
ATTORNEY -- Quick Reference Guide

Answer to Complaint

Step	Action
1	Click on <u>Adversary</u> hyperlink
2	Click <u>Answers</u>
3	Click the <u>Complaint, 3rd, cross, counter</u>
4	Enter the case number - click NEXT
5	At the Joint Filing with Other Attorney(s) Screen - click NEXT
6	Select the party who is filing the Answer by highlighting their name. - click NEXT
7	At the Following attorney/party association screen select the party/parties listed to create the party attorney link - click NEXT
8	Select the complaint that the answer refers to - click NEXT
9	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry
10	Leave the Attachments to Document default option to No. - click NEXT
11	If the answer being filed includes a Third Party Complaint, Cross Claim, or Counterclaim check the appropriate box, if not - click NEXT
12	At Docket Text: Modify as Appropriate screen verify the text and enter a prefix or additional text if needed - click NEXT
13	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
14	The Notice of Electronic Filing screen appears and your transaction is complete