Civil Case Opening By Attorneys

NextGen CM/ECF Release 1.1.1.1

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

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I. Introduction

The United States District Court for the Northern District of Florida requires attorneys to file documents with the court using a system called Case Management/Electronic Case Files or CM/ECF. This easy-to-use system allows attorneys to file documents directly with the court over the Internet and allows courts to file, store, and manage their case files in an easy-to-access, transparent way. This manual incorporates the court's policies and procedures for electronic filing into instructions on how to open cases in this district. Additional information may be found on the court's internet web site located at **www.flnd.uscourts.gov**.

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

1) the required filing fee is paid with a credit card over the internet;
2) the case is being filed *in forma pauperis*; or
3) the filing fee is waived.

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

II. Attorney Checklist

All attorneys must complete the following steps 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 a valid credit or debit card (VISA, MasterCard, American Express, Discover) to pay the required filing fee, if one is due.

- ❑ **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
  - File a Motion for Temporary Restraining Order or Motion to Proceed In forma Pauperis (if applicable)

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

III. Opening a Civil Case

To file a new civil case using CM/ECF, follow the steps outlined in this section.

1. Go to **PACER**. Click on **EFILE** and then select Court Links. Find Florida Northern District Court and click on our link. Enter your **Username**, **Password** and **Client Code** (if applicable). Click [Login] to continue. Click the check box that you have read the "Important Notice of Redaction Responsibility," and click [Continue]. See Figure 3.1.

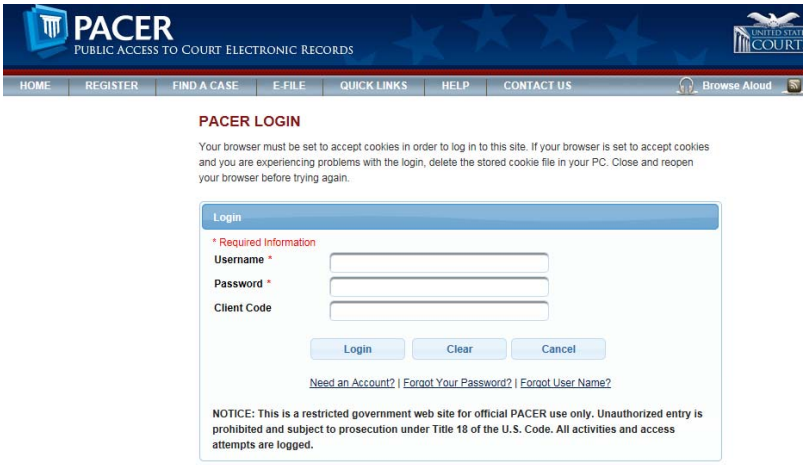

Figure 3.1

2. The Northern District of Florida CM/ECF page is displayed. Select **Civil** on the main menu bar to continue. See Figure 3.2.

Figure 3.2

3. Select **Open Civil Case** from the Civil Events Menu. See Figure 3.3.

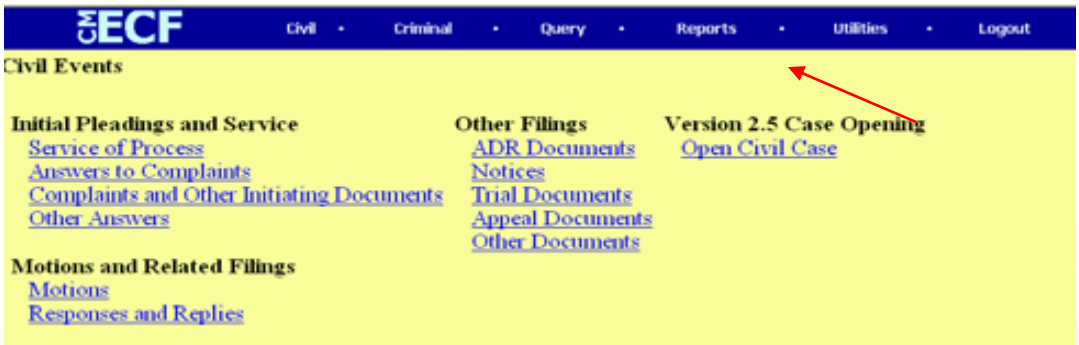

Figure 3.3

4. The Open a Civil Case Screen is displayed. Select the appropriate divisional **Office** from the drop-down list. See Figure 3.4.

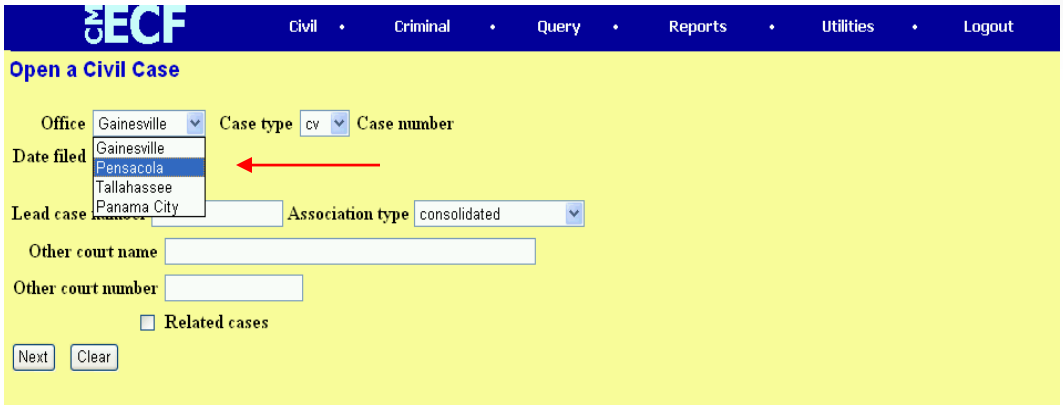

Figure 3.4

The divisional **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.

The Northern District of Florida has four divisions with each division assigned a leading number as follows:

1) Gainesville Division (1) is composed of the following counties: Alachua, Dixie, Gilchrist, Lafayette and Levy.

2) Panama City Division (5) is composed of the following counties: Bay, Calhoun, Gulf, Holmes, Jackson and Washington.

3) Pensacola Division (3) is composed of the following counties: Escambia, Okaloosa, Santa Rosa and Walton.

4) Tallahassee Division (4) is composed of the following counties: Gadsden, Franklin, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla.

NOTE: It is critical that you select the appropriate divisional office, as an error will delay your case.

5. The **Lead case number and Association type** fields are for internal use only. Do not enter information in these field. See Figure 3.5.

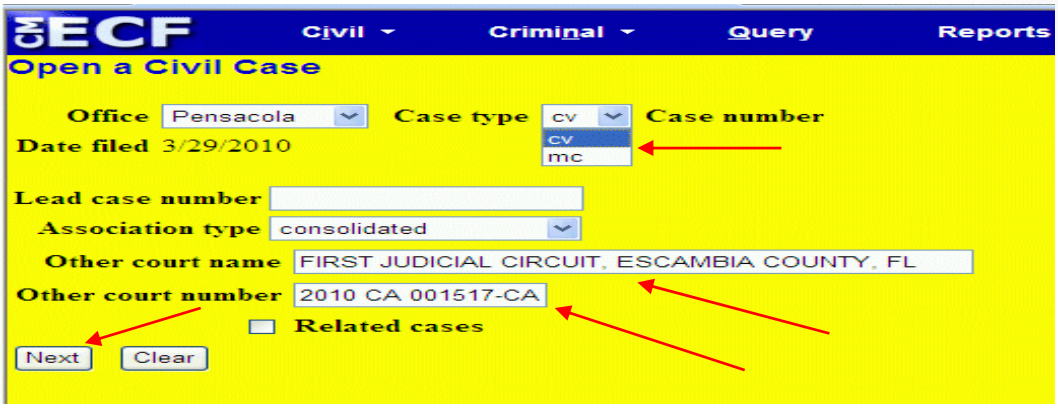

Figure 3.5

5. If filing a Notice of Removal from state court, enter the court name in the **Other court name** field. Enter the case number from the other court in the **Other court number** field. See Figure 3.5.

6. Do not check the **Related cases** box and click [Next] to continue. See Figure 3.5.

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. See Figure 3.6.

