



WELCOME
to
CIVIL CASE OPENING BY ATTORNEYS
(Version v4.0.3 dated April 5, 2010)

This training aid is designed to provide step-by-step instruction for
Civil Case Opening for the Northern District of Florida.

CIVIL CASE OPENINGS BY ATTORNEYS

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CHAPTER 1

ATTORNEY CHECKLIST

Attorneys can open their own civil cases and file the initial document/pleading if ...

- (1) You will pay the required filing fee with a credit card over the internet;
- (2) The case is being filed *in forma pauperis*; or
- (3) The filing fee is waived.

NOTE: You **must** complete the **entire** process. **Never, never** hit the back button once you begin the process. **DO NOT** attempt to open the same case twice.

You **must** complete the following before Opening a New Civil Case

STEP 1 Read **all** instructions on Opening a New Civil Case. Do not open a new civil case unless you completely understand all of the instructions. Contact the Clerk's office for assistance if you have any questions.

STEP 2 Prepare **all** documents to file and convert to Adobe Acrobat PDF

- Initiating document
- Summon(es), if applicable
- Civil Cover Sheet (Filed separately, not as an attachment)

STEP 3 Have credit card available

STEP 4 Open civil case

- Enter all the statistical information
- Enter all the parties in **the exact order** listed on the complaint
- Change the party role type to the correct role (e.g. Plaintiff or Defendant)
- Do not add addresses, telephone numbers or e-mail information.

STEP 5 File initiating document

- Attach supporting documents to the complaint as a separate attachment (i.e., exhibits)
- Attach summons(es) as a separate attachment to the complaint

DO NOT ATTACH [Civil Cover Sheets](#), [Applications](#) or [motions to proceed in forma pauperis](#). These documents are to be filed as a separate entry.

STEP 6 File any additional documents using the appropriate event

- File a completed and **signed** civil cover sheet
- Motion for Temporary Restraining Order or Motion to Proceed *In forma Pauperis* (if applicable)

If you have any questions, concerns or experience problems during the process, please contact the Clerk's Office for assistance.

Clerk's Office Contact Numbers

Gainesville:	352-380-2400	(Eastern Time Zone)
Panama City:	850-769-4556	(Central Time Zone)
Pensacola:	850-435-8440	(Central Time Zone)
Tallahassee:	850-521-3501	(Eastern Time Zone)

CHAPTER 2 LOGIN TO CM/ECF

Enter your login name, password, client code (if applicable), click the check box that you have read the "Important Notice of Redaction Responsibility," and click the Login button to enter CM/ECF.

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.

<http://pacer.psc.uscourts.gov/privacy/cv.html>

The Northern District of Florida CM/ECF page is displayed. The Civil Case Opening event is under **Civil** on the Main Menu Bar. Click **Civil** on the blue menu bar to continue.

ECF **Civil** Criminal Query Reports Utilities Search Logout



**U.S. District Court
Northern District of Florida
Official Court Electronic Document Filing System**

The FLND Train Area now Contains Version 4.0.2

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the Northern District of Florida Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option listed below.

CHAPTER 3 CIVIL CASE OPENING AND STATISTICAL SCREEN

CIVIL CASE OPENING

Select **Open a Civil Case** from the Civil Events Menu. (See Figure 1)



Chapter 3 Figure 1 - Civil Case Opening

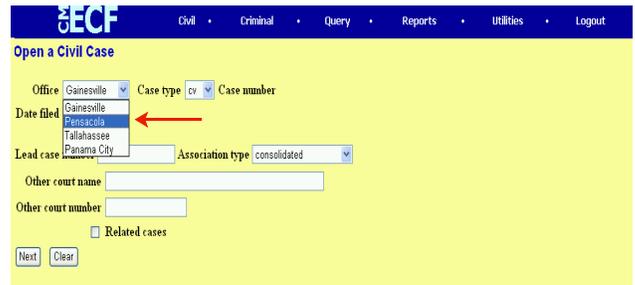
CASE OPENING SCREEN

Office Code:

The first step is to select the correct divisional office. (See Figure 2).

The office is determined by:

- 1) the county of the residence of first listed plaintiff (except in U.S. plaintiff cases,
- or
- 2) the county of residence of first listed defendant (In U.S. Plaintiff cases only)
- or
- 3) If neither 1 or 2 apply, the county in which the incident occurred occasioning the law suit.



Chapter 3 Figure 2 - Civil Case Opening Screen

Divisional offices are as follows:

- (1) **Pensacola Division is composed of the following counties:**
Escambia, Santa Rosa, Okaloosa, and Walton.
- (2) **Panama City Division is composed of the following counties:**
Jackson, Holmes, Washington, Bay, Calhoun, and Gulf.
- (3) **Tallahassee Division is composed of the following counties:**
Leon, Gadsden, Liberty, Franklin, Wakulla, Jefferson, Taylor, and Madison.
- (4) **Gainesville Division is composed of the following counties:**
Alachua, Lafayette, Dixie, Gilchrist, and Levy.

The Northern District of Florida has four divisions with each division assigned a leading number: Gainesville - 1; Pensacola - 3; Tallahassee - 4; Panama City - 5. The following is an example: 3:10cv14/RV/MD. The first digit (3:) is the division (Pensacola). The second digit is the year the case was filed (:10). The letters **cv** indicate that this is a civil case. The letters **cr** indicate that the case is a criminal case. The third digit (14) is the 14th case number assigned in the year 2010. The initials RV/MD are for the presiding Judge (Judge Roger Vinson) and the assigned Magistrate Judge (Magistrate Judge Miles Davis).

Case Type: cv - Civil Case or mc - Miscellaneous Case. (Figure 3 - If this a Notice of Removal from State Court enter the information in Other court name, the Other court number. Otherwise, leave these fields blank). Click Next Button to continue.

The screenshot shows the 'Open a Civil Case' form in the ECF system. The 'Case type' dropdown is open, showing 'cv' selected. The 'Other court number' field contains '2010 CA 001517-CA'. The 'Next' button is highlighted with a red arrow.

