Civil Case Opening

Following are the instructions for filing a new civil case in CM/ECF 4.0.2, in the U.S. Courts District of Idaho.

OPENING A CIVIL CASE

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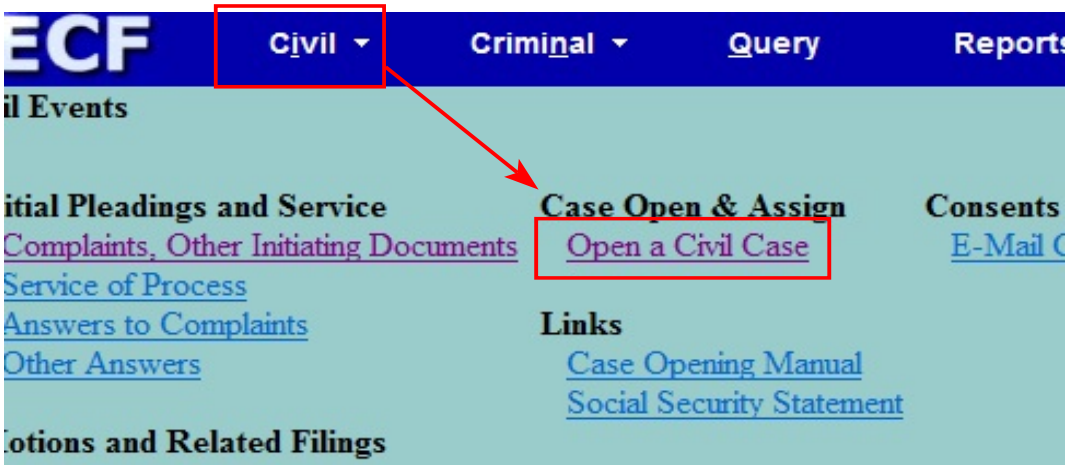
OPENING A CIVIL CASE

THINGS YOU NEED BEFORE YOU BEGIN	
Complaint	**Notice of Removal**
1. Complaint in PDF 2. Civil Case Cover Sheet in PDF 3. Summons in PDF (if you want a summons issued)	1. Notice of Removal in PDF 2. Civil Case Cover Sheet in PDF 3. Copies of State Court Documents in PDF Format, particularly: ✓ Complaint ✓ Summons served ✓ Any Answers ✓ Any Pending Motions ✓ State Court Docket Sheet



To begin filing a new Civil Case,

1. Click on Civil on the Main ECF menu bar
   and
2. Click on Open a Civil Case from the Civil Events list.

Selecting the Correct Office

SCREEN 1

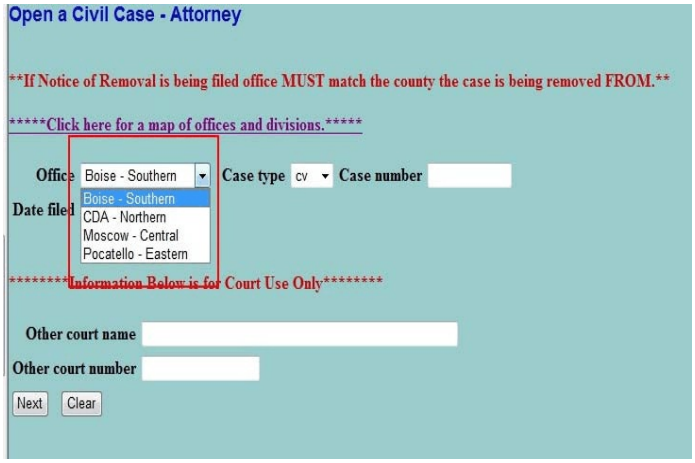
Step 1 is to select the correct divisional office.

For a **Complaint**, the office is determined by:

1) the county of the defendant, or
2) if the defendant is out-of-state, the county of the plaintiff, or
3) If neither 1 or 2 apply, the county in which the incident occurred occasioning the law suit.

In a **Notice of Removal**, you must select the divisional office where the court for the original case is located.

You may check the map of offices and divisions to verify your selection.



Southern Division (Boise):
Ada , Adams, Blaine, Boise, Camas, Canyon, Elmore, Gem, Gooding, Jerome, Lincoln, Owyhee, Payette, Twin Falls, Valley, Washington

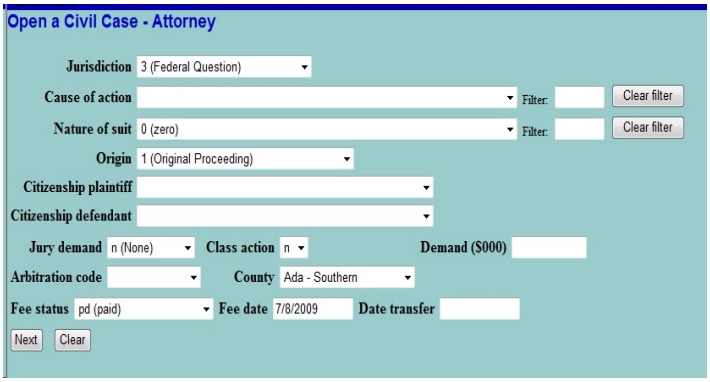
Northern Division (Coeur d'Alene):
Benewah, Bonner, Boundary, Kootenai, Shoshone

Central Division (Moscow):
Clearwater, Idaho, Latah, Lewis, Nez Perce

Eastern Division (Pocatello):
Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Cassia, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Minidoka, Oneida, Power, Teton

Jurisdiction, Cause of Action and Other Statistical Information

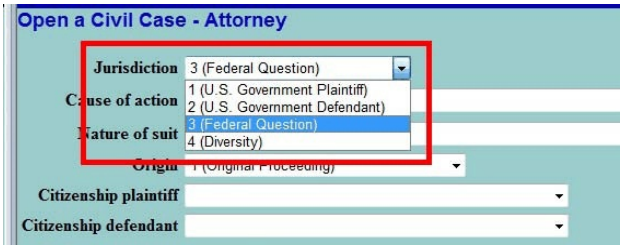
SCREEN 2



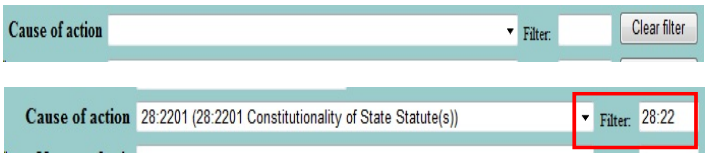
JURISDICTION: There are four options.

