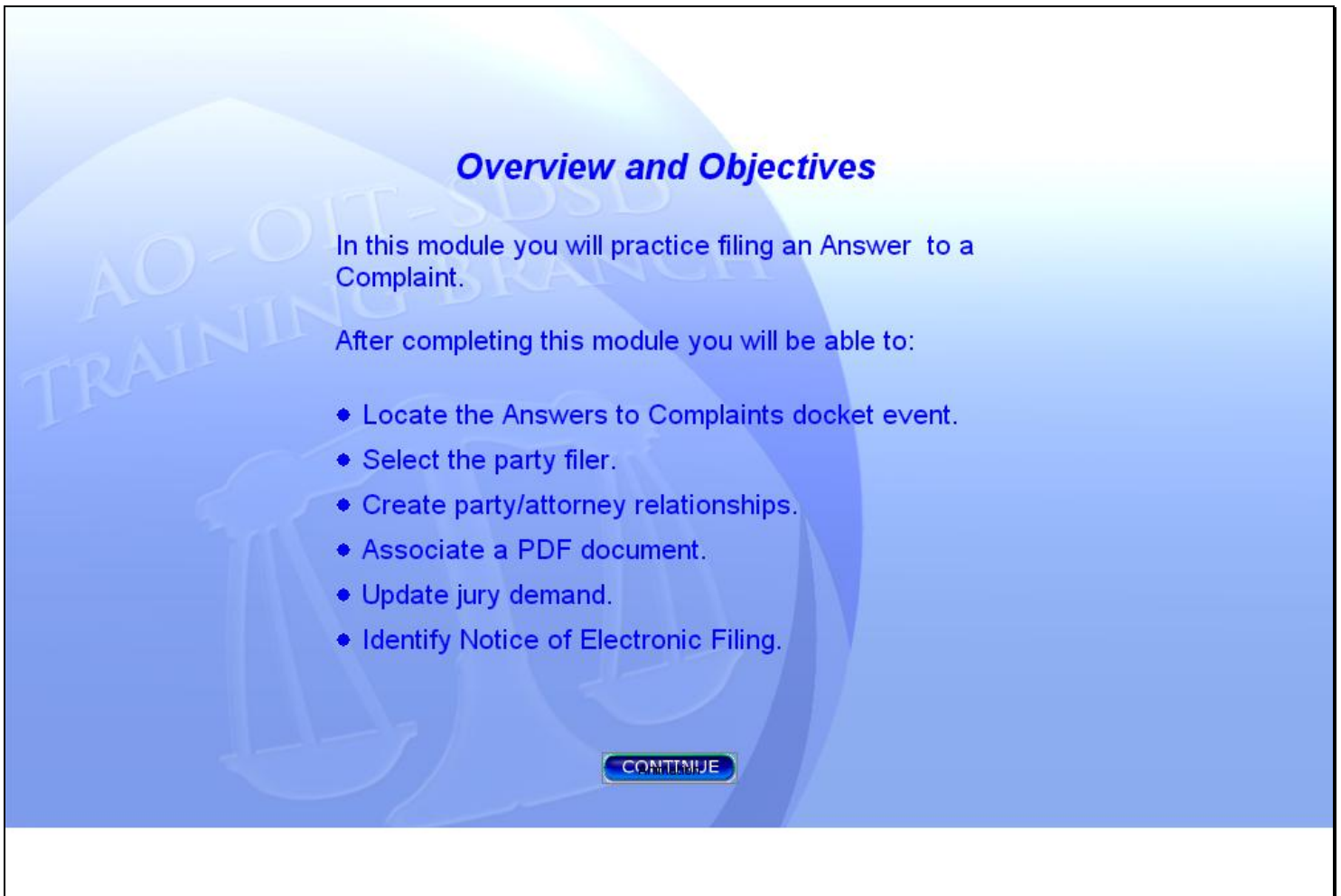


## Slide 2 - Objectives

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT-SDSB TRAINING BRANCH". The title "Overview and Objectives" is centered in a bold, blue font. Below the title, the text "In this module you will practice filing an Answer to a Complaint." is displayed. This is followed by "After completing this module you will be able to:" and a bulleted list of six objectives. At the bottom center, there is a small, rectangular button with the word "CONTINUE" in white capital letters on a blue background.

**Overview and Objectives**

In this module you will practice filing an Answer to a Complaint.

After completing this module you will be able to:

- ◆ Locate the Answers to Complaints docket event.
- ◆ Select the party filer.
- ◆ Create party/attorney relationships.
- ◆ Associate a PDF document.
- ◆ Update jury demand.
- ◆ Identify Notice of Electronic Filing.

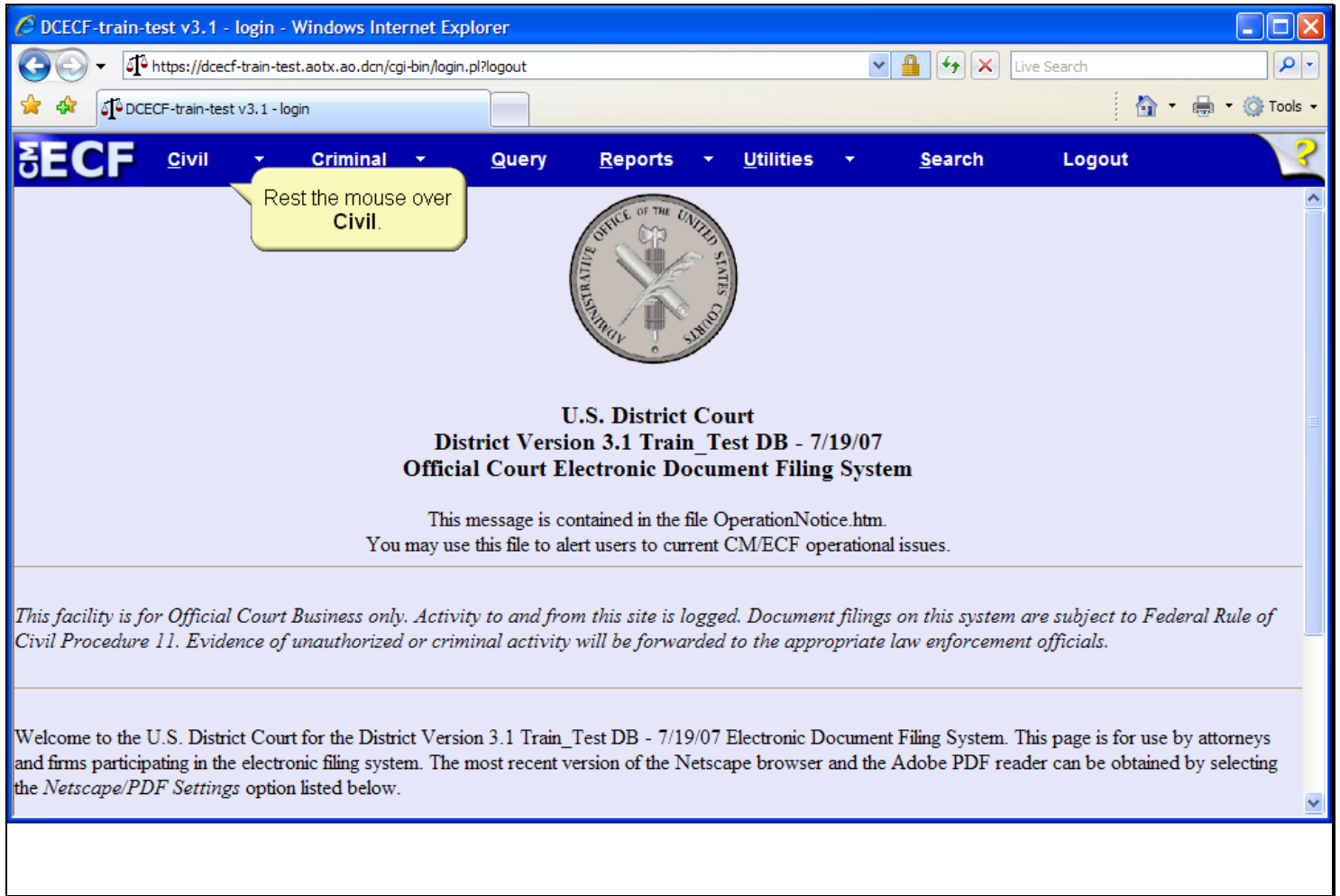
[CONTINUE](#)

## Slide notes

In this module you will practice filing an Answer to a Complaint.

After completing this module you will be able to: locate the Answer to Complaint docket event; select the party filer; create party/attorney relationships; associate a PDF document; update the defendant's jury demand information; and identify the Notice of Electronic Filing. Click the button below to CONTINUE.

Slide 3 - Slide 3



DCECF-train-test v3.1 - login - Windows Internet Explorer

https://dcecf-train-test.aobx.ao.dcn/cgi-bin/login.pl?logout

DCECF-train-test v3.1 - login

CM/ECF Civil Criminal Query Reports Utilities Search Logout

Rest the mouse over Civil.



**U.S. District Court**  
**District Version 3.1 Train\_Test DB - 7/19/07**  
**Official Court Electronic Document Filing System**

This message is contained in the file OperationNotice.htm.  
You may use this file to alert users to current CM/ECF operational issues.

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

Welcome to the U.S. District Court for the District Version 3.1 Train\_Test DB - 7/19/07 Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the *Netscape/PDF Settings* option listed below.

Slide notes

To begin, rest the mouse over the Civil option on the CM/ECF Main Menu.

Slide 4 - Slide 4



Slide notes

The drop-down menu appears displaying multiple docket event categories. Rest the mouse over the Initial Pleadings and Service category.

Slide 5 - Answer Events



Slide notes

The drop-down menu expands further displaying a second level of docket event categories. Rest the mouse over Answers to Complaints.

Slide 6 - Slide 6

Slide notes

Then click to select Answers to Complaints.

