



Electronic Case Opening Instructions for Miscellaneous Cases

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MINNESOTA**

September 2017

ELECTRONIC CASE OPENING INSTRUCTIONS FOR MISCELLANEOUS CASES

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INTRODUCTION

This document is intended to guide an ECF user through the process of electronically opening and filing miscellaneous cases.

E-Filing users should now initiate all new civil miscellaneous cases in the ECF system. The new miscellaneous case will be opened and the initiating document will be filed in ECF. These new events are now available for filing an initiating document in a miscellaneous case:

- Appointment of Receiver
- Initiating Document, Other
- Initiating Motion/Petition, Other
- Petition for Reinstatement to Practice
- Registration of Judgment in Another District
- Petition to Enforce IRS Summons (U.S. Attorney Only)

If it is determined by the Court that your case is a regular civil case, your miscellaneous case will be dismissed. You will be required to file a new civil case and pay the filing fee.

Please call or email the ECF Help Desk at 612-664-5155 or ecfhelpdesk@mnd.uscourts.gov if you have questions regarding filing miscellaneous cases.

OPENING A NEW MISCELLANEOUS CASE

1. Select **Civil** from the filing menu



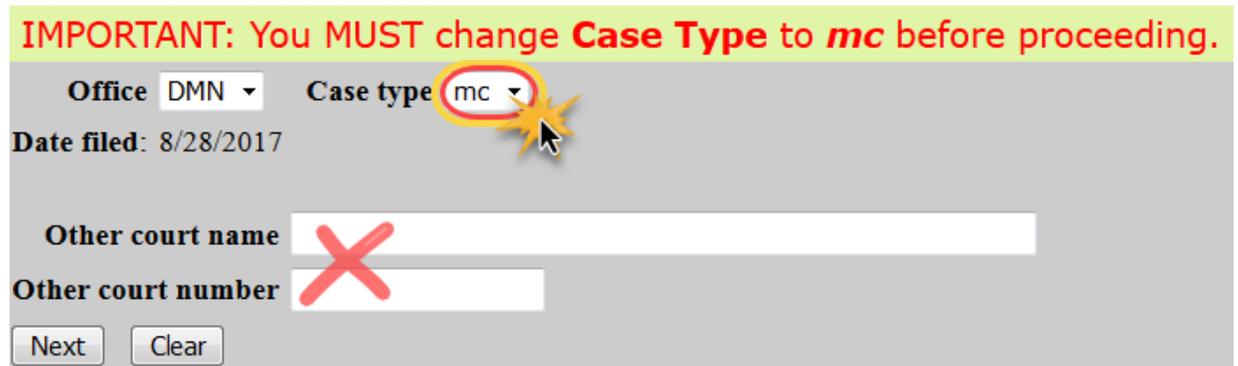
2. Select **Miscellaneous Case** under the Open a Case Category.



3. Read the filing tip and click **Next**.

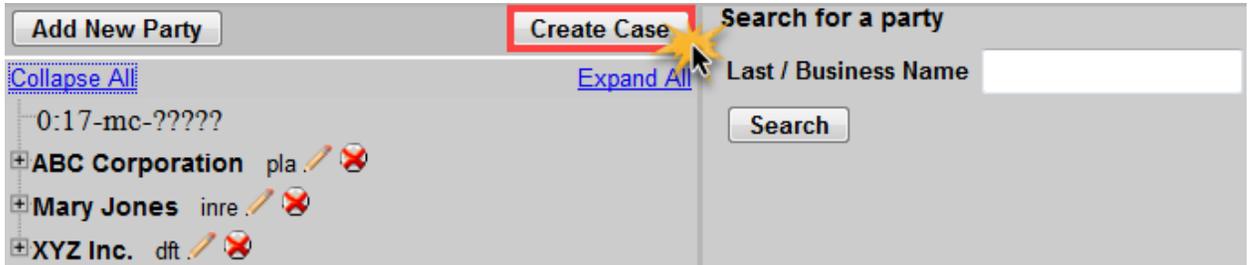


4. Change the **Case type** to **mc**, for miscellaneous case. Please leave the Other court information blank and click **Next**.

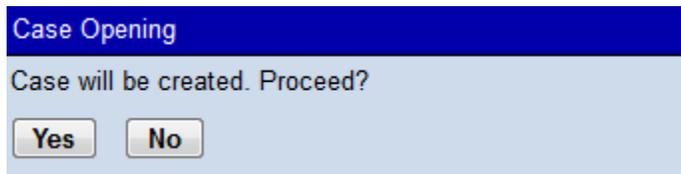


****It is very important that mc is selected so that the correct type of case is opened.****

5. Add the **Parties** to the case. Please see **Appendix A** for detailed instructions.
6. When all parties have been accurately added to the case, click **Create Case** to finalize opening the case.



