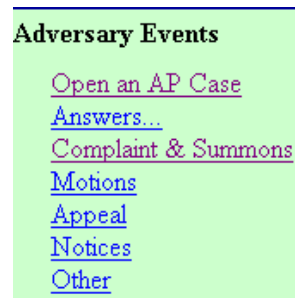


## FILING AN ANSWER TO A COMPLAINT

- \* 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.

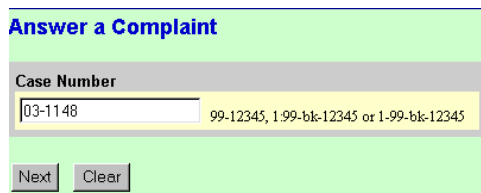


**NOTE:** The **Answer** screen prompts whether the answer being filed refers to a Motion/Application within the adversary or to a Complaint, 3rd party, cross or counter claim.

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

The **Case Number** screen appears.

- \* Enter the correct Adversary Proceeding Number as shown in the screen below.



**Answer a Complaint**

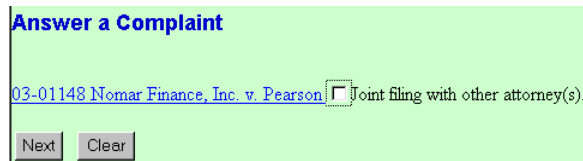
Case Number

03-1148 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

- \* Click **Next**.

- \* The next screen displays the title of the adversary and prompts whether this is a joint filing with another attorney.



**Answer a Complaint**

03-01148 Nomar Finance, Inc. v. Pearson  Joint filing with other attorney(s).

Next Clear

- \* 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 as shown below.

**Answer a Complaint**

Select the Party:

Nomer Finance, Inc. [Plaintiff] [Add/Create New Party](#)  
Pearson, Penelope [Defendant]

Next Clear

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

The Party/Attorney Association screen appears.

**Answer a Complaint**

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

Pearson, Penelope(pty.dft) represented by Crotty, Attorney (aty)

Next Clear

**NOTE:** 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.

Include	Date	#	Docket Text
<input type="checkbox"/>	09/11/2003	1	Complaint Under Section 523 by Nomar Finance, Inc. against Penelope Pearson. Receipt Number cc, Fee Amount \$150. (Crotty, Attorney)

Next Clear

\* In order to link the Answer to the Complaint, select the **Include** 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.

ECF Bankruptcy · Adversary ·

Open Adversary/MP Case

Select the pdf document (for example: CM199cv501-21.pdf).

Filename

Browse...

Attachments to Document:  No  Yes

Next Clear

\* 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.

File Upload

Look in: My Documents

Corel User Files  
My Pictures

File name:

Files of type: HTML Files

Open

Cancel

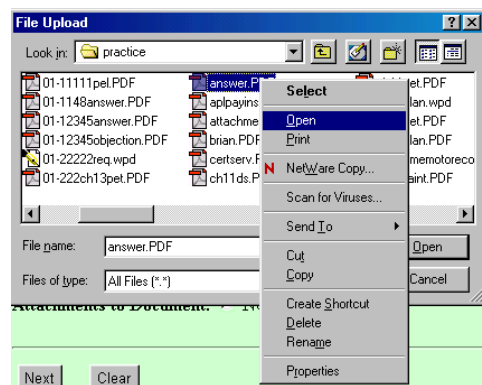
Next Clear

- \* In the drop-down box, click on **All Files (\*.\*)**.
- \* Locate the appropriate PDF file.

**NOTE:** Always preview a file before you associate it with the docket entry.

- \* To preview the file, right click the file.

A drop-down menu as shown below will appear.

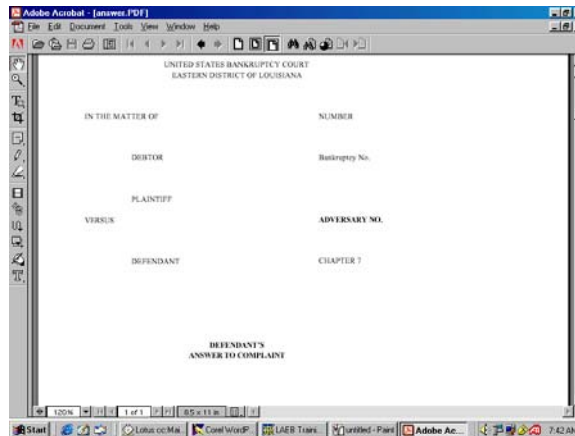


- \* Left click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



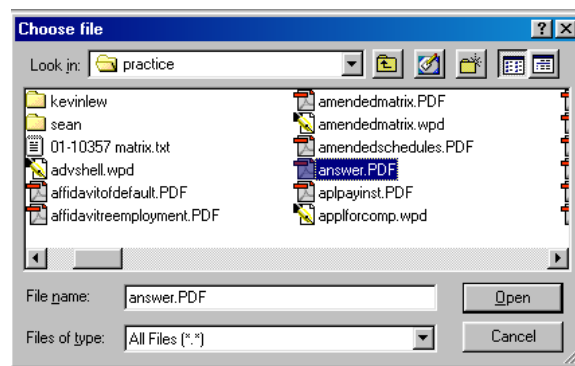
The selected file will open with Adobe Acrobat Reader.



- \* 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**.

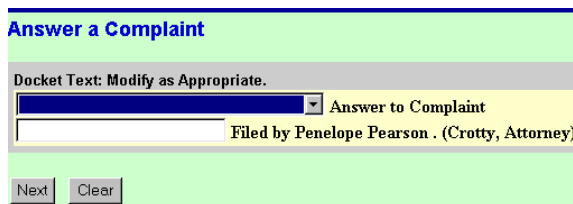
The next screen as shown below prompts whether the Answer includes a third-party complaint, a cross claim or a counter claim.



- \* 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.

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.

**Answer a Complaint**

Docket Text: Final Text  
Answer to Complaint Filed by Penelope Pearson. (Crotty, Attorney)

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

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.

**Answer a Complaint**

U.S. Bankruptcy Court  
Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was received from Crotty, Attorney entered on 9/11/2003 at 12:05 PM CDT and filed on 9/11/2003

**Case Name:** Nomar Finance, Inc. v. Pearson  
**Case Number:** [03-01148](#)  
**Document Number:** [2](#)

**Docket Text:**  
Answer to Complaint Filed by Penelope Pearson. (Crotty, Attorney)

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

**Document description:**Main Document  
**Original filename:**L:\practice\answer.PDF  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=988663450 [Date=9/11/2003] [FileNumber=66141-0] [97cab374eccc0c9e370f1adb70a5afd47ac98be0d7e66f3c7381b4ebeeee2577dbcbadb20c81897007647ebdee9cf6277e15355e1d7e73ce8c94eaa6fa56940]]

**03-01148 Notice will be electronically mailed to:**

**03-01148 Notice will not be electronically mailed to:**

Attorney Crotty  
Crotty & Crotty  
9999 Mount Rushmore Road  
New Orleans, LA 70130

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 at a charge of .08¢ a page.