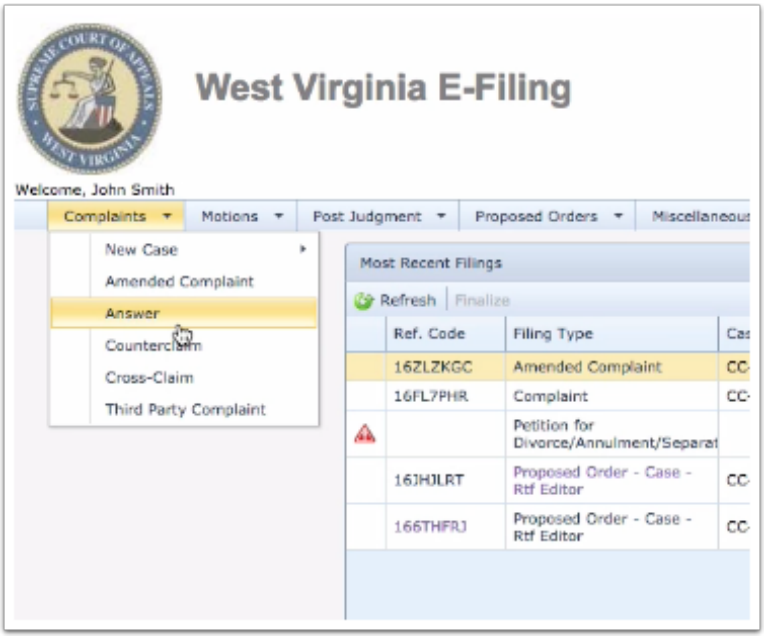
Filing an Answer

In this document, you will learn to file an Answer to a Complaint or Petition

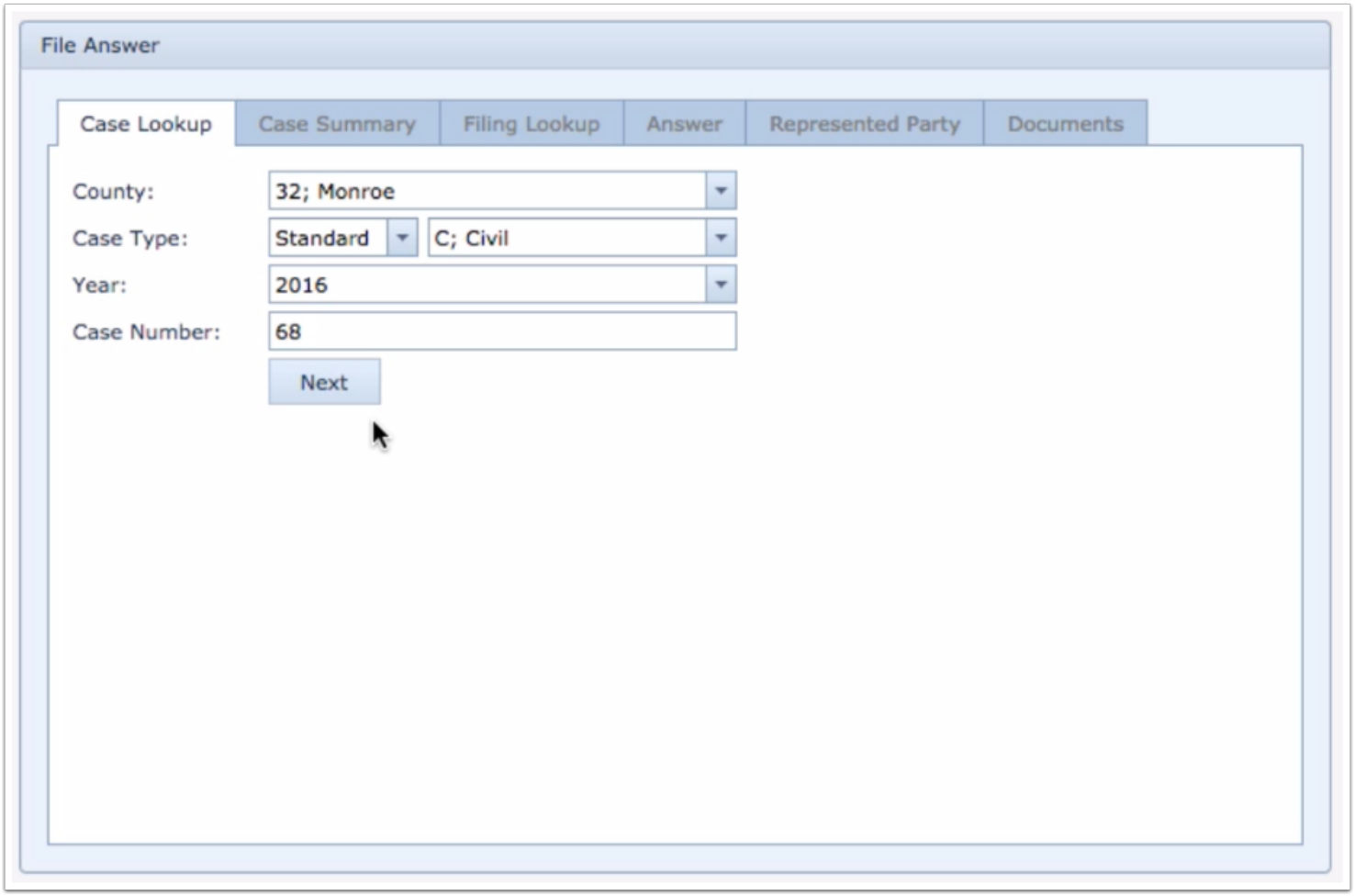
Begin by selecting Complaints, then, Answer from the file menu.



