

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

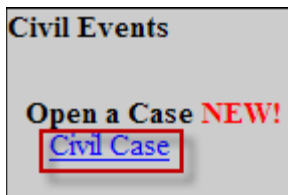
Electronic civil case opening is a two part process: **1) enter the case data**, and **2) file the initiating documents**. This guide describes the procedures for opening a new civil in CM/ECF in the U.S. District Court, District of Minnesota. For assistance during electronic civil case opening or other filing matters, please contact the CM/ECF Help Desk at 612.664.5155 or 866.325.4975.

## PART I: ENTER the CASE DATA

1. After logging into CM/ECF with the filing attorney's CM/ECF account, select **Civil** from the blue menu bar at the top of the ECF screen.

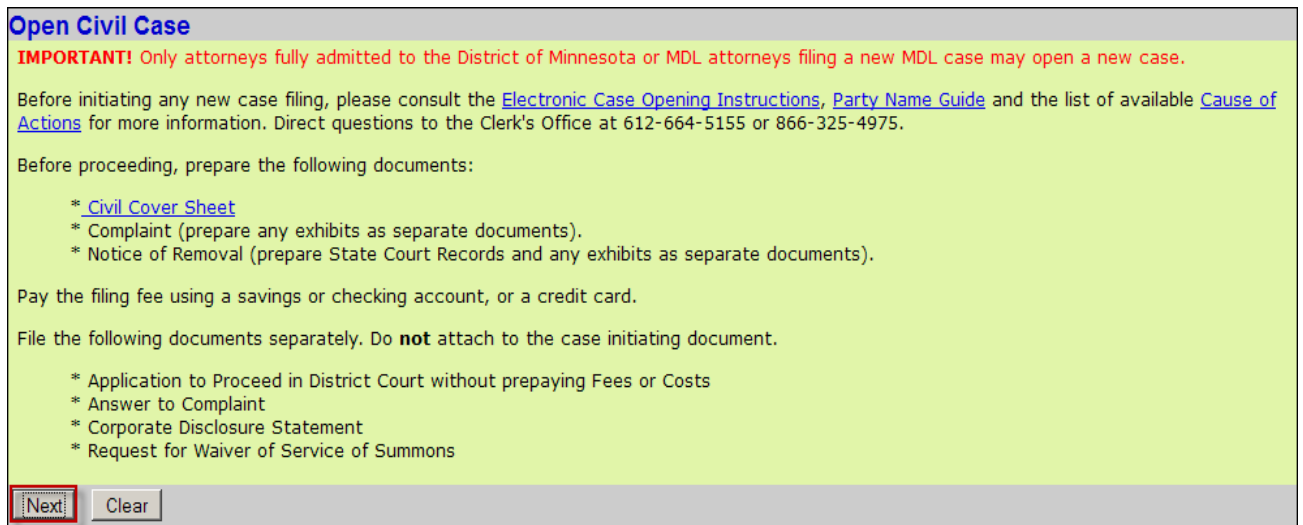


2. Click **Civil Case** under Open a Case NEW!



3. A window will appear with important instructions on the case opening process. Review this information, and then click **Next**.

**Please note: only attorneys fully admitted to the District of Minnesota or MDL attorneys filing a new MDL case may open a new case.**



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4. Bypass this screen without making any changes. Click **Next**.

**Open Civil Case**

Click on the **Next** button now. Please bypass this screen.

Leave the **Office** as *DMN* and **Case Type** as *cv*.

**Office**  **Case type**

**Date filed:** 2/8/2013

**Other court name**

**Other court number**

5. Enter the Case Data:

The Case Data Screen may be completed using the information provided on the Civil Cover Sheet. The Civil Cover Sheet (JS44) is available in fillable form on the court's website at [http://www.mnd.uscourts.gov/FORMS/court\\_forms.shtml](http://www.mnd.uscourts.gov/FORMS/court_forms.shtml). A completed Civil Cover Sheet must be attached in PDF format when filing the case initiating document in PART II of the Electronic Civil Case Opening process.

Selections made on the Case Data Screen are very important. If an error message appears on the screen, double-check the accuracy of the information entered, which must be corrected before case opening may continue.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

**Open Civil Case**

**HELPFUL HINTS**

1. Please enter below the information as it appears on the completed *Civil Cover Sheet*.
2. Only when selecting *Diversity* as the basis for **Jurisdiction**, enter the citizenship of the principal plaintiff and principal defendant in the fields provided.
3. Change **Fee Status** to *pend (IFP Pending)* if filing an *Application to Proceed in District Court without Prepaying Fees or Costs*.
4. Change **Fee Status** to *wv (waived)* if filing on behalf of the United States of America.

