ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

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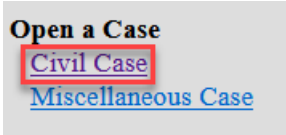
3. A window will appear with important instructions on the case opening process. Review this information, and then click **Next**.

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

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

Use the chart below to assist with entering case information:

Option	Description
Office	Leave at default "DMN". Never change.
Case Type	Leave at default "CV" (the abbreviation for civil), unless opening a miscellaneous case, then select "MC" from the drop-down list.
Case Number	Enter the case number from the assignment slip. [YY-####]
Date Filed	Defaults to the current date. Files should be opened the same day they are filed. However, change this date if the case was filed *prior* to today (see assignment slip).
Lead Case Number	Leave blank unless opening a MDL case that is being handled in our court.
Association Type	Use only for MDL cases.
Other Court Name	Use only for MDL cases and Notice of Removals
Other Court Number	Use only for MDL cases and Notice of Removals.
Related Cases	Do not use the related cases option even if the civil coversheet indicates there is a related case. The Judge on the case will make this determination.
Presiding Judge	The Article III Judge presiding over the case based on the case assignment will automatically populate.
Referral Judge	The Magistrate Judge acting as the referral judge over the case based on the case assignment will automatically populate.
Create Referral Judge Record	Leave at default "yes"
Referral Type	Leave at default - Full pretrial, no dispositive motions (ptn) – unless opening a case listed in the exceptions below.

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

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. 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 INSTRUCTIONS FOR ATTORNEYS

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) ▼	Filter: 28:1332	Clear filter

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.

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

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.

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

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. If the demand is $75,000 enter *75*, 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. If the residence of the first listed plaintiff is not in Minnesota, select XX, Outside State.

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.

When finished entering the required information, click **Next** to continue with adding parties.

6. **Enter 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. **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. Enter the name(s) exactly

as they appear on the Compliant. For a Notice of Removal, enter the name exactly as they appear on the original state court complaint. **Please do NOT enter parties in all CAPS.**

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

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.

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 <u>optional</u> 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.

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.

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

<u>Never</u> 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 <u>Expand all</u> hyperlink displays all party information in the case, including aliases. The <u>Collapse all</u> 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.

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.

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.

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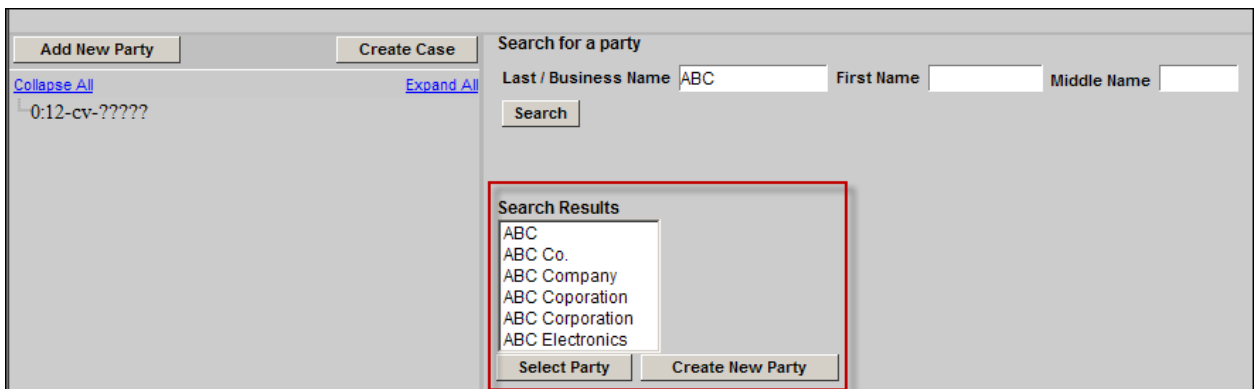
Icon	Description
	Delete this party or alias from the case.
	Add a new alias in the case.
	Edit this party or alias in the case.

+ or -	Expands or collapses the party menu.

