

Answer to Complaint and Cross Claims, Counter-Claims or 3rd Party Complaints

The following steps illustrate filing an Answer and Cross, Counter or Third Party Complaint. If you are filing a Cross Claim, Counter-Claim or Third Party Complaint without an Answer, you will find those events in the Complaint category.

STEP 1 Click the Adversary hyperlink on the ECF Main Menu (See Figure 1)



Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays.

' Click on the Answers hyperlink

' For further information on each of these categories, click the ? (Help) icon located at the top right corner of menu screen.

STEP 3 Select the Answers to Complaint, 3^{rd,cross}, counter hyperlink

STEP 4 The **CASE NUMBER** screen displays. *The system usually displays the number of the last case you accessed in the system.*

' Enter the case number, including the hyphen. YY-NNNN

' Click the [NEXT] button

STEP 5 Confirm adversary name and number; click [NEXT]. Place a checkmark in the box if joint filing with another attorney.

STEP 6 The **PARTY SELECTION** screen displays.

' Select the Defendant for whom the answer is being filed.

- ' Click the party name to select it.

- ' Click the [NEXT] button.

STEP 7 Although you have selected a party for the answer, the application doesn't automatically link or associate you with that party.

- ' Place a check in the box to create an association between the Defendant and the attorney who is logged in

- ' Click [NEXT]

STEP 8 The **ANSWER A COMPLAINT** linking screen displays.

- ' This screen displays the complaints in the case.

- ' Click in the check box to link the answer to the appropriate complaint.

- ' Click the [NEXT] button.

STEP 9a The **CERTIFICATE OF SERVICE** prompt appears.

- ' Insert a "y" or "n" in the prompt as to whether certificate of service is attached.

K *TIP - Use lower case letters only to respond to certificate of service question. If certificate of service (cos) is not attached, filer will receive a 2 day deadline to file the cos. If not filed within 2 days, the answer will be stricken. The better practice is to always file the cos with the underlying document. Instructions for completing the certificate of service are available in this manual.*

STEP 9b Upload **PDF file**, click [NEXT]

STEP 10a Click the appropriate radio button to select Third-party complaint, Cross Claim or Counter claim. If none apply, proceed to Step 10b

STEP 10b Select the appropriate event to which your event relates:

- ' Link the Answer to the appropriate event – complaint, amended complaint.

- ' Click the [NEXT] button.

STEP 11 The **PARTY/FILER** screen displays (*Optional*)

' **Note:** This screen displays only when cross-claim, third party complaint or counterclaim has been selected for inclusion.

' Select the party **against** whom you are filing this counterclaim, cross-claim or third party complaint. Parties may be added to the case when they are not listed. Click the **Add/Create Party** hyperlink.

' When adding a third party to the case, use care in entering the **Role** type information; **3rd Party Plaintiff** or **3rd Party Defendant**.

' Click the [NEXT] button.

STEP 12 The **MODIFY TEXT** screen displays.

' Enter any applicable text in the text boxes.

' In the field before "Answer", you can select a prefix, such as Amended, Joint, or Second, as appropriate.

' In the field after "Complaint", you can insert any additional descriptive text that you feel is relevant. Any text inserted here will appear in italics in the final docket entry.

' Verify the accuracy of your text.

' Click the [NEXT] button.

STEP 13 The **FINAL TEXT EDITING** screen displays.

' This is your last opportunity to change the event.

' If the docket text is correct, click [NEXT] to continue.

SAMPLE DOCKET TEXT

Answer to Complaint, Counterclaim by ABC Real Estate against all plaintiffs filed by ABC Real Estate (related document [1] Complaint filed by Plaintiff Adam N. Smith) (Hughes, John).

STEP 14 The **Notice of Electronic Filing** screen displays.

' Verify the information placed on the electronic docket.

' You may print a copy of the notice by clicking **Print** on the Netscape browser.

' Upon review of the above filing by the clerk's office, applicable answer deadlines will be set for any counter or cross claim, or 3rd party complaint. In addition, the clerk's office will mail out the 3rd party summons to the filer for service.