

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Involuntary Answer

	Involuntary Answer
Step	Action
1	Select Bankruptcy > Answer/Resp/Obj > Other Answers .
2	Click on Involuntary Answer to Select.; Next.
3	Enter Case Number ; Next. Bypass Joint filing screen. Select Party; Next.
4	At attorney/party association screen, click the check box to create the attorney/party association . This establishes the link for electronic noticing. Next .
5	Click the check box relating the answer to the Summons - Next .
6	Type “ N ” at Hearing Screen prompt. Upload the Answer in pdf format; Next. Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.