

New Civil Case Checklist - U.S. District Court, District of Minnesota

- ✓ Review the Attorney Electronic Case Opening Training Modules on our website at <http://www.mnd.uscourts.gov/cmecf/civil-case-opening.shtml>
- ✓ Read the **Electronic Case Opening Instructions, Party Name Guide**, and list of available **Cause of Actions** documents on our website at <http://www.mnd.uscourts.gov/cmecf/civil-case-opening.shtml>
- ✓ Prepare documents to file and convert to PDF.
 - Civil Cover Sheet
 - Complaint (with any exhibits as a separate PDF document).
 - Notice of Removal (with any pertinent state court records, and exhibits as separate PDF documents).
- ✓ Have your credit card or checking account information available. The required filing fee is paid on-line with a credit card, or by bank account, debit, checking or savings.
- ✓ Open civil case-**you must complete the entire process!**
 - Enter all the statistical information from the Civil Cover Sheet
 - Enter all the parties from the initiating document
 - Do **not** add address, phone, or email information to parties.
 - Do **not** select an existing party with address, phone, or email information populated
 - Change the party role type to the correct role, e.g. plaintiff
- ✓ File initiating document:
 - Complaint,
 - Notice of Removal, or
 - Petition
- ✓ File applicable documents as **attachments** to the initiating document, such as:
 - Civil Cover Sheet
 - Exhibits
 - Pertinent state court documents if filing a Notice of Removal
- ✓ The following documents must be filed **separately** using the appropriate ECF event and may **NOT** be attached to the case initiating document.
 - Application to Proceed in District Court without prepaying Fees or Costs
 - Answer to Complaint
 - Rule 7.1 Corporate Disclosure Statement
 - Request for Waiver of Service of Summons
- ✓ If you have any questions, concerns or experience problems during the process, please contact the CM/ECF Help Desk at **612.664.5155 or 866.325.4975**.