

**U.S. DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON**



**Attorney's Guide:
Opening a Civil Case**

March 2014

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INTRODUCTION

Using this guide, you will learn how to electronically open and file a new civil action through the Electronic Case Filing system.

GETTING STARTED

Prepare Your Documents

Your next step is to prepare and convert your filing documents to PDF.

Prepare an initiating document, such as a:

- **Complaint**
- **Notice of Removal**
- **Complaint With Application to Proceed Without Prepaying Fees**
- **Petition for Writ of Habeas Corpus**

Prepare as an attachment to your initiating document:

- **Civil Cover Sheet**

Prepare these documents as additional attachments if they apply to your case:

- **Summons**

Download and save the **Summons** form found on the court's website at <http://www.waed.uscourts.gov/forms/all-forms> . Use this fillable form each time you post a summons to the court docket.

- Post each summons separately.
- Summons (es) will be issued by the court electronically the following day.
- You will receive a Notice of Electronic Filing (NEF) of the summons when the Clerk's Office enters it on the docket.
- Use the NEF hyperlink to retrieve the issued summons form to effect service of process.

The following forms are also available for downloading from our court website:

<http://www.waed.uscourts.gov/forms/all-forms> .

- Civil Cover Sheet
- Application to Proceed Without Prepaying Fees
- Summons

Convert Documents to PDF Format

Convert a document by:

- Scanning to PDF
- Using the conversion software included in word processing programs such as Word.
- Downloading PDF conversion software, such as Adobe Standard or Professional.
- **Remember: Each PDF document should be under 10 MB (megabytes) in size.**

THE FILING FEE

- **As of May 1, 2013, the filing fee is \$350.00 plus a \$50.00 administrative fee for a total of \$400.00.**
- **NOTE:** The administrative fee **does not** apply to :
 - **Miscellaneous civil cases,**
 - **Habeas corpus cases, or**
 - **Cases filed by pro se prisoner plaintiffs who have been provisionally granted permission to proceed *in forma pauperis*.**
- You must pay the filing fee through **Pay.gov**, but there are a couple of options available to you:
 - **Bank Account (ACH):** ACH payments are like online checks; the funds are withdrawn from your bank account.
 - **Plastic Card Payment (Debit/Credit):** You can choose to pay the filing fee by debit or credit card.
- During case opening, you will be prompted for this payment and be guided through the **Pay.gov** screens, so have your card or banking information ready.
- See [Paying the Filing Fee](#) for details.

To Request a Waiver of the Filing Fee:

- Have your **Application to Proceed Without Prepaying Fees** prepared to file as one of your initiating documents.
- For detailed instructions, see [Docketing the Lead Event](#).

OPENING YOUR CIVIL CASE

Do not start opening your case unless you are prepared to post your initiating document(s).

- Remember they must be in **PDF format** and saved on your computer.
- Be sure you have a copy of your civil cover sheet available. You will need to refer to it later in this process.

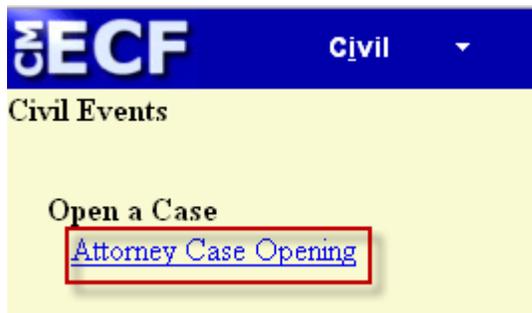
Now that you are ready to open your case, let's get started. Log into CM/ECF as you normally would to file documents. (Remember, you don't need a client code.)

| | |
|---|--|
| Authentication Login: <input type="text"/> Password: <input type="password"/> client code: <input type="text"/> | <input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read the notice below. IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: - In compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1 , all filers must redact: <ol style="list-style-type: none">1. Social Security and Taxpayer Identification Numbers - redact to the last four digits;2. Dates of Birth - redact to the year of birth;3. Names of Minor Children - redact to the initials;4. Financial Accounting Information - redact to the last four digits; and5. Home addresses in criminal cases - redact to the city and state <p>This requirement applies to all documents, including attachments.</p> |
|---|--|

On the blue tool bar select **"Civil."**



Under **"Open a Case"** you will see the link to: **"Attorney Case Opening."** Click on this link to begin opening your case.



On the **Open a Civil Case** screen, select your case specific information.

At the **“Select County”** dropdown box select your county following the onscreen county selection guidance.

Division will auto populate based on your County selection.

Open a Civil Case

County selection guidance:

The County is determined by

- 1) county of the first listed plaintiff, (if not appropriate, then 2)
- 2) county of the first listed defendant, (if not appropriate, then 3) or
- 3) where action occurred.

Division will auto populate after County selection.

Select County ▼ Division: ▼

Date filed: 1/29/2014

These two fields are **REQUIRED** for **Notice of Removal** cases **ONLY**.

Other court name

Other court number

The **“Other court name”** and **“Other court number”** boxes are left blank, unless you are filing a removal case.

Select County ▼ Division: ▼

Date filed: 1/2/2014

These two fields are **REQUIRED** for **Notice of Removal** cases **ONLY**.

Other court name

Other court number

An example of **“Other Court Name”** could be **Spokane County Superior Court**.

An example of “**Other Court Number**” is **09-2-000000-0**.

Once you have entered your case data information, select the “**NEXT**” button to move to the next screen. If you need to start over on this page, select the “**CLEAR**” button and it will erase all of your entries.

This next screen asks for information which can be taken directly from your Civil Cover Sheet. Make sure to have it available so you can refer to it.

The first box is the **Jurisdiction** box. Use the dropdown list to select the case jurisdiction information for your case. This box defaults to “**3: Federal Question.**”

Open a Civil Case

NOTE: Enter this information from your civil cover sheet.

| | | | |
|------------------------|---------------------------|------------------------------|---|
| Jurisdiction | 3 (Federal Question) ▼ | | |
| Cause of action | ▼ | Filter: <input type="text"/> | <input type="button" value="Clear filter"/> |
| Nature of suit | 0 (zero) ▼ | Filter: <input type="text"/> | <input type="button" value="Clear filter"/> |
| Origin | 1 (Original Proceeding) ▼ | | |

For this example, we will select “**4 (Diversity)**” for the case jurisdiction.

Open a Civil Case

NOTE: Enter this information from your civil cover sheet.

| | | | |
|------------------------|---------------------------|------------------------------|---|
| Jurisdiction | 4 (Diversity) ▼ | | |
| Cause of action | ▼ | Filter: <input type="text"/> | <input type="button" value="Clear filter"/> |
| Nature of suit | 0 (zero) ▼ | Filter: <input type="text"/> | <input type="button" value="Clear filter"/> |
| Origin | 1 (Original Proceeding) ▼ | | |

Cause of Action and Nature of Suit Filter Fields

Now you will select the Cause of Action for your case. Just to the right of the cause of action box is a “Filter” box. This allows you to search for the cause of action by entering the cause of action number.

For this example, we are going to select **Declaratory Judgment 28:2201dj**. You can start typing the cause of action in the filter box and it will search the list for you instead of having to scroll through the entire list.

Open a Civil Case

NOTE: Enter this information from your civil cover sheet.

| | | | | |
|-----------------|---|-----------------|--------------|--|
| Jurisdiction | 4 (Diversity) | | | |
| Cause of action | 28:2201dj (28:2201 Declaratory Judgement) | Filter: 28:2201 | Clear filter | |
| Nature of suit | 0 (zero) | Filter: | Clear filter | |
| Origin | 1 (Original Proceeding) | | | |

The next box is the **Nature of Suit**. Start typing the nature of suit in the filter box. For this example, we will select “**Contract: Other**” for the nature of suit.