Under the Case Lookup Tab

Enter the case number, including county, case type, year, and case digits

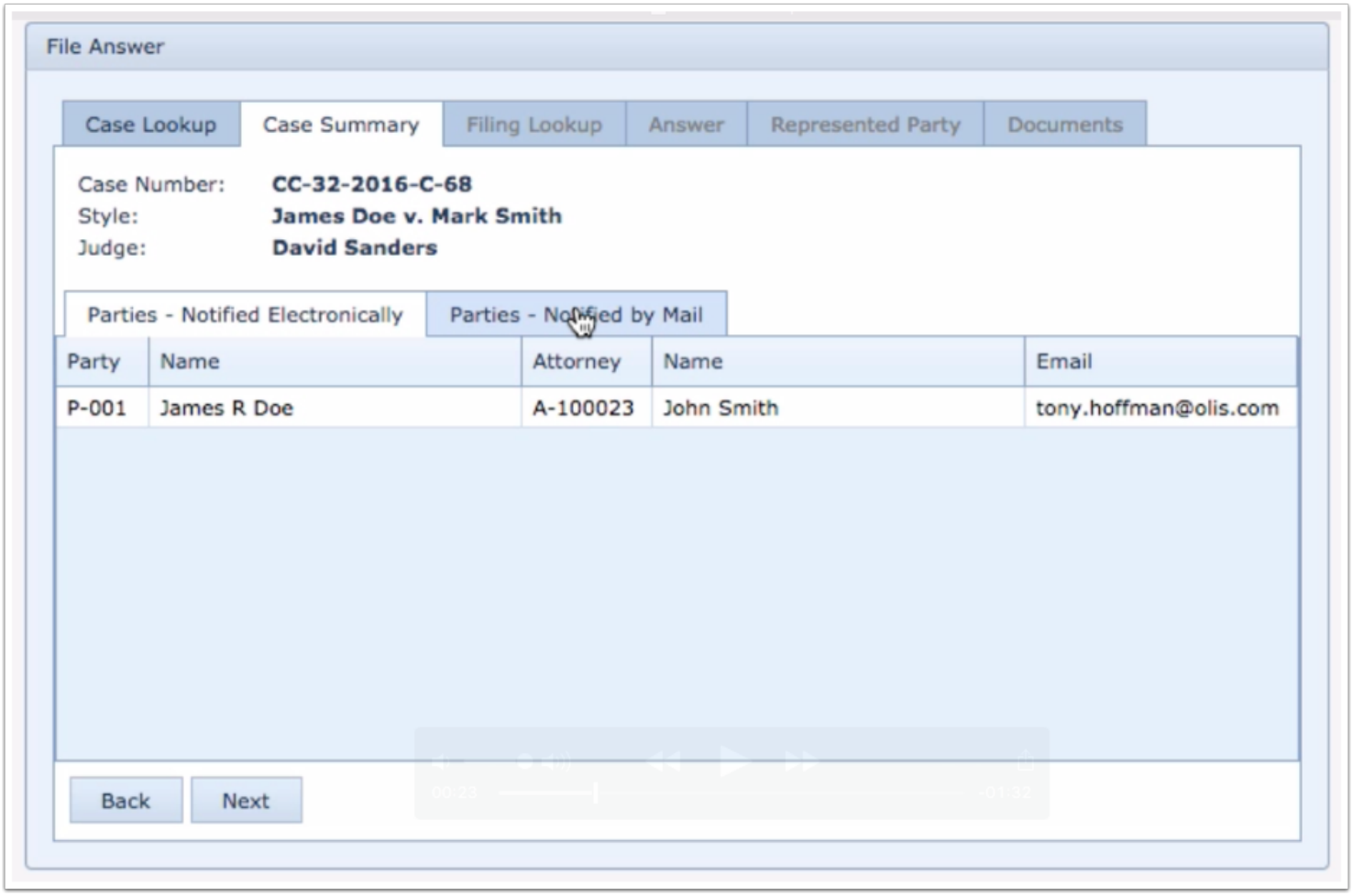
Click Next to proceed to the Case Summary Tab



