



# 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



# Steps to E-File an Answer

## 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

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Plaintiff One
<input checked="" type="checkbox"/>	P-002	Plaintiff Two
<input type="checkbox"/>	D-001	Defendant One

## 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

File Name	Type	Size	Description
N/A	Civil Case Information Statement	0.00 MB	
Example.pdf	Answer	0.03 MB	Answer
Example.pdf	Supporting Document	0.03 MB	...Report

## Payment Summary tab:

33. Click **File** button