

Answer to Complaint

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case. For this lesson, we'll assume that you are logged in to the CM/ECF system as the attorney George T. Walker.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

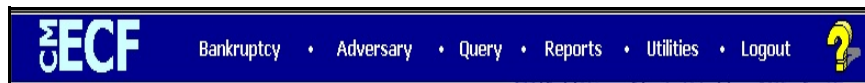


Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)

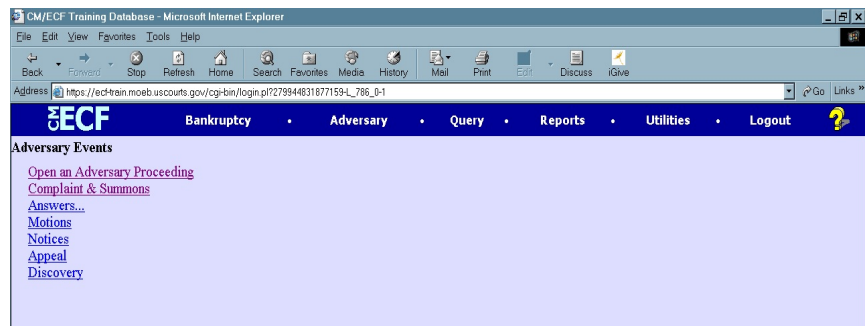


Figure 2

- ◆ Click on the Answers... hyperlink.

- STEP 3** The next screen lists two menu selections for Answers. (See Figure 3.)



Figure 3

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- ◆ For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: Third-party complaint, cross-claim, and counterclaims are covered later in this event.

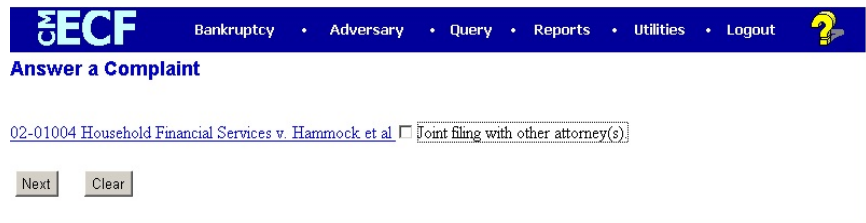
STEP 4 The **CASE NUMBER** screen displays (See Figure 4). The system will display the number of the last case you accessed in this session.



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header is the title "Answer a Complaint". The main content area has a "Case Number" label above a text input field containing "02-1004". To the right of the input field is a dropdown menu with the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- ◆ If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
- ◆ Click **[Continue]**.

STEP 5 The system will then display a screen to verify the event and case you are docketing. (See Figure 5.)



The screenshot shows the ECF interface with the same blue header and "Answer a Complaint" title. The main content area has a text input field containing "02-01004 Household Financial Services v. Hammock et al.". To the right of the input field is a checkbox labeled "Joint filing with other attorney(s)". Below the input field are two buttons: "Next" and "Clear".

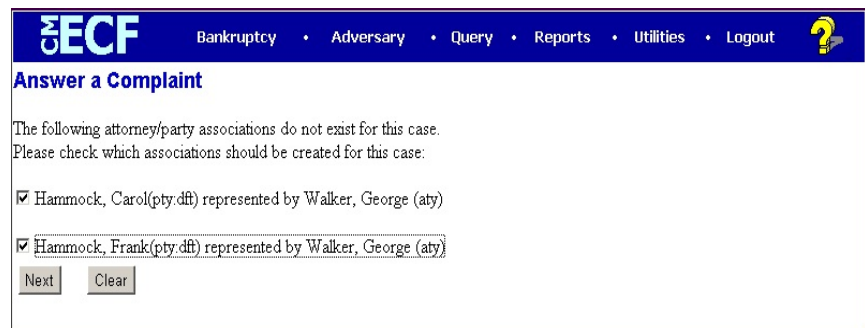
- ◆ If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If the information is correct, click **[Continue]**.

