



U.S. District Court DISTRICT OF UTAH

ANSWERS E-FILED BY ATTORNEYS



Attorney Training

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil Events

Initial Pleadings and Service
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[Motions](#)
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1. Choose CIVIL on the blue Main Menu Bar. Under **Initial Pleadings and Service**, click on **Answers to Complaints**.

Answers to Complaints

Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

2. Type in the case number. Click the [Next] button.

Answers to Complaints

[2:91-cv-03000-TC Koegler v. Chocolate](#)

If your answer includes a Counterclaim, Cross-Claim or Third-Party Complaint, enter the information into the text. Any separate Counterclaim, Cross-Claim or Third-Party Complaint MUST be filed with the court.

3. Verify the case number, judge(s) and case name. This is also a message screen. If your answer includes a Counterclaim, Cross-claim or Third-Party Complaint you must enter the information in the text box and the Court will add any additional parties and docket the included document. Any separate Counterclaim, Cross-Claim or Third-Party Complaint must be filed with the Court via e-mail or paper. Click the [Next] button.

Answers to Complaints

[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Select the filer.

Select the Party:

Chocolate, Charles [Plaintiff]	▲
Chocolate, Charles [Consol Defendant]	
Koegler, Frank [Consol Plaintiff]	
USA [Defendant]	
Vanilla, Vera [Defendant]	▼

[Add/Create New Party](#)

Next

Clear

4. Select the filer. (Note: notice the **Add/Create New Party**. This function should **NOT** be used by attorneys). Click the **[Next]** button.

Answers to Complaints

[2:91-cv-03000-TC Koegler v. Chocolate](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ Charles Chocolate (pty:dft) represented by Ralph Dewsnup (aty) ☒ Lead ☒ Notice

Next

Clear

5. As this is most likely the attorney's first appearance, an attorney/party association will need to be made. The box next to the **pty:dft** name **represented by** counsel. If counsel is lead, check the lead box as well as the notice box. Click the **[Next]** button.

Answers to Complaints

2:04-cv-00530-DB-DON Chocolate v. Vanilla

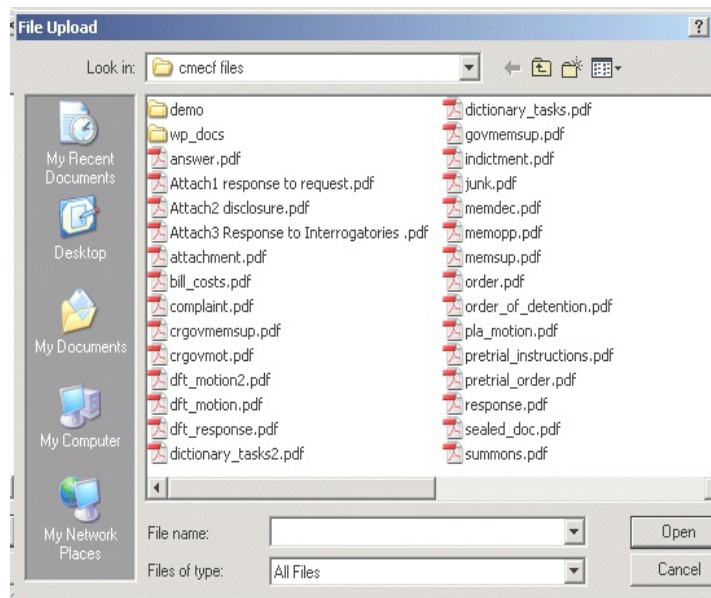
Include	Date	#	Docket Text
<input type="checkbox"/>	08/18/2004	1	COMPLAINT against Vera Vanilla (Filing fee \$ 150, receipt number 89908) Fee Status: Paid, filed by Charles Chocolate. Assigned to Judge Dee Benson (ce,)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

- Click on the **box** to link the answer to the complaint (Note: if there were cross-claims, counterclaims or any other type of complaint, they would be listed here as well). Click on the **[Browse]** button to search for the answer in PDF format. Right click on the document and choose **Open** to view document. When you have found the correct PDF, review the document and then close the screen. Click twice on the file name and the system will automatically associate the PDF document to the motion event. If there are no attachments, click the **[Next]** button.



- NOTE: if there are attachments, click on the **[Yes]** radio button and then click the **[Next]** button.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

S:\CMECF\cmecf files\attachment.pdf

2) At your option, select a document type, enter a description and/or specify if transcript.

Type

Description

Exhibit A consisting of contract with Smith

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

<input type="text"/> <input type="button" value="Add to List"/> <input type="button" value="Remove from List"/> <input type="button" value="Next"/>	

8. **ATTACHMENTS:** If there is an attachment, you would click the [**Browse**] button and locate the PDF attachment to the answer. When you have found the correct PDF, right click on the document and choose **Open** to view document. Click twice on the file name and the system will automatically associate the PDF (attachment) document to the answer event. **IMPORTANT:** describe the attachment in detail so it is easy to find and review. There is a drop-down list on the “**Type**” and “**Description**” to be entered. Once you’ve entered this information, click the [**Add to List**] button.

