

**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**

(Effective June 2016)

## **Table of Contents:**

Step 1...ECF Menu	Step 13...Select Filer
Step 2...Civil Events Menu	Step 13(A)...Attorney-Party Association
Step 3...Initiating Documents Screen	Step 14...Filed Against
Step 4...Allocation	Step 15...Upload Initiating Document
Step 5...Associated Case Info.	Step 15(A)...Notices of Removal Only
Step 6...Civil Cover Sheet	Step 16...Jury Demand
Step 7...Upper Case/No Address	Step 17...Jury Demand Party
Step 8...Add Parties/Search	Step 18...Payment Type
Step 8(A)...Select Parties	Step 19...Fee Notice / “Back-Button” Screen
Step 8(B)...Party Role	Step 20-20(A)...Pay.gov-Payment
Step 8(C)...Create New Party	Step 21...Authorize Payment
Step 8(D)-1...New Party Information	Step 22...Review Case #/Caption Screen
Step 8(D)-2...Alias	Step 23...Final Docket Text
Step 8(E)...Create Case	Step 24...NEF - Notice Electronic Filing
Step 9...Docket Lead Event	Step 25...Related Filings Event Menu
Step 10...Select Initiating Document Type	Step 26...Court Review/Judge Assignment
Step 11...Case Number Displayed	Step 27...Technical Failure/Alternate Filing Method
Step 12...Caption/Case Number Displayed	

## **Attorney Case Opening Guide**

The Attorney Case Opening Guide 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

