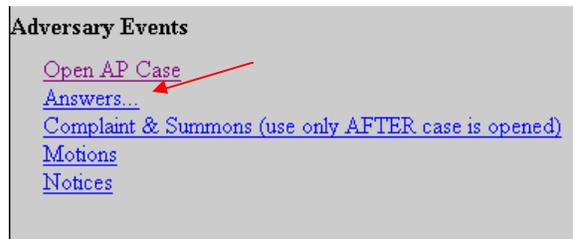


## Answer to a Complaint in an Adversary

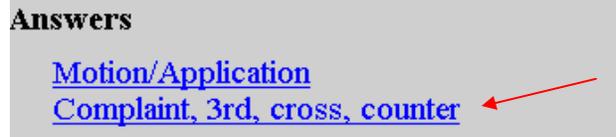
1. Click on **Adversary** on the CM/ECF Main Menu Bar.



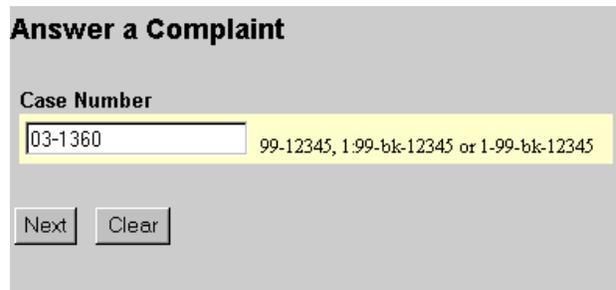
2. Under Adversary Events locate and click on **Answers**.



3. Select **Complaint**.



4. Enter the adversary number.



A grey rectangular box with the title 'Answer a Complaint'. Below the title is a 'Case Number' label. Underneath is a text input field containing '03-1360'. To the right of the input field is the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a yellow background.

5. Click on the **Next** button.
6. If this is being filed jointly with another attorney, click on the checkbox and proceed to add that attorney to the filing. If not, click on **Next**.

**Answer a Complaint**

[03-01360-DLR Kirtley v. Thompson](#)  Joint filing with other attorney(s).

7. Select the defendant from the **Select the Party** box by clicking on the appropriate name and clicking on the **Next** button.

**Answer a Complaint**

Select the Party:

Kirtley, Scott P. [Plaintiff]	<a href="#">Add/Create New Party</a>
Thompson, Richard H [Defendant]	

8. At this time there may not be an attorney/party association, click on the box located to the left of the defendant's name.

**Answer a Complaint**

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

Thompson, Richard(pty.dft) represented by Redmon, Andrea (aty)

9. Click on the **Next** button.
10. All pending complaints in the case are displayed. Click in the check box, to indicate which complaint this answer should be related to.

### Answer a Complaint

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	10/03/2003	1	Complaint by Scott P. Kirtley vs. Richard H Thompson. Fee deferred. Fee Amount \$150. Filed by Scott P. Kirtley on behalf of Scott P. Kirtley. Nature of Suit: 424 (Obj/Revocation Discharge 727). (Samuels, Dorothy)

11. Click on the **Next** button.
12. Select the PDF document by clicking on the **Browse** button.

### Answer a Complaint

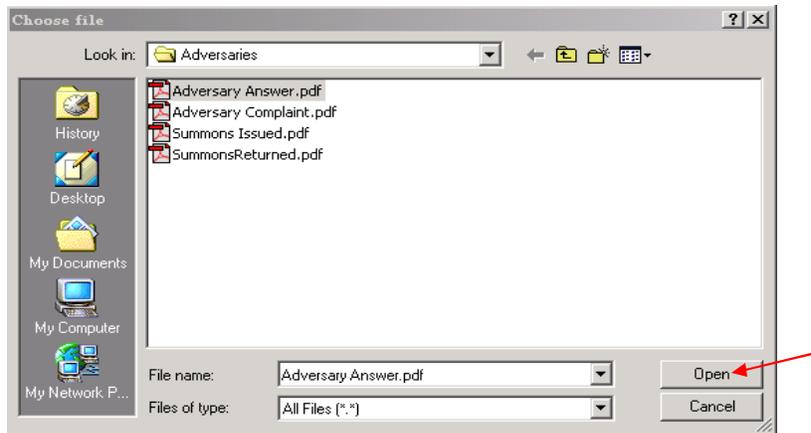
Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

13. Browse to the appropriate drive and folder.
14. Locate the appropriate document and right click.
15. Left click on **Open**.
16. View the document to ensure this is the proper pleading.
17. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.  