Verify the Case Number and Style of the case.

Take note of the parties notified electronically and the parties that must be notified by mail.

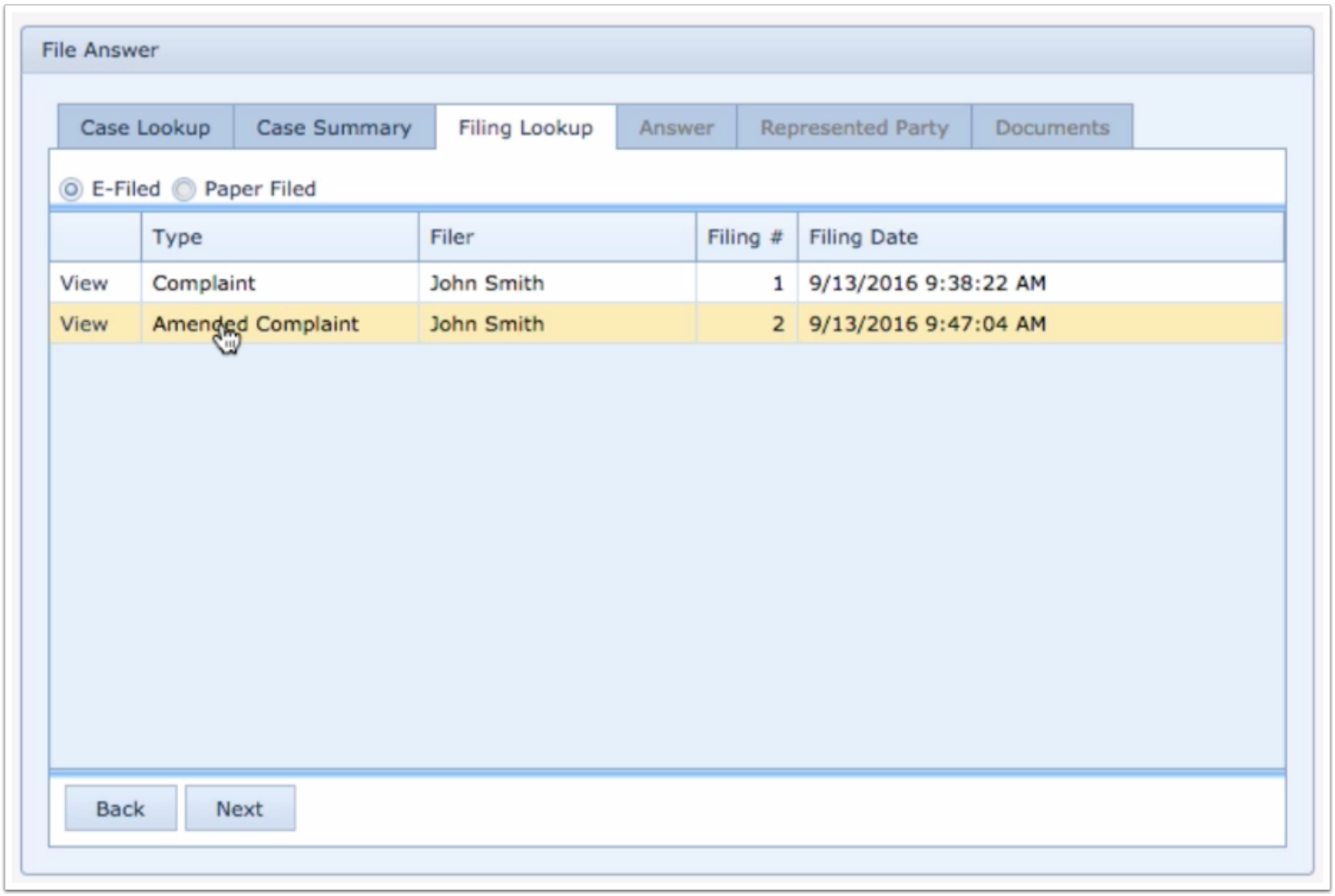
Click next to proceed to the filing lookup tab.



