

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY**

ATTORNEY CASE OPENING



**A GUIDE FOR REGISTERED ELECTRONIC FILERS TO OPEN A CIVIL
ACTION IN THE U.S. DISTRICT COURT'S ELECTRONIC FILING
SYSTEM**

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Attorney Case Opening Procedure

The Attorney Case Opening Procedure presents the step-by-step method for opening a civil case in CM/ECF using event code: “Open a Civil Case (Attorney)”.

The following initiating documents may be filed using the Open a Civil Case (Attorney) Event Code:

- Complaint
- Notice of Removal
- Petition to Confirm Arbitration Award
- Petition to Quash/Compel/Enforce Subpoenas
- Petition for a Writ of Habeas Corpus

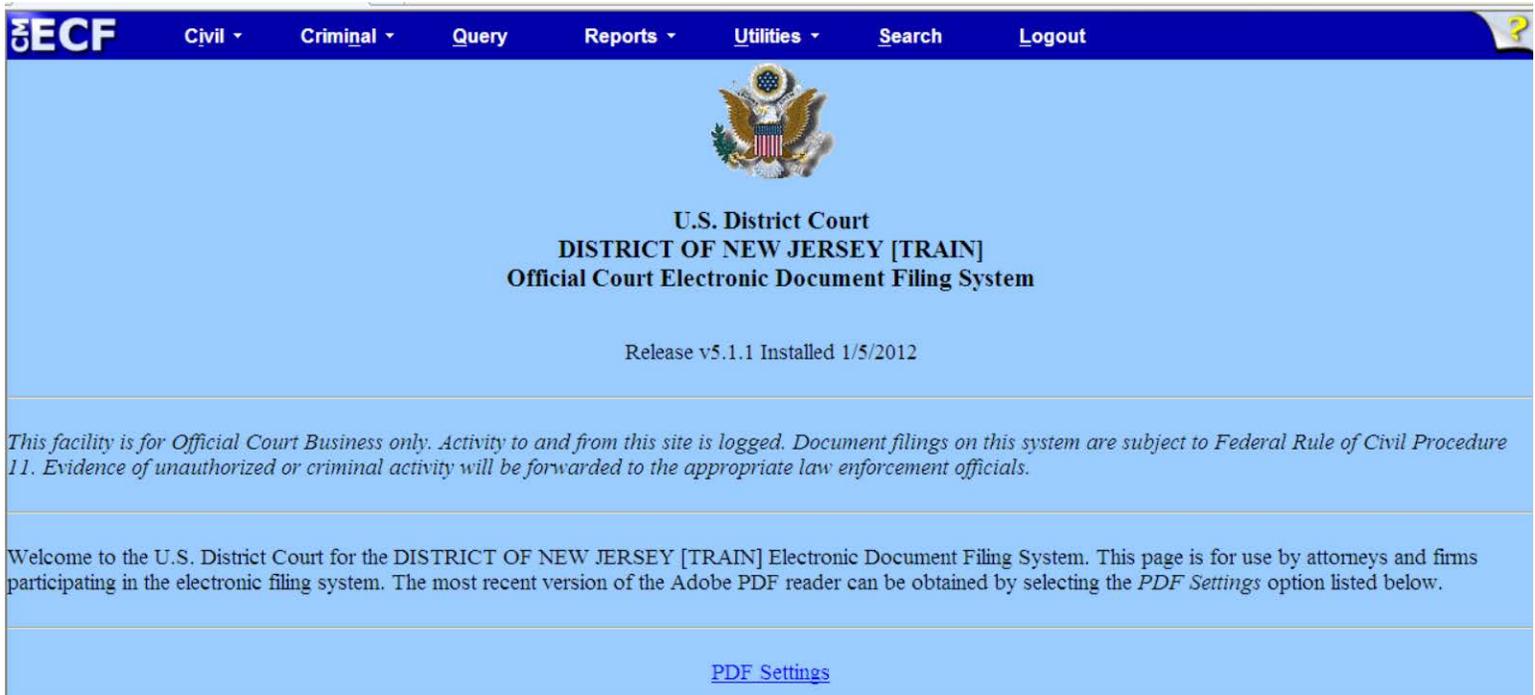
NOTE:

Before starting have at hand, in PDF format, the initiating document, all attachments, and a Civil Cover Sheet (JS-44 form). A credit card will be needed to pay the filing fee.

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Step 1. On the *blue* menu bar select Civil.

Figure #1:



Step. 2. Under the Civil Menu select the event **Open a Civil Case (Attorney)**

Figure #2:

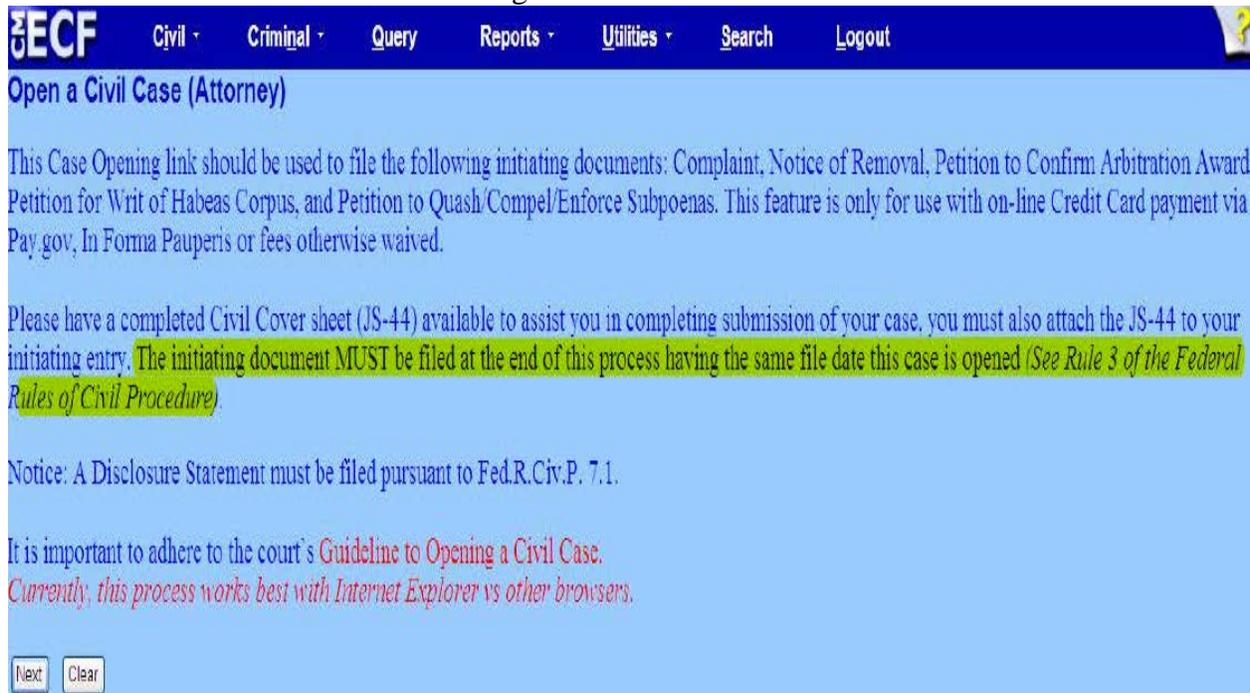


Step 3. Initiating Documents

Sealed complaints or a complaint including any sealed documents must be filed in the traditional manner by submission of the complaint in paper form with a CD to the Clerk's Office.

- The Civil Cover Sheet (form JS-44) is available on the Court website under Forms/Civil;
- Click (**NEXT**)

Figure #3:



Step 4. Allocation

When selecting “Office”* on the following screen, be guided by Local Civil Rule 40.1, Allocation and Assignment of Cases.

NOTE: The Clerk will make the *final determination* of case allocation.

- Click (**NEXT**)

Figure #4:



*Vicinage Footnotes:

Middlesex County is divided between the Newark and Trenton Vicinages as follows:

NEWARK: Northern Middlesex County - (*north* of the Raritan River)

TRENTON: Southern Middlesex County - (*south* of the Raritan River)

Step 5. Office/Lead Case/Associated Case/Related Case Fields

- i. Indicate the Office (Vicinage: Camden, Newark, or Trenton);
 - ii. Select the “Civil” case type **only** (other case types may not be filed using this event code but must be filed by the traditional method);
 - iii. Enter data in the Other Court Name field, and Other Court Number field **only** if you are filing a **Notice of Removal** (e.g., “Superior Court of _ _ _ County”. Enter the Superior Court case number in the *Other Court Number* field; **Note:** DO NOT USE A DASH, use a blank space instead).
- Click (**NEXT**)

Figure #5:

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

Open a Civil Case (Attorney)

Office Case type

Date filed: 5/20/2013

Only enter information in Other court name and Other court number if you are filing a Notice of Removal.

Other court name e.g., Superior Court of Essex County, NJ

Other court number e.g., ESX L 01476 13

Step 6. Civil Cover Sheet (JS-44) Information

Figure #6:

Open a Civil Case (Attorney)

*Reviewing your Civil Cover Sheet, change drop-down menus: Jurisdiction, Cause of Action, Nature of Suit, Origin, Jury Demand and County.
*Select Citizenship of Plaintiff/Defendant for Diversity cases only.
*Keep Fee Status as pd (paid) unless you are filing in forma pauperis, then select pend (IFP pending); for federal government attorneys or as directed by statute, select wv (waived).
*Do not change the following fields on this screen: Class Action, Arbitration Code, Demand(\$000) and Date Transfer.

Jurisdiction 3 (Federal Question) Filter: Clear filter

Cause of action 15:1126 (15:1126 Patent Infringement) Filter: Clear filter

Nature of suit 830 (Patent) Filter: Clear filter

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None) Class action n (No Class Action Alleged) Demand (\$000)

Arbitration code County Atlantic

Fee status pd (paid) Fee date 5/20/2013 Date transfer

Next Clear

Note: Make no entry in the **Filter** boxes.

- i. Jurisdiction: as appropriate
- ii. Cause of Action: the list is limited; please select the title/section most closely related
- iii. Nature of Suit: select the Nature of Suit most closely related
- iv. Origin: for Complaint, select 1; for Notice of Removal, select 2 .
- v. Citizenship of Plaintiff/Defendant: *reserved for diversity jurisdiction* cases; make **no entry** otherwise.
- vi. Jury demand: as appropriate
- vii. Class action: make **no entry** in this field (leave as “n”).
- viii. Demand: make **no entry** in this field.
- ix. Arbitration Code: make **no entry** in this field.
- x. County: the list defaults to Atlantic County; please select as appropriate from drop down list.
- xi. Fee status: indicate paid or otherwise, as appropriate (pay the Filing/Administrative fee through Pay.gov at the conclusion of the filing process).
- xii. Fee date: automatic entry; do not change the date.
- xiii. Date transfer: make **no entry** in this field.
- Click (**NEXT**)

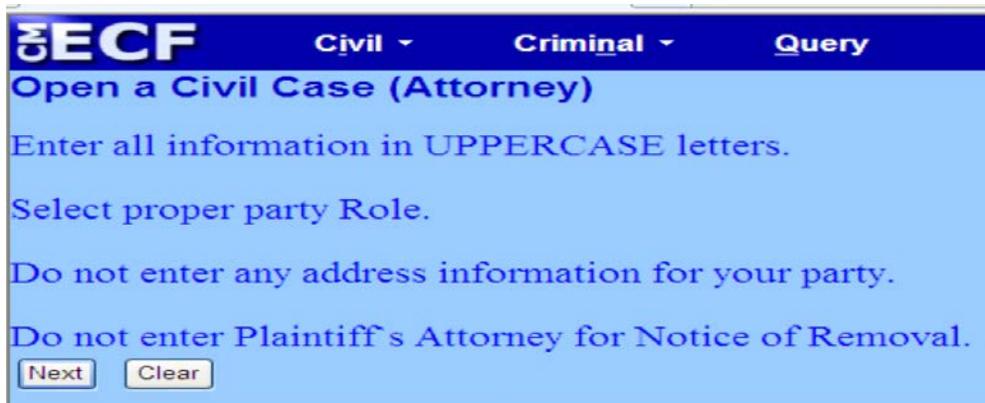
Step 7. Advisory: Use Upper Case, Do Not Add Party Address, Etc...

Review the screen instructions;

Note: Parties will appear on the docket in the order in which they are entered.