Chapter 3 - Figure 3 Case Type and Notice of Removal Information

STATISTICAL SCREEN

The statistical screen appears and displays multiple fields to enter new case information typically found on the Civil Cover Sheet (JS-44). Select from the options displayed from the pull down arrows or fill in the necessary fields.

The screenshot shows the 'Open a Civil Case' statistical screen. The 'Cause of action' field is '28:1331pi (28:1331 Fed. Question: Personal Injury)'. The 'Nature of suit' field is '362 (Personal Inj. Med. Malpractice)'. The 'Demand (\$000)' field is '100'. The 'Next' button is highlighted with a red arrow.

Chapter 3 - Figure 4 Statistical Screen

Jurisdiction: There are four options. The ECF system defaults to **3 (Federal Question)** because it is the most common. The Citizenship fields are not to be completed unless **#4 (Diversity)** was selected in the Jurisdiction field. If **4 (Diversity)** is the proper Jurisdiction, you will be required to complete the Citizenship fields for both Plaintiff and Defendant. **Do not use 5 (Local Question).**

Cause of Action - select the appropriate "Cause of Action" code from the drop-down list on the computer screen. This code should match Block VI - Cause of Action listed in the Civil Cover Sheet to be filed separately. The "Filter" is a shortcut to the cause of action selection. In this example 28:1331pi is typed in the "Filter" table. The correct cause of action is displayed. If this is not correct, click "Clear filter" to repeat the process and select the correct cause of action.

The close-up shows the 'Cause of action' dropdown menu selected, displaying '28:1331pi (28:1331 Fed. Question: Personal Injury)'. The 'Filter' field contains '28:1331pi'.

Chapter 3 Figure 5 - Cause of Action

Nature of Suit Code is located on the Civil Case Cover Sheet which you have already prepared with the Complaint. The Nature of Suit now has a filter feature. The “Filter” is a shortcut to the cause of action selection. In this example 315 is typed in the “Filter” table. The correct nature of suit is displayed. If this is not correct, click “Clear filter” to repeat the process and select the correct nature of suit.

Chapter 3 Figure 6 - Nature of Suit Code

Origin: There are only two options for Origin Code that are required: **1 (Original Proceeding)** - Filing an original Complaint and **2 (Removal from State Court)** - Filing a Notice of Removal. **Origin Codes 3, 4, 5, 6, 7, A, B, C, D, E are for COURT USE ONLY.**

Chapter 3 Figure 7 - Origin

Jury Demand: **n (None)** if plaintiff does not want a Jury Trial; **p (Plaintiff)** if plaintiff wants a Jury Trial.

If a **Notice of Removal** and the Jury Demand is known from the State Court proceeding: **b (Both)** if all parties demand a Jury **d (Defendant)** if only the defendant.

Chapter 3 Figure 8 - Jury Demand, Class Action, Demand \$, County, Fee, Fee Date

Class Action: 'n'o or 'y'es only **Demand:** Enter dollar amount (in thousands of dollars) being demanded. Example: \$100,000 = 100; (One million) - \$1,000,000 = \$1000

Arbitration Code - leave blank

County - Select the county corresponding with the Office Code on initial **Case Opening** screen (page 2).

Fee Status: **due (due)** For Court Use Only; **pd (Paid)** if being paid online with this filing **none (no fee required)** - for US Attorney use only; **fp (in forma pauperis)** if granted in State Court (Notice of Removal cases); **pend (IFP pending)** if submitting a motion to proceed in forma pauperis with filing; **wv (waived)** - for US Attorney use only

Fee Date: Do not change **Date Transfer:** Leave Blank

Click the Next button.

CHAPTER 4

PARTY SEARCH SCREEN AND ADDING PARTIES

PARTY SEARCH SCREEN

The Courts in the Northern District of Florida have 15+ years of data in the database. Many names and businesses may already exist. Therefore, first search for your party in several ways to avoid duplicate entries.

Search Strategies

CM/ECF searches are not key word searches but require exact text matches.

- All parties are to be in ALL CAPS only.
- When searching for parties, the more search clues you provide, the more likely you are to find the exact person you are searching for. For example, if you search for the last name of JOHNS, CM/ECF may return a list of a hundred parties with that last name or with similar names such as “JOHNSON.”
- When searching for parties, it may be necessary to conduct multiple searches.
 - First, search for the entire party's name (e.g., WORLD COMMUNICATIONS).
 - If that is not successful, you can search for part of the party's name (e.g., WORLD COMM or just WORLD).
 - The asterisk symbol (*) can be used as a wild card in order to search for words contained within a name.
 - A search for ***COMMUNICATIONS** would yield all party names in the database that contain the word “COMMUNICATIONS” but do not actually start with that word, e.g., WORLD COMMUNICATIONS.
 - A search for ***COMMUNICATIONS*** would yield all party names that contain “COMMUNICATIONS” but do not start or end with that word, e.g., WORD COMMUNICATIONS CENTRAL.

NOTE that the use of an asterisk at the end of the word, e.g., **COMMUNICATIONS***, is not required as the system automatically performs that function.

- An unsuccessful search for A & A Metals might be successful if you search without spaces (i.e., A&A METALS). On the other hand, an unsuccessful search for A&A METALS might be successful if you search with spaces (i.e., A & A METALS).

- Search by last name “DOE”, if you have parties referenced as “JANE DOE, JOHN DOE, DOE or DOES”.

Adding Parties

- Add parties to cases using names exactly as they appear on the complaint. When you search for parties, you may find them in the database. If so, then select the name from the list.
- If a party has a title, add the title in the “party text” box. Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma. **DO NOT add titles to the “Title” field.**

Party Title Tips

REMINDER: Titles should be added to the “Party Text” field.