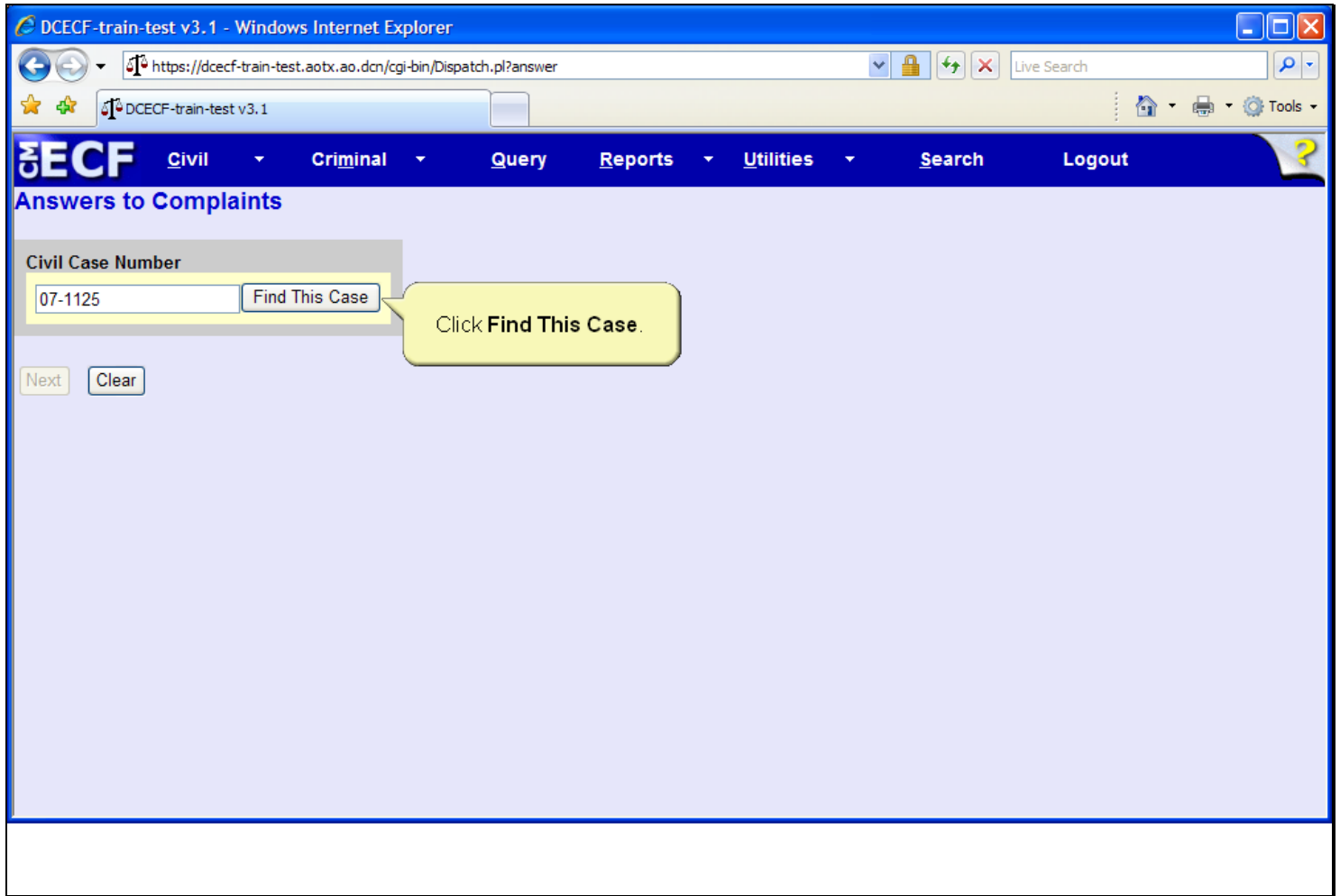
Slide 7 - Slide 7

The screenshot shows a web browser window titled "DCECF-train-test v3.1 - Windows Internet Explorer". The address bar contains the URL "https://dcecf-train-test.aobx.aoc.dcn/cgi-bin/Dispatch.pl?answer". The browser's address bar shows "DCECF-train-test v3.1". The page header features the "DCECF" logo and navigation links: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Answers to Complaints". Below this title is a "Civil Case Number" input field. A dropdown menu is open, displaying the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". A yellow callout box points to the input field with the text "Type 07-1125.". Below the input field are "Next" and "Clear" buttons. To the right of the input field is a box titled "Things to Remember" containing the following text: "CM/ECF remembers the last case number entered." and a bulleted list: "• Change the case number if necessary." and "• Always check to make sure you are filing in the correct case."

Slide notes

After selecting the appropriate docket event, CM/ECF presents the case number screen. The case number field may not be empty if users have filed previous entries. Type 07-1125 in the Civil Case Number field.

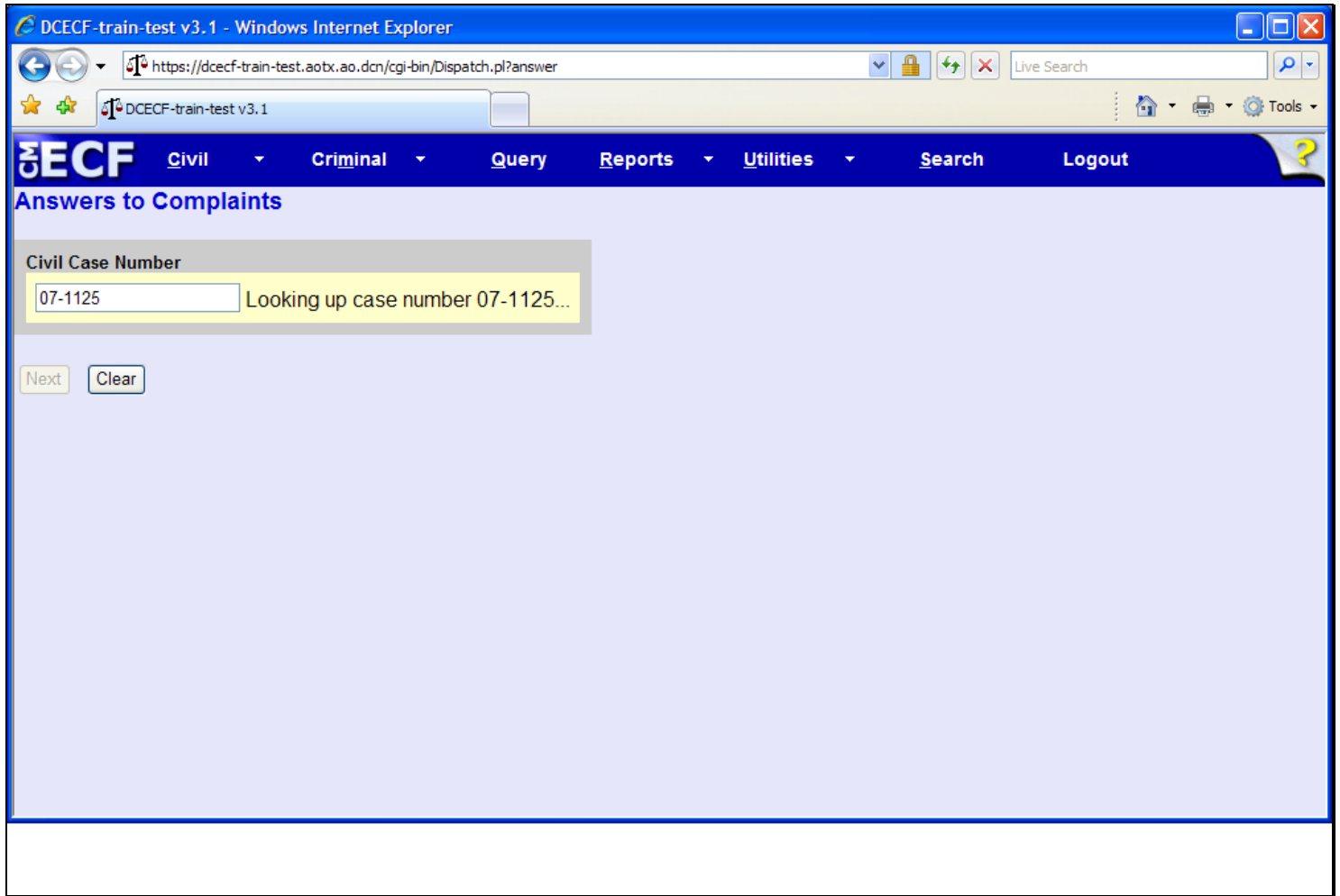
Slide 8 - Slide 8



Slide notes

As soon as you begin entering the case number, CM/ECF will advance to the next screen. To begin the case lookup, click the Find This Case button.

Slide 9 - Slide 9

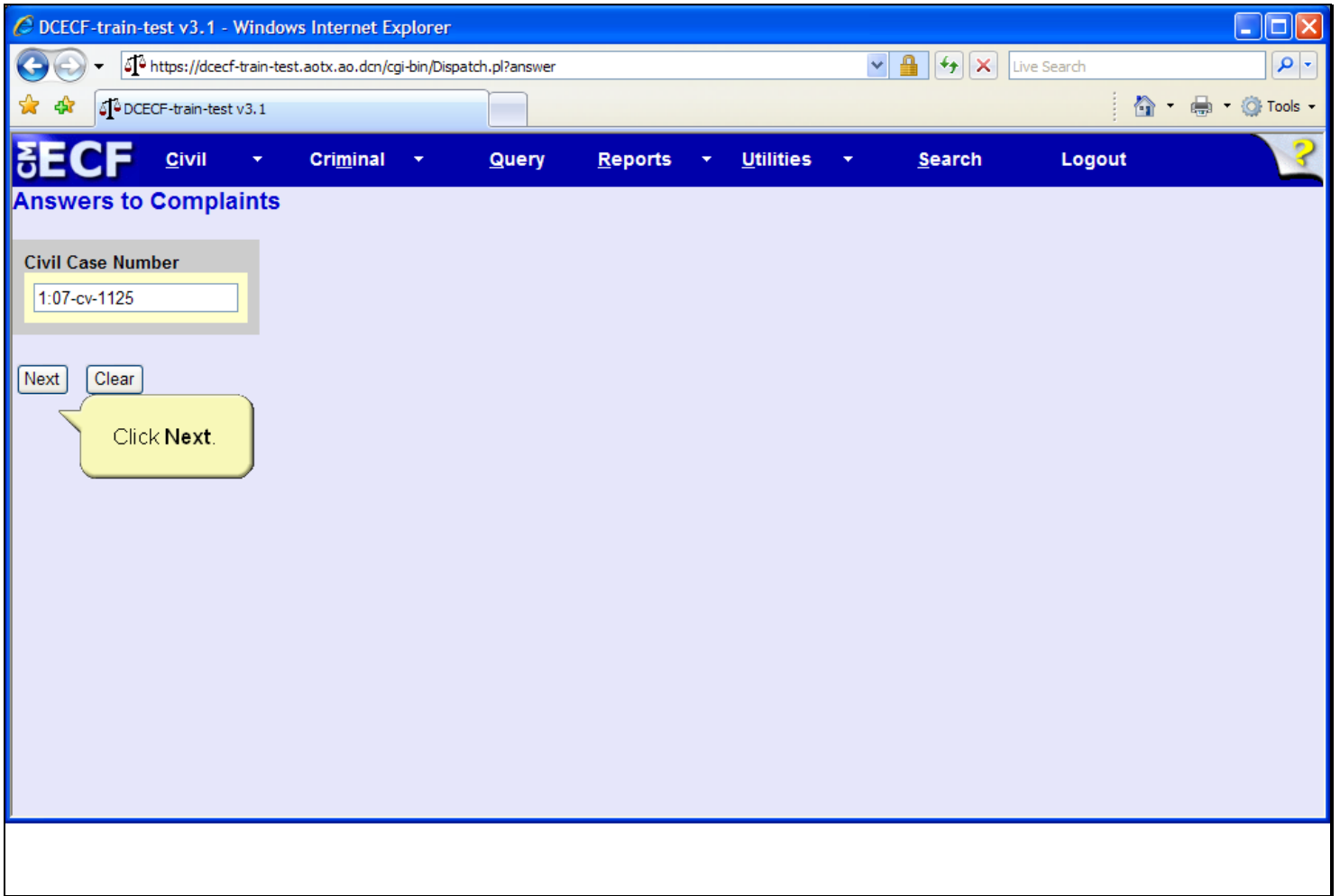


Slide notes

A quick message displays indicating that the system is looking up the case number. If CM/ECF returns a message stating the case number entered cannot be found, click the Clear button and re-enter the case number.



