

INVOLUNTARY/304 ANSWER

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answer/Response...**
- STEP 3.** Click on **Other Answers**.
- STEP 4.** Select **Involuntary/304 Answer**.
- Click **Next**.
- STEP 5.** The **Case Number** screen displays.
- Insert the case number using YY-NNNNN format.
 - Click **Next**.
- STEP 6.** Select the party filer.
- Click **Next**.
- STEP 7.** The **attorney/party association** screen displays.
- Check the box next to the party you represent.
 - Click **Next**.
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.
- STEP 9.** The **Docket Text: Modify as Appropriate** screen displays.
- Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
 - Click **Next**.
- STEP 10.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
 - Click **Next**.
- STEP 11.** The **Notice of Electronic Filing** screen displays.