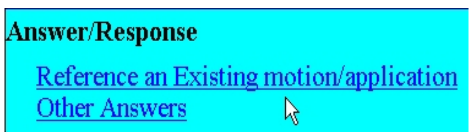
Response to a motion or document.

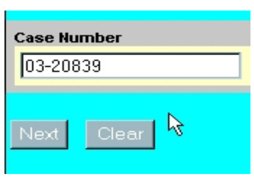
STEP 1 Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the CM/ECF Main Menu, then click on **Answer/Response**.

STEP 2 The **Answer/Response** screen displays.



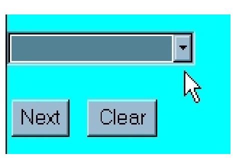
♦ Click on **Reference an Existing motion/application**.

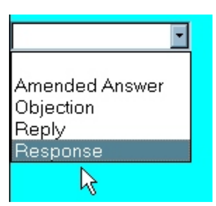
STEP 3 The **Case Number** screen displays.



♦ Enter the case number.
♦ Click on the **Next** button.

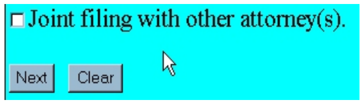
STEP 4 The **select type of document** being filed screen displays.





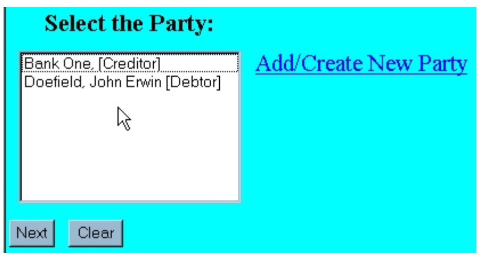
♦ Scroll the options to highlight **Response**.
♦ Click on the **Next** button.

STEP 5 The **Joint filing with other attorney(s)** screen is displayed.



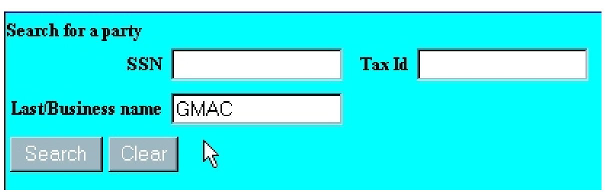
- ♦ Click in **the Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ♦ Click on the **Next** button.

STEP 6 The **Select the Party:** screen displays.



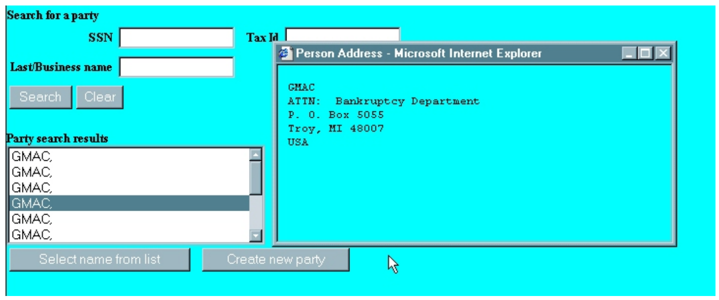
- ♦ If name of party appears, click on the name and click **Next**; proceed to **Step 10.**
- ♦ If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to **Step 7**.

STEP 7 The **Search for a party** screen displays.



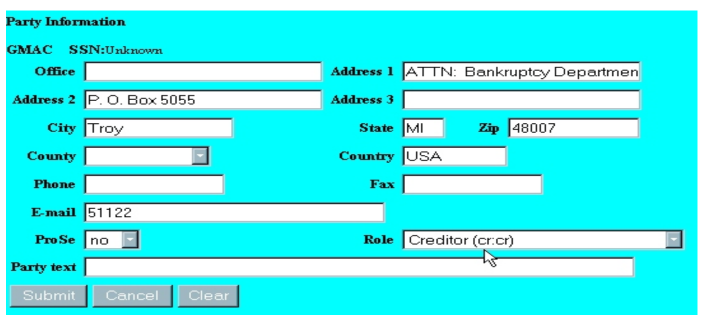
- ♦ DO NOT SEARCH BY SSN OR TAX ID NUMBERS. Search by Last/Business name by entering at least three characters of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ♦ Click on the **Search** button.

