
ATTORNEY -- Quick Reference Guide

Answer to Complaint

Step	Action
1	Click on Adversary hyperlink
2	Click Answers
3	Click Complaint, 3rd, cross, counter
4	Enter the Adversary Case Number - click NEXT
5	Select the party who is filing the Answer by highlighting their name. - click NEXT
6	At the Following attorney/party association screen check the party/parties listed to create the party attorney link - click NEXT
7	Select the complaint that the answer refers to - click NEXT At the Answer a Complaint screen - click NEXT
8	The PDF Document Selection screen displays. Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Click [Next] to continue. <i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i>
9	Leave the Attachments to Document default option to No. - click NEXT
10	If the answer being filed includes a Third Party Complaint, Cross Claim, or Counterclaim check the appropriate box, if not - click NEXT
11	At Docket Text: Modify as Appropriate screen verify the text and enter a prefix or additional text if needed - click NEXT
12	Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event
13	The Notice of Electronic Filing screen appears and your transaction is complete