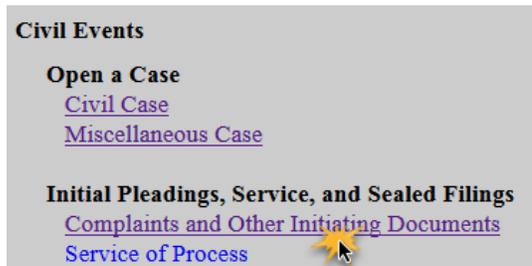
7. Click **Yes** to continue and open the case. Click **No** to go back and add/edit parties.
****NOTE: Clicking Yes will finalize opening of the case and no further edits can be made by the filer.****



8. The **Case Number** will be provided. Note the case number for future reference.
9. Click ***CLICK HERE NOW TO DOCKET THE COMPLAINT OR OTHER INITIATING DOCUMENT!*** to file the initiating document.



NOTE: Selecting **Complaints and Other Initiating Documents** from the **Civil** menu will also allow you to file the initiating document.



10. Follow the applicable instructions below to file your initiating document.

INITIATING DOCUMENT EVENTS

Appointment of Receiver

Use this event when an Order Appointing Receiver has been issued in another court. Please file the Order Appointing Receiver as the main document and attach the original Complaint.

Initiating Document, Other

Use this event to file an initiating document for which there is not a specific filing event. Some examples include:

- Application for Discovery Assistance Order Pursuant to 28 U.S.C. 1782(a)
- Appointment of Process Agent
- Stipulation to Extend Time for Commencing Judicial Forfeiture Proceedings

Initiating Petition/Motion, Other

Use this event to file a petition or motion that initiates a miscellaneous case. Some examples include:

- Motion to Compel Production and Testimony from Non-Party
- Motion for Contempt Against Non-Party
- Motion to Quash or Modify Subpoena
- Motion to Recover Fees Incurred in Responding to Subpoena and Appearing at Deposition and for Attorney Fees
- Application for an Order to Show Cause why Administrative Subpoena Should Not be Enforced
- Application for Recognition of Commitment Order

Petition for Reinstatement to Practice

Use this event when an attorney wishes to petition the Court for reinstatement to practice.

Registration of Judgment in Another District

Use this event to register a judgment of another court with the District of Minnesota. Please file either a completed AO 451 Form or an Order from the original court granting leave to register the judgment in another district as the main document and attach a certified copy of the Judgment.

THE FOLLOWING EVENT IS FOR U.S. ATTORNEY'S OFFICE USE ONLY

Petition to Enforce IRS Summons

Use this event to file a Petition to Enforce an IRS Summons on behalf of the United States.

INITIATING DOCUMENT FILING PROCEDURES

1. Enter the **Case Number** and click **Next**.

Complaints and Other Initiating Documents
Civil Case Number
0:17-mc-53
Next Clear

2. Verify you have entered the correct **case number** and click **Next**.

- You are not an attorney of record on this case. Please verify that you have entered the correct case number.
Next Clear

3. Click **Next**

Complaints and Other Initiating Documents
[0:17-mc-00053 Olson v. Good Inc. et al](#)
Next Clear

4. Select the appropriate **misc. case event** and click **Next**. Please note the misc. case events are at the bottom of the list.

Available Events (click to select an event)
Petition for Writ of Habeas Corpus
Petition re: Review of Naturalization Application
Prisoner Complaint under 42 USC 1983
Third Party Complaint
misc. case -- Appointment of Receiver
misc. case -- Initiating Document, Other
misc. case -- Initiating Petition/Motion, Other
misc. case -- Petition for Reinstatement to Practice
misc. case -- Registration of Judgment in Another District
misc. case [AUSA only] -- Petition to Enforce IRS Summons
Selected Event
Next Clear

5. **Select the filer** by clicking on the appropriate party and click **Next**.

Pick Filer
Collapse All Expand All
Good Inc. dft
Mary Olson pla
Sue Sunshine inre
Select the filer.
Select the Party:
Good Inc. [dft]
Olson, Mary [pla]
Next Clear New Filer

- Keep both defaulted checkboxes checked to indicate that the attorney is representing the filing party. Be sure the **Notice** checkbox remains checked so that the attorney receives notices of filing.

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*<

Sue Sunshine (pty:inre) represented by Marsha Clark (aty) Lead Notice

Next Clear

- Select who the filing is **against**. This screen cannot be bypassed, but the party selected will not be shown in the docket text. Please select the most applicable party. Note: if there is only one party in the case, that party will be selected as both the filer and who the filing is against.

Pick Party

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

- Mary Olson pla
- Good Inc. dft
- Sue Sunshine inre

Please select the party that this filing is **against**.
(For a *Notice of Removal*, select the filer(s) of the state court Complaint.)