Open a Civil Case

NOTE: Enter this information from your civil cover sheet.

| | | | | |
|-----------------|---|-----------------|--------------|--|
| Jurisdiction | 4 (Diversity) | | | |
| Cause of action | 28:2201dj (28:2201 Declaratory Judgement) | Filter: 28:2201 | Clear filter | |
| Nature of suit | 190 (Contract: Other) | Filter: 190 | Clear filter | |
| Origin | 1 (Original Proceeding) | | | |

At the Origin dropdown list, select either:

- **(1)Original Proceeding or**
- **(2)Removal from State Court.**

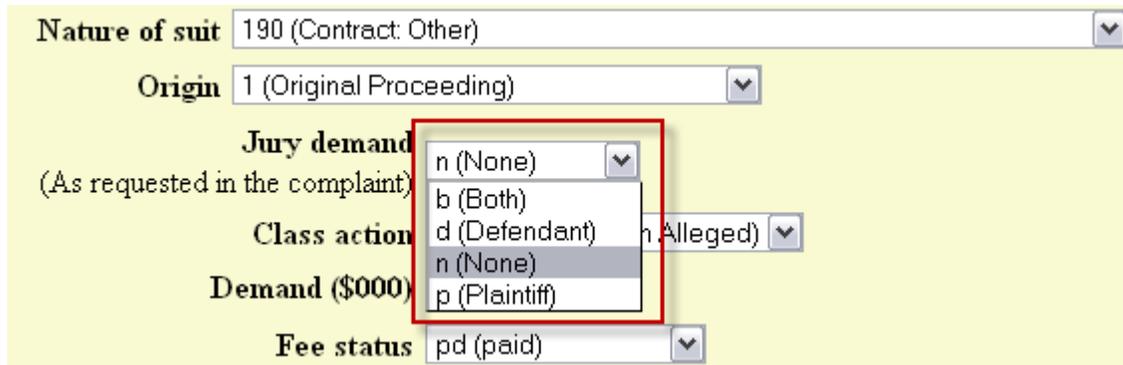
For this example, we are going to use **(1) Original Proceeding**.

Open a Civil Case

NOTE: Enter this information from your civil cover sheet.

| | | | | |
|-----------------|---|-----------------|--------------|--|
| Jurisdiction | 4 (Diversity) | | | |
| Cause of action | 28:2201dj (28:2201 Declaratory Judgement) | Filter: 28:2201 | Clear filter | |
| Nature of suit | 190 (Contract: Other) | Filter: 190 | Clear filter | |
| Origin | 1 (Original Proceeding) | | | |

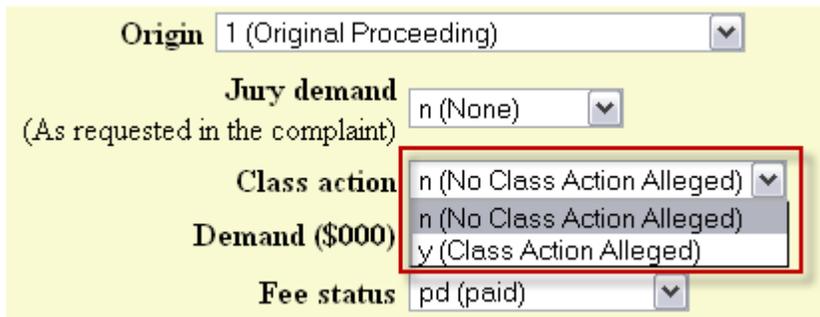
If you are requesting a **Jury Demand** you will select an option in the dropdown list.



Nature of suit 190 (Contract: Other) ▼
Origin 1 (Original Proceeding) ▼
Jury demand (As requested in the complaint) ▼
Class action n (No Class Action Alleged) ▼
Demand (\$000) ▼
Fee status pd (paid) ▼

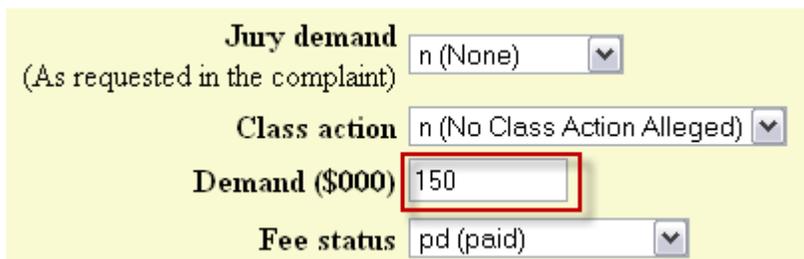
Remember: If you are requesting a **Jury Demand** in your case you must also demand this in your Complaint.

The Class Action box defaults to “**n (No Class Action Alleged)**”, use the dropdown to change to **y (Class Action Alleged)** if appropriate.



Origin 1 (Original Proceeding) ▼
Jury demand (As requested in the complaint) n (None) ▼
Class action ▼
Demand (\$000) ▼
Fee status pd (paid) ▼

If applicable, enter the monetary Demand (\$000) of the plaintiff. This must be entered in thousands, rounded to the nearest thousand dollars. For this example, the demand is for \$149,800, so we will enter “150.” Do not include the dollar sign.



Jury demand (As requested in the complaint) n (None) ▼
Class action n (No Class Action Alleged) ▼
Demand (\$000) 150
Fee status pd (paid) ▼

The Fee Status box has three choices in the dropdown list:

- **pd (paid):** Payment of the regular civil filing fee through Pay.Gov.
- **pend (IFP pending):** When filing an Application to Proceed In Forma Pauperis with your complaint.
- **wv (waived):** When you are a US Attorney for the Department of Justice filing a case on behalf of the United States.

Please leave the fee status “pd” unless you are a US Attorney or filing an Application to Proceed In Forma Pauperis with your complaint.

The screenshot shows a form with the following fields and options:

- Jury demand** (As requested in the complaint): n (None) [dropdown]
- Class action**: n (No Class Action Alleged) [dropdown]
- Demand (\$000)**: 150 [text input]
- Fee status**: pd (paid) [dropdown, highlighted with a red box]

Fee status options: Choose pd (paid) to pay the regular civil filing fee through Pay.gov
Choose pend (IFP pending) if you will be filing an Application to Proceed In Forma Pauperis with your complaint.
Choose wv (waived) if you are a US Attorney for the Department of Justice filing a case on behalf of the United States.

The **Citizenship Plaintiff** and the **Citizenship Defendant** dropdown boxes are used only in diversity cases. You would leave these boxes blank unless your case is a diversity case.

We are going to select “4: Incorporated/Principal Place of Business –This State” as our **Citizenship Plaintiff** option. For **Citizenship Defendant** we are going to select “5: Incorporated/Principal Place of Business- Other State” from the dropdown list.

The screenshot shows the following fields and options:

The next two fields apply only for diversity cases

- Citizenship plaintiff**: 4 (Incorporated/Principal Place of Business-This State) [dropdown, highlighted with a red box]
- Citizenship defendant**: 5 (Incorporated/Principal Place of Business-Other State) [dropdown, highlighted with a red box]

Buttons: Next, Clear

Look over this screen and make sure you entered the correct case information. Once you are confident that your case information is correct you are ready to proceed and select “NEXT” to move to the next screen.

Open a Civil Case

NOTE: Enter this information from your civil cover sheet.

Jurisdiction

Cause of action Filter:

Nature of suit Filter:

Origin

Jury demand
(As requested in the complaint)

Class action

Demand (\$000)

Fee status

Fee status options
Choose pd (paid) to pay the regular civil filing fee through Pay.gov
Choose pend (IFP pending) if you will be filing an Application to Proceed In Forma Pauperis with your complaint.
Choose ww (waived) if you are a US Attorney for the Department of Justice filing a case on behalf of the United States.

The next two fields apply only for diversity cases

Citizenship plaintiff

Citizenship defendant

EMERGENCY MATTERS

CM/ECF will prompt you to answer **Yes or No** if your initial filing includes a Temporary Restraining Order.

Open a Civil Case

Will your initial filing include a Temporary Restraining Order?

YES

NO

Next

Clear

Open a Civil Case

If you answer **YES**, immediately call the Clerks Office (during regular business hours) to notify them of the emergency motion. Do not file your motion until after your case has been opened and you have received the Judge assignment.

Clerks Office 509-458-3400

Next

Clear

- The Clerk's Office will assign a judge to your case and notify them of the emergency.
- To ensure that your case receives the immediate attention it needs, **please file prior to 4:30 P.M.**

ADDING PARTIES

Before you get started, have your Complaint available. You will need this to add all parties in this case opening process.

- This screen will allow you to enter your party names and do a search to see if these parties are already in the court's database.
- This screen and all subsequent screens begin displaying a partial case number. A full case number will be assigned at the completion of the case opening process.
- **Notice of Removal cases** are opened by using the original caption from the state court. For example, if the defendant is the "filer" of the removal case in Federal Court and they remain the defendant in the case filed here.
- **DO NOT** select the browser back button **at any time** during the 'Add Parties' process. You will lose your entire work product. If you need to make a change to your party selection or simply change the spelling, utilize the icons provided in the participant tree.

Open a Civil Case

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

Click a [link for further instructions](#).

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows a web interface for adding parties. At the top, there are buttons for 'Add New Party' and 'Create Case'. Below these are links for 'Collapse All' and 'Expand All'. A search section titled 'Search for a party' contains three input fields: 'Last / Business Name', 'First Name', and 'Middle Name', followed by a 'Search' button. A partial case number '1:14-cv-?????' is visible in the bottom left corner.

See [Quick Tips for Adding Party Names \(PDF\)](#) for examples of how to search party names in a way that will find appropriate matches.