ECF defaults to **3 (Federal Question)** because it is the most common.

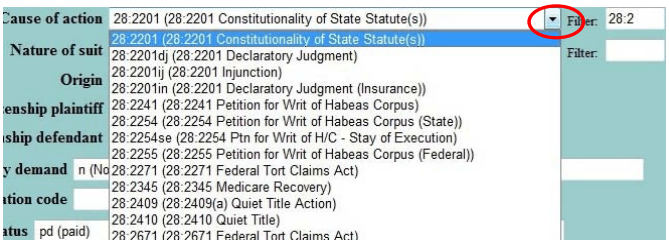
Note: If **4 (Diversity)** is the proper jurisdiction, you will be required to complete the Citizenship fields for both Plaintiff and Defendant located in the middle of the screen.



CAUSE OF ACTION: To locate the correct Cause of Action, begin typing in the Filter field. ECF will narrow your search based upon your entries.

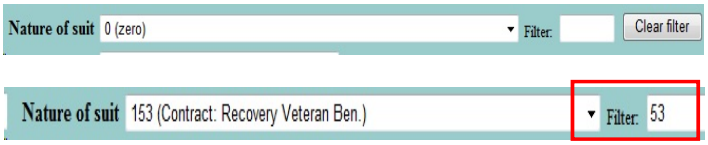


Click on the Drop Down arrow to see your new options

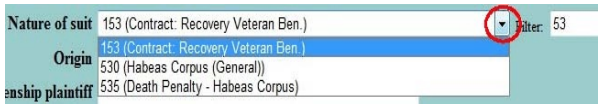


SCREEN 2

NATURE OF SUIT: Similarly, to locate the correct Nature of Suit code, begin typing in the Filter field. This will narrow your choices to the ones that match your entry as well as the Cause of Action.



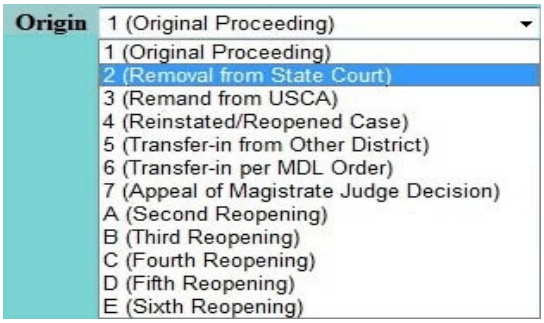
Click on the Drop Down arrow to see your filtered options.



Origin: Default is 1-Original Proceeding

For new civil complaints, this is the correct selection.

For Notice of Removals, select **2-Removal from State Court.**

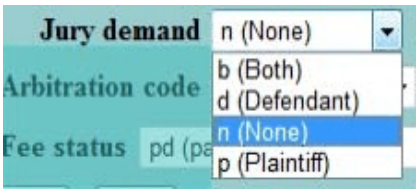


Citizenship: Only use these fields if you entered 4 (Diversity) in the Jurisdiction field.

Jury Demand:

For a **Complaint**, select plaintiff if you are requesting a Jury Trial.

In a **Removal from State Court**, select the defendant if you will request a Jury Trial. If the plaintiff requested a Jury Trial in the State Court, select Plaintiff, or Both, if appropriate.



SCREEN 2

Demand - Enter dollar amount in thousands of dollars.
Example: $100,000 = 100

Arbitration Code - leave blank

County -
FOR COMPLAINT:
1) the county of the defendant, or

2) if the defendant is out-of-state, the county of the plaintiff, or

3) If neither 1 or 2 apply, the county in which the incident occurred occasioning the law suit.

FOR NOTICE OF REMOVAL:
The county is the county from which this case is being removed.

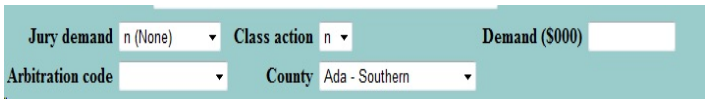
Fee Status:

- pd (Paid)
- fp (in forma pauperis) if granted in State Court
- pend (IFP pending) if submitting a motion to proceed ifp with this case
- wv (waived) - for US Attorney
- cja or none - Do Not Use

Fee Date - defaults to today's date

Date transfer - leave blank

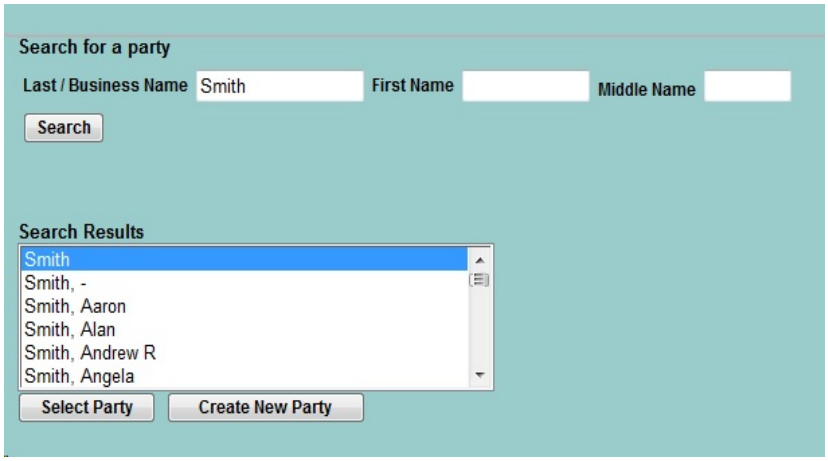
Click **NEXT** when you have completed these fields.



SCREEN 3 - HINT SCREEN

ECF provides a tip for entering parties, which is the next step. Click **NEXT** to continue.	

SCREEN 4 - The Participant Tree

Use the right side of the screen to add parties. Type the last name of your first party in the Last/Business Name field. Click **SEARCH.**	
You may enter as few as three letters to begin your search. Scroll through the search results to find your party. Click on the name to highlight and click **Select Party**. If your party name is not present, you may click **Create New Party** to add a new name. Note: Do not create a new party if *any* name in the list matches your party's name.	