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

Olson, Mary [pla]
Good Inc. [dft]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear New Party

- Make the appropriate selection and click **Next**.

Is this case filed on behalf of the United States of America?

Yes
 No

Next Clear

****If you are filing on behalf of the U.S., you will get the following confirmation screen and will skip the payment steps, 12-14 below.**

ECF Filing Tips

You have indicated that you are filing the case on behalf of the United States of America.

If this is **NOT** correct, please return to the prior screen by using your browser's **BACK** button.

Next Clear

- If applicable, read the ECF Filing Tip and click **Next**.
- Click **Browse** to upload the **initiating document**. Upload attachments, if applicable. Click **Next**.

Select the PDF document and any attachments.

Main Document
Browse

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

- This step will vary depending on the type of initiating document:

Appointment of Receiver:

Enter the **name of the court** that issued the Order Appointing Receiver and the **case number** in which it was filed. Click **Next**.

Enter the name of the other Court (e.g. Eastern District of Michigan):

Enter the case number from the that district:

Next Clear

Initiating Document, Other:

Enter the **title of the initiating document** and click **Next**.

Enter the title of your initiating document
(e.g., *Appointment of John Doe as Process Agent for XYZ, Inc.*)

Next Clear

Initiating Petition/Motion, Other:

Enter the **relief requested** in the petition/motion and click **Next**.

Relief requested in petition/motion
(e.g., *PETITION for Discovery Assistance pursuant to 28 U.S.C. 1782 (a)* or *MOTION to Quash Subpoena*)

Motion to Quash Subpoena

Next Clear

Petition for Reinstatement to Practice:

Enter the name of the **attorney** petitioning for reinstatement and click **Next**.

Enter the attorney's name petitioning for reinstatement: Joe Smith

Next Clear

Registration of Judgment in Another District:

Enter the **name of the court** that issued the original judgment, and the **case number** in which it was filed. Click **Next**.

Enter the name of the other Court (e.g. Eastern District of Michigan): Southern District of Ohio

Enter the case number from the that district: 15cv1234 AJK/LBN

Next Clear

Petition to Enforce IRS Summons (USA Only):

There is no additional information necessary for this event.

12. Read the **Filing Tip** and click **Next**. ECF will temporarily route you to PACER for collection of fees. Note that you might have to re-enter your login credentials.

ATTENTION:
A **miscellaneous case fee of \$ 47** will be applied to your bank account debit (Automated Clearing House) or charged to your credit/debit card from Pay.gov after completion of payment information. **A fee of \$ 53 will be charged for all returned or denied payments.**

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov.

**IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN!
DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT BE RECORDED TO THE CASE.**

Fee: \$47

Next Clear

13. Select the **payment method** and click **Next**.

Pay Filing Fees for Minnesota District Court (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * \$47.00

Select a Payment Method

- 
Attorney Test
XXXXXXXXXXXX1111
03/2025
- Enter a credit card
- Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

- If a saved payment method is not being used, enter all required **credit card** or **ACH account** information. Click **Next**.

Select a Payment Method

Enter a credit card

Account Holder Name * Attorney Test

Card Type * Visa

Account Number * 1111111111111111

Card Expiration Date * 10 / 2017

Use billing address

Address * 123 Main St.

City * Minneapolis

State * Minnesota

Zip/Postal Code * 55402

Country * United States of America

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

Select a Payment Method

Enter a credit card

Enter an ACH account

 [About ACH Debit](#)

Routing Number Account Number Check Number

⌵ 234 56 78 9 ⌵ ⌵ 234 56 78 9 0 ⌵ ⌵ 234

Account Holder Name * Attorney Test

Account Number * 111111111111

Confirm Account Number * 111111111111

Routing Number * 123456789

Bank Account Type * Business Checking

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

14. **Finalize the payment** of the filing fee:

- Confirm the accuracy of the payment information.
- If desired, enter the email address(es) to which PACER will issue an electronic receipt of the transaction (optional).
- **Check the box at the bottom of the screen authorizing payment of the filing fee.**
- Click **Submit**.

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

15. Click **Next**.

IMPORTANT: Please click **Next** on THIS and the next TWO screens to complete the filing of this event and for a Pay.Gov receipt number.

16. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

Appointment of John Doe as Process Agent for XYZ

17. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Appointment of John Doe as Process Agent for XYZ (filing fee \$ 47, receipt number AMNXDC-247107). (Clark, Marsha)

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:\fakepath\00cv00 Initiating Document.pdf pages: 1

18. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by Clark, Marsha on 8/29/2017 at 2:05 PM CDT and filed on 8/29/2017

Case Name: Olson v. Good Inc. et al
Case Number: [0:17-mc-00053](#)
Filer: Sue Sunshine
Document Number: [8](#)

Docket Text:
Appointment of John Doe as Process Agent for XYZ (filing fee \$ 47, receipt number AMNXDC-247107). (Clark, Marsha)

APPENDIX A

Entering Party Names

Perhaps the most critical component of electronic civil case opening is the entry of party names. It is important that this be done correctly because it impacts not only the case being filed, but the general records of the court. The **Party Name Guide** is available on the court's website to provide assistance in adding party names. Please consult the guide before entering a new party into the court's CM/ECF database. **Important: do not click the back button when entering parties as you will lose any parties already entered on the case.**

Searching for a Party

The Party Search screen is divided into two panels. The left panel contains controls to **Add New Party** and **Create Case**. The search fields in the right panel allow users to search the CM/ECF database for party names. To enter parties:

1. Enter at least two letters of the party's name in the **Last/Business Name** field. The same can be done in the **First Name** field, if applicable. If the party is a business, enter the name only in the **Last/Business Name** field and leave the **First Name** field blank.
Please do NOT enter parties in all CAPS.
2. Click the **Search** button to view a list of available party names.

HELPFUL HINTS

1. Please consult the *Electronic Case Opening Instructions* and the *Party Name Guide* before entering parties on the case.
2. Use the fields below to search for or create a party name. Remember to select the appropriate party role (e.g. plaintiff, defendant) for each party entered.
3. When finished, all parties will appear on the left side of the screen. After entering all party names, click the **Create Case** button to complete PART I of the case opening process.
4. Leave all party contact fields blank. Do NOT enter address, phone, or email information and do NOT select a party with this information populated.

The screenshot shows two identical search panels. The top panel has 'Last / Business Name' with 'Smith' and 'First Name' with 'Mary'. The bottom panel has 'Last / Business Name' with 'ABC'. A large red 'OR' is centered between the two panels. Each panel includes 'Add New Party', 'Create Case', 'Search for a party', and 'Search' buttons. There are also 'Collapse All' and 'Expand All' links on the left of each panel.

3. ECF will display a list of existing **party names**.

If the EXACT name of the party is on the list:

- a. Click on the party name and click **Select Party**. **Do not pick a party with address information listed.**

The screenshot shows a search results dropdown menu. The dropdown is open, showing a list of party names: ABC Co., ABC Collection, ABC Company, ABC Coporation, ABC Corp., and ABC Corporation. The 'ABC Company' option is highlighted with a mouse cursor. Below the dropdown are 'Select Party' and 'Create New Party' buttons. The search fields above the dropdown show 'Last / Business Name' with 'ABC'.

If the exact name of the party is NOT on the list:

- a. Click the **Create New Party** button.

Last / Business Name First Name Middle Name

Search Results

Search returned no results. Please try again or create a new party.

- b. Enter **ONLY** the following information.

- Last name
- First name
- Middle name or initial (If applicable)
- Generation (If applicable)
- Title (If applicable)
- Role
- Party text (If Applicable)

Do NOT enter any additional information (address, phone, email, etc.).

Party Information

Last name First name

Middle name Generation

Title

a. Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2

Address 3

State Zip

Prison

Phone

E-mail

Party text

Start date End date

Corporation Notice

- c. When all required information is entered, click the **Add Party** button at the bottom of the screen to add the party to the case.

Party Name

Party names must be entered as they appear on the case caption. For businesses, the entire company name must be entered in the **Last/Business Name** field. For individuals, the Last name, First name, and Middle name fields are used. The Generation field (e.g., Jr. Sr.) and Title field may also be completed, if applicable.

Role

The Role type defaults to defendant. **Important: modify this field to the correct party role from the drop-down list.**

Party Text

The Party text field is optional and may be used to add descriptive information about the party as it appears in the caption of the case initiating document. Examples of party text are: A Minnesota Corporation, Individually and in the Official Capacity, as Trustees of, etc.

An alias may be entered for a party only if the party alias appears in the caption of the complaint. For example, if the complaint reads: “COMPANY X, formerly known as BUSINESS Q.” In this situation, BUSINESS Q should be entered as the alias for COMPANY X.

Never enter a corporate parent or attorney for a party. Instead, file a Rule 7.1 Disclosure Statement after filing the initiating documents.

The following chart provides a description of the icons and functions that are available in the left side panel of the Case Participant Tree.

Icon	Description
	Delete this party or alias from the case.
	Add a new alias in the case.
	Edit this party or alias in the case.
+ or -	Expands or collapses the party menu.

The Expand all hyperlink displays all party information in the case, including aliases. The Collapse all hyperlink displays only the names of the parties in the case, with all other information collapsed in the tree.

Each branch of the case participant tree may be expanded or collapsed individually by clicking on the + and – icons.

After entering all parties in the case, expand the Case Participant Tree to review the party names for accuracy. If necessary, click the appropriate icon in the Case Participant Tree to add or correct information.