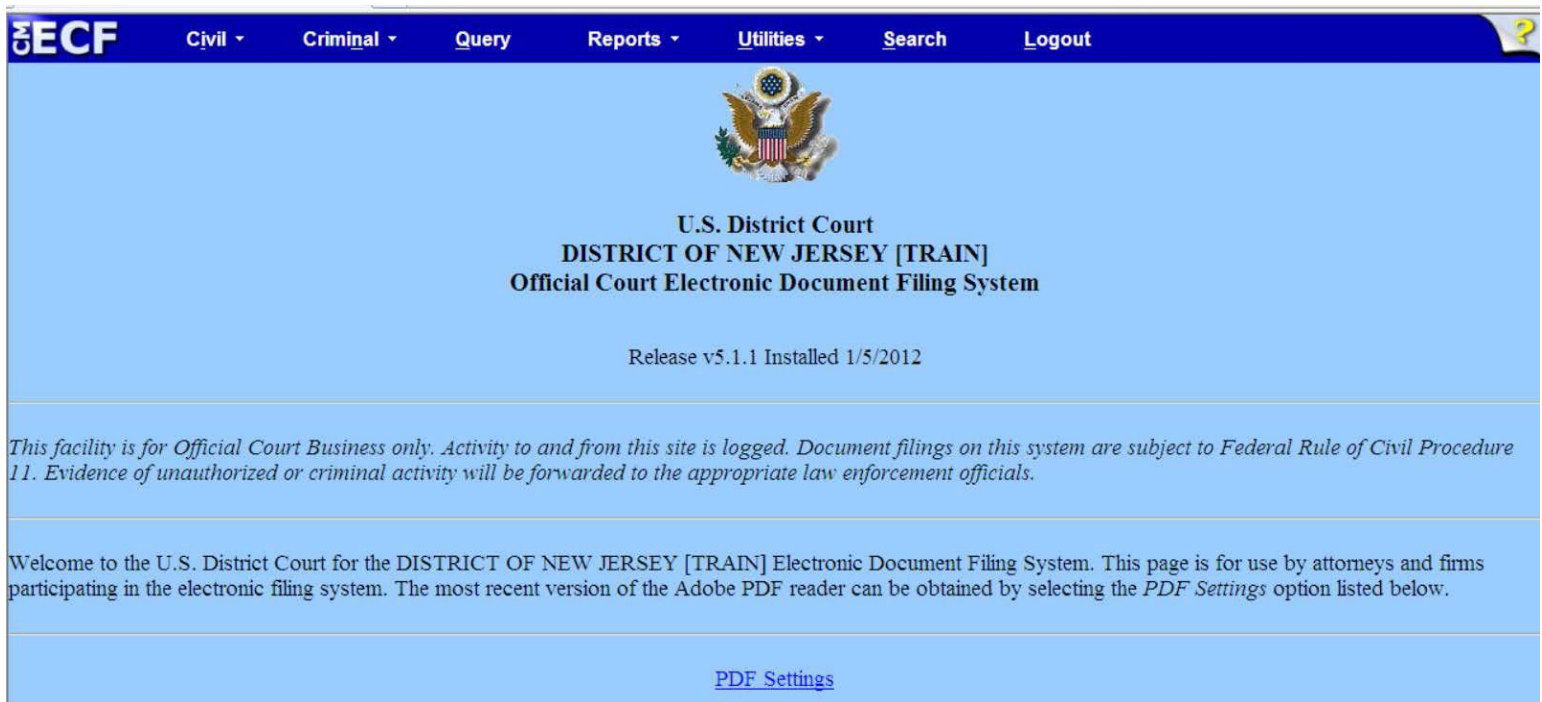
**NOTE:**

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.

.....

**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:

The screenshot shows the ECF system's 'Open a Civil Case (Attorney)' page. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Workflow, Search, and Logout. The main heading is 'Open a Civil Case (Attorney)'. Below it, a paragraph explains that this link is for filing initiating documents like Complaints, Notices of Removal, Petitions to Confirm/Vacate Arbitration Award, Petitions for Writ of Habeas Corpus, and Petitions to Quash/Compel/Enforce Subpoenas, specifically for cases with on-line Credit Card payment via Pay.gov, In Forma Pauperis, or waived fees. A red-bordered box highlights a mandatory instruction: 'Please have a completed Civil Cover sheet (JS-44) available to assist you in completing submission of your case, you must also attach the JS-44 to your initiating entry. The initiating document MUST be filed at the end of this process having the same file date this case is opened (See Rule 3 of the Federal Rules of Civil Procedure).' Below this, a notice states that a Disclosure Statement must be filed pursuant to Fed.R.Civ.P. 7.1. At the bottom, it says 'It is important to adhere to the court's Attorney Case Opening Guide.' and features 'Next' and 'Clear' buttons.

**ECF** Civil Criminal Query Reports Utilities Workflow Search Logout

### Open a Civil Case (Attorney)

This Case Opening link should be used to file the following initiating documents: Complaint, Notice of Removal, Petition to Confirm/Vacate Arbitration Award, Petition for Writ of Habeas Corpus, and Petition to Quash/Compel/Enforce Subpoenas. This feature is only for use with on-line Credit Card payment via Pay.gov, In Forma Pauperis or fees otherwise waived.

Please have a completed Civil Cover sheet (JS-44) available to assist you in completing submission of your case, you must also attach the JS-44 to your initiating entry. **The initiating document MUST be filed at the end of this process having the same file date this case is opened (See Rule 3 of the Federal Rules of Civil Procedure).**

Notice: A Disclosure Statement must be filed pursuant to Fed.R.Civ.P. 7.1.

It is important to adhere to the court's [Attorney Case Opening Guide](#).

Next Clear

**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:

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

**Open a Civil Case (Attorney)**

Please note the **OFFICE** of the appropriate county for selection on the next screen:

CAMDEN = Atlantic, Camden, Cape May, Cumberland, Gloucester, Salem, Burlington

NEWARK = Bergen, Essex, Hudson, (North) Middlesex, Morris, Passaic, Sussex, Union

TRENTON = Hunterdon, (South) Middlesex, Mercer, Monmouth, Ocean, Somerset, Warren

Next   Clear

\*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:

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

**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 vv (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**)



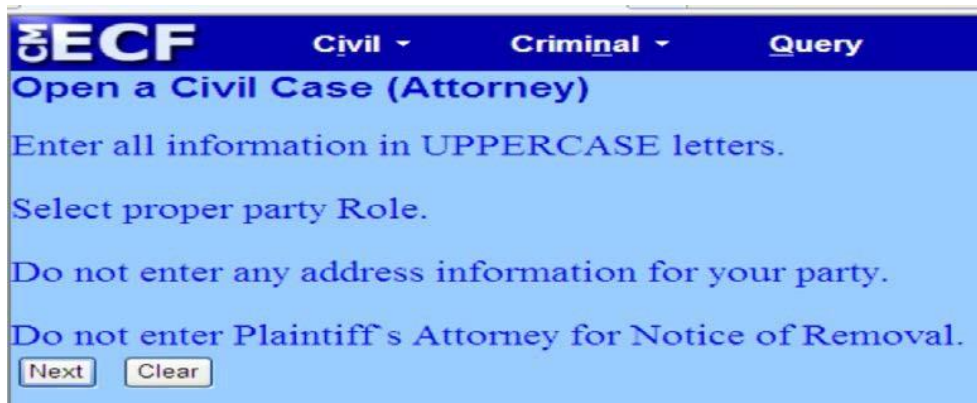
**Step 7.**      Advisory: Use Upper Case, Do Not Add Party Address, Etc...

Review the screen instructions;

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

- click (**NEXT**)

Figure #7:



The screenshot shows a web interface for the ECF (Electronic Case Filing) system. At the top, there is a blue header bar with the ECF logo on the left and three navigation tabs: "Civil", "Criminal", and "Query". Below the header, the main content area has a light blue background. It displays the title "Open a Civil Case (Attorney)" in bold. Below the title, there are four lines of instructional text: "Enter all information in UPPERCASE letters.", "Select proper party Role.", "Do not enter any address information for your party.", and "Do not enter Plaintiff's Attorney for Notice of Removal." At the bottom of the instruction area, there are two buttons: "Next" and "Clear".

**Step 8.**      Add Parties (See Guide to Searching and Entering Parties for detailed instructions.)

### **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 displays the ECF system's main menu with options: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the menu, there is a section titled "Open a Civil Case (Attorney)". This section contains two buttons: "Add New Party" and "Create Case". To the left of these buttons are links for "Collapse All" and "Expand All". Below these links is a text input field containing "1:13-cv-?????". To the right of the buttons is a "Search for a party" section with three input fields: "Last / Business Name" (containing "PRINCE"), "First Name" (containing "ALBERT"), and "Middle Name". A "Search" button is located below these 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:

The screenshot shows the ECF system interface for opening a civil case. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "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. The search area on the right is titled "Search for a party" and contains input fields for "Last / Business Name" (SMITH), "First Name" (JOHN), and "Middle Name". A "Search" button is below these fields. The "Search Results" section displays a list of names: SMITH, JOHN A; SMITH, JOHN B; SMITH, JOHN (highlighted); SMITH, JOHN; SMITH, JOHN A; and SMITH, JOHN R. At the bottom of the results are "Select Party" and "Create New Party" buttons.

Figure #8(A)2:

This screenshot shows the same ECF system interface, but with different search criteria: "Last / Business Name" is PRINCE and "First Name" is ALBERT. The "Search Results" section is empty. A red box highlights the "Create New Party" button, with a red arrow pointing to it from the text "Create New Party". Below the buttons, a message states: "Search returned no results. Please try again or create a new party."

**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):

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Civil Case (Attorney)

Add New Party Create Case

Collapse All Expand All

1:13-cv-?????

Party Information  
JOHN SMITH

Title

Role: Plaintiff (pla:pty) ← Enter Role

Pro se: No

Prisoner Id Unit

Office

Address 1

Address 2

Address 3

State Zip City

Prison Country

Phone Fax

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

Start date: 5/20/2013 End date:

Corporation: no Notice: yes

Add Party

Start a New Search

Show this address on the docket sheet

Leave all fields BLANK except "Role" and "Party Text"

**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 with a blue header bar containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header is a section titled 'Open a Civil Case (Attorney)'. On the left, there are buttons for 'Add New Party' and 'Create Case', and a list of cases with '1:13-cv-?????' selected. On the right, there is a search form with fields for 'Last / Business Name' (PRINCE), 'First Name' (ALBERT), and 'Middle Name'. Below the search form is a 'Search Results' section. A red box highlights the 'Create New Party' button, with a red arrow pointing to it from the text 'Create New Party'.

Figure #8(C)2:

The screenshot shows the ECF interface with a blue header bar containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header is a section titled 'Open a Civil Case (Attorney)'. On the left, there are buttons for 'Add New Party' and 'Create Case', and a list of cases with '1:13-cv-?????' selected. On the right, there is a 'Party Information' form. The form 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' and an 'Add Party' button at the bottom.