**Jurisdiction** 3 (Federal Question)

**Cause of action**

**Nature of suit** 0 (zero)

**Origin** 1 (Original Proceeding)

**Citizenship plaintiff**

**Citizenship defendant**

**Jury demand** n (None)  **Class action** n (No Class Action Alleged)  **Demand (\$000)**

**Arbitration code** Leave blank  **County** Aitkin

**Fee status** pd (paid)  **Fee date** 10/10/2012  **Date transfer** Leave blank

Leave date defaulted

## Jurisdiction

Jurisdiction is a term that refers to whether a court has the power to hear a given case. "Federal Question" jurisdiction means that federal courts will hear cases that involve issues regarding the Constitution or other federal laws. "Diversity Jurisdiction" is where the opposing parties are citizens of different states. "Diversity jurisdiction" enables a federal court to hear cases where there is not a federal question. The federal law governing diversity jurisdiction states that a case must have an "amount-in-controversy" of \$75,000 or more before a federal court can hear a case.

Jurisdiction defaults to 3 (*Federal Question*). The drop down list displays additional options for jurisdiction, including 1 (*U.S. Government Plaintiff*), 2 (*U.S. Government Defendant*), 4 (*Diversity*), 5 (*Local Question*).

## Cause of Action

Available statutes, which are also referred to as Causes of Action, are listed in numerical order. To enter the applicable Cause of Action, click the drop down list and scroll down to find the appropriate selection. Or, use the Filter field by entering a full or partial statute number or text description. CM/ECF will narrow the drop down list to only the items that match the statute number or description entered. If you cannot locate a specific Cause of Action, select a generic statute, e.g. 28:1332 Diversity, 28:1441 Petition for Removal.

**Cause of action** 28:1332pip (28:1332-pip-Diversity-Personal Injury, Product Liability)

## Nature of Suit

Nature of suit codes are listed in numerical order. To enter the Nature of Suit, click the drop down list and scroll down to find the appropriate selection. Or, use the Filter field by entering a full or partial number or text description. CM/ECF will narrow the drop down list to only the items that match the number or description entered.

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Nature of suit	367 (Personal Injury: Health Care/Pharmaceutical Personal Injury Produc	Filter: 367	Clear filter
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## Origin

A Complaint originating in Federal Court is classified under Origin 1 (*Original Proceeding*). A Notice of Removal is classified under origin code 2 (*Removal from State Court*). Use the drop down box to select the appropriate origin code for the case.

## Citizenship

The citizenship of the parties must be provided only for cases in which Diversity has been selected as the basis for jurisdiction. When filing a diversity case, select the appropriate citizenship statement for the plaintiff and the defendant.

## Jury Demand

Jury demand should be selected only if there is a jury demand contained within the case initiating document(s). The jury demand status may be entered by the plaintiff when filing a Complaint or the defendant when filing a Notice of Removal. *N (none)* should be selected if none of the parties have formally demanded a jury trial.

## Class Action

If the Complaint alleges a class action, select “y” in the **Class Action** field. To request class certification, a separate motion must be filed after the case has been opened.

## Demand

If a monetary demand is included in the Complaint, enter the amount to the nearest thousand dollars. For example, if the demand is \$1,500,000 enter *1500*, without a dollar sign, comma or decimal.

## Arbitration Code

Leave this field blank.

## County

Click the **County** drop down list to display a list of all counties in the District of Minnesota. From the list, select the county of residence of the first listed plaintiff. If the U.S. Government is the plaintiff, select the county of residence of the first listed defendant.

## Fee Status

Unless filing on behalf of a U.S. governmental agency or if filing an *Application to Proceed in District Court without Prepaying Fees or Costs*, the fee status should be set to **pd (paid)**. If an *Application to Proceed in District Court without Prepaying Fees or Costs* is being filed, **pend (IFP pending)** should be selected. Attorneys for the United States or agencies of the United States government should select **wv (waived)** as the fee status.

## Fee date

Leave this date defaulted. Do NOT modify.

## Date Transfer

Leave this field blank.

## 6. Enter Party Names

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

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. **IMPORTANT:** Please consult the guide before entering a new party into the court's CM/ECF database. If filing a Notice of Removal, enter the parties from the Complaint.

## **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 a party name, first search existing names in the CM/ECF database by entering at least two letters of the party's last name in the **Last/Business Name** field. If the party is a business, enter the first two letters of the business name. Omit articles such as A, An, and The. **Please do NOT enter parties in all CAPS.**

Click the Search button to view a list of available party names.

