

CM/ECF Electronic New Civil Case Opening Guide for Attorneys and Staff

Enter **all** necessary **STATISTICAL INFORMATION** on CM/ECF screens as follows.

Jurisdiction: There are five options:

1. U.S. Government Plaintiff
2. U.S. Government Defendant
3. Federal Question (system default)
4. Diversity (Citizenship fields required for both plaintiff & defendant)
5. Local Question

Cause of Action & Nature of Suit: Use alpha-numeric codes in the filter fields.

Origin: Select 1 (Original Proceeding) or 2 (Removal from State Court).

Citizenship plaintiff/Citizenship defendant:

Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).

Jury Demand: Choose p for plaintiff; d for defendant; n for none and b for both.

Class Action: Skip this option.

Demand (\$000): Skip this option.

Arbitration Code: Leave blank.

County: Skip this option.

Fee Status:

- pd (Paid): if being paid electronically with this filing, through pay.gov or if government, (none) no fee required.

Fee Date: System generated. Do not modify.

Date Transfer: Leave blank.

ADDING PARTIES: Add parties in the exact order they are listed on the initiating document.

Search for the party name and highlight the name if already in the database to prevent duplicate parties.

If more than 1 party matches your search, double-click on the name to display any additional details for each.

Use upper and lower case to input names. Use capitals for initials followed by a period, and initial letters of proper names. ie. John A. Doe.

Apostrophes and spaces are used when appropriate. ie. O'Connor; Dela Cruz.

Do not enter any address information.

Modify the party role type to the correct role.

Verify all party information, role, and spelling before accepting. Use the icons to edit, delete, or add alias.

A lead event must be selected to ensure the case is processed. Upload the following PDF documents (if applicable) in the order listed below:

Main Document:

1. Initiating Document (Complaint or Notice of Removal).

Attachments:

1. Exhibits to Initiating Document (the lead event).
2. Civil Cover Sheet (JS-44).

File separately:

1. Summons filed using the event: Summons (Proposed)

ADDITIONAL TIPS:

- Do not click the back button once you begin the process.
- Complete the entire process as instructed in this Case Opening Guide.
- Enter all necessary information on the CM/ECF screens.
- Docket the lead event and upload all pdf documents as instructed above.
- Enter all necessary information on the pay.gov screens.
- Do not attempt to open the same case twice.
- Refer to the CM/ECF Electronic New Civil Case Opening Guide for additional details.