Slide 10 - Slide 10



Slide notes

The Case Number screen displays again. Notice the case number has been reformatted, and now includes the complete case number format of office, year, case type, and case number. Click the Next button to continue.

## Slide 11 - Party Filer

The browser's Back button would be used in a live database to return to previous screens. For simulation purposes, the button has been disabled.

Click to select the **Defendant** to continue.

The case information hyperlink to the Docket Report may be used in a live database. For simulation purposes, the hyperlink has been disabled.

Click **Lakeside Shores Investment Properties, Inc.**

The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) interface. The browser's Back button is disabled. The page title is "Answers to Complaints" and the case number is "1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.". The "Select the Party:" section shows a list of parties: "Callaway, William J [Plaintiff]" and "Lakeside Shores Investment Properties, Inc. [Defendant]". The "Lakeside Shores Investment Properties, Inc. [Defendant]" party is highlighted. The "Next" and "Clear" buttons are visible at the bottom left.

## Slide notes

Next, the Party Filer screen appears. In addition to the party filer list, this screen, as well as all subsequent screens, also displays case information. The displayed case information allows users to verify that the correct case number was entered on a prior screen. If the case number is not correct, click the browser's Back button to return to the case number entry screen. The case information is also a hyperlink to the Docket Report and may be clicked at any time while docketing to bring up the Docket Report. To continue filing the answer, select the defendant, Lakeside Shores Investment Properties, as the filer of the answer to the complaint.

Slide 12 - Slide 12

The screenshot shows a web browser window titled "DCECF-train-test v3.1 - Windows Internet Explorer". The address bar contains the URL "https://dcecf-train-test.aobx.aoc.dcn/cgi-bin/Dispatch.pl?116435538214947". The browser's address bar shows "DCECF-train-test v3.1". The website's navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Answers to Complaints" and displays the case "1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.". Below this, the instruction "Select the filer." is followed by "Select the Party:". A dropdown menu is open, showing "Callaway, William J [Plaintiff]" and "Lakeside Shores Investment Properties, Inc. [Defendant]". To the right of the dropdown is a link "Add/Create New Party". Below the dropdown are "Next" and "Clear" buttons. A yellow callout bubble with the text "Click Next." points to the "Next" button.

Slide notes

Then click the Next button.

## Slide 13 - Link Party/Atty

DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aobx.ao.dcn/cgi-bin/Dispatch.pl?364014710489426

DCECF-train-test v3.1

**DCECF** Civil Criminal Query Reports Utilities Search Logout

**Answers to Complaints**  
1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

Lakeside Shores Investment Properties, Inc. (pty:dft) represented by Jeffrey Hollingsworth (aty)  Lead  Notice

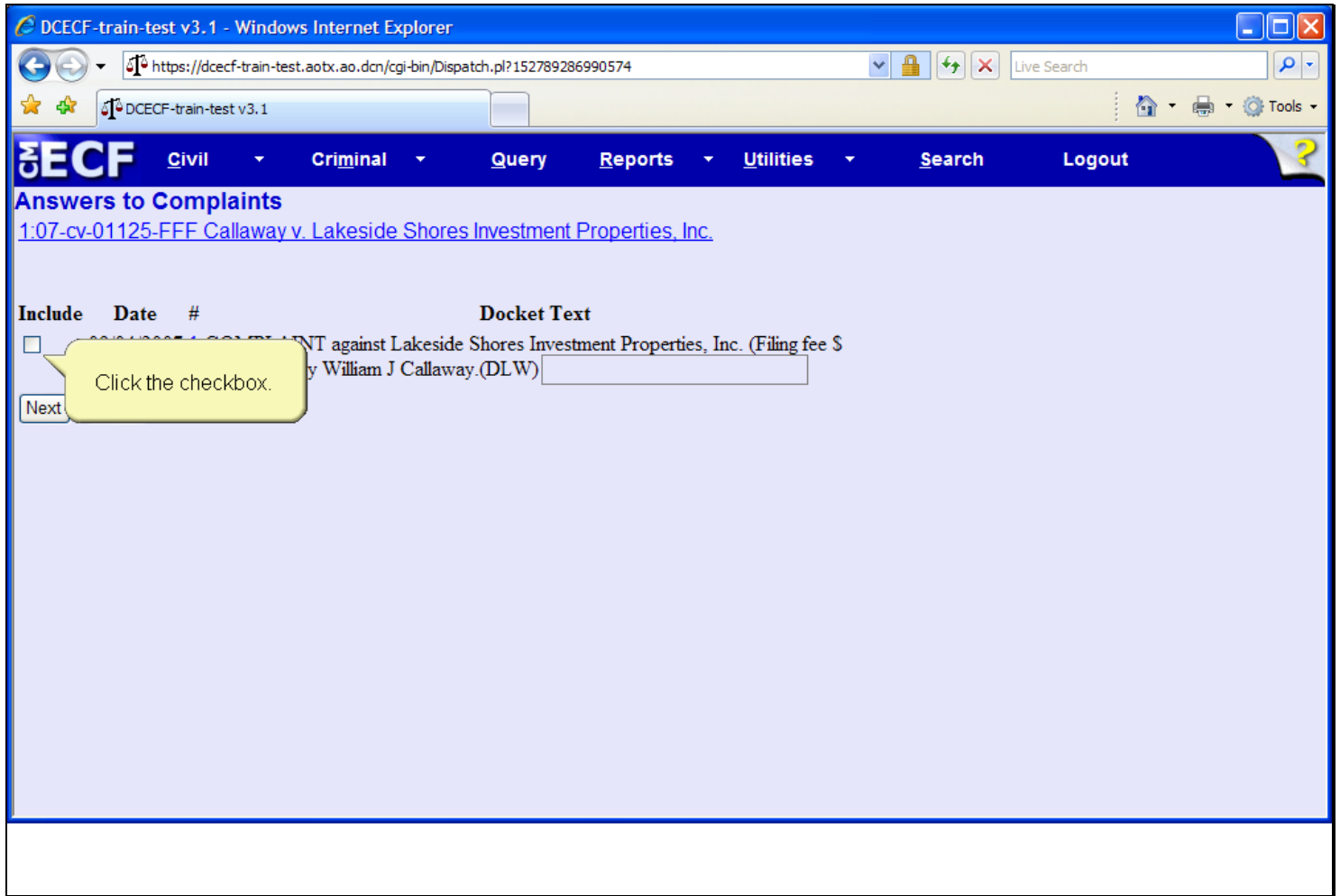
Next Clear

Click Next.

## Slide notes

This screen indicates that the attorney filer is not yet linked to the party they represent in this case. The provided check box allows the attorney/party associated with this case to be created. Additional check boxes are available to designate the attorney as lead and to request Notice of Electronic Filings for this case. It is important to note that this screen should only appear one time for each attorney/party association per case. Should the screen display more than once, the incorrect party filer may have been selected. Notice that all three boxes are already checked. Remember to uncheck the appropriate box if necessary. However, if the Notice option is unchecked, the linked attorney will not receive the Notice of Electronic Filing for this docket event or any future filings for this case. Click the Next button to continue.

Slide 14 - Slide 14



Slide notes

Next, the Complaint Selection screen appears. This screen lists all complaints and/or claims for which an answer is due and allows users to create a relationship to the document. Creating a relationship to the complaint terminates the answer due deadline for the defendant and creates an entry on the Related Transactions query. Click the check box to create a relationship with the complaint document.

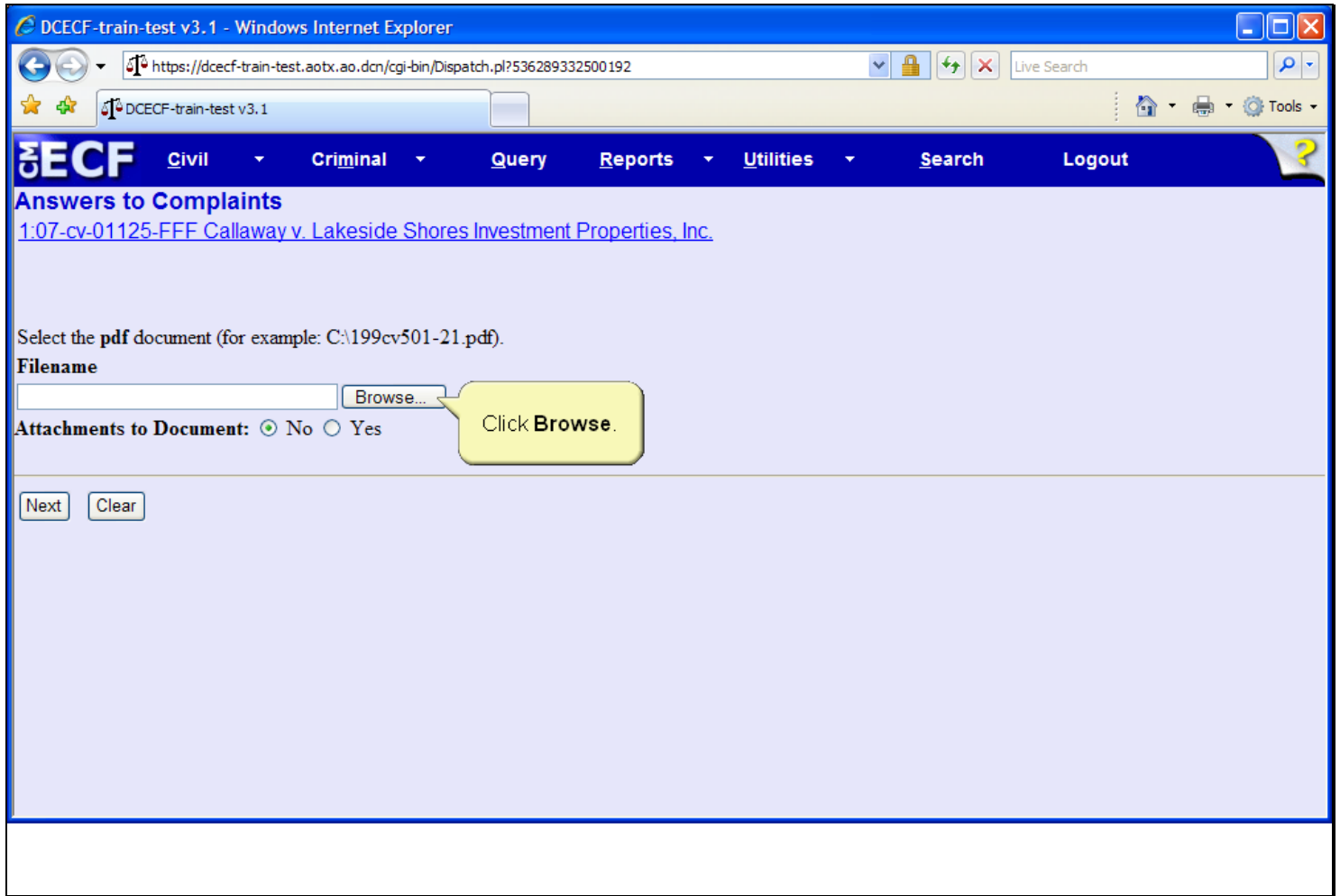
Slide 15 - Slide 15

The screenshot shows a web browser window titled "DCECF-train-test v3.1 - Windows Internet Explorer". The address bar contains the URL "https://dcecf-train-test.aobx.aoc.dcn/cgi-bin/Dispatch.pl?152789286990574". The browser's address bar shows "DCECF-train-test v3.1". The page header features the "DCECF" logo and navigation links: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Answers to Complaints" and displays a docket entry for "1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.". The docket entry includes a table with columns "Include", "Date", "#", and "Docket Text". The entry shows a checked box under "Include", the date "09/04/2007", the number "1", and the text "COMPLAINT against Lakeside Shores Investment Properties, Inc. (Filing fee \$ 350.), filed by William J Callaway.(DLW)". Below the table are "Next" and "Clear" buttons. A yellow callout bubble points to the "Next" button with the text "Click Next."