STEP 8 The **Party search results** screen displays.



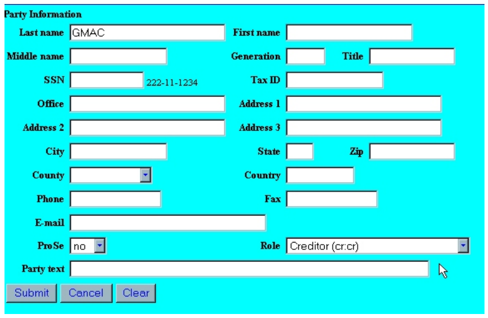
- ♦ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 9**.
- ♦ If party's name is not found, click on **Create new party** and proceed to **Step 10**.

STEP 9 The **Party Information** screen displays.



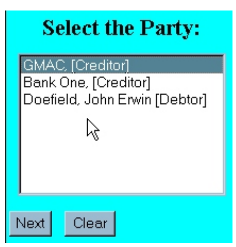
- ♦ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ♦ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ♦ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ♦ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ♦ Click on **Submit** to continue and proceed to **Step 11**.

STEP 10 If you selected **Create New Party** from the *Select the Party* screen, a new **Party Information** screen displays.



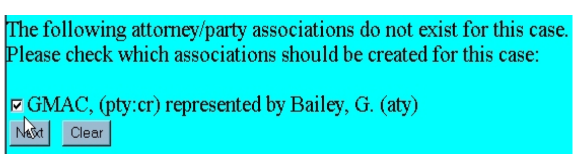
- ♦ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.
- ♦ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ♦ Click on the **Submit** button.

STEP 11 The **Select the Party:** screen displays.

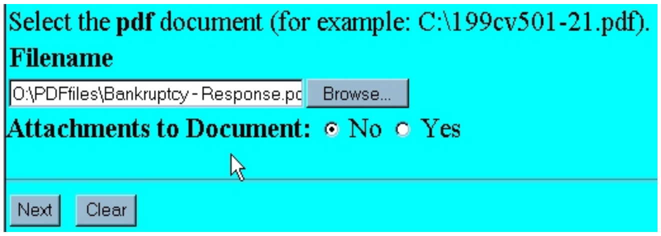


- ♦ Click on the **Next** button.

STEP 12 The **Attorney/Party Association** screen may display if no previous document has been filed that associates the attorney/client relationship. Click on the box to create the attorney/client association and then click on the **Next** button.

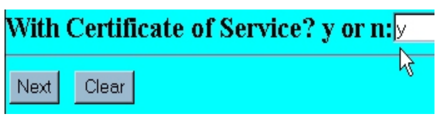


STEP 13 The **Select the pdf document** screen appears.



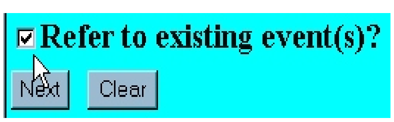
- Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- To attach documents, (e.g. an exhibit, appendix):
  - Click on the radio button next to ‘**Yes**.’
  - Click on the **Next** button.

STEP 14 The **Certificate of Service** screen displays.



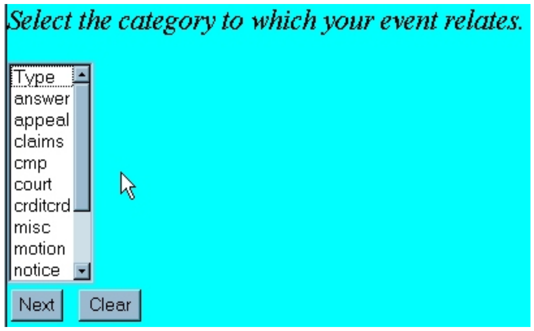
- Enter a lowercase ‘y’ or ‘n’ in the text box to indicate if a certificate of service is attached.
- Click on the **Next** button.

