

Answer to Counterclaim, Cross-claim, 3rd Party Complaint

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answers...**
- STEP 3.** Click on **Complaint, 3rd, cross, counter.**
- STEP 4.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNN format.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the Party: (3rd Party Defendant; Cross-Defendant; Counter Defendant).
 - Click **Next**.
- STEP 6.** Check (✓) the box linking to the Answer to Complaint which references the correct counterclaim, cross-claim and/or third-party complaint.
- The following three questions display:

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)

If any of the above apply, click to check (✓) the appropriate box(es).
 - Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
 - If you did not check a box, proceed to **STEP 8**.
 - If a box was checked, proceed to **STEP 7**.
- STEP 7.** If you selected a **third-party complaint, cross-claim** or **counterclaim** in **STEP 6**, select the party against whom the **third-party complaint, cross-claim** or **counterclaim** is filed.

- Click **Next**.

STEP 8. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.
- Click **Next**.

STEP 9. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 10. The **Notice of Electronic Filing** screen displays.