

Answer to Complaint *For Attorneys*

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case. For this lesson, we'll assume that you are logged in to the CM/ECF system as the attorney George Harrison.

STEP 1 Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays. (See Figure 2.)

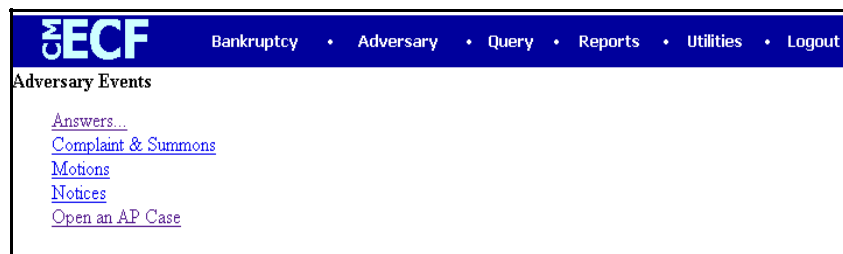


Figure 2

◆ Click on the Answers... hyperlink.

- STEP 3** The next screen lists two menu selections for Answers.
(See Figure 3.)

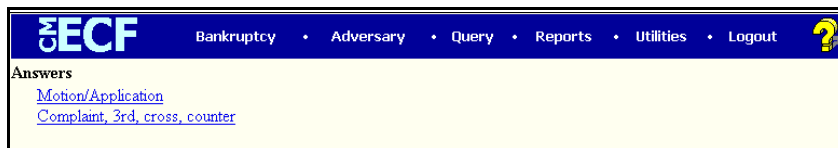


Figure 3

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, and/or counterclaim, continue processing. These claims will be covered later in this instruction.

- STEP 4** The **CASE NUMBER** screen displays (See Figure 4). The system will display the number of the last case you accessed in this session.

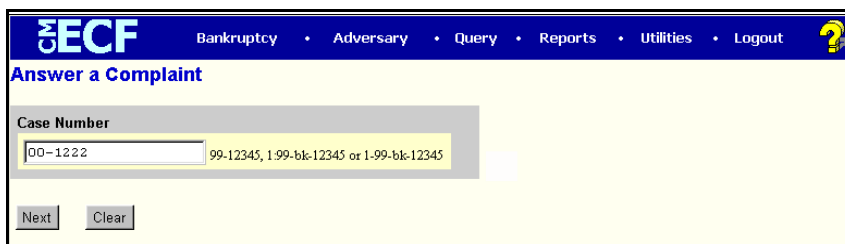
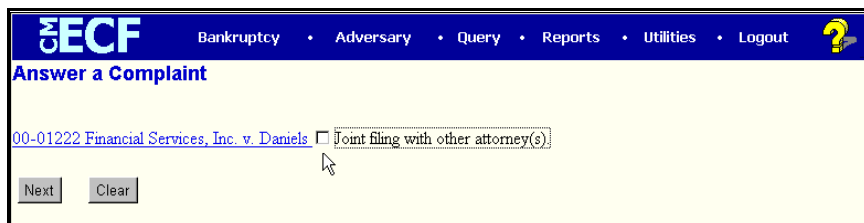


Figure 4

- ◆ 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 system will then display a screen to verify the event and case you are docketing. (See Figure 5.)

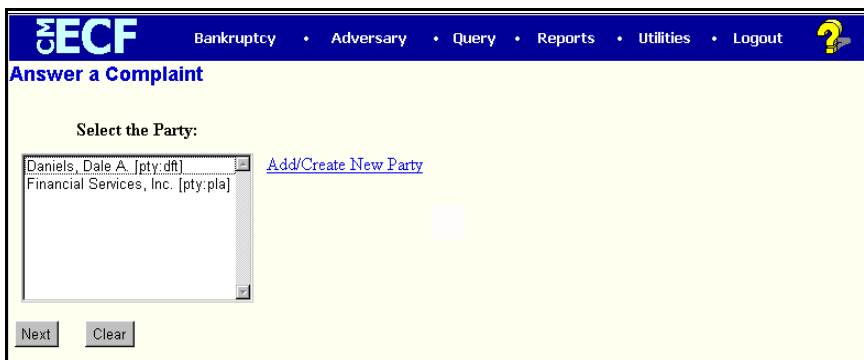


The screenshot shows the 'Answer a Complaint' screen. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main heading is 'Answer a Complaint'. Below this, the case number '00-01222 Financial Services, Inc. v. Daniels' is displayed. To the right of the case number is a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are two buttons: 'Next' and 'Clear'.

Figure 5

- ◆ If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If the information is correct, click **[Next]**.

- STEP 6** The **SELECT PARTY** screen then displays all of the parties in the case. (See Figure 6.)



The screenshot shows the 'Select the Party' screen. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main heading is 'Answer a Complaint'. Below this, the text 'Select the Party:' is displayed. To the left of this text is a list box containing two entries: 'Daniels, Dale A. [pty:dft]' and 'Financial Services, Inc. [pty:pla]'. To the right of the list box is a link labeled 'Add/Create New Party'. Below the list box are two buttons: 'Next' and 'Clear'.