SCREEN 4 - The Participant Tree

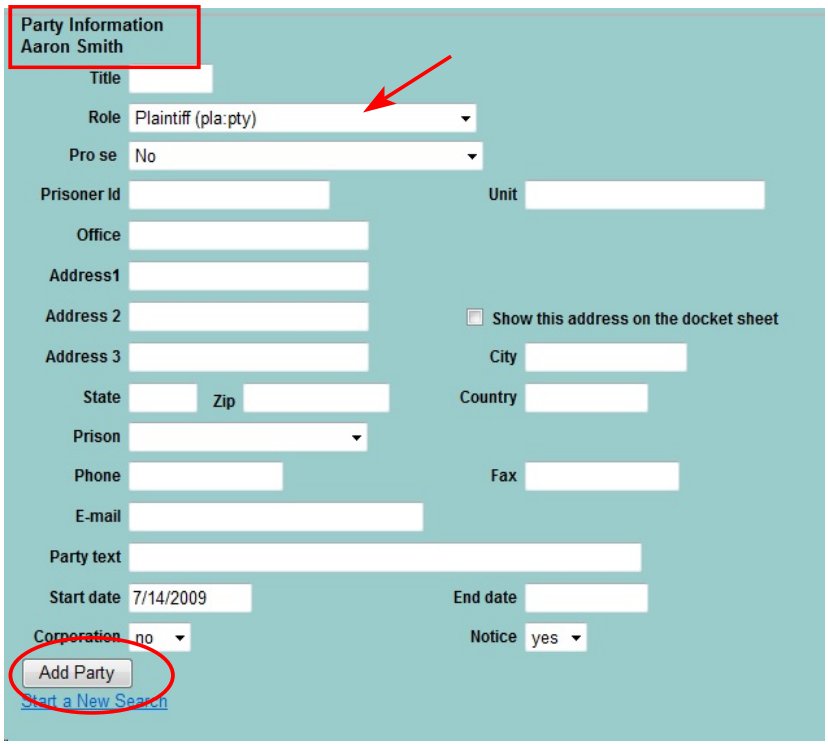
When the name is selected from the list, a **Party Information** screen appears.

- *Do not add an address, phone or e-mail.*
- All information added on this screen will be accessible to the public.

Role. The role type defaults to Plaintiff. It is important to select the appropriate role type on this screen.

See the list of Role types in the appendix to this document.

When you have entered the necessary information, click the **Add Party** button.



ROLE TYPES:

Amicus
Appellant
Appellee
Arbitrator

Claimant
Consol Claimant
Consol Counter Claimant
Consol Counter Defendant
Consol Cross Claimant
Consol Cross Defendant
Consol Defendant
Consol Plaintiff
Consol Third Party Defendant
Consol Third Party Plaintiff
Counter Claimant
Counter Defendant
Creditor
Cross Appellant
Cross Appellee
Cross Claimant
Cross Defendant
Custodian

Debtor
Debtor-in-Possess
Defendant

Estate of
Executor Defendant
Executor Plaintiff

Garnishee
Guardian Ad Litem

In Re
Interested Party
Interpleader
Intervenor
Intervenor Defendant
Intervenor Plaintiff

Material Witness
Mediator
Miscellaneous
Movant

Objector

Personal Representative
Petitioner
Plaintiff

Receiver
Respondent

Special Master
Successor

Taxpayer
ThirdParty Defendant
ThirdParty Plaintiff
Trustee

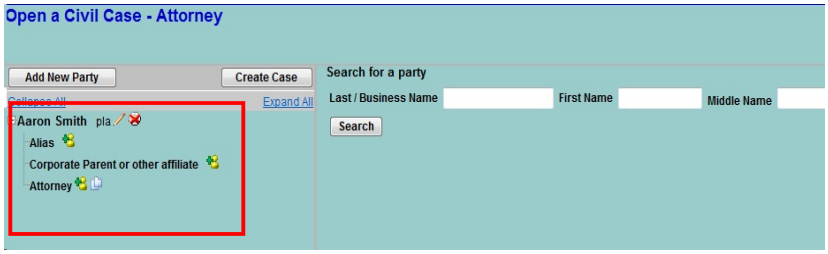
Unknown

SCREEN 4 - The Participant Tree

The party is added to the left-side panel indicating this person is a party to the case.

This is called the **Participant Tree**.

Click the **Add New Party** button for each party in the case.



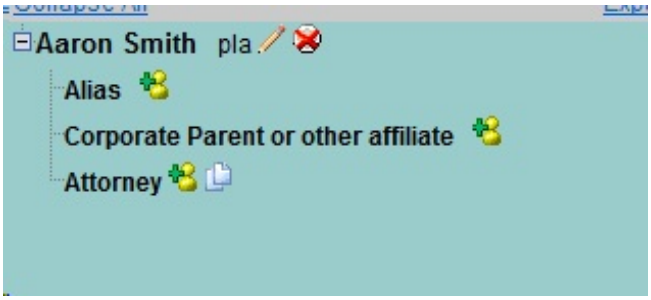
Icon Definitions:

= Edit Party

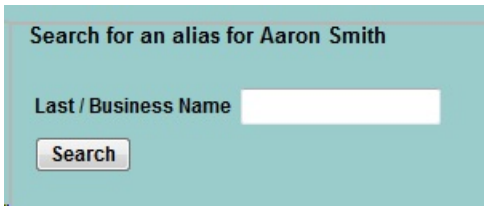
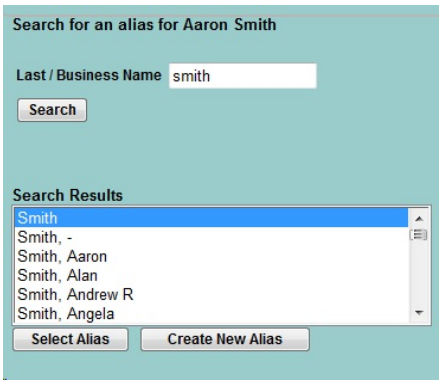
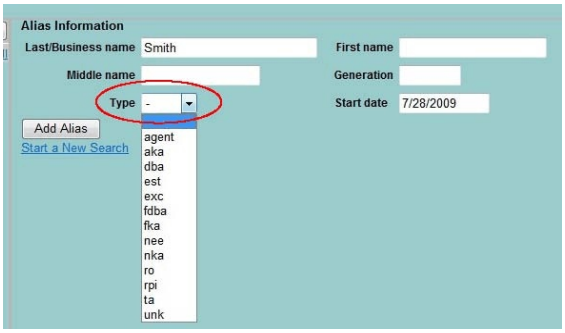
= Delete Party

= Add Alias, Corporate Parent, Other Affiliate or Attorney for this party.