Slide notes

Click the Next button to continue.

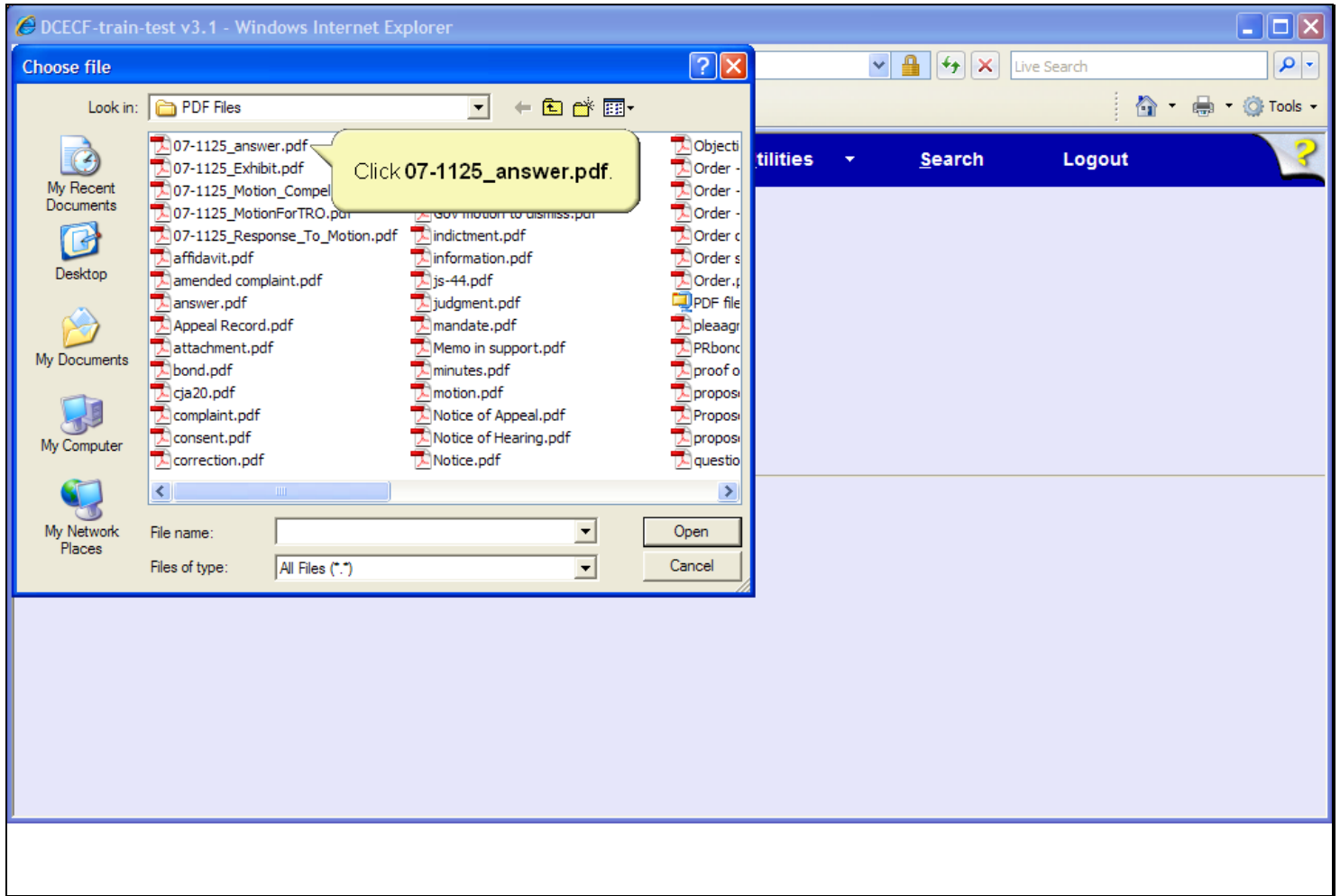
Slide 16 - Assoc PDF



Slide notes

The next step is to associate and create a hyperlink to a PDF document. To locate the document, click the Browse button.

Slide 17 - Slide 17

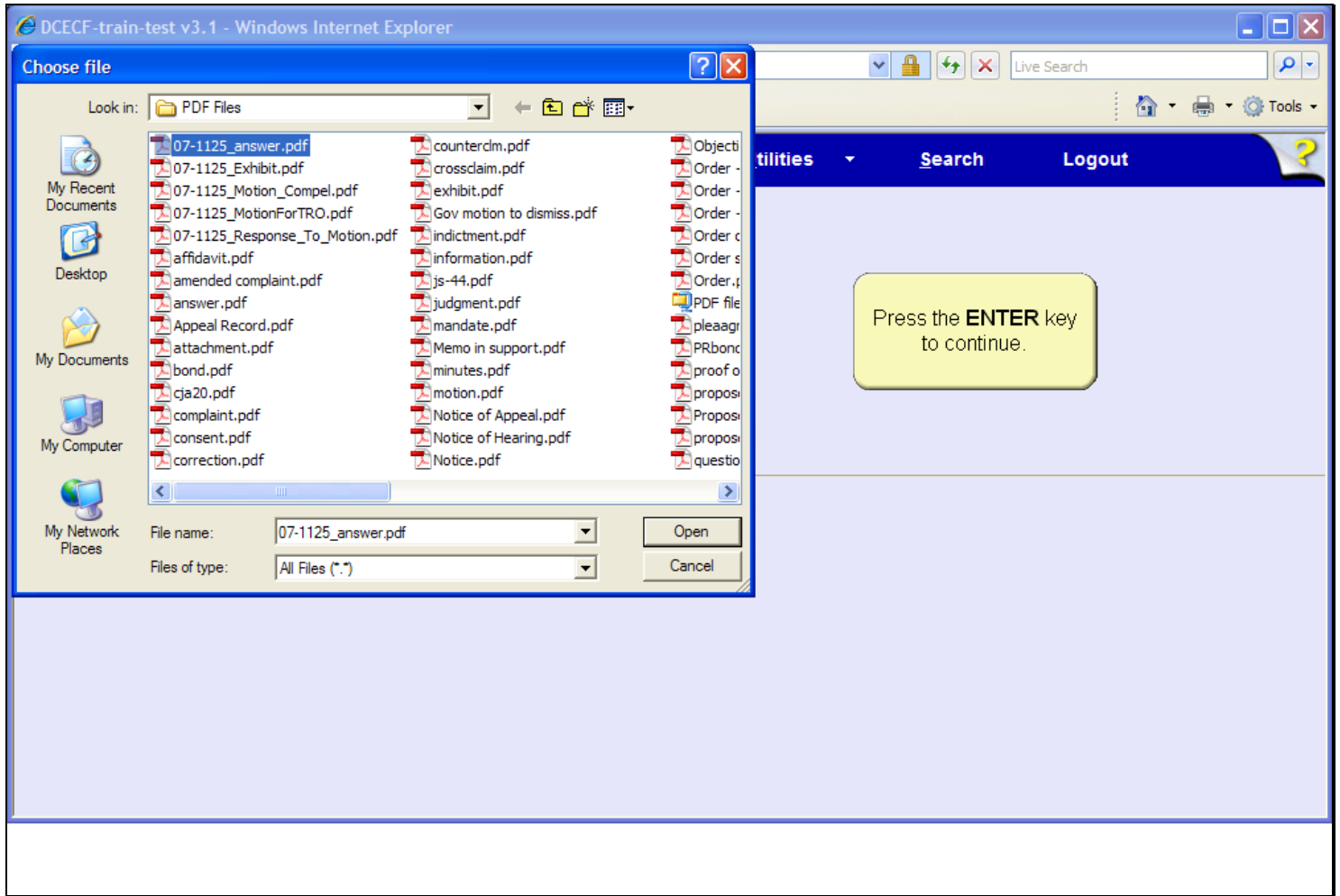


Slide notes

The Choose file dialog box opens. If the document is not in the folder which opens, called the Look in folder, you must navigate to the folder which has the document and then select the appropriate document. Click to select the 07-1125\_answer.pdf document.