### 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 'Open a Civil Case (Attorney)' form in the ECF system. The form is titled 'Party Information' and contains various input fields. Annotations with red boxes and arrows provide instructions:

- A box on the left says 'Enter Middle name, Generation, and Title if appropriate' with an arrow pointing to the 'Middle name', 'Generation', and 'Title' fields.
- A box below it says 'Leave Blank: Pro se, Prisoner id, Unit, Office, Address/City/State/Zip/Country, Prison, Phone/Fax; do not alter Start date, Corp., Notice'.
- A box at the bottom says 'Enter Party text if appropriate (e.g., Executrix, Commissioner, etc...)' with an arrow pointing to the 'Party text' field.
- A box on the right says 'Select Role' with an arrow pointing to the 'Role' dropdown menu, which currently shows 'Plaintiff (pla.pty)'.

The form fields include: 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 buttons for 'Add New Party', 'Create Case', 'Add Party', and 'Collapse All/Expand All'.

**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:

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with white text links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a light blue header section with the text 'Open a Civil Case (Attorney)'. The main area is divided into two columns. The left column has a sidebar with a search bar and a list of parties. The right column has a search form for a party.

Buttons: Add New Party, Create Case



Search for a party


Last / Business Name  First Name  Middle Name


Search



Collapse All Expand All

1:13-cv-????

ALBERT PRINCE pla.  

Alias 

Corporate Parent or other affiliate 

Attorney  

**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:

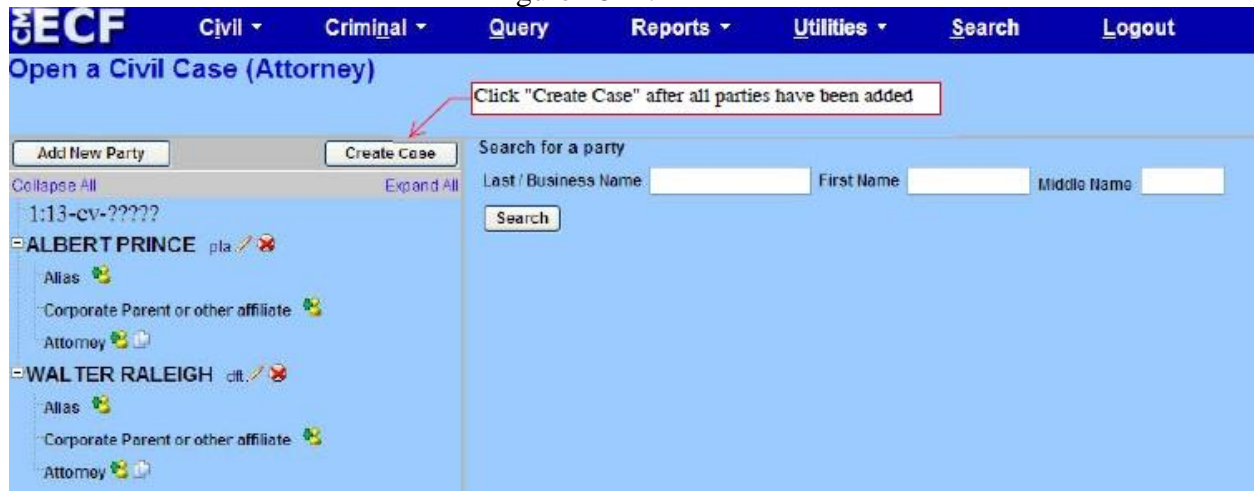
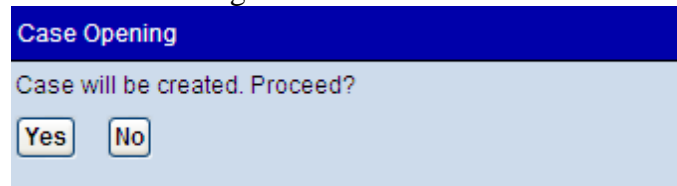


Figure #8E2:



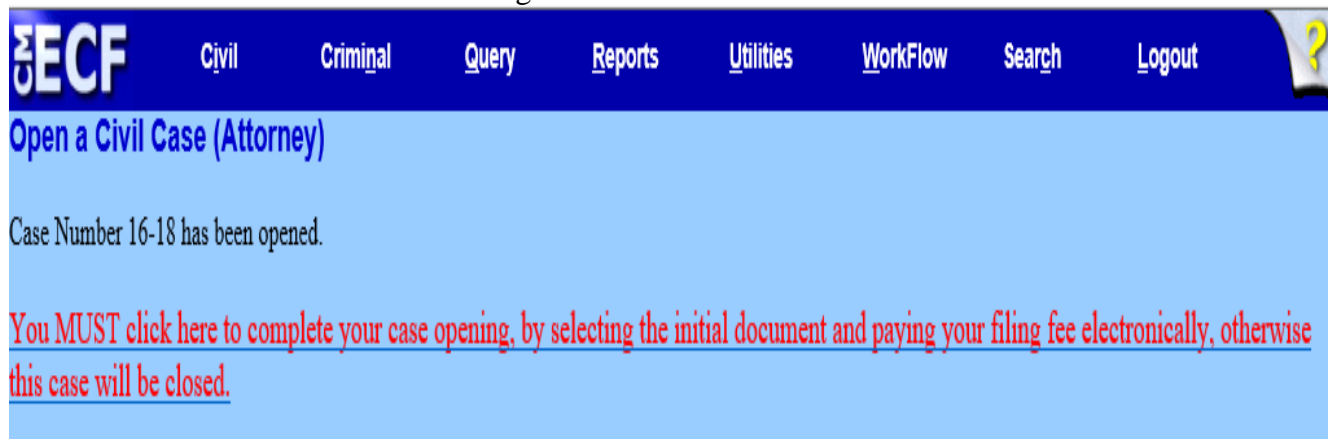


**Step 9.**      Docket the Lead Event

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:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Attorney Case Opening Complaints and Other Initiating Documents". There is a search bar with the placeholder text "Start typing to find another event." Below the search bar are two sections: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" section contains a list of document types: Complaint, Notice of Removal, Petition for Writ of Habeas Corpus, Petition to Confirm Arbitration Award, and Petition to Quash/Compel/Enforce Subpoenas. The "Selected Events" section contains a list with "Complaint". Below these sections is a red warning message: "Do not change the case number on the next screen." At the bottom are two buttons: "Next" and "Clear".

**Step 11.**      Case Number Displayed

The case number is displayed on the screen.

**DO NOT CHANGE THIS NUMBER!!**

- Click (**NEXT**)

Figure #11:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Complaints and Other Initiating Documents". On the left, there is a section titled "Civil Case Number" with a text box containing "1:13-cv-32". Below this text box are two buttons: "Next" and "Clear". To the right of the text box is a red-bordered box containing the following text: "Wherein:", "1=Vicinage (1-Camden; 2-Newark;3-Trenton)", "13=Year", "cv=civil action", and "32=numerical sequence of action". A red arrow points from the "13" in the case number to the "13=Year" text in the red-bordered box.

**Step 12.**      Case Caption and Case Number Displayed

The case caption and case number are displayed.

- Click (**NEXT**)

Figure #12:

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a light blue header area with the text "Complaints and Other Initiating Documents" and the case caption "1:13-cv-00032 PRINCE v. RALEIGH". At the bottom left of this header area are two buttons: "Next" and "Clear".

**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:

The screenshot shows the ECF system interface at the "Select the Party" step. The top navigation bar and header are the same as in Figure #12. Below the header, there is a "Pick Filer" button and a "Select the filer." section. On the left, under "Collapse All" and "Expand All", are two filers: "ALBERT PRINCE pla" and "WALTER RALEIGH dft". On the right, under "Select the Party:", is a list box containing "PRINCE, ALBERT [pla]" and "RALEIGH, WALTER [dft]". At the bottom right are three buttons: "Next", "Clear", and "New Filer".

