Attorney Case Opening U.S. District Court District of New Jersey

Local Civil Rule 5.2

* Papers served and filed by electronic means in accordance with procedures promulgated by the Court are, for purposes of Federal Rule of Civil Procedure 5, served and filed in compliance with the local civil and criminal rules of the District of New Jersey

Quick Facts

- DNJ went live, January 2004
- * Mandatory for attorneys, January 2005
- * Approx. 20,000 attorneys on system in NJ
- * File documents in civil, criminal, miscellaneous cases
- File civil cases in 33-1, May 2006

Current Process

- Fictitious case, 33-1
- * Initiating document and accompanying attachments reviewed
- * Fee paid through Pay.gov
- Case number and judge assigned (internally)
- Routed to deputy clerk for case opening
- Receipt of NEF (case number and judge conveyed)

New Process

- * Attorneys directly open their own civil cases
- Civil case number is assigned (externally)
- Initiating document and accompanying attachments are filed
- * Once checked, judicial assignment is made

Benefits

- * Instant civil case number
- * Ability to file other documents immediately
- * Instant notice to adversary, if applicable
 - * i.e., notice of removal

Basic Process

- Civil Cover Sheet Information Entered
- Parties Added
- * Docket/upload the "lead event" (i.e. initiating document)
 - * Note, case number is assigned here
- * Make Payment
 - Note, card will be charged here
- * File Related Documents

What if I make a Mistake?

Editing

- During the case opening process, there are some editing capabilities
- Once you've uploaded documents, the case number is assigned
- Once you've gone through payment process, card is charged

Quality Control

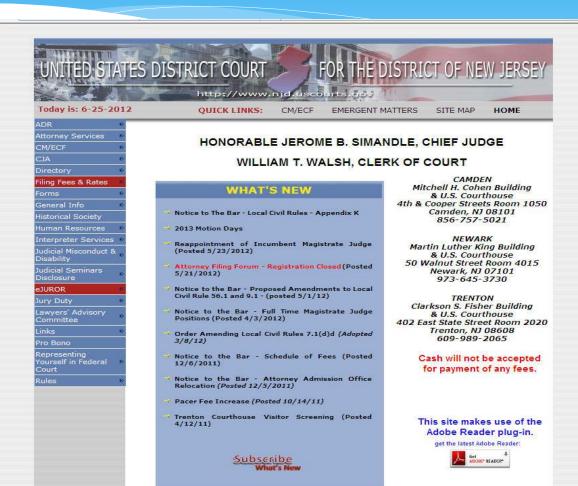
- Quality Control is performed by QC department in the Clerk's office
- Some errors will be corrected by deputy clerks
- * Some errors will require correction by counsel
- Notification will occur either way

Next Steps...

- Creating procedural manual for attorneys and Clerk's office staff
- * Creating on-line tutorial (Electronic Learning Modules)
- * Pilot Program
- * Training sessions offered
- * Target roll-out...

... Fall, 2012

Internet (www.njd.uscourts.gov)



* What Questions do you have?