CM/ECF Electronic New Civil Case Opening
Quick Reference Guide for Attorneys and Law Firm Staff
United States District Court - Northern District of Florida

Selecting the **Office**: This is determined by:
- the county in which the incident occurred occasioning the lawsuit (If not applicable, then 2)
- the county of the residence of first listed plaintiff (If not applicable, then 3)
- the county of residence of first listed defendant

District is divided into **4 divisions**:
1. **Tallahassee**: Leon, Liberty, Wakulla, Taylor, Gadsden, Franklin, Jefferson, Madison
2. **Gainesville**: Alachua, Lafayette, Dixie, Gilchrist, Levy
3. **Pensacola**: Escambia, Santa Rosa, Okaloosa, Walton
4. **Panama City**: Jackson, Holmes, Washington, Bay, Calhoun, Gulf

Select the **Case type: (See some examples in table below)**

CV	MC
Complaint	Registration of Foreign Judgment
Notice of Removal	Miscellaneous Petitions
Complaint RE: Real Property: Foreclosure	Ancillary Proceedings
Complaint for Forfeiture	Designation of Sureties, Power of Attorney, and Revocations
Interpleader Complaint	Petition for Protection of a Juror
Complaint RE: Social Security	Petition to Enforce RE: Government Agency
Complaint RE: Civil Rights	Petition to Perpetuate Testimony
Petition for Writ of Habeas Corpus	Petition/Motion RE: Foreign Deposition
Petition by Prisoner for Writ of Mandamus	Securities & Exchange Commission (SEC) Cases

Enter **all** the **STATISTICAL INFORMATION** necessary on CM/ECF screens as follows:

Jurisdiction: There are five options:
1. U.S. Government Plaintiff
2. U.S. Government Defendant
3. Federal Question (system default)
4. Diversity (Citizenship fields required for both plaintiff & defendant)
5. Local Question

Cause of Action & Nature of Suit: Use alpha-numeric codes in the filter fields.

Origin: Select 1 (Original Proceeding) or 2 (Removal from State Court)

Citizenship plaintiff/Citizenship defendant: Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).

Jury Demand: Select the appropriate code from the drop-down list.

Class Action: Select "n" or "y".

Demand ($000): Leave blank.

Arbitration Code: Leave blank.

County: Select the county corresponding with the Office Code selected under divisional office (previous) screen.

Fee Status:
- **fp (in forma pauperis)**: for COURT USE ONLY
- **none (no fee required)**: for US Attorney use only
- **pd (Paid)**: if being paid electronically with this filing, through pay.gov
- **pend (IFP pending)**: if submitting a motion to proceed in forma pauperis with filing
- **wv (waived)**:

Fee Date: System generated. Do not modify.

Date Transfer: Leave blank.

ADDING PARTIES: Add parties in the exact **order** they are **listed** on the initiating document.

Search for the party **name** and highlight the name already in the database to **prevent duplicate parties**.

If more than 1 party matches your search, **double-click** on the name **to display** any additional **details** for each.

Use **UPPER CASE** letters to input names. Do not use any punctuation.

Do not enter any **address** information.

Modify the **party role** type to the correct role (defaults to defendant).

Verify all party information, role, and spelling **before accepting**.

Use the **icons** to **edit**, **delete**, or **add** alias, corporate parent, & other affiliate information.

A **lead event must be selected** to ensure the case is processed.

Upload the following **PDF documents** (if applicable) **in** the **order** listed below:
Main Document:
1. **Initiating Document** (Complaint, Notice of Removal, etc.)
Attachments:
1. **Summons(es)**
2. **Exhibits** to Initiating Document the lead event.
Separate Filings:
1. **Civil Cover Sheet** (JS44)
2. **Motion to Proceed in Forma Pauperis** (IFP)

ADDITIONAL TIPS:
- **Do not click** the **back button** once you begin the process.
- **Complete** the entire **process** as instructed in this Case Opening Guide.
- **Enter all** necessary **information** on the CM/ECF screens.
- **Docket** the **lead event** and **upload** all **PDF** documents **as instructed** above.
- **Enter** all necessary **information** on the **pay.gov** screens.
- **Do not** attempt to **open** the same **case twice**.
- Refer to the **CM/ECF Electronic New Civil Case Opening Guide** for additional details.