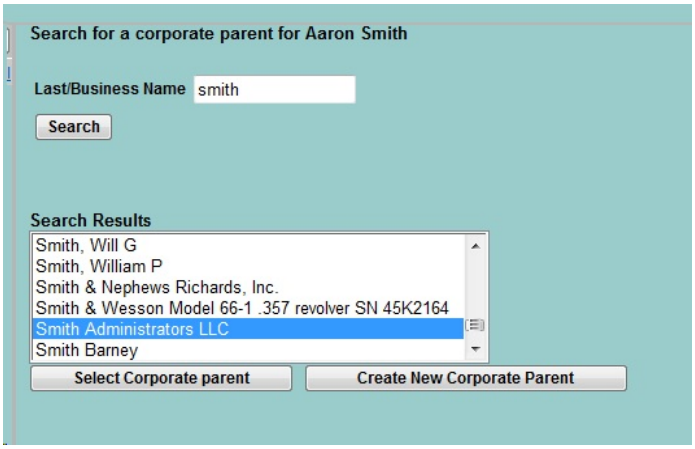
= Copy an attorney from a previously entered party.



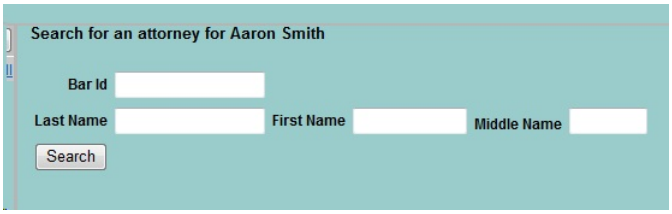
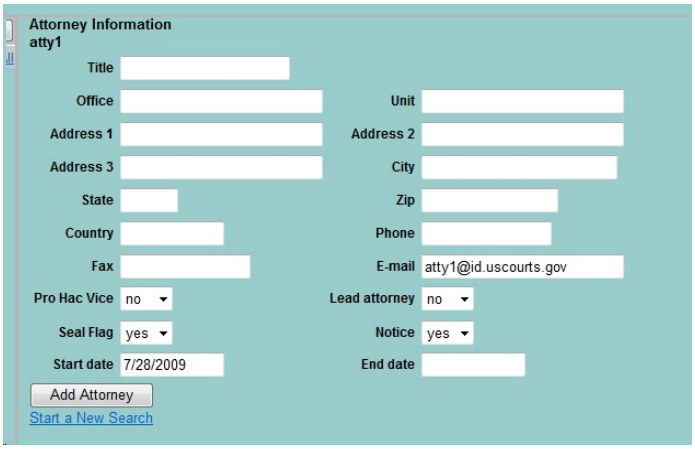
Adding an Alias

Click on the **Add Person** icon next to Alias in the Participant Tree. Enter the name, and click the **Search** button.	
Highlight the name, and click the **Select Alias** button. You may also create a new alias if your name does not appear.	
Make any name edits. You must add an alias **Type**. Click the **Add alias** button	
The alias is added to the **Participant Tree**.	

Adding Corporate Parent or Other Affiliate

Click on the **Add Person** icon next to Corporate Parent in the Participant Tree. Enter the name, and click the **Search** button.	
Highlight the name, and click the **Select Corporate Parent** button. You may also create a new Corporate Parent if your name does not appear.	
Make any name edits. You must add a Type: • Other Affiliate, or • Corporate Parent Click the **Add** button.	
The new Corporate Parent or Other Affiliate is added to the **Participant Tree**.	

Adding an Attorney

Click on the **Add Person** icon next to Attorney in the Participant Tree. Enter the Bar ID, or Attorney last name, and Click the **Search** button.	
Highlight the name, and click the **Select Attorney** button.	
Verify the attorney information, and click the **Add Attorney** button. The default will be: Lead Attorney - NO Notice - YES Note: Any corrections to the attorney address/telephone information will not correct the attorney's user account information. To make corrections to the attorney user account, go to "Maintain User Account" located under UTILITIES on the Main ECF Menu.	
The attorney is added to the **Participant Tree**. Repeat the process to add additional attorneys to this party.	

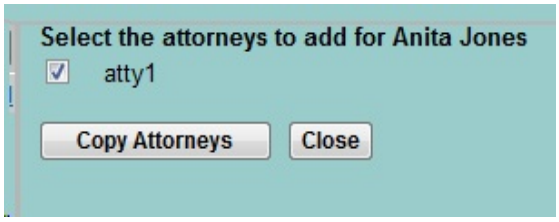
Copying an Attorney

When one attorney represents more than one party, you may copy the attorney information from one party to another by clicking the **Copy Attorney** icon.

A list of previously added attorneys will appear.

Select the attorney you wish to associate with the new party, and click the **Copy Attorneys** button.

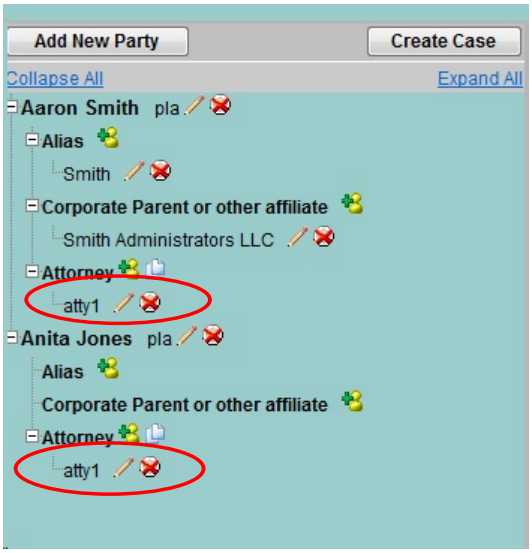
If there were multiple attorneys that you wish to add to the new party, you could check the box for all that apply.



