

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



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

**February 2022**

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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**
- **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 December 1, 2020, the filing fee is \$350.00 plus a \$52.00 administrative fee for a total of \$402.00.**
- **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  - **Bank Account (ACH):** ACH payments are like online checks; the funds are withdrawn from your bank account.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 a separate filing after you file 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.

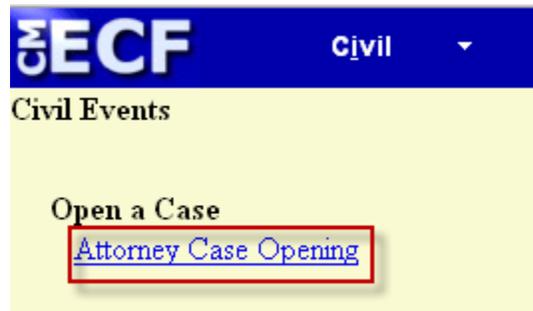
Now that you are ready to open your case, let's get started. Log into CM/ECF as you normally would to file documents. (Remember, you don't need a client code.)

<b>Authentication</b> 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. <b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> - In compliance with <a href="#">Fed. R. Civ. P. 5.2</a> or <a href="#">Fed. R. Crim. P. 49.1</a> , all filers must redact: <ol style="list-style-type: none"><li>1. Social Security and Taxpayer Identification Numbers - redact to the last four digits;</li><li>2. Dates of Birth - redact to the year of birth;</li><li>3. Names of Minor Children - redact to the initials;</li><li>4. Financial Accounting Information - redact to the last four digits; and</li><li>5. Home addresses in criminal cases - redact to the city and state</li></ol> <p>This requirement applies to all documents, including attachments.</p>
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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

Next

Clear

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

Next Clear

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.**

<b>Jurisdiction</b>	3 (Federal Question) ▼		
<b>Cause of action</b>	▼	Filter: <input type="text"/>	<input type="button" value="Clear filter"/>
<b>Nature of suit</b>	0 (zero) ▼	Filter: <input type="text"/>	<input type="button" value="Clear filter"/>
<b>Origin</b>	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.**

<b>Jurisdiction</b>	4 (Diversity) ▼		
<b>Cause of action</b>	▼	Filter: <input type="text"/>	<input type="button" value="Clear filter"/>
<b>Nature of suit</b>	0 (zero) ▼	Filter: <input type="text"/>	<input type="button" value="Clear filter"/>
<b>Origin</b>	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.**

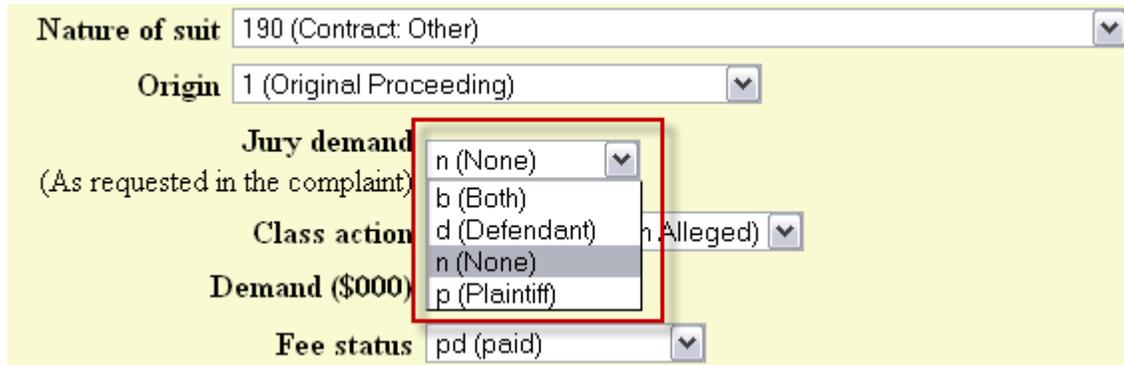
For this example, we are going to use **(1) Original Proceeding**.