Figure 6

- ◆ Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.

- STEP 7** The **PARTY/ATTORNEY ASSOCIATION** screen may display. (See Figure 7.)

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title 'Answer a Complaint'. The main content area contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a single entry: a checked checkbox followed by 'Daniels, Dale(pty:dfi) represented by Harrison, George (aty)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 7

- ◆ If this is the first time you are filing a document as attorney for this defendant, the CM/ECF system will ask you to associate yourself as representing this party. Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link. Click in the check box, then click **[Next]**.

- STEP 8** The Complaint screen displays next. (See Figure 8.)

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title 'Answer a Complaint'. The main content area contains a table with the following columns: 'Include', 'Date', '#', and 'Docket Text'. There is one row of data: an unchecked checkbox, the date '06/15/2002', the number '1 424', and the text '(Obj/Revocation Discharge 727): Complaint by ABC Company against Dale A. Daniels. Receipt Number cc, Fee Amount \$150. (Harrison, George)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 8

- ◆ This screen shows the complaint (and other related events) in the case. It allows you to link the answer to the complaint. Click in the check box to link the appropriate complaint, then click **[Next]**.

STEP 9 The **PDF DOCUMENT** screen will then be presented.
(See Figure 9a.)

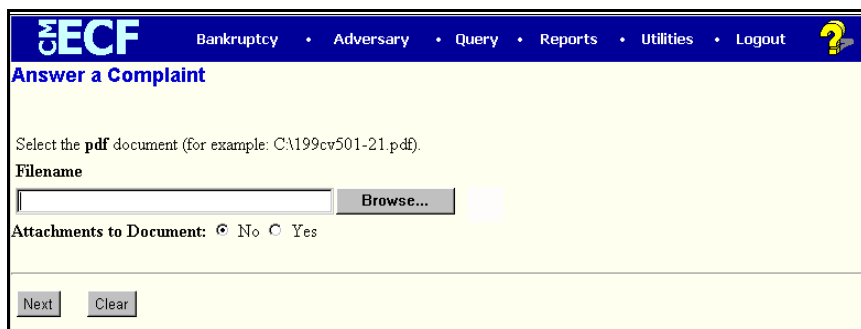


Figure 9a

- ◆ To associate the imaged document with this entry:
 - 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**. (See Figure 9b.)

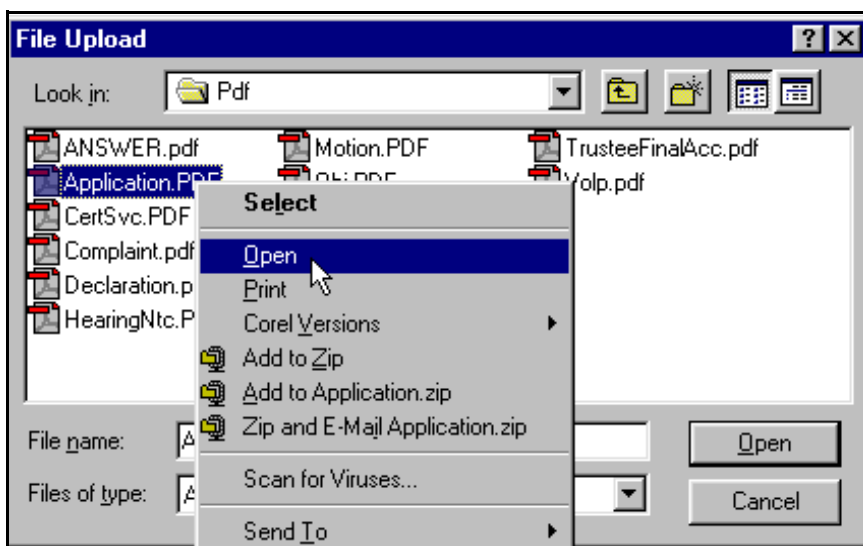


Figure 9b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 9c.)

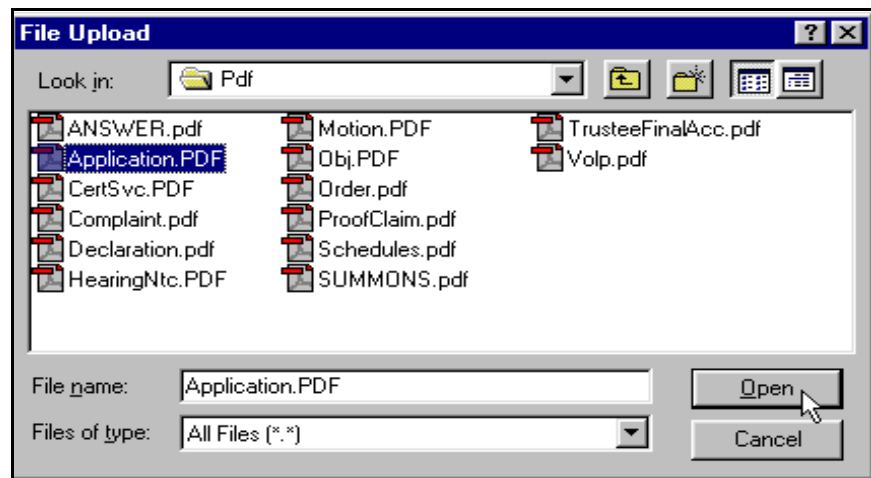


Figure 9c

- The system will enter the path and name of the PDF document selected into the Filename field of Figure 9a. Click **[Next]**.