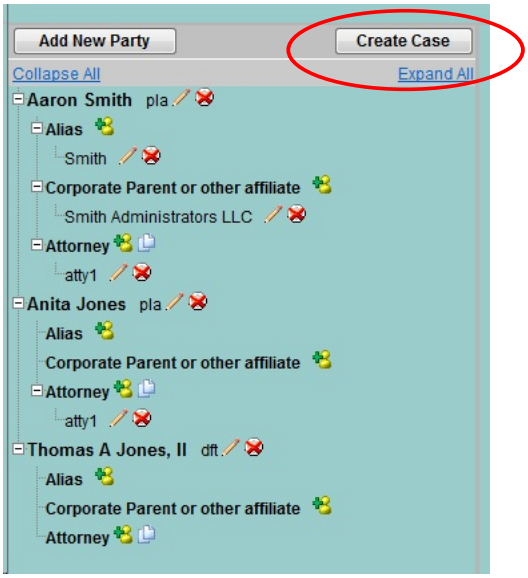
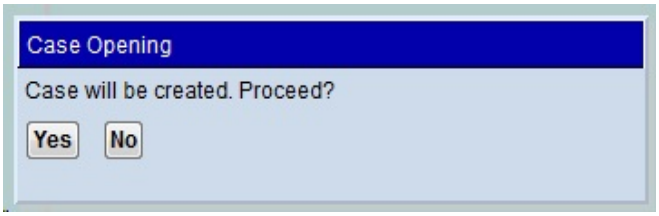
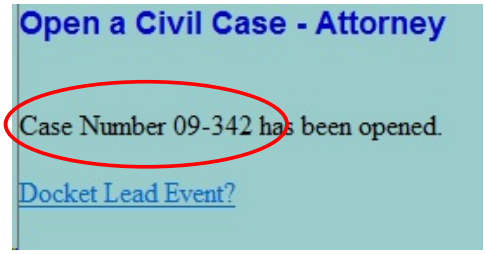
The **Participant Tree** is updated.

Note: In New Civil Cases, do not add attorneys for defendants even though you may know who the attorney will be.

In Removal Cases, you may add all the attorneys who made an appearance in the State Court file.

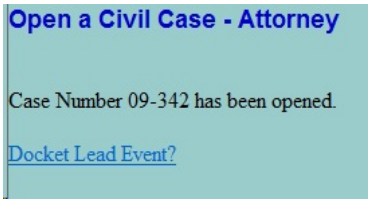
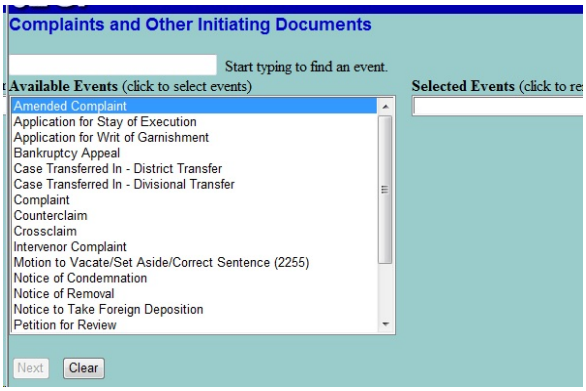
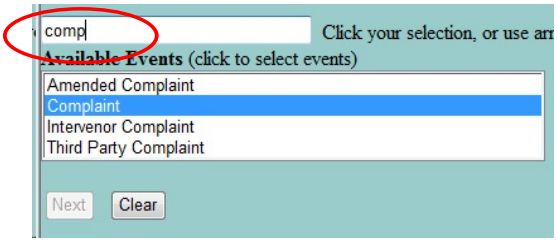
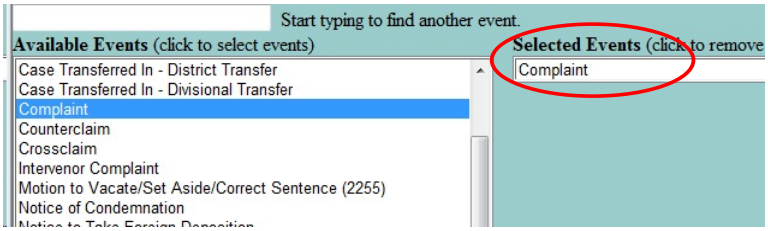
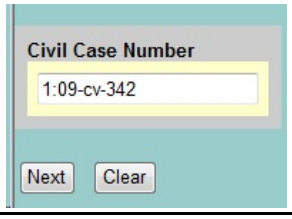


Create Case

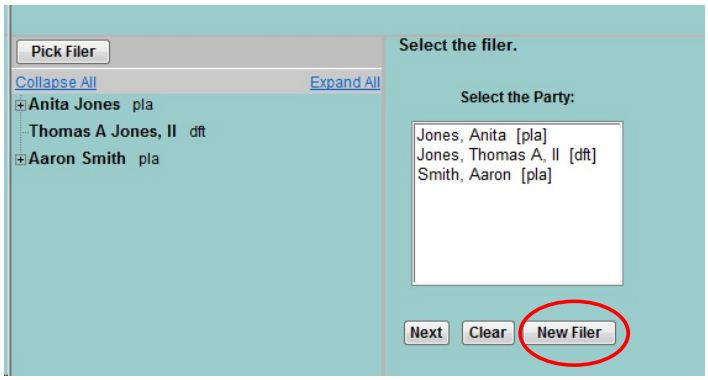
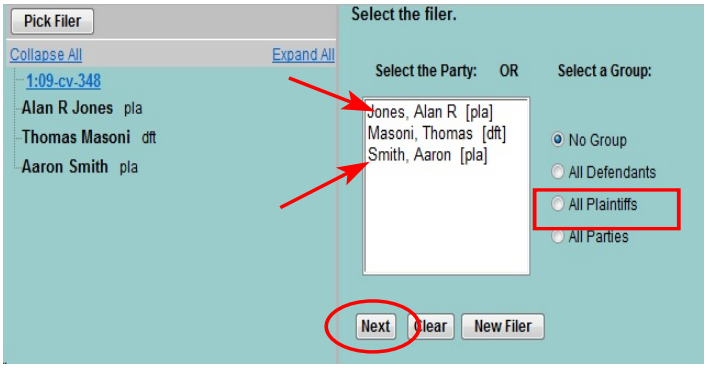
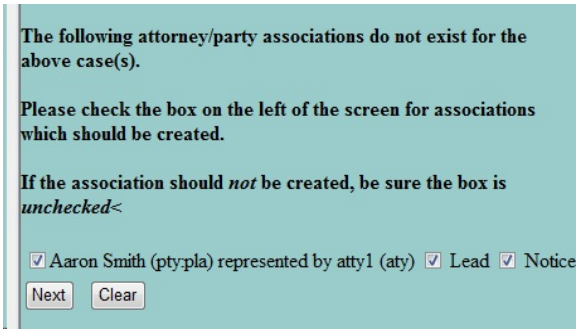
Click **Add New Party** to continue adding parties, or Click **Create Case** when all the parties have been added.	
If you have not added all the parties, click "No" which will return you to the add new party screen. If you have added all the parties, click "Yes" to continue.	
A Case number is assigned. Click **Docket Lead Event?** to continue filing the • Civil Complaint, or • Notice of Removal	