STEP 6 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)



- ◆ Click on the defendant(s) for whom this answer is being filed, then click **[Continue]**.

STEP 7 The **PARTY/ATTORNEY ASSOCIATION** screen displays. (See Figure 7.)



- ◆ Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link. Click in the check box, then click **[Continue]**.

STEP 8 The Complaint screen displays next. (See Figure 8.)

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	09/06/2002	1	454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather)

Next Clear

Figure 8

- ◆ This screen shows the complaint (and possibly other related events) in the case. It allows you to link the answer to the complaint. Click in the check box to link the appropriate complaint, then click **[Continue]**.

STEP 9 The **PDF DOCUMENT** screen will then be presented. (See Figure 9a.)

Filename Browse...

Attachments to Document: No Yes

Continue Clear

Figure 9a

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b.)

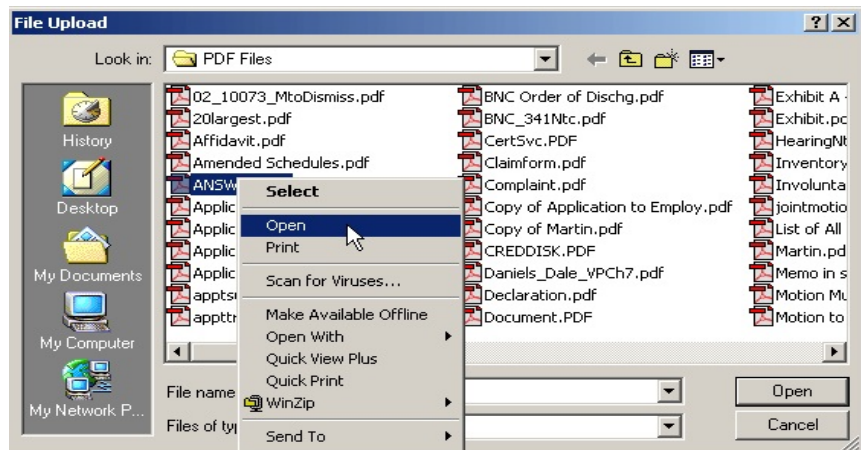


Figure 9b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 9c.)

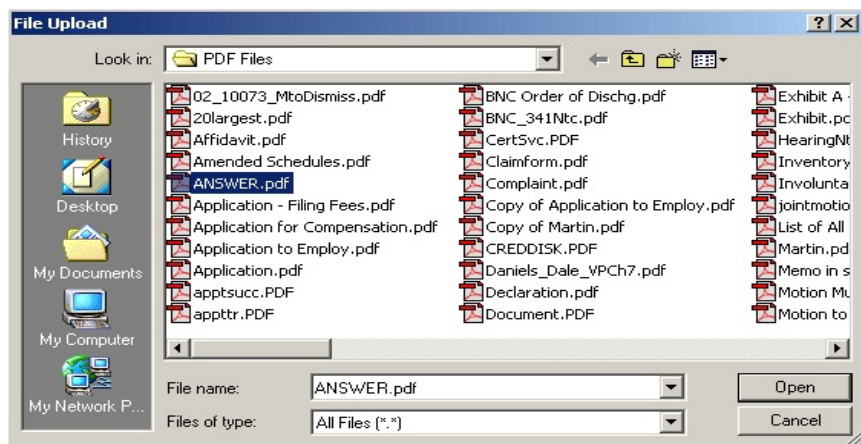


Figure 9c

- The system will enter the path and name of the PDF document selected into the Filename field. (See Figure 9d.)