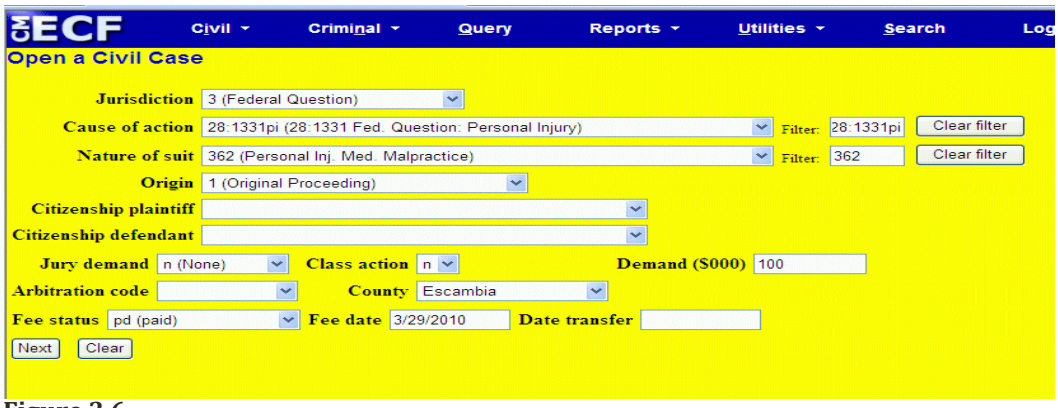

Figure 3.6

7. Enter the appropriate **Jurisdiction** code**.** There are four options [1 (U.S. Government Plaintiff); 2 (U.S. Government Defendant); 3 (Federal Question); and 4 (Diversity)]. The CM/ECF system defaults to code 3 (Federal Question) because it is the most common. See Figure 3.6.

If there is more than one basis for jurisdiction, select the basis for jurisdiction by giving precedence in the following order.

1) U.S. Government Plaintiff - Jurisdiction based on 28 U.S.C. §1345 and §1348. Suits by agencies and officers of the United States are included.
2) U.S. Government Defendant - The plaintiff is suing the United States, its officers or agencies.
3) Federal Question - Suits brought under 28 U.S.C. §1331, where jurisdiction arises under the Constitution of the United States, an amendment to the Constitution, an act of Congress, or a treaty of the United States.
4) Diversity of Citizenship - Suits brought under 28 U.S.C. §1332, where parties are citizens or businesses of different states or countries. Citizenship for plaintiff and defendant must be entered in the corresponding fields. See Figure 9.
5) Local Question - **This option is not currently used. Do not select this option.**

8. Select the appropriate **Cause of Action** code from the "Cause of Action" code from the drop-down list on the 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. See Figure 3.7.

Figure 3.7

9. Select the appropriate **Nature of Suit** code is located on the Civil Case Cover Sheet which you have already prepared with the Complaint. The Nature of Suit 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. See Figure 3.8.

Figure 3.8

10. Select the correct **Origin** code. When entering an **Origin** code, choose 1 (Original Proceeding) unless you are filing a Notice of Removal, in which case, choose 2 (Removal from State Court). All other options are for internal use only. See Figure 3.9.

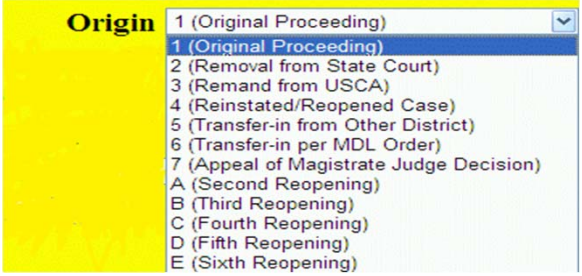

Figure 3.9

11. If jurisdiction (see Figure 3.6, page 5) is based on code 4 (Diversity), enter **Citizenship plaintiff** and **Citizenship defendant. Otherwise, skip this step.** See Figure 3.10.

Figure 3.10

12. If no jury demand has been made, leave the **Jury demand** field at its default of "n" (None). If you are making a jury demand in your complaint, or if a jury demand was made in the state court action, choose the appropriate code to indicate whether the jury demand was made by the defendant, plaintiff, or both. See Figure 3.11.

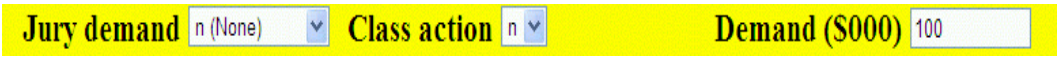

Figure 3.11

13. If you are requesting class action certification, change the **Class Action** field from "n" to "y". If applicable, enter the monetary **Demand ($000)** of the plaintiff. This must be entered in thousands, rounded to the nearest thousand dollars. For example, if the demand is for $99,900, enter "100". Do not include the dollar sign. See Figure 3.11.

14. Leave the **Arbitration code** blank. With the exception of a case in which jurisdiction is based on the plaintiff being the United States, in the **County** field, enter the name of the county where the first listed plaintiff resides at the time of filing. In U.S. plaintiff cases, enter the name of the county in which the first listed defendant resides at the time of filing. This county should correspond with the Office code on the initial case opening screen (page 5). See Figure 3.12.

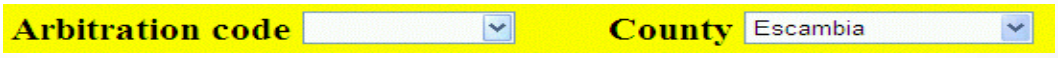

Figure 3.12

15. If the case filing fee is being paid online with this filing, leave the **Fee status** field at its default of "pd (paid)". If submitting a motion to proceed in forma pauperis with filing, change the Fee status field to "pend (IFP pending)". Change the Fee status field to "fp (in forma pauperis)" if granted in State Court (Notice of Removal cases). All other selections are for internal use only. Leave the **Fee date** and **Date transfer** fields blank. See Figure 3.13.

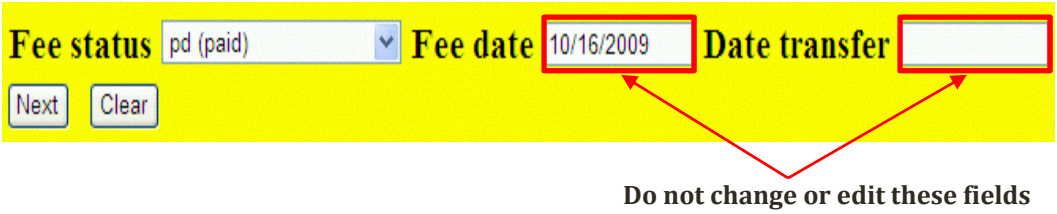

Figure 3.13

16. After selecting or entering all of the required information on the Open a Civil Case screen, click [Next]. See Figure 3.14.

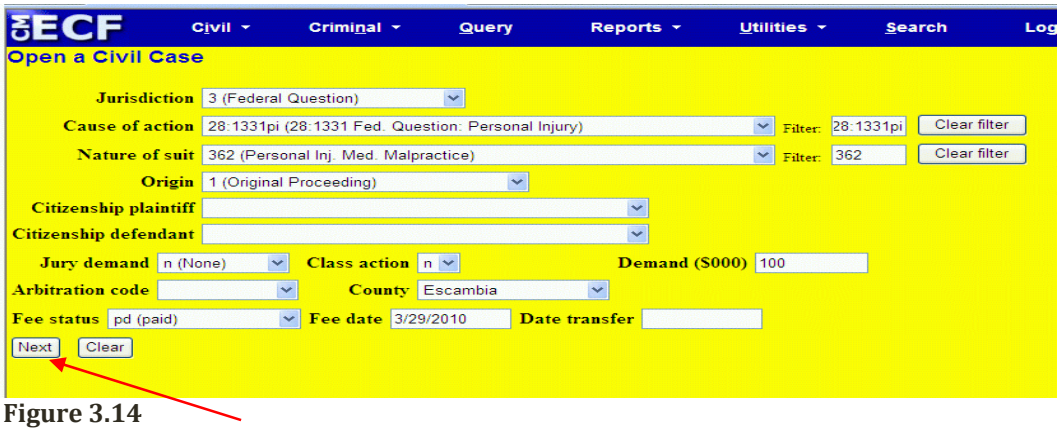

Figure 3.14

IV. Adding a Party

The Courts in the Northern District of Florida have an extensive list of names and businesses stored in the CM/ECF database. To avoid duplicate entries, search the database for existing party names before adding a new name. The Party Search screen will appear. Notice the screen is divided into two sections. The left pane displays the case participant tree. The right pane displays the search for a party function. If the party has previously been involved in litigation in this district, the name will already exist in the database. See Figure 4.1.

