

Create New Party during Adversary Case Opening (Plaintiff/Defendant)

Use these instructions when opening an adversary case and searching for the plaintiff or defendant, and the system comes back with no results found or not an exact match.

Note: *Name and address must match exactly to what is listed on the complaint/notice of removal for the plaintiff and defendant.*

Step	Action										
1	<p>The information typed in for the original search will pull into the applicable fields.</p> <table border="1" data-bbox="324 659 1398 1822"> <tbody> <tr> <td data-bbox="324 659 537 926">Last name</td> <td data-bbox="537 659 1398 926"> <p><u>If Individual</u></p> <ul style="list-style-type: none"> Type last name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Smith). <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Type the full name of the business/non individual entity (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Hogan Financial). </td> </tr> <tr> <td data-bbox="324 926 537 1125">First name</td> <td data-bbox="537 926 1398 1125"> <p><u>If Individual</u></p> <ul style="list-style-type: none"> Type first name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Joe). <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. </td> </tr> <tr> <td data-bbox="324 1125 537 1360">Middle name</td> <td data-bbox="537 1125 1398 1360"> <p><u>If Individual</u></p> <ul style="list-style-type: none"> Type middle name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. L., Larry). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. </td> </tr> <tr> <td data-bbox="324 1360 537 1598">Generation</td> <td data-bbox="537 1360 1398 1598"> <p><u>If Individual</u></p> <ul style="list-style-type: none"> Type generation (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Sr., Jr. III or IV). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. </td> </tr> <tr> <td data-bbox="324 1598 537 1822">Title</td> <td data-bbox="537 1598 1398 1822"> <p><u>If Individual</u></p> <ul style="list-style-type: none"> Type the title (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. President or Vice President). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. </td> </tr> </tbody> </table>	Last name	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type last name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Smith). <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Type the full name of the business/non individual entity (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Hogan Financial). 	First name	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type first name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Joe). <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. 	Middle name	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type middle name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. L., Larry). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. 	Generation	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type generation (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Sr., Jr. III or IV). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. 	Title	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type the title (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. President or Vice President). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank.
Last name	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type last name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Smith). <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Type the full name of the business/non individual entity (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Hogan Financial). 										
First name	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type first name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Joe). <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. 										
Middle name	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type middle name (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. L., Larry). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. 										
Generation	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type generation (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. Sr., Jr. III or IV). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. 										
Title	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type the title (exactly how it appears on the complaint/notice of removal). Use initial capitals (i.e. President or Vice President). If not applicable, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank. 										

Step	Action	
	SSN/ITIN	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Type in the social security number (hyphens not required). If not known, leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Leave blank.
	Tax ID/EIN	<p><u>If Individual</u></p> <ul style="list-style-type: none"> Leave blank. <p><u>If not an individual</u></p> <ul style="list-style-type: none"> Type in the social security number (hyphens not required). If not known, leave blank.
	Office	Leave blank
	Address 1,2,3	Type the plaintiff's/defendant's address, exactly as on the complaint/notice of removal.
	City	Exactly as on complaint/notice of removal.
	State	Exactly as on complaint/notice of removal.
	Zip	Exactly as on complaint/notice of removal.
	County	If known, select the correct county from the drop down list. Otherwise, leave blank.
	Country	Leave blank
	Phone	Leave blank
	Fax	Leave blank
	E-mail	Leave blank
	Party Text	<p>If you type text here (i.e. a Michigan Company), it will display on the docket next to the party's name italicized.</p> <p>(Example: J&J Inc., <i>a Michigan Company</i>)</p>
	Role in Bankruptcy Case	Make a selection from the drop down menu (Creditor, Debtor, Other/Not Applicable, Trustee, or U.S. Trustee/Bankruptcy Administrator).