In the Last/Business Name field, enter the party name, surname or company name only and select **Search**.

- **Do not** enter any descriptive text in this field. The **Party Text** field is for that purpose.

Example: The case we will be opening is a civil case entitled: **"Bluebell Farms Inc vs. Green Meadow Grains."**

Let's get started by entering the plaintiff's name, **"Bluebell Farms Inc"**, and then select **Search**.

This screenshot is identical to the previous one, but the 'Last / Business Name' field now contains the text 'Bluebell Farms Inc'. The 'Search' button is highlighted with a red rectangular box.

- If you find an exact match from the list, highlight the name from the list and click on the **“Select Party”** button.
 - If no match is found, no name will appear in the **Last/Business Name** box, and search results will state **“Search returned no results. Please try again or create a new party.”**
- If you do not find a match, click on the **“Create New Party”** button.

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

Click a [link for further instructions](#).

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows a search interface with the following elements:

- Buttons: **Add New Party**, **Create Case**, **Collapse All**, **Expand All**.
- Search Fields: **Last / Business Name** (Bluebell Farms Inc), **First Name**, **Middle Name**.
- Search Button: **Search**.
- Search Results: **Search Results** section with **Bluebell Farms Inc** highlighted in a red box.
- Action Buttons: **Select Party**, **Create New Party**.

Once you have highlighted a name match and selected **“Select Party”** or selected the **“Create New Party”** name button, CM/ECF will display the party information screen. You will notice your party name on this screen. Let’s proceed with entering your party information.

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

Click a [link for further instructions](#).

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows the 'Party Information' screen with the following fields:

- Buttons: **Add New Party**, **Create Case**, **Collapse All**, **Expand All**.
- Party Name: **Bluebell Farms Inc** (highlighted in a red box).
- Fields: **Title**, **Role** (Defendant (dft:pty)), **Pro se** (No), **Prisoner Id**, **Unit**, **Office**, **Address1**, **Address2**, **Address3**, **City**, **State**, **Zip**, **Country**, **Prison**, **Phone**, **Fax**, **Party text**, **Start date** (1/2/2014), **End date**.
- Checkbox: **Show this address on the docket sheet**.

The **Title** box is where you would enter title abbreviations such as **Dr, Sgt, Hon, Rev,** as appropriate.

- Do not use this box to enter **Mr., Mrs., or Ms.**
- Do not put periods after the abbreviation.
- Leave this field blank if no title applies.

Party Information
Bluebell Farms Inc

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

Party text

Start date End date

Now you will select the party's role from the drop-down menu. The first party entered is the **Plaintiff or Petitioner (for Habeas Corpus Petitions)**. The parties should be entered in the manner and in the order in which they are captioned on the initiating document being filed. (Keep in mind the party name examples.)

Party Information
Bluebell Farms Inc

Title

Role ▼

Pro se ▲

Prisoner Id

Office

Address1

Address 2

Address 3

State

Prison

Phone

Party text

Start date

Notice

[Start a New S](#)

Unit

Show this address on the docket sheet

City

Country

Fax

date

Do not enter any party information in the address, phone number, or fax fields, **UNLESS** the party is Pro Se. Then enter the address and phone number *ONLY*.

Party Information
Bluebell Farms Inc

Title

Role ▼

Pro se ▼

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison ▼

Phone Fax

Party text

Start date End date

Notice ▼

[Start a New Search](#)

The **Party Text** field is for information describing the party in further detail. For example, if the party is a company, party text might be **“a Washington corporation.”** The party might be **“an individual”** or **“husband and wife, and the marital community.”**

In our case sample, we will enter **“a Washington corporation”** in the text box for Plaintiff **Bluebell Farms Inc.**

Party Information
Bluebell Farms Inc

Title

Role ▼

Pro se ▼

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison ▼

Phone Fax

Party text

Start date End date

Notice ▼

[Start a New Search](#)

The start date box will automatically fill in with the current date. You will not be able to modify this date.

Party Information
Bluebell Farms Inc

Title

Role ▼

Pro se ▼

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison ▼

Phone Fax

Party text

Start date End date

Notice ▼

[Start a New Search](#)

If you are not adding any additional information select the **Add Party** button.

Party text

Start date End date

Notice ▼

[Start a New Search](#)

ADDING ADDITIONAL ATTORNEYS

Since you logged into ECF as the attorney filing this case, you do not need to enter your name as attorney of record. The ECF system will ask you later in this process if you are associated with the party that you are representing.

You may enter additional attorneys associated with this case by selecting the Add Attorney  icon next to Attorney.

Do NOT add attorneys for the opposing parties UNLESS this is a Notice of Removal case.

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)



Icons

These icons located next to the names on the left allow you to make modifications, edits and add new alias. These are the Icon Descriptions:

| Icon | Description |
|---|---|
|  | Delete this party from the case. |
|  | Add new alias, corporate parent, or attorney. |
|  | Copy attorney(s) from other parties in the case to this party. |
|  | Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed. |

When you click on the add attorney icon, you will go to the **Attorney** search screen, which resembles the **Party Search** screen.

Let's add John T. Smith as an additional attorney in this case and then select **Search**.

Search for an attorney for Bluebell Farms Inc

Bar Id

Last Name First Name Middle Name

As with the Party Search screen, you will see search results which allow you to select the attorney's name from the dropdown list. Choose the attorney from the dropdown list. You can only add additional attorneys that are registered with CM/ECF. **DO NOT enter Pro Hac Vice Attorneys.**

Search for an attorney for Bluebell Farms Inc

Bar Id

Last Name First Name Middle Name

Search Results

Once you have highlighted the attorney's name from the list, you will click on **“Select Attorney”**.

Search for an attorney for Bluebell Farms Inc

Bar Id

Last Name First Name Middle Name

Search Results

On the Attorney Information screen, **do not** alter the information in the fields. **Do not** report a change of address to the Clerk’s Office. Clerk’s Office staff will verify the information for the attorney.

Attorney Information
John T Smith

Title

Office Unit

Address 1 Address 2

Address 3 City

State Zip

Country Phone

Fax E-mail

Pro Hac Vice Lead attorney

Designation

Seal Flag Notice

Start date End date

Add Attorney

[Start a New Search](#)

Accept the information by clicking “Add Attorney”. This returns you to the Attorney Information screen.

- Notice the attorney name you just added on the left screen for the party Bluebell Farms Inc.
- Repeat this process until you get all the associated attorneys entered.

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

Add New Party **Create Case**

[Collapse All](#) [Expand All](#)

1:14-cv-?????

Bluebell Farms Inc pla

Alias

Corporate Parent or other affiliate

Attorney

John T Smith

Search for an attorney for Bluebell Farms Inc

Bar Id

Last Name First Name Middle Name

Search

Once you have all the attorney names entered, select the **Add New Party** button. This will bring you back to the Party Information screen so you can continue to add all parties.

ADDING AN ALIAS

If you are adding an alias, select the Alias icon.

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot displays a software interface for managing legal cases. At the top, there are two buttons: "Add New Party" and "Create Case". Below these buttons, there are links for "Collapse All" and "Expand All". The main area shows a tree view of case details for "1:14-cv-?????". Under this case, there is a section for "Bluebell Farms Inc" with a "pla" label and edit/delete icons. This section is expanded to show three options: "Alias" (with a red box around its icon), "Corporate Parent or other affiliate", and "Attorney". Under "Attorney", there is a sub-entry for "John T Smith" with edit/delete icons. To the right of the tree view, there is a search section titled "Search for an alias for Bluebell Farms Inc". It includes a text input field labeled "Last / Business Name" and a "Search" button.

Search for the name of the alias.

The screenshot shows a software interface with a left-hand tree view and a right-hand search panel. The tree view is expanded to show 'Bluebell Farms Inc' with sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney' (with 'John T Smith' listed below it). The search panel is titled 'Search for an alias for Bluebell Farms Inc' and contains a text input field with 'iebell Organic Farms' and a 'Search' button.

Highlight the name from the list of search results and click **Select Alias**, or click **Create New Alias** if there are no search results.

Open a Civil Case

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

This screenshot is similar to the first one but shows the search results. The search panel now includes a 'Search Results' section with a list box containing 'Bluebell Organic Farms'. Below the list box are two buttons: 'Select Alias' and 'Create New Alias'.

Select the Alias Role Type from a drop down list.