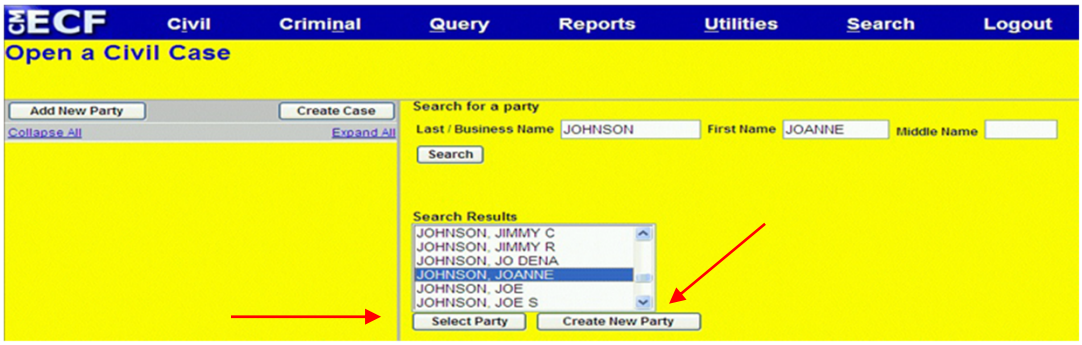

Figure 4.1

If a match is not found, no results will display in the window. See Figure 4.2. In this case, click [Create New Party]. Enter the name of the individual or the business name in ALL CAPS exactly as they appear on the complaint. Proceed to steps 3, 4 and 5. To search for the name of a party, follow the steps outlined below.

Figure 4.2

1. Enter the name of the individual or the business name in ALL CAPS exactly as they appear on the complaint in the **Last/Business Name** and **First Name** field(s). For example, you may enter the name "**JOANNE JOHNSON"** and click [Search]. 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. See Figure 4.1.

   See Appendix for information on the following: Search Strategies, Style Conventions for Names, Entering Spanish Surnames, Married Spanish Female, abbreviations for State, Territories and Geographic Directions.

2. 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 name of the party is found in the **Party search results**, highlight the name and click [Select Party]. Only one name may be selected at a time. See Figure 4.1.

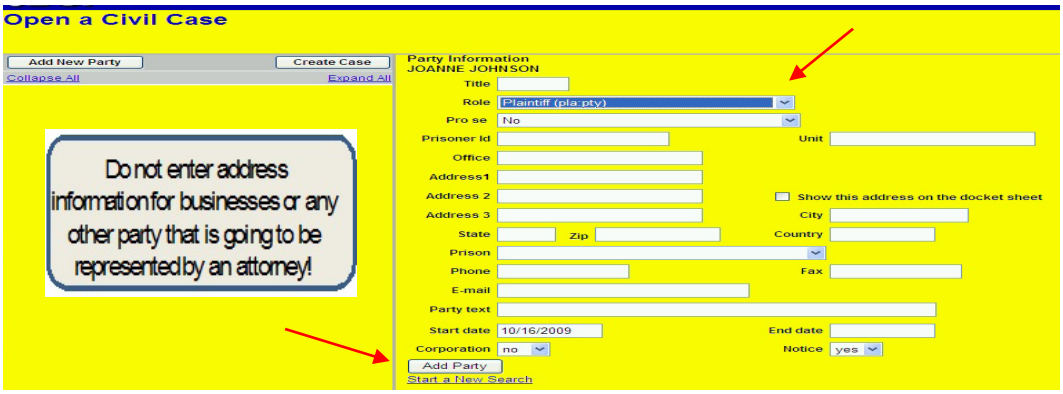

Figure 4.3

When a name is selected from the list, a **Party Information** screen appears. This screen allows the user to enter pertinent party information. See Figure 4.3.

3. Identify the **Role** of the party in the case**.** Click on the drop down arrow next to the **Role** field and select the appropriate party role. The Role defaults to Defendant. In this example, the role was changed **Plaintiff**. See Figure 4.3.

   Do not add party address, telephone numbers or e-mail information for businesses or any other party that is going to be represented by an attorney. Information added on this screen will be accessible to the public. **Do not insert Social Security numbers or tax identification numbers.**

4. If a party has a title, add the title in the **Party text** field**.** 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 in the "Title" field.**

5. Click the [Add Party] button at the bottom of the screen to add the party or click the **Start a New Search** link to clear the screen and begin a new party search. See Figure 4.3.

   The Search for a party screen appears again and JOANNE JOHNSON and her role type now appear in the participant tree. See Figure 4.4 (next page).

Figure 4.4

6. After searching for, selecting, and adding a filer, the filer's name appears in the participant tree and is added to the party pick list. You can either:
   - edit the party information by clicking on the pencil "edit" icon;
   - delete the party by clicking on the red X "delete" icon;
   - add an alias by clicking on the "add alias" icon;
   - add an attorney for this party by clicking on the "add attorney" icon, entering a name, and searching;
   - copy attorney(s) from other parties in the case to another party by clicking on the “copy attorney” icon; or
   - add a new party by clicking on the [Add New Party] button at the top left of the screen.

   When a new party is added, he/she is added to the party pick list and to the participant tree in the left pane. Parties that are added to civil cases during docketing will have control icons in the participant tree so you can add aliases, corporate parents, or other affiliates for the party during this process.

   NOTE: There are no icon controls for existing participants in the participant tree during docketing. If a new participant is added during the docketing process, icon controls will be available for the new participant only. The table below describes the functional icons. See Figure 4.5.

Icon	Description
	Delete this party from this case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent, or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.

Figure 4.5

NOTE: The participant tree is displayed during case opening, and during docketing if the screen allows you to add, select, or edit a case participant.

7. Continue adding parties following steps 1 thru 6 until all parties are entered. In this example, the plaintiff "JOANNE JOHNSON" and defendant(s) "AMERICAN AIRLINES" and "DELTA AIRLINES" have been added. See Figure 4.6.

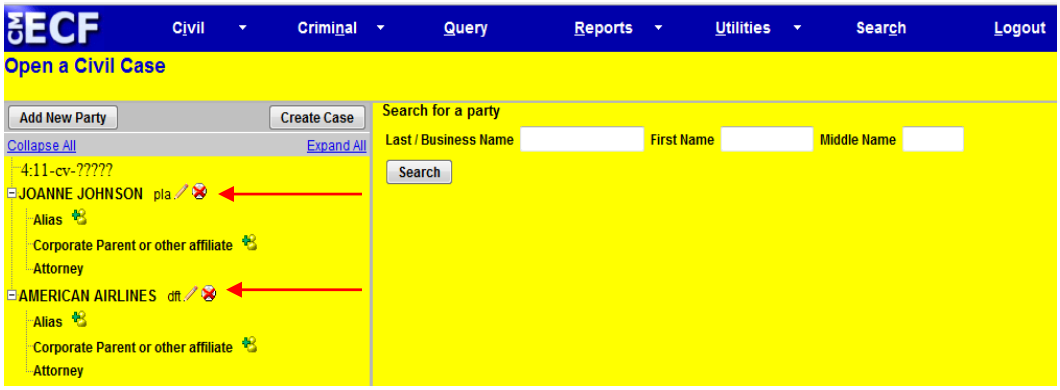

Figure 4.6

V. Adding an Alias

An alias is defined as 1) a name used other than the given name of a person, which may be an attempt to hide his/her identity. In criminal law, court and police records may list aliases of a person, along with their given name. This is often accomplished by using the term a.k.a. (also known as) after the given name, followed by known aliases. Generally, a person can use whatever name they wish, however, legal documents issued, such as driver's licenses, will require proof, such as a birth certificate and may require a legal change of name if the alias is used or 2) an assumed or additional name used by a person or company different than a person birth name. If a party has an alias that is identified in the complaint, follow the steps outlined in this section.

1. Click the **Add Alias** icon. See Figure 5.1.

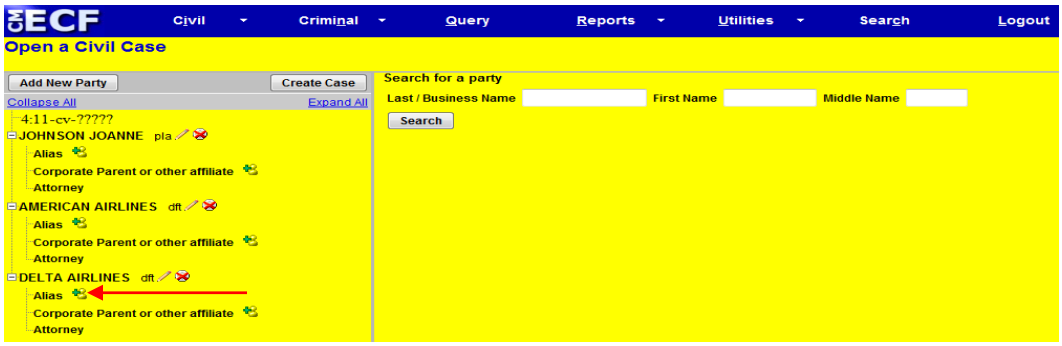

Figure 5.1

2. Search for an alias by entering part or all of the last name or business name using the same search techniques discussed under **Search for a party** . Review the Alias search results, highlight a name, and click [Select Alias]. If a match is not found, click [Create New Alias]. See Figure 5.2.

