

Answer to Complaint

This module will demonstrate the steps required for external users to docket the answer to a complaint in an adversary case.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar.
- STEP 2** The **ADVERSARY EVENTS** screen displays.
- Click on the Answers... hyperlink.
- STEP 3** The next screen lists two menu selections for Answers.

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: If this answer includes a third-party complaint, cross-claim, or counterclaim, that is covered later in this event.

- STEP 4** The **CASE NUMBER** screen displays. The system will display the number of the last case you accessed in this session.
- If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
 - Click **[Next]**.
- STEP 5** The **CASE VERIFICATION** screen displays.
- The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.

- NOTE:** If you are filing the pleading with another attorney, you would check the box *Joint filing with other Attorney(s)*. Then select the appropriate attorney from the list.
- Click **[Next]**.
- STEP 6** The **SELECT PARTY** screen then displays all of the parties in the case.
- Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.
- STEP 7** The **PARTY/ATTORNEY ASSOCIATION** screen displays.
- Although you have selected an attorney and a party for the answer, the application doesn't automatically link them. This screen, then, is to tell the application that the selected party is represented by the selected attorney. To make that association, click in the check box, then click **[Next]**.
- STEP 8** The **COMPLAINT** screen displays.
- This screen displays the pending complaints in the case. Click in the check box, as shown, to indicate which complaint this answer should be related to, then click **[Next]**.
- STEP 9** Click **[Next]**.
- STEP 10** The **PDF DOCUMENT** screen appears.
- Select the PDF document associated with this entry, follow these steps:
- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box.
- The System will enter the path and name of the PDF document selected into the Filename field. Click **[Next]** to continue.

STEP 11 The next screen provides secondary complaints to be addressed. This screen provides the option of combining the answer with another claim.

- Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box. Click **[Next]** to continue.
- If this answer contains no other claims, ignore the check boxes and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

STEP 12 The **MODIFY DOCKET TEXT** screen displays.

- A supplemental text box window and prefix box are available to add more detail to the docket text.
 - Click the – to display the prefix options.
- Verify the accuracy of the docket text. This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.
- If the docket text is correct, click on the **[Next]** button to continue.

STEP 13 The **FINAL TEXT** screen will appear next.

NOTE: **This is the last opportunity to make any changes to this event.**

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct,
 - C Click **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen displays.

The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu.
- When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
- When a copy of the **Notice of Electronic Filing** is e-mailed to each subscriber on the case, the following message will display at the top of the notice:

Notice of Electronic Filing:

Case Number Hyperlink to PACER

Date and time stamp information

Case Title

Document number hyperlink to document (free look)

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.