

Answer to Complaint

After filing an answer using the steps below, per LBR 7004-1(c), if this was your client's first filing in the case, you must file an [LBF ADV-A](#), *Statement re Party's Address*, with a preferred service address using the *Statement re Party's Address [Requires LBF ADV-A - 12/1/24]* event under the *Notices/Miscellaneous* menu.

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answers...**
- STEP 3.** Click on **Answer - Complaint, 3rd, cross, counter.**
- STEP 4.** The Case Number screen displays.
- Insert the case number using the YY-NNNN format.
 - Click **Next**.
- STEP 5.** Use checkbox to indicate whether you are filing jointly with another attorney.
- If so, click on the applicable attorneys on the next screen (hold down the Ctrl key if selecting more than one attorney), then click **Next**.
 - If not, click **Next** to go directly to the party selection screen.
- STEP 6.** The **Party Selection** screen displays.
- Select the party filer (i.e., the party you are representing).
 - Click **Next**. Check the box on the next screen linking you as the attorney of record for the party.
- STEP 7.** Check the box linking to the complaint (docket text for appropriate entry will be "Adversary case [case number]. Compliant by [plaintiff].").
- Click **Next**.
- STEP 8.** Reminder to file **LBF ADV-A** after filing the answer will appear.
- Click **Next**.
- STEP 9.** Check the appropriate boxes to indicate whether the answer includes a crossclaim or a counterclaim. (If you wish to file a third-party complaint, you must use the separate event under the *Complaint & Summons* menu.)

- If either box is checked, select the party against whom the crossclaim or counter claim is against in the **Select the Party** picklist. Alternatively, you may use the radio button under **Select a Group** (if no groups apply, accept the default selection of **No Group**).

If the party against whom the counterclaim or crossclaim is not available for selection, click **Add/Create New Party** and follow prompts to add them to the case.

Then, click **Next**.

- If both boxes are checked, select that party or parties against whom the counterclaim is against using the above instructions, and repeat the process for the crossclaim.
- If neither box is checked, click **Next** to go directly to the FRBP 7012(b) acknowledgment screen.

STEP 10. Check the box to acknowledge that FRBP 7012(b) requires that this filing state whether the pleader consents to entry of final orders or judgment by the bankruptcy court.

- Click **Next**.

STEP 11. Click on **Browse...** to attach the answer. The document file must be a PDF.

- Click **Next**.

STEP 12. 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 13. The **Docket Text: Final Text** screen displays.

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

STEP 14. The **Notice of Electronic Filing** screen displays.