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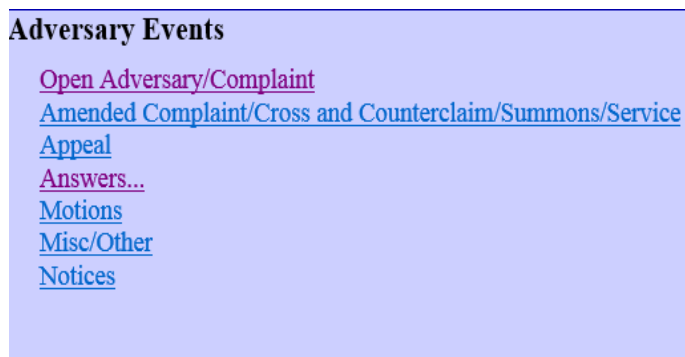
## How to File an Answer to a Complaint

This section explains how to docket an answer to a complaint.

**Step 1** Click **ADVERSARY** on the ECF Main Menu.



**Step 2** Select the **Answers** Category



**Step 3** Click the "Complaint, 3<sup>rd</sup>, cross, counter" hyperlink.



**Step 4** Enter the **ADVERSARY CASE NUMBER** screen displays

A screenshot of the "Answer a Complaint" screen. The screen has a light blue background. At the top, the title "Answer a Complaint" is displayed in blue. Below the title is a form with a label "Case Number" and a text input field. Below the input field are two buttons: "Next" and "Clear".

## Filing an Adversary Proceeding

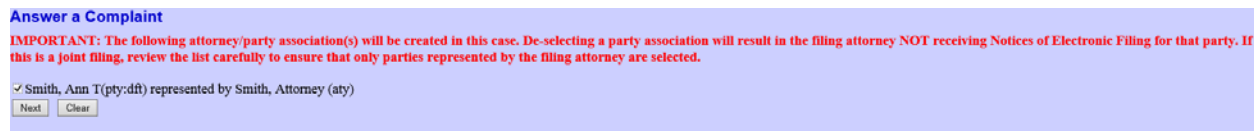
**Note:** Enter the case number, including the hyphen. At the next screen check mark the box only if filing with another attorney, otherwise, Click Next.

**Step 5** The **SELECT PARTY** screen displays. Pick the party filing the answer and click **Next**.



The screenshot shows a web interface titled "Answer a Complaint". Under the heading "Select the Party:", there is a dropdown menu with the following options: "[Creditor]", "Aylward, Jillian Kindlund [Trustee]", "Chrysler Credit Corporation, [Creditor]", "Maarkarkrk, Mark [Defendant]", "Rodolakis, Stephan M. [Trustee]", "Rodolakis, Stephan M. [Cross Defendant]", "Siarvilvrk, Mark [Debtor]", and "Smartmitrol, Carol L. [Creditor]". To the right of the dropdown is a blue hyperlink labeled "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear".

**Step 6** The **ATTORNEY/PARTY ASSOCIATION** screen appears. Since you are new as the attorney for the party you are representing, you will need to establish the Attorney/Party Association or link. Ensure that the box is checked and click **Next**.



The screenshot shows a web interface titled "Answer a Complaint". Below the title, there is a red warning message: "IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected." Below the warning, there is a checkbox with the text "✓ Smith, Ann T(pty:df) represented by Smith, Attorney (aty)". At the bottom of the screen are two buttons: "Next" and "Clear".

**Step 7** The next screen is the **Answer a Complaint**. Make sure to check off the box to create the linkage between the answer and complaint and click **Next** to continue.

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	11/02/2015	1	Adversary case 15-01001. Complaint by David B. Maavoadovid against Ann T Smith. Fee Amount \$350. Nature of Suit(62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud))(Smith, Attorney)

Next Clear

**Step 8** The **PDF DOCUMENT SELECTION** screen displays.

Answer a Complaint

Filename

Browse...

Attachments to Document:  No  Yes

Next Clear

1. Click **Browse**, then navigate to the directory where the PDF file is located and remember to right click to view to see that the document is the correct one.
2. Double-click the PDF file to select it.
3. In this example, there will be no attachments. Accept the **No** default radio button and click **Next**.

**Step 9** The **Counterclaim, Cross-Claim and Third-Party** screen appears. Check any that are applicable and Click **Next**.

### Answer a Complaint

Does this filing include a **third-party** complaint? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **counterclaim** ? (If yes, click on the box)

**Step 10** A screen will appear asking if you require a Jury demand. Click **Next**.

### Answer a Complaint

**Do you require a Jury demand? Please answer yes or no on the following screen.**

**Step 11** Select Yes or No in the drop down box and Click **Next**.

### Answer a Complaint

Select One

**Step 12** The Modify Text Screen Appears. Complete the docket text and click **Next**.

### Answer a Complaint

Docket Text: Modify as Appropriate.

Answer to Complaint  with certificate of service  filed by Ann T Smith . (Smith, Attorney)

- Step 13** The **FINAL DOCKET TEXT** screen appears. Use caution on this screen and proof the contents of the entry carefully. If you are satisfied with your entry, click **Next** and the entry is sent to the court's database.

**Answer a Complaint**

Docket Text: Final Text  
**Answer to Complaint with certificate of service filed by Emma Stubbs, Norman Stubbs. (Love, A)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?

**Note:** To abort or restart the transaction, click any of the hyperlinks on the Main Menu bar.

- Step 14** The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

Notice of Electronic Filing

The following transaction was received from Attorney Smith entered on 11/2/2015 at 12:25 PM EST and filed on 11/2/2015

**Case Name:** Maavoadovid v. Smith  
**Case Number:** [15-01001](#)  
**Document Number:** [2](#)

**Docket Text:**  
Answer to Complaint with certificate of service filed by Ann T Smith. (Smith, Attorney)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**H:\2005 Training\complaint.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1021399670 [Date=11/2/2015] [FileNumber=181916-0]  
[7a647e3ff5007f3c3546174418c50b92ea0bc4c34a902e3f3987a3af6e8241b637e4  
76d920211714ffe410791dccc30e3598a7178572ced34dd782c8c204362f]]

**Note:** It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.

Although the user may click on the Back button the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.