**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 shouldnot be created, be sure the box is *unchecked*.

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

Next Clear

**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 (Electronic Case Filing) system interface. At the top is a navigation bar with links: ECF, Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a header section titled "Complaints and Other Initiating Documents" with the case number "1:13-cv-00032 PRINCE v. RALEIGH". The main area is divided into two panels. The left panel, titled "Pick Party", contains a list of parties: "ALBERT PRINCE pla" and "WALTER RALEIGH dft". The right panel, titled "Please select the party that this filing is against", contains a "Select the Party:" section with a dropdown menu showing "PRINCE, ALBERT [pla]" and "RALEIGH, WALTER [dft]". To the right of this is a "Select a Group:" section with four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the right panel 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 links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this 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. Underneath is a table for "Attachments". The table has three columns: "Attachments", "Category", and "Description". There are two rows. The first row shows a file path "N:\Civil Cover Sheet.pdf", a "Browse..." button, the category "Civil Cover Sheet" in a dropdown menu, an empty description field, and a "Remove" button. The second row is empty with input fields for file path, category, and description. At the bottom of the form are "Next" and "Clear" buttons.

Attachments	Category	Description
1. N:\Civil Cover Sheet.pdf <input data-bbox="560 1087 665 1113" type="button" value="Browse..."/>	Civil Cover Sheet	<input type="text"/> <input data-bbox="1295 1087 1377 1113" type="button" value="Remove"/>
2. <input type="text"/> <input data-bbox="560 1150 665 1176" 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:



The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a light blue header area with the text "Complaints and Other Initiating Documents" and the case number "1:13-cv-00032 PRINCE v. RALEIGH". The main content area is light blue and contains the text "Jury Demand?" followed by two radio buttons: "No" and "Yes". The "Yes" radio button is selected. At the bottom of the form are two buttons: "Next" and "Clear".

**Step 17.**      Jury Demand Text

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

Figure #17:



The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a light blue header area with the text "Complaints and Other Initiating Documents" and the case number "1:13-cv-00032 PRINCE v. RALEIGH". The main content area is light blue and contains the text "Update Jury Demand" followed by a label "Jury Demand" and a dropdown menu. The dropdown menu is open, showing "p (Plaintiff)" as the selected option. At the bottom of the form are two buttons: "Next" and "Clear".

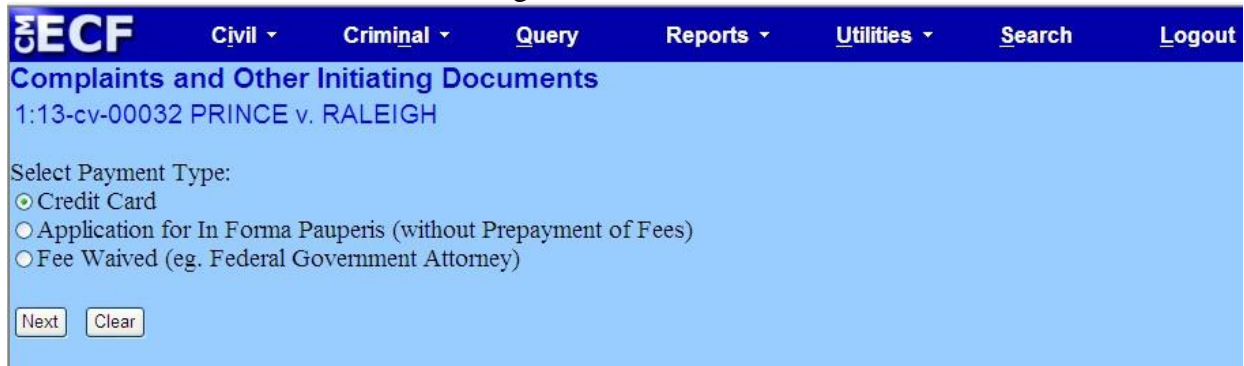


**Step 18.**      Select Payment Type

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)

