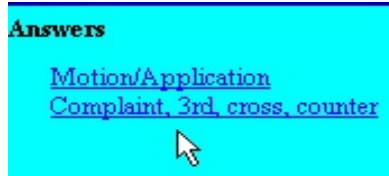


File an Answer in an Adversary Proceeding.

STEP 1 Select **Adversary** from the *Main Menu*, then click on the **Answer** hypertext link from the *Adversary Events* menu.

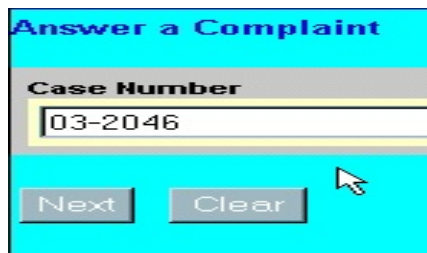


STEP 2 The **Answers** screen displays.



- ◆ Click on the **Complaint** hyperlink

STEP 3 The **Case Number** screen displays.



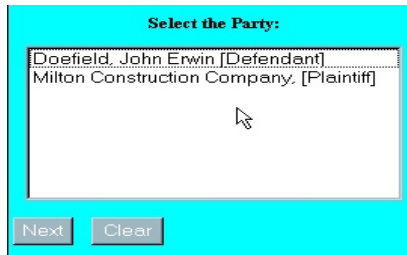
- ◆ Enter a **Case Number**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen is displayed.



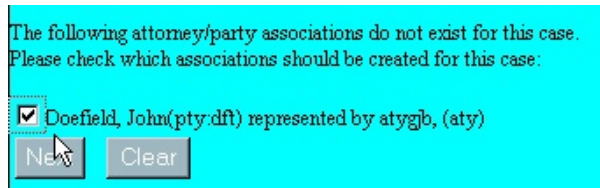
- ◆ Click in the Joint filing with other attorney(s) box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



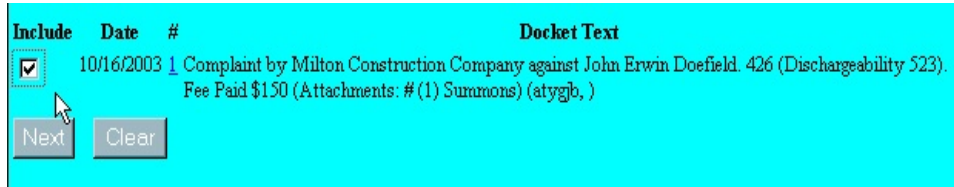
- ◆ Click on the name of the party filing the answer. If the party is not listed, click on **Add/Create New Party** and refer to the section **Open AP, Step 18**.
- ◆ Click on the **Next** to button.

STEP 6 The **attorney/party associations** screen is displayed. You may receive this message if an attorney has not previously been associated with the party.



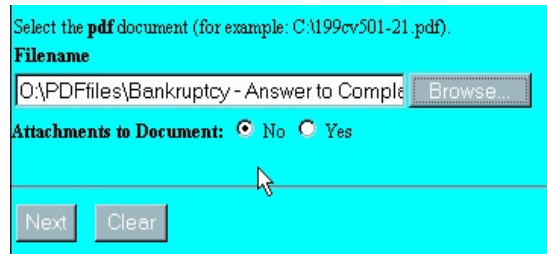
- ◆ Click to check the box to associate you as the attorney for the party selected/added if appropriate.
- ◆ Click on the **Next** button.

STEP 7 The **Docket Text** screen showing all related documents is displayed.



- ◆ Click in the box to the left of the document that relates to the answer.
- ◆ Click on the **Next** button.

STEP 8 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to the document, click on the **Next** button to continue.
- ◆ If there are attachments to the document, refer to **Open an AP, Step 22**.

STEP 9 The **Third Party/Cross-Claim/Counterclaim/Motion to Dismiss and Certificate of Service** screen displays.

- ◆ Click the appropriate checkbox to include a **third-party complaint**, **cross-claim** or **counterclaim** with the answer.
- ◆ Enter ‘y’ or ‘n’ in the text box to indicate if a **motion to dismiss** is attached to the answer.
- ◆ Enter ‘y’ or ‘n’ in the text box to indicate if a **certificate of service** is attached to the answer.
- ◆ Click on the **Next** button.

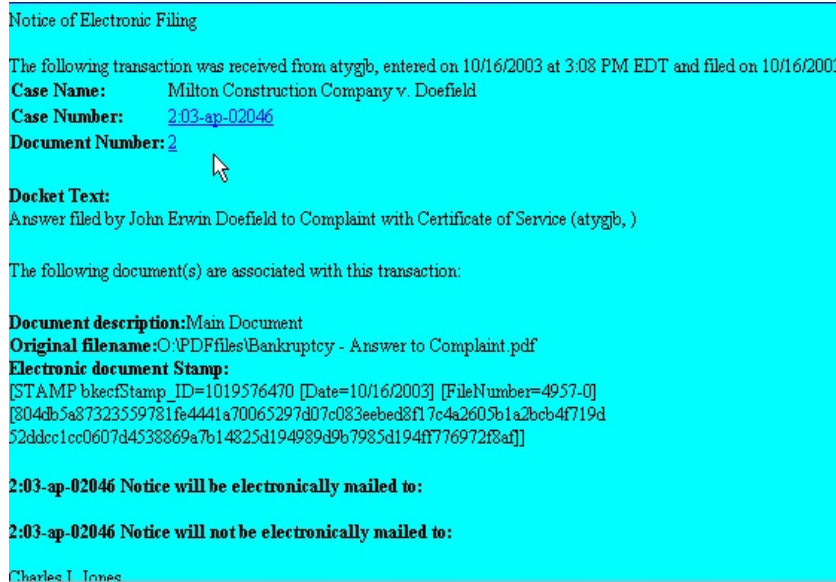
STEP 10 The **Modify Text** screen displays to allow you to add any additional docket text if needed.

- ◆ Click on the **Next** button.

STEP 11 The **Final Text** editing screen displays.

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser’s **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 12 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from atygb, entered on 10/16/2003 at 3:08 PM EDT and filed on 10/16/2003

Case Name: Milton Construction Company v. Doefield
Case Number: [2:03-ap-02046](#)
Document Number: [2](#)

Docket Text:
Answer filed by John Erwin Doefield to Complaint with Certificate of Service (atygb,)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:○:\PDFfiles\Bankruptcy - Answer to Complaint.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=10/16/2003] [FileNumber=4957-0]
[804db5a87323559781fe4441a70065297d07c083eebed8f17c4a2605b1a2bcb4f719d
52ddcc1cc0607d4538869a7b14825d194989d9b7985d194f776972f8af]]

2:03-ap-02046 Notice will be electronically mailed to:

2:03-ap-02046 Notice will not be electronically mailed to:

Charles I. Jones

- ◆ The **Notice of Electronic Filing** screen confirms that the system has received the adversary proceeding case and provides the following information:
 - ▶ Who file the document.
 - ▶ Date and Time
 - ▶ Case Name
 - ▶ Case Number
 - ▶ Document number
 - ▶ Original filename (pdf)
 - ▶ Electronic document stamp
 - ▶ Electronic mail recipients and manual notice lists