Figure 5.2

3. Verify correct **Alias Information**. If no match was found, enter the complete name of the alias on the Alias Information screen. See Figure 5.3 (next page).

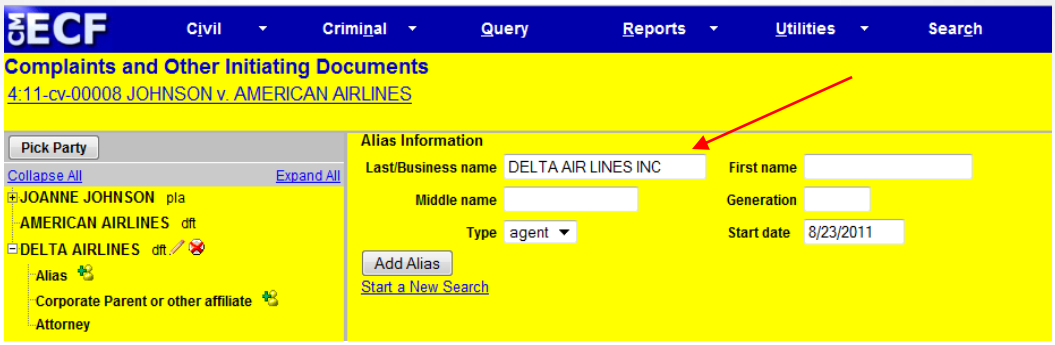

Figure 5.3

4. Identify the **Type** by clicking on the drop down arrow next to the field. The Type defaults to agent. Select from the list below and click [Add Alias]. See Figure 5.4.

agent = agent of, one acts for another
aka = also known as
dba = doing business as
fdba = formerly doing business as
fka = formally known as
nee = born (placed before a married woman's maiden name)
obo = on behalf of
other = an alias of a role not otherwise listed
rpi = real property in interest
ta = trading as

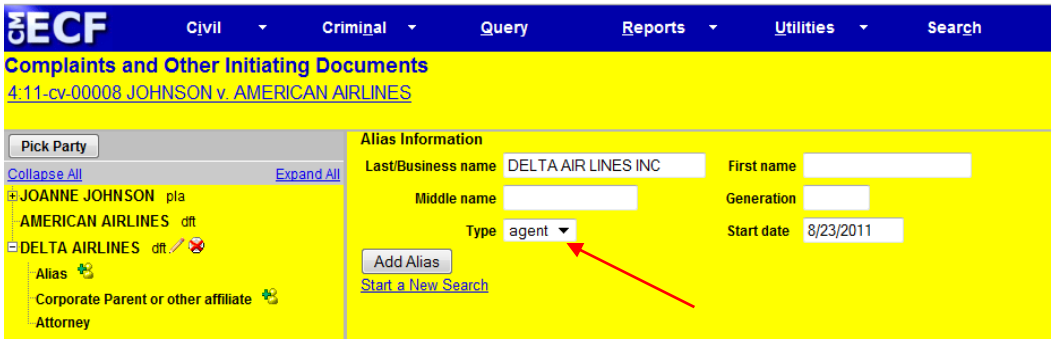

Figure 5.4

The Alias Information for Delta Airlines now appears in the participant tree. See Figure 5.5.

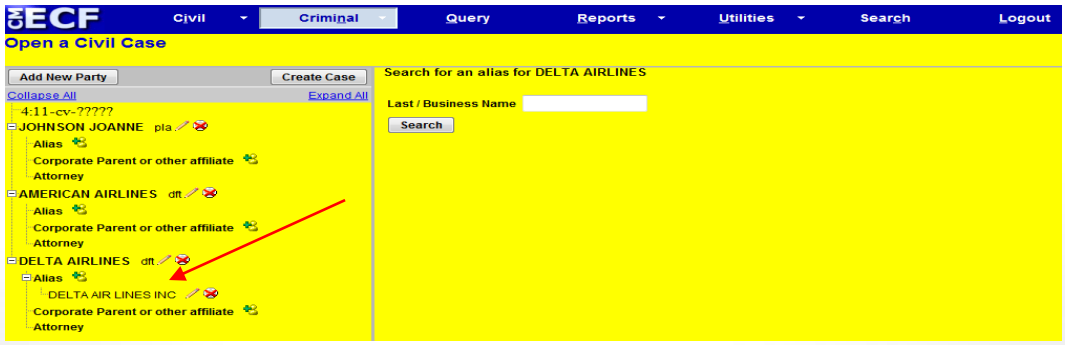

Figure 5.5

VI. Adding a Corporate Parent

A parent company can be defined as a company that owns enough voting stock in another firm to control management and operations by influencing or electing its board of directors; the second company being deemed as a subsidiary of the parent company. Each nongovernmental corporate party must file a statement that identifies any parent corporation and any publicly held corporation that owns 10% or more of its stock or states that there is no such corporation. If a party has a corporate parent that is identified in the complaint, follow the steps outlined in this section.

1. Click the **Add Corporate Parent or other affiliate** icon. See Figure 6.1.

Figure 6.1

2. Search for a corporate parent by entering part or all of the **Last/Business Name** using the same search techniques discussed under **Search for a party**. Review the Corporate Parent search results, highlight a name, and click [Select Corporate Parent]. If a match is not found, click [Create New Corporate Parent]. See Figure 6.2.

Figure 6.2

3. Verify correct **Corporate Parent Information**. If no match was found, enter the complete name of the corporate parent on the Corporate Parent Information screen. See Figure 6.3 (next page).

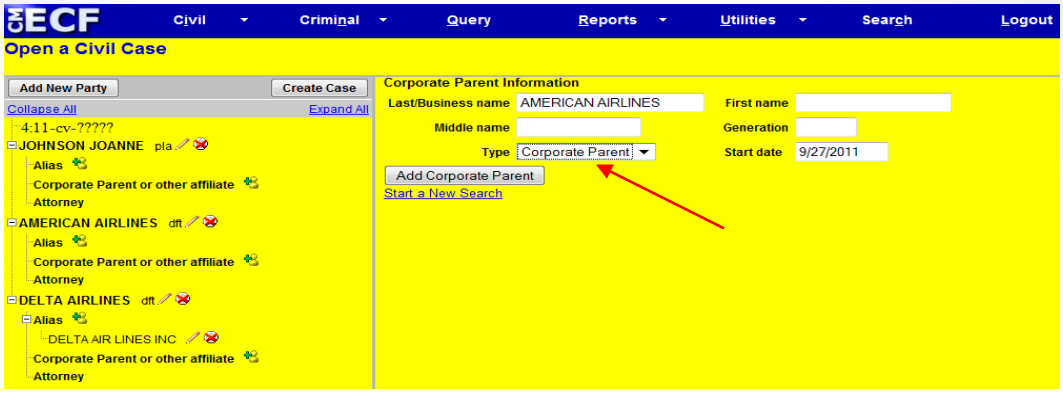

Figure 6.3

4. Identify the **Type** by clicking on the drop down arrow next to the field. The Type defaults to corporate parent. Select corporate parent or other affiliate and click [Add Corporate Parent]. See Figure 6.3.

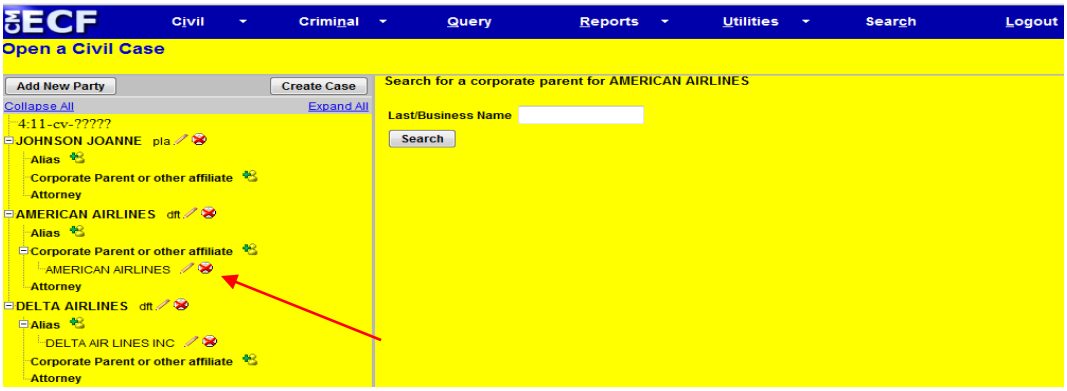

Figure 6.4

The Corporate Parent of other affiliate for American Airlines now appears in the participant tree. See Figure 6.4.

