

ATTORNEY – Quick Reference Guide

Answer to Complaint

Step	Action
1	Click on the 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(s) – click NEXT
6	At the Following attorney/party association screen, the box to create the party/attorney link should be checked by default. Check to be sure this is the party(s) you are representing.– click NEXT
7	At the Answer a Complaint screen, select the complaint that the answer refers to – click NEXT
8	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 – click Open to attach the correct PDF. Leave Attachments to Document as No – click NEXT . NOTE: To view the document before selecting, right click on the highlighted filename and click open.
9	If the answer being filed includes a Third Party Complaint, Cross Claim, or Counterclaim check the appropriate box, if not click - NEXT
10	At Docket Text: Modify as Appropriate screen verify the text and enter a prefix or additional text if needed – click NEXT
11	At docket Text: Final Text screen verify that the 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
12	The Notice of Electronic Filing screen appears and your transaction is complete.