Step	Action										
	<p>If applicable, make additional item selections to this case.</p> <table border="1" data-bbox="323 327 1396 705"> <thead> <tr> <th data-bbox="323 327 667 380"><u>Additional Items</u></th> <th data-bbox="667 327 1396 380"></th> </tr> </thead> <tbody> <tr> <td data-bbox="323 380 667 569">[Add additional attorney...]</td> <td data-bbox="667 380 1396 569"> To add an additional attorney to the case. See separate instructions. <i>Note: This item is not available when creating a new party for the defendant.</i> </td> </tr> <tr> <td data-bbox="323 569 667 615">[Alias]</td> <td data-bbox="667 569 1396 615">To add any alias listed on the petition. See separate instructions.</td> </tr> <tr> <td data-bbox="323 615 667 661">[Corporate parent/Affiliate...]</td> <td data-bbox="667 615 1396 661">Our Court is not using this feature at this time.</td> </tr> <tr> <td data-bbox="323 661 667 705">[Review]</td> <td data-bbox="667 661 1396 705">Review case information inputted thus far.</td> </tr> </tbody> </table>	<u>Additional Items</u>		[Add additional attorney...]	To add an additional attorney to the case. See separate instructions. <i>Note: This item is not available when creating a new party for the defendant.</i>	[Alias]	To add any alias listed on the petition. See separate instructions.	[Corporate parent/Affiliate...]	Our Court is not using this feature at this time.	[Review]	Review case information inputted thus far.
<u>Additional Items</u>											
[Add additional attorney...]	To add an additional attorney to the case. See separate instructions. <i>Note: This item is not available when creating a new party for the defendant.</i>										
[Alias]	To add any alias listed on the petition. See separate instructions.										
[Corporate parent/Affiliate...]	Our Court is not using this feature at this time.										
[Review]	Review case information inputted thus far.										
2	<p>Click [Submit] when completed.</p> <p><i>Note: A pop-up window may display in some cases saying certain information is blank.</i></p> <table border="1" data-bbox="443 966 1380 1388"> <thead> <tr> <th data-bbox="443 966 911 1018">If...</th> <th data-bbox="911 966 1380 1018">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1018 911 1073">Information is supposed to be blank.</td> <td data-bbox="911 1018 1380 1073"> <ul style="list-style-type: none"> Click [OK]. </td> </tr> <tr> <td data-bbox="443 1073 911 1388">Information needs to be added.</td> <td data-bbox="911 1073 1380 1388"> <ul style="list-style-type: none"> Click [OK]. The system will go to the next screen in the case process. Click the back arrow on your browser to go back to the plaintiff/defendant information screen and enter the appropriate data. Click [Submit] when completed. </td> </tr> </tbody> </table>	If...	Then...	Information is supposed to be blank.	<ul style="list-style-type: none"> Click [OK]. 	Information needs to be added.	<ul style="list-style-type: none"> Click [OK]. The system will go to the next screen in the case process. Click the back arrow on your browser to go back to the plaintiff/defendant information screen and enter the appropriate data. Click [Submit] when completed. 				
If...	Then...										
Information is supposed to be blank.	<ul style="list-style-type: none"> Click [OK]. 										
Information needs to be added.	<ul style="list-style-type: none"> Click [OK]. The system will go to the next screen in the case process. Click the back arrow on your browser to go back to the plaintiff/defendant information screen and enter the appropriate data. Click [Submit] when completed. 										
3	<table border="1" data-bbox="323 1518 1396 1738"> <thead> <tr> <th data-bbox="323 1518 618 1570">If Opening...</th> <th data-bbox="618 1518 1396 1570">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 1570 618 1656">An Adversary Case</td> <td data-bbox="618 1570 1396 1656"> <u>Plaintiff:</u> Proceed to step 10 (How to Open an Adversary Case) <u>Defendant:</u> Proceed to step 13 (How to Open an Adversary Case) </td> </tr> <tr> <td data-bbox="323 1656 618 1738">A Notice of Removal</td> <td data-bbox="618 1656 1396 1738"> <u>Plaintiff:</u> Proceed to step 10 (How to Open a Notice of Removal) <u>Defendant:</u> Proceed to step 13 (How to Open a Notice of Removal) </td> </tr> </tbody> </table>	If Opening...	Then...	An Adversary Case	<u>Plaintiff:</u> Proceed to step 10 (How to Open an Adversary Case) <u>Defendant:</u> Proceed to step 13 (How to Open an Adversary Case)	A Notice of Removal	<u>Plaintiff:</u> Proceed to step 10 (How to Open a Notice of Removal) <u>Defendant:</u> Proceed to step 13 (How to Open a Notice of Removal)				
If Opening...	Then...										
An Adversary Case	<u>Plaintiff:</u> Proceed to step 10 (How to Open an Adversary Case) <u>Defendant:</u> Proceed to step 13 (How to Open an Adversary Case)										
A Notice of Removal	<u>Plaintiff:</u> Proceed to step 10 (How to Open a Notice of Removal) <u>Defendant:</u> Proceed to step 13 (How to Open a Notice of Removal)										