

Attorney Filing Guide - Answer to Complaint

Revised: February 6, 2012

REQUIRED DOCUMENTS.

1. Answer.
2. Certificate of Service evidencing service on the parties to the adversary proceeding not receiving electronic notice.
3. Statement of Corporate Ownership when a corporation, other than the debtor, is a defendant. Fed.R.Bankr.P. 7007.1.

FILING IN CM/ECF.

Electronically file the required pleadings in CM/ECF by going to:

Adversary
Answers/Responses/Objections...

Answer to - Complaint, 3rd, cross, counter
Enter adversary case number.
Click Next

Select the Party filing the answer, i.e., Defendant.
Click Next

If you are not associated as an attorney to this party, check the box to create the association and to insure you will receive electronic notice.
Click Next

Check the box to indicate you are answering the complaint.
Click Next

Select the PDF document.
Select "Yes" for Attachments to Document.
Attach your Certificate of Service and any exhibits.
Click Next

If this answer includes a third party complaint, cross-claim, or counterclaim, check the appropriate box. If not, leave blank.
Click Next
Click Next

The Docket Text: Final Text screen displays. Proof this screen carefully! If the docket text is correct, click Next. The Notice of Electronic Filing screen appears.

ANSWER FILED - WHAT HAPPENS NEXT?

After all answers have been filed and the deadline to file an answer has expired, the Clerk's office will notify Chambers. An initial pre-trial conference will most likely be scheduled.