

Filing an Answer to Complaint

1. Click **Search** on the main menu.



2. Type **Answer** in the box.
3. Click **Search**.



The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

4. Click **Answers to Complaints**.



The system displays all available events for the document or pleading.

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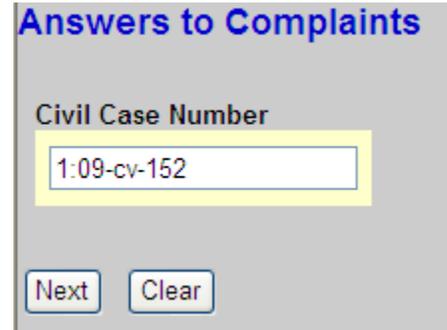
5. Enter the case number in the box.
6. Click **Find This Case** if the **Next** button is grayed out.



The screenshot shows a web form titled "Answers to Complaints". Under the heading "Civil Case Number", there is a text input field containing "09-152" and a button labeled "Find This Case". Below the input field, there are two buttons: "Next" (which is grayed out) and "Clear".

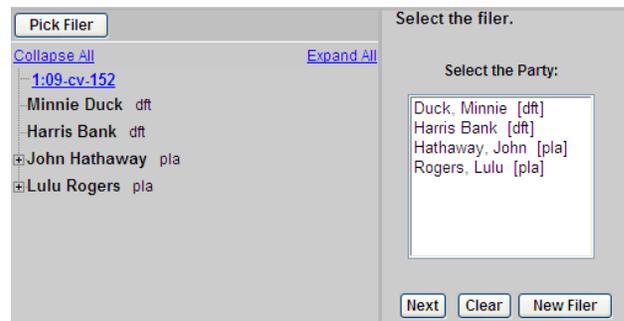
7. Verify that you have entered the correct case number.*
8. Click **Next**.

*If you typed the wrong case number, click **Clear** and repeat step 5.



The screenshot shows the same "Answers to Complaints" form. The "Civil Case Number" field now contains "1:09-cv-152". The "Next" button is now active and highlighted, while the "Clear" button remains visible.

9. Select the name of the filing party and click **Next**.



The screenshot shows a "Pick Filer" form. On the left, there is a list of parties: "Minnie Duck dft", "Harris Bank dft", "John Hathaway pla", and "Lulu Rogers pla". Above the list are "Collapse All" and "Expand All" links. On the right, there is a "Select the Party:" dropdown menu with the following options: "Duck, Minnie [dft]", "Harris Bank [dft]", "Hathaway, John [pla]", and "Rogers, Lulu [pla]". Below the dropdown are "Next", "Clear", and "New Filer" buttons.

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10. If this is the first time that you have filed on behalf of this party, the **Attorney/Party Association** screen displays.

A. Check **Lead** if you are lead attorney.

B. Click **Next**.

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The following attorney/party associations do not exist for the above case (s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked* <

Minnie Duck (pty:df) represented by Ryan Crowe (aty) Lead Notice

11. Check the box next to the complaint that is being answered. In this example, the answer refers to the AMENDED complaint.

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Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	10/05/2009	2	AMENDED complaint by John Hathaway against Minnie Duck (Attachment Supplement Amended Complaint Part 2)(Crowe, Ryan)

12. Click **Browse** to select the answer to be filed.

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="Browse..."/>

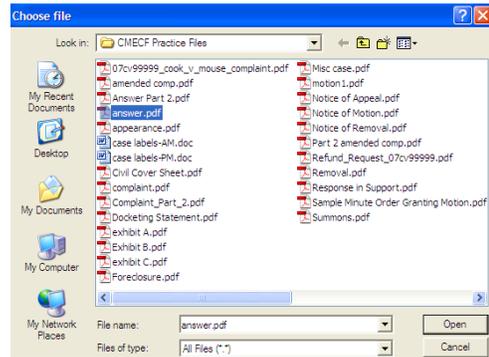
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13. Locate and select the answer to be filed.

14. Click **Open**.

To preview the file being uploaded:

- A. Right-click on the file name
- B. Select **Open with Acrobat**.
- C. View the document.
- D. Close the document.



To add an attachment:

15. Click **Browse** to select the additional PDF to be filed.

In this example, the Answer was too large to file as a single document. The attachment is Part 2 of the Answer.