- click (**NEXT**)

Figure #7:



Step 8. Add Parties

SEARCHING FOR A PARTY:

You must SEARCH for a party PRIOR to adding a new party (Figure #8-1).

Enter the party name in the appropriate fields as follows, and then click the (SEARCH) button.

COMPLAINTS:

To add a party from a Complaint, search the database by entering in **UPPER CASE** the party's last name/business name as listed on the Complaint;

NOTICES OF REMOVAL:

To add a party from a Notice of Removal, search the database by entering in **UPPER CASE** the party's last name/business name as listed in the State Court Complaint.

- Enter the names of the parties from the most recently filed State Court Complaint (e.g., the last Amended Complaint), and attach that Complaint as an exhibit to the Notice of Removal.
- Enter Third Party Defendants if a Third Party Complaint is filed, and attach the Third Party Complaint as an exhibit to the Notice of Removal. Narrow your search by entering a **last/business name** and a **first name** if applicable.

Figure #8-1:

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue header area with the text "Open a Civil Case (Attorney)". The main content area is white and contains a search form. On the left, there are two buttons: "Add New Party" and "Create Case". Below these buttons are links for "Collapse All" and "Expand All", and a partially visible case number "1:13-cv-????". On the right, there is a section titled "Search for a party" with three input fields: "Last / Business Name" containing "PRINCE", "First Name" containing "ALBERT", and "Middle Name" which is empty. A "Search" button is located below the input fields.

Step 8(A) Select Parties

If the search results list the correct party, highlight the party, and click **(SELECT PARTY)** (Figure #8(A)1). Proceed to **Step 8(B)**;

OR:

If the party is NOT LISTED (Figure #8(A)2) in the search results, proceed to **Step 8(C)** for instructions on how to create a new party.

Figure #8(A)1:

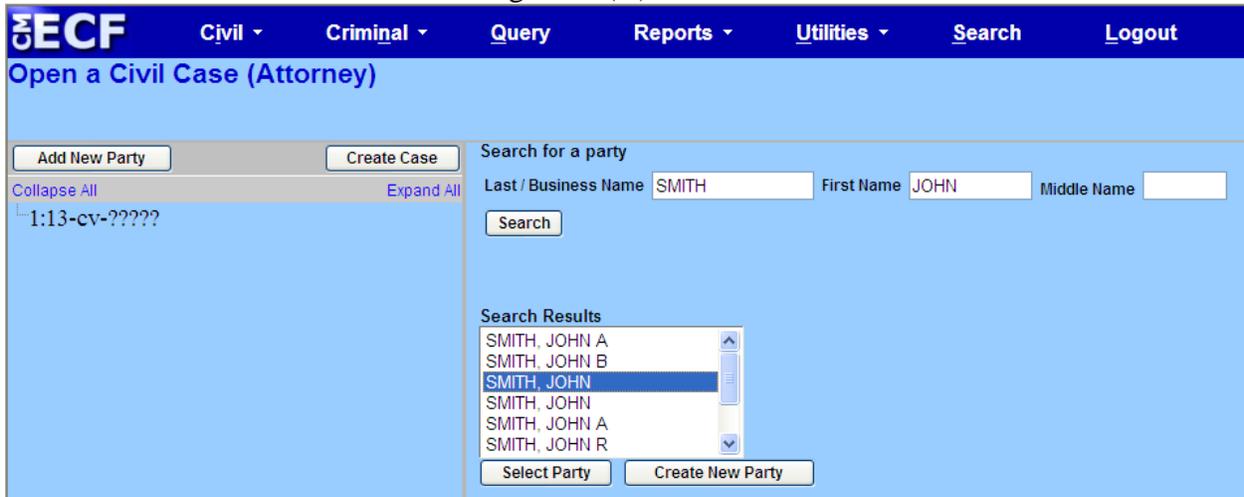


Figure #8(A)2:



Step 8(B). Party Information (adding party found in database)

- If the information displayed on the Party Information screen does not match the party in the initiating document (e.g., incorrect middle name/initial), click the ([Start a New Search](#)) hyperlink located below the (**ADD PARTY**) button (Figure #8(B)) to cancel the selection and return to the Search for a Party screen;
- If the correct party *is* displayed, make an appropriate selection from the party **Role** field drop-down list and, if necessary, enter data in the **Party Text** field (e.g., Executor of xyz, Commissioner of abc, “in her capacity as 123”, etc...).

DO NOT change the Start Date, Corporation, or Notice fields.

ALL other information should be left blank.

- Click the (**ADD PARTY**) button to add the displayed party to the case. The Search for a Party screen will again display (Step 8(A)) to enable the entry of additional parties.
- Continue adding *all parties* as listed in the initiating document. Once all parties have been entered proceed to **Step 8(E)** to Create the Case.

Figure #8(B):

The screenshot shows the ECF Party Information form for JOHN SMITH. The form includes fields for Title, Role (set to Plaintiff), Pro se (No), Prisoner Id, Office, Address 1-3, State, Zip, City, Country, Prison, Phone, Fax, Party text, Start date (5/20/2013), End date, Corporation (no), and Notice (yes). Annotations include a red box on the left stating "Leave all fields BLANK except 'Role' and 'Party Text'" and a red box on the right stating "Enter Party text (e.g., Executrix, Commissioner, etc...)" with an arrow pointing to the Party text field. Another red box above the Role dropdown says "Enter Role" with an arrow pointing to the dropdown menu.

Step 8(C). Create New Party

Select (**CREATE NEW PARTY**) (Figure #8(C)1); the Party Information screen will display (Figure #8(C)2). Proceed to Step 8(D) for instructions on how to enter information into the Party Information screen.

Figure #8(C)1:

The screenshot shows the ECF interface for opening a civil case. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the tabs is the title "Open a Civil Case (Attorney)". On the left, there are buttons for "Add New Party" and "Create Case", along with "Collapse All" and "Expand All" links. A search bar is present with the following fields: "Last / Business Name" (PRINCE), "First Name" (ALBERT), and "Middle Name" (.). A "Search" button is located below these fields. The "Search Results" section is currently empty. At the bottom of the search results, there are two buttons: "Select Party" and "Create New Party". The "Create New Party" button is highlighted with a red box, and a red arrow points to it from the right.