**Open Civil Case**

**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.

**Add New Party** **Create Case** Search for a party

[Collapse All](#) [Expand All](#) Last / Business Name  First Name  Middle Name

0:12-cv-?????

As the system searches for a party name match, CM/ECF will display a list of existing party names. Scroll through the list to review the potential party name matches. If the name of the party appears in the list, click on the party name to highlight it, and then click the **Select Party** button. If there are multiple parties with the same name, double click on the party name to determine if there is address information entered. **Do not pick a party with address information.** If the name of the party does not appear in the list, consult the *Creating a New Party* instructions below.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

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The screenshot shows a web interface for creating a new party. 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 bar is present with the text "Search for a party" and input fields for "Last / Business Name" (containing "ABC"), "First Name", and "Middle Name". A "Search" button is located below the input fields. A dropdown menu titled "Search Results" is open, listing several options: "ABC", "ABC Co.", "ABC Company", "ABC Coporation", "ABC Corporation", and "ABC Electronics". Below the dropdown are two buttons: "Select Party" and "Create New Party".

## **Creating a New Party**

If the system does not find a match after performing a party name search; click the **Create New Party** button to create a new party record in the CM/ECF database.

CM/ECF will display the Party Information screen. Although several data entry boxes appear on the Party Information screen, only the following fields should be completed.

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

Note: The **Corporation** field does not need to be modified.

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

## **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.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS




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

As each party is added, the party name will appear in the panel on the left side of the screen. The information in the left side panel is referred to as the Case Participant Tree.

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.

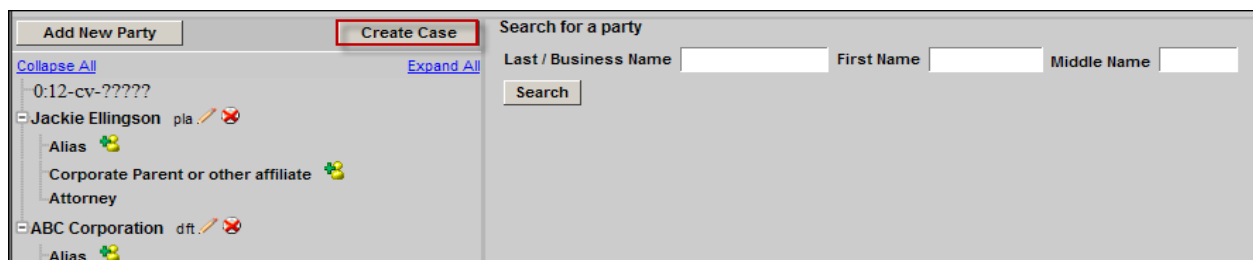
Each branch of the case participant tree may be expanded or collapsed individually by clicking on the + and – icons.

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.

**Important: do not click the back button when entering parties as you will lose any parties already entered on the case.**

## 7. Create Case

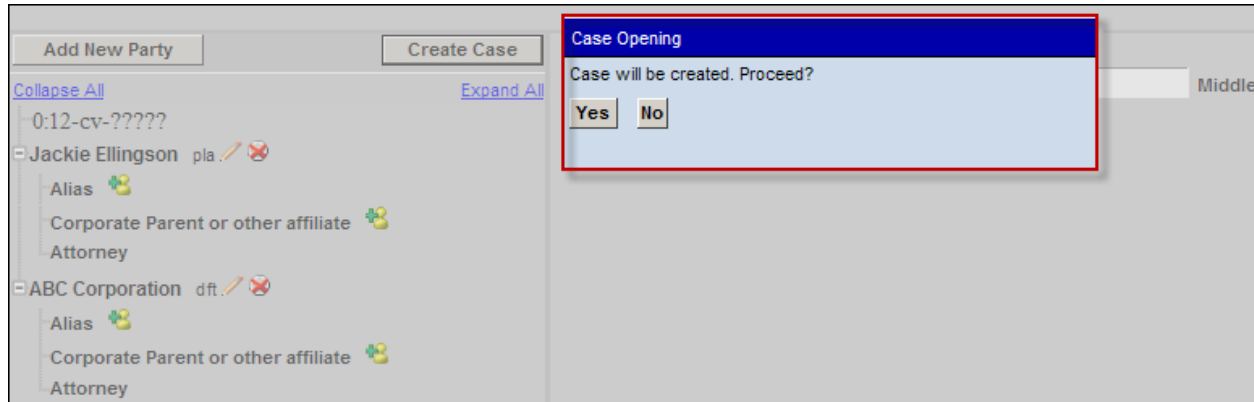
When all parties have been added and appear correctly in the Case Participant Tree, click **Create Case** on the left panel.