Filing the Complaint

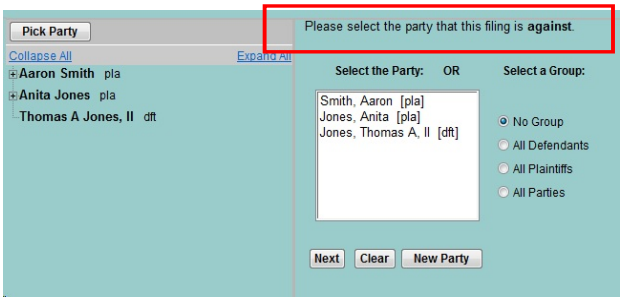
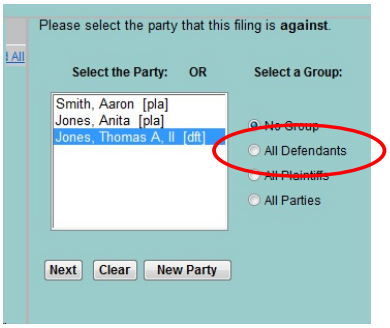
New Civil Complaint

Click on **Docket Lead Event?**	
Select your lead event from the list. In a new case filing, your typical event will be: • Complaint, or • Petition for Writ of Habeas Corpus	
To begin your selection, type the first few letters in the selection field. ECF sorts the selection list to include only those events that match your entry.	
Click on **Complaint** to select. Complaint it placed in the **Selected Events** field. Click **NEXT** to Continue.	
A screen will appear displaying the Civil Case Number. Click **NEXT** to continue.	

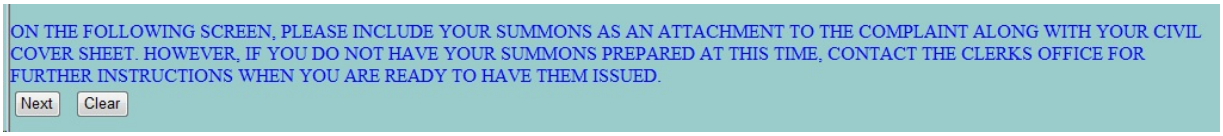
Selecting a Filer

Select the filer(s) of this complaint. Note: The first screen lists all the parties entered into this case. If after review you notice that one is missing, you could click **New Filer** and add a new person to this list.	
Click on the filer to highlight. If you need to select more than one filer, such as all plaintiffs, press the control-key and click on each party, or click the All Plaintiffs choice under Groups.. Click **NEXT** to continue.	
The following screen creates the association between the filing attorney and the filing parties. This screen will only appear the first time this attorney files on behalf of the party. Leave all the boxes checked, and Click **NEXT** to continue. Note: If as the filer, you already added yourself to this party in case opening, you will not see this screen.	

Party this Filing is Against

Next you are instructed to select the party that this filing is against.	
Click on the party that this filing is against. You have the option of clicking **All Defendants** to simplify the selection. Click **NEXT** to continue.	

Summons Instructions



ECF provides instructions on submitting your summons to the court for issuance.

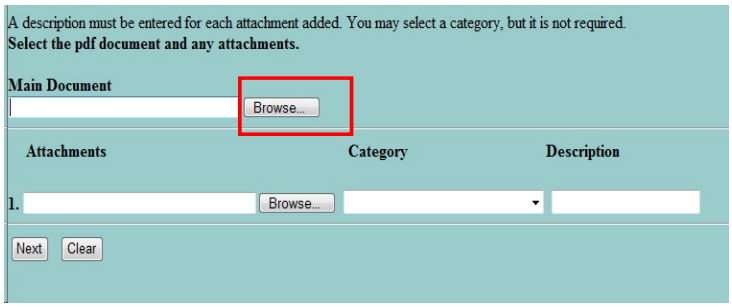
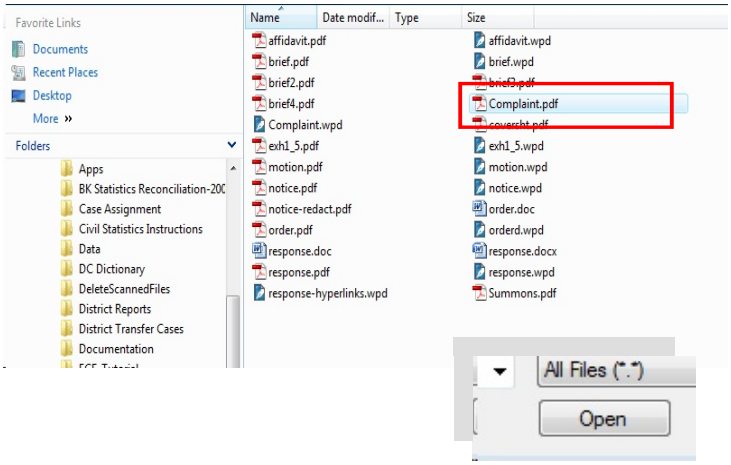
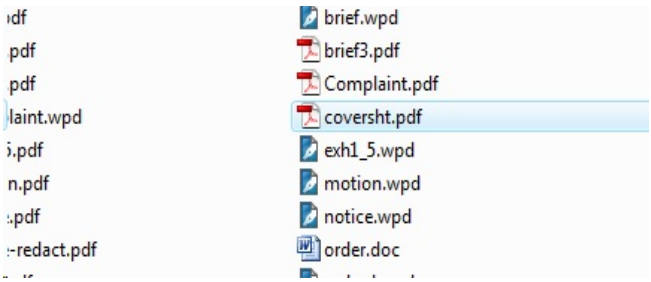
Two options:

1) Include your prepared summons in PDF format with the complaint. The following page will allow you to upload your complaint, case cover sheet and summons(es).