The <u>Expand all</u> hyperlink displays all party information in the case, including aliases. The <u>Collapse all</u> 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.
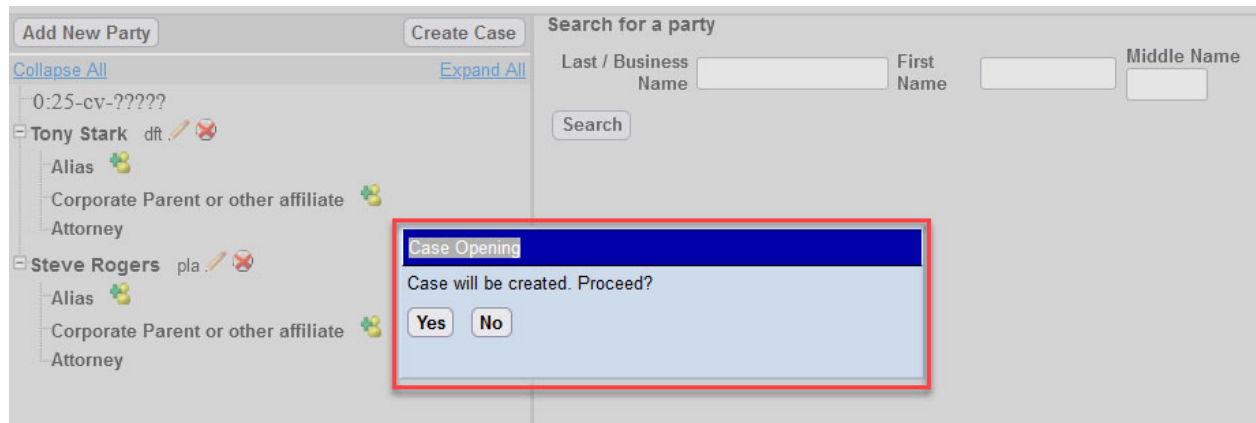
7. **Create Case**

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

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 25-11 has been opened.

CLICK HERE NOW TO DOCKET THE COMPLAINT OR OTHER INITIATING DOCUMENT!

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.

PART II   FILE INITIATING DOCUMENTS

IMPORTANT: Filing a Complaint or Notice of Removal in CM/ECF requires the electronic payment of a $405 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.
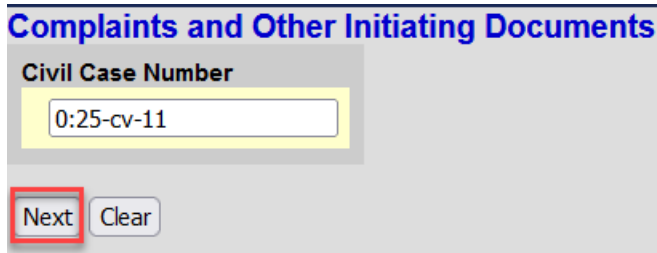
NOTE: When filing a new case on behalf of the USA or with an *Application to Proceed in District Court Without Prepaying Fees or Costs*, it is not necessary to submit a filing fee payment with the initiating document(s).

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

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 go to Civil Events>Initial Pleadings, Service, and Sealed Filings>Complaints and Other Initiating Documents.

1. The civil case number will populate, click **Next**. If the case number does not automatically populate, enter the case number given when the case was created. Click **Find this case**, then click **Next.**
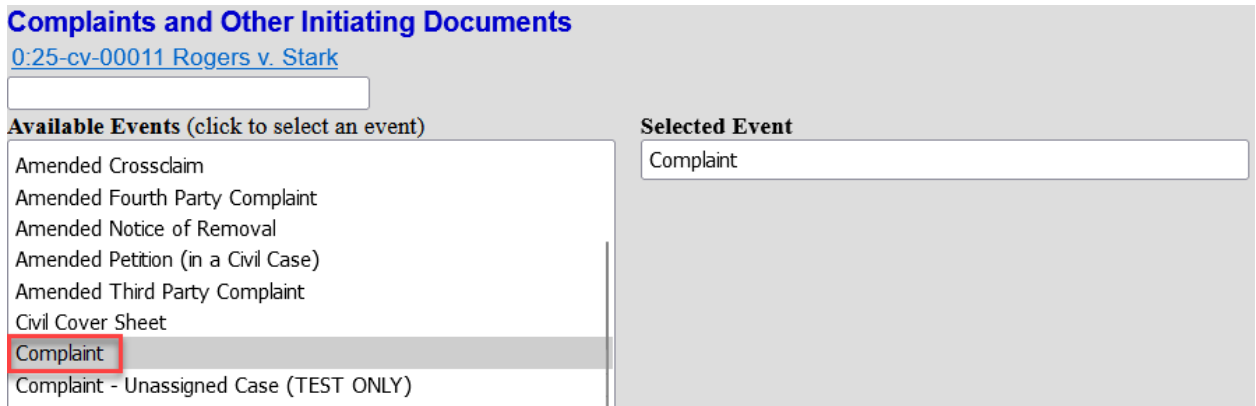
   Complaints and Other Initiating Documents