VII. Filing a Complaint

After creating the case, a **case number** was automatically assigned. **Write down or otherwise note the case number before continuing.** The **case number** displayed will show only the year and civil case number (e.g. "10-10"). See Figure 7.1. The case number will not display the division in which the case was filed ("1" for Gainesville; "3" for Pensacola; "4" for Tallahassee; or "5" for Panama City), nor the type of case (e.g. "cv" for civil or "mc" for miscellaneous).

Figure 7.1

NOTE: Even though your case number has been assigned, you are not finished. The case opening process is incomplete until you docket your complaint or other initiating document and pay any required filing fee. The final step in opening a new civil case is to **Docket the Lead Event**.

Docketing Lead Event

1. Click on the **Docket Lead Event?** hyperlink to file your complaint or other initiating document. This hyperlink 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. See Figure 7.1.

2. Select the applicable initiating document type (e.g., Complaint, Notice of Removal) and click [Next]. For this example, Complaint is selected. See Figure 7.2.

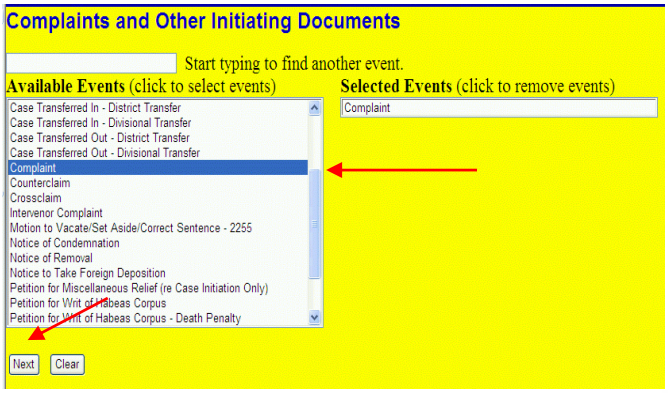

Figure 7.2

3. The system automatically displays the last case number just assigned. Verify the case number before continuing. If this is not your newly assigned case number, use your back button to return to the previous screen and enter the correct case number. When you have verified that you have the correct case number and click [Next] to continue. See Figure 7.3.

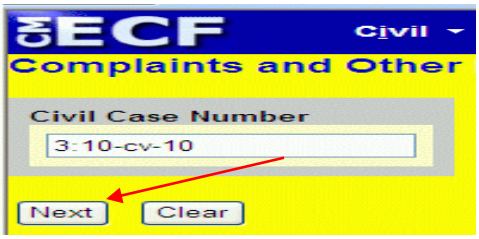

Figure 7.3

4. The screen in Figure 7.4 may appear when the CM/ECF database is formulating data in the background. Click [Next] to continue.

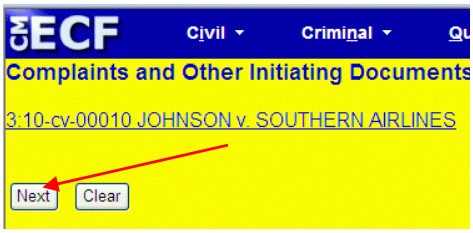

Figure 7.4

5. Select the party or parties filing the complaint. You may select multiple parties by holding down the "Ctrl" key on the keyboard and using the mouse to highlight more than one name. Click [Clear] to deselect the party or parties. Click [Next] to continue. See Figure 7.5.

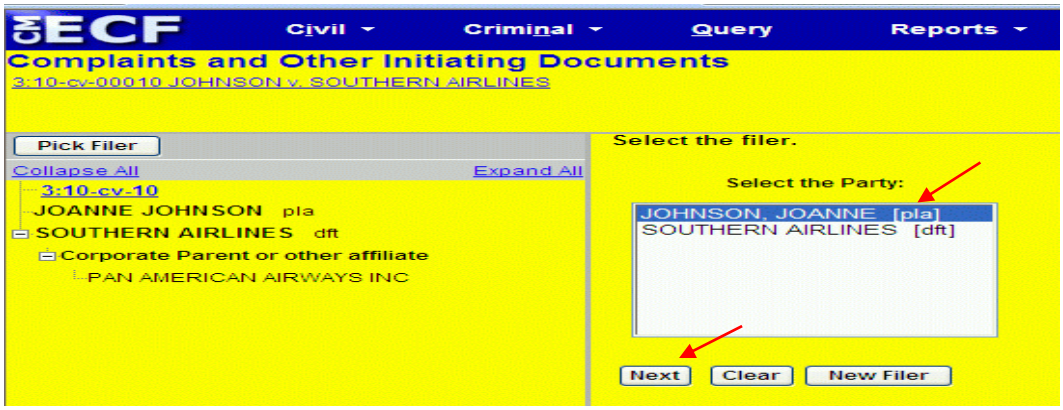

Figure 7.5

6. 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. See Figure 7.6.

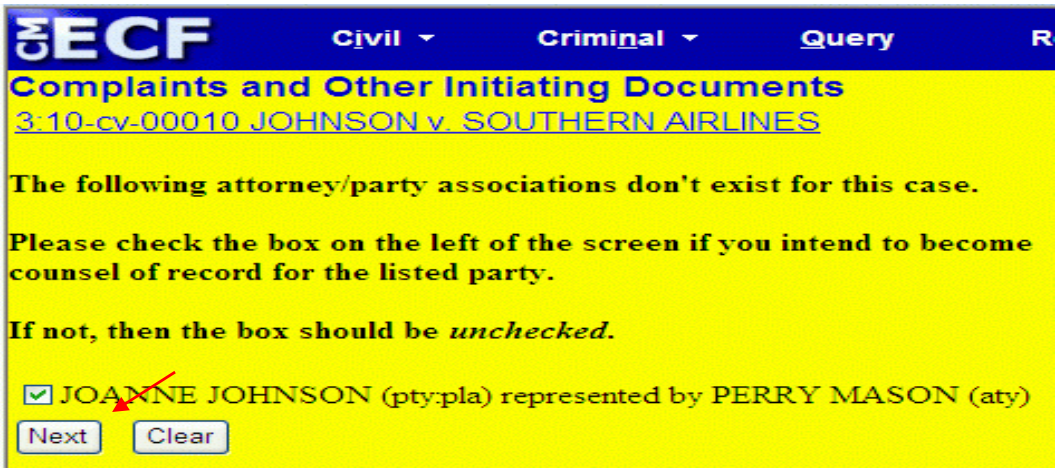

Figure 7.6

7. Select the party(ies) this filing is against. You may select multiple parties by holding the "Ctrl" key down and clicking to highlight more than one name. 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. When all defendants have been selected, click [Next] to continue. See Figure 7.7.

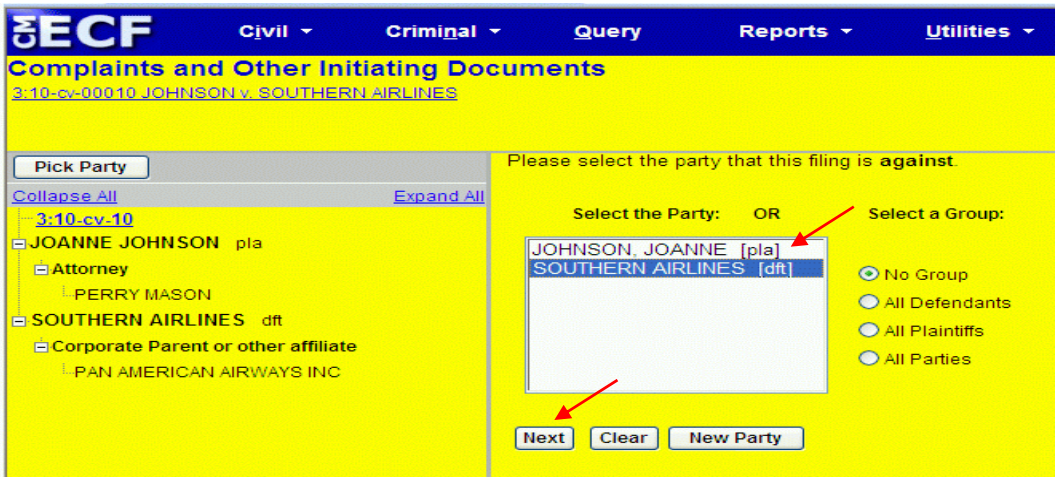

Figure 7.7

8. Attach the Main Document (Complaint). Click [Browse] to locate the PDF that is the complaint to be filed. See Figure 7.8