Answers to Complaints

[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type

Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

attachment.pdf <input type="button" value="Add to List"/> <input type="button" value="Remove from List"/> <input type="button" value="Next"/>	

9. When you click the [**Add to List**] button, you will then see the name of the attachment in the box. At this point you can continue this process until you’ve added all the attachments needed. Then click the [**Next**] button.

Answers to Complaints

[2:91-cv-03000-TC Koeqler v. Chocolate](#)

Does this Answer include a jury demand Y/N?

Next

Clear

10. Answer either **Y/N** to the jury demand question.

Answers to Complaints

[2:91-cv-03000-TC Koeqler v. Chocolate](#)

Docket Text: Modify as Appropriate.

ANSWER to Complaint with Jury Demand
 filed by Charles Chocolate. (Arner, Brandon)

Next

Clear

11. This **Docket Text** may be modified. You may enter any information regarding Counterclaims, Cross-claims or Third-Party Claims in theses test boxes. Verify the accuracy of the information for the entire text. If you find you need to make any corrections, click the **[Back]** button on your browser until you reach the screen that contains the error and make the correction. If everything is correct, click the **[Next]** button.

Answers to Complaints[2:91-cv-03000-TC Koegler v. Chocolate](#)

Docket Text: Final Text

Counterclaim and ANSWER to Complaint with Jury Demand against plaintiff Koegler filed by Charles Chocolate.(Arner, Brandon)

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

12. This is the final screen before you commit the entry to the case docket. If you need to make any corrections, click the **[Back]** button on your browser until you reach the screen that contains the error and make the correction. If everything is correct, click the **[Next]** button to submit the answer. NOTE: once you click the **[Next]** button on this screen, there is no going back. The event has been submitted to the case docket so make sure all the information is correct.

Answers to Complaints

[2:91-cv-03000-TC Koegler v. Chocolate](#)

Test Electronic Case Filing System

District of Utah **[TEST]**

Notice of Electronic Filing

The following transaction was received from Dewsnup, Ralph L. entered on 1/20/2005 at 10:42 AM MST and filed on 1/20/2005

Case Name: Koegler v. Chocolate

Case Number: [2:91-cv-3000](#)

Filer: Charles Chocolate

Document Number: [2](#)

Docket Text:

Second ANSWER to Complaint filed by Charles Chocolate. (Attachments: # (1) Exhibit Exhibit A to Answer of Charles Chocolate)(Dewsnup, Ralph)

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1060034973 [Date=1/20/2005] [FileNumber=56086-0]
[132f37e02093b162cad4dc7e7a5bbcf6c86ff596b64d25df9b4a2ce5a18abd4eee3bb
ba34de1e0c78580a84e0883158522c11f7909605df3c938cf1602a37fc7]]

Document description: Exhibit Exhibit A to Answer of Charles Chocolate

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1060034973 [Date=1/20/2005] [FileNumber=56086-1]
[89ccfc300a5b003268fb8443210cf30949439f5c69c284ee0d2af8faab1c35fc83a6c
a5b1db6cd0ceaff35630fc2472858bc8b07e45a701a9de76371fe1c7d00]]

2:91-cv-3000 Notice will be electronically mailed to:

Ralph L. Dewsnup ruth_kawashima@utd.uscourts.gov

2:91-cv-3000 Notice will be delivered by other means to:

Louise York
York & Kawashima
350 S MAIN ST RM 150
SALT LAKE CITY, UT 84101

13. This is the NEF (**Notice of Electronic Filing**). This shows information re: the document and most importantly, information re: service. You will notice there are two categories of service: **1) Notice will be electronically mailed to:** and **2) Notice will be delivered by other means to:**. If an attorney has a email address, they will appear in category 1. Please note however - an attorney can have an email address but **not** be an e-filer. If this is the case, this notice does not constitute service and you must serve parties either in person or via first class mail. For category 2, you must serve the party either in person or via first class mail. Also, note the Case Number and the Document Number.

Mailing Information for a Case 2:04-cv-00530-DB-DON

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **Ralph L. Dewsnup (E-Filer)**
ruth_kawashima@utd.uscourts.gov
- **Samuel S. York (E-Filer)**
cheryl_espinosa@utd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

- (No manual recipients)

14. To determine if an attorney is an e-filer click on **Utilities** on the Blue Main Menu Bar. Click on **Mailings** which is under the Miscellaneous heading. Click on **Mailing Info for a Case**. After submitting the case number you will get a screen like the image above. The attorneys who are e-filers will have **(E-Filer)** next to their name.