#### 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.

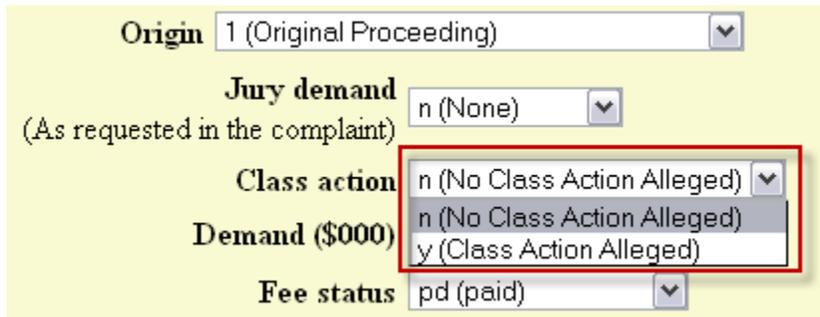


Nature of suit 190 (Contract: Other) ▾  
Origin 1 (Original Proceeding) ▾  
Jury demand (As requested in the complaint) ▾  
Class action n (No Class Action Alleged) ▾  
Demand (\$000) ▾  
Fee status pd (paid) ▾

The Jury demand dropdown menu is open, showing the following options: n (None), b (Both), d (Defendant), n (None), and p (Plaintiff). The option 'p (Plaintiff)' is highlighted.

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

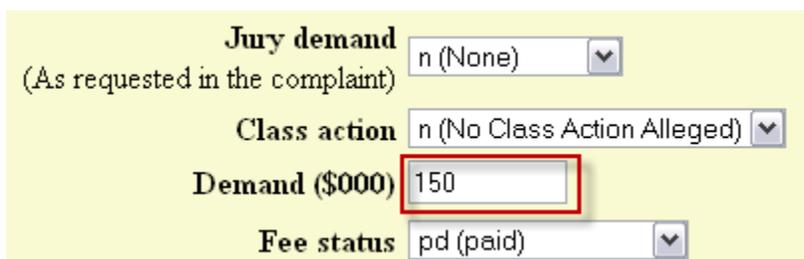
The Class Action box defaults to “**n (No Class Action Alleged)**”, use the dropdown to change to y(Class Action Alleged) if appropriate.



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

The Class action dropdown menu is open, showing the following options: n (No Class Action Alleged), n (No Class Action Alleged), and y (Class Action Alleged). The option 'y (Class Action Alleged)' is highlighted.

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 Demand (\$000) text input field is highlighted with a red box and contains the value '150'.

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 as a separate filing after filing 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.**

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

**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 next two fields apply only for diversity cases**

Citizenship plaintiff 4 (Incorporated/Principal Place of Business-This State) ▼  
Citizenship defendant 5 (Incorporated/Principal Place of Business-Other State) ▼

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. On the left, there is a participant tree with a 'Collapse All' link and an 'Expand All' link. Below these links, a partial case number '1:14-cv-?????' is visible. In the center, there are two buttons: 'Add New Party' and 'Create Case'. To the right, there is a search section titled 'Search for a party'. It contains three input fields: 'Last / Business Name', 'First Name', and 'Middle Name'. A 'Search' button is located below these fields.

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**.

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 one above, but the 'Last / Business Name' search 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 web interface for adding a party. On the left, there are buttons for 'Add New Party' and 'Create Case', and a list of cases with '1:14-cv-?????' visible. On the right, there is a search section titled 'Search for a party' with input fields for 'Last / Business Name' (containing 'Bluebell Farms Inc'), 'First Name', and 'Middle Name', and a 'Search' button. Below the search section, the 'Search Results' area shows 'Bluebell Farms Inc' highlighted with a red border. At the bottom of the search results, there are buttons for 'Select Party' and '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 for 'Bluebell Farms Inc'. The party name is highlighted in a red box at the top. The form contains the following fields: Title (text), Role (dropdown menu with 'Defendant (dft:pty)' selected), Pro se (dropdown menu with 'No' selected), Prisoner Id (text), Unit (text), Office (text), Address1 (text), Address2 (text), Address3 (text), City (text), State (text), Zip (text), Country (text), Prison (dropdown menu), Phone (text), Fax (text), Party text (text), Start date (text with '1/2/2014' entered), and End date (text). There is also a checkbox labeled 'Show this address on the docket sheet' next to the Address2 field.