Figure #8(C)2:

The screenshot shows the "Party Information" form in the ECF interface. The form is titled "Party Information" and contains the following fields: "Last name" (PRINCE), "First name" (ALBERT), "Middle name" (), "Generation" (), "Title" (), "Role" (Plaintiff (pla.pt)), "Pro se" (No), "Prisoner Id" (), "Unit" (), "Office" (), "Address1" (), "Address2" (), "Address3" (), "City" (), "State" (), "Zip" (), "Country" (), "Prison" (), "Phone" (), "Fax" (), "Party text" (), "Start date" (5/20/2013), "End date" (), "Corporation" (no), and "Notice" (yes). There is a checkbox labeled "Show this address on the docket sheet" next to the address fields. At the bottom of the form, there is an "Add Party" button.

Step 8(D)-1. Party Information (creating new party)

- Enter information for the Middle Name, Generation (e.g., Jr., Sr.) and Title fields, if necessary.
- Select the correct party “Role” from the drop-down list (e.g., Plaintiff, Defendant).
- Enter data as appropriate into the **Party Text** field (e.g., Executrix of xyz, Commissioner of abc, “in her capacity as 123”, etc...).
- **DO NOT** alter the Start Date, Corporation, or Notice fields.

All other information should be left blank.

- Click the (ADD PARTY) button to add the displayed party to the case. The Search for a Party screen will again display (Step 8(A)) to enable the entry of any additional parties.
- Continue adding *all parties* as listed in the initiating document.
- Once all parties have been entered proceed to **Step 8(E)** to Create the Case.

Figure #8(D)1:

The screenshot shows the 'Party Information' form in the ECF system. The form includes fields for Last name (PRINCE), First name (ALBERT), Middle name, Generation, Title, Role (Plaintiff (pla.pty)), Pro se (No), Prisoner Id, Unit, Office, Address1, Address2, Address3, State, Zip, City, Country, Prison, Phone, Fax, Party text, Start date (5/20/2013), End date, Corporation (no), and Notice (yes). There are three red boxes with arrows pointing to specific fields: the first box points to the Middle name, Generation, and Title fields; the second box points to the Role dropdown menu; the third box points to the Party text field.

Enter Middle name, Generation, and Title if appropriate

Select Role

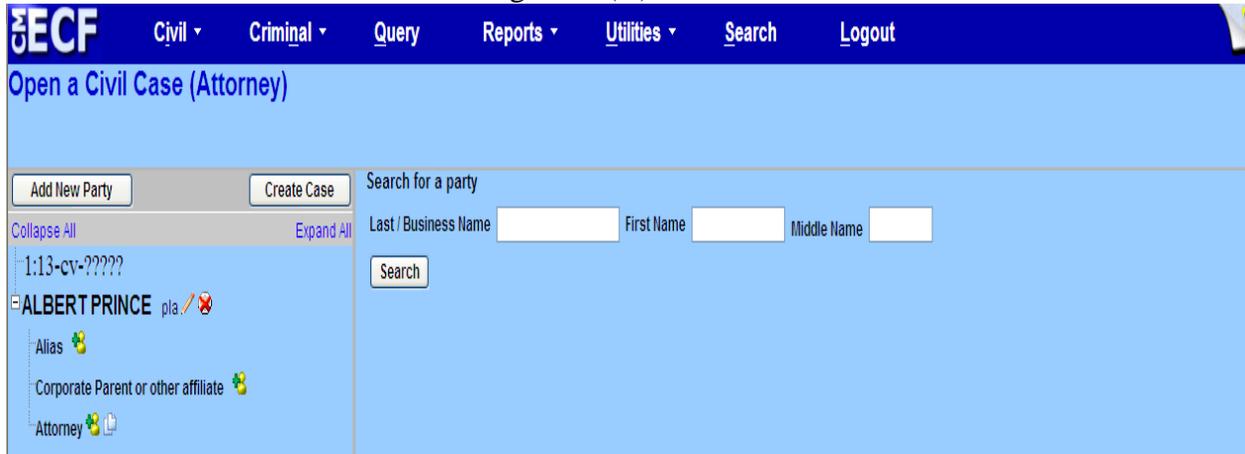
Enter Party text if appropriate (e.g., Executrix, Commissioner, etc...)

Leave Blank: Pro se, Prisoner id, Unit, Office, Address/City/State/Zip/Country, Prison, Phone/Fax; do not alter Start date, Corp., Notice

Step 8(D)-2. Alias

Click the green/yellow icon next to the word Alias on the left side of the screen to add an alias.

Figure #8(D)2:



Note: Corporate Parent

Do not add a Corporate Parent at this time; this will be done at the time of the filing of the Corporate Disclosure Statement (at the conclusion of this procedure).

Note: Attorney

Do not add an Attorney at this time; this will be done at the time of the time of the Attorney/Party Association (later in this procedure).

Step 8(E). Create Case:

After all parties are added, click on the **(CREATE CASE)** button (Figure #8E1). The system will prompt “Case will be created. Proceed?” (Figure #8E2). If the case information is correct, click “Yes”; otherwise, click “No” and finish adding parties.

Figure #8E1:

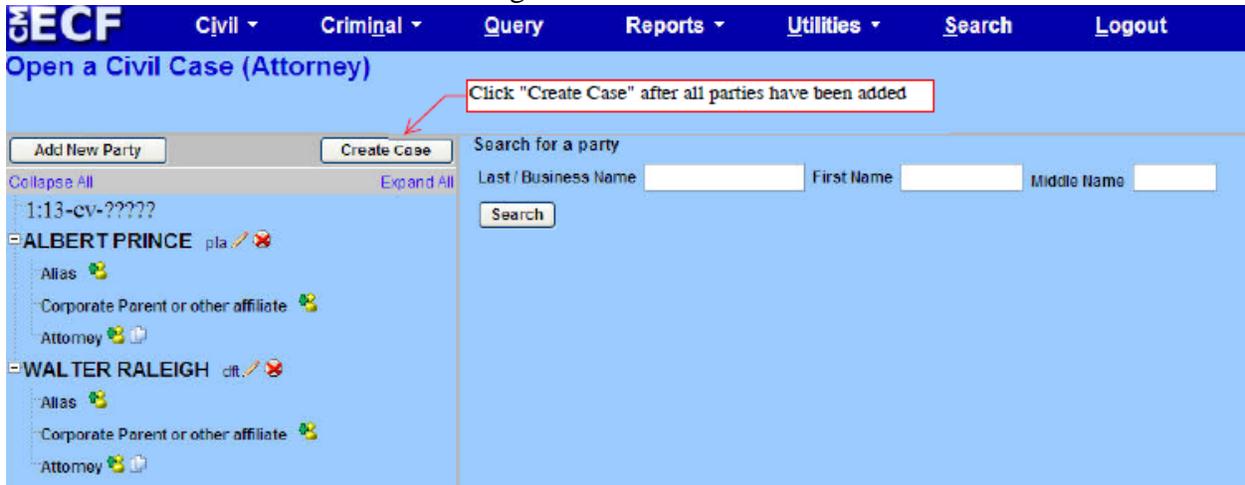
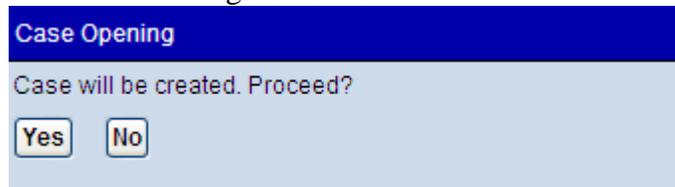


Figure #8E2:



Step 9. Docket the Lead Event

Note that a case number is automatically assigned and displayed on the screen. Please make a written note of the case number; it may be needed if technical problems occur.

- Click **(NEXT)***

Figure #9:

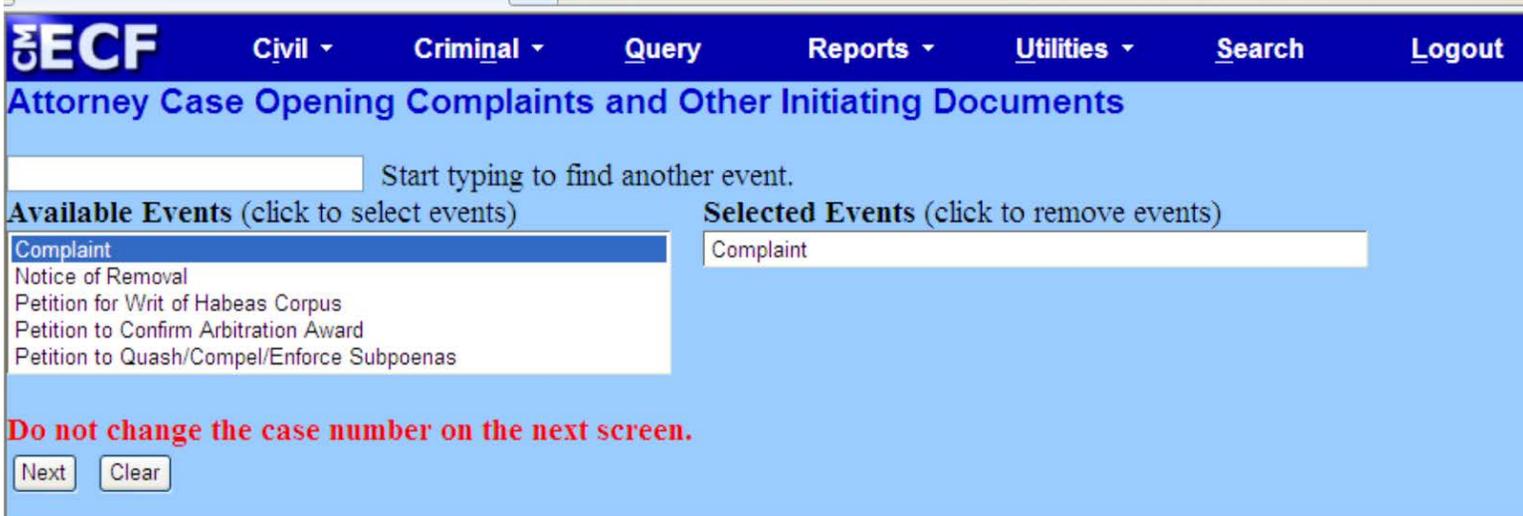


* The initiating document (e.g., a Complaint) pertaining to any given civil action *must* be filed on the same date as that date upon which the civil action has been opened (See Rule 3 of the Federal Rules of Civil Procedure). If a technical problem (e.g., a failed browser) prohibits the uploading of an initiating document during the Attorney Case Opening Procedure, knowledge of the case number (assigned in Step 9 above) will enable the filer to docket the initiating document as a separate event immediately afterward; for this reason, the filer should note the case number.

Step 10. Select an Initiating Document Type

- Select the document type from the menu (e.g., for a Complaint, select Complaint; for a Notice of Removal, select Notice of Removal).
- Click (**NEXT**)

Figure #10:



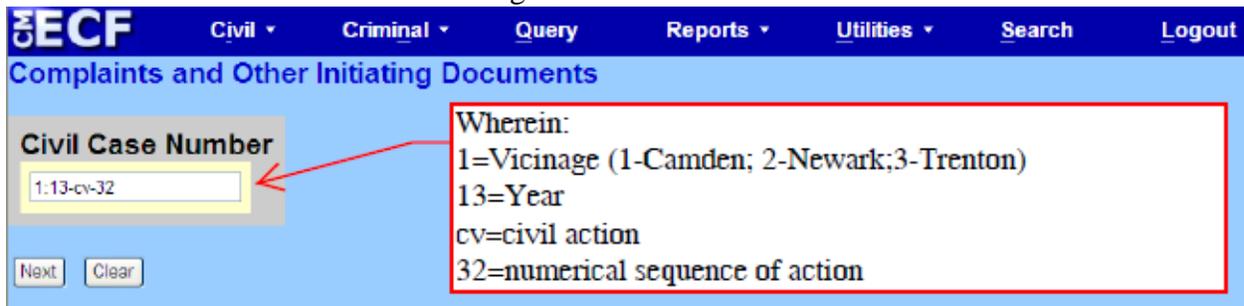
Step 11. Case Number Displayed

The case number is displayed on the screen.

DO NOT CHANGE THIS NUMBER!!

