

ATTORNEY CASE OPENING SUPER STORM SANDY COMPLAINT

I. OPEN CASE

1. Select → **Civil** → **Open a Case** → **Open a Civil Case (Attorney)**

- a) Click **Next** after reading the attorney case opening message
- b) Click **Next** after reading the office/county message
- c) Select appropriate **Office** and **Case type** which is always **cv**
Leave Other court name and number blank¹, Click **Next**
- d) Enter the following in the appropriate fields:
Jurisdiction - Cause of Action – Nature of Suit

CAUSE OF ACTION, NATURE OF SUIT and JURISDICTION	USE WHEN IT IS A SUPER STORM SANDY CASE AND:
<i>Cause:</i> 42:4001 National Insurance Flood Act <i>NOS:</i> 110 Insurance <i>Jurisdiction:</i> U.S. Government Defendant	FEMA is the Defendant
<i>Cause:</i> 42:4072 Payment of Flood Insurance Claim <i>NOS:</i> 110 Insurance <i>Jurisdiction:</i> Federal Question	the insurance company is listed as the Defendant and the Complaint alleges flood damage FEMA is listed as a co-Defendant (<i>In these instances, the jurisdiction would be changed to U.S. Government Defendant.</i>)
<i>Cause:</i> 42:4053 Breach of Insurance Contract <i>NOS:</i> 110 Insurance <i>Jurisdiction:</i> Diversity/Federal Question	the Complaint alleges wind or other non-flood related claims for damage

Jury demand – use as appropriate
County – select the county where the damage occurred
Fee Status – indicate; pd (paid) or pend (IFP pending)
 Leave all other fields blank or as they are, Click **Next**

¹ For Notice of Removals, enter other court name and number. Follow instructions found in the Attorney Case Opening Guide – Step 5.

2. Enter parties

- a) Click **Next** after reading the party entry information message
- b) Enter plaintiff's name used on the complaint in UPPERCASE letters in the **Search for a party** fields; Last, First and Middle, Click **Search**
- c) When prompted with the **Search Results** field, highlight the party's name if it appears and Click **Select Party** button, otherwise Click **Create New Party** button
- d) On the **Party Information** screen, change the party **Role** from Defendant to **Plaintiff**. On this screen, the client's **Generation** may be entered as well. Except for Party Text, leave all other fields blank or as they are, Click **Add Party**
- e) Continue adding parties being mindful of their **Role** i.e. plaintiff vs. defendant
- f) Enter Alias if listed in case caption
Click on the Green Plus and Yellow Person icon under the appropriate party
When prompted enter Last/Business Name in UPPERCASE LETTERS, Click **Search** button
When prompted with the **Search Results** field, highlight the party's name if it appears and Click **Select Alias** button, otherwise Click **Create New Alias** button
On the Alias Information screen, complete name if necessary
Change the Alias **Type** to appropriate abbreviation
Click on **Add Alias** button
- g) Select → **Create case**
- h) Select → **Yes** when prompted with Case will be created. Proceed?

3. Docket the initial pleading²

- a) Click Next after reading the case opening message
- b) Under Complaints and Other Initiating Documents → choose **Complaint**, Click **Next**
- c) Verify the case number at the Civil Case Number prompt, Click **Next**
- d) Confirm the case number and case caption, Click **Next**
- e) Highlight the filer/client, Click **Next**
- f) On the attorney/party association screen, Click **Next**
- g) Highlight the defendants utilizing the control key and select on the filing is **against** screen (Never use the Select a Group: prompt)
- h) Upload the complaint as the main document and attach additional documents with a Category or Description, ie... Civil Cover Sheet, Application IFP, etc..., Click **Next**
- i) Answer appropriately to the jury demand prompt, Click **Next**

² For State Court Removals, select Notice of Removal instead of Complaint re: step 3(b). Follow instructions found in the Attorney Case Opening Guide – Step 15(A).

4. If paying filing fee, select Payment Type: **Credit Card**
 - a) Verify Credit Card has been selected, Click **Next**
 - b) Read Warning Message: **CANNOT use your browser Back button**, Click **Next**
 - c) Wait for the Payment Process System, then enter appropriate data, Click **Continue with Plastic Card Payment**
 - d) On the Authorize Payment screen, verify information, place a check mark in the I authorize a charge.... box, Click **Submit Payment**
 - e) On the Case number and caption screen, Click **Next**
 - f) On the Docket Text: Final Text screen, Click **Next**
 - g) Transaction is Complete

5. If submitting an IFP Application, select Payment Type:
Application for In Forma Pauperis (without Prepayment of Fees)

- a) Verify Application for In Forma Pauperis has been selected, Click **Next**
- b) On the Case number and caption screen, Click **Next**
- c) On the Docket Text: Final Text screen, Click **Next**
- d) Transaction is Complete

II. Clerk's Office Review and Assignment of a Judge

The Clerk's Office will be automatically notified of your filing. Your filing will be reviewed for accuracy and you will be notified if additional action is required.

An NEF will be sent indicating the assigned judge within approximately two business days.

Shortly thereafter, another NEF will be sent indicating the issuance of the summons.