1. The name of a party without the title will appear in docket text. This situation is desirable as title information is not required to appear within the docket text and causes the docket report to become longer and more costly to reproduce.
2. Titles will not appear on notices.
3. Titles will appear on the face of the docket report in ALL CAPS following the parties name as shown below:

JOSE GARZA, ADMINISTRATOR OF THE ESTATE OF SLYVIA GARZA

FLORIDA LIMESTONE, A FLORIDA CORPORATION

JANE M RUIZ, OFFICIAL ADMINISTRATOR OF LOTTERY WINNINGS

2. Selecting Existing Party Names from the List
 - If the party exists, highlight the name.
 - ◆ Do not duplicate exact party names in the database.
 - ◆ Only one name may be selected at a time in this window.
 - ◆ DO NOT insert Social Security numbers or tax identification numbers.
 - ◆ Alias name information may be added by selection of selecting the “Alias” button. The system does not limit the number of alias names associated with a party. Alias names should be added using the same formatting conventions as party names.
 - Next, select the party role from a drop down list showing available role types.
 - The Party Text field is reserved for extended descriptions of the party (i.e. A DELAWARE CORPORATION).
 - When done, click “Next”.

3. Adding New Names to the Database

- New names may be added by selecting “Create New Party” from the search display screen. The basic rule to follow for entry of information in CM/ECF is: Spell it out exactly as it appears on the pleading.
 - ◆ Make sure to select the applicable party role such as Plaintiff, Defendant, Petitioner, or Respondent.
 - ◆ If you find an existing party record in CM/ECF with an address, delete the address fields before accepting the Party Information screen.
 - ◆ As with any database, before entering information into CM/ECF, it is important to do a thorough search to be sure the same information has not been entered previously. Users should note that the results of a search will be in alphabetical order. However, please scroll through the whole list to determine if the party name is already in the database to avoid creating a duplicate party record.
 - ◆ Searches are conducted by entering at least two letters of the last name of a person -OR- the name of the business, municipality, organization, or agency. Remember, the information will be retrieved only as it was added to the system based upon how it appeared on the pleading and in accordance with these standards and conventions.

Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

- ◆ All names are to be added using ALL CAPS.

WALLACE D SMITH
UNITED SERVICES FIDELITY AND GUARANTY
- ◆ Use single spacing between all names and initials. **Do not use punctuation.**

J J JONES
SMITH INC
C W BRADFORD LTD
- ◆ When typing names that have upper and lower case letters or hyphens, do not insert spaces. Remember, ALL CAPS ONLY.

PATRICK MACDOUGAL
KATHLEEN O'BRIEN
MARY SMITH-BAKER
SHEILA BONO-COLLINS
WAL-MART
- ◆ **If an individual does not have a middle name, leave that field blank. Do not enter “NMN” (no middle name), or “NMI” (no middle initial).**

- ◆ If a party has multiple names such as ROBERT KRAMER JOHNS MARTIN, add the extra names in the Middle Name box.

Last name: MARTIN
Middle name: KRAMER JOHNS
First name: ROBERT

- ◆ Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names. Do not use the ampersand sign for “and” unless it is part of a company name on the petition or pleading.

B & D COMPANY
CAMERON & ASSOCIATES
J&J TRUCKING

Entering Spanish Surnames

The father’s surname, or in the case of a married woman, the husband’s surname, is always used as the control name.

JOSE RODOLFO RAMIREZ-VILLAREAL

First name: JOSE
Middle name: RODOLFO
Father’s surname: RAMIREZ
Mother’s surname: VILLAREAL

Enter: Last name: RAMIREZ-VILLAREAL
First name: JOSE
Middle name: RODOLFO

Married Spanish Female

LUCERO VILLEGAS DE RAMIREZ

The “DE” indicates that the woman is married. Consequently, the control name is her husband’s surname, “RAMIREZ”. **NOTE:** There are some exceptions when the “DE” is used to link two first names. See the following example:

First name: LUCERO
Middle name:
Father’s (her maiden) name: VILLEGAS
Husband’s surname: RAMIREZ
Enter: Last name: RAMIREZ-VILLEGAS DE
First name: LUCERO

Spanish speaking countries use the “DE”, “LA”, “LOS”, “DEL” to link two first names to make it into one name, e.g., MARIA **DE** JESUS, MARIA **DE** ACENCION, MARIA **DE LA** LUZ, MARIA **DE LOS** ANGELES, MARIA **DEL** ROSARIO, MARIA **DE** ATOCHE.

All the names linked with the **DE, LA, LOS, DEL**, mentioned above form one *first name*.

Abbreviations

States and Territories

AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AS	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	CM	N. Mariana Isl.
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	OR	Oregon
HI	Hawaii	TT	Palau
ID	Idaho	PA	Pennsylvania
IL	Illinois	PR	Puerto Rico
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
TT	Marshall Island	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MX	Mexico	WA	Washington
MI	Michigan	WV	West Virginia
TT	Micronesia	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

Geographic Directions

North = N
South = S
East = E
West = W

Northeast = NE
Southwest = SW
Southeast = SE
Northwest = NW

ADDING PARTIES

Begin adding parties by building the “participant tree” on the left hand side of your screen. The information on the right hand side or right hand pane is very similar to prior versions of CM/ECF when opening a civil case adding parties to the case. Begin adding the parties by first searching for the name of the first Plaintiff as listed on the complaint. Search the database for existing party names before adding new names. Add parties to the case using names **IN ALL CAPS** exactly as they appear on the complaint. In this example, we typed **JOHNSON, JOANNE**. Click the **Search** button. After you clicked on the search button, the system will look for any matches to your party name entry. A drop down window will display all names which match the entered search criteria. Scroll through the entire list to determine if the party name is already in the database to avoid creating a duplicate party record. If the system finds the correct name, select it to help eliminate different versions of the same party name. In our example, the party search located numerous entries for the entry of "JOHNSON." To select a name from the list (1) highlight the preferred name (**JOANNE JOHNSON**); (2) click the **Select Party** button.