Open a Civil Case

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows a web interface for adding a party to a case. On the left, a tree view shows the case hierarchy: '1:14-cv-?????' containing 'Bluebell Farms Inc' (with a 'pla' role), which has an 'Alias' role, and 'Attorney' (with a 'John T Smith' role). On the right, the 'Alias Information' form is displayed. It includes fields for 'Last/Business name' (filled with 'Bluebell Organic Farms'), 'First name', 'Middle name', 'Generation', and 'Start date' (filled with '1/2/2014'). A 'Type' dropdown menu is open, showing options: 'agent', 'aka', 'dba', 'fdba', 'fka', 'nee', 'nka', 'obo', 'other', 'rpi', and 'ta'. There are buttons for 'Add New Party', 'Create Case', 'Add Alias', and 'Start a New Search'.

The Alias role options from the drop down list are identified below

| | |
|--------|--------------------------------------|
| agent: | Agent of |
| aka: | Also known as |
| dba: | Doing business as |
| fdba: | Formerly doing business as |
| fka: | Formerly known as |
| nee: | Born (usually refers to maiden name) |
| nka: | Now known as |
| obo: | On behalf of |
| other: | Other |
| rpi: | Real party interest |
| ta: | Trading as |

Now that you have your Alias name entered and the role selected, select the “Add Alias” button. This will return you to the Party Information screen.

Open a Civil Case

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows a web interface for adding an alias to a party. On the left, a tree view shows the case hierarchy: 1:14-cv-????, Bluebell Farms Inc (pla), Alias, Corporate Parent or other affiliate, Attorney, and John T Smith. The 'Alias' section is expanded. On the right, the 'Alias Information' form is displayed with the following fields: Last/Business name (Bluebell Organic Farms), First name (empty), Middle name (empty), Generation (empty), Type (fka), and Start date (1/2/2014). A red box highlights the 'Add Alias' button. Below the button is a link for 'Start a New Search'. At the top of the form are buttons for 'Add New Party' and 'Create Case'.

CORPORATE PARENT OR OTHER AFFILIATE

The next option is the “Corporate Parent or Other Affiliate” button.

- **DO NOT SELECT THIS OPTION.**
- If you are the attorney representing the corporation, you are required to file a **Corporate Disclosure Statement** which provides this information, and add all corporate parents and other affiliates to the case during the filing of the Corporate Disclosure Statement.

Open a Civil Case

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows the 'Add New Party' form. The left tree view is expanded to show 'Corporate Parent or other affiliate' with a red 'X' over the button, indicating it should not be selected. The right side of the form has a search box labeled 'Search for an a' and a 'Search' button. The 'Last / Business' field is visible. At the top are buttons for 'Add New Party' and 'Create Case'.

When you are satisfied that the information for the first party is correct, click on “Add New Party” and proceed to the next party. Enter all parties in this same manner.

Finish adding all your parties before proceeding to the next step.

CREATE CASE

ONLY when you are finished adding all parties, click on the **Create Case** button on the Participant Tree. Once you click **Create Case**, you will not be able to go back and add any further parties or attorneys to the case.

NOTE: Clerk’s Office staff checks all new cases filed electronically and will verify and add any missing parties or attorneys.

Open a Civil Case

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

Click a [link for further instructions](#).

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows a software interface for creating a case. On the left is a 'Participant Tree' with a tree view containing the following items: '1:14-cv-?????' (with a collapse icon), 'Bluebell Farms Inc pla' (with a delete icon), 'Alias' (with a plus icon), 'Bluebell Organic Farms' (with a delete icon), 'Corporate Parent or other affiliate' (with a plus icon), 'Attorney' (with a plus icon), 'John T Smith' (with a delete icon), 'Green Meadow Grains dft' (with a delete icon), 'Alias' (with a plus icon), 'Corporate Parent or other affiliate' (with a plus icon), and 'Attorney' (with a plus icon). At the top of the interface are two buttons: 'Add New Party' and 'Create Case'. The 'Create Case' button is highlighted with a red rectangular box. To the right of the buttons is a search area titled 'Search for a party' with input fields for 'Last / Business Name', 'First Name', and 'Middle Name', and a 'Search' button.

Once the “Create Case” button is selected, you will see the box below that states: **“Case will be created. Proceed?”** Select **“Yes”** if you are ready to proceed with filing of this case.

Note: this case will not be opened until the initiating document is filed and the filing fee is paid.

The screenshot shows a dialog box titled 'Case Opening' with a blue header. The main text of the dialog reads 'Case will be created. Proceed?'. Below the text are two buttons: 'Yes' and 'No'.

Click on the **Docket Lead Event** hyperlink to continue to attach your initiating documents and pay the filing fee.

Open a Civil Case

Note that your new case number is 14-3000. The case will be opened after docketing the Complaint/Notice of Removal (initiating documents) and paying the filing fee.

[Docket Lead Event?](#)

DOCKETING THE LEAD EVENT

Next you will need to file your initiating documents in the case.

- Click on “Docket Lead Event?” to proceed.
- ECF will automatically open the event Complaints and Initiating Documents screen.

Complaints and Other Initiating Documents

Available Events (click to select an event)

- Complaint
- Complaint - Amended
- Complaint With Application to Proceed Without Prepaying Fees
- Counterclaim
- Counterclaim - Amended
- Crossclaim
- Crossclaim - Amended
- Intervenor Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Third Party Complaint
- Third Party Complaint - Amended

Next Clear

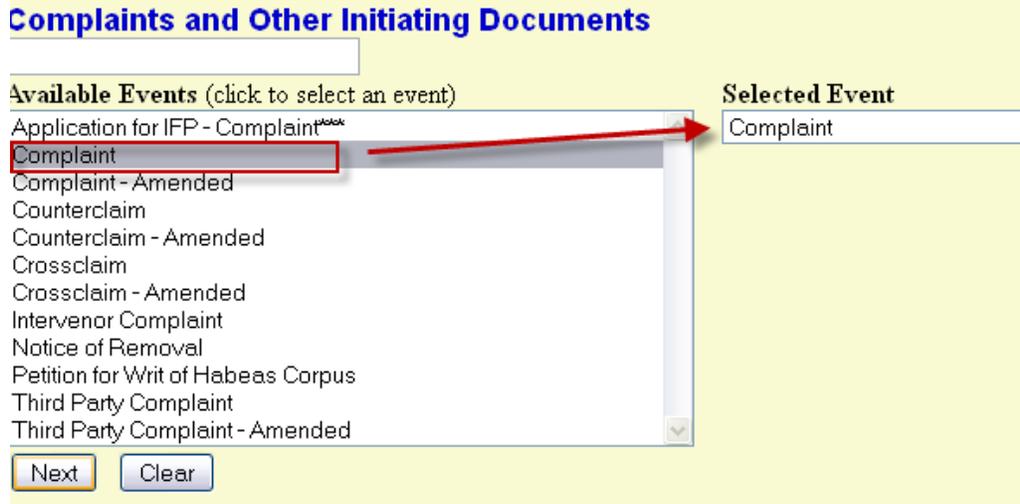
Lead Event Types

There are three types of initiating documents or “lead events” to choose from. Each has its own unique workflow.

- **Complaint**
- **Notice of Removal**
- **Complaint With Application to Proceed Without Prepaying Fees**
- **Petition for Writ of Habeas Corpus**

Complaint

Select Complaint from the **Available Events** menu. Clicking on the word "Complaint" places it in the Selected Event box. Click **NEXT**.



Complaints and Other Initiating Documents

Available Events (click to select an event)

- Application for IFP - Complaint^{pkcc}
- Complaint
- Complaint - Amended
- Counterclaim
- Counterclaim - Amended
- Crossclaim
- Crossclaim - Amended
- Intervenor Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Third Party Complaint
- Third Party Complaint - Amended

Selected Event

Complaint

Next Clear

You will notice the case number appears. Click **NEXT**.



Complaints and Other Initiating Documents

Civil Case Number

1:14-cv-3000

Next Clear

Select the party filing the document being represented by you in this case and click **NEXT**.
NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties.

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[1:14-cv-03000 Bluebell Farms Inc v. Green Meadow Grains](#)

The following attorney/party associations do not exist for the above case(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*<

Bluebell Farms Inc (pty:pla) represented by Test Attorney7 (aty) Lead

Select the party or parties you are filing against.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties, or click on the **All Defendants** radio button.

Pick Party

[Collapse All](#) [Expand All](#)

- Bluebell Farms Inc [pla]
- Green Meadow Grains [dft]

Please select the party that this filing is **against**.

Select the Party: **OR** **Select a Group:**

Bluebell Farms Inc [pla]

Green Meadow Grains [dft]

No Group

All Defendants

All Plaintiffs

All Parties

Next **Clear** **New Party**

Attach the Complaint

All documents must be in PDF format and cannot exceed 10 MB (megabytes) in size.

- Starting with the Main Document, click **Browse**.

