

Answer to Complaint

This process shows the steps required for an attorney to file the answer to a complaint in an adversary case.

STEP 1 From the ECF main menu, click on the **Adversary**. (See Figure 1.)



Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays.

➤ For further information on each of these categories, click the help icon. 

Click **Answers/Resp/Obj's**

STEP 3 The next screen lists two menu selections for **Answers**.

➤ **Motions/Applications** is for documents filed in response to a motion or application such as joinder, memorandum, objection, reply or response.

➤ **Complaint, 3rd, cross, counter** is for answers to these types of documents. For this lesson, we are docketing the answer to the original complaint in the case.

Click **Complaint, 3rd, Cross, Counter**.

➤ **NOTE:** If this is an **Amended Answer** then go to **Notice/Other Events** and choose **Amended Answer**. Follow the steps as in filing an Answer.

STEP 4 The **CASE NUMBER** screen displays. *The system usually displays the number of the last case you accessed in this session.*

Enter the desired **adversary case number** in the format YY-9NNNN (i.e. 01-90001).

➤ **NOTE:** **BE CAREFUL** to enter the correct number for adversary cases. **ALL ADVERSARY CASES that have been opened in the ECF system**

will start with a 9 for the case number. (For example 01-90010). The adversaries that have a Bancap Number will keep that Bancap number. (For example, Bancap No. 01-3100 will stay the same).

- Click **[Next]**.

STEP 5 The **PARTY SELECTION** screen the displays.

- On this screen you select the defendant(s) for whom this answer is being filed.
- Click the party name to select it.
- Click the **[Next]** button.

STEP 6 The **ATTORNEY/PARTY ASSOCIATION** screen displays.

- Although you have selected a party for the answer, this adversary event doesn't automatically associate you with that party. This screen associates the selected party with the attorney who is logged in.
- Click the check box to make the association.
- Click the **[Next]** button.

STEP 7 The **ANSWER A COMPLAINT** linking screen displays.

- This screen displays the complaints in the case.
- Click in the check box to link the answer to the appropriate complaint.
- Click the **[Next]** button.

STEP 8 The **PDF DOCUMENT** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path name for the document being filed.
- To verify that this is the appropriate document, highlight the document name.
 - ▶ Right click with your mouse.

- ▶ Select **open** to view the imaged document.
- ▶ Click **X** in the upper-right corner to exit the image.
- ▶ If correct, double-click the PDF file to select it.

- Unless you have a separate PDF file to attach (scanned exhibits, etc.) leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (If you select **Yes** then go to the section on Motions/Applications for a step by step procedure.)

- Click the **[Next]** button.

STEP 9 The **ANSWER A COMPLAINT** screen displays.

- If the answer includes a *cross-claim*, *third party complaint*, or *counterclaim*, check the appropriate box.

 - If the answer does not include any other claims, leave the *cross-claim*, *third party complaint*, or *counterclaim* boxes unchecked.
- **NOTE:** If you check one of the boxes, the system will lead you through entering the required information regarding the new claimant.
- Click the **[Next]** button.

STEP 10 The **PARTY/FILER** screen displays (ONLY when cross-claim, third party complaint or counterclaim has been selected for inclusion).

- Select the party **against** whom you are filing this counterclaim, cross-claim or third party complaint. For this example, assume a counterclaim. Parties may be added to the case when they are not listed. Click the **Add/Create Party** hyperlink.
- When adding a third party to the case, use care in entering the **Role** type information; **3rd Party Plaintiff** or **3rd Party Defendant**.
- Click the **[Next]** button.

STEP 11 The **MODIFY TEXT** screen displays.

- In the white text box you can insert any additional descriptive text that you feel is relevant. Any text inserted here will appear in italics in the final docket entry.

- Verify the accuracy of your text.
- Click the **[Next]** button.

STEP 12 The **FINAL TEXT EDITING** screen displays.

- This is your last opportunity to change the event.
- If the docket text is correct, click **[Next]** to continue.

STEP 13 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. The notice will also indicate the parties that have or have not been electronically served with the filing.
- The **Case Number** hyperlink will display the docket report for this case.
- The **Document Number** hyperlink will display the PDF image of the application just filed.
- To print a copy of this notice, click the browser **[Print]** icon or click **[File]** on the browser menu bar and select **Print**.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ▶ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

➤ **NOTE:** You **MUST** enter your PACER login and password to view any documents or reports or perform any queries.