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

[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](#)

[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

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, the party "Bluebell Farms Inc" is listed with a "pla" label and edit/delete icons. Below "Bluebell Farms Inc", there are three options: "Alias" (with a red box around its plus icon), "Corporate Parent or other affiliate" (with a plus icon), and "Attorney" (with plus and document icons). Under "Attorney", the name "John T Smith" is listed 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 contains 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 navigation pane and a right-hand search area. The left pane has buttons for "Add New Party" and "Create Case", and links for "Collapse All" and "Expand All". Below these are case details: "1:14-cv-?????", "Bluebell Farms Inc" with a "pla" icon, "Alias", "Corporate Parent or other affiliate", "Attorney", and "John T Smith". The right pane 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 "Last / Business Name" field still contains "iebell Organic Farms". Below the "Search" button, a "Search Results" section is visible, containing a single result: "Bluebell Organic Farms". At the bottom of the search area, there 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 new party to a case. On the left, a tree view shows the case hierarchy: 1:14-cv-????, Bluebell Farms Inc (with a 'pla' role), and John T Smith. The main area is titled 'Alias Information' and contains several input fields: '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 the 'Party Information' screen. On the left, a tree view shows the party hierarchy: 'Bluebell Farms Inc' with sub-items 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The 'Alias' item is selected. On the right, the 'Alias Information' form is visible. The 'Last/Business name' field contains 'Bluebell Organic Farms'. The 'Type' dropdown is set to 'fka'. The 'Add Alias' button is highlighted with a red box. Other fields include 'First name', 'Middle name', 'Generation', and 'Start date' (1/2/2014).

### 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 'Party Information' screen. On the left, the tree view shows 'Bluebell Farms Inc' with sub-items 'Alias', 'Bluebell Organic Farms', 'Corporate Parent or other affiliate', and 'Attorney'. The 'Corporate Parent or other affiliate' item is selected and has a red 'X' over it, indicating it should not be selected. On the right, the 'Search for an a' section is visible, with a 'Search' button. The 'Last / Business' field is empty.

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, there is a 'Participant Tree' with a 'Create Case' button highlighted by a red box. The tree contains several parties: Bluebell Farms Inc (with sub-items: Alias, Bluebell Organic Farms, Corporate Parent or other affiliate), Attorney (with sub-item: John T Smith), and Green Meadow Grains (with sub-items: Alias, Corporate Parent or other affiliate, Attorney). On the right, there is a search area with the text 'Search for a party' and three input fields for 'Last / Business Name', 'First Name', and 'Middle Name', along with 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**

The screenshot shows a dialog box titled 'Case Opening'. The text inside the dialog box 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

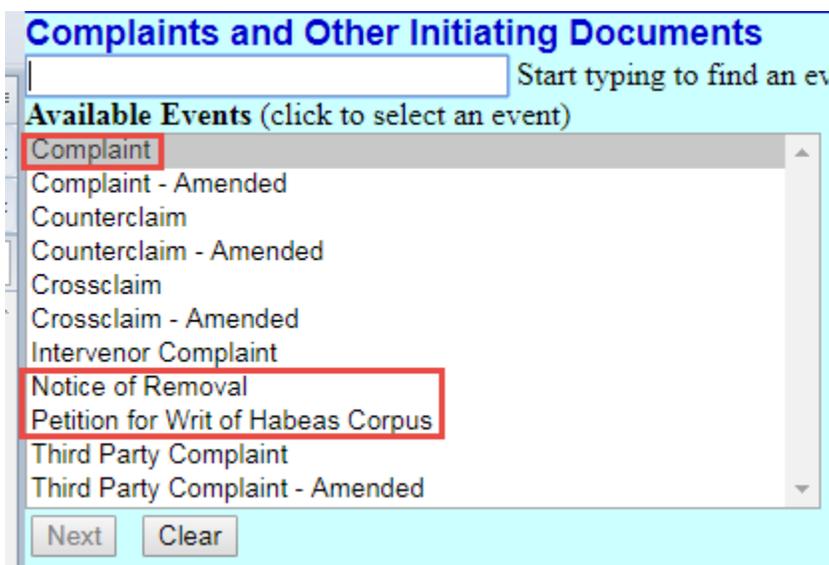
Note that your new case number is **14-3000**. The case will be opened after docketing the Complaint/Notice of Removal (initiating documents) and paying the filing fee.

[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.



### 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**
- **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)

- 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**.