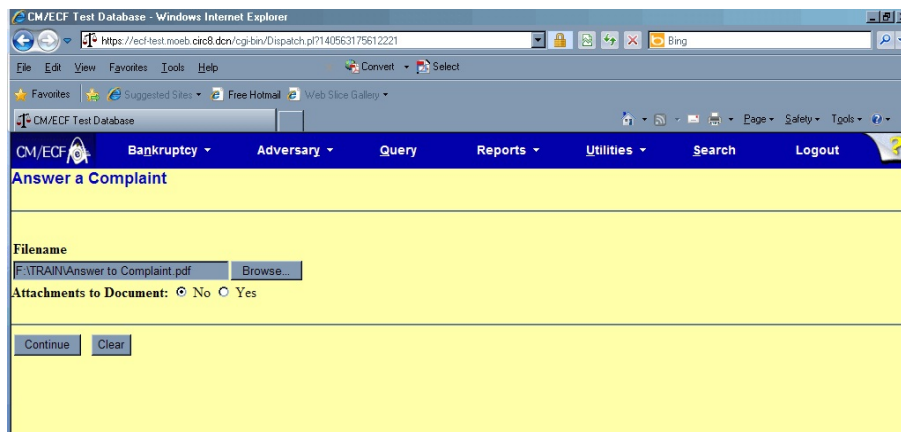


Figure 9d

Click **[Continue]**.

STEP 10 The **REFER TO EXISTING EVENT** screen appears. (See **Figure 10.**)

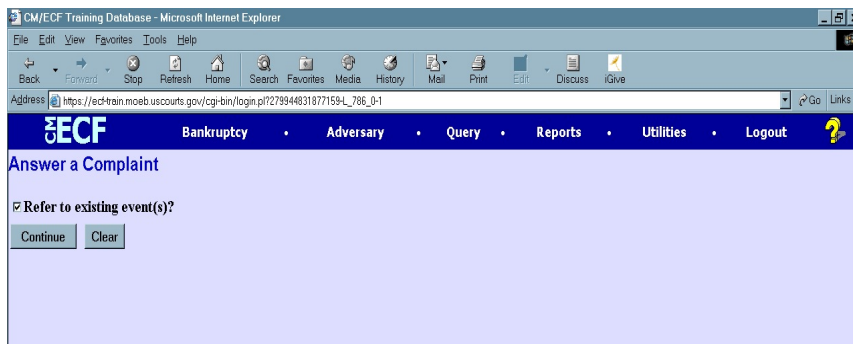


Figure 10

- Click in the check box - you must refer to the existing event.
- Click **[Continue]**.

STEP 11 The **EVENT SELECTION** screen appears. (See **Figure 11.**)

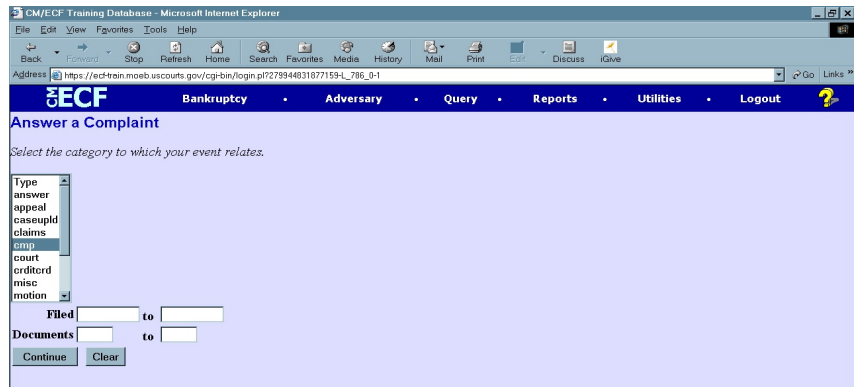


Figure 11

- Select the category to which your event relates. You may search by “Filed” date(s) and/or Document Number(s).
- In this example, we will choose “cmp.”
- Click [Continue].

STEP 12 The **EVENT** screen appears. (See Figure 12.)

