

New Adversary Proceedings Batch Upload Instructions

(Effective August 2, 2004)

Adversary proceeding cover sheets, complaints, notices of removal, applications and proposed orders deferring filing fees, other new adversary proceeding documents, motions, and related documents may be uploaded in a single .zip file as a New Adversary Proceedings batch. The following rules apply to New Adversary Proceedings batches:

- New Adversary Proceedings batches shall be used to electronically file new adversary proceedings ONLY. They shall not include documents submitted for in pending adversary proceedings nor shall they be used to file new bankruptcy cases. Use *Single File Upload* or another batch to electronically file documents in pending adversary proceedings and to file new bankruptcy cases.
- The following documents ONLY may be uploaded in a New Adversary Proceedings batch:

- Adversary Proceeding Cover Sheet
- Complaint or Notice of Removal
- Appearance of Child Support Creditor or Representative
- Application and Proposed Order Deferring Filing Fee
- Application for Order Shortening Time
- Proposed Order Shortening Time
- Motion
- Notice of Hearing
- Declaration
- Supporting Document
- Proof of Service
- Proposed Order
- Other New Adversary Proceeding Document

- All new adversary proceeding documents for a particular plaintiff or removing party shall be included and uploaded together as part of the same New Adversary Proceedings batch. The names of all files related to a complaint or notice of removal should include the same bankruptcy case number and plaintiff or removing party name in the filename.
- New Adversary Proceedings batches must include an adversary proceeding cover sheet file and a complaint or notice of removal file with the same bankruptcy case number and plaintiff or removing party name combination in the file name.
- New Adversary Proceedings batches need not include appearance of child support creditor or representative files, application and proposed order deferring filing fee files, application for order shortening time files, proposed order shortening time files, motion files, notice of hearing files, declaration files, proof of

service files, supporting document files, proposed order files, or other new adversary proceeding document files in the batch. Adversary proceeding cover sheet files and complaint or notice of removal files will be uploaded regardless of whether any other document with the same bankruptcy case number and plaintiff or removing party name combination in the filename exist in the batch. However, appearance of child support creditor or representative files, application and proposed order deferring filing fee files, application for order shortening time files, proposed order shortening time files, motion files, notice of hearing files, declaration files, proof of service files, supporting document files, proposed order files, or other new adversary proceeding document files can not be included in a New Adversary Proceedings batch unless an adversary proceeding cover sheet file and complaint or notice of removal file with the same bankruptcy case number and plaintiff or removing party name combination in the filename is submitted as part of the batch.

- No more than one adversary proceeding cover sheet file, complaint or notice of removal file, appearance of child support creditor or representative file, and application and proposed order deferring filing fee file with the same bankruptcy case number and plaintiff or removing party name combination in the filename may be included in a New Adversary Proceedings batch.
- More than one other new adversary proceeding document file with the same bankruptcy case number and plaintiff or removing party name combination in the filename may be included in a New Adversary Proceedings batch.
- A New Adversary Proceedings batch may not contain more than one application for order shortening time file, proposed order shortening time file, motion file, or notice of hearing file with the same bankruptcy case number, plaintiff or removing party name and docket control number (DCN) combination in the filename per batch.
- More than one declaration file, proof of service file, and supporting document file with the same bankruptcy case number, plaintiff or removing party name and DCN combination in the filename may be included in a New Adversary Proceedings batch.

