

**Unless the event specifically includes more than one relief type in the title, do not combine a Reply or Response with any other relief type (e.g., Response and Request for Hearing) in one document.**

## Reply

- STEP 1.** Click on either **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on either **Answer/Response...** or **Answers...**
- STEP 3.** Click on either **Reference an Existing motion/application** or **Motion/Application**.
- STEP 4.** The **Case/Adversary Number** screen displays.
- Insert the case/adversary proceeding number using the YY-NNNN(N) format.
  - Click **Next**.
- STEP 5.** Confirm the debtor(s)/party name(s) and case/adversary proceeding number are correct.
- Use the drop down list to select **Reply**.
  - Click **Next**.
- STEP 6.** The **Party Selection** screen displays.
- Select the party filer.
  - Click **Next**.
- STEP 7.** Select the category to which your event relates.
- Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates.
- Click **Next**.

**STEP 9.** The **Does this filing include Supporting Documents, e.g., Affidavit, Declaration, etc?** screen displays.

Select appropriate response (defaults to no)

Click **Next**.

**STEP 10.** The attach the PDF document screen displays.

Click **Browse** to select the appropriate PDF to attach.

Click **Next**.

**STEP 11.** The **Docket Text: Modify as Appropriate** screen displays.

Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.

Click **Next**.

**STEP 12.** The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

**STEP 13.** The **Notice of Electronic Filing** screen displays.