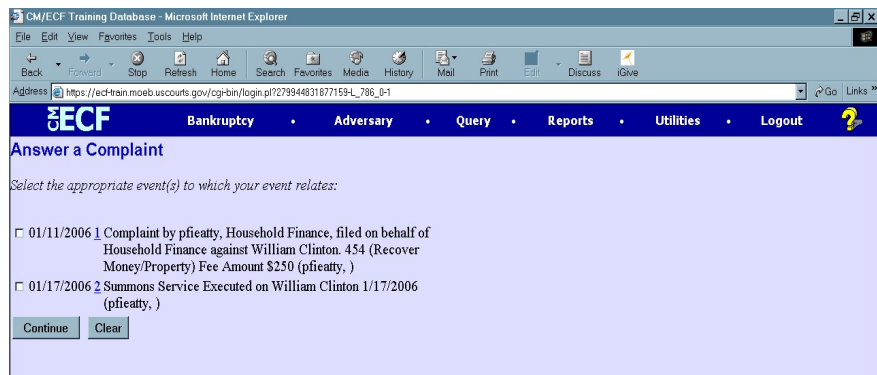


Figure 12

- Click the box next to the event to which you are referring. In this example, it is the Complaint.
- Click [Continue].

STEP 13 The next screen provides secondary complaints to be addressed. (See Figure 13.) This screen provides the option of combining the answer with another claim.

Figure 13

- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es), then click **[Continue]**.
- ◆ If this answer contains no other claims, leave the check boxes unchecked and click **[Continue]**.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

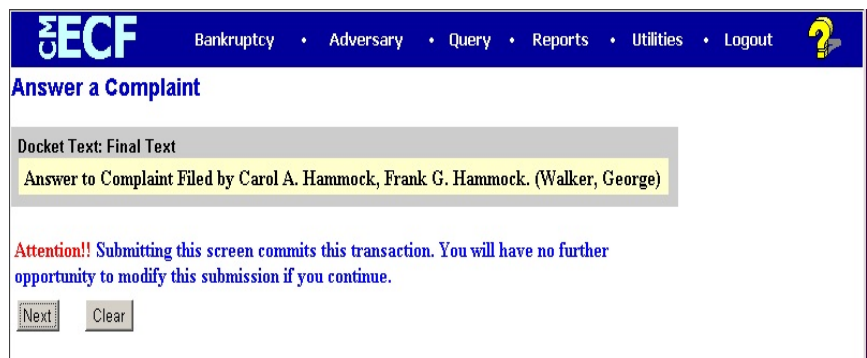
STEP 14 The **FINAL TEXT EDITING** screen displays. (See Figure 11.)

Figure 14

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.

- ◆ To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet. When the docket text is correct, click **[Next]** to continue.

STEP 15 The **FINAL DOCKET TEXT** screen displays. (See Figure 15.)



The screenshot shows the 'Answer a Complaint' screen. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'Answer a Complaint'. The main content area has a section for 'Docket Text: Final Text' with a text entry field containing 'Answer to Complaint Filed by Carol A. Hammock, Frank G. Hammock. (Walker, George)'. Below the text entry field, there is a red 'Attention!!' message: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the screen, there are two buttons: 'Next' and 'Clear'.

Figure 15

- ◆ Read the **Attention!!** message. If you are ready to submit this transaction, click **[Continue]**.

STEP 16 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 16.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Walker, George T. entered on 9/11/2002 at 3:31 PM CDT and filed on 9/11/2002

Case Name: Household Financial Services v. Hammock et al
Case Number: [1:02-ap-1004](#)
Document Number: [3](#)

Docket Text:
Answer to Complaint Filed by Carol A. Hammock, Frank G. Hammock. (Walker, George)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\ANSWER.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981735245 [Date=9/11/2002] [FileNumber=7710-0] [71d0b02f50bde705c9e2c21a76d49f7c9503e6cdc7a343ab34dbf88c5fa813ee9a3258235d51f3203a466d83f4dbbaa4481113E2488a25b2ffc2d4415df710]]

1:02-ap-1004 Notice will be electronically mailed to:

George T. Walker gtwalker@atty.net
Heather J. Walker walkerh@atty.net

Figure 16

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer has been submitted by the defendant(s).
- ◆ Clicking on the case number hyperlink, [1:02-ap-1004](#) (the case number may also appear as YY-NNNN as in [02-1004](#)) will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.