- Click (**NEXT**)

Figure #11:



Step 12. Case Caption and Case Number Displayed

The case caption and case number are displayed.

- Click (**NEXT**)

Figure #12:



Step 13. Select Party

Select the party/parties filing the initiating document (i.e., for a Complaint, select the Plaintiff(s); for a Notice of Removal select the Defendant(s)). To select multiple parties hold down the CTRL button and select the applicable parties.

- Click (**NEXT**)

Figure #13:



Step 13(A). Attorney-Party Association

Check the box on the left of the screen to create the association.

- Check the “Lead” box if appropriate.
- Click (**NEXT**)

Figure #13(A):

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

Complaints and Other Initiating Documents
1:13-cv-00032 PRINCE v. RALEIGH

The following attorney/party associations do not exist for the abovecase(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*.

ALBERT PRINCE (pty:pla) represented by attorney7 (aty) Lead Notice

Step 14. Filed Against

Complaint:

Select the party/parties against which the initiating document is filed.

Do Not select the *All Defendants* radio button;

Select each defendant individually.

Select multiple parties by holding down the CTRL button on your keyboard and selecting the applicable parties.

- Click (**NEXT**)

Figure #14:

The screenshot shows the ECF system interface for selecting a party against which a filing is made. The interface is titled "Complaints and Other Initiating Documents" and displays the case number "1:13-cv-00032 PRINCE v. RALEIGH". The interface is divided into two main sections: a "Pick Party" section on the left and a "Select the Party" section on the right. The "Pick Party" section contains a list of parties: "ALBERT PRINCE pla" and "WALTER RALEIGH dft". The "Select the Party" section contains a dropdown menu with the following options: "PRINCE, ALBERT [pla]" and "RALEIGH, WALTER [dft]". Below the dropdown menu are three radio buttons: "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the "Select the Party" section are three buttons: "Next", "Clear", and "New Party".

Step 15. Upload the Initiating Document

- Upload the initiating document, and any attachments (e.g., Civil Cover Sheet, IFP Application, etc...).
- NOTE:** Populate at least one and sometimes both the Category and Description fields to describe any attachments.
- **Do not** upload the Corporate Disclosure Statement or any motions during this transaction. Please file them separately using an applicable event code (refer to Step #25 for a list of related events).
- Step # 15(A) applies only to Notices of Removal.

- Click (**NEXT**)

Figure #15:

The screenshot shows the ECF system interface. At the top is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a header section titled "Complaints and Other Initiating Documents" with the case number "1:13-cv-00032 PRINCE v. RALEIGH". A message states: "Either a description must be entered or a category selected. Select the pdf document and any attachments." Below this is a "Main Document" section with a text input field containing "\Sample Draft Attachments\Complaint.pdf" and a "Browse..." button. The "Attachments" section is a table with three columns: "Attachments", "Category", and "Description". It contains two rows. Row 1: "N:\Civil Cover Sheet.pdf" with a "Browse..." button, "Civil Cover Sheet" in a dropdown menu, an empty "Description" field, and a "Remove" button. Row 2: Empty "Attachments" field with a "Browse..." button, empty "Category" dropdown, empty "Description" field, and no "Remove" button. At the bottom are "Next" and "Clear" buttons.

Attachments	Category	Description
1. N:\Civil Cover Sheet.pdf <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

NOTE:

For Notices of Removal, the State Court Complaint and any Amended Complaints or Answers must be an attachment to the Notice of Removal.

Step 15(A): For Notices of Removal only

If you are filing a Complaint, skip to step #16; step 15(A) applies *only* to Notices of Removal.

- Enter “Superior Court of (name) County” in the *Name of Other Court* field.
- Enter the Superior Court case number in the *Case Number in Other Court* field.

Skip to Step #18 to continue filing a Notice of Removal (steps 16 & 17 do not apply to Notices of Removal).

- Click (**NEXT**)

Figure #15(A):



Name of other court

Case number in other court

Step 16. Jury Demand

Indicate if there is a Jury Demand.

- Click (**NEXT**)

Figure #16:

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

Complaints and Other Initiating Documents
1:13-cv-00032 PRINCE v. RALEIGH

Jury Demand?
 No
 Yes

Next Clear

Step 17. Jury Demand Text

- Indicate which party/parties have made a “Jury Demand”.
- Click (**NEXT**)

Figure #17:

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

Complaints and Other Initiating Documents
1:13-cv-00032 PRINCE v. RALEIGH

Update Jury Demand

Jury Demand p. (Plaintiff) ▾

Next Clear

Step 18. Select Payment Type

Follow the on-screen instructions for payment of the filing fee.

- If an application to proceed *In Forma Pauperis* is filed, or the fees are waived, select the applicable radio button, and skip to Step 22; otherwise select **Credit Card**.

- Click (**NEXT**)

Figure #18

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

Complaints and Other Initiating Documents
1:13-cv-00032 PRINCE v. RALEIGH

Select Payment Type:

Credit Card
 Application for In Forma Pauperis (without Prepayment of Fees)
 Fee Waived (eg. Federal Government Attorney)

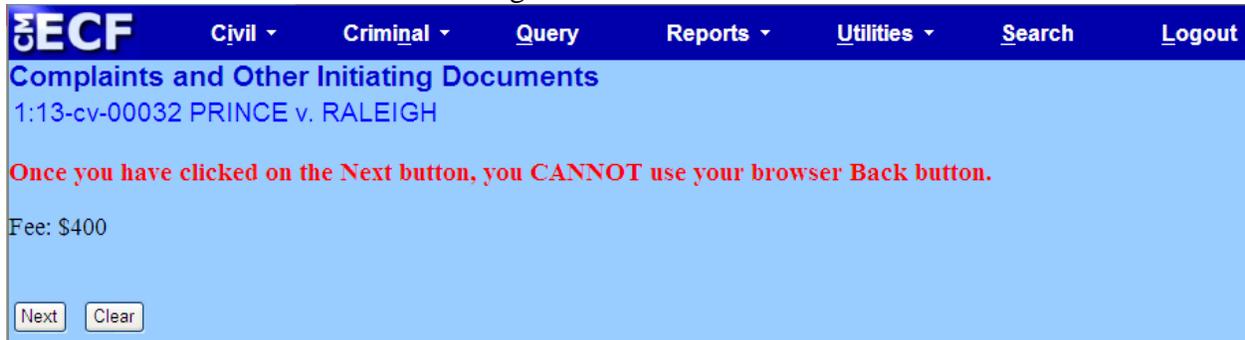
Next Clear

Step 19. Fee Notice

Please review the screen and commit the transaction.

