

FILING AN ANSWER TO COMPLAINT

- * At the CMECF home page shown below, click **Adversary**.



- * The **Adversary Events** list screen appears as shown below.



- * Click **Answers**.

The **Answers** screen appears as shown below.



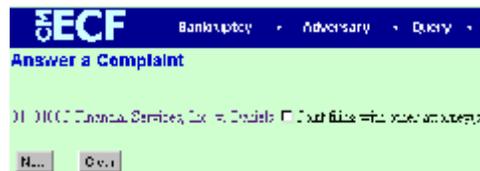
NOTE: The **Answers** screen prompts whether the answer being filed refers to a Motion/Application within the adversary or to a Complaint, 3rd party, cross or counter claim.

- * Click **Complaint, 3rd, cross, counter.**

The **Case Number** screen appears



- * Enter the correct Adversary Proceeding Number.
- * Click **Next**.
- * The next screen displays the title of the adversary and prompts if this is a joint filing with another attorney.



- * If you are filing this answer jointly with another attorney, select the box to indicate **Yes**. After clicking **Next** you will be presented with a screen prompting you to select the additional attorney.
- * If this is not a joint filing, click **Next**.

The **Party Selection** screen appears.



- * Select the party on whose behalf the answer is being filed.
- * Click **Next**.

The Party/Attorney Association screen appears.



NOTE: Although you have selected the party whom you are representing, the system prompts you to create the association between you and the party.

- * Indicate **Yes** by selecting the box.
- * Click **Next**.

The “reference” screen appears as shown below.



- * In order to link the Answer to the Complaint, select the box to the left of the complaint date field.
- * Click **Next**.

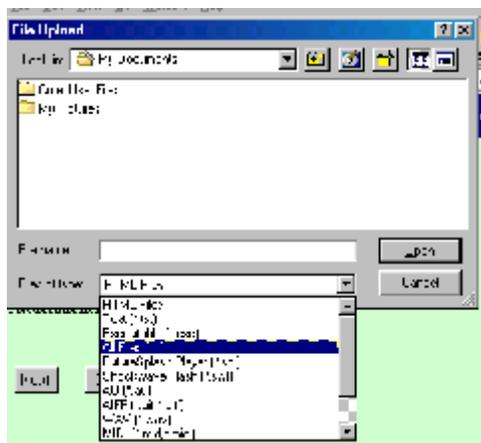
The **Select pdf document** screen appears as shown below. You need to locate, preview and associate the correct pdf file with the docket entry. This screen is used for associating the imaged document with this entry.



- * Click the **Browse** button.

The File Upload screen appears.

- * Click the down arrow to the right of the **Files of type** field as shown below.



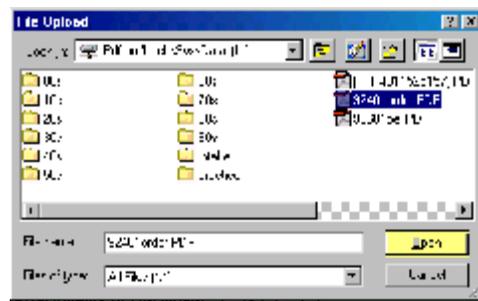
The selected file will open with Adobe Acrobat Reader.



- * Check the file to confirm that it is the correct one.
- * Close Acrobat Reader by clicking the **X** on the blue Adobe Title bar.

This will bring you back to the File Upload window.

- * Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This step associates the file to the entry.

- * Click **Next**.

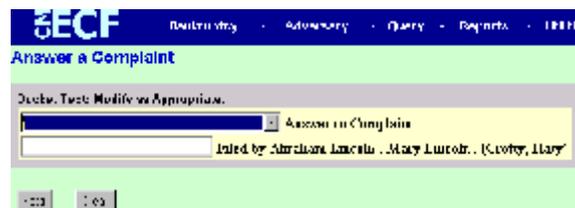
The next screen as shown below prompts whether the Answer includes a third-party complaint, a cross claim or a counter claim.



- * If the answer includes any of the foregoing, indicate so by selecting the appropriate box.
- * If not, leave the boxes blank.
- * Click **Next**.

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

The **Modify Text** screen appears as shown below.

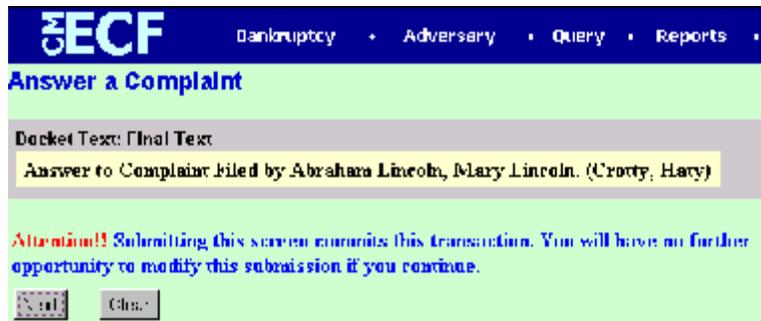


- * Verify the docket entry.

NOTE: If there is an error, click the browser's **BACK** button to return to the screen on which the error was made OR to abort or re-start the transaction, click on another hyperlink on the Main Menu Bar.

- * If the entry is correct, click **Next**.

The **Final Text** screen appears as shown below.



This is the last opportunity to correct or abort this transaction.

* If the docket entry is correct, click **Next**.

The Notice of Electronic Filing appears.



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.

When the Notice of Electronic Filing is e-mailed to each subscriber in the case, the following message will display at the top of the notice:

*****NOTE TO PUBLIC USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

The Case Numbers on the Notice are hyperlinks to the docket sheets.

The Document Numbers are hyperlinks to the pleading.

To print a copy of this notice, click the **Print** button on your browser's toolbar.

Filers will have access to the Notice of Electronic Filing (their one free view) at the time of their filing; but subsequent access must be made through the PACER system.