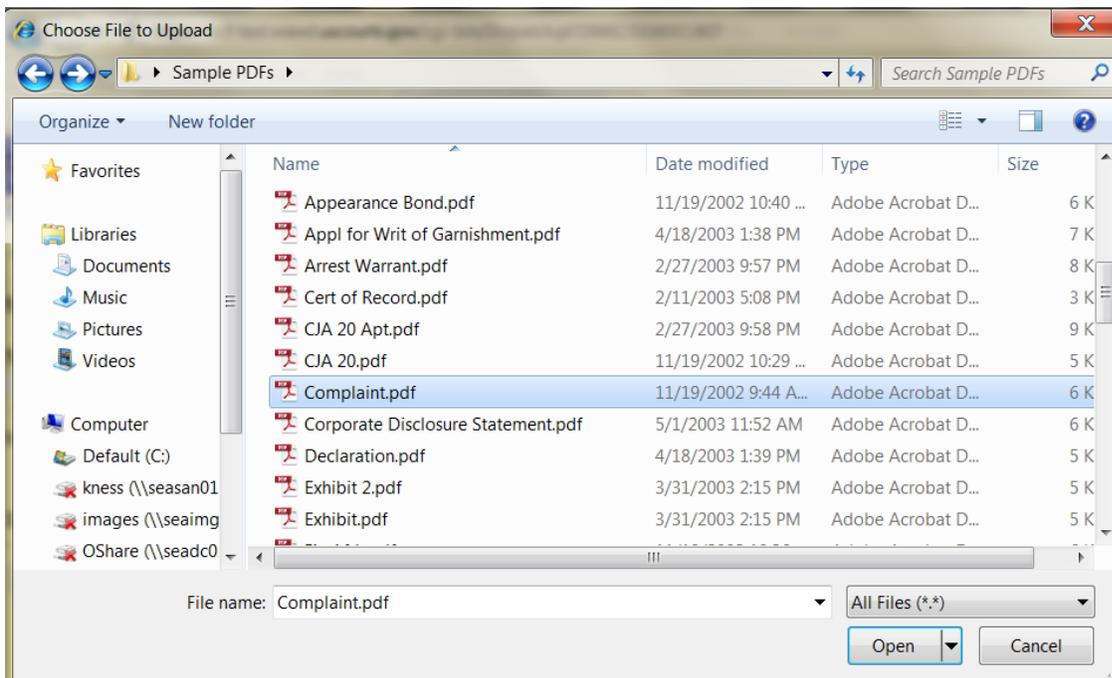
Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

| Attachments | Category | Description |
|-------------------------|--|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> | <input type="text"/> |

- Navigate to the appropriate directory and file on your computer to locate the Complaint. Always check your document before you upload it. Right click on the filename and choose Open from the right click menu to do this.
- With the file name highlighted, click Open, or simply double click on the file name to upload the file to CM/ECF.



- The name of your document will appear in the Filename window.

Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document
ings\Jaime_White\Desktop\Complaint.pdf

| Attachments | Category | Description |
|-------------------------|--|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> | <input type="text"/> |

- To attach the Civil Cover Sheet, click **Browse** under **Attachment #1**.

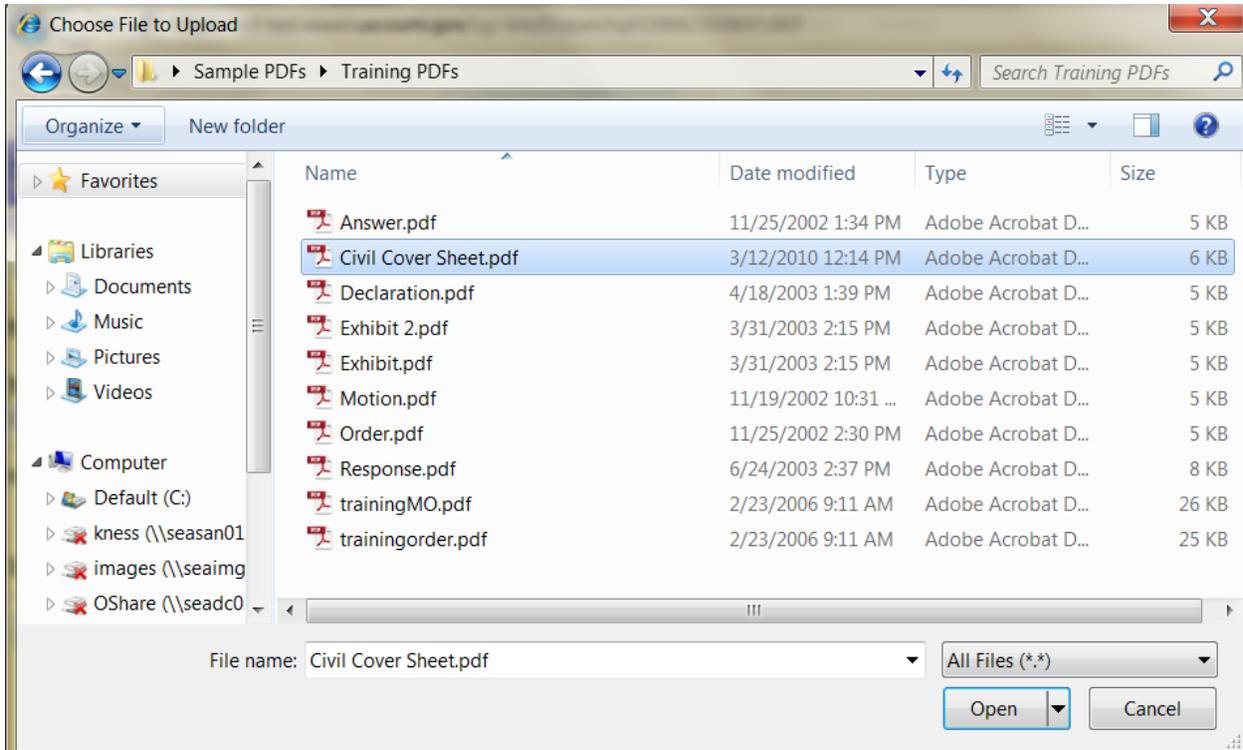
Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document
ings\Jaime_White\Desktop\Complaint.pdf

| Attachments | Category | Description |
|-------------------------|--|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> | <input type="text"/> |

Navigate to the appropriate directory and file on your computer to locate the Civil Cover Sheet. After verifying it is the correct Civil Cover Sheet, with the file name highlighted, click Open, or simply double click on the file name.



The name of your document will appear in the Filename window.

Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

| Attachments | Category | Description |
|--|-------------------------------|---|
| 1. <input type="text" value="Jaime_White\Desktop\Civil Cover Sheet.pdf"/> <input type="button" value="Browse..."/> | <input type="text" value=""/> | <input type="text" value=""/> <input type="button" value="Remove"/> |
| 2. <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

Describe the Civil Cover Sheet using the **Category** drop down list.

Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

ings\Jaime_White\Desktop\Complaint.pdf

| Attachments | Category | Description |
|--|--|--|
| 1. <input type="text" value="Jaime_White\Desktop\Civil Cover Sheet.pdf"/> <input type="button" value="Browse..."/> | Civil Cover Sheet <input type="button" value="v"/> | <input type="text"/> <input type="button" value="Remove"/> |
| 2. <input type="text"/> <input type="button" value="Browse..."/> | Affidavit Appendix Civil Cover Sheet Errata Exhibit Supplement Text of Proposed Order Summonses | <input type="text"/> |

Attach the Summonses

Prepare one summons per defendant, convert to PDF and file as separate attachments.

Click **Browse** under **Attachment #2** to upload the summons. Describe the summons (es) under **Category** and or **Description**.

Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

ings\Jaime_White\Desktop\Complaint.pdf

| Attachments | Category | Description |
|--|--|--|
| 1. <input type="text" value="Jaime_White\Desktop\Civil Cover Sheet.pdf"/> <input type="button" value="Browse..."/> | Civil Cover Sheet <input type="button" value="v"/> | <input type="text"/> <input type="button" value="Remove"/> |
| 2. <input type="text" value="ings\Jaime_White\Desktop\Summonses.pdf"/> <input type="button" value="Browse..."/> | Summonses <input type="button" value="v"/> | <input type="text"/> <input type="button" value="Remove"/> |
| 3. <input type="text"/> <input type="button" value="Browse..."/> | <input type="button" value="v"/> | <input type="text"/> |

Notice of Removal

Select **Notice of Removal** from the Available Events menu. Clicking on the event name places it in the Selected Events box on the right.