18. Left click on the **Open** button in the Browse dialog box.  
If needed, minimize Adobe Acrobat to see the Browse dialog.



19. Select “No” or “Yes” on the **Attachments to Document** radio button – default is “No”.

**Answer a Complaint**

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

**Filename**

F:\Intracourt\CMECF\Test Pleadings\A

**Attachments to Document:**  No  Yes

20. Click on the **Next** button.
21. Read the selections and click on the box located to the left of the appropriate selection. If no selections apply, click on the **Next** button.

**Answer a Complaint**

Does this filing include a **third-party** complaint? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **counterclaim** ? (If yes, click on the box)

22. Click on the box to place a checkmark there so this event will refer to an existing event(s).

**Answer a Complaint**

Refer to existing event(s)?

Next Clear

23. Click on the **Next** button.

24. **A.** Highlight all events by clicking on the first item, holding down your mouse and move cursor to the last item **OR** click on the first item, hold down your Shift button on the keyboard and click the last item. This will list all events in the case. **B.** If you know the category to which your event relates, highlight just that category.

**A. Answer a Complaint**

Select the category to which your event relates.

min  
misc  
motion  
notice  
oldnibs  
order  
plan  
tclerk  
trustee  
utility

Next Clear

**Answer a Complaint**

Select the category to which your event relates.

bap  
caseupld  
cert  
claims  
cmp  
court  
crditcrd  
defcl11  
defcl13  
defcl7

Next Clear

25. Click on the **Next** button.

26. Click on the box beside the appropriate event(s) to which your event relates.

**Answer a Complaint**

Select the appropriate event(s) to which your event relates:

10/03/2003 1 Complaint by Scott P. Kirtley vs. Richard H Thompson. Fee deferred. Fee Amount \$150. Filed by Scott P. Kirtley on behalf of Scott P. Kirtley. Nature of Suit: 424 (Obj/Revocation Discharge 727). (Samuels, Dorothy)

Next Clear

27. Click on the **Next** button.
28. Review the docket text and modify as appropriate.

**Answer a Complaint**

Docket Text: Modify as Appropriate.

Answer to Complaint  Filed by Andrea Redmon on behalf of Richard H Thompson . (Redmon, Andrea)

29. Click on the **Next** button.
30. Review your docket text. This will be the final opportunity you have to make corrections, **so be careful**.
  - a. If you need to make corrections click on the **Back** button located at the top of the screen or start over by clicking on **Bankruptcy** in your main menu bar.



- b. If you don't need to make corrections, click on **Next**.

**Answer a Complaint**

Docket Text: Final Text

Answer to Complaint Filed by Andrea Redmon on behalf of Richard H Thompson. (Redmon, Andrea)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

31. Click on the **Next** button.

32. The Notice of Electronic Filing screen display is the verification that the filing has been sent electronically to the court's database.

**Answer a Complaint**

U.S. Bankruptcy Court [TRAIN]

Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Redmon, Andrea entered on 10/30/2003 at 8:44 AM CST and filed on 10/30/2003

**Case Name:** Kirtley v. Thompson

**Case Number:** [03-01360-DLR](#)

**Document Number:** [3](#)

**Docket Text:**

Answer to Complaint Filed by Andrea Redmon on behalf of Richard H Thompson. (Redmon, Andrea)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**F:\Intracourt\CMECF\Test Pleadings\Adversaries\Adversary Answer.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=1052166465 [Date=10/30/2003] [FileNumber=16838-0]  
[c9515fc15d39828f0cfd98c9b42b7281571b64abacc5627246d0c8e89b5c83008bc8  
2f2c2c332bed52fb2e64ae726844c328a26013603026c07cb62b696a7e22]]