2) Do not issue your summons at this time. Contact the court at a later date when you are ready to have your summons(es) issued.

Uploading the Documents

Selecting the PDF documents

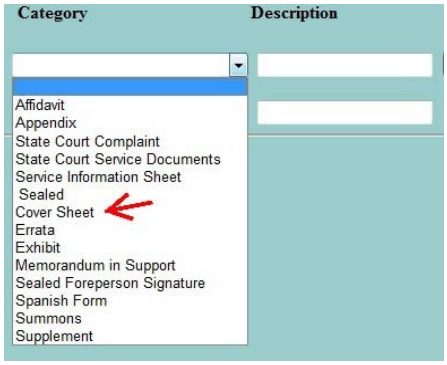
Main document = Complaint Attachment 1 = Case Cover Sheet Attachment 2 = Summons(es) Click on the **Browse** button to locate your PDF complaint.	
Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.	
Click on the **Browse** button next to Attachment #1 to locate the PDF Case Cover Sheet.	
Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.	

Selecting the PDF documents

For each attachment, you must include either:

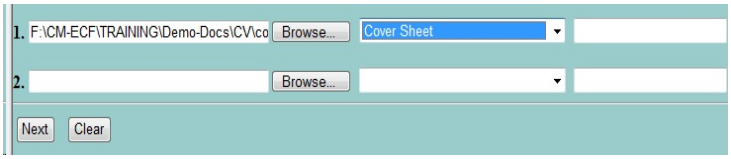
- a **Description** in the free-text field, or
- an item from the **Category** drop-down list, or
- both.

In case opening, both Cover Sheet and Summons are included in the Category drop-down list.



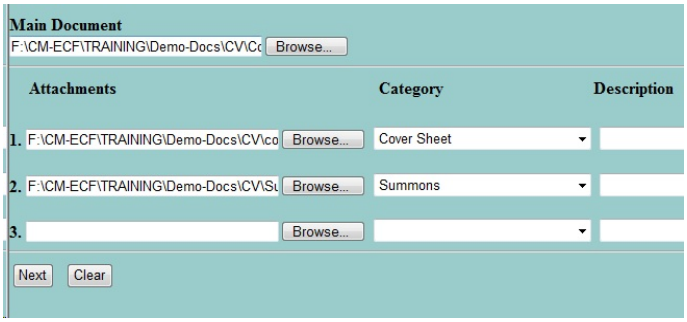
As soon as a pdf document is added to Attachment #1, Attachment #2 option appears.

If you have an additional document, such as the summon(es), click the **Browse** button for Attachment #2 and repeat the process for Attachment #2.



When you have completed adding your documents,

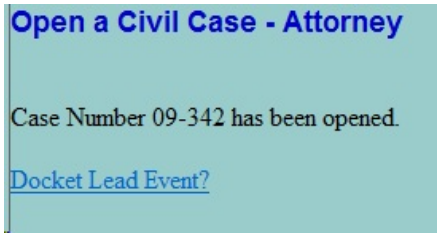
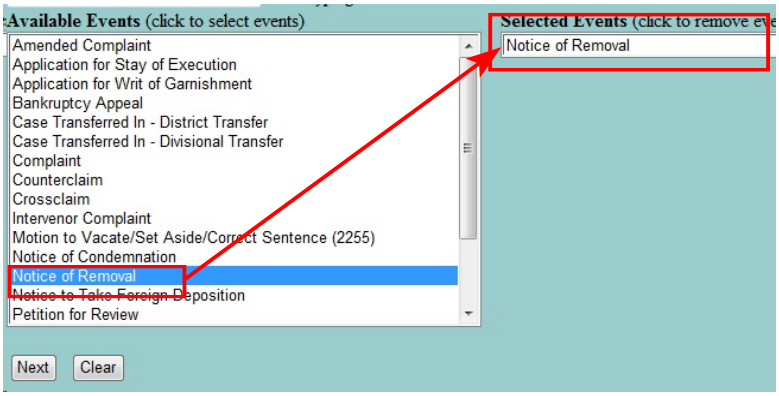
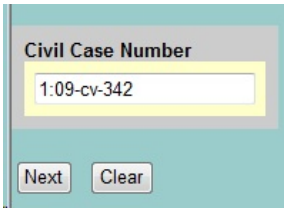
Click **NEXT** to continue.



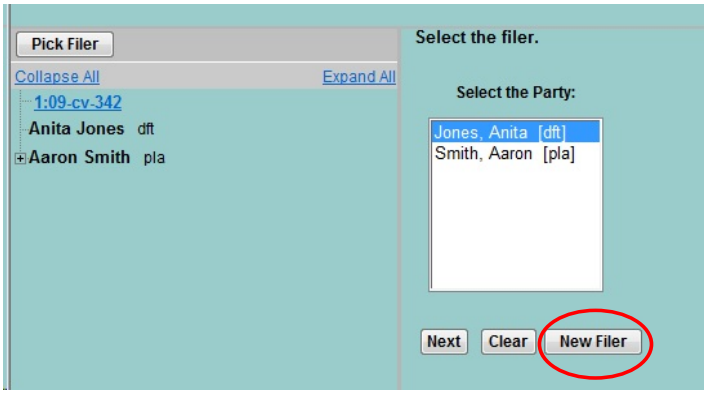
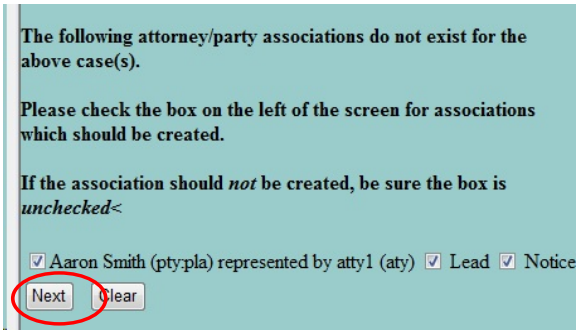
Continue with the steps