The screenshot shows the 'Open a Civil Case' interface. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the tabs, there are buttons for 'Add New Party' and 'Create Case'. The search area has input fields for 'Last / Business Name' (JOHNSON), 'First Name' (JOANNE), and 'Middle Name'. A 'Search' button is located below these fields. The search results are displayed in a dropdown list, with 'JOHNSON, JOANNE' selected. Below the list are buttons for 'Select Party' and 'Create New Party'. Red arrows point to the search results list and the 'Select Party' button.

Chapter 4 Figure 1 Search for a party

When the name is selected from the list, a **Party Information** screen appears. This allows the user to enter pertinent party information.

The screenshot shows the 'Party Information' screen for 'JOANNE JOHNSON'. The role is set to 'Plaintiff (pla.pty)'. The screen contains various input fields for party details such as address, phone, and email. A red arrow points to the 'Add Party' button.

Chapter 4 Figure 2 - Party Information

Role: The role type defaults to **Defendant**. It is important to select the appropriate role type from the drop down menu on this screen. In this example, the role was changed to **Plaintiff**.

Do not add party address, telephone numbers or e-mail information. All information added on this screen will be accessible to the public.

Party Text: If a party has a title, add the title in the “party text” box (i.e. DR., SHERIFF OF ESCAMBIA COUNTY, or A FLORIDA CORPORATION, etc.) . Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma. **DO NOT add titles to the “Title” field.**

- Click the Add Party button.

If a match is not found, the results will display in a new window under **Search Results** which will be blank stating the “Search returned no results. Please try again or create a new party. In this case you would click the **Create New Party**. Complete the “Party Information” as described in the above steps on page 6.



Chapter 4 Figure 3 - Party Information Search

Continuing adding parties. In this example, the defendant SOUTHERN AIRLINES is added to the case. Highlight SOUTHERN AIRLINES and click the Select Party Button as shown in Figure 4.



Chapter 4 Figure 4 - Select Party

Chapter 4 Figure 5 - Add Party

Role: The role type defaults to **Defendant**. It is important to select the appropriate role type from the drop down menu on this screen. In the example as shown in Figure 5 above, the role is already filled by default to **Defendant**. Click the Add Party button.

Again, as stated above, do not add party address, phone or e-mail information. All information added on this screen will be accessible to the public.



To add an alias or corporate parent, click on the person icon  to the right of the category you would like to add for that party. Figure 6 below is an example is for adding a Corporate Parent.

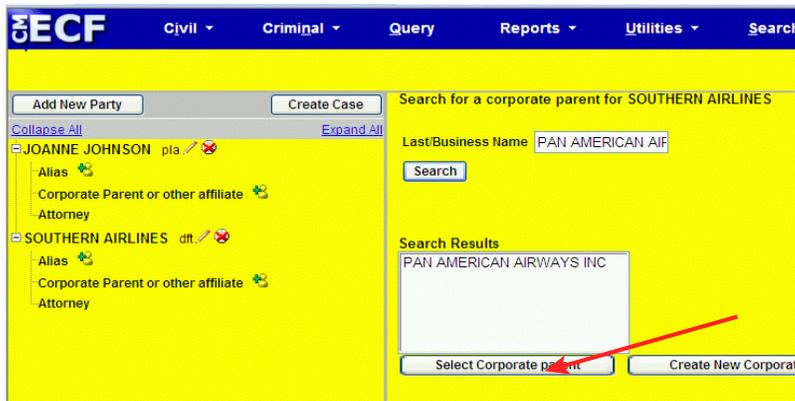
Chapter 4 Figure 6 - Corporate Parent

Begin searching for the name of the Corporate Parent for existing Corporate Parent Last/Business names before adding new names. Type the name **IN ALL CAPS** exactly as they appear on the complaint. In this example (Figure 7 on the next page), we typed **PAN AMERICAN AIRWAYS INC (Remember no punctuation, e. g. commas, periods at the end of INC)**. Click the **Search** button. After you clicked on the search button, the system will look for any matches to your party name entry. A drop down window will display all names which match the entered search criteria. Scroll through the entire list to determine if the party name is already in the database to avoid creating a duplicate party record. If the system finds the correct name, select it to help eliminate different versions of the same party name.



Chapter 4 - Figure 7 Search for a corporate parent

To select a name from the list (1) highlight the name ([PAN AMERICAN AIRWAYS INC](#)); (2) click the [Select Corporate Parent](#) button.



Chapter 4 - Figure 8 Select Corporate Parent

Next, select [Type](#) and then click [Add Corporate Parent](#).



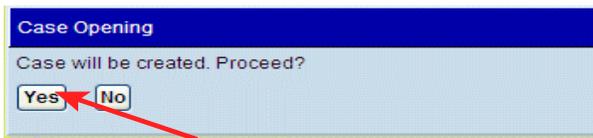
Chapter 4 - Figure 9 Add Corporate Parent

After **all** parties, alias, Corporate Parent or other affiliate have been entered, click on the **Create Case** button.



Chapter 4 Figure 10 - Create Case

The “**Case Opening - Case will be created. Proceed?**” Window will appear. Click on the “Yes” button to create the case (Figure 8).



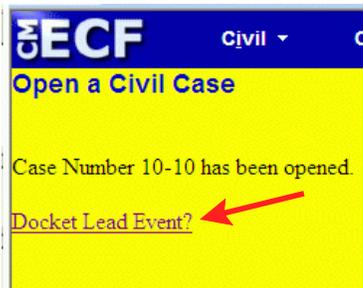
Chapter 4 Figure 11 - Case will be created. Proceed?

CHAPTER 5

CASE NUMBER ASSIGNMENT AND DOCKETING LEAD EVENT

The Civil Case is officially opened. A civil case number was automatically assigned when you clicked on the "Yes" button. This created the "Case Opening - Case will be created - Proceed?" window. Notice the "Case Number 10-10 has been opened" in Figure 1. This is the assigned case number. The Judge is automatically assigned after docketing the lead event.