- You will be directed to Pay.gov to enter payment information.
- Click (**NEXT**)

Figure #19



Effective May 1, 2013, pursuant to Judicial Conference Policy, all federal courts began charging a new \$50 administrative fee for filing a Civil Action, Suit or Proceeding in a District Court, in addition to the \$350 filing fee for a total of \$400. This new fee appears as item 14 on the District Court Miscellaneous Fee Schedule which is issued in accordance with 28 U.S.C. §1914.

This new administrative fee does not apply to persons granted *in forma pauperis* status under 28 U.S.C. § 1915.

Step 20. Pay.gov Debit/Credit Card Payment

Enter your payment data as indicated on the Pay.gov screen.

- Select payment type: click **(CONTINUE WITH ACH)** (Figure #20) or **(PLASTIC CARD PAYMENT)** (Figure #20(A))

Figure #20

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$400.00

Account Type: *

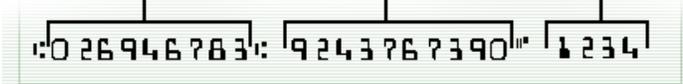
Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number



Payment Date:

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Figure #20(A)

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$400.00

Billing Address: *

Billing Address 2:

City:

State / Province: ▾

Zip / Postal Code:

Country: ▾

Card Type: ▾ *    

Card Number: * *(Card number value should not contain spaces or dashes)*

Security Code: * [Help finding your security code](#)

Expiration Date: ▾ * / ▾ *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Step 21. Authorize Payment

Authorize the payment by checking the appropriate box.

- Click (**SUBMIT PAYMENT**).

Figure #21:

Online Payment		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this information		
Address Information	Account Information	Payment Information
Account Holder Name: attorney7 123 New Billing Address: Address Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$400.00 Transaction Date 05/22/2013 and Time: 17:56 EDT
Email Confirmation Receipt		
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
Email Address:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	
CC:	<input type="text"/>	<small>Separate multiple email addresses with a comma</small>
Authorization and Disclosure		
Required fields are indicated with a red asterisk *		
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/>		
* Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.		

Step 22. Complaints and Other Initiating Documents Screen

Review screen.

- Click (**NEXT**)

Figure #22:



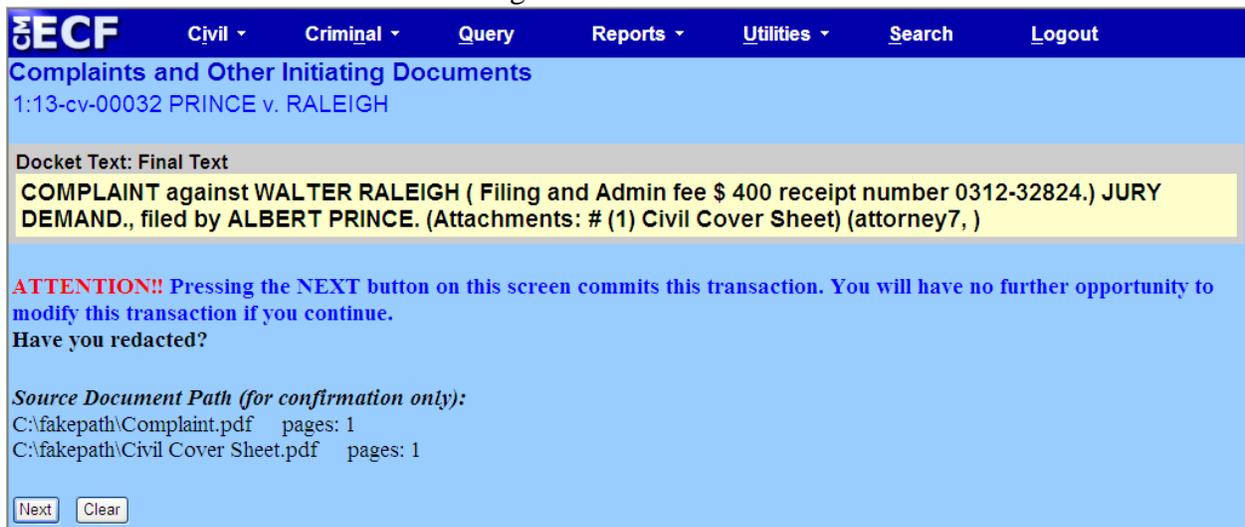
Step 23. Final Docket Text Review

Figure #23 presents the final docket text for the initiating document.

Clicking the (**NEXT**) button will commit the transaction.

- Click (**NEXT**)

Figure #23



Step 24. Notice of Electronic Filing

The Notice of Electronic Filing (NEF) is the record of the completed transaction.

Figure #24

The screenshot displays the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" followed by the case number "1:13-cv-00032 PRINCE v. RALEIGH". The court information is "U.S. District Court DISTRICT OF NEW JERSEY [TRAIN]". The main heading is "Notice of Electronic Filing". The text below states: "The following transaction was entered by attorney7, on 5/22/2013 at 6:04 PM EDT and filed on 5/22/2013". Case details include: Case Name: PRINCE v. RALEIGH, Case Number: 1:13-cv-00032, Filer: ALBERT PRINCE, and Document Number: 1. The Docket Text reads: "COMPLAINT against WALTER RALEIGH (Filing and Admin fee \$ 400 receipt number 0312-32824.) JURY DEMAND., filed by ALBERT PRINCE. (Attachments: # (1) Civil Cover Sheet) (attorney7,)". It also notes that the notice has been electronically mailed to attorney7 eli@yahoo.com and delivered by other means. At the bottom, it lists associated documents with a description: "Main Document", original filename: n/a, and an electronic document stamp: "[STAMP dcecfStamp_ID=1046708974 [Date=5/22/2013] [FileNumber=35510-0]".

NOTE: If an error occurred during the Open a Civil Case (Attorney) Procedure which prevented the uploading of the initiating document, it may now be filed as a separate event (Civil Events Menu>Initial Pleadings & Service>Complaints and Other Initiating Documents); see Step #27.