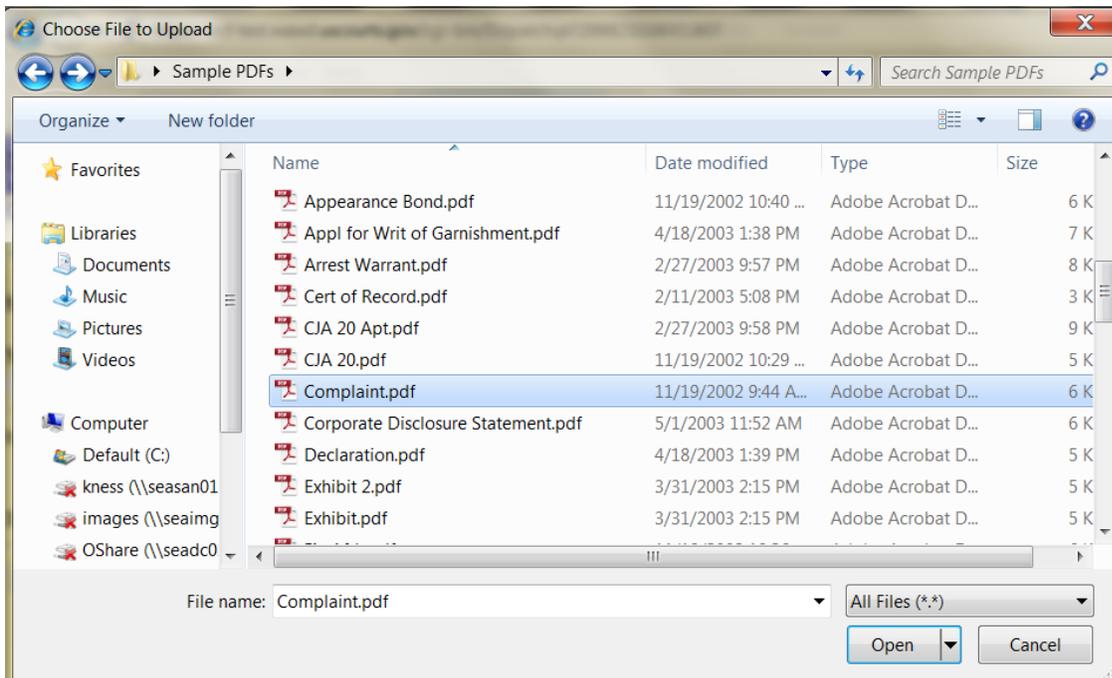
**Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).**

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"/> ▼	<input type="text"/>

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

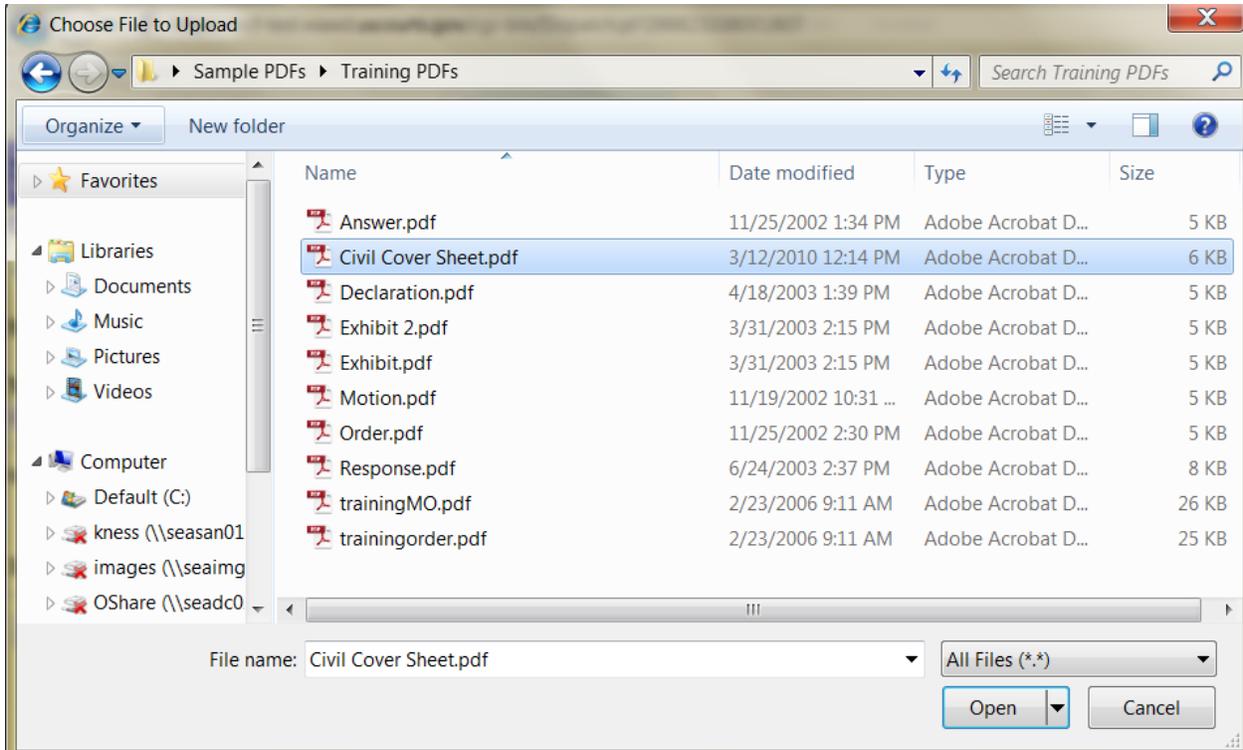
**Attach main document (Complaint) and all attachments (Exhibits, Civil Cover Sheet, Summonses).**