The screenshot shows a web interface titled "Complaints and Other Initiating Documents". It features two main columns: "Available Events (click to select an event)" on the left and "Selected Event" on the right. The "Available Events" list includes: Counterclaim - Amended, Crossclaim, Crossclaim - Amended, Intervenor Complaint, Motion to Vacate/Set Aside/Correct Sentence - 2255, Notice of Condemnation, Notice of Removal (highlighted with a red box), Petition for Writ of Habeas Corpus, Petition for Writ of Habeas Corpus - Amended, Petition for Writ of Habeas Corpus - Received, Petition to Enforce IRS Summons, Petition to Perpetuate Testimony, Registration of Foreign Judgment, Third Party Complaint, and Third Party Complaint - Amended. A red arrow points from the highlighted "Notice of Removal" item to the "Selected Event" box, which contains the text "Notice of Removal". At the bottom left, there are "Next" and "Clear" buttons.

Click **NEXT**. Select the party you are representing in this case.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties.

Complaints and Other Initiating Documents 2:13-cv-00027 Bluebell Farms Inc v. Yellow Swan Designs

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

The screenshot shows a "Pick Filer" interface. On the left, there is a tree view with a "Pick Filer" button at the top. Below it are "Collapse All" and "Expand All" links. The tree view shows two parties: "Bluebell Farms Inc pla" and "Yellow Swan Designs dft". On the right, there is a "Select the filer." section with a "Select the Party:" label. Below this label is a list box containing "Bluebell Farms Inc [pla]" and "Yellow Swan Designs [dft]". At the bottom, there are "Next", "Clear", and "New Filer" buttons.

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[2:13-cv-00027 Bluebell Farms Inc v. Yellow Swan Designs](#)

The following attorney/party associations do not exist for the above case(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*

Yellow Swan Designs (pty.dft) represented by Test Attorney4 (aty) Lead

Now select the party or parties you are filing against. Click **NEXT**.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties, or select one of the **Select a Group** radio buttons.

Complaints and Other Initiating Documents

[2:13-cv-00027 Bluebell Farms Inc v. Yellow Swan Designs](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

[Collapse All](#) [Expand All](#)

- Yellow Swan Designs dft
- Bluebell Farms Inc pla

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

No Group
 All Defendants
 All Plaintiffs
 All Parties

Attach the Notice of Removal

All documents must be in PDF format and cannot exceed 10 MB (megabytes) in size.

Starting with the Main Document, click **Browse**.

Attach main document (Notice of Removal) and all attachments (Exhibits, Civil Cover Sheet).

Select the pdf document and any attachments.

Main Document

Browse...

Attachments

Category

Description

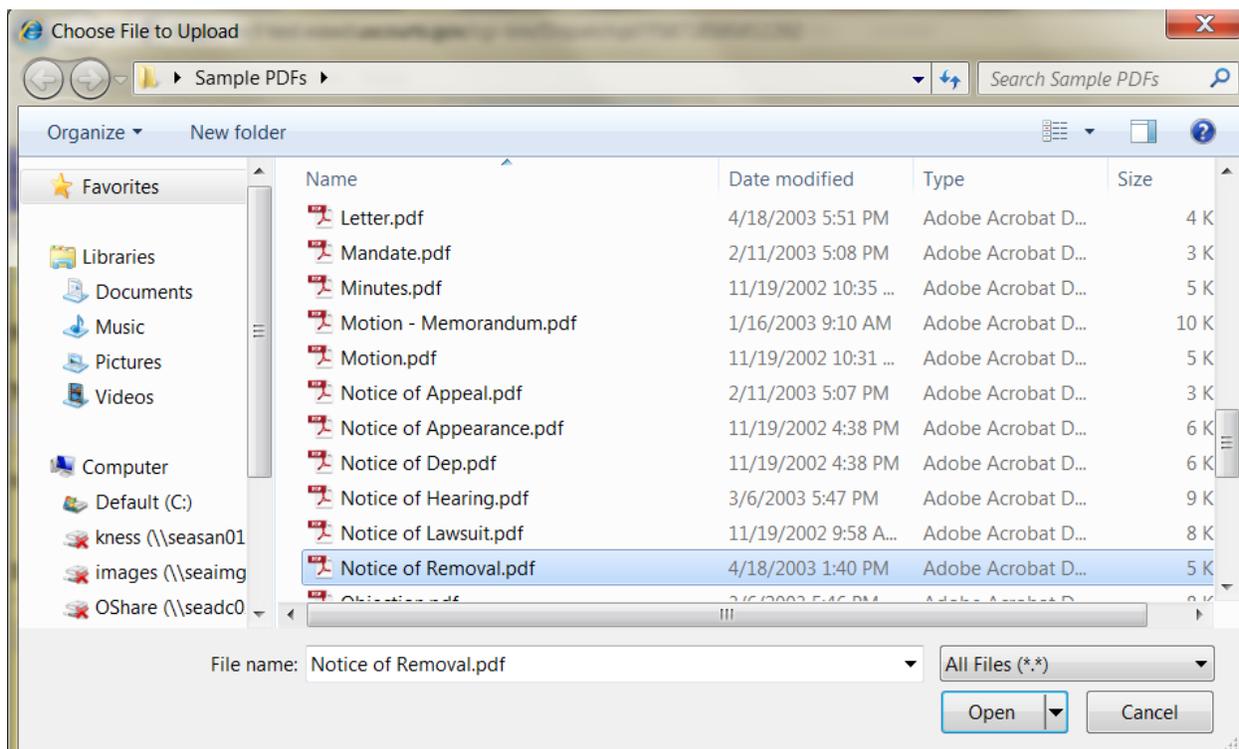
1.

Browse...

Next

Clear

Navigate to the appropriate directory and file on your computer to select the Notice of Removal.



After verifying it is the right Notice of Removal for this case, with the filename highlighted, click Open or simply double click on the file name.

Your document will display in the Filename area.

Attach main document (Notice of Removal) and all attachments (Exhibits, Civil Cover Sheet).

Select the pdf document and any attachments.

Main Document
me_White\Desktop\Notice of Removal.pdf

| Attachments | Category | Description |
|-------------------------|--|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> | <input type="text"/> |

Click **Browse** under Attachment #1 to upload the Civil Cover Sheet.

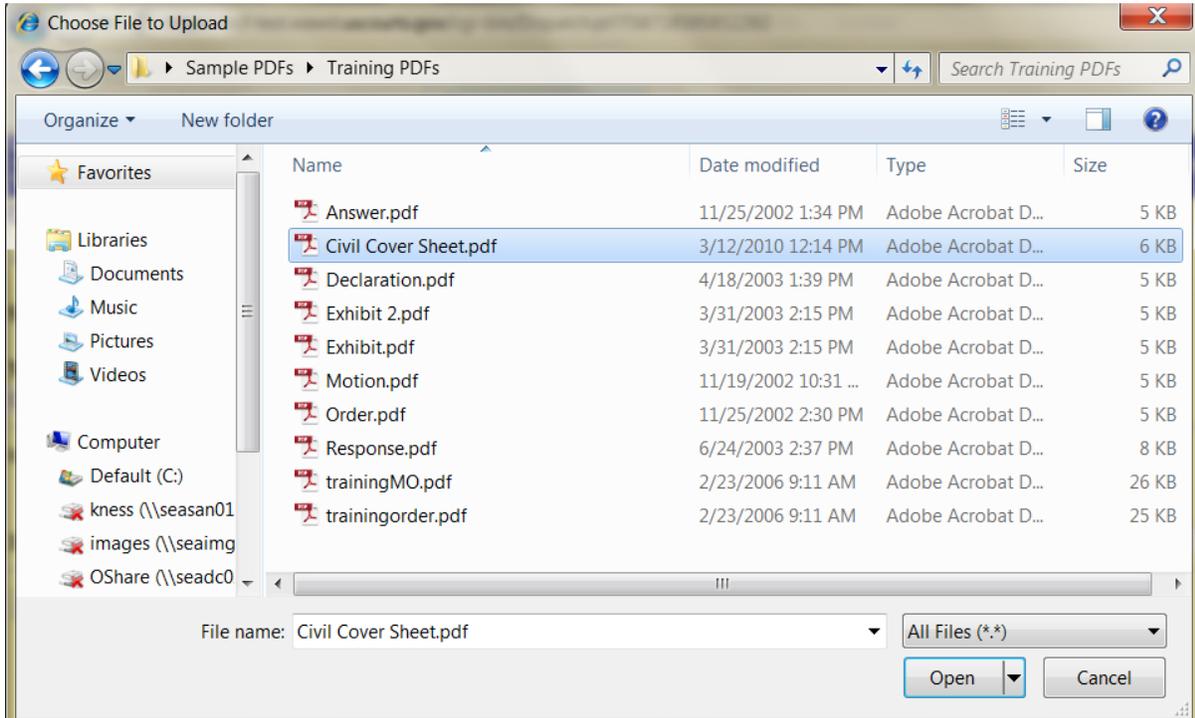
Attach main document (Notice of Removal) and all attachments (Exhibits, Civil Cover Sheet).