STEP 10

The next screen provides secondary complaints to be addressed. (See Figure 10.) This screen provides the option of combining the answer with another claim.

Figure 10

- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es), then click **[Next]** to continue.

- ◆ If this answer contains no other claims, leave the check boxes unchecked 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 11 The next screen provides the certificate of service of the answer to be addressed. (See Figure 11)

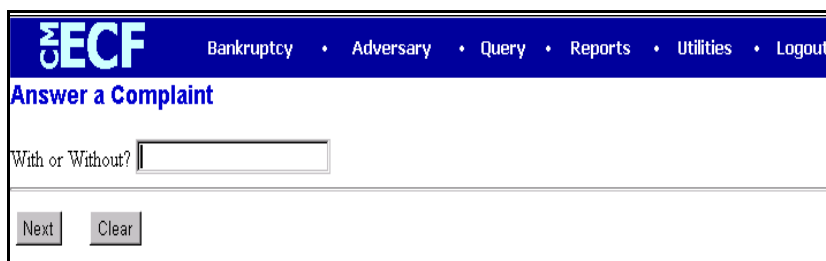


Figure 11

- ◆ Indicate in the text box whether this answer is being filed with or without certificate of service.

STEP 12 The **FINAL TEXT EDITING** screen displays. (See Figure 12.)

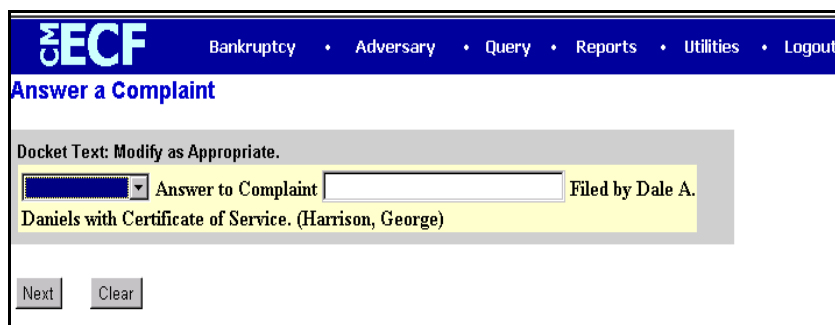
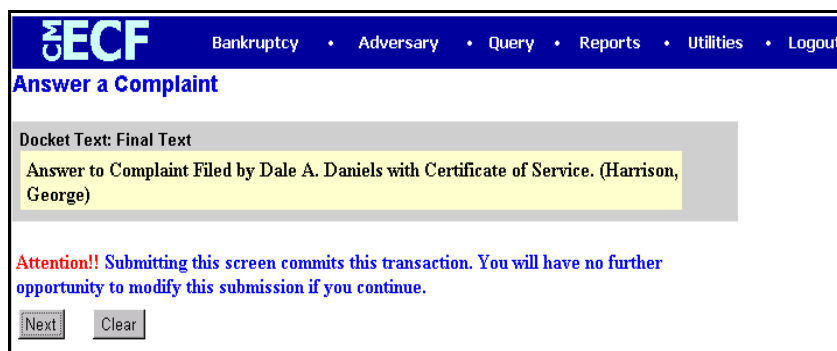


Figure 12

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet. When the docket text is correct, click **[Next]** to continue.

STEP 13 The **FINAL DOCKET TEXT** screen displays. (See Figure 13.)



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled 'Answer a Complaint'. A grey box contains the text 'Docket Text: Final Text'. Below that, a yellow box displays the text 'Answer to Complaint Filed by Dale A. Daniels with Certificate of Service. (Harrison, George)'. A red warning message follows: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 13

- ◆ If the text is correct, click **[Next]** to continue.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 14.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Answer a Complaint

Notice of Electronic Filing

The following transaction was received from Harrison, George entered on 6/20/2002 at 11:36 AM EDT and filed on 6/20/2002.

Case Name: ABC Company v. Daniels
Case Number: [02-01001](#)
Document Number: [2](#)

Docket Text:
 Answer to Complaint Filed by Dale A. Daniels with Certificate of Service. (Harrison, George)

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

Document description:Main Document
Original filename:W\CMECF\pdfs\generic.pdf
Electronic document Stamp:

[STAMP bkecfStamp_ID=1006806559 [Date=6/20/2002] [FileNumber=7243-0] [4d0166d2dd270d26e98c0856874f98461dfd176fdce9eb1c2f4e21b08a923bd78391b8e7c52ecc534c945db3c3b65bb9cbee19046ffd5dae0922096834a40c]]

02-01001 Notice will be electronically mailed to:

02-01001 Notice will not be electronically mailed to:

George Harrison

Figure 14

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer has been submitted by this defendant.
- ◆ Clicking on the case number hyperlink, [02-01001](#), will display the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.