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"/> ▼	<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. ings\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. ings\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. ings\Jaime_White\Desktop\Summons.pdf <input type="button" value="Browse..."/>	Summons <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"/>

- If paying filing fee, continue to [Paying the Filing Fee](#) .
- If filing fee is not paid, file Application to Proceed Without Prepaying Fees after completion of your complaint filing.

**Other Documents**

Available Events (click to select an event)

- Additional Attachments to Main Document
- Administrative Record - Non Social Security Cases Only
- Administrative Record - Social Security Cases Only
- Affidavit
- Amended Document - NOT Motion/Complaint
- Appendix
- Application to Proceed In Forma Pauperis\*\*\***
- Attorney Report - Rule 26 / Rule 16
- Bill of Costs - Proposed
- Bond - Surety
- Brief
- Certification
- Civil Cover Sheet
- Consent to Proceed before a US Magistrate Judge
- Corporate Disclosure Statement

**Selected Event**

Application to Proceed In Forma Pauperis\*\*\*

Next Clear

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

**Other Documents**

Select the pdf document and any attachments.

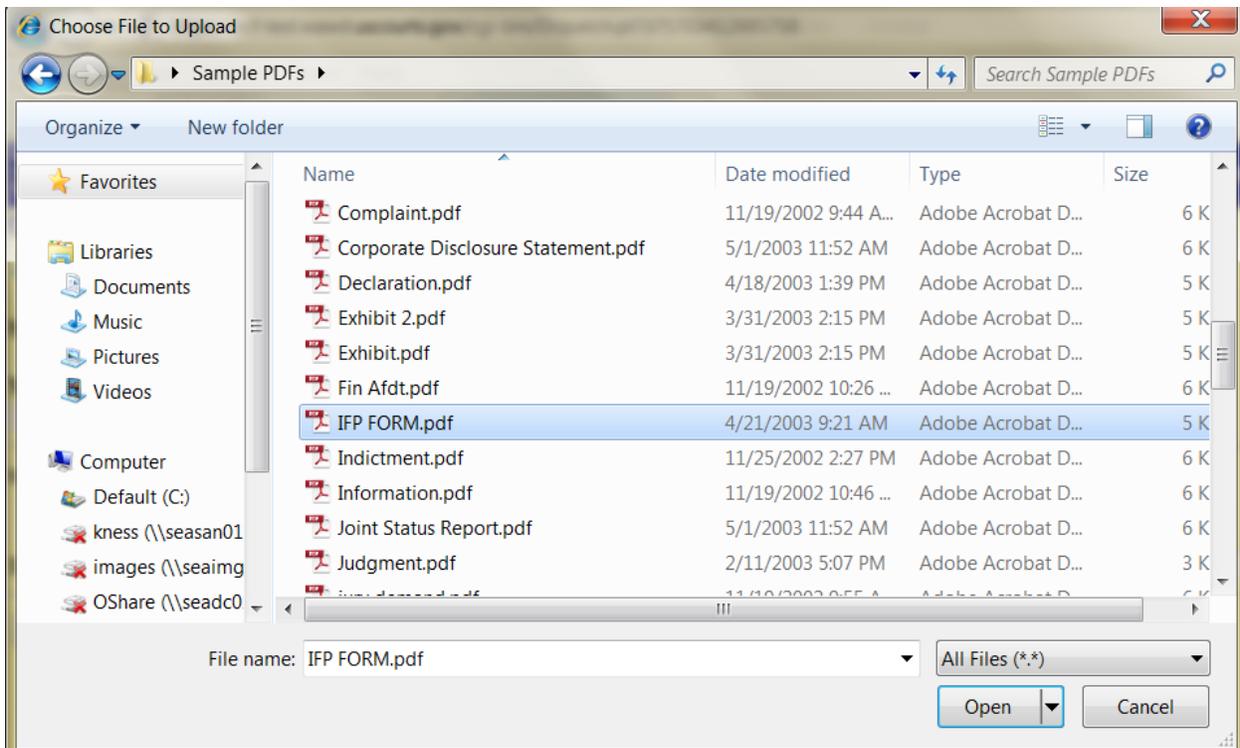
**Main Document**

Choose File No file chosen

Attachments	Category	Description
I. Choose File No file chosen		

Next Clear

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.

Select the pdf document and any attachments.

**Main Document**  
 p:\Desktop\voucher memos\Application.pdf

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

Select the filer and finalize docket entry.

## 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 a search bar at the top. Below it, there are two columns: "Available Events (click to select an event)" and "Selected Event". 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" to the "Selected Event" box, which contains "Notice of Removal". At the bottom, 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 "Bluebell Farms Inc pla" and "Yellow Swan Designs dft" listed. On the right, there is a "Select the filer." section with a "Select the Party:" label and 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

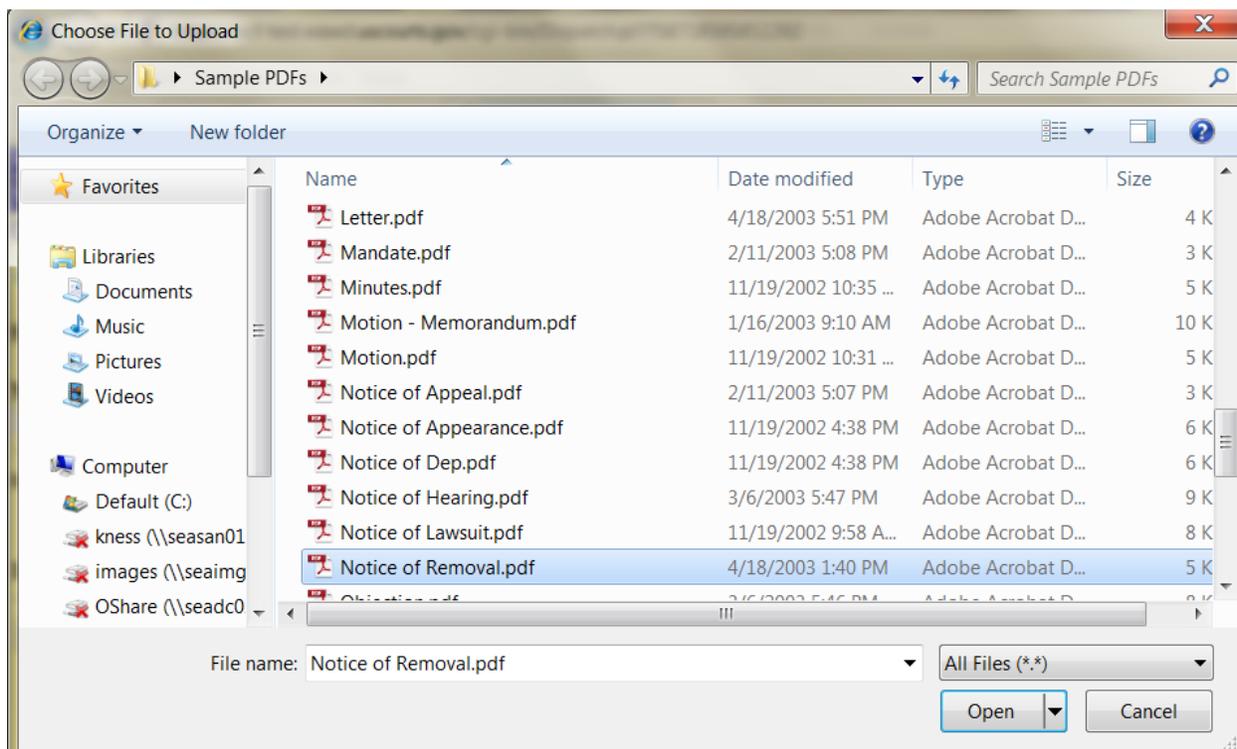
1.