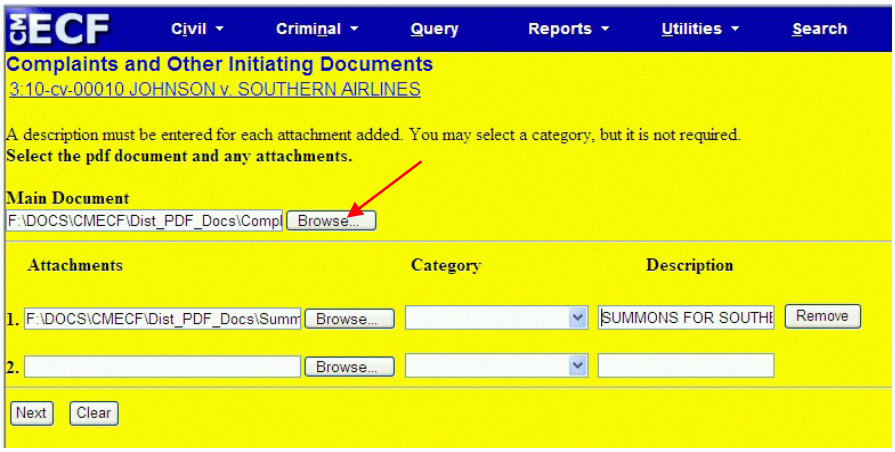

Figure 7.8

A pop-up box will appear. Navigate to the appropriate folder containing the PDF document(s) you wish to file. Right-click on the document and select the option to open the document in Adobe Acrobat. This allows you to preview the document to ensure you have selected the correct file. Once submitted, a document cannot be edited. See Figure 7.9.

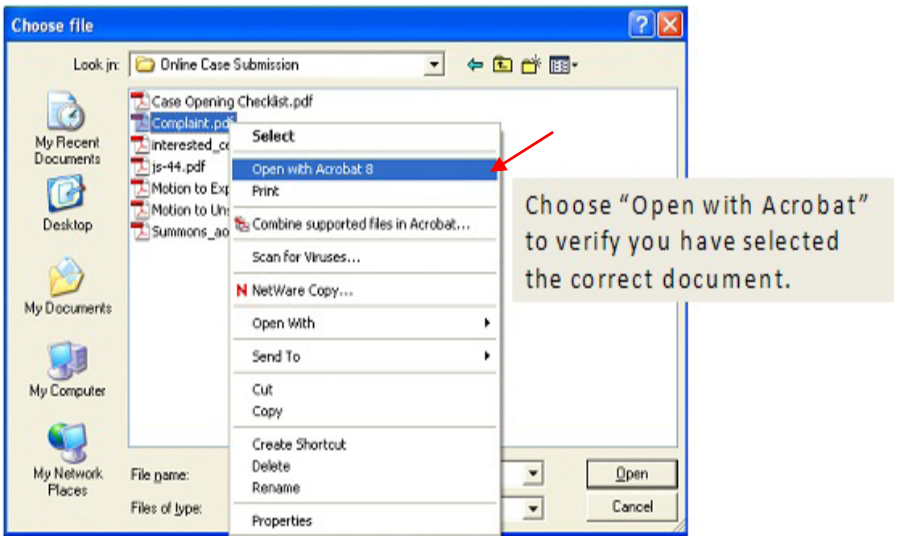

Figure 7.9

After verifying you have selected the correct PDF document, click [Open] to accept the PDF for filing. See Figure 7.10 (next page).

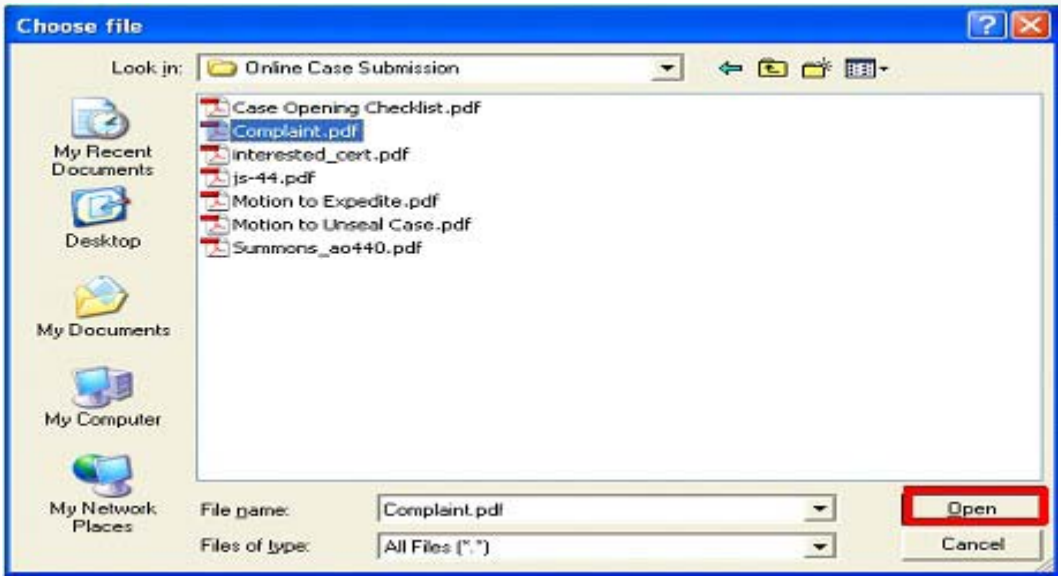

Figure 7.10

9. The path to the **File name** (see Figure 7.10) will appear in the **Main Document** text field box. See Figure 7.11. Since you are required to attach additional PDF documents to the initiating document (e.g., exhibits, affidavits, state court documents to removals) click [Browse] under the **Attachments** section of the screen to add the first attachment. File size limit per attachment 40MB. See Figure 7.11.

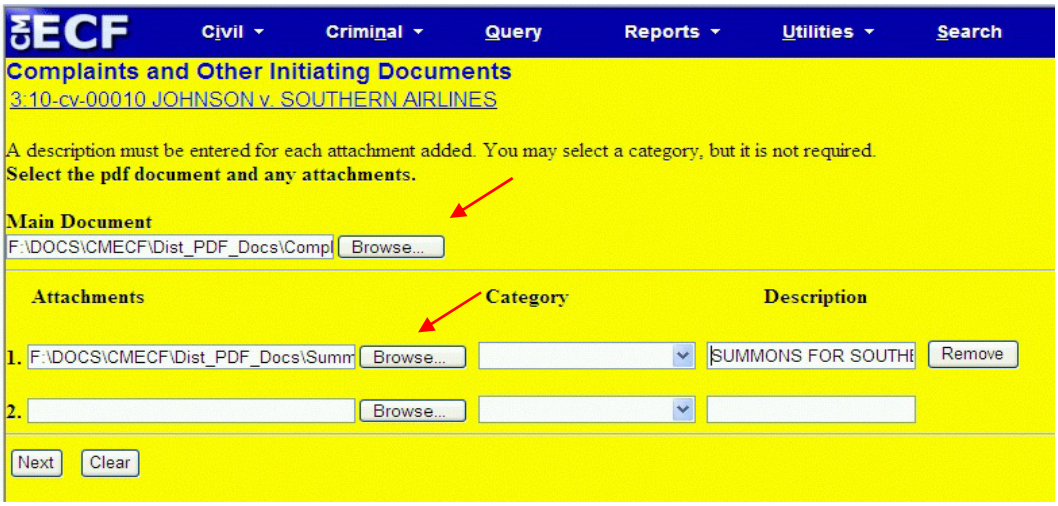

Figure 7.11

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

10. Navigate to the appropriate folder and select the next PDF document to be attached. View the document before attaching it. After attaching it, enter a **Category** and/or a **Description** for the attachment using the Category and Description fields. Additional rows will be added as needed to attach the next PDF document. Click [Browse] to repeat the process until all attachments have been added. When all of the documents are attached, click [Next] to continue. See Figure 7.12.

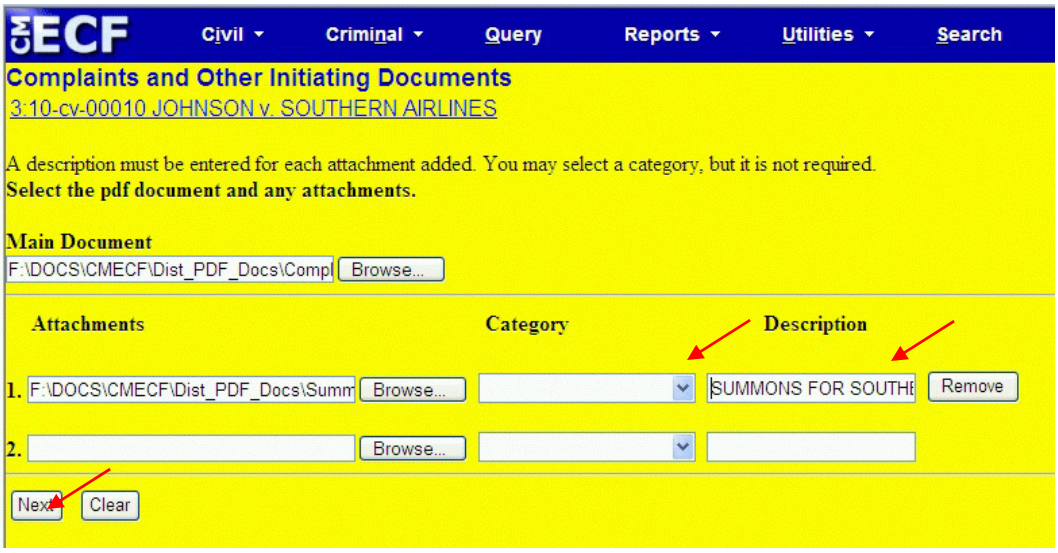

Figure 7.12

NOTE: The user must attach the completed **Summons(es)** for each defendant in the case. 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.