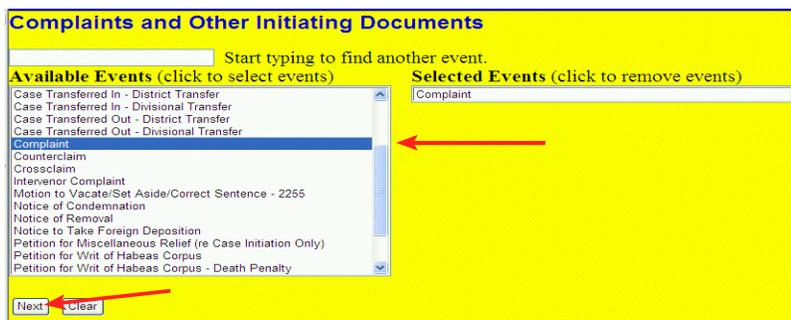
The final step in opening a new Civil Case is to Docket the "Lead Event." Click on the "**Docket Lead Event?**" hyperlink in Figure 1. This will allow the filer to electronically submit the initial pleading to the court.



Chapter 5 - Figure 1
Docket Lead Event?

DOCKETING LEAD EVENT

After you have clicked on the "**Docket Lead Event?**" hyperlinked, ECF takes the user to the Complaints and Other Initiating Documents screen. (The filer can also find this event listing under the main **CIVIL** event menu under Complaints and Other Initiating Documents.) Highlight the appropriate event and click on that event. This will place the event in the "Selected Events" table. Click **NEXT**. This example is for filing a **COMPLAINT**.



Chapter 5 - Figure 2 - Selecting the Event

The next screen is the case number. The system will default to the number just assigned. Click **Next**.



Chapter 5 - Figure 3

Anytime you see the next screen with the hyperlink of the case number, style of the case and a next button, the CM/ECF database is formulating data in the background. Click the next button to continue.



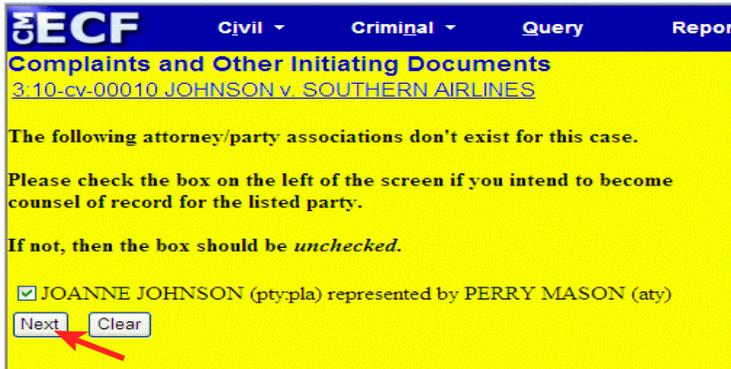
Chapter 5 - Figure 4

The next screen asks "Who is filing this complaint?" Highlight the plaintiff and click **Next**.



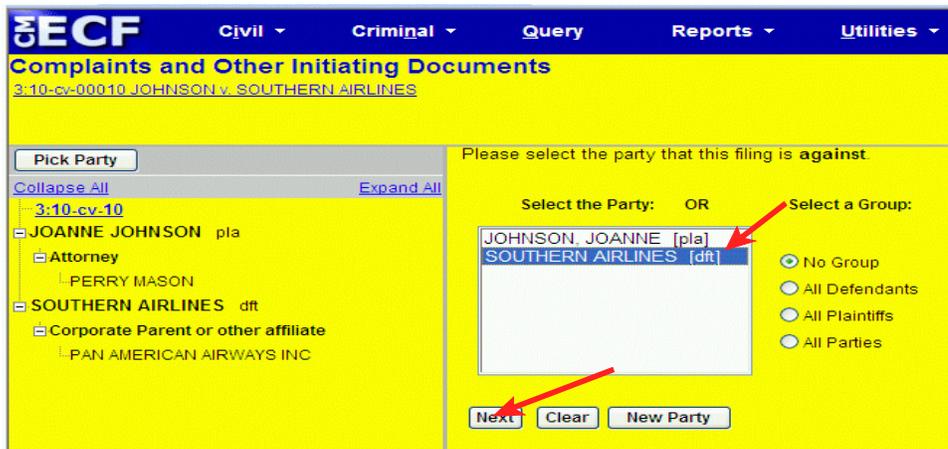
Chapter 5 - Figure 5 Select the filer

The next screen will require the filing attorney to associate themselves with the filing party. This ensures that notice of electronic filing will be served on the filing attorney for all parties indicated. **Leave the ✓Check** in the box. By doing this the filer is indicating that this party is being represented by the attorney currently logged into CM/ECF and filing this document.



Chapter 5 - Figure 6 Attorney/Party Association

"Who is the complaint filed against?" Select the party that this filing is **against**. Again, highlight the appropriate parties before continuing, then click the **Next** button.



Chapter 5 - Figure 7 Select the Party This Filing is Against

Multiple Defendants? By pressing the control key, and clicking on each defendant's name, multiple parties will be highlighted.

- If there are many defendants, the filer may simply click radio button for "ALL DEFENDANTS" from the "**Select a Group**" list on the right side of the party listing. This saves scrolling through a large list of names to identify multiple parties and guarantees all defendants are selected.

Now that all parties are added and the plaintiffs/defendants identified, the filer may continue uploading the complaint. The filer "**Browses**" their own computer hard-drive or network to locate the PDF file that is the complaint to be filed.

- Click Browse to begin searching.

ECF Civil Criminal Query Reports Utilities Search

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A description must be entered for each attachment added. You may select a category, but it is not required.
Select the pdf document and any attachments.