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.

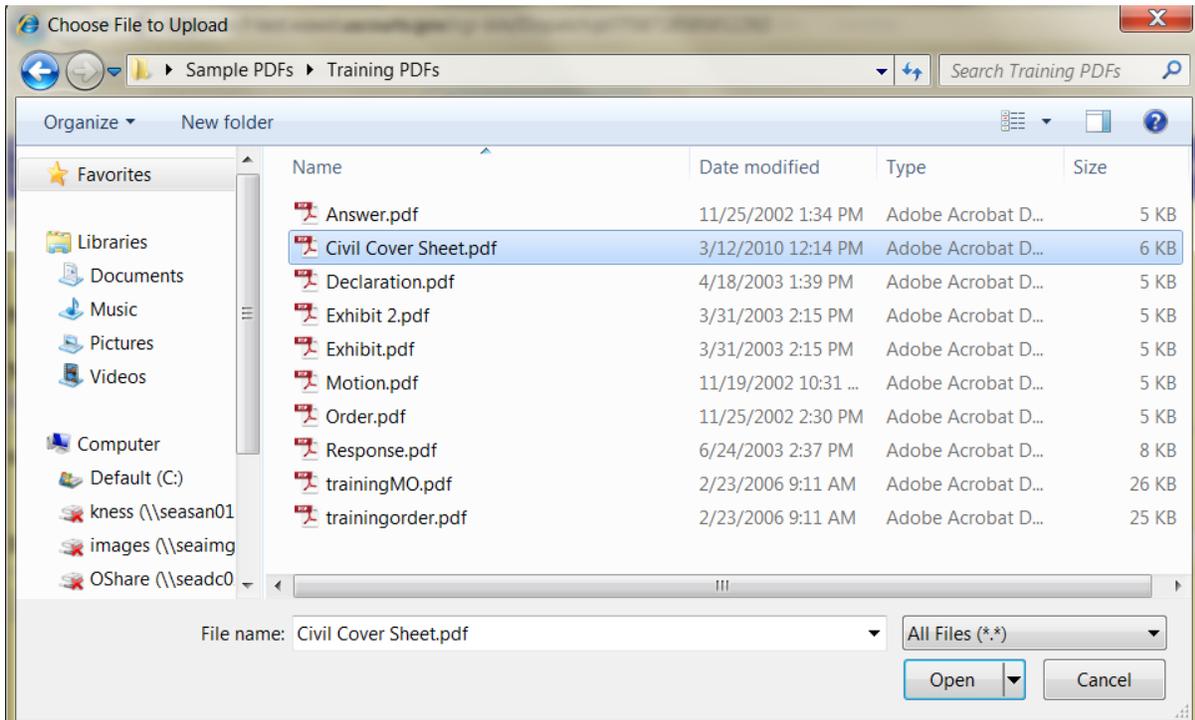
**Attach main document (Notice of Removal) and all attachments (Exhibits, Civil Cover Sheet).**

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 <b>Civil Cover Sheet</b> 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.

## 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<sup>plak</sup>
- 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

Next

Clear

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](#)

- 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

Next    Clear    New Party

## 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

Next

Clear

## 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 December 1, 2020**, the filing fee is \$350, plus an administrative fee of \$52.00, for a total of \$402.00.

## 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

Next

Clear

**NOTE:** The administrative fee does NOT apply to:

- Miscellaneous civil cases (**Filing fee \$49**)
- 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.

**Step 1: Enter Payment Information**

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$400.00

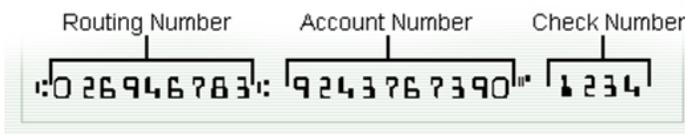
Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:



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
<b>Account Holder Name:</b> Test Attorney 5 5 LEGAL <b>Billing Address:</b> STREET <b>Billing Address 2:</b> City: SEATTLE <b>State / Province:</b> WA <b>Zip / Postal Code:</b> 98101 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****2222	<b>Payment Amount:</b> \$400.00 <b>Transaction Date</b> 04/17/2013 18:17 <b>and Time:</b> 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:**

**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.

**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.

**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.**