How to Create a New Adversary Proceedings Batch

1. Save each document to be uploaded in a separate .pdf file (one document per file) with a .pdf filename extension.
2. Use the following naming convention to name each file to be uploaded as part of a New Adversary Proceedings batch:

BkCaseNumber – XXXX – PartyName – DDD – NNN - S.pdf

where

- a. **BkCaseNumber** represents the number of the bankruptcy case under which the adversary proceeding arises. Bankruptcy case numbers in New Adversary Proceeding batch document filenames shall include the four digit year (i.e. 2004), a hyphen (-), and the five digit bankruptcy case sequence number (i.e. 20001).
- b. **XXXX** is one of the following codes that indicates the type of document in the file.
 - APCS** - adversary proceeding cover sheet
 - CMP** - complaint or notice of removal
 - CSC** - appearance of child support creditor or representative
 - PODF** - application and proposed order deferring filing fee
 - AOST** - application for order shortening time
 - MOT** - Motion
 - NTCH** - notice of hearing
 - DECL** - Declaration
 - SUP** - supporting document
 - POS** - proof of service
 - POST** - proposed order shortening time
 - PRO** - proposed order
 - NEWO** - other new adversary proceeding document
- c. **PartyName** is the last name, or first initial and last name, of the plaintiff or removing party filing the complaint or notice of removal
- d. **DDD-NNN** represents the docket control number (DCN) assigned to a motion. In New Adversary Proceedings batch documents, docket control numbers should be included in filenames for the following documents ONLY: applications for orders shortening time, proposed orders shortening time, motions, notices of hearing, declarations, proofs of service, supporting documents, and proposed orders. Do not include a docket control number in filenames for adversary proceeding cover sheet files, complaint or notice of removal files, appearance of child support creditor files, application and proposed order deferring filing fee files, or other new adversary proceeding document files.

Pursuant to Local Bankruptcy Rule 9013-1(c)(3), the docket control number shall consist of no more than 3 letters (which may be the initials of the attorney for the moving party or the first three initials of the law firm for the moving party) and the number that is one higher than the number of motions previously filed by said attorney or law firm in connection with that specific bankruptcy case. Symbols, such as ampersands, and special characters should not be used in docket control numbers.

In the file naming convention for New Adversary Proceedings batches, **DDD** represents the portion of the docket control number consisting of no more than three letters, and **NNN** represents the number portion of the docket control number. A hyphen is used in the filename to separate the two portions of the docket control number.

- e. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters that will uniquely identify files with the same bankruptcy case number, document code party name and DCN in the filename, and may include portions of account numbers or client initials, if you choose. For example, proofs of service for two different new adversary proceeding documents for a new adversary proceeding arising under bankruptcy case number 04-21001 commenced by the filing of a complaint by plaintiff Jane Doe may be submitted in the same New Adversary Proceedings batch using the filenames 2004-21001-POS-DOE-JDD-1-1AP.pdf and 2004-21001-POS-DOE-JDD-1-2AP.pdf. The following are examples of properly named .pdf files in a new Adversary Proceedings batch:

Batch 1 (documents for more than one plaintiff or removing party)

2001-22222-APCS-JJONES.pdf
2001-22222-CMP-JJONES.pdf
2003-29999-APCS-TSMITH.pdf
2003-29999-CMP-TSMITH.pdf
2003-29999-CSC-TSMITH.pdf

Batch 2 (documents for two plaintiffs or removing parties, one with a motion and related documents)

2002-23333-APCS-LHARRIS.pdf
2002-23333-CMP-LHARRIS.pdf
2000-25555-APCS-TJONES.pdf
2000-25555-CMP-TJONES.pdf
2000-25555-MOT-TJONES-VVF-1AP.pdf
2000-25555-NTCH-TJONES-VVF-1AP.pdf
2002-25555-DECL-TJONES-VVF-1-1AP.pdf
2002-25555-POS-TJONES-VVF-1-1AP.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:

- a. Select the .pdf files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.
 - b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).
 - c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.
4. You are now ready to upload the .zip file containing your batch as follows.
- a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.
 - b. Select the **New Adversary Proceedings** radio button.
 - c. Click the Browse button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.
 - d. Click the **Submit** button to complete your upload.
5. When upload is complete, you will be redirected to a confirmation page displaying the adversary proceeding numbers for each new adversary proceeding, as well as the confirmation numbers for each .pdf file included in the .zip batch.