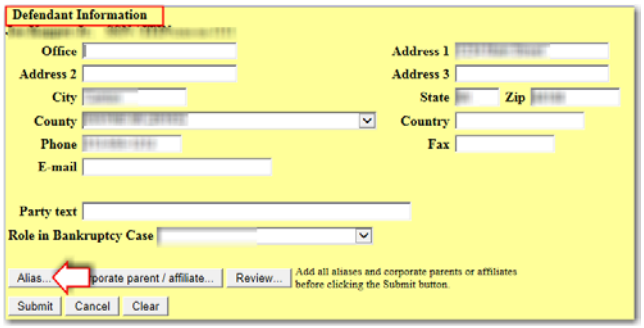
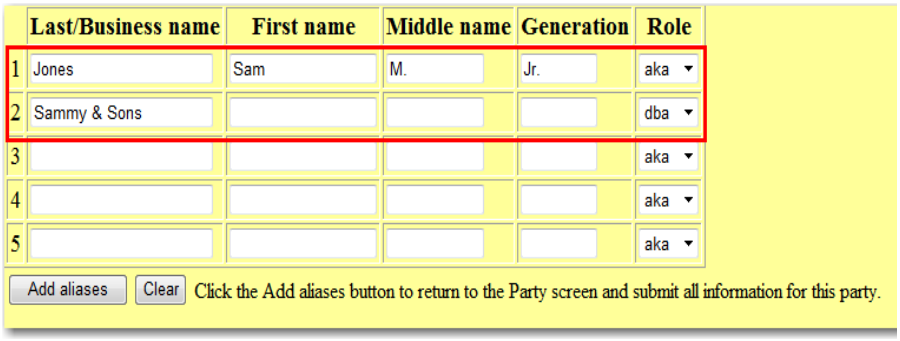
Adding an Alias

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

STEP	ACTION
1	

If…	Then…
New Bankruptcy	 ➢ Click [Alias…] from the debtor information screen.
New Adversary	  ➢ Click [Alias…] from the plaintiff information screen and/or the defendant information screen.

STEP	ACTION
2	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].  ***Note**: 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.* ***Note**: Optional, from the party information screen, click [Review] to make sure aliases were added before clicking the [Submit] button.*