



U. S. District Court, Southern District of Indiana
Case Management/Electronic Case Filing System

ANSWERS E-Filing Check List

(Updated 1/10/22)



1. Carefully review the PDF document(s) BEFORE filing and ensure that:

- The caption contains the correct party names, division, and cause number that includes the judges' initials.
- The document is formatted correctly and has an accurate and descriptive title. (see [Local Rule 5-1](#))
- Signed in accordance with Fed. R. Civ. P. 5(d)(3)(C). (see [Local Rule 5-7](#))
- A certificate of service, if required by Fed. R. Civ. P. 5(d)(1)(B).
- The PDF file does not exceed the court's 35 MB file size limit.



2. Login with the proper ECF account/password:

- Use the login belonging to the attorney who signed the filing in accordance with Fed. R. Civ. P. 5(d)(3)(C).



3. Select the appropriate event for the filing:

- Please use events in the **Answer to Complaint** category ONLY for filings that respond to a Complaint, Counterclaim, Crossclaim, Third Party Complaint or other initiating document. Refer to the [Civil E-Filing Events Reference](#).
- When prompted to do so, select the initiating document(s) to which the Answer responds. For example, when filing an "Answer to Amended Third Party Complaint," select the Amended Third Party Complaint as the document to which the Answer responds.



4. When prompted, click on the "Browse" button to select the PDF file:

- Use the mouse to right-click on the PDF filename, then select "Open" to preview the document first and determine that the correct PDF file is being submitted.



5. When submitting attachments:

- Click on the "Browse" button to select the PDF document.
- Describe the attachment by using the "Category" pull-down menu, the "Description" text box, or both.



6. Counterclaim, Crossclaim or Third Party Complaint:

- When prompted for whether the Answer contains a Counterclaim, Crossclaim or Third Party Complaint, please check the appropriate box(es) ONLY if the Answer actually includes one or more of the documents listed.
- If a Counterclaim, Crossclaim or Third Party Complaint exists as a separate document, it must be submitted through a separate filing using an event from the "**Complaints and Initiating Documents**" category. Additionally, if the Answer includes a Jury Demand, please update the Jury Demand status for the case, when prompted to do so.



7. Supplement the docket text, if needed:

- In the docket text modification screen, use the pull-down menu and/or text box to further describe the filing, if necessary. Please **DO NOT** retype the entire title of the document in the text window.



8. Check the Notice of Electronic Filing (NEF):

- After submitting the document, a "Notice of Electronic Filing" (NEF) will be displayed. Please print and save the NEF page, which is an electronic receipt for the filing transaction. Check the bottom of the NEF page to determine if any parties involved in the case must be served manually with a paper copy of the document.