

Answer to Complaint

STEP	ACTION	
1	Click or Hover on Adversary on the CM/ECF blue menu bar.	
2	Click on Answers... from the list of Adversary Events.	
3	Click the Complaint, 3rd, cross, counter hyperlink.	
4	Type in the Case Number and click [Next].	
5	If...	Then...
	Jointly filing with other attorney.	<ul style="list-style-type: none"> • Check the box. • Click [Next]. • Select the other attorney(s) from the list. The party the attorney represents will be in the []'s to the right of the attorneys name. • Verify information in pop-up window. <p style="text-align: right;"><i>Note: If there are multiple names to select, hold the <Ctrl> key down on the keyboard and click on each name.</i></p> <ul style="list-style-type: none"> • Click [Next]. • Proceed to next step.
Not jointly filing with other attorney.	<ul style="list-style-type: none"> • Leave box unchecked. • Click [Next]. • Proceed to next step. 	
6	Select the party (defendant) filing the answer and click [Next]. <p style="text-align: center;"><i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i></p>	

STEP	ACTION						
7	<p>Important: The following attorney/party association(s) will be created in this case.</p> <table border="1" data-bbox="516 365 1419 659"> <thead> <tr> <th data-bbox="516 365 786 417">IF YOU...</th> <th data-bbox="786 365 1419 417">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 417 786 512">Leave Box Checked (Default)</td> <td data-bbox="786 417 1419 512">Click [Next]: the filing attorney will receive Notice of Electronic Filings for the party.</td> </tr> <tr> <td data-bbox="516 512 786 659">Uncheck Box</td> <td data-bbox="786 512 1419 659">Click [Next]: the filing attorney will not receive Notices of Electronic Filings for the party and you will not be connected as the attorney for the party.</td> </tr> </tbody> </table> <p><i>Note: If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</i></p>	IF YOU...	THEN...	Leave Box Checked (Default)	Click [Next]: the filing attorney will receive Notice of Electronic Filings for the party.	Uncheck Box	Click [Next]: the filing attorney will not receive Notices of Electronic Filings for the party and you will not be connected as the attorney for the party.
IF YOU...	THEN...						
Leave Box Checked (Default)	Click [Next]: the filing attorney will receive Notice of Electronic Filings for the party.						
Uncheck Box	Click [Next]: the filing attorney will not receive Notices of Electronic Filings for the party and you will not be connected as the attorney for the party.						
8	Check box to link this answer to the complaint and click [Next].						
9	Associate the pdf, add attachments if necessary and click [Next]. See separate instructions for browsing for pdfs and adding attachments.						
10	Click [Next], the check box selections do not apply to an answer to a complaint.						
11	<p>Modify docket text screen displays. If applicable, select an option from the drop down menu and/or add text in the box provided and click [Next].</p> <p><i>Note: It is not mandatory to modify text. There is no spell check and whatever is selected from the drop down menu or typed in the field will come out italicized on the docket.</i></p>						
12	<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>						
13	The NEF (Notice of Electronic Filing) displays. Transaction completed.						