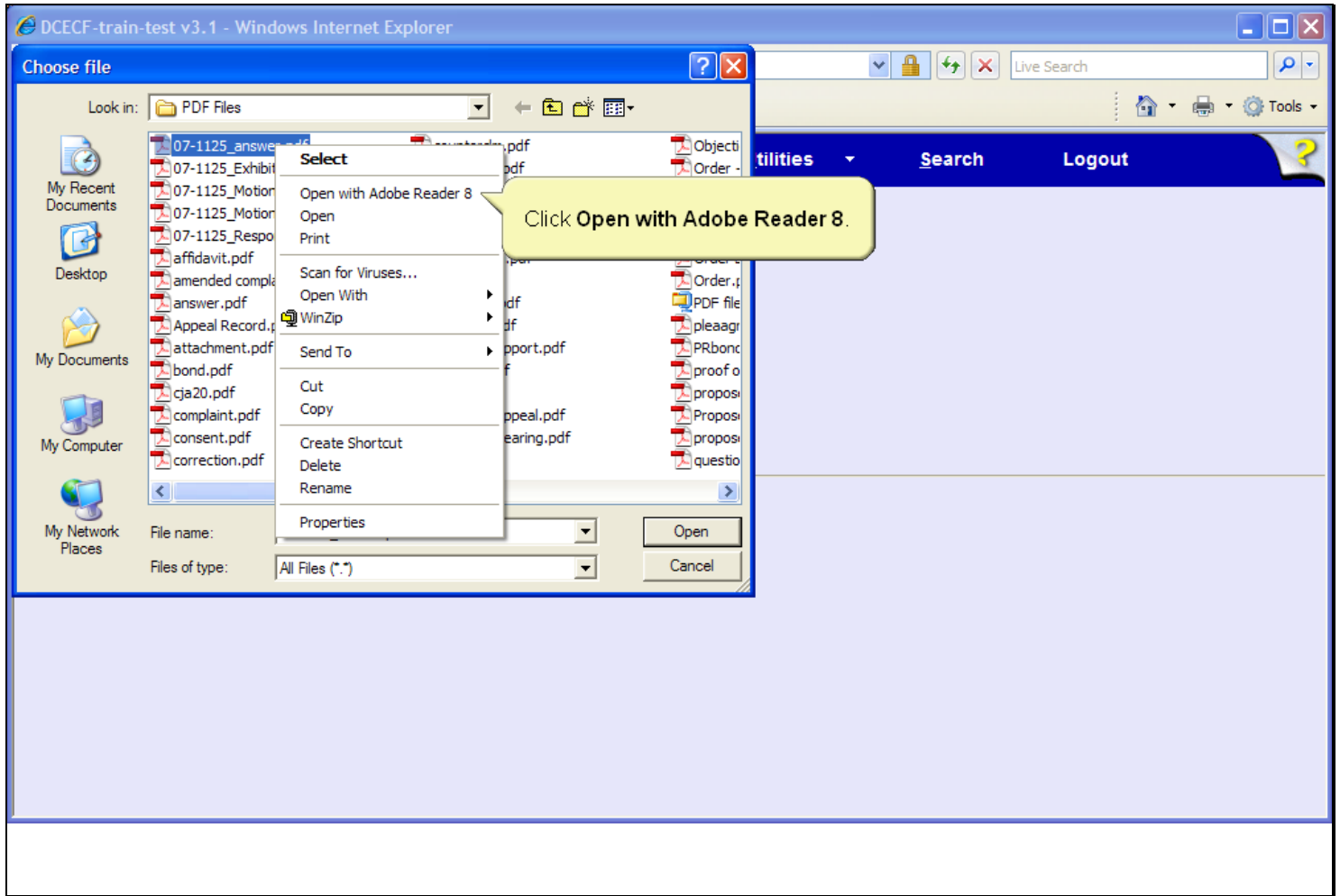
Slide 18 - Slide 18



Slide notes

The 07-1125 answer document is now highlighted. The next step is to open and view the document for verification. In a live database, you must right-click the highlighted file in order to open the PDF document inside this window. For this learning module, the right-click will be done for you. To simulate the right-click process, press the Enter key on your keyboard.

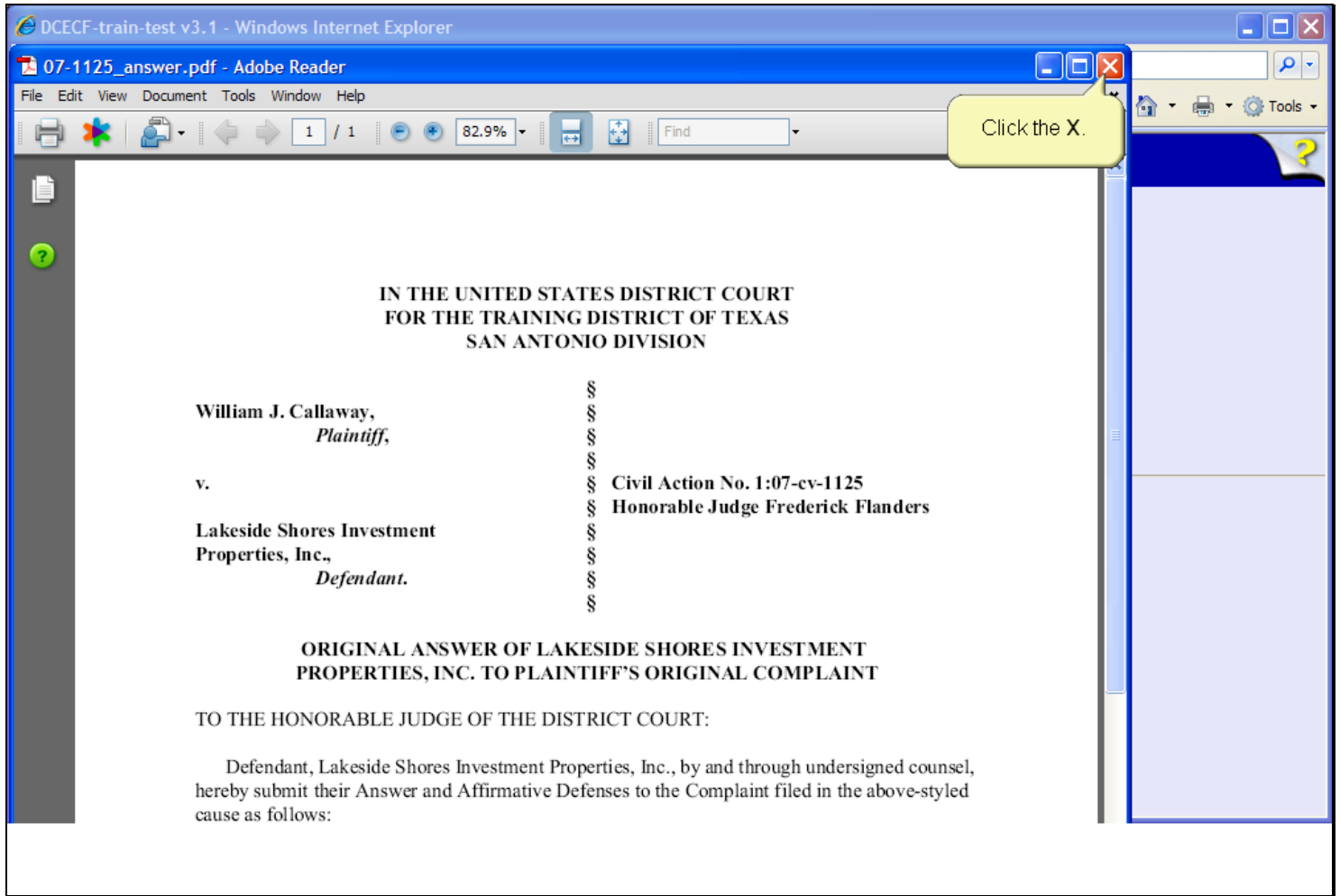
Slide 19 - Slide 19



Slide notes

Right-clicking on the highlighted file brings up a pop-up menu which allows you to open and view the file using the Adobe Reader. Click to select, Open with Adobe Reader 8.

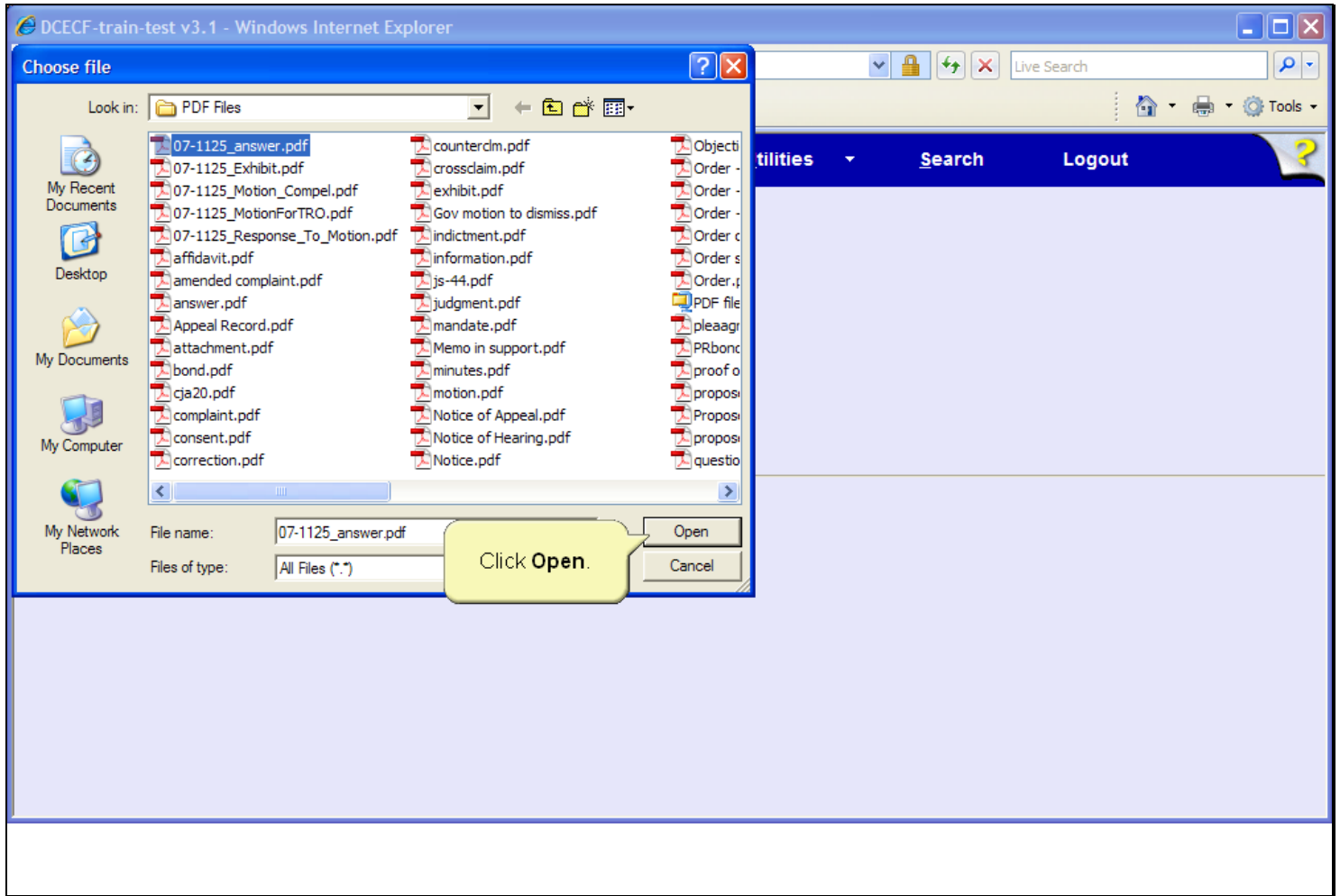
Slide 21 - Slide 21



Slide notes

The answer document opens in the Adobe Reader. This is your opportunity to verify the document. After carefully reviewing the document, click the Close button in the upper right corner of the Adobe Reader window.