Select the pdf document and any attachments.

Main Document
me_White\Desktop\Notice of Removal.pdf

| Attachments | Category | Description |
|-------------------------|--|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> | <input type="text"/> |

Navigate to the appropriate directory and file to locate the Civil Cover Sheet. To upload it, with the filename highlighted, click Open, or simply double click on the filename.



The file appears under Attachment #1. Describe it, either by using the **Category** drop-down box and/or the **Description** text box.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
 C:\Users\kness\Desktop\Sample PDFs\ Browse...

test

| Attachments | Category | Description |
|--|--|-------------|
| 1. C:\Users\kness\Desktop\Sample PDFs\ Browse... | Civil Cover Sheet | |
| 2. Browse... | Appendix Certificate of Service Civil Cover Sheet Errata Exhibit Proposed Acceptance of Plea Proposed Order Report on Copyrights (AO Form121) Report on Patents and Trademarks (AO Form120) Supplement Summons | |

Next Clear Remove

When you are done, click NEXT.

Complaint With Application to Proceed Without Prepaying Fees

Select Complaint With Application to Proceed Without Prepaying Fees*** from the Available Events menu. Click NEXT.

Complaints and Other Initiating Documents

Available Events (click to select an event)

- Complaint
- Complaint - Amended
- Complaint With Application to Proceed Without Prepaying Fees***
- Counterclaim
- Counterclaim - Amended
- Crossclaim
- Crossclaim - Amended
- Intervenor Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Third Party Complaint
- Third Party Complaint - Amended

Selected Event

Complaint With Application to Proceed Without Prepaying Fees***

Next Clear

Select the party you are representing in this case.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties.

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

Pick Filer

Collapse All Expand All

- Bluebell Farms Inc pla
- Green Meadow Grains dft

Select the filer.

Select the Party:

- Bluebell Farms Inc [pla]
- Green Meadow Grains [dft]

Next Clear New Filer

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[1:14-cv-03000 Bluebell Farms Inc v. Green Meadow Grains](#)

The following attorney/party associations do not exist for the above case(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*

Bluebell Farms Inc (pty:pla) represented by Test Attorney7 (aty) Lead

Select the party or parties you are filing against. Click **NEXT**.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties, or click on the **All Defendants** radio button.

DO NOT ENTER OR MODIFY TELEPHONE OR ADDRESS FIELDS

[Click a link for further instructions.](#)

[Quick Tips for Adding Parties](#) - [Complaints](#) - [Notice of Removal](#)

[Collapse All](#) [Expand All](#)

- Bluebell Farms Inc pla
- Green Meadow Grains dft

Please select the party that this filing is against.

Select the Party: **OR** **Select a Group:**

Bluebell Farms Inc [pla]

Green Meadow Grains [dft]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Attach the Application to Proceed Without Prepaying Fees

NOTE: All additional documents to the Application must be filed as attachments. When your filing is complete, you should only see your Application with attachments on the docket.

All documents must be in PDF format and cannot exceed 10 MB (megabytes) in size. Starting with Main Document, click **Browse**.

Complaints and Other Initiating Documents
[1:14-cv-03004 Smith v. Colvin](#)

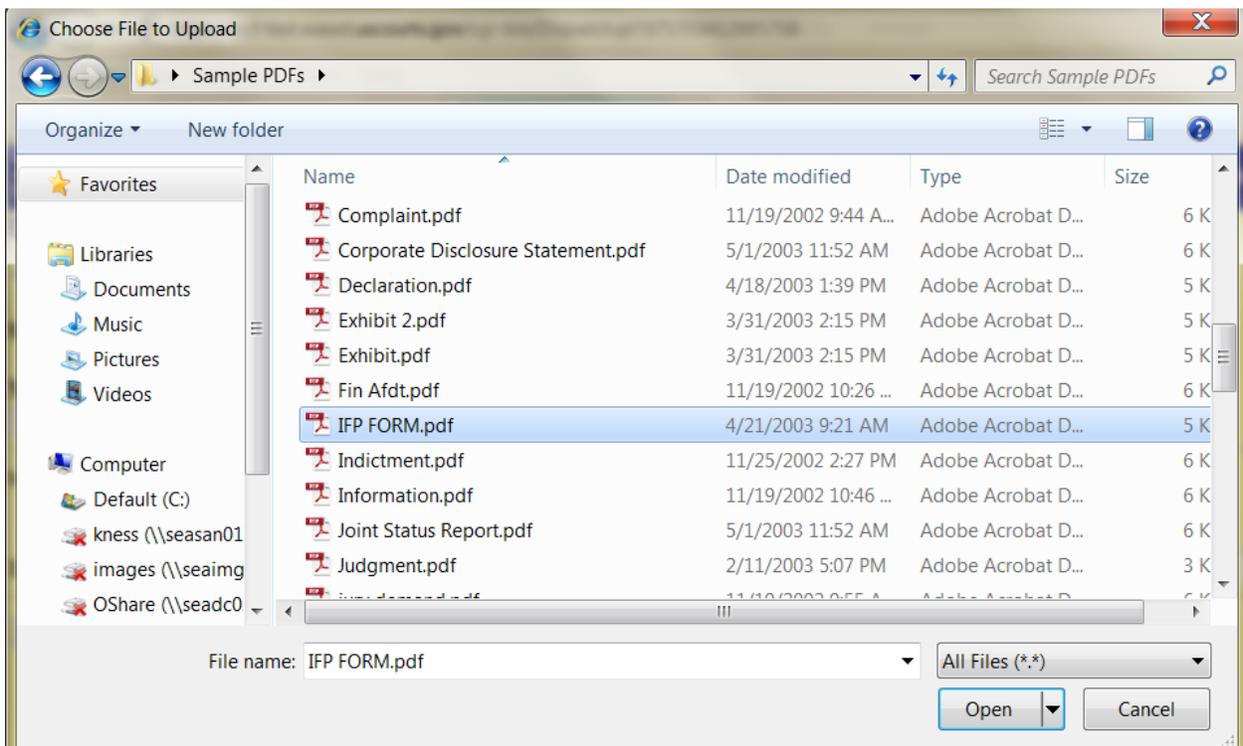
Attach main document (Application to Proceed Without Prepaying Fees). All additional documents must be filed as attachments (Complaint, Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

| Attachments | Category | Description |
|--|----------------------|----------------------|
| 1. <input type="text"/> <input type="button" value="Browse..."/> | <input type="text"/> | <input type="text"/> |

Navigate to the appropriate directory and file on your computer to select the application. After verifying that this is the correct application, with the filename highlighted, click Open, or simply double click on the filename.



The application will appear in the Filename box.

Complaints and Other Initiating Documents

[1:14-cv-03004 Smith v. Colvin](#)

Attach main document (Application to Proceed Without Prepaying Fees). All additional documents must be filed as attachments (Complaint, Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

\\Desktop\voucher memos\Application.pdf

| Attachments | Category | Description |
|-------------------------|---|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> <input type="text"/> | <input type="text"/> |

Attach the Complaint

To attach the Complaint, click **Browse** under **Attachment #1**.

Complaints and Other Initiating Documents

[1:14-cv-03004 Smith v. Colvin](#)

Attach main document (Application to Proceed Without Prepaying Fees). All additional documents must be filed as attachments (Complaint, Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

\\Desktop\voucher memos\Application.pdf

| Attachments | Category | Description |
|-------------------------|---|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> <input type="text"/> | <input type="text"/> |

Navigate in the same manner to the appropriate directory. Double click on the filename to add it to the Filename area under Attachment #1.

Describe the attachment, either by using the drop-down box and/or the description text box.

Complaints and Other Initiating Documents

[1:14-cv-03004 Smith v. Colvin](#)

Attach main document (Application to Proceed Without Prepaying Fees). All additional documents must be filed as attachments (Complaint, Exhibits, Civil Cover Sheet, Summonses).

Select the pdf document and any attachments.

Main Document

\\Desktop\voucher memos\Application.pdf

| Attachments | Category | Description |
|---|----------------------|--|
| 1. \\Desktop\voucher memos\Complaint.pdf <input type="button" value="Browse..."/> | <input type="text"/> | <input type="text"/> <input type="button" value="Remove"/> |
| 2. <input type="text"/> | <input type="text"/> | <input type="text"/> |

Repeat these steps for the Civil Cover Sheet, Summonses, and any additional documents you wish to file. The fields expand as you add more attachments.

When you are done, click **NEXT**.

Petition for Writ of Habeas Corpus

Select **Petition for Writ of Habeas Corpus** from the **Available Events** menu. Clicking on the event name places it in the Selected Events box on the right. Click **NEXT**.