Main Document
F:\DOCS\CMECF\Dist_PDF_Docs\Compl

Attachments	Category	Description
1. F:\DOCS\CMECF\Dist_PDF_Docs\Summ <input type="button" value="Browse..."/>	<input type="text"/>	SUMMONS FOR SOUTHERN AIRLINES <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Chapter 5 - Figure 8 Filing the Main Document and Attachment(s)

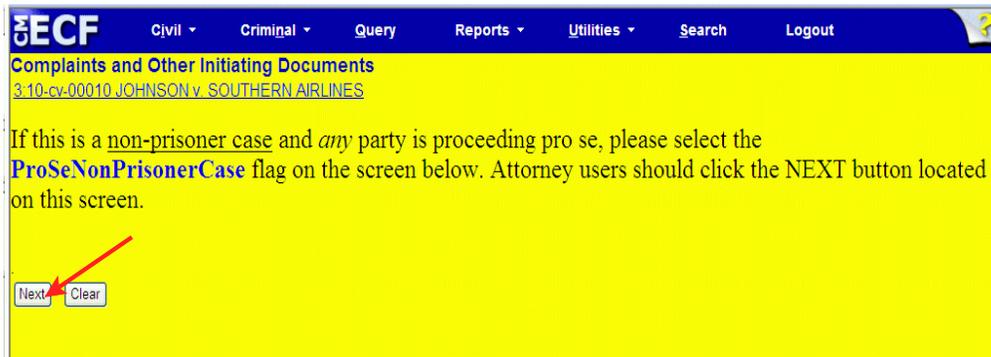
Note: For a Summons and Civil Cover Sheet in Adobe PDF format which contains interactive form fields go to the Northern District of Florida website www.flnd.uscourts.gov under Forms & Publications/Attorneys.

- Once the complaint is added in this field, the user must attach the completed **Summons(es)** for each defendant in the case. The filer "Browses" again to locate the PDF file for the summons to be issued (this example shows Summons for Southern Airlines) A description must be entered for each attachment added.
- The filer "Browses" again to locate the PDF file for any attachments that will filed with the complaint. When finished entering all attachments, click on the Next button.

Summons(es) are to be prepared for each defendant, ready for issuance by the court and included as the last attachments to the complaint. When the court performs the quality assurance review, the summons will be sent to the filer electronically by the Court via the docketing/NEF.

The completed Civil Case Cover Sheet (JS-44) is to be filed as a separate pleading. This will allow the Court to perform the quality assurance review.

ProSeNonPrisonerCase flag. Attorneys are to ignore this screen and click the next button. The Civil Case Manager will place this flag in the case, if any of the parties are pro se, at the appropriate time.

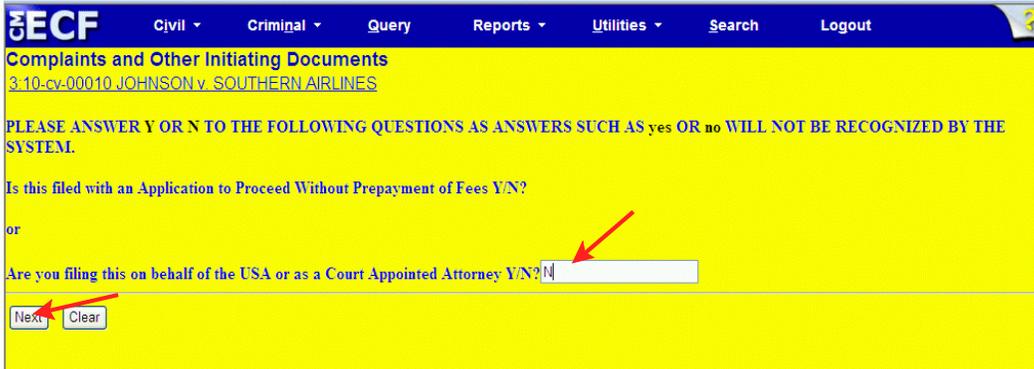


Chapter 5 - Figure 9 ProSeNonPrisoner Case Flag

CHAPTER 6 PAYING FILING FEES ON-LINE

PAYING THE FILING FEES or PROCEEDING IN FORMA PAUPERIS

In the initial Case Opening, the user indicates if the filing fee status is "**Paid**", or if the filer is wishing to proceed **In Forma Pauperis**. On this screen the filer is asked this question again.



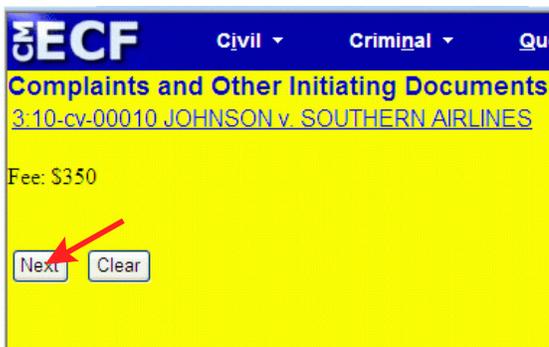
Chapter 6 - Figure 1 IFP or on behalf of USA screen

y = YES When the filer indicates that an Application to Proceed In Forma Pauperis accompanies this transaction, the filing fee payment screens are skipped. The filer is allowed to proceed with the final steps of submitting the initial lead document without entering credit card information.

- If the filer indicates that an Application to Proceed In Forma Pauperis is included, at the completion of this transaction, the filer must return to the **Civil Events List** and select **Motions/Applications** to file the Motion for In Forma Pauperis.
- The Application to Proceed In Forma Pauperis is **never** an attachment to the lead document. It is filed separately.

n = NO If the filer indicates no application for in forma pauperis is included, the **Pay.Gov** screens will load providing the filer an opportunity to pay the filing fees online.

The next screen shows the Fee: \$350. Click the next button.



Chapter 6 - Figure 2 Filing Fee \$350

PAYING FILING FEES ON-LINE

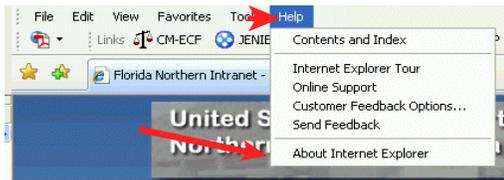
During the docketing of an event where a filing fee is payable, the online payment feature of the ECF system is designed so that the ECF filer is prompted to pay the filing fee by credit card as part of the docketing process.