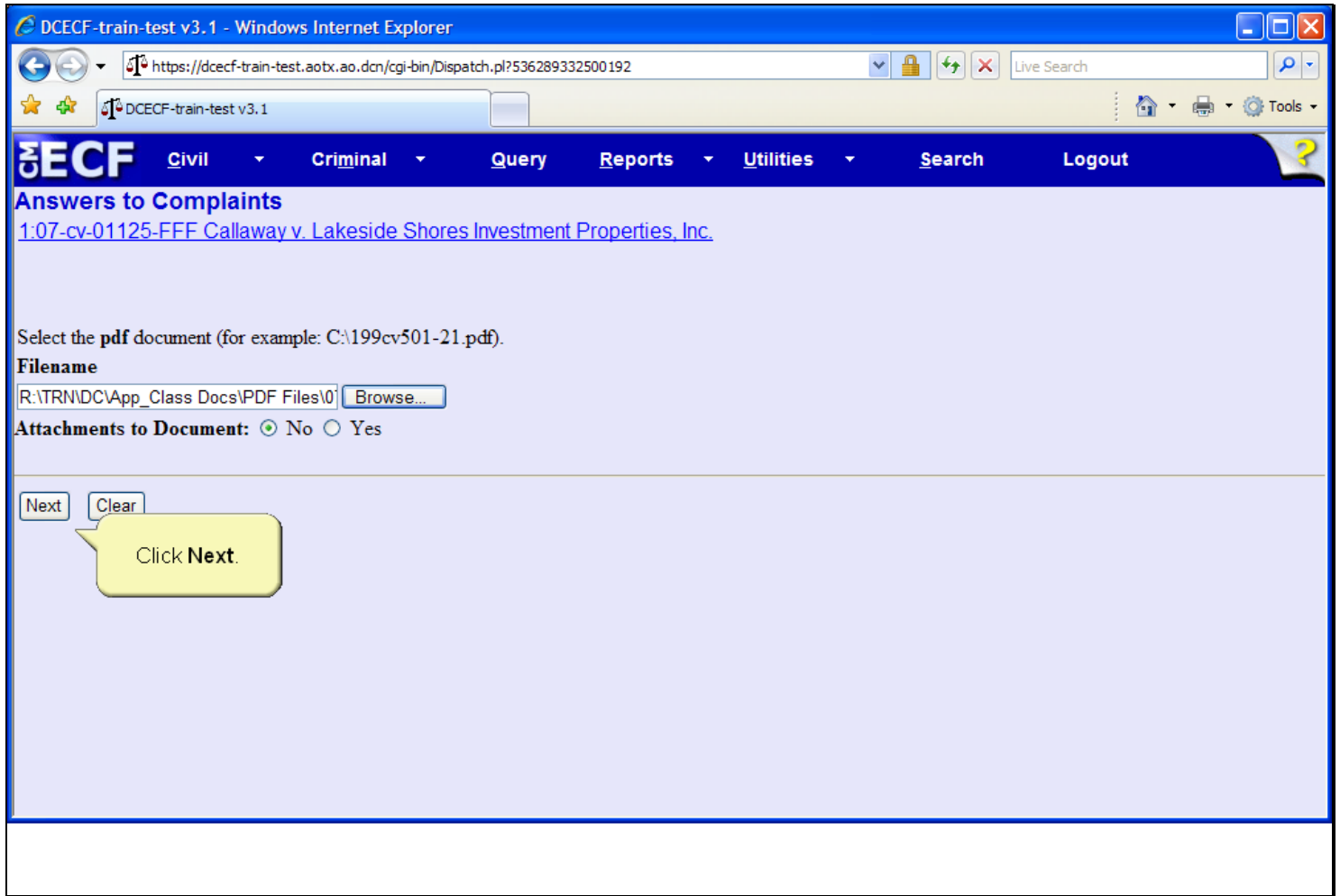
Slide 22 - Slide 22



Slide notes

The Adobe Reader closes and you are returned to the PDF directory where the answer file is still selected. Click the Open button in the Choose file dialog box to associate the PDF and create a hyperlink to the document.

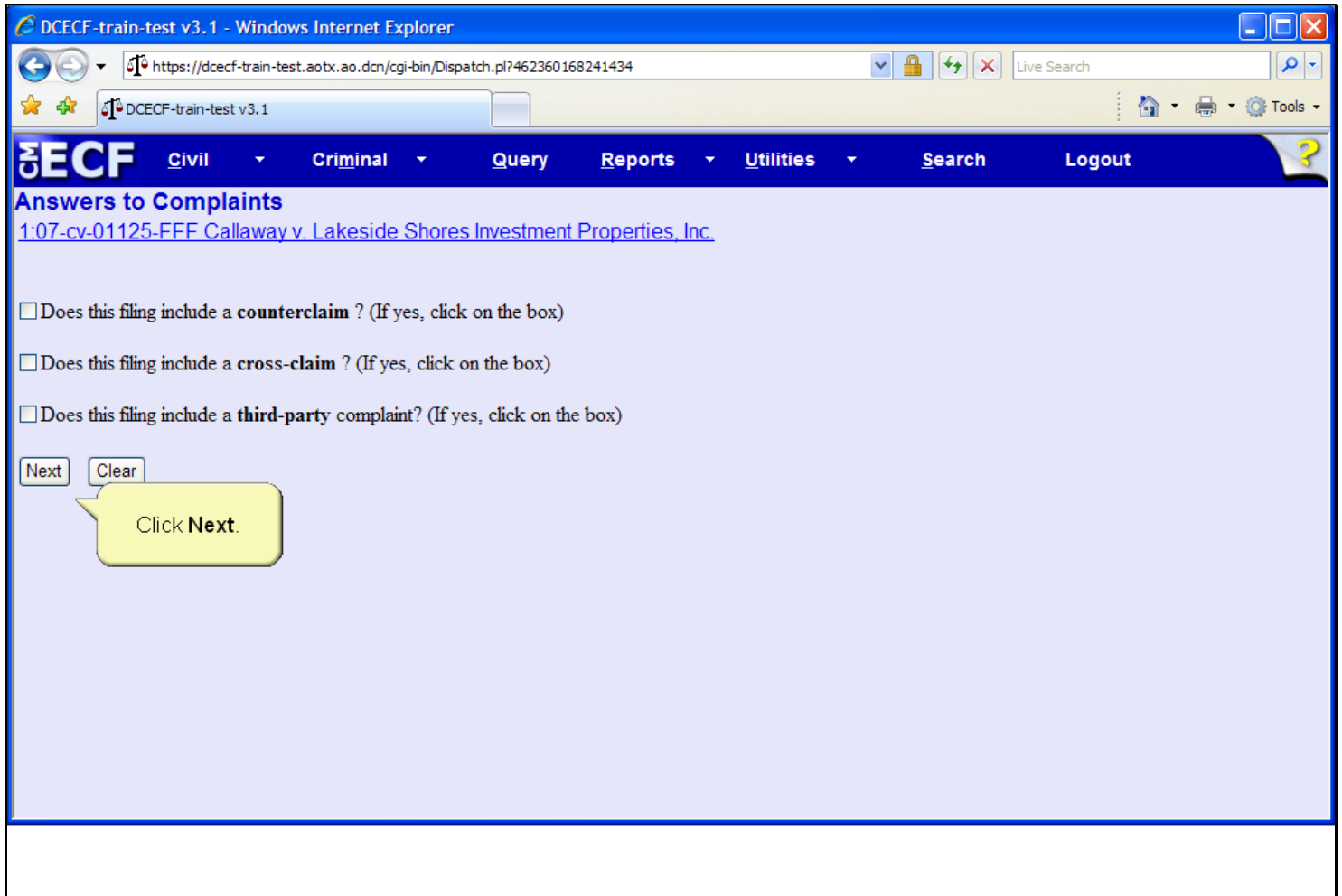
Slide 23 - Slide 23



Slide notes

The filename field now contains the path to the selected PDF document. Leave the Attachments to Document radio button set to the default of No. This filing does not have attachments - such as an affidavit, exhibit or other supporting documentation - in addition to the answer document. Click the Next button to continue.

## Slide 24 - Slide 24



DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aobx.ao.dcn/cgi-bin/Dispatch.pl?462360168241434

DCECF-train-test v3.1

**ECF** Civil Criminal Query Reports Utilities Search Logout

### Answers to Complaints

[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

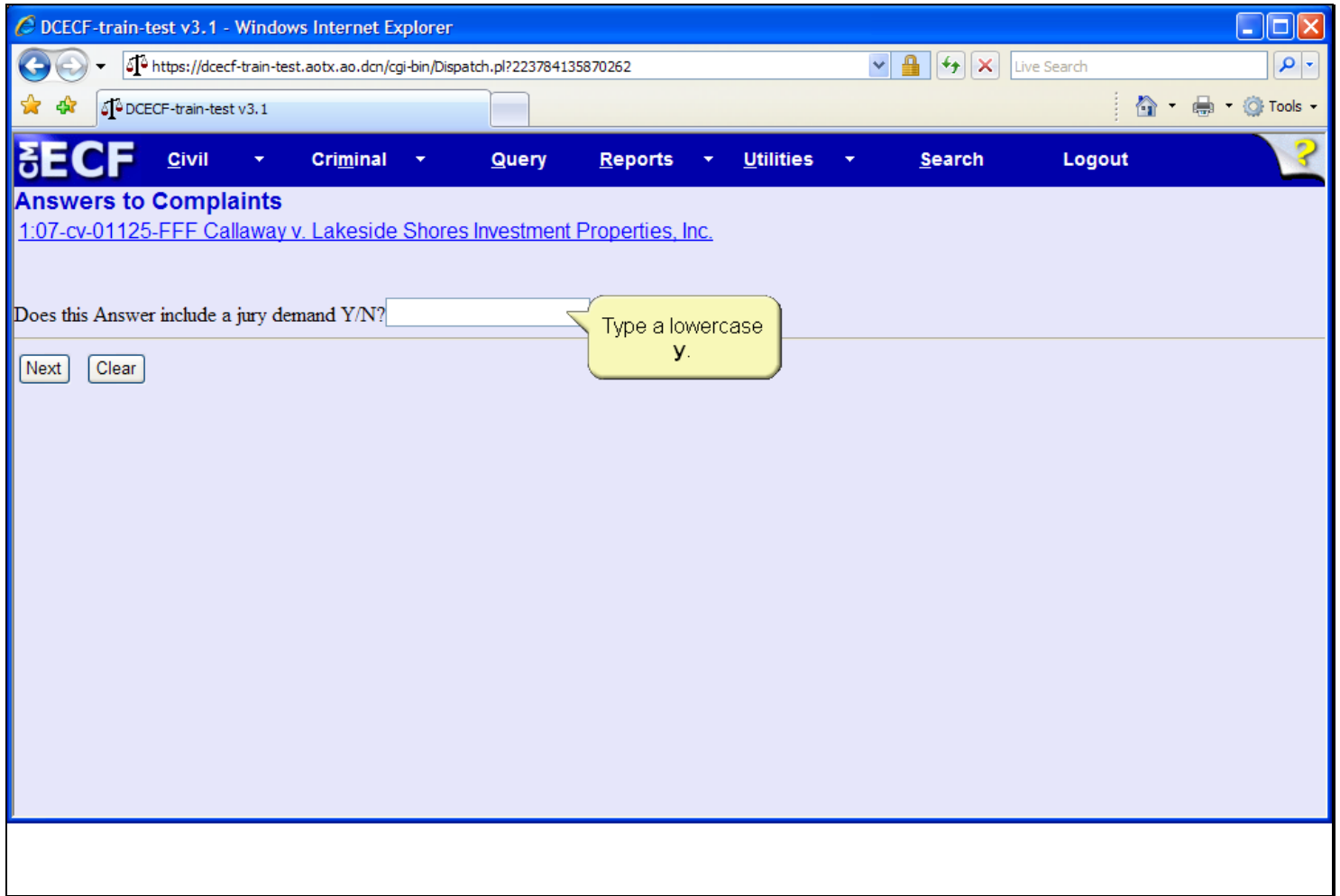
Next Clear

Click Next.

