

Filing an Answer to a Complaint in CM/ECF

Filing an answer to a complaint in CM/ECF involves selecting the answer event, entering the case number, selecting the party filing the answer, selecting the complaint which the answer is in response to, selecting the jury demand (if appropriate), and accepting the final docket text.

STEP 1 After you have logged in to CM/ECF, click on **Civil** on the ECF Main Menu.

STEP 2 The system will display the **Civil Events** screen.

- Click on **Answers to Complaints** in the Initial Pleadings and Service section.



STEP 3 The system will next display the Case Number screen for you to enter the case in which the document is to be filed.

- The number of the last case accessed will be displayed. If this is the correct case, just click **Next**. If it is not, enter the correct case number and then click **Next**.

STEP 4 The system will then display the **Filer Selection** screen.

- On this screen you select the party who is filing the document. The name(s) of the parties you select will appear in the docket text. Then click **Next**.

NOTE: If you select a group (All Defendants, All Plaintiffs, or All Parties) on the right side of the screen, rather than selecting the party(ies) by name on the left side of the screen, the group name, such as "all defendants," will appear in the docket text, rather than the names of the individual party(ies).

STEP 5 The system will then display the **Attorney/Party Association** screen. This screen will make the defendant/attorney association by automatically checking the check box to the far left. The Notice check box to the far right is also automatically checked so you will get notices in this case. Click in the check box on the right side to designate if you are lead attorney for the defendant(s). Click **Next**.

Note: There should only be ONE Lead Attorney per party.

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

State Farm Insurance (pty:dft) represented by attorney (aty) Lead Notice

STEP 6 The system will then display the **Complaint selection** screen.

- This screen lists all complaints and claims, including counterclaims, cross-claims, and third-party complaints, for which an answer is still due. On this screen you tell the system which complaint this answer is in response to. If you want to see more information about the complaint, you can click on the complaint's document number hyperlink to see the pdf document for the complaint. To link this answer to this complaint, click the check box next to the complaint, then click **Next**.

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	03/17/2006	1	COMPLAINT against Allstate Insurance Company (Filing fee \$ 250.) filed by Gene Patterson.(bc,)

STEP 7 The system will then display the **pdf document** screen.

- To associate a pdf file with this entry, you can either enter the path and filename of the document with the .pdf extension, if you know it, in the **Filename** field, or you can click **Browse...** to find it. If you click **Browse...**, the system will display a **File Upload** screen.
- On this screen, you should click on the down arrow for the **Files of type:** field at the bottom and select "All Files (*.*)" This screen will then show all files, including .pdf files. Then, if the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the "Up One Level" icon, to go up the directory structure.

- Navigate to the directory where the appropriate pdf file is located, then click on it to select it. To make sure you are associating the correct file, you can view the selected file by right-clicking on the filename.
- On this menu, click **Open**. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document. With that you can verify that this is the correct document.
- If this is the correct document, close the Adobe Acrobat Reader by clicking on the **X** in the top right corner, then click **Open** on the File Upload screen. This will return you to the pdf document screen.
- If this is not the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, you would click **Yes** at the bottom. The system would then let you enter the pdf filenames and descriptions of the attachments.
- Click **Next** to continue.

STEP 8 If your answer contains any of the following, check all boxes that apply below and click **Next**. If no boxes are checked, click **Next**.

Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

STEP 9 If a box has been checked, the system will then display a screen for you to select whom this claim is against. If necessary you can also add a new party on that screen.

NOTE: If adding a new party, you will not add personal information (i.e. address, phone number, etc.) at this time. The only thing you will need to change is the party role (i.e. Third Party Defendant) and click **Submit**.

- Click on the name the claim is against, and click **Next**.

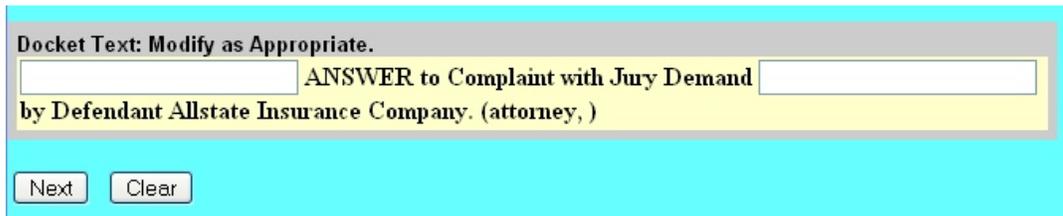
STEP 10 The system will then ask you if the answer includes a jury demand.

- Answer Y (for Yes) or N (for No) whether the answer states it has a jury demand. Click **Next**.

STEP 11 The system will prompt you to certify that service has been accomplished in accordance with the Federal Rules and Local Rules of this Court. This does not take the place of the Certificate of Service that should be included in your filing. Click **Next** to continue.

STEP 12 The system will display the **Modify Docket Text** screen.

- On this screen you can add to the docket text in the blank boxes as appropriate. When the docket text is accurate, click **Next**.



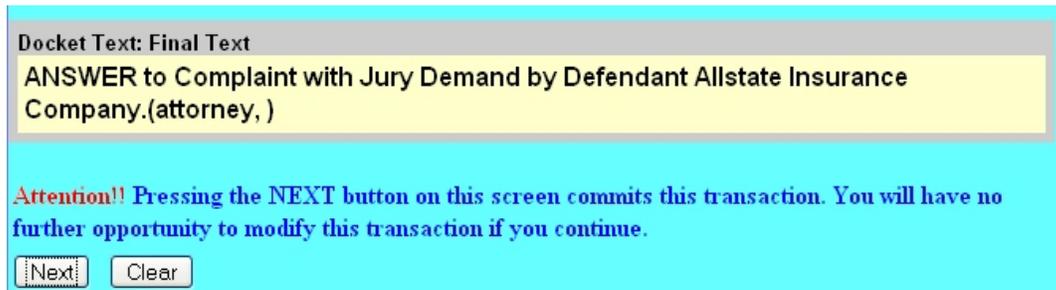
Docket Text: Modify as Appropriate.

ANSWER to Complaint with Jury Demand

by Defendant Allstate Insurance Company. (attorney,)

STEP 13 The system will display the **Final Docket Text** screen.

- This is your **last chance** to correct any errors in the transaction. If the transaction is NOT correct, click **Back** on your browser to return to the screen where the error was made, fix the error, then proceed again through the transaction.
- If the transaction and the text are correct, click **Next**.



Docket Text: Final Text

ANSWER to Complaint with Jury Demand by Defendant Allstate Insurance Company.(attorney,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

STEP 14 Finally, the system will display the **Notice of Electronic Filing** screen.

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- To print a copy of this notice, click **Print**.
- To save a copy of this receipt, click **File**, then **Save As...** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document. You can select a choice from the ECF Main Menu. For example, you can click on **Civil** to file another document. If you are finished, you should click on **Logout**.

Note: It is the responsibility of the filer to send hard copies of the pleading and Notice of Electronic Filings to attorneys and pro se parties who have indicated they do not have E-Mail accounts established with the Court.