Highlight the filing you intend to answer.

If there are multiple items, use the view button to locate the desired filing. If the filing that you wish to answer was not electronically filed, select the “Paper filed” radio button.

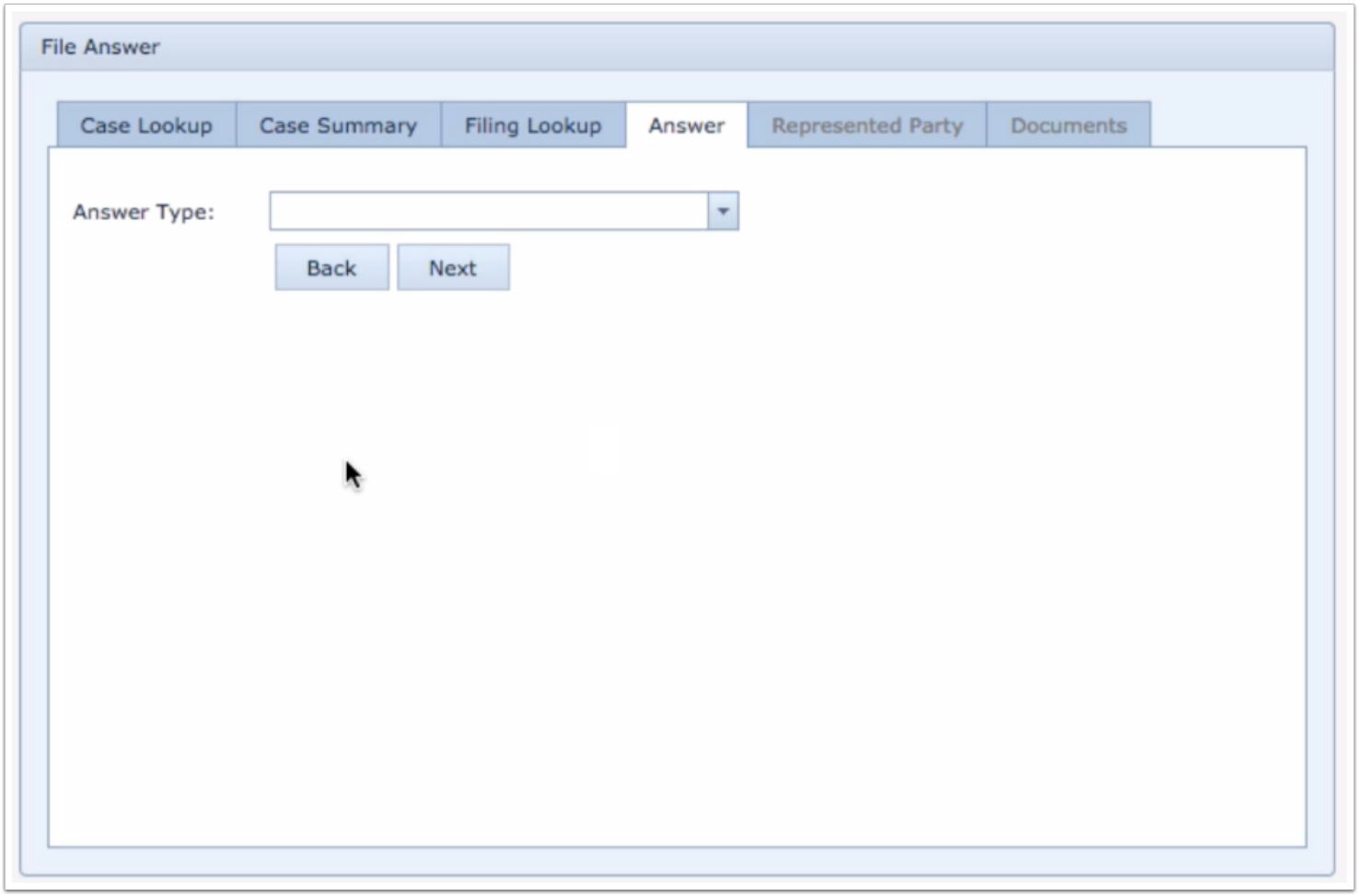
Proceed to the answer tab



Choose an Answer type from the drop down menu.