## Slide notes

The Additional Claim screen appears. This screen allows users to indicate if the answer includes a counterclaim, cross-claim, or third-party complaint. If another claim is included in the defendants answer and one of the check boxes displayed is selected, CM/ECF guides the user through the process of creating new party roles appropriate to the type of claim selected. This answer does not include any of these claims. Click the Next button.

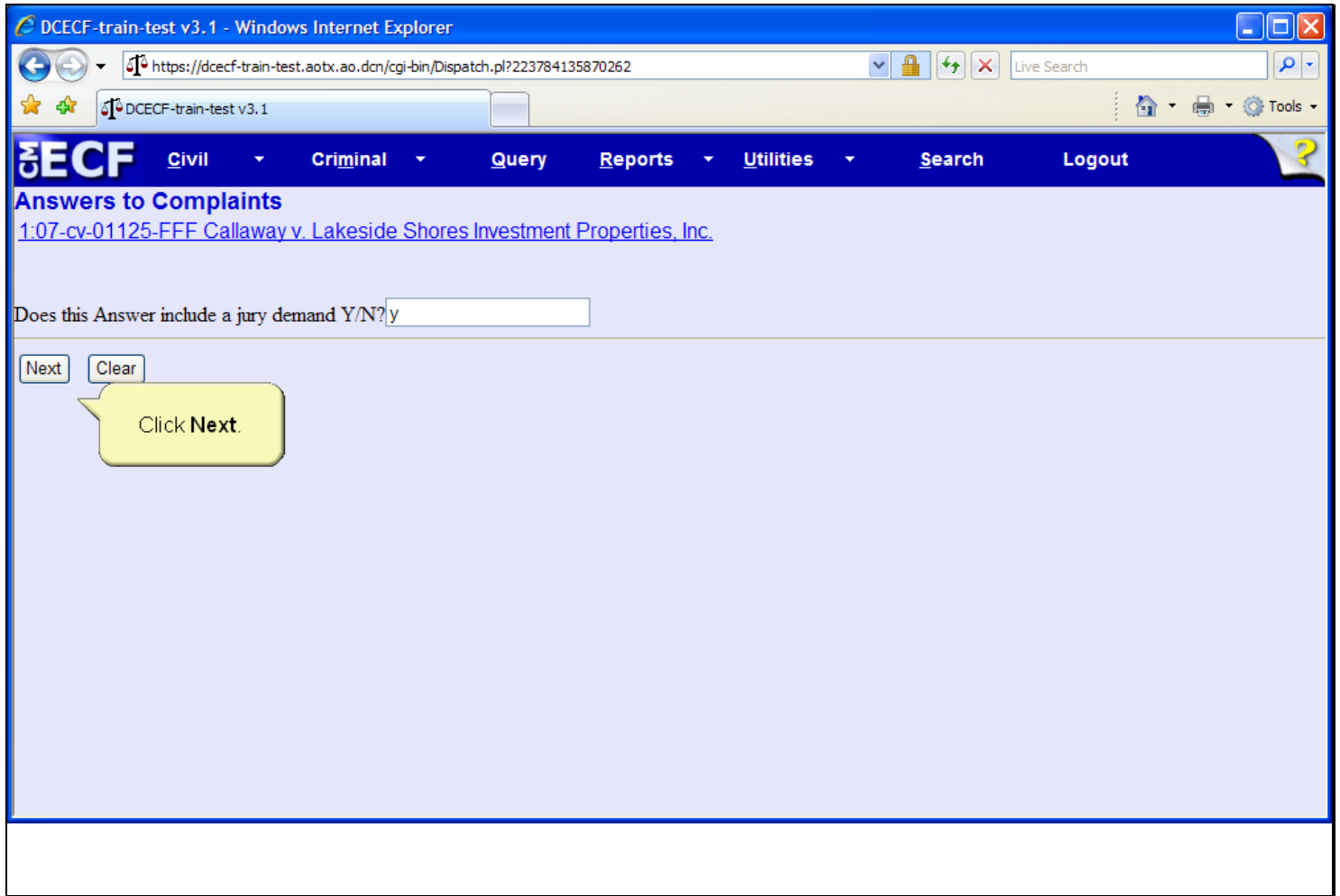
Slide 25 - Jury demand



Slide notes

CM/ECF then displays the question asking does this defendant's answer include a jury demand. The acceptable answers to the prompt are an upper or lower case y or n. Type a lower case y in the field to the right of the question.

Slide 26 - Slide 26

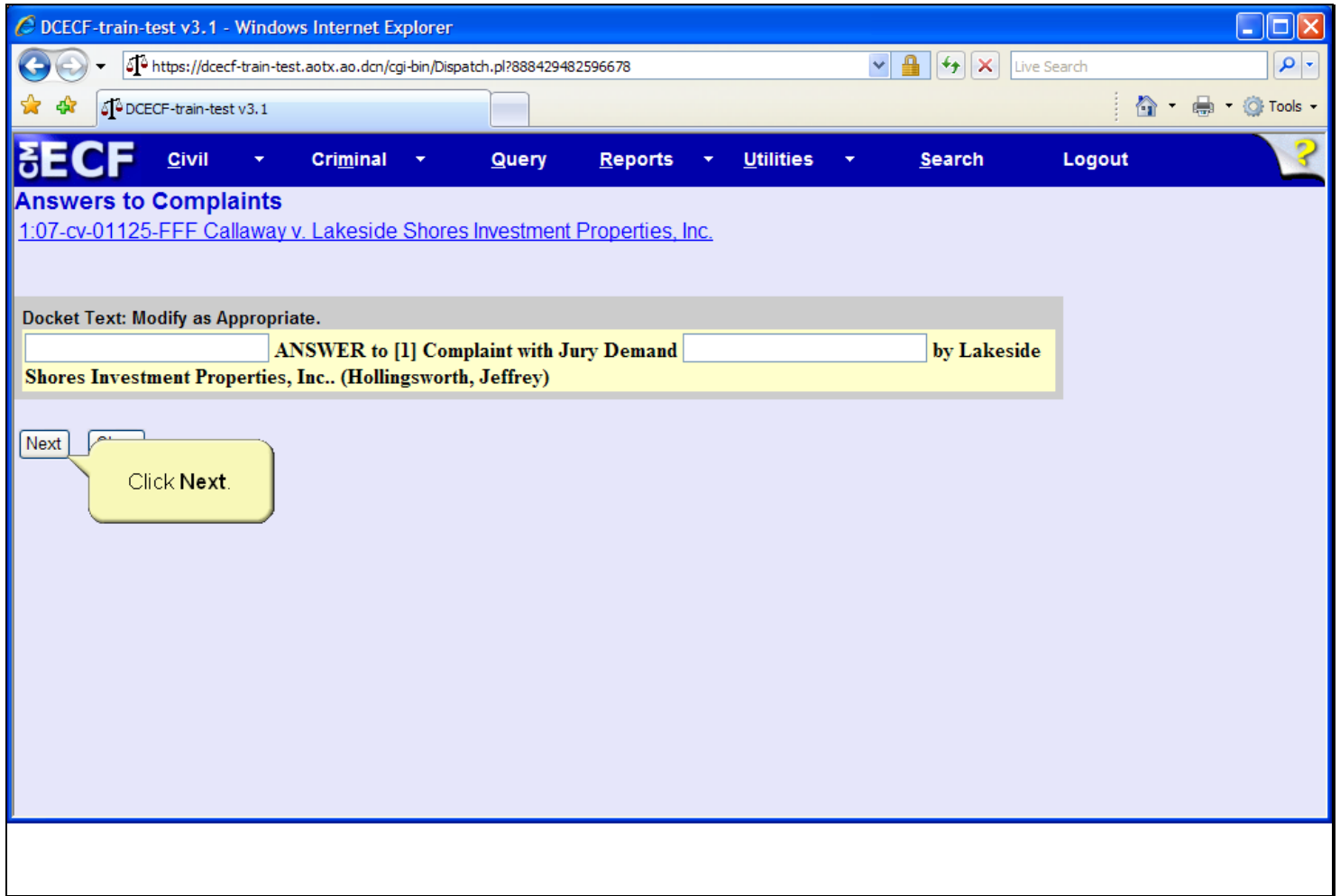


Slide notes

Then click the Next button to continue.



Slide 27 - Slide 27



Slide notes

The Docket Text screen appears. This screen gives users the option to annotate additional docket text in the two fields provided. It also gives the opportunity to review the docket entry. For this module, additional docket text is not necessary. Click the Next button to continue.

## Slide 28 - Slide 28

The browser's Back button is used in a live database to return to previous screens. For simulation purposes, the button has been disabled.

Click the **Next** button to continue.

**CM/ECF** Civil Criminal Query Reports Utilities Search Logout

Answers to Complaints  
[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

Docket Text: Final Text  
**ANSWER to [1] Complaint with Jury Demand by Lakeside Shores Investment Properties, Inc..  
(Hollingsworth, Jeffrey)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
R:\TRN\DC\App\_Class Docs\PDF Files\07-1125\_answer.pdf pages: 1

Next Clear

Click **Next**.

**This is the point of no return!**

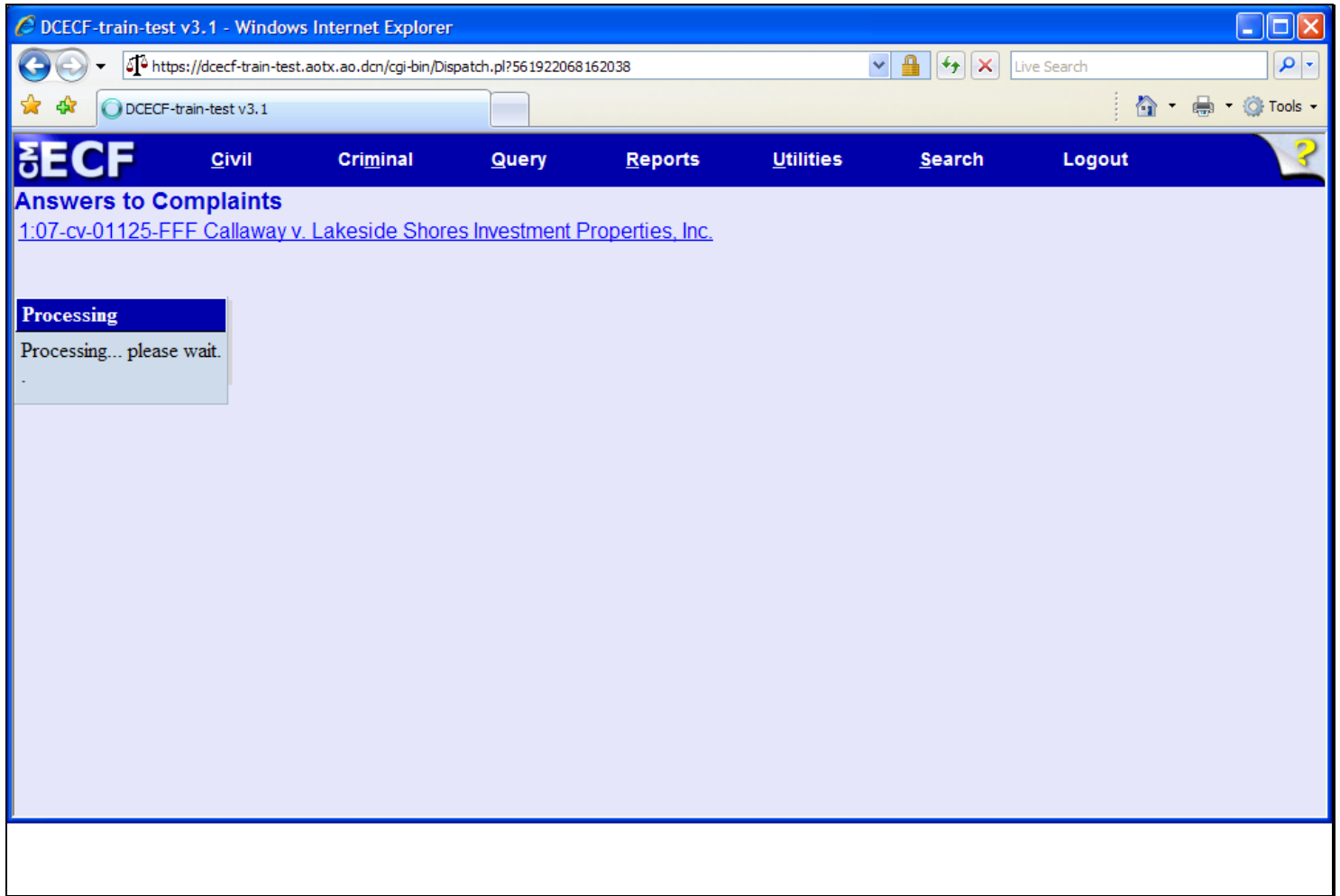
This screen allows you to verify the entry one last time. If necessary, you could click the browser's Back button to return to previous screens.

