

# How to File an AP Case with 50 Parties or More

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## Introduction

When an Adversary Proceeding (AP) case involves 50 parties or more, the Automated Docketing Interface (ADI) assists the parties and the Court by automatically creating these parties in CM/ECF. ADI eliminates the need to enter each party's individual record manually in the system. Adversary Proceedings with fifty or more parties must be filed using the ADI system using the following procedures.

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## How to Submit an AP Case using ADI

To submit an AP case using ADI, follow these steps:

1. As soon as possible (preferably at least 2 days) before opening the AP case, please contact the PROMESA Cases Information Line to initiate the filing process.
2. Create an Excel spreadsheet that follows the format specified in the "Technical Requirements" section.
3. Contact the PROMESA Cases Information Line to receive additional instructions on how to submit the required Excel spreadsheet and how to file the AP case.

**NOTE: The Excel spreadsheet will be verified and processed by Clerk's Office staff as soon as possible.**

PROMESA Cases Information Line	787.772.3401 1.888.889.5757
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### NOTE:

- **Do not file the summons as an attachment to the Complaint.**
- **Wait until the Adversary Proceeding case number has been assigned and then file the summons, including the Adversary Proceeding case number, as an attachment to a Notice or Motion for issuance of summons.**

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## Technical Requirements

Filers must submit the case parties' information in ADI within the parameters listed below:

- Click on the following URL link to download the ADI Microsoft Excel template:
  - <https://www.prd.uscourts.gov/promesa/sites/promesa/files/documents/35/ADI%20-%20add%20party.xlsx>

**NOTE: Filers must not alter the format of this Excel spreadsheet, nor add or remove columns**

- Do not include the following parties in the Excel spreadsheet:
  - First plaintiff listed in the complaint's caption
  - First defendant listed in the complaint's caption
- The following columns are required:
  - Role
    - Use dft for defendant
    - Use pla for plaintiff
  - Last Name
- Data values for the remaining columns are optional and may be left blank.
- All columns must be included in the Excel spreadsheet, even if the values are blank.
- A maximum number of 250 rows of case parties are allowed per Excel spreadsheet.
  - If an AP case involves more than 250 case parties, please create multiple Excel spreadsheets with a maximum of 250 rows each.

Please see example below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	role	lastName	firstName	middleName	generation	ssn	taxId	title	office	address1	address2	address3	city	state	zip	country	phone
2	pla	Perez	Carlos							Calle 123			San Juan	PR	00901		
3	pla	Rivera	Roberto						Bufete AB	PO BOX 123			San Juan	PR	00906		
4	dft	Ramirez	Pedro							Calle Host Num 123			Hato Rey	PR	00918		
5	dft	Doe	Jane														

Figure 1: Example of ADI Excel Spreadsheet

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## How to Amend Case Parties already named in an AP Case using ADI

To amend a complaint filed in an adversary proceeding to add newly disclosed defendants, follow these steps:

1. Submit an Amended Complaint naming the newly named defendants.
2. Create two Excel Spreadsheets to be sent by email that follows the format specified in the “Technical Requirements” section (see page 2).
  - The first Spreadsheet will name the new defendants to be added to the case.
    - Make sure that the Spreadsheet is identified with the case number and a letter to identify its sequence (i.e. A19-00XXX\_A.xlsx, A19-00XXX\_B.xlsx, etc.) and that the email clearly indicates that it is to add those defendants to the AP case identified.
  - The second Spreadsheet will name the defendants to be terminated to the case.
    - The party that needs to be terminated must be identified by its exact name so make sure that the parties are listed correctly and that their listed names exactly match the names as filed on the case.
    - The Spreadsheet should also list the AP case number in which defendants are to be terminated and the email accompanying it (i.e. T19-00XXX.xlsx).

**NOTE: The number of active defendants named in an AP case may not be greater than 250 defendants, exclusive of defendants that have been or are being terminated.**

- If an AP case involves more than 250 defendants, please follow the same procedure on “How to file an AP Case with 50 Parties or More” (see page 1) to open a new case (or cases) to cover the defendants exceeding 250. The new case(s) should be designated as related to the original case in which the complaint is being amended. Be sure to include the related AP case number in the space provided in the PROMESA Adversary Cover Sheet (Form 1040). This will allow court staff to make the related case association in CM/ECF. The system does not allow Attorneys to create related case associations when opening an AP case.

RELATED ADVERSARY PROCEEDING (IF ANY)		
PLAINTIFF	DEFENDANT	ADVERSARY PROCEEDING NO.
DISTRICT IN WHICH CASE IS PENDING	DIVISION OFFICE	NAME OF JUDGE
SIGNATURE OF ATTORNEY (OR PLAINTIFF)		
DATE	PRINT NAME OF ATTORNEY (OR PLAINTIFF)	

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## Excel Spreadsheet Specifications

The Excel spreadsheet must include all of the following data columns:

Column Title	Maximum Number of Characters	Required?	Description
role	10	<b>Required</b>	Party Role: <ul style="list-style-type: none"><li>• Use <b>dft</b> for defendants</li><li>• Use <b>pla</b> for plaintiffs</li></ul>
lastName	200	<b>Required</b>	Last Name of party
firstName	20	No	First Name of party
middleName	15	No	Middle Name of party
generation	5	No	Generation of party
ssn	59	No	A maximum of 5 comma-separated Social Security numbers for the party (11 characters each, with hyphens)
taxId	54	No	A maximum of 5 comma-separated tax IDs for the party (10 characters each, with hyphens)
title	20	No	Party's Title
office	40	No	Party's Office
address1	40	No	First line of address of party
address2	40	No	Second line of address of party
address3	40	No	Third line of address of party
city	24	No	Party's city
state	2	No	Party's state
zip	15	No	Party's ZIP code
country	10	No	Party's country
phone	25	No	Party's phone number