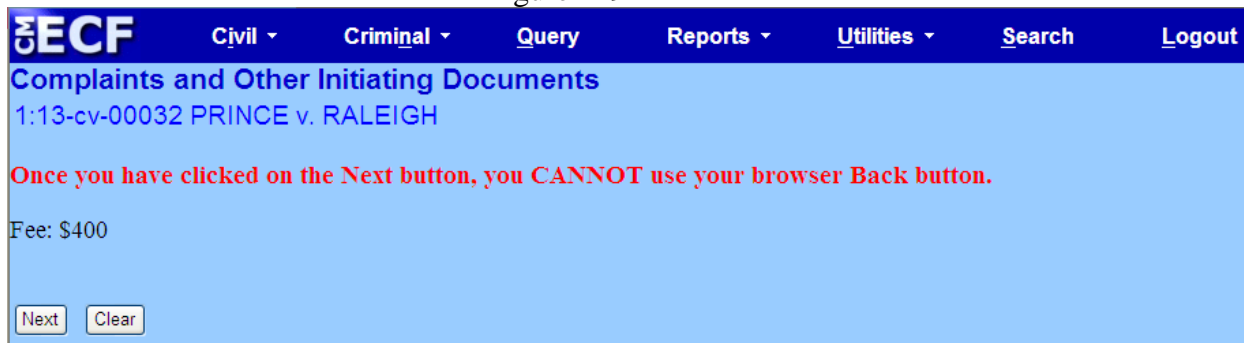
Next   Clear

**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: attorney7 \*

Payment Amount: \$400.00

Account Type: \*  
▼

Routing Number: \*

Account Number: \*

Confirm Account Number: \*

Check Number:

Routing Number

Account Number

Check Number

026946783

9243767390

1234

Payment Date:

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

Continue with ACH Payment

Cancel

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: attorney7 \*

Payment Amount: \$400.00

Billing Address: \*





Billing Address 2:

City:

State / Province: -----

Zip / Postal Code:

Country: United States

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.

Continue with Plastic Card Payment

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 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
<div>Account Holder Name: attorney7</div> <div>123 New</div> <div>Billing Address: Address</div> <div>Billing Address 2:</div> <div>City:</div> <div>State / Province:</div> <div>Zip / Postal Code:</div> <div>Country: USA</div>	<div>Card Type: Visa</div> <div>Card Number: *****2222</div>	<div>Payment Amount: \$400.00</div> <div>Transaction Date 05/22/2013 and Time: 17:56 EDT</div>

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

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. ☒

\*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment

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:



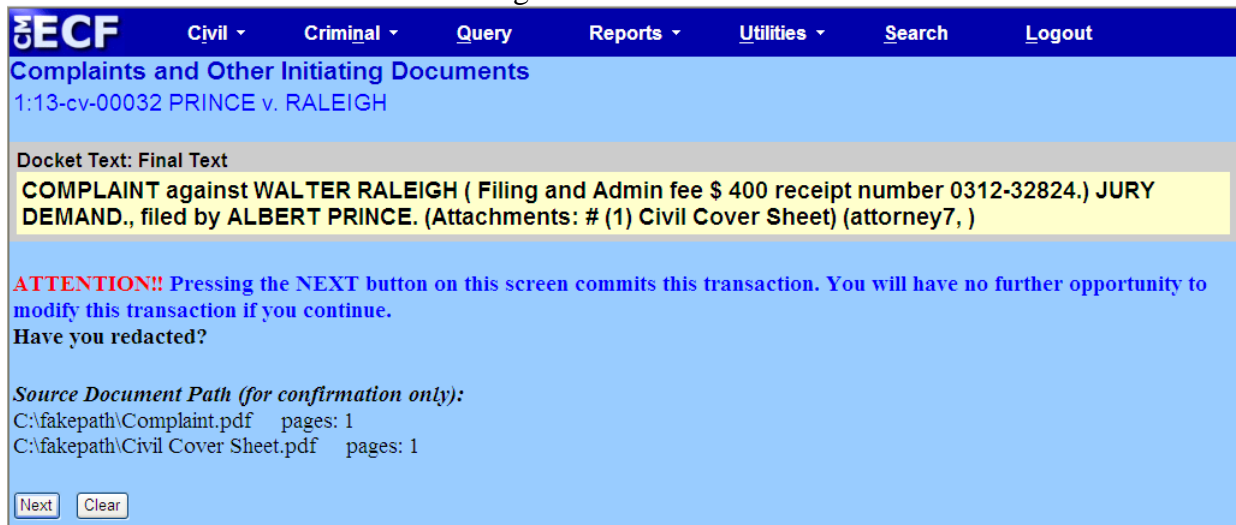
**Step 23.**      Final Docket Text Review