11. Ignore the ProSeNonPrisonerCase flag and click [Next] to continue. The Civil Case Manager will place this flag in the case, if any of the parties are pro se, at the appropriate time. See Figure 7.13.

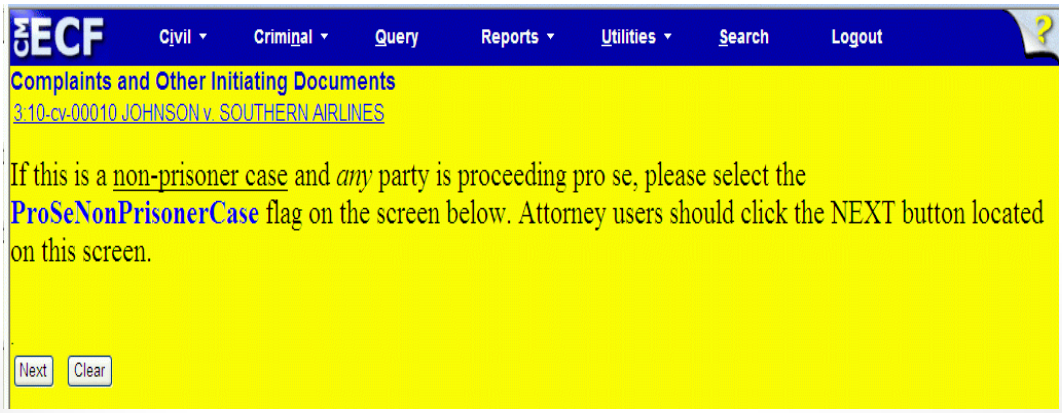

Figure 7.13

VIII. Paying the Filing Fee

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 the next screen, the filer is asked this question again. See Figure 8.1.

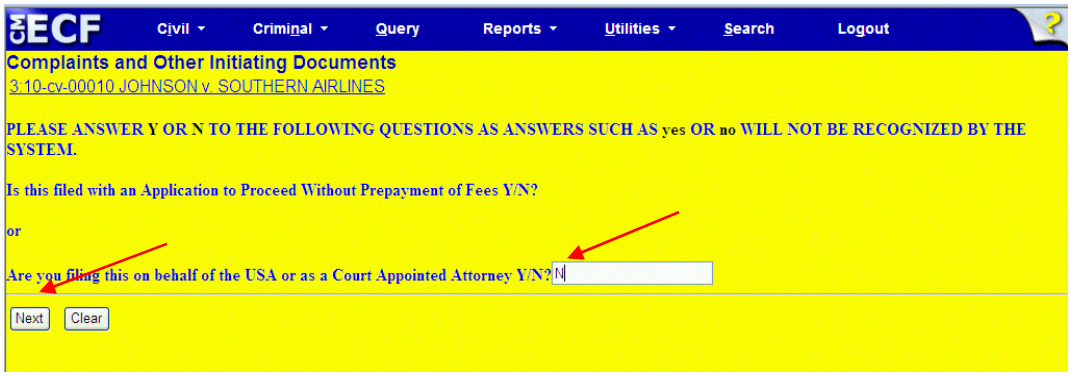

Figure 8.1

1. Answer the question.
   a) Indicate **Y** (**Yes**) when an Application to Proceed In Forma Pauperis accompanies this transaction and click [Next]. See Figure 8.1. 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.

      NOTE: The Application to Proceed In Forma Pauperis is never an attachment to the lead document. It is filed separately**.**

   a) Indicate **N** (**No**) if no application for In Forma Pauperis is included and click [Next]. See Figure 8.1. The Pay.Gov screens will load providing the filer an opportunity to pay the filing fees online. The next screen shows the Fee: $350. The fee is currently $400.00 Click [Next] to proceed. See Figure 8.2.

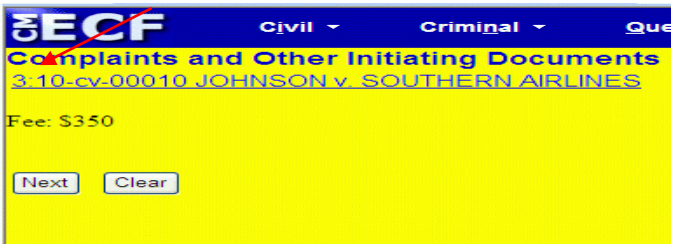

Figure 8.2

2. After you click on the next button for the $350.00 filing fee (now $400.00), you will see the screen below which states, "Now loading the payment processing screen. This process might take a few seconds." See Figure 8.5.

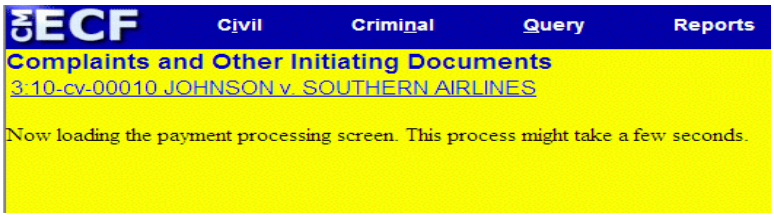

Figure 8.5

3. Login to PACER once more using your username and password. Select if you want to use the credit card that is already on file with PACER or if you want to enter a credit card and hit Next. See Figure 8.6.

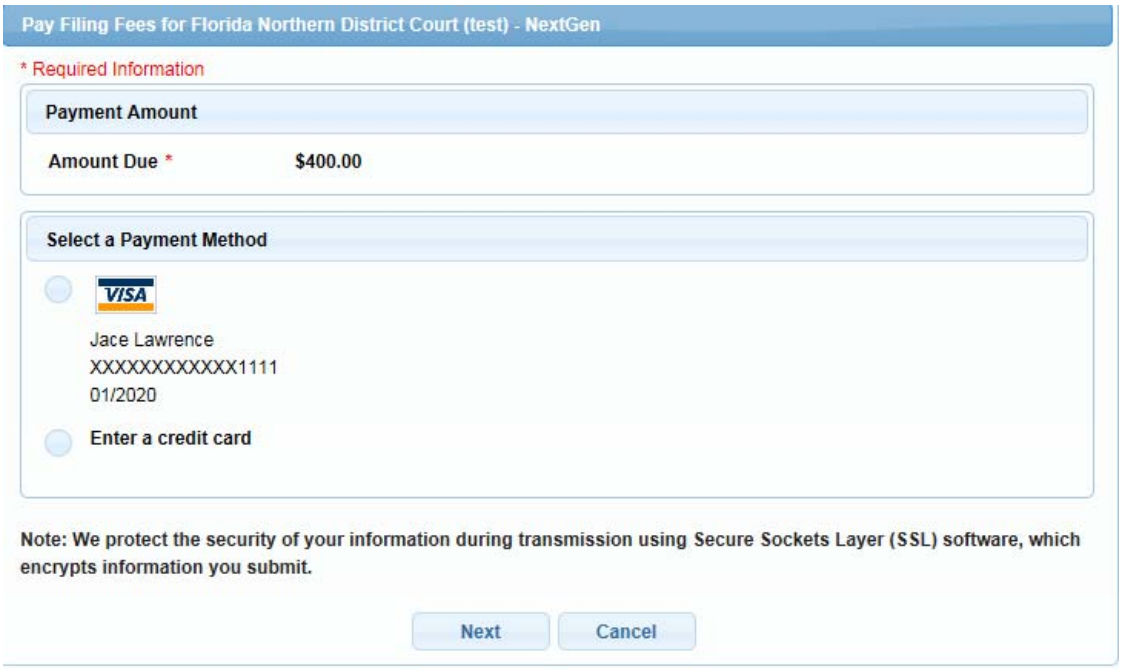

Figure 8.6

Authorizing a Payment

Once you click Next, the **Authorize Payment** screen is displayed as shown below. See Figure 8.8.

