

Steps to E-File an Answer:

Menu Selection:

1. Select **Complaints** → **Answer**

Case Lookup tab:

- 2. Select County
- 3. Select **Standard** or **Non-Standard** Case Type ➤ Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
- 4. Select Case Type
- 5. Select Year
- 6. Type Case Number (Sequential number)
 ➢ Example: 124
- 7. Click Next button

Party List tab:

- 8. **Parties Notified Electronically** indicates parties/attorneys that will receive electronic Notification of Filing.
- 9. **Parties Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
- 10. Click Next button



Case Lookup	Party List	Filing Lookup	Answer	Civil CIS	00
County:				- 2	
Case Type:	Standard			- 4	
Year:				- 5	
Case Number:				6	
	Next	7			

Case I Style: Judge	Number: :	CC-98 Plaint Circui	3-2020-0 tiff One it Judge	C-17 v. Defe	endant	One		
Partie	es - Notifie	d Electro	onically	Part	ies - No	otified by Ma	ii (9)	
Party	Name		Attorn	ey	Name		Email	
P-001	Plaintiff	One	A-9900	0003	Private Attorney		Private.Attorney@yahoo.co	
P-002	Plaintiff	Two	A-9900		3 Private Attorney		Private.Attorney@yahoo.c	

WARNING: All parties MUST be listed in the Party List tab prior to filing. Contact the Circuit Clerk's Office, before proceeding with filing, if parties are missing from the case.

Filing Lookup tab:

- 11. Select Paper Filed or E-Filed radio button
 - If paper filed, skip to step 13
- 12. Select the **Complaint** or **Petition** to which the Answer is responding
- 13. Click Next button

Answer tab:

- 14. Select Answer Type from list
- 15. Select Yes or No for Counterclaim
- 16. Select Yes or No for Cross-claim
- 17. Select **Yes** or **No** for **Third party complaint**
- 18. Check <u>Substantial Hardship</u> checkbox, if applicable.
- 19. Check <u>Party has been charged \$200.00...</u> checkbox, if applicable.
- 20. Click Next button







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Civil CIS tab:

- 21. Check **Accommodations** check box, if applicable
- 22. Check Jury Trial check box, if applicable
- 23. Check **Request Mediation** check box, if applicable
- 24. Click Next button

Parties Represented tab:

- 25. Verify or check appropriate box(es) to indicate the Party or **Parties Represented** by the E-Filer
- 26. Click Next button

Documents tab:

- 27. Click Add button
- 28. Click **Browse** button to locate & select the document.
- 29. Select Answer via Type list
- 30. Type a detailed **Description** of the Answer
- 31. Click Upload button
 - Repeat Steps 27-31 to upload other documents.
- 32. Click Next button

Payment Summary tab:

33. Click File button







Party	List	Filing Lookup	Answer	Civil CIS	Parties Repr	esented	Documents	Payment S	
🍲 Ref	resh	Add 27	Delete	A.		1*****			
	File	Name	Туре			Size	Description		
	N/A		Civil C	ase Informat	ion Statement	0.00 ME	3		
View	Exa	mple.pdf	Answe	r		0.03 ME	Answer		
View	/iew Example.pdf Suppo			upporting Document			Report		
					Add Document			23	
				F	ile:		Browse	28	
Bac	:k	Next 32		т С	ype: Description:			29 30	
					6	1 Uploa	d Cance	el	