If you select other, enter a description.

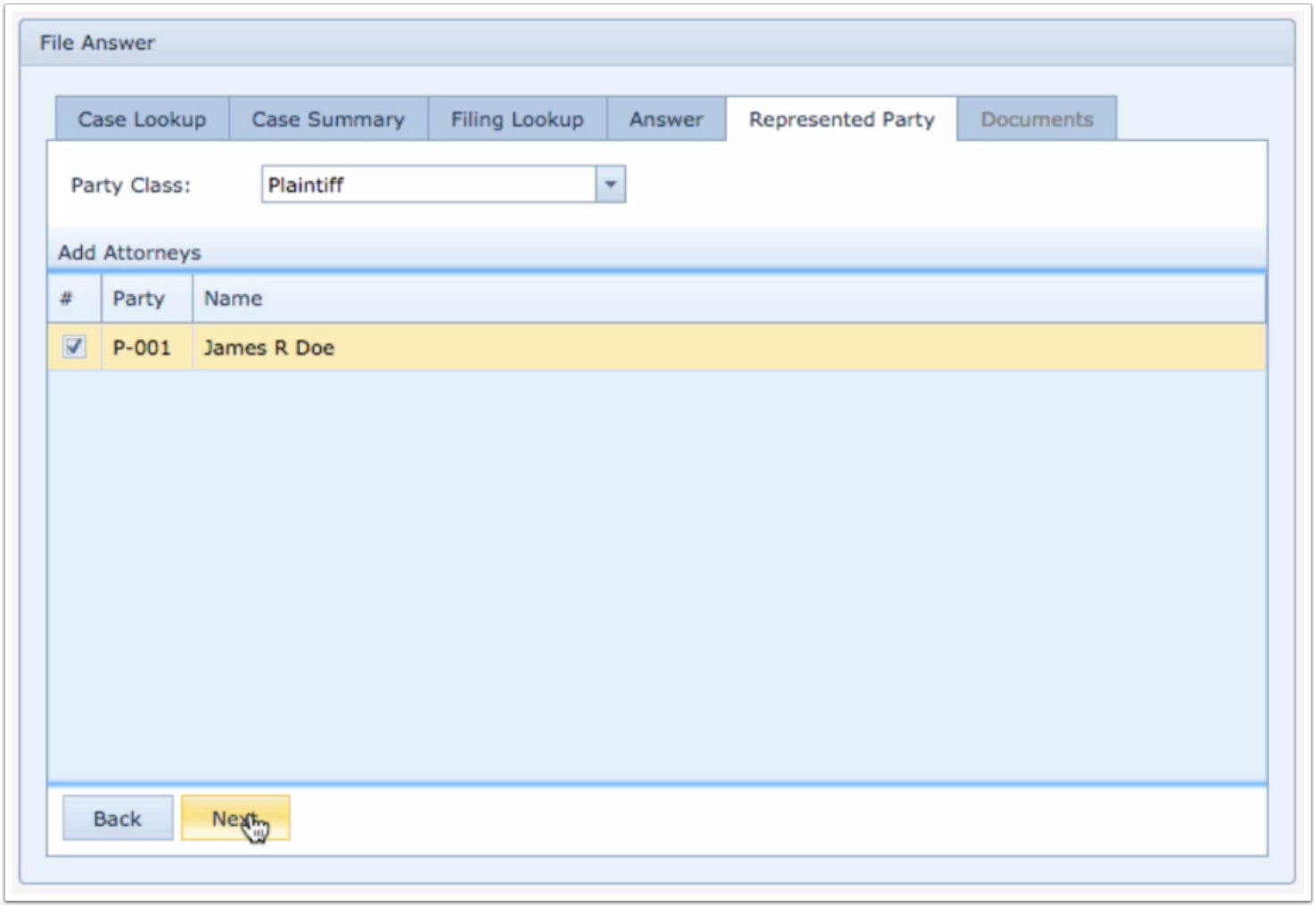
Then move to the Represented parties tab.



Place a checkmark by the parties whom you represent.