The screenshot shows the Case Participant Tree interface. At the top, there are buttons for "Add New Party" and "Create Case" (highlighted with a red box). Below these are "Collapse All" and "Expand All" links. The tree lists two parties: "Jackie Ellingson" and "ABC Corporation". Each party has an "Alias" sub-entry. To the right of the tree is a search bar with fields for "Last / Business Name", "First Name", and "Middle Name", and a "Search" button.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

CM/ECF provides one last opportunity to make changes to case opening information. Clicking **No** will allow you to add, delete or modify parties. If all of the information is correct, click **Yes** to create the case and obtain a case number.



The case data is now entered in CM/ECF and a case number has been assigned. Please make a note of the case number.

**Open Civil Case**

Case Number 12-216 has been opened.

**[CLICK HERE NOW TO DOCKET THE COMPLAINT OR OTHER INITIATING DOCUMENT!](#)**

Click on the hyperlink, [CLICK HERE NOW TO DOCKET THE COMPLAINT OR OTHER INITIATING DOCUMENT](#) to continue with PART II of the case opening process.

**All case initiating documents (e.g., Complaint, Notice of Removal, civil cover sheet) must be filed immediately after the case has been opened.**

**IMPORTANT:** If a case has been opened incorrectly, **STOP** and contact the Clerk's Office for assistance at 612.664.5155 or 866.325.4975. **Do NOT** open the case a second time.

**NOTE:** **After** the initiating documents (e.g., Complaint, Notice of Removal) have been filed, the Clerk's Office will randomly assign a district judge and magistrate judge to the case. A text only notice will be docketed and the judge information will be displayed on the Notice of Electronic Filing.



# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

## PART II FILE INITIATING DOCUMENTS

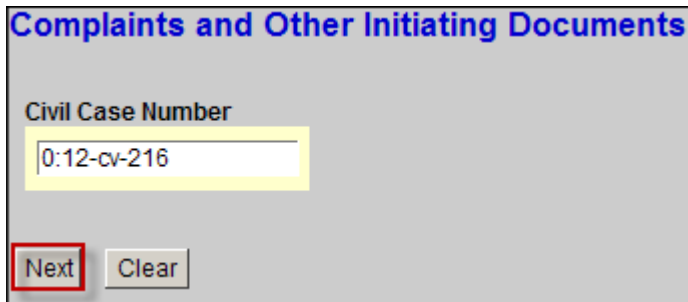
**IMPORTANT:** Filing a Complaint or Notice of Removal in CM/ECF requires the electronic payment of a \$400 filing fee or \$5 for a Petition for Writ of Habeas Corpus. Before filing the initiating document(s), it is important to obtain relevant financial account information in the form of either:

- 1) the routing number and account number for a firm savings or checking account; or
- 2) the account number, expiration date, and 3-digit security code for a firm credit card.

**NOTE:** When filing a new case on behalf of the USA or with an *Application to Proceed in District Court Without Prepaying Fees or Costs*, it is not necessary to submit a filing fee payment with the initiating document(s).

To complete **PART II** of the electronic civil case opening process, click on the hyperlink to docket the complaint or other initiating document after obtaining the case number, or click on the *Complaints and Other Initiating Documents* menu on the Civil Events screen.

1. The civil case number will populate, click **Next**.

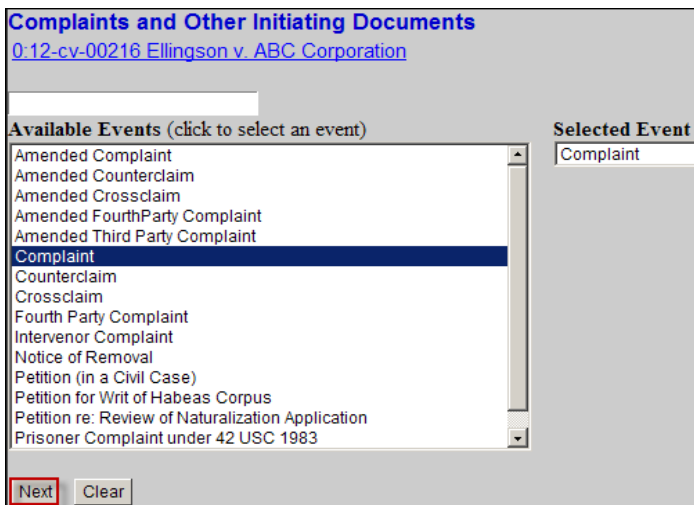


**Complaints and Other Initiating Documents**

Civil Case Number  
0:12-cv-216

Next Clear

2. A window will appear stating, "You are not an attorney of record on this case. Please verify that you have entered the correct case number," click **Next**.
3. Make the appropriate selection of the case initiating document, e.g. *Complaint or Notice of Removal* from the list of available events, click **Next**.