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 navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Complaints and Other Initiating Documents" followed by the case number "1:13-cv-00032 PRINCE v. RALEIGH". The court is identified as "U.S. District Court DISTRICT OF NEW JERSEY [TRAIN]". The main heading is "Notice of Electronic Filing". The text 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 are listed: Case Name: PRINCE v. RALEIGH, Case Number: 1:13-cv-00032, Filer: ALBERT PRINCE, 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 then states: "1:13-cv-00032 Notice has been electronically mailed to: attorney7 eli@yahoo.com" and "1:13-cv-00032 Notice has been delivered by other means to:". Below this, it says: "The following document(s) are associated with this transaction:". Document details include: Document description: Main Document, Original filename: n/a, Electronic document Stamp: [STAMP dcecfStamp\_ID=1046708974 [Date=5/22/2013] [FileNumber=35510-0]].

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

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

U.S. District Court  
DISTRICT OF NEW JERSEY [TRAIN]

**Notice of Electronic Filing**

The following transaction was entered by attorney7, on 5/22/2013 at 6:04 PM EDT and filed on 5/22/2013

Case Name: PRINCE v. RALEIGH  
Case Number: 1:13-cv-00032  
Filer: ALBERT PRINCE  
Document Number: 1

**Docket Text:**  
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, )

1:13-cv-00032 Notice has been electronically mailed to:  
attorney7 eli@yahoo.com

1:13-cv-00032 Notice has been delivered by other means to:

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**n/a  
**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:

<b><u>CIVIL EVENT</u></b>	<b><u>MENU ADDRESS</u></b>
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).

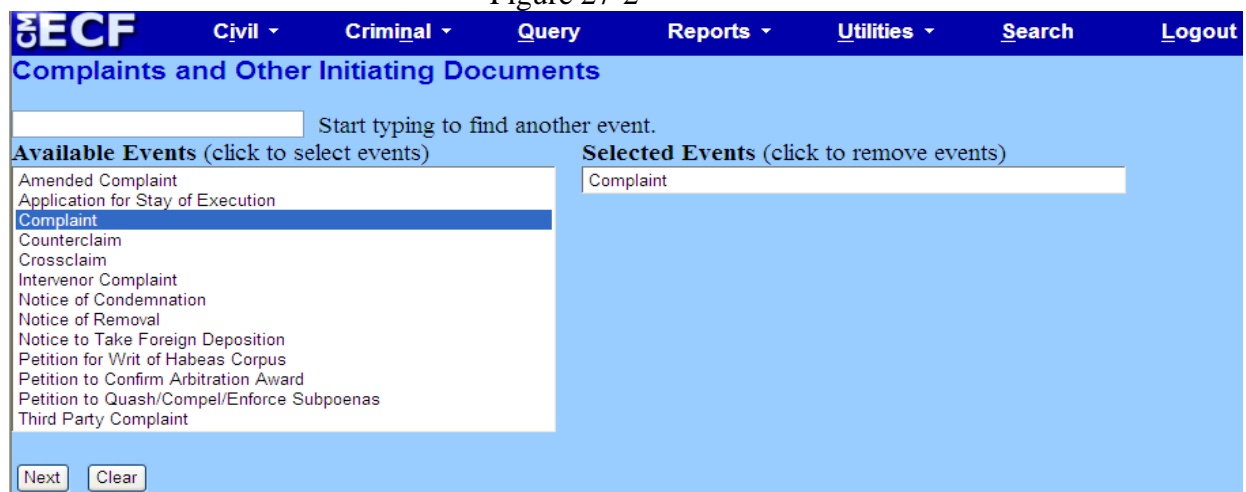
- i. Go to: CM/ECF>Civil Events Menu>Initial Pleadings and Service;
  - Click (**Complaints and Other Initiating Documents**)

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 Attorney Case Opening help desk 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 is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a section titled 'Complaints and Other Initiating Documents'. A form labeled 'Civil Case Number' contains a text input field with a yellow border. The placeholder text inside the field is '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field 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 is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a section titled 'Complaints and Other Initiating Documents'. A form labeled 'Civil Case Number' contains a text input field with a yellow border. The text inside the field is '1:13-cv-00032'. To the right of the input field is a button labeled 'Find This Case'. Below the input field 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 is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a section titled 'Complaints and Other Initiating Documents'. A form labeled 'Civil Case Number' contains a text input field with a yellow border. The text inside the field is '1:13-cv-32'. Below the input field 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.