Clicking the Next button submits the Answer to Complaint to the court's CM/ECF database and Back button functionality is no longer available.

## Slide notes

Next, the Final Docket Text screen appears. This screen allows you to verify the entry one last time. This screen also displays the PDF document path for confirmation purposes. If necessary, you could click the Back button on the browser to return to previous screens and edit information. After clicking the Next button, the answer is submitted to the court's CM/ECF database and Back button functionality is no longer available. Click the Next button to continue.

Slide 29 - Slide 29



Slide notes

CM/ECF displays a quick message indicating the docket event is processing.

## Slide 30 - NEF

DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aotx.aoc.dcn/cgi-bin/Dispatch.pl?561922068162038

DCECF-train-test v3.1

**DCECF** Civil Criminal Query Reports Utilities Search Logout

**Answers to Complaints**  
[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

**U.S. District Court**  
 District Version 3.1 Train\_Test DB - 7/19/07

**Notice of Electronic Filing**

The following transaction was entered by Hollingsworth, Jeffrey on 9/13/2007 at 11:22 AM CDT and filed on 9/13/2007

**Case Name:** Callaway v. Lakeside Shores Investment Properties, Inc.  
**Case Number:** [1:07-cv-1125](#)  
**Filer:** Lakeside Shores Investment Properties, Inc.  
**Document Number:** [2](#)

**Docket Text:**  
**[ANSWER to \[1\] Complaint with Jury Demand by Lakeside Shores Investment Properties, Inc..\(Hollingsworth, Jeffrey\)](#)**

1:07-cv-1125 Notice has been electronically mailed to:  
 Kathleen M Coleman deadmail@support.aotx.uscourts.gov

**The Notice of Electronic Filing screen...**  
 (top half of screen)

- serves as notification that the event was accepted by the court's database.
- provides case information and hyperlinks to the Docket Sheet.
- provides a hyperlink to any associated PDF document.
- provides docket text.

Click the **down-arrow**.

## Slide notes

Finally, the Notice of Electronic Filing appears. The Notice of Electronic Filing: serves as notification that the event was accepted by the court's database; provides case information and hyperlinks to the docket sheet; provides a hyperlink to any associated PDF document; and provides docket text. To view the bottom portion of this screen, click the down arrow on the scroll bar at the lower right corner of the screen.

## Slide 31 - Slide 31

DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aotx.aocn/cgi-bin/Dispatch.pl?561922068162038

DCECF-train-test v3.1

**DCECF** Civil Criminal Query Reports Utilities Search Logout

The following transaction was entered by Hollingsworth, Jeffrey on 9/13/2007 at 11:22 AM EDT and filed on 9/13/2007

Case Name: Callaway v. Lakeside Shores Investment Properties, Inc.  
Case Number: [1:07-cv-1125](#)  
Filer: Lakeside Shores Investment Properties, Inc.  
Document Number: [2](#)

Docket Text:  
**ANSWER to [1] Complaint with Jury Demand by Lakeside Shores Investment Properties, Inc..(Hollingsworth, Jeffrey)**

1:07-cv-1125 Notice has been electronically mailed to:

Kathleen M Coleman [deadmail@support.aotx.uscourts.gov](mailto:deadmail@support.aotx.uscourts.gov)  
Jeffrey W Hollingsworth [deadmail@support.aotx.uscourts.gov](mailto:deadmail@support.aotx.uscourts.gov)

1:07-cv-1125 Notice will be delivered by other means to:

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP SDSD-TRNStamp\_ID=1067290149 [Date=9/13/2007] [FileNumber=65559-0] [4302106ff14bb2bd89bf487760caf44b661a1af384e897c8a56f2df9a62021ef2b

Press the **ENTER** key to continue.

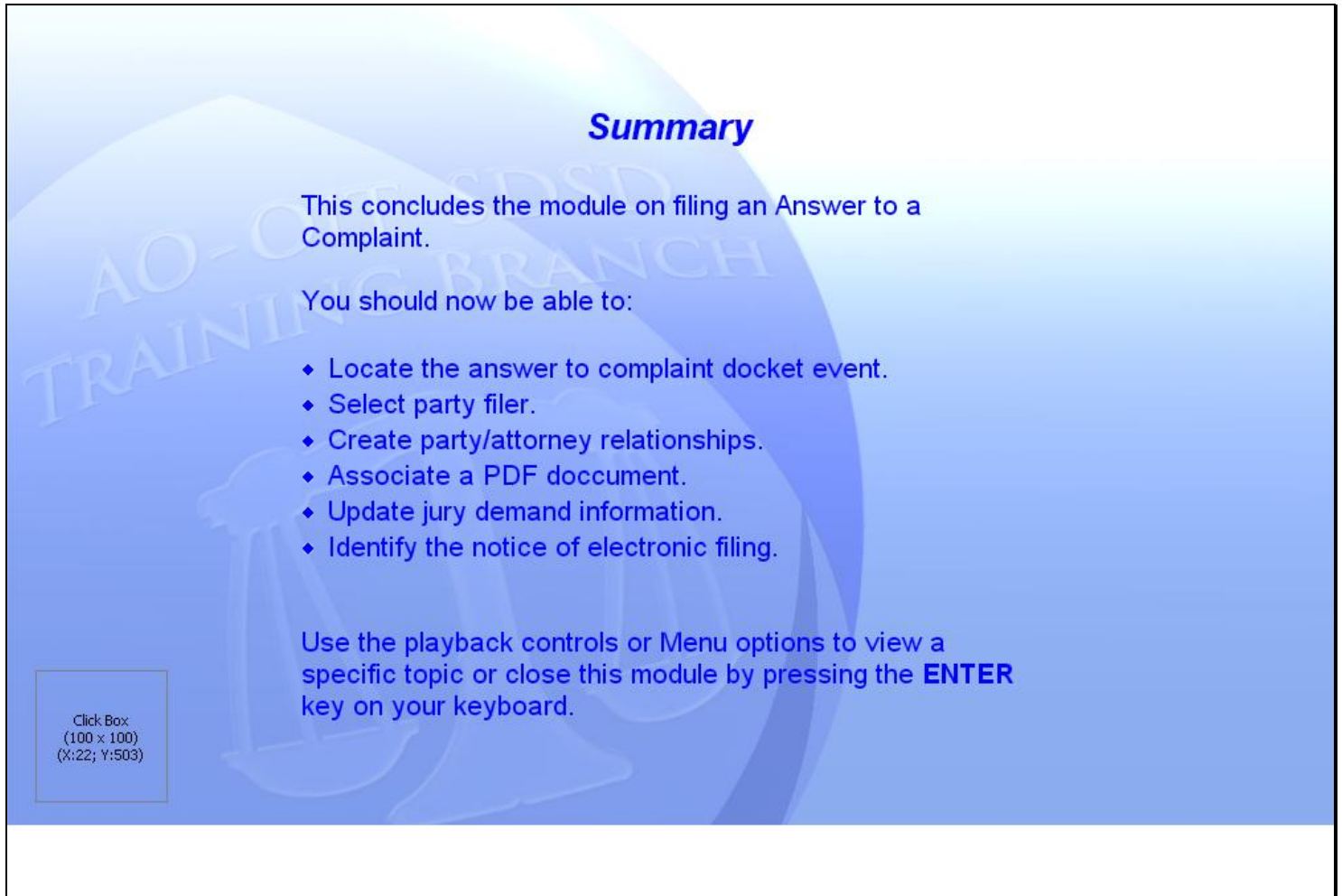
**The Notice of Electronic Filing screen...**  
(bottom half of screen)

- indicates who will and will not receive a Notice of Electronic Filing via email.
- provides associated document information.
- Recommendation: Users should always scroll to the bottom of the NEF screen to verify email notification.

## Slide notes

The Notice of Electronic Filing also indicates who will and will not receive a Notice of Electronic Filing via email. It also displays the associated document information. It is recommended that users always scroll to the bottom of the NEF to verify email information. Please press the Enter key on your keyboard when you have completed viewing this screen.

## Slide 32 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-C...SDSD TRAINING BRANCH". The word "Summary" is centered at the top in a bold, blue font. Below it, the text "This concludes the module on filing an Answer to a Complaint." is displayed. A section titled "You should now be able to:" is followed by a bulleted list of six tasks. At the bottom, instructions on using playback controls and the ENTER key are provided. A small box in the bottom-left corner contains technical information: "Click Box (100 x 100) (X:22; Y:503)".

### Summary

This concludes the module on filing an Answer to a Complaint.

You should now be able to:

- ◆ Locate the answer to complaint docket event.
- ◆ Select party filer.
- ◆ Create party/attorney relationships.
- ◆ Associate a PDF document.
- ◆ Update jury demand information.
- ◆ Identify the notice of electronic filing.

Use the playback controls or Menu options to view a specific topic or close this module by pressing the **ENTER** key on your keyboard.

Click Box  
(100 x 100)  
(X:22; Y:503)

## Slide notes

This concludes the module on filing an Answer to a Complaint.

You should now be able to: locate the Answer to Complaint docket event; select the party filer; create party/attorney relationships; associate a PDF document; update the defendant's jury demand information; and identify the Notice of Electronic Filing. Use the playback controls or Menu options to view a specific topic, or close this module by pressing the ENTER key on your keyboard.