At this time you may add any additional co-counsel who are not already attached to the case.

Click next to proceed to the documents tab.

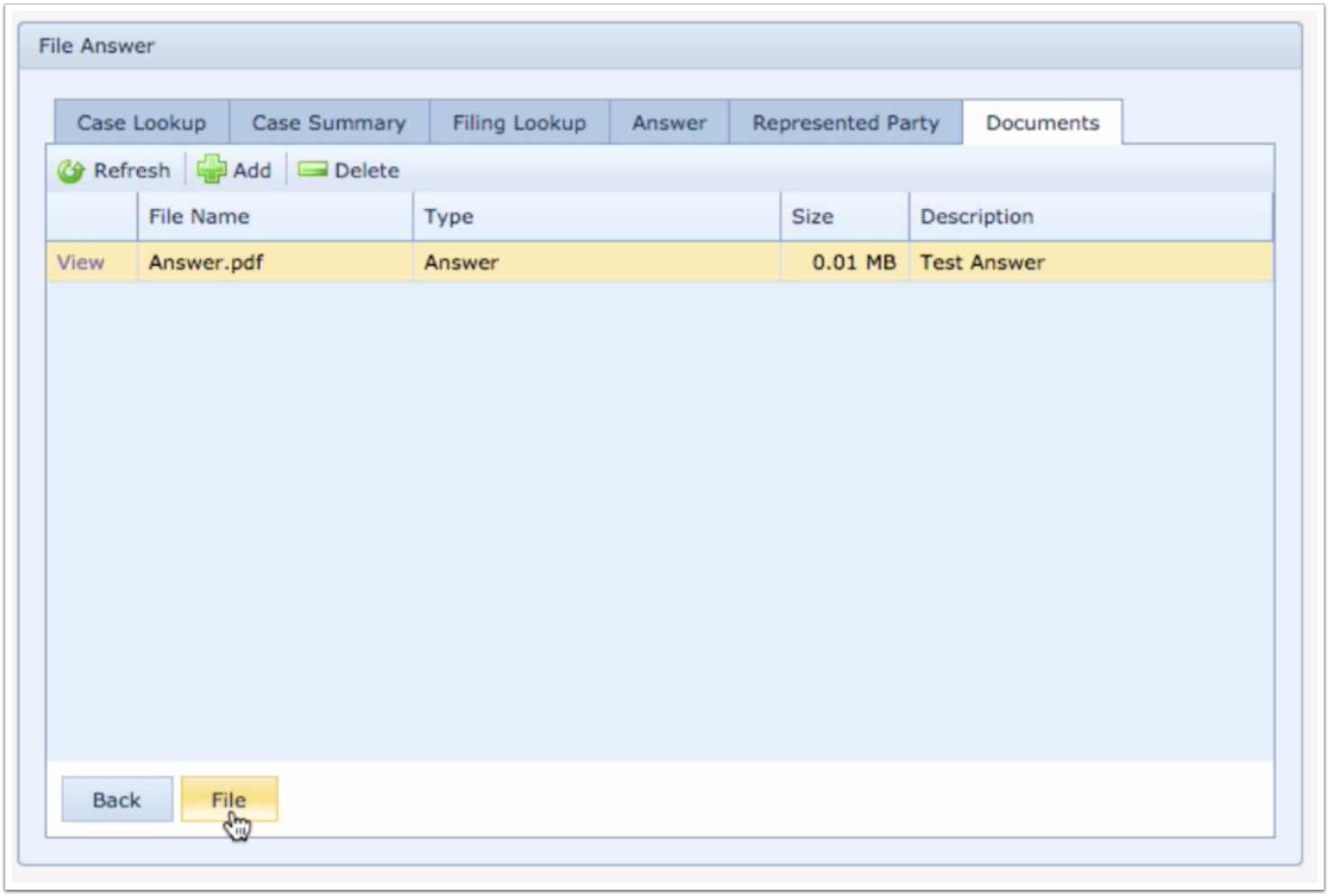


To attach the Answer. Click the add button and browse your computer for the appropriate document.

Remember all documents must be in PDF format.

Choose the document type Answer. Enter a description, and press upload to attach the file. To add additional documents repeat this process, choosing the appropriate document type.

Always verify that you have uploaded the correct document by clicking on the view button.

Once all your documents have been attached, review all of the information that you have entered in each tab.

When you are ready, press the File button to file your answer and receive your filing receipt.