

## [Answer to Complaint](#)

Click the **Adversary** hyperlink on the CM/ECF Main Menu.

- Click **Answers...**
- Click **Complaint, 3rd, Cross, Counter** hyperlink.
- Enter **Case Number**, click **Next**.
- Select the **Party**. If not found, click **Add/Create New Party**

**Note:** If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

**Place** a check mark in the box to establish the association.

- Place a check mark in the box next to the complaint you are answering, click **Next**.
- Associate the pdf file of the Answer, click **Next**.

Check the appropriate box if the answer you are filing also contains a **third-party**, **cross-claim** or other **counterclaim**, click **Next**.

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)

If one of the above is checked the following screen appears:

Select from the following list the party(s) **against** whom you are filing this.

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Select the Party: OR Select a Group:

- Edit the docket text if necessary.
- Click **Next**.
- ***Review final docket text.***
- Click **Next**.

**Manual Chapter:** Answers/Response

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