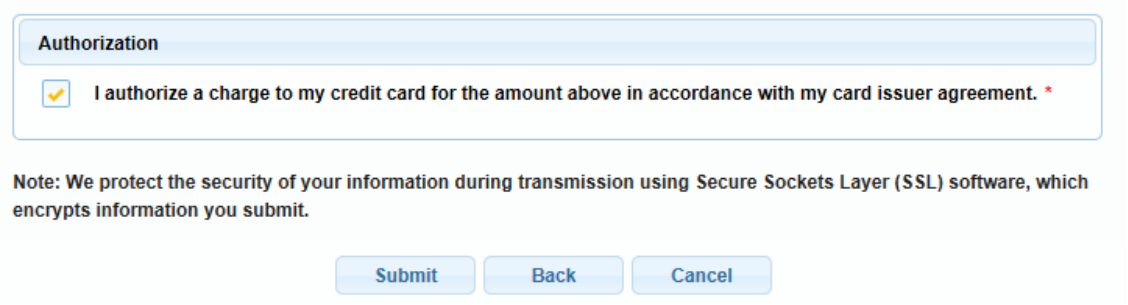

Figure 8.8

1. Make sure the credit card information and the email address is correct. An with conformation of the payment will be sent to you upon completion of this transaction. The email address entered does not need to be the same email address as the attorney filer. For example, the filer may request the credit card receipt be emailed to the finance office.

   NOTE: The **Email Address** is not a required field. If it is left blank, no email receipt will be generated**.**

2. 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 check (√) the box, you will receive an error message and you will not be able to continue with payment processing. See Figure 8.8.

3. Click [Submit]. **Do not** double-click the [Submit] button. Double-clicking this button may result in a duplicate charge to your card.

4. 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.

IX. Notice of Electronic Filing (NEF)

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.

1. On the **Docket Text Modification** screen the user may add any additional information necessary to the docket text and click [Next]. The text box will accept up to 256 characters. See Figure 9.1.

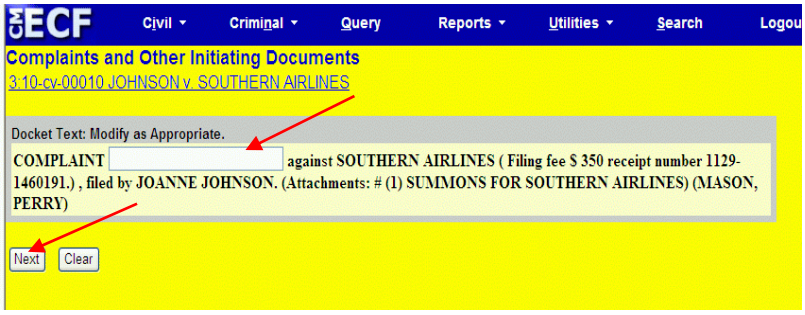

Figure 9.1

2. Review the **Final Text** screen. This is the last chance for the filer to make modifications. See Figure 9.2.

3. Observe the two reminders **Have you redacted**? and the ***Source Document Path (for confirmation only)***. The "**Have you redacted**?" reminder ask if the documents you are filing are properly redacted in accordance with the Judicial Privacy Policies. 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 the document(s) are redacted, if required, and the documents you are filing are in fact the correct document(s). See Figure 9.2.

4. After following the steps above, click [Next], the filing is electronically submitted to the court. See Figure 9.2.

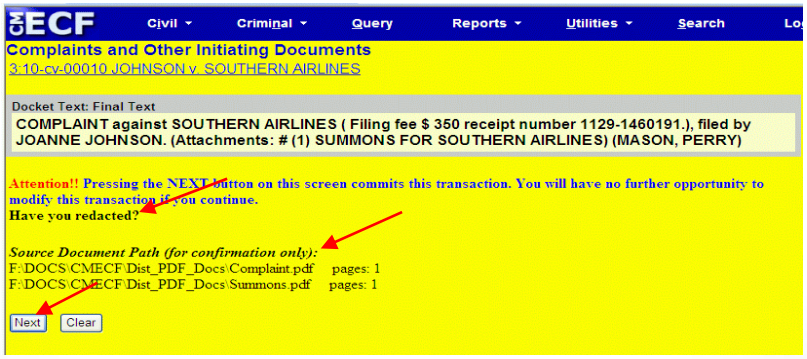

Figure 9.2

Judge Assignment

Review the Notice of Electronic Filing. In addition to serving as notification that the event was accepted by CM/ECF and providing document filing information and relevant hyperlinks, the NEF indicates who will and will not receive a "Notice of Electronic Filing" via email. The NEF also identifies the judge assignment. The presiding judge's initials appears at the end of the case number, and the judge's name appears in the Judge Assigned section. In this illustration, case 3:10-cv-00010-MCR-EMT was randomly assigned to M CASEY RODGERS (presiding) and ELIZABETH M TIMOTHY (referral). See Figure 9.3.

CM 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@flnd.uscourts.gov, lisa_james@flnd.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] [413c156d8d8f726d21f6f605169ab2236f9ff3dd255fbc2acad000a3af6322bde9e 4f1fe6cd4b4b5e452c2fa9bb3fdb175b705d334c0562e28f647fae5513c7c]]

Document description: SUMMONS FOR SOUTHERN AIRLINES

Done Internet

Figure 9.3

X. Internet Payment History

CM/ECF allows a filer to check their **Internet Payment History**. To check your **Internet Payment History**, follow the steps outlined in this section.

1. Click [Utilities] on the Main ECF Menu bar. See Figure 10.1.

Figure 10.1

2. Select the Internet Payment History hyperlink . See Figure 10.2.

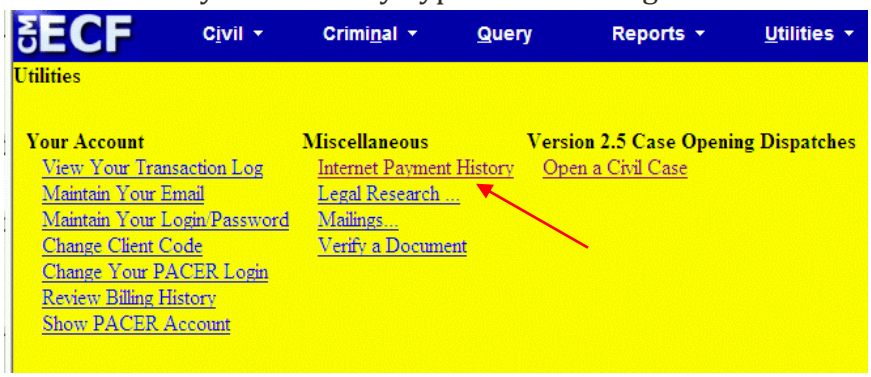

Figure 10.2

3. Select a date range and click [Run Report]. See Figure 10.3.

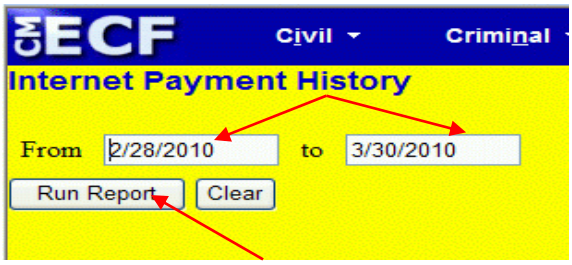

Figure 10.3

The report will reflect all credit card transactions by case number during the specified range. no PACER costs are charged for this report. See Figure 10.4 .

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

Figure 10.4

XI. Appendix

Content outlined in the Appendix serves as an addendum to Section 4, Adding a Party.

Search Strategies

CM/ECF searches are not key word searches but require exact text matches. When searching for parties, the more search clues you provide, the more likely you are to find the exact person/business. It may also be necessary to conduct multiple searches. REMINDER: All parties are to be in ALL CAPS only.

- Search for the entire party's name (e.g., WORLD COMMUNICATIONS).
- Search for part of the party's name (e.g., WORLD COMM or just WORLD).
- Use the asterisk symbol (*) as a wild card 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., WORLD COMMUNICATIONS CENTRAL).

      NOTE: The use of an asterisk at the end of the word is not required. The system will automatically perform this function.
- Search with and without spaces (e.g., A&A METALS or A & A METALS).
- Search by last name "DOE", if you have parties referenced as "JANE DOE, JOHN DOE, DOE or DOES".

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.

  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

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:

LUCERO VILLEGAS DE RAMIREZ

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 México
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

N	North	NE	Northeast
S	South	NW	Northwest
E	East	SE	Southeast
W	West	SW	Southwest

For more information:
http://www.flnd.uscourts.gov/attorneys/cmecf/User_Manual/index.cfm