**Complaints and Other Initiating Documents**  
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Available Events (click to select an event)

Available Events	Selected Event
Amended Complaint	Complaint
Amended Counterclaim	
Amended Crossclaim	
Amended FourthParty Complaint	
Amended Third Party Complaint	
<b>Complaint</b>	
Counterclaim	
Crossclaim	
Fourth Party Complaint	
Intervenor Complaint	
Notice of Removal	
Petition (in a Civil Case)	
Petition for Writ of Habeas Corpus	
Petition re: Review of Naturalization Application	
Prisoner Complaint under 42 USC 1983	

Next Clear

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

## 4. Select the Filer

The screenshot shows a software interface for selecting a filer. On the left, there is a tree view under the heading 'Pick Filer'. It contains two items: 'ABC Corporation dft' and 'Jackie Ellingson pla'. Above the tree are links for 'Collapse All' and 'Expand All'. On the right, there is a panel titled 'Select the filer.' with a sub-heading 'Select the Party:'. Below this is a dropdown menu showing two options: 'ABC Corporation [dft]' and 'Ellingson, Jackie [pla]'. At the bottom of the right panel are three buttons: 'Next', 'Clear', and 'New Filer'.

First, select the filing party from the list of parties in the case. When filing a Complaint, select the plaintiff(s). **When filing a Notice of Removal, select the filing defendant(s).** Once a selection has been made, click **Next**.

**Note:** If a party was not added on Part 1 of the case opening process, select the **New Filer** button and add additional parties listed in the initiating document.

## 5. Create Attorney/Party Association

CM/ECF will prompt the filing attorney to add himself/herself as counsel for the filing party(ies). Place a check in the box(es) to the left of the party name(s) to create an attorney/party association. Click **Next**.

The screenshot shows a screen for creating attorney/party associations. It contains the following text: '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*<'. Below this is a list item: 'Jackie Ellingson (pty:pla) represented by Marsha Clark (aty)'. To the left of the name is a checked checkbox, and to the right are 'Lead' and 'Notice' checkboxes. At the bottom are 'Next' and 'Clear' buttons.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

6. Select the Parties that the filing is against. If selecting individual parties under **Select the Party**, each party name will carry over into the final docket text. Note: if there are more than ten parties select *All Defendants* under **Select a Group**. If selecting a group, the final docket text will display "filed against all Defendants".

**For Removals, select the filer(s) of the state court Complaint, e.g. plaintiff(s).** Click **Next**.

**Pick Party**

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

- Jackie Ellingson pla
- ABC Corporation dft

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:**

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

**Next** Clear New Party

7. Upload PDF Documents

When prompted to attach PDF documents to the filing, attach the initiating document (e.g., Complaint or Notice of Removal) in the **Main Document** field using the Browse button to locate the PDF file.

### When filing a Complaint:

Upload the *Complaint* as the Main Document. Any exhibits to the *Complaint* must be filed as attachments. Exhibits can be attached as one PDF or separately, up to 15 MB in size. Following any exhibits, the *Civil Cover Sheet* must be filed as an attachment to the Complaint. File all other documents separately, including a *Notice of Appearance* or an *Application to Proceed in District Court Without Prepaying Fees or Costs*.

1. Attach the **Complaint** as the **Main Document**.
2. Attach **Exhibits** starting at **Attachment 1**. Exhibits can be attached as one PDF or separately up to 15 mb in size. Select **Exhibit(s)** from the **Category** drop-down list and list the exhibit number(s) or letter(s) in the **Description**.
3. Attach the **Civil Cover Sheet** as the last Attachment. Select **Civil Cover Sheet** from the **Category** drop-down list.
4. File all other documents, including a **Notice of Appearance** separately.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\ellingson\ Browse...

Attachments	Category	Description
1. C:\Documents and Settings\ellingson\ Browse...	Exhibit(s)	A-Z Remove
2. C:\Documents and Settings\ellingson\ Browse...	Civil Cover Sheet	Remove
3. Browse...		