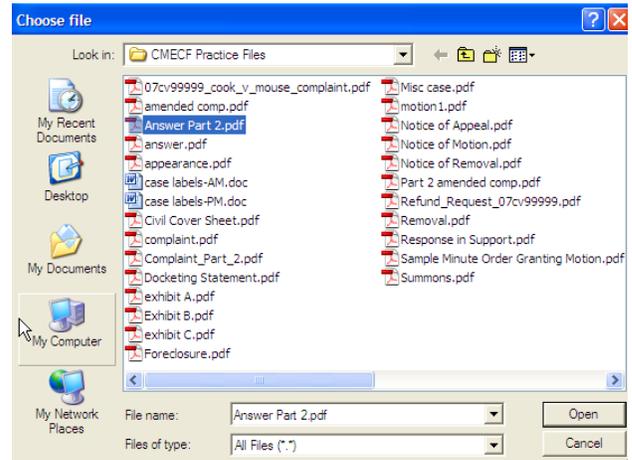


16. Locate and select the attachment to be filed.

17. Click **Open**.

To preview the file being uploaded:

- A. Right-click on the file name
- B. Select **Open with Acrobat**.
- C. View the document.
- D. Close the document.



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18. Select a **Category** and/or type a brief description of the attached document, then click **Next**.

Attachments	Category	Description
1. F:\CMECF - Attorney\CMECF Practice Fi <input type="button" value="Browse"/>	<input type="text"/>	<input type="text"/>
2. <input type="button" value="Browse"/>	<input type="text"/>	<input type="text"/>

19. If you have additional attachments, click the **Browse** button on the next line and repeat steps 16-18.

Attachments	Category	Description
1. F:\CMECF - Attorney\CMECF Practice Fi <input type="button" value="Browse"/>	<input type="text"/>	<input type="text"/>
2. <input type="button" value="Browse"/>	<input type="text"/>	<input type="text"/>

20. Check the appropriate box(es).

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Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

21. Select the appropriate response.

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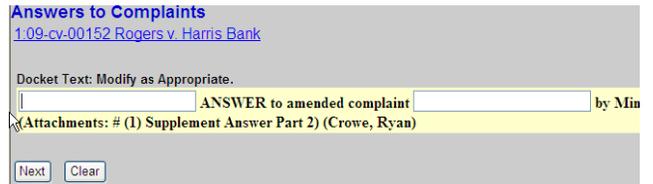
Does this Answer include a jury demand?

Yes

No

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22. Add any desired text to the docket entry, then click **Next**.



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Docket Text: Modify as Appropriate.

ANSWER to amended complaint by Min

(Attachments: # (1) Supplement Answer Part 2) (Crowe, Ryan)

23. Verify that the docket text is correct, and the correct files have been uploaded.



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Docket Text: Final Text

ANSWER to amended complaint by Minnie Duck (Attachments: # (1) Supplement Answer Part 2)(Crowe, Ryan)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
F:\CMECF - Attorney CMECF Practice Files answer.pdf pages: 7
F:\CMECF - Attorney CMECF Practice Files Answer Part 2.pdf pages: 7

All uploaded files are listed here.

24. Click **Next** and wait for the Notice of Electronic Filing (NEF) to display.

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United States District Court
Northern District of Illinois - **CM/ECF TEST, Ver 4.0.2**

Notice of Electronic Filing

The following transaction was entered by Crowe, Ryan on 10/5/2009 at 10:17 AM CDT and filed on 10/5/2009

Case Name: Rogers v. Harris Bank
Case Number: [1:09-cv-00152](#)
Filer: Minnie Duck
Document Number: [3](#)

Docket Text:
[ANSWER to amended complaint by Minnie Duck \(Attachments: # \(1\) Supplement Answer Part 2\)\(Crowe, Ryan\)](#)

1:09-cv-00152 Notice has been electronically mailed to:

Ryan Crowe anita_baugard@lnd.uscourts.gov

1:09-cv-00152 Notice has been delivered by other means to:

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

Shown above is a partial sample of the electronic notice of this Answer. This notice provides a direct link to the document being filed. For ECF users this constitutes service. This notice is emailed to all parties who are electronic filers.

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically. PACER access fees apply to all other users. The “free look” does not apply when viewing documents in cases for which you are not a participant.

Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. If you login to CM/ECF or PACER without using the email link there will be a charge. One free copy is available to each attorney of record. PACER fees will apply to secondary email addresses. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. If you login to CM/ECF or PACER without using the email link there will be a charge.

To avoid PACER charges:

- > Download a copy of the notice to your own computer the first time that you view the document.
- > Print out a hard copy the first time that you view the document.