Complaints and Other Initiating Documents

Available Events (click to select an event)

- Application for IFP - Complaint^{1000k}
- Complaint
- Complaint - Amended
- Counterclaim
- Counterclaim - Amended
- Crossclaim
- Crossclaim - Amended
- Intervenor Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus**
- Third Party Complaint
- Third Party Complaint - Amended

Selected Event

Petition for Writ of Habeas Corpus

Next Clear

Select the Petitioner as the filer of the document.

Pick Filer

[Collapse All](#) [Expand All](#)

- Big Joe Warden res
- Walter White pet

Select the filer.

Select the Party:

- Warden, Big Joe [res]
- White, Walter [pet]

Next Clear New Filer

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[4:14-cv-05000 White v. Warden](#)

The following attorney/party associations do not exist for the above case(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*

Walter White (pty:pet) represented by Test Attorney7 (aty) Lead

Select the party or parties you are filing against.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties, or click on the All Defendants radio button.

[Collapse All](#) [Expand All](#)

- Walter White pet
- Big Joe Warden res

Please select the party that this filing is against.

Select the Party: OR Select a Group:

White, Walter [pet]
Warden, Big Joe [res]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Attach the Habeas Corpus Petition

All documents must be in PDF format and cannot exceed 10 MB (megabytes) in size.

- Starting with the Main Document, click **Browse**.

Attach main document (Petition).

Select the pdf document and any attachments.

Main Document

| Attachments | Category | Description |
|--|---|----------------------|
| 1. <input type="text"/> <input type="button" value="Browse..."/> | <input type="text"/> <input type="button" value="v"/> | <input type="text"/> |

- Navigate to the appropriate directory and file on your computer to locate the Petition. Always check your document before you upload it. Right click on the filename and choose Open from the right click menu to do this.
- With the file name highlighted, click Open, or simply double click on the file name to upload the file to CM/ECF. Click Next.

Attach main document (Petition).

Select the pdf document and any attachments.

Main Document

ettings\ _ \Desktop\Petition.pdf

| Attachments | Category | Description |
|--|---|----------------------|
| 1. <input type="text"/> <input type="button" value="Browse..."/> | <input type="text"/> <input type="button" value="v"/> | <input type="text"/> |

The filing fee is \$5.00. (See page 58 for details on paying the filing fee)

Complaints and Other Initiating Documents

[4:14-cv-05000 White v. Warden](#)

Attorneys filing electronically must pay by credit card or bank account debit.

Accept filing fee amount by pressing the next button. Fee: \$5

PAYING THE FILING FEE

If you are filing a Complaint, Petition, or Notice of Removal, this screen appears after you attach your documents. **As of May 1, 2013**, the filing fee is \$350, plus an administrative fee of \$50.00, for a total of \$400.00.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Attorneys filing electronically must pay by credit card.

Accept filing fee amount by pressing the next button.

Fee: \$400

NOTE: The administrative fee does NOT apply to:

- Miscellaneous civil cases (**Filing fee \$46**)
- Habeas corpus cases, or to (**Habeas case filing fee is \$5**)
- Cases filed by pro se prisoner plaintiffs who have been provisionally granted permission to proceed *in forma pauperis*.
- You must pay the filing fee through **Pay.gov**, but there are a couple of options available to you:
 - **Bank Account (ACH):** ACH payments are like online checks; the funds are withdrawn from your bank account.
 - **Plastic Card Payment (Debit/Credit):** You can choose to pay the filing fee by debit or credit card.
- During case opening, you will be prompted for this payment and be guided through the **Pay.gov** screens, so have your card or banking information ready.

ECF verifies the filing fee amount and directs you to press **NEXT** to accept.

Press **NEXT** to proceed to the first of two Pay.gov screens, where you enter payment information. The Pay.gov website will launch.

CAUTION! Do not use the browser Back button in the **Pay.gov** screens. This may result in duplicate billing of the filing fee as well as an incomplete transaction. Use the navigation hyperlinks in **Pay.gov** whenever possible.

Problems or Questions with Your Billing?

- **Credit Card Payments:** If you believe you've been billed in error, call the Clerk's Office Financial Department at 509-458-3400.
- **ACH payments:** If Pay.gov does not accept your payment, you must contact your bank. Do not contact the court.

PAY.GOV PAYMENT SCREEN

Option#1: Bank Account Debit (ACH)

This option allows Pay.gov to withdraw the filing fee from your checking or savings account.

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: Test Attorney 5 *

Payment Amount: \$400.00

Account Type: Business Checking *

Routing Number: 028593948 *

Account Number: 2022883944 *

Confirm Account Number: 2022883944 *

Check Number: 1234

Routing Number Account Number Check Number

⑆0 26946783⑆ 9243767390⑆ 1234⑆

Payment Date: 04/19/2013

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

Enter Payment Information

- Complete all required fields marked with a red asterisk. (*)
- Account type options are:
 - Personal Checking
 - Personal Savings
 - Business Checking
 - Business Savings.
- Click **Continue with ACH Payment**.

Option #2: Credit/Debit Card Option

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.

Enter Payment Information

- Complete all required fields marked with a red asterisk. (*)
- Click **Continue with Plastic Card Payment**.

Authorize Payment

- Enter your e-mail address for confirmation.
- You can also select additional e-mail addresses in the **CC:** field.
- Check the **Authorization and Disclosure Agreement** box.
- Click **Submit Payment**. ECF will return you to the case opening program to complete the process.

| 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: Test Attorney 5 Billing Address: 5 LEGAL STREET Billing Address 2: City: SEATTLE State / Province: WA Zip / Postal Code: 98101 Country: USA | Card Type: Visa Card Number: *****2222 | Payment Amount: \$400.00 Transaction Date 04/17/2013 18:17 and Time: 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" value="testattorney@wawd.uscourts.gov"/> | |
| Confirm Email Address: | <input type="text" value="testattorney@wawd.uscourts.gov"/> | |
| 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. | | |

COMPLETING THE CASE OPENING PROCESS

After completing the payment screens, CM/ECF returns you to the case opening program to complete the process.

Enter “y” for yes, or “n” for no, at the prompt for a jury demand, then select “NEXT.”

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Does this complaint include a jury demand? y/n

You have one opportunity to describe your document by entering text in the box if appropriate and then select the “NEXT” button.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Docket Text: Modify as Appropriate.
COMPLAINT for damages against defendant(s) Grass Roots Inc (Receipt # 0981-2771386) , filed by Evergreen Gardens. (Attachments: # (1) Certificate of Service, # (2) Summons) (Test Attorney 5,)

This screen displays the final text as it will appear on the docket.

Review this carefully; because once you click on the “NEXT” button, you will have no further opportunity to modify any part of this transaction.

If the information entered is correct, select “NEXT.”

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Docket Text: Final Text
COMPLAINT for damages against defendant(s) Grass Roots Inc (Receipt # 0981-2771386), filed by Evergreen Gardens. (Attachments: # (1) Certificate of Service, # (2) Summons)(Test Attorney 5,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\Users\kness\Desktop\Sample PDFs\Complaint.pdf pages: 1
C:\Users\kness\Desktop\Sample PDFs\Training PDFs\Civil Cover Sheet.pdf pages: 1
C:\Users\kness\Desktop\Sample PDFs\summons executed.pdf pages: 1

NOTICE OF ELECTRONIC FILING

Once the docket text has been finalized, you will see the **Notice of Electronic Filing** screen which tells you that your document has been filed, and who has been electronically notified of this new case.

U.S. District Court
[Test Application] United States District Court for the Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Test Attorney 5, on 04/17/2013 at 3:22:11 PM PDT and filed on 04/17/2013:

Case Name: Evergreen Gardens v. Grass Roots Inc
Case Number: [2:13-cv-00005](#)
Filer: Evergreen Gardens
Document Number: [1](#)

Docket Text:
COMPLAINT for damages against defendant(s) Grass Roots Inc (Receipt # 0981-2771386), filed by Evergreen Gardens. (Attachments: # (1) Civil Cover Sheet # (2) Summons)(Test Attorney 5,)

2:13-cv-00005 Notice has been electronically mailed to:

Test Attorney 5 testattorney5@example.com
Jon Smith jsmith@example.com

2:13-cv-00005 Notice will not be electronically mailed to:

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

Just a Reminder!

Follow these steps to file an emergency matter:

- **Open the case.**
- **File your emergency matter documents.**
- **Have your case number ready.**
- **Immediately call the Clerk's Office.**
 - **509-458-3400**
- **The Clerk's Office will assign a judge to your case and notify them of the emergency.**
- **To ensure that your case receives the immediate attention it needs, please file prior to 4:30 P.M.**