

# Answer to Complaint

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answers...**
- STEP 3.** Click on **Complaint, 3<sup>rd</sup>, 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 filer.
  - Click **Next**. Check the box on the next screen linking you as the attorney of record for the party.
- STEP 6.** Check (  ) the box linking to the Complaint.
- Click **Next**.
- STEP 7.** If any of the following apply, check the appropriate box(es):
- Does this filing include a **third-party** complaint?
- Does this filing include a **cross-claim**?
- Does this filing include a **counterclaim**?
- Click on **Browse...** to locate the PDF document you created. Highlight and right-click to open the document to verify it is the correct one. If the correct document has been selected, close Adobe.
  - Click **Open** in the Choose File to Upload dialogue box to paste the document into the **Filename** field.
  - Click **Next**.
- STEP 8.** If you did not check any of the box(es) referenced in **STEP 7**, proceed to **STEP 9**.

**OR**

If you have checked one or more of the boxes referenced in **STEP 7**, one or more of the corresponding screen(s) will display:

**Third Party Complaint:** Select from the following list the party(s) against whom you are filing this Third-Party Complaint; or, if not listed, **Add/Create New Party**.

**Cross-Claim:** Select from the following list the party(s) against whom you are filing this Crossclaim; or, if not listed, **Add/Create New Party**.

**Counter Party Complaint:** Select from the following list the party(s) **against** whom you are filing this Counterclaim; or, if not listed, **Add/Create New Party**.

**AND** you will see corresponding screens for each one requesting the selection of the appropriate party(s).

- Select the appropriate party(s).
- 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.