**Next** Clear

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

## When filing a Notice of Removal:

Upload the *Notice of Removal* as the Main Document. Attach the *Summons and Complaint* as Attachment 1. Attach any other pertinent State Court documents as **individual** attachments starting at Attachment 2, e.g. *Motion for Temporary Restraining Order*. Next, attach as a separate document the *Notice of Filing of Removal in State Court*, and then attach the *Civil Cover Sheet*.

**NOTE:** All other documents, including the *Answer to Complaint*, may not be attached to the initiating document and must be filed separately.

1. Attach the **Notice of Removal** as the **Main Document**.  
2. Attach the **Summons and Complaint** as **Attachment 1**.  
3. Attach any other pertinent STATE COURT documents as **individual** attachments starting at **Attachment 2**.  
4. Next, attach the **Notice of Filing of Notice of Removal** filed in State Court.  
5. Attach the **Civil Cover Sheet** as the last attachment.  
6. File the **Answer to Complaint** separately.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\ellingson\ Browse...

Attachments	Category	Description
1. C:\Documents and Settings\ellingson\ Browse...		Summons & Complaint Remove
2. C:\Documents and Settings\ellingson\ Browse...		Motion for TRO Remove
3. C:\Documents and Settings\ellingson\ Browse...		Memorandum in Suppo Remove
4. C:\Documents and Settings\ellingson\ Browse...		Notice of Filing of Notice Remove
5. C:\Documents and Settings\ellingson\ Browse...	Civil Cover Sheet	Remove

8. Only when filing a Notice of Removal, the following window will appear:

**Complaints and Other Initiating Documents**  
[0:12-cv-00218 Ellingson v. ABC Corporation](#)  
CV  
Name of other court   
Case number in other court

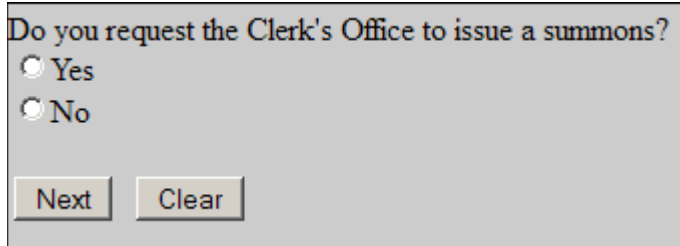
Enter the name and court number from state court.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

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## 9. Requesting a Summons

Answer the question, "Do you request the Clerk's Office to issue a summons?" Select yes or no, and click **Next**.



Do you request the Clerk's Office to issue a summons?

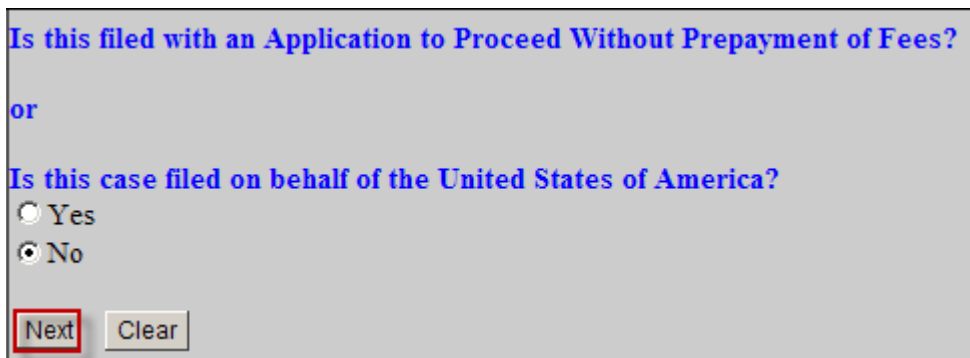
Yes

No

## 10. Pay the Filing Fee

CM/ECF will inquire about the payment of fees. If the case is being filed in combination with an Application to Proceed Without Prepayment of Fees OR if the case is being filed on behalf of the United States, select the "Yes" option to bypass the fee payment screen.

Otherwise, leave the "No" option selected and click **Next**.



Is this filed with an Application to Proceed Without Prepayment of Fees?