   Civil Case Number

   0:25-cv-11

   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
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   Available Events (click to select an event)   **Selected Event**

   Amended Crossclaim   Complaint
   Amended Fourth Party Complaint
   Amended Notice of Removal
   Amended Petition (in a Civil Case)
   Amended Third Party Complaint
   Civil Cover Sheet
   Complaint
   Complaint - Unassigned Case (TEST ONLY)

4. Select the Filer

Complaints and Other Initiating Documents
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Pick Filer			Select the filer.
Collapse All		Expand All	
Steve Rogers pla			**Select the Party:**
Tony Stark dft			Rogers, Steve [pla]
			Stark, Tony [dft]
			Next Clear 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.**

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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<*

☑ Steve Rogers (pty:pla) represented by Ann Kelsey-Lynnette (aty) ☐ Lead ☑ Notice

Note: if you uncheck Notice, you will NOT receive Notices of Electronic Filing (NEFs) in this case?

Next   Clear

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**.

Complaints and Other Initiating Documents

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Pick Party

Collapse All   Expand All

⊞ **Steve Rogers** pla
─ **Tony Stark** 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:**

Rogers, Steve [pla]
Stark, Tony [dft]

○ No Group
○ All Defendants
○ All Plaintiffs
○ All Parties

Next   Clear   New Party

7. Indicate whether the complaint should be sealed.

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SEAL this document as allowed by Local Rule 5.6?
○ No
○ Yes

Next   Clear

8. 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.

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

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*.

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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\ellingso\ | Browse... |

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

[Next] [Clear]

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*.

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

NOTE: All other documents, including the *Answer to Complaint*, may <u>not</u> 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 <u>individual</u> 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\ellingso\ [Browse...]

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

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

Complaints and Other Initiating Documents
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Name of other court [   ]

Case number in other court [   ]

Do you request the Clerk's Office to issue a summons?
○ Yes
○ No

[Next] [Clear]

Enter the name and court number from state court.

10. Requesting a Summons

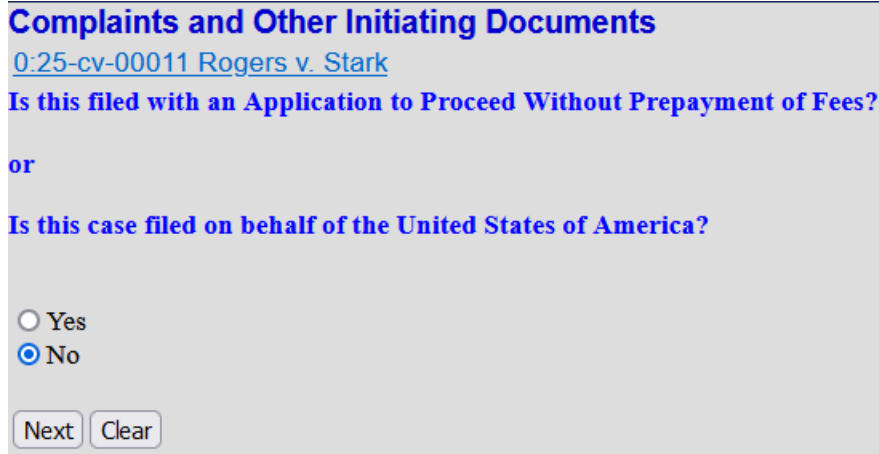**Complaints and Other Initiating Documents**
0:25-cv-00011 Rogers v. Stark

Do you request the Clerk's Office to issue a summons?
○ Yes
○ No

[Next] [Clear]

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

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

11. Pay the Filing Fee

Complaints and Other Initiating Documents
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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

Next Clear

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**.

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

13. CM/ECF will display the filing fee amount, which is $405 for a complaint or removal, and $5 for a petition for writ of habeas corpus. Click **Next.**

14. **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 $405 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.

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

a. Enter the required information and click **Next.**

Pay Filing Fee for Minnesota District Court (test)

* Required Information

Payment Amount

Amount Due *	$405.00

Select a Payment Method

○ VISA
Sam A Cardholder
XXXXXXXXXXXX1111
01/2027

○ **Enter a credit card**

● **Enter an ACH account**

ACH About ACH Debit

	Routing Number	Account Number	Check Number
	⑈123456789⑈	1234567890⑈	1234

Account Holder Name *	Andrea Hobbs	❓
Account Number *	1234567890	❓
Confirm Account Number *	1234567890	❓
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

b.   Confirm the email address, check the box authorizing the payment, and click **Next.**

Pay Filing Fee for Minnesota District Court (test)