Your Internet Browser Must have 128-Bit Encryption

To successfully use the online payment feature of the ECF system, your browser must have 128-bit encryption. Pay.gov uses 128-bit SSL encryption to protect your transaction information. If you are using Microsoft Internet Explorer (IE) or Mozilla Firefox 3.0 as your browser, follow the instructions below to determine if your browser supports 128-bit encryption. Mozilla Firefox version 3.0, or higher, has the necessary encryption to support the online payment feature of the ECF system. **Do Not use Netscape Navigator/Communicator.**

Microsoft Internet Explorer (6.0 and 7.0) and Mozilla Firefox (3.0)

1. Click on the "Help" tab on your menu bar at the top of the screen.
2. Scroll down and select "About Internet Explorer"



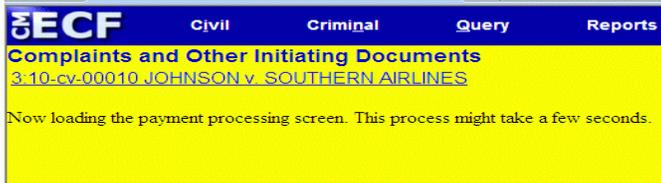
Chapter 6 Figure 3 About Internet Explorer

3. A small window appears in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser(either 40-bit, 56-bit, or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it does not indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.



Chapter 6 Figure 4 - 128-bit encryption

After you click on the next button for the \$350.00 filing fee, you will see the screen below which states, "Now loading the payment processing screen. This process might take a few seconds."



Chapter 6 - Figure 5 Loading payment processing screen

Screen 1: Enter Payment Information

This is the first screen of the Pay.Gov process. There are two screens. Note that all fields marked with the red asterisk (*) are required to be completed.

A screenshot of the 'Step 1: Enter Payment Information' screen on the ECF website. The page title is 'Online Payment' with a 'Return to your originating application' link. The main heading is 'Step 1: Enter Payment Information' with a '1 | 2' indicator. Below the heading, it says 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk *'. The form fields include: 'Account Holder Name' (perry mason), 'Payment Amount' (\$350.00), 'Billing Address' (123 Easy Street), 'Billing Address 2', 'City' (Della), 'State / Province' (Florida - FL), 'Zip / Postal Code' (32222), 'Country' (United States), 'Card Type' (Master Card), 'Card Number' (55555555555544), 'Security Code' (998), and 'Expiration Date' (11 / 2007). There are logos for VISA, MasterCard, AMEX, Discover, and American Express. At the bottom, there are two buttons: 'Continue with Plastic Card Payment' and 'Cancel'. A note at the bottom of the form area reads: '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.'

Chapter 6 Figure 6 - Online Payment Screen 1

1. Verify that the billing information is correct and matches the billing address for your card. All fields designated with an asterisk are required fields. Account Holder Name, Billing Address, Country, Card Type, Card Number, Security Code, and Expiration Date are required fields.

If you do not enter information in all required fields, a prompt similar to the one shown below appears. The prompt identifies the field(s) you failed to complete.



Chapter 6 Figure 7 - Failed to complete screen

2. Select the appropriate Card Type (Visa, MC, American Express, Diners Club, or Discovery) from the drop-down manual. **(Required)**.
3. Enter the Card Number **(Required)**. Do not use spaces or dashes when entering the number.
4. Enter the Security Code **(Required)**. If you have trouble determining the security code on your card, click the "Help finding your security code" link provided next to the Security Code field.

Beginning Feb. 1, 2007, Pay.gov will provide the judiciary an additional edit on the data submitted by attorneys. Pay.gov will validate the security code entered with the card number supplied by the attorney. The security code is the three-digit number that generally appears on the back of a credit card in the account holder signature box.

If the credit card number and security code do not match the values on file with the bank or Pay.gov, the user will receive an error message, such as:

The card security code is invalid, please re-enter the card security code.

This validation will reduce the potential for attorneys to submit transactions with transposed credit card numbers; the receipt of an error message from Pay.gov will prevent the attorney from proceeding, unless a correct security code is entered. As a result, if the Pay.gov transaction fails, the user is unable to continue with the CM/ECF transaction.

5. Enter Expiration Date **(Required)**
6. Once you have entered all of the required payment information, click "Continue with Plastic Card Payment."

Things to remember:

- The Account Holder does not need to be the same as the attorney filer. For example: the credit card being used could be that of the law firm.
- This is a secure site. **Pay.Gov** remembers the credit card information. The next time a filing fee payment is required, these fields will already be filled in and only require verification of the information.
- The payment goes directly from this screen to the United States Treasury. All transactions are reviewed by the Court, so the user will be notified of any discrepancies or problems.

Screen 2: Authorize Payment

Once you click the “Continue with Plastic Card Payment” button, the **Authorize Payment** screen is displayed as shown below.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: perry mason 123 Easy Street Billing Address 2: City: Della State / Province: FL Zip / Postal Code: 32222 Country: USA	Card Type: Master Card Card Number: *****4444 Expiration Date: 11 / 2007	Payment Amount: \$350.00 Transaction Date and Time: 05/07/2007 14:14 EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address:
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Chapter 6 Figure 8 - Online Payment screen 2

The E-Mail confirmation receipt does not need to be the same e-mail address as the attorney filer. Example: the user may wish the credit card receipt be e-mailed to the finance office.

Note that the e-mail address is not a required field. If it is left blank, no e-mail receipt will be generated.

Check ✓ the box at the end of “I authorize a charge to my card account for the above amount with my card issuer agreement .” This is a required field. If you do not ✓ the box, you will receive an error message, and you will not be able to continue with payment processing and Pay.Gov will return to this screen until the authorization is marked. The final payment screen provides the filer with an opportunity to authorize the payment. Again, all the required fields are indicated with an asterisk. The Authorization Box must be checked to continue. **IMPORTANT:** Do **NOT** double-click the “Submit Payment” button. Double-clicking this button may result in a duplicate charge to your card. After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in the credit card being charged with no record of your entry on the docket.