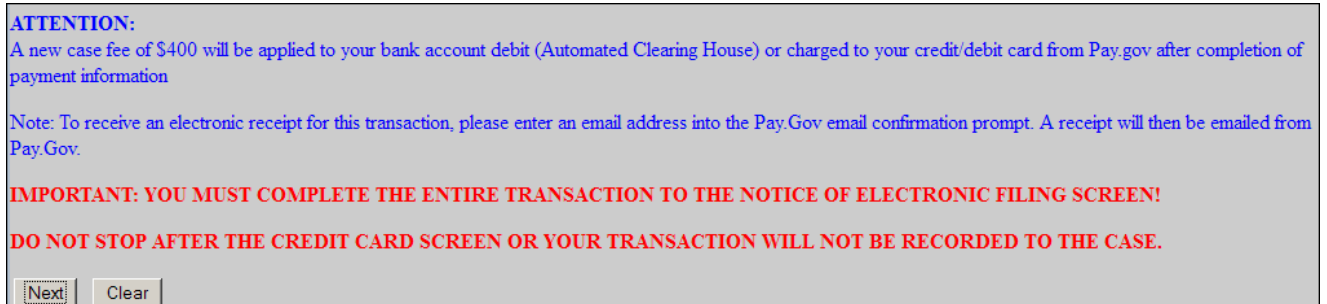
or

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

Yes

No

## 11. An informational window will appear providing fee, receipt and processing information, click **Next**.



**ATTENTION:**  
A new case fee of \$400 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

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.**

## 12. CM/ECF will display the filing fee amount, which is \$400 for a complaint or removal, and \$5 for a petition for writ of habeas corpus. Click **Next**.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

13. **NOTE:** CM/ECF will temporarily route the filer to the government's **Pay.Gov** website for collection of fees.

**IMPORTANT:** Do not use the internet browser's back button from this point forward in the transaction.

When transferring the filer to Pay.gov, CM/ECF also transmits the filing attorney's name as well as the amount of the filing fee which is \$400 for a civil case. If the filing attorney is not the holder of the bank account, the information should be changed to accurately reflect the name of the individual or entity to whom the account belongs.

The pay.gov fee payment screen provides two options for payment of the filing fee:

- 1) Bank Account (ACH) payment using the routing number and account number for a firm savings or checking account; or

**System Message**

- The system has populated the Payment Date with the next available payment date.

**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:  \*

Payment Amount: \$400.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

⑆0 26946783⑆ 9243767390⑆ 1234⑆

Payment Date: 05/03/2013

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

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

- 2) Plastic Card payment using the account number, expiration date, and 3-digit security code for a firm credit card (VISA, Mastercard, American Express, or Discover).

**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.

**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.

Please use the following dummy credit card number to use as payment **only if filing in our training database.**

**Card Number:** 4111111111111111

**Security Code:** 999

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

After selecting the type of payment and entering the appropriate information, click on the **Continue with Payment** button to advance to the payment authorization screen. If the financial information provided is incorrect, pay.gov will prompt the filer to resubmit the account number(s).

On the authorization screen, enter the email address(es) to which pay.gov should send a receipt for the transaction. **Put a check in the box at the bottom of the screen to authorize payment of the filing fee.** Click the **Submit Payment** button to complete the transaction.

14. After accepting the filing fee payment, the pay.gov website will return the filer to CM/ECF for completion of the document filing process. An informational window will appear stating the following:



# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

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[0:12-cv-00216-DWF-JJG](#)  
[Ellingson v. ABC Corporation](#)

CV

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.

Click **Next**.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

15. The following window will appear:

**Complaints and Other Initiating Documents**  
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Docket Text: Modify as Appropriate.

**COMPLAINT** [ ] against ABC Corporation. ( Filing fee \$ 350 receipt number 0864-185079. ), filed by Jackie Ellingson. **Filer requests summons issued.** (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (Clark, Marsha)

If necessary, click in the white docket text field to type additional text and click **Next**.

16. The final docket text and attachment window will appear. The source document path is solely a marker to list the document(s) attached to the filing, click **Next** to commit the filing to ECF.

**Complaints and Other Initiating Documents**  
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Docket Text: Final Text

**COMPLAINT** against ABC Corporation. ( Filing fee \$ 350 receipt number 0864-185079. ), filed by Jackie Ellingson. **Filer requests summons issued.** (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (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\Test document.pdf pages: 1  
C:\fakepath\Test document 2.pdf pages: 1  
C:\fakepath\Test document5.pdf pages: 1

**Complaints and Other Initiating Documents**  
[0:12-cv-00218 Ellingson v. ABC Corporation](#)

Docket Text: Final Text

**NOTICE OF REMOVAL** from Hennepin, case number 12-1. ( Filing fee \$ 350 receipt number 0864-185113), filed by ABC Corporation. **Filer requests summons issued.** (Attachments: # (1) Summons & Complaint, # (2) Motion for TRO, # (3) Memo in Support of TRO, # (4) Notice of Filing of Notice of Removal, # (5) Civil Cover Sheet) (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\Test document.pdf pages: 1  
C:\fakepath\Test document 2.pdf pages: 1  
C:\fakepath\Test document 3.pdf pages: 1  
C:\fakepath\Test document 4.pdf pages: 1  
C:\fakepath\Test document5.pdf pages: 1  
C:\fakepath\Placeholder-Sealed Document.pdf pages: 1

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

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17. The *Notice of Electronic Filing (NEF)* screen will appear. This is confirmation that the initiating document has been submitted to ECF. The docket text will indicate if a summons was requested.