Payment Summary

Payment Method

ACH

XXXXXX7890
291070001

Andrea Hobbs

Payment Details

Payment Amount	$405.00
Fee Type	Filing Fee

Email Receipt

Email	attymnd+38@gmail.com
Confirm Email	attymnd+38@gmail.com
Additional Email Addresses	

Authorization

☑ I authorize an electronic debit from my account for the amount above. *

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

Submit   Back   Cancel

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

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

Pay Filing Fee for Minnesota District Court (test)

* Required Information

Payment Amount

Amount Due *	**$405.00**

Select a Payment Method

○ VISA
Sam A Cardholder
XXXXXXXXXXXX1111
01/2027

● **Enter a credit card**

VISA MasterCard [American Express] DISCOVER

Account Holder Name *	Andrea Hobbs
Card Type *	Visa
Account Number *	4111111111111111
Card Expiration Date *	01 / 2025

☑ Use billing address

Address *	300 South Fourth Street
City *	Minneapolis
State *	Minnesota
Zip/Postal Code *	55415
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]

b. Confirm your email address, check the box to authorize the payment, and click **Submit.**

Pay Filing Fee for Minnesota District Court (test)

Payment Summary

Payment Method

VISA

XXXXXXXXXXX1111
01/2029

Andrea Hobbs
300 South Fourth Street
Minneapolis, MN
55415
USA

Payment Details

Payment Amount	$405.00
Fee Type	Filing Fee

Email Receipt

Email	attymnd+38@gmail.com
Confirm Email	attymnd+38@gmail.com
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.

[Submit] [Back] [Cancel]

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

15. 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 information screen will display. Review the information and click **Next.**

16. The following window will appear:

Complaints and Other Initiating Documents
0:25-cv-00011 Rogers v. Stark
Docket Text: Modify as Appropriate.
COMPLAINT [   ] against Tony Stark (filing fee $ 405, receipt number AMNXDC-326996) filed by Steve Rogers. Filer requests summons issued. (Hobbs, Andrea)

[Next] [Clear]

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

ELECTRONIC CIVIL CASE OPENING INSTRUCTIONS FOR ATTORNEYS

17. 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
0:25-cv-00011 Rogers v. Stark

Docket Text: Final Text
COMPLAINT against Tony Stark (filing fee $ 405, receipt number AMNXDC-326996) filed by Steve Rogers. Filer requests summons issued. (Hobbs, Andrea)

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 Document6.pdf   pages: 1

[Next] [Clear]

18. 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
0:25-cv-00011 Rogers v. Stark

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

Notice of Electronic Filing

The following transaction was entered by Hobbs, Andrea on 3/13/2025 at 4:13 PM CDT and filed on 3/13/2025
Case Name: Rogers v. Stark
Case Number: 0:25-cv-00011
Filer: Steve Rogers
Document Number: 1

Docket Text:
COMPLAINT against Tony Stark (filing fee $ 405, receipt number AMNXDC-326996) filed by Steve Rogers. Filer requests summons issued. (Hobbs, Andrea)

0:25-cv-00011 Notice has been electronically mailed to:

Andrea Hobbs   attymnd+38@gmail.com

0:25-cv-00011 Notice has been delivered by other means to:

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1051215216 [Date=3/13/2025] [FileNumber=301057-0]
[7e4176451795e04b5375da62e5a6248ca3e79112004828f3ede5eb044d9211618c3f
17438b5b358acfdbdeea2f18d08308e4fed96d5db7950684eb08b8b69b55]]

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.

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.

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 of Minnesota

Notice of Electronic Filing

The following transaction was entered on 3/13/2025 at 4:27 PM CDT and filed on 3/13/2025
Case Name: Rogers v. Stark
Case Number: 0:25-cv-00011-MJD-DJF
Filer:
Document Number: 2(No document attached)

Docket Text:
(Text-Only) CLERK'S NOTICE OF INITIAL CASE ASSIGNMENT. Case assigned to Judge Michael J. Davis per Civil Master list, referred to Magistrate Judge Dulce J. Foster. Please use case number 25-cv-11 MJD/DJF.

Notice: All Nongovernmental Corporate Parties must file a Rule 7.1 Corporate Disclosure Statement.

(MME)

0:25-cv-00011-MJD-DJF Notice has been electronically mailed to:

Andrea Hobbs   attymnd+38@gmail.com

0:25-cv-00011-MJD-DJF Notice has been delivered by other means to:

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*. **This can be found under Civil Events>Initial Pleadings, Service, and Sealed Filings>Service of Process**.

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*.