

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Answer to Complaint

Step	Action
1	Select Adversary > Answers > Complaint, 3rd, Cross, Counter . Enter the Adversary number. Next . Do not Select Adversary>Answers>Motion/Application. Verify case number - If not filed joint, bypass Joint Filing with other attorney(s) . Next .
2	Select the Party filing the Answer. Next .
3	At Select the Party screen, check box for correct association on whose behalf the answer is being filed (i.e. defendant). This establishes the link for electronic noticing. Next .
4	Click the check box relating the answer to the Adversary Docket Text. Next .
5	Choose Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Open to attach the correct PDF. Next .
6	Select the check box if the answer being filed includes a Third-Party Complaint, Cross-Claim or Counterclaim . Select the check box to refer to existing event(s). Next .
7	Select category which your event relates. Enter hearing information ONLY if the pre-trial has already been set. Next .
8	Select the appropriate event(s) to which your event relates. Next .
9	Verify docket text and modify as appropriate. Next .
10	Submission screen appears asking if you have redacted in order to give you an opportunity to check your document for personal information. Next .
11	The Notice of Electronic Filing screen appears and your transaction is complete.