

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Counterclaim

- In addition to or in place of an answer, the defendant(s) may also file a counterclaim.
- If the Counterclaim is filed with an answer, docket the Answer to Complaint (See Section Answer to Complaint) as one event and the Counterclaim as another event.

Docket

Counterclaim

STEP 1	Select Adversary
STEP 2	Select Complaint and Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Counterclaim
STEP 5	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Counterclaim PDF document.)
STEP 6	Select Party Filer – Defendant
STEP 7	Select Party the filing is against – Plaintiff(s). Do not change default: No Group
STEP 8	Review Docket Text
STEP 9	Submit if accurate
STEP 10	Back up if changes required
STEP 11	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Counterclaim by Carolyn Meadows against Norwest Bank (Miller, John)