**Complaints and Other Initiating Documents**  
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

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

**Notice of Electronic Filing**

The following transaction was entered by Clark, Marsha on 10/11/2012 at 12:17 PM CDT and filed on 10/11/2012

**Case Name:** Ellingson v. ABC Corporation  
**Case Number:** [0:12-cv-00216](#)  
**Filer:** Jackie Ellingson  
**Document Number:** [1](#)

**Docket Text:**  
**COMPLAINT** against ABC Corporation. ( Filing fee \$ 350 receipt number 0864-185079.), filed by Jackie Ellingson. **Filer requests summons issued.** (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (Clark, Marsha)

0:12-cv-00216 Notice has been electronically mailed to:

Marsha Clark jackie\_ellingson@mnd.uscourts.gov

0:12-cv-00216 Notice has been delivered by other means to:

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

**Complaints and Other Initiating Documents**  
[0:12-cv-00218 Ellingson v. ABC Corporation](#)

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

**Notice of Electronic Filing**

The following transaction was entered by Clark, Marsha on 10/11/2012 at 12:22 PM CDT and filed on 10/11/2012

**Case Name:** Ellingson v. ABC Corporation  
**Case Number:** [0:12-cv-00218](#)  
**Filer:** ABC Corporation  
**Document Number:** [1](#)

**Docket Text:**  
**NOTICE OF REMOVAL** from Hennepin, case number 12-1. ( Filing fee \$ 350 receipt number 0864-185113), filed by ABC Corporation. **Filer requests summons issued.** (Attachments: # (1) Summons & Complaint, # (2) Motion for TRO, # (3) Memo in Support of TRO, # (4) Notice of Filing of Notice of Removal, # (5) Civil Cover Sheet) (Clark, Marsha)

0:12-cv-00218 Notice has been electronically mailed to:


Marsha Clark jackie\_ellingson@mnd.uscourts.gov

**IMPORTANT:** If a case has been opened incorrectly or if you have further questions, contact the CM/ECF Help Desk for assistance at 612.664.5155 or 866.325.4975.

# ELECTRONIC CIVIL CASE OPENING FOR ATTORNEYS INSTRUCTIONS

## Judge Assignment

After the filing of the initiating documents in a civil case, the Clerk's Office will make a random judge assignment in ECF. A text only notice will be docketed, and the judge information will be displayed on the *Notice of Electronic Filing (NEF)*. Please make a note of the district and magistrate judge assignments for future reference. Subsequent filings should include the judges' initials in the case number within the document caption.



**Activity in Case 0:12-cv-00216-DWF-JJG Ellingson v. ABC Corporation**  
ecf-test-notice to: ecf-test-notice

10/11/2012 12:29 PM  
[Show Details](#)

**This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.**

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

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

**Notice of Electronic Filing**

The following transaction was entered on 10/11/2012 at 12:29 PM CDT and filed on 10/11/2012  
**Case Name:** Ellingson v. ABC Corporation  
**Case Number:** [0:12-cv-00216-DWF-JJG](#)  
**Filer:**  
**Document Number:** 2(No document attached)

**Docket Text:**  
**TEXT-ONLY ENTRY. CLERK'S NOTICE OF INITIAL CASE ASSIGNMENT. Case assigned to Judge Donovan W. Frank per Master deck referred to Magistrate Judge Magistrate Judge Jeanne J. Graham. Please use case number 12cv216 DWF/JJG. (JME)**

## Summonses

If the filer requested a summons be issued while docketing the initiating document, the Clerk's Office will issue the summons electronically through ECF. The summons can be accessed by the filer via the NEF email hyperlink. The filing attorney must serve the summons and complaint in accordance with [Fed. R. Civ. P. 4](#).

If a summons was not initially requested during the filing of the initiating document, file the event *Request to Clerk's Office to Issue Summons*.

**NOTE:** After filing the initiating documents, submit any additional filings separately, using the appropriate filing events, such as an *Application to Proceed in District Court Without Prepaying Fees or Costs*, *Answer to Complaint*, or a *Rule 7.1-Disclosure Statement*.