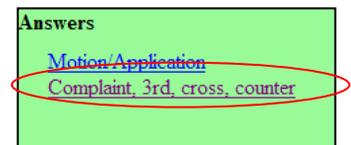


FILING AN ANSWER TO A COMPLAINT

This section explains the steps in filing an Answer to a complaint in an Adversary Proceeding in the CM/ECF system.

- Select “**Adversary**” from the blue menu bar. A list of topics will appear. Select “**Answers to Complaints, Motions & Applications**” from the list of general filing topics.



- On the next screen, click on “**Complaint, 3rd, cross, counter.**”
- When prompted, enter the **AP case number** and click “**Next.**” **DO NOT ENTER THE CASE NUMBER OF THE MAIN BANKRUPTCY CASE.**

- The next screen will prompt you to enter the .pdf file containing your Answer. Click on the “browse” button and navigate to the location on your computer where your Answer .pdf file is stored. If you are attaching additional documents to the motion, click “**Yes**” for attachments and then click “**Next.**”

- On the next screen you will need to check the appropriate box(es) if your filing includes a third-party complaint, cross-claim and/or counterclaim.

- The next screen will show all complaints and amended complaints filed in this AP case. Check the box of the complaint for which you are filing an Answer. Click “**Next**” when finished.

Include	Date	#	Docket Text
<input type="checkbox"/>	11/09/2011	1	Adversary case 11-04001. (11 (Recovery of money/property - 542 turnover of property)): Complaint by ABC Credit against Joe Schmo Jr. Fee Amount \$293 (Attachments: # 1 A.P. Cover Sheet)

- The docket text screen will give you the opportunity to modify the docket text, if necessary. In some pleadings you may want to add additional text so the docket text will be more descriptive. In this example, the text doesn’t need any descriptive text. Click “**Next**” when finished.

- The next screen is very important! You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** This is exactly how the text will appear on the docket sheet. Click **“Next”**.
- After the Answer has been successfully filed, you will see **“Notice of Electronic Filing.”** The notice will include a hyperlink to the case docket sheet and to the document you just filed. The bottom of the notice will include a list of those individuals who are being served with the response.

File an Answer to a Complaint

Docket Text: Final Text
Answer to Complaint filed by John Q. Citizen (Re: [1] Complaint). (Squyres, Aaron)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

U.S. Bankruptcy Court
Northern District of Florida

Notice of Electronic Filing

The following transaction was received from Squyres, Aaron entered on 10/30/2007 at 8:32 AM EDT and filed on 10/30/2007

Case Name: ABC, Inc. v. Citizen
Case Number: [07-03002](#)
Document Number: [2](#)

Docket Text:
Answer to Complaint filed by John Q. Citizen (Re: [1] Complaint). (Squyres, Aaron)