



NOTICE TO THE BAR

The United States District Court for the District of New Jersey is pleased to announce that effective June 13, 2016, attorneys may electronically open and file most civil cases in CM/ECF¹ if the following conditions are met:

- (1) The attorney has a valid CM/ECF login and password for the District of New Jersey;
- (2) The attorney has the ability to pay filing fees online via credit card through pay.gov (unless no fee is required);
- (3) The attorney is a member of the District of New Jersey bar.

An Attorney Case Opening Guide, as well as other relevant documentation, can be found on our website at <http://www.njd.uscourts.gov/attorney-case-opening>. Additional questions, including training-related inquiries, can be answered by calling the attorney case opening help desk at 609-815-2759.

Benefits to opening your own cases include, the immediate assignment of a civil case number, a shortened time frame for receiving a summons and the ability to file other relevant documents (e.g., corporate disclosure statement, motion papers) directly into the case upon opening.

June 13, 2016

WILLIAM T. WALSH, CLERK

¹ Currently, attorneys in the District of New Jersey open cases by filing documents in case 33-1. Under the new attorney case opening procedures, attorneys will open cases in CM/ECF by populating information from the civil cover sheet, as well as entering parties.