



Steps to E-File an Answer

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

| Party | Name | Attorney | Name | Email |
|-------|---------------|-----------|------------------|----------------------------|
| P-001 | Plaintiff One | A-9900003 | Private Attorney | Private.Attorney@yahoo.com |
| P-002 | Plaintiff Two | A-9900003 | Private Attorney | Private.Attorney@yahoo.com |

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

| Type | Filer | Filing # | Filing Date |
|----------------|------------------|----------|----------------------|
| View Complaint | Private Attorney | 1 | 9/18/2020 4:36:51 PM |

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 Substantial Hardship checkbox, if applicable.
19. Check Party has been charged \$200.00... 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