

Answer to Complaint
Revised: February 15, 2024

Required Documents.

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

Filing in CM/ECF. Docket the required pleadings in CM/ECF by going to:

Adversary
Answers/Responses/Objections...

Answer to - Complaint, 3rd, cross, counter
Enter the adversary proceeding 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 to insure you will receive electronic notice.
Click Next

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

Browse for the answer PDF document.
Select Yes for Attachments to Document. Browse for the Certificate of Service PDF document and any exhibits to the answer.
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 answer has expired, the Clerk's office will notify Chambers. An initial pre-trial conference will most likely be scheduled.