STEP 15 The **refer to existing event(s)** screen displays.



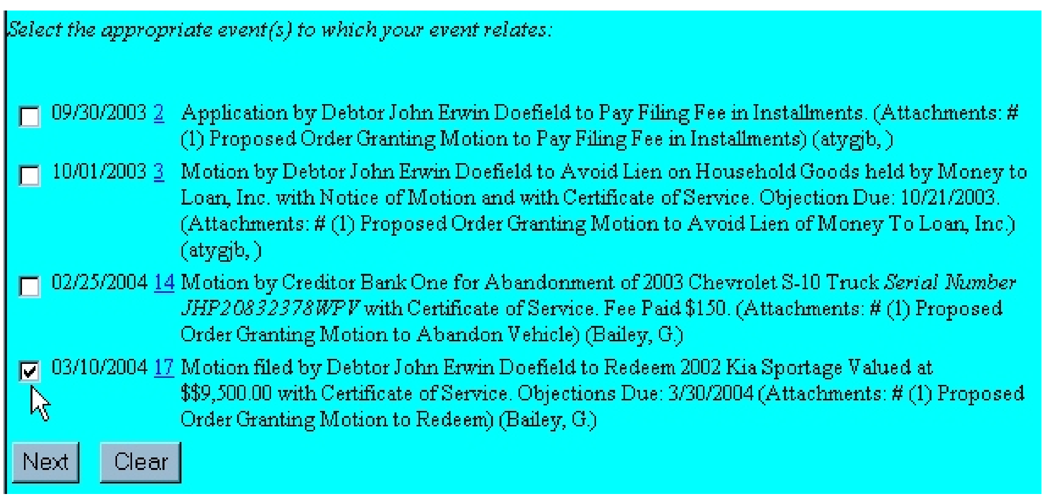
- Click in the box if this filing refers to an existing event.
- Click the **Next** button.

STEP 16 The **Select Category** screen displays.



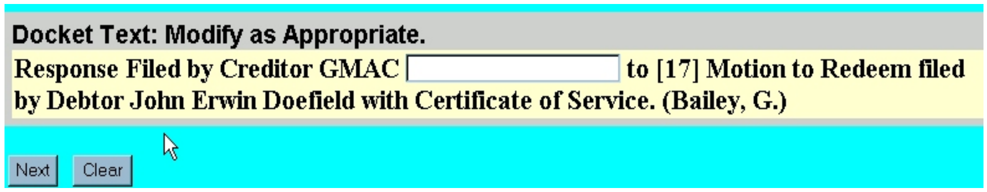
- ♦ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ♦ Enter a date range if necessary.
- ♦ Enter a range of documents if necessary.
- ♦ Click on the **Next** button.

STEP 17 The **Docket Text** screen showing all related documents pertaining to the category chosen in **Step 17** is displayed.



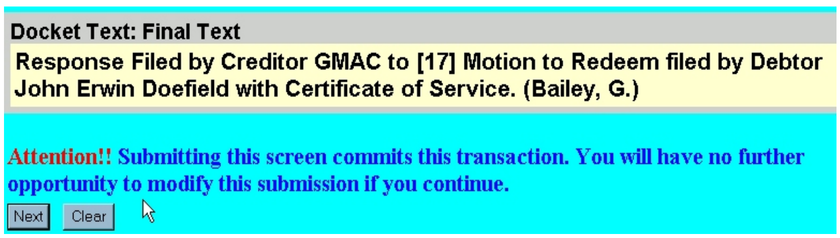
- ♦ Click in the box to the left of the motion(s) for which the answer, response, reply or objection refers.
- ♦ Click on the **Next** button.

STEP 18 The **Docket Text: Modify as Appropriate** screen displays.



- ♦ Add additional text if needed.
- ♦ Click on the **Next** button.

STEP 19 The **Docket Text: Final Text** screen displays.



- ♦ Verify the Final Docket text. If correct, click **Next**.
- ♦ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries or to abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 20 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.