

Filing an Answer to Complaint

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

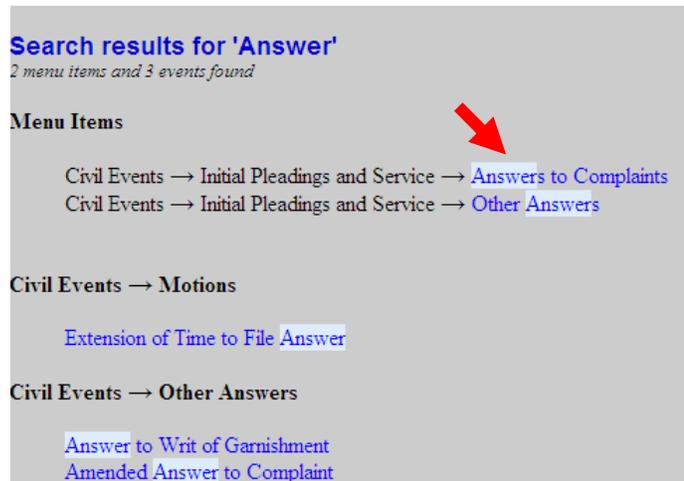


2. Type **Answer** in the box.
3. Click **Search**.



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**.

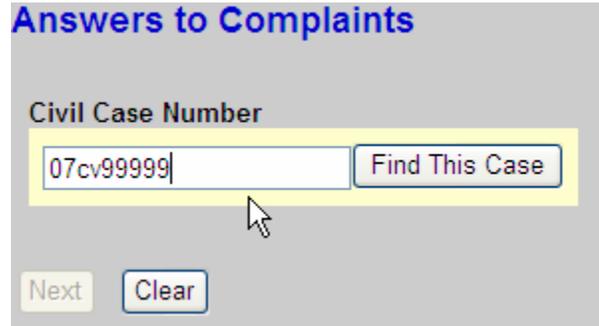


The system displays all available events for the document or pleading.

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5. Enter the case number in the box.

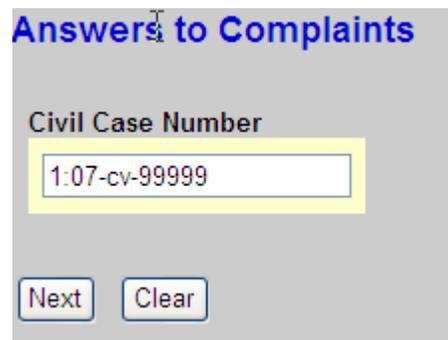
6. Click **Find This Case**.



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

8. Click **Next**.

*If you typed the wrong case number, click your browser's back button and repeat step 5.



9. Click **Next**.



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10. Select the filing attorney.

11. Click **Next**.

The screenshot shows a web interface titled "Answers to Complaints" for case "1:07-cv-99999 Plaintiff v. Defendant". The current step is "Select the attorney(s)". A dropdown menu is open, showing "Test, Attorney(129)" as the selected option. Below the dropdown is a link "Add attorney" and two buttons: "Next" and "Clear".

12. Select the filing party.

13. Click **Next**.

The screenshot shows the same web interface as above, but the current step is "Select the filer.". Under the heading "Select the Party:", there is a dropdown menu with "Defendant [Defendant]" and "Plaintiff [Plaintiff]" as options. To the right of the dropdown is a link "Add/Create New Party". Below the dropdown are two buttons: "Next" and "Clear".

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14. If you are the lead attorney, click the **Lead** box.

15. 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*.

Defendant (pty:dft) represented by Attorney Test (aty) Lead Notice

16. Check the box next to the document being answered.

17. Click **Next**.

This links you as an attorney of record in the case.

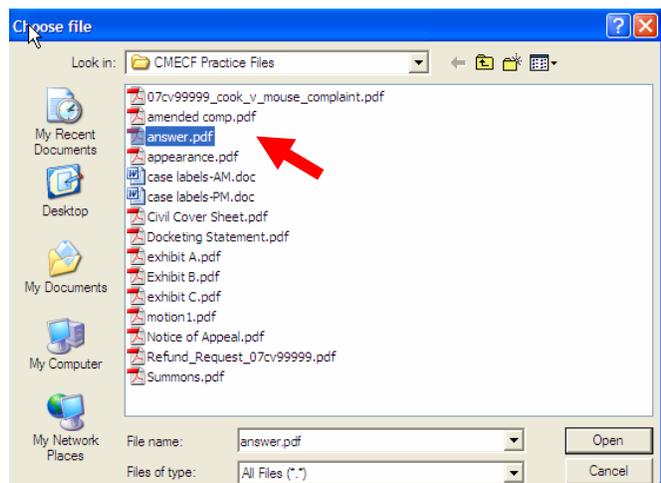
Answers to Complaints
[1:07-cv-99999 Plaintiff v. Defendant](#)

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	08/23/2007	4	COMPLAINT filed by Plaintiff; Jury Demand. Filing fee \$ 1, receipt number 159559. (Attachments: # 1 Civil Cover Sheet # 2 Appearance Form)(Test, Attorney)
<input type="checkbox"/>	08/23/2007	5	COMPLAINT filed by Plaintiff; Jury Demand. Filing fee \$ 1, receipt number 159564. (Attachments: # 1 Civil Cover Sheet # 2 Attorney Appearance)(Test, Attorney)

18. Click **Browse** to display the files available on your computer.

19. Locate and select the answer that you a filing.

20. Click **Open**.



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21. Verify that the correct file has been uploaded.*
22. A. If you have attachments to include, change the **Attachments** radio button to **Yes**.

B. If you have no attachments, leave the radio button selected to **No**.
23. Click **Next**.

*If the wrong file was uploaded, click **Browse** and repeat step 10.

**For instructions on how to include an attachment, please refer to that module.

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Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
attorney\CMECF Practice Files\answer.pdf

Attachments to Document: No Yes

Verify that the file name is correct

24. Check the appropriate box(es) as applicable.
25. Click **Next**.

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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)

26. Type **Y** to include a jury demand, otherwise type **N**.
27. Click **Next**.

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APPEAL

Does this Answer include a jury demand Y/N?

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28. Add any desired text to the docket entry.

Docket Text: Modify as Appropriate.

ANSWER to amended complaint by Daffy Duck (Test, Attorney)

29. Click **Next**.

30. Verify that the docket text is correct.*

Docket Text: Final Text
ANSWER to amended complaint by Daffy Duck (Test, Attorney)

31. Click Next.

*If the docket entry is incorrect, click your browser's back button and navigate to the appropriate screen to make the correction.

32. Wait for the system to process your entry.

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APPEAL

Processing

Processing... please wait.

...

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The screenshot shows the ECF interface with a blue header containing navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Answers to Complaints" with a sub-link "1:04-cv-08000 Pearl v. Arkling Group" and the word "HABEAS". The court name is "United States District Court, Northern District of Illinois - CM/ECF TEST, Ver 3.1.1".

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 12/3/2007 at 1:19 PM CST and filed on 12/3/2007

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Arkling Group
Document Number: [15](#)

Docket Text:
[ANSWER to amended complaint by Arkling](#)

1:04-cv-8000 Notice has been electronically mailed to:
Attorney Test ted_newman@ind.uscourts.gov

1:04-cv-8000 Notice has been delivered by other means to:

Warning: Avoid PACER charges by viewing the document from your inbox. If you click the document number from CM./ECF you will be required to login to PACER and will be charged standard PACER fees.

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 on 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.

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- > Print out a hard copy the first time that you view the document.