Step 25. File Related Documents (as separate events in CM/ECF)

If appropriate, file documents related to the initiating document.

Figure #25:

<u>CIVIL EVENT</u>	<u>MENU ADDRESS</u>
Corporate Disclosure Statement	Civil Events → Other Filings → Other Documents → Corporate Disclosure Statement
Motion	Civil Events → Motions and Related Filings → Motions → (select appropriate event)
Application to Extend Time to Answer	Civil Events → Other Filings → Other Documents → Application to Extend Time to Answer

Step 26. Review and Assignment of a Judge:

The case will be reviewed for accuracy and an NEF sent indicating the assigned judge within approximately two business days.

.....

Congratulations! You have opened a case in the United States District Court using the Attorney Case Opening Procedure. The Court will be automatically notified of your filing. Your filing will be reviewed for accuracy and you will be notified if additional action is required.

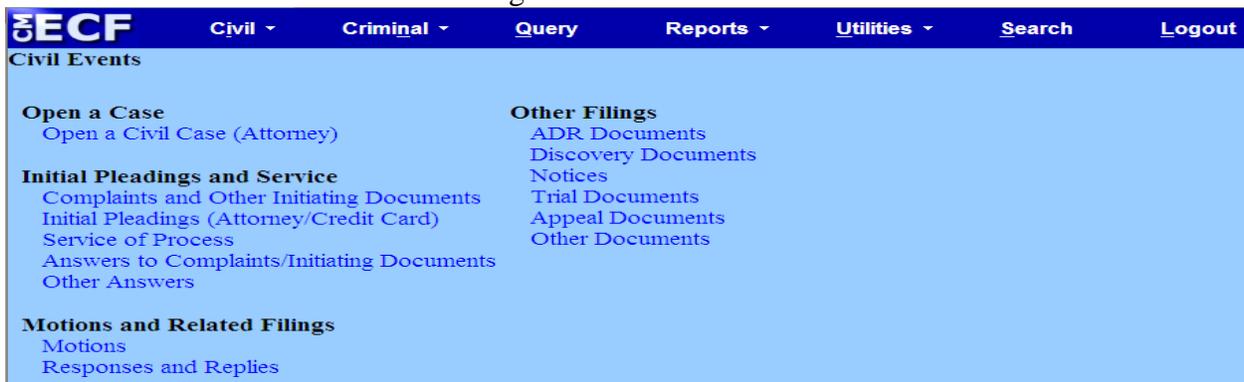
Step 27. Alternate Method of Filing; Technical Failure

If a technical failure occurred, preventing the filer from uploading an initiating document (e.g, Complaint), the initiating document may now be filed. Please note however, as indicated previously in this procedure, the initiating document must be filed on the same date that the case is opened (See Rule 3 of the Federal Rules of Civil Procedure).

i. Go to: CM/ECF>Civil Events Menu>Initial Pleadings and Service;

- Click (**Complaints and Other Initiating Documents**)

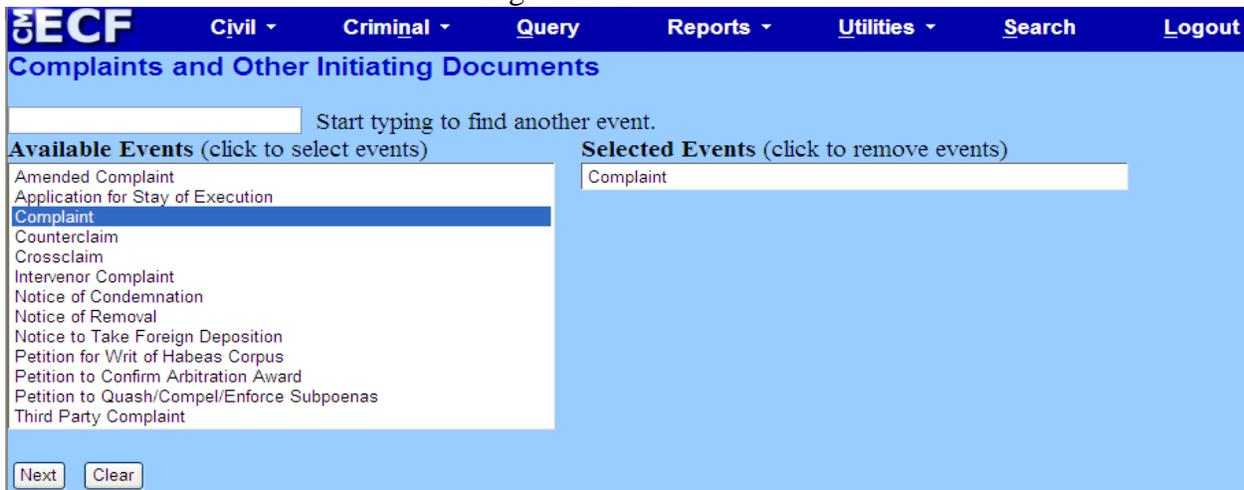
Figure #27-1



ii. - Select the correct type of initiating document (e.g., Complaint)

- Click (**NEXT**)

Figure 27-2



- iii. - Enter the case number (Figure 27-3-1) assigned in Attorney Case Opening Procedure-Step 9;

Note: If the filer does not know the case number, contact the Clerk’s Office during regular business hours for instructions on how to complete the filing.

Figure 27-3-1

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The main content area has a light blue background. A grey box contains the text "Civil Case Number" above a white input field. To the right of the input field, a yellow box contains the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field, there are two buttons: "Next" and "Clear".

- Click (**FIND THIS CASE**) (Figure 27-3-2);

Figure 27-3-2

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The main content area has a light blue background. A grey box contains the text "Civil Case Number" above a white input field. The input field contains the text "1:13-cv-00032". To the right of the input field, there is a button labeled "Find This Case". Below the input field, there are two buttons: "Next" and "Clear".

- Click (**NEXT**) (Figure 27-3-3);

Figure 27-3-3

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The main content area has a light blue background. A grey box contains the text "Civil Case Number" above a white input field. The input field contains the text "1:13-cv-32". Below the input field, there are two buttons: "Next" and "Clear".

- Begin at Step #12 of the Attorney Case Opening Procedure to complete the filing process;
- File related documents as indicated in Attorney Case Opening Procedure Step #25.