CHAPTER 7 FINAL STEPS NOTICE OF ELECTRONIC FILING (NEF) JUDGE ASSIGNMENT

Once the payment screens have been completed, the filer will be provided the last two screens to verify their documents and file them with the court. **REMINDER**, never hit the back button or abort the filing of the lead document once you have completed the payment screens. If you try to start over again filing the lead document, your credit card will be billed twice.

On the **Docket Text Modification** screen the user may add any additional information necessary to the docket text. The text box will accept up to 256 characters.

ECF Civil Criminal Query Reports Utilities Search Logou

Complaints and Other Initiating Documents
[3:10-cv-00010 JOHNSON v. SOUTHERN AIRLINES](#)

Docket Text: Modify as Appropriate.

COMPLAINT [REDACTED] against SOUTHERN AIRLINES (Filing fee \$ 350 receipt number 1129-1460191.) , filed by JOANNE JOHNSON. (Attachments: # (1) SUMMONS FOR SOUTHERN AIRLINES) (MASON, PERRY)

Next Clear

Chapter 7 - Figure 1 Docket Text: Modify as Appropriate

The **Final Text** screen is the last chance for the filer to review. Once the **NEXT** button is clicked, the filing is electronically submitted to the court. Two new additions to the Final Text screen are the “Have you redacted?” and the “*Source Document Path (for confirmation only)*.” These are additional reminders asking if the documents you are filing are properly redacted in accordance with the Judicial Privacy Policies. Also, the Source Document Path list the number of pages in the document(s) you are filing. If there is any doubt as to either of these questions, it is suggested you verify that the documents are redacted, if required, and that the documents you are filing are in fact the correct document(s).

ECF Civil Criminal Query Reports Utilities Search Logou

Complaints and Other Initiating Documents
[3:10-cv-00010 JOHNSON v. SOUTHERN AIRLINES](#)

Docket Text: Final Text

COMPLAINT against SOUTHERN AIRLINES (Filing fee \$ 350 receipt number 1129-1460191.) , filed by JOANNE JOHNSON. (Attachments: # (1) SUMMONS FOR SOUTHERN AIRLINES) (MASON, PERRY)

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):
F:\DOCS\CMECF\Dist_PDF_Docs\Complaint.pdf pages: 1
F:\DOCS\CMECF\Dist_PDF_Docs\Summons.pdf pages: 1

Next Clear

Chapter 7 - Figure 2 Docket Text: Final Text

NOTICE OF ELECTRONIC FILING/JUDGE ASSIGNMENT

The Notice of Electronic Filing is received by the user which constitutes the filing receipt for this transaction. Notice the Judge(s) Assigned: M. CASEY RODGERS (presiding, ELIZABETH M TIMOTHY (referral). The Judge(s) are assigned after the filing of the lead document.

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents
[3:10-cv-00010 JOHNSON v. SOUTHERN AIRLINES](#)

U.S. District Court
Northern District of Florida

Notice of Electronic Filing

The following transaction was entered by MASON, PERRY on 3/29/2010 at 1:50 PM CDT and filed on 3/29/2010

Case Name: JOHNSON v. SOUTHERN AIRLINES
Case Number: [3:10-cv-00010-MCR-EMT](#)
Filer: JOANNE JOHNSON
Document Number: 1
Judges(s) Assigned: M CASEY RODGERS (presiding), ELIZABETH M TIMOTHY (referral)

Docket Text:
COMPLAINT against SOUTHERN AIRLINES (Filing fee \$ 350 receipt number 1129-1460191.), filed by JOANNE JOHNSON. (Attachments: # (1) SUMMONS FOR SOUTHERN AIRLINES) (MASON, PERRY)

3:10-cv-00010-MCR-EMT Notice has been electronically mailed to:
PERRY MASON jerry_marbut@fnd.uscourts.gov, lisa_james@fnd.uscourts.gov

3:10-cv-00010-MCR-EMT Notice will be mailed via USPS and will NOT be electronically mailed to:

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047052653 [Date=3/29/2010] [FileNumber=2603811-0] [413c156d8d8f726d21f6f605169ab2236f9ff3dd255fbc2acad000a3af6322bde9e4f1fe6cd4b4b5e452c2fa9bb3fdb175b705d334c0562e28f647fae5513c7c]]
Document description: SUMMONS FOR SOUTHERN AIRLINES

Done Internet

Chapter 7 - Figure 3 Notice of Electronic Filing (NEF)

CHAPTER 8 INTERNET PAYMENT HISTORY

Click **UTILITIES** on the Main ECF Menu bar. From this menu select Internet Payment History as shown in Figure 1 below.



Chapter 8 - Figure 1 - Select Utilities >Internet Payment History

ECF will allow the user to select a date range. The report reflects all the credit card transactions during the specific date range as shown below in Figure 2.



Chapter 8 - Figure 2 Select date range

The report provides dates, times of day, transaction description, amount and receipt number from the selected date range as displayed in Figure 3. There are no PACER costs charged for this report.

U.S. District Court Northern District of Florida Internet Payment History for MASON, PERRY 2/28/2010 to 3/30/2010					
Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
3:10-cv-00007-MCR-EMT	2010-03-29 10:43:28	Complaint(3:10-cv-00007-MCR-EMT) [cmp cmp] (350.00)	CreditCard	1129-1460184	\$ 350.00
3:10-cv-00007-MCR-EMT	2010-03-29 10:56:31	Complaint(3:10-cv-00007-MCR-EMT) [cmp cmp] (350.00)	CreditCard	1129-1460186	\$ 350.00
3:10-cv-00010-MCR-EMT	2010-03-29 13:47:57	Complaint(3:10-cv-00010) [cmp cmp] (350.00)	CreditCard	1129-1460191	\$ 350.00
3:10-cr-00001-RV	2010-03-30 08:35:24	Notice of Appeal - Final Judgment(3:10-cr-00001-RV) [appeal-cr ntcapp] (455.00)	CreditCard	1129-1460220	\$ 455.00

Chapter 8 - Figure 3 - Internet Payment History Report for Attorney Perry Mason