



CM/ECF Newsletter

www.mnd.uscourts.gov

TRAINING CLASSES:

St. Paul Courthouse:
11/6/12 at 10:00 a.m.

Minneapolis Courthouse:
11/7 & 11/27/12 at 10:00 a.m.

Fergus Falls Courthouse:
11/9/12 at 11:00 a.m.

Duluth Courthouse:
11/29/12 at 11:00 a.m.

Web Ex Sessions:
11/13 & 11/28/12 at 10:00 a.m.

Weekly hands on sessions
available in December & January

Please see our website for specific
dates: www.mnd.uscourts.gov

*To register, send an email to:
ECFregistration@mnd.uscourts.gov

ECF Help Desk

- Local: 612.664.5155
- Toll Free: 866.325.4975

ATTORNEY CIVIL CASE OPENING BEGINS

Beginning on December 1, 2012, the Attorney Civil Case Opening module will be available for use in the Case Management/Electronic Case Filing (CM/ECF) system. Attorneys will now be able to file their own case opening documents directly in CM/ECF.

HOW IT WORKS

1. Filers open their own civil cases and are responsible for entering all case information including nature of suit, cause of action, named parties, etc.
2. Filers receive a case number after completing the case opening process.
3. Filers pay the filing fee online while posting the initiating document (e.g. complaint, petition, notice of removal).
4. The Clerk's Office assigns a judge after the case is opened and notifies the filer via the Notice of Electronic Filing (NEF).
5. The summons will be issued electronically and can be accessed by the filer via the NEF email hyperlink.
6. The court staffs a Helpdesk phone line which is available from 8:00 a.m. to 5:00 p.m., Monday through Friday, to assist filers, answer questions and/or provide moral support. 612.664.5155 or 866.325.4975
7. Filers who are unable to open their cases electronically must submit them on CD, with each document saved individually in PDF, and include payment at the time they are sent to the Clerk of Court.
8. Pro se filers (including prisoners) will not be able to open new cases. They may submit them in paper along with their payment to the Clerk of Court.
9. Sealed civil cases and Miscellaneous cases cannot be opened electronically by attorneys. They must be submitted on CD, with each document saved individually in PDF, along with payment to the Clerk of Court.
10. The email (newcases@mnd.uscourts.gov) currently used to submit civil cover sheets, complaints, summons etc. will no longer be available to initiate a civil case.

BENEFITS OF ATTORNEY CIVIL CASE OPENING

- Attorneys can open a new civil case and receive a case number immediately, 24 hours a day, 7 days a week.
- Summonses are issued electronically. No trip to the courthouse is required. No waiting for it via U.S. mail.
- Filing fee is paid online. No need to send a check via messenger or mail.