# CM/ECF PROCEDURE For Attorneys

#### ANSWER/RESPONSE

Answers and Responsive type documents are often filed by parties in Bankruptcy and Adversary cases. The following instructions guide you through the process to successfully file a responsive pleading in the CM/ECF system.

STEP 1 Click *Obj/Resp/Invol Answer* in the Bankruptcy category types (see figure 1)



Figure 1

- STEP 2 Enter the case number. Click Next.
- STEP 3 Select the type of responsive pleading being filed by clicking on the appropriate option in the drop down box. Click Next. (see figure 2)



Figure 2

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STEP 4 Select the Party Filer from the Party Filer Screen. If the party filer does not appear in the drop down box, select *Add/Create New Party* and follow instructions in the Motions/Applications Procedure. (see figure 3)



Figure 3

STEP 5 The Browse for a Document Screen appears. Browse and select the appropriate document to be filed. Click Next.

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When objections, responses, amended motions/documents are filed a link should be created for reporting purposes and to create hypertext links within docket entries. Select the *type* of document which generated the responsive pleading. Additionally, a range of document file dates AND/OR document numbers *may* be entered to prevent the entire category of documents from appearing. Click Next. (see figure 4)



Figure 4

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STEP 7 Select the *exact* document to which you are responding. If the document does not appear, the incorrect document type was selected. Use the BACK button to make corrections. Click Next. (see figure 5)



Figure 5

STEP 8 The Modify Text Window Screen appears. Review text for errors. If the document needs further description review the drop down box. Leave blank if unnecessary. Click Next (see figure 6)



Figure 6

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STEP 9 The Final Docket Text Window Screen appears. This is the last opportunity to make any corrections using the *BACK* button. Clicking (Next) on this screen commits the transaction to the system and can only be modified by Court staff. Please make sure the entry is correct *before* clicking Next (see figure 7)



Figure 7

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STEP 10 The Notice of Electronic Filing Screen appears which assigns a document number to the entry. Electronic notification information also appears on this screen along with hypertext links to the docket sheet and the document filed in this entry. This completes your document submission (see figure 8)

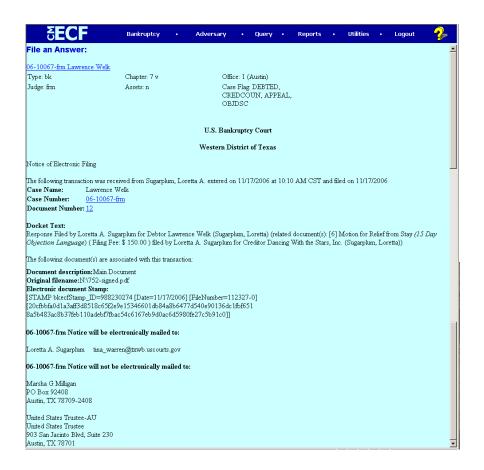


Figure 8