

Reference Guide

Answer to Complaint

Step	Action
1	Select Adversary > Answers > Complaint, 3rd, Cross, Counter . Enter the Adversary number - Next . Verify case number - Bypass Joint Filing with other attorney(s) - Next .
2	Select the Party filing the Answer by highlighting with your mouse - Next .
3	At attorney/party association screen, click the check box to create the attorney/party association. 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. Choose 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 . Enter Hearing Information of the scheduled Pre-Trial - Next .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.