

## **SECTION 10.0 ANSWERS – CIVIL**

### **10.1 Filing Procedures**

There are two menus for Answers under the Initial Pleadings and Service menu:

- Answers to Complaints
- Other Answers

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select “Next” at any time to proceed to the next screen.

### **10.2 Answers to Complaints**

This category is used to post the answer by a defendant to the complaint.

**(a) Case Selection Screen**

After selecting Answers to Complaints, type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

**(b) Select the Party Filer**

Select the party(s) filing the Answer to Complaint by either highlighting the individual name(s) or by Select a Group if the Answer is filed by “All Defendants”.

**(c) Unanswered Complaint Screen**

Check the box next to each unanswered complaint being answered by this filing.

**(d) Selecting the PDF file**

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the “Browse” button which activates the user’s browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select “Next”.

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select "Next". Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select "Add to List". If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

**(e) Third-party Complaint Screen**

If the Answer to Complaint contains a Third-party Complaint, check "Yes". Checking this box will invoke additional screens to add the third party defendant(s). The user must select the filed against party.

**(f) Jury Demand**

Update jury demand information, if necessary

**(g) Modifying the Docket Text**

Add any additional descriptive text in the text boxes which should either precede "Answer to Complaint" or follow it in the docket entry. Any user supplied text will appear in *italic type* on the docket sheet.

**(h) Final Approval Screen**

This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

**(i) Notice of Electronic Filing**

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See [Section 5.2.](#))

### **10.3 Other Answers**

This category contains the events for Answers other than the first answer by a defendant to the complaint. See [Appendix A](#) for the complete list of these events.