
Amended Complaint

STEP	ACTION
1	Click Adversary from the blue menu bar in CM/ECF.
2	Select Complaint & Summons from the list of Adversary Events.
3	Type in the Case Number and click [Next].
4	Select “Amended Complaint” from the list of available events and click [Next].
5	Select the party filing (the plaintiff) from the list and click [Next]. <i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i>
6	Select the party that this filing is against (the defendant) and click [Next]. <i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i>
7	Associate the pdf, add attachments if necessary, and click [Next]. See separate instructions for browsing for pdfs and adding attachments.
8	Check the box to refer to existing event and click [Next].
9	Check the box for the most recent complaint and click [Next]. If no other amended complaint was filed on this case, the original complaint will appear with the box already checked.
10	Modify docket text screen displays. If applicable, add text in the box provided and click [Next]. <i>Note: It is not mandatory to modify text.</i>

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11	<p>Final text screen displays. Verify text and click [Next]. The document is officially filed once you click [Next].</p> <p><i>Note: Before you click [Next], if you notice an error, you will need to either go back to the screen where the information was entered incorrectly or start the docketing process over.</i></p>
12	The NEF (Notice of Electronic Filing) displays. Transaction completed.

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