- ✓ Paying Filing Fees On-line
- ✓ Final Screens
- ✓ Notice of Electronic Filing

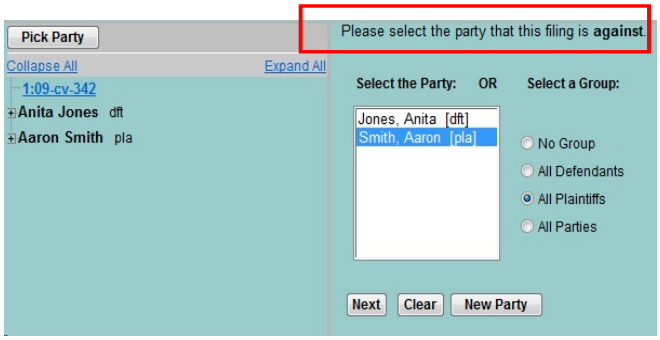
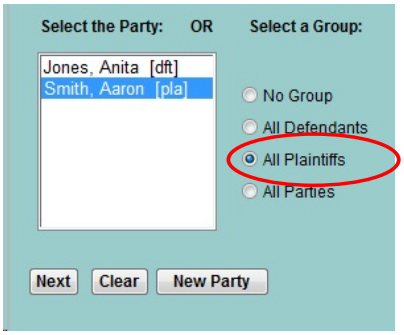
Notice of Removal

Click on **Docket Lead Event?**	
Select your lead event from the list. Click on the **Notice of Removal** event in the Available Events List. This will move the Notice of Removal from Available to the **Selected Events** list. Click **NEXT** to continue.	
A screen will appear displaying the Civil Case Number. Click **NEXT** to continue.	

Selecting a Filer

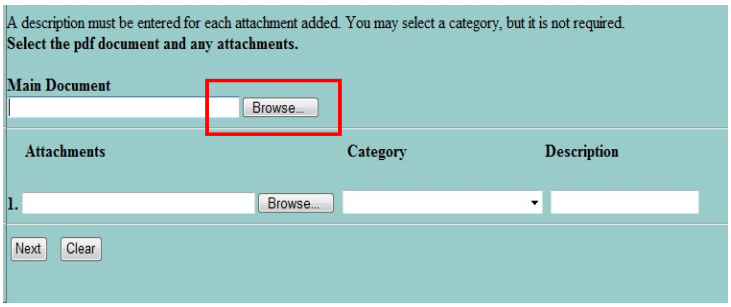
Select the filer(s) of this Notice of Removal. Click on the name to highlight. If you need to select more than one filer, such as all defendants, press the control-key and click on each party. Click **NEXT** to continue. Note: The first screen lists all the parties entered into this case. If after review you notice that one is missing, you could click **New Filer** and add a new person to this list.	
The following screen creates the association between the filing attorney and the filing parties. This screen will only appear the first time this attorney files on behalf of the party. Leave all the boxes checked, and Click **NEXT** to continue. Note: If as the filer, you already added yourself to this party in case opening, you will not see this screen.	

Party this Filing is Against

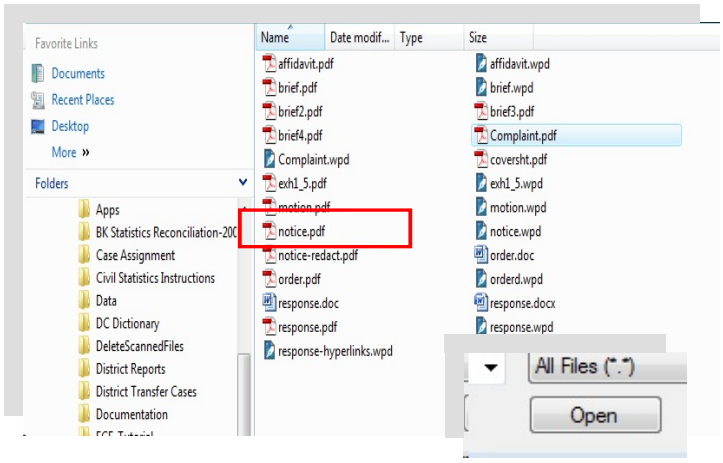
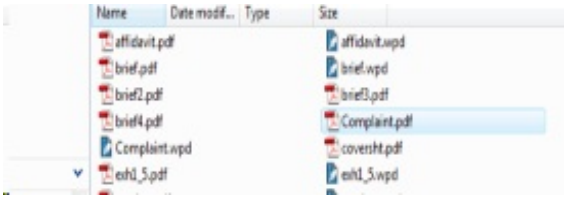
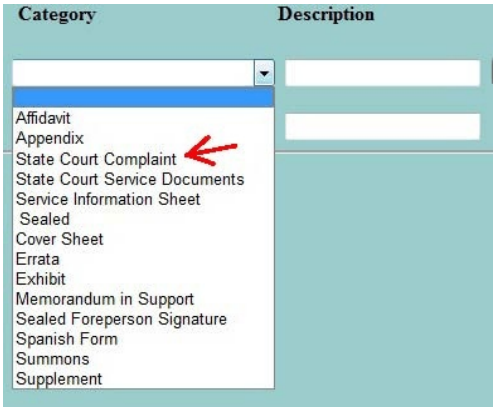
Next you are instructed to select the party that this filing is against.	
Click on the party that this filing is against. You have the option of clicking **All Plaintiffs** to simplify the selection. Click **NEXT** to continue.	

Uploading the Documents

Selecting the PDF documents

Main document = Notice of Removal Attachment 1 = Case Cover Sheet Attachment 2 = State Court Complaint Attachment 3 = Summons served (if any) Attachment 4 = Answer(s) (if any) Attachment 5 = Pending Motions (if any) Attachment 6 = State Court Docket Sheet Note: If the state court case is large, contact the court for alternative instructions. Click on the **Browse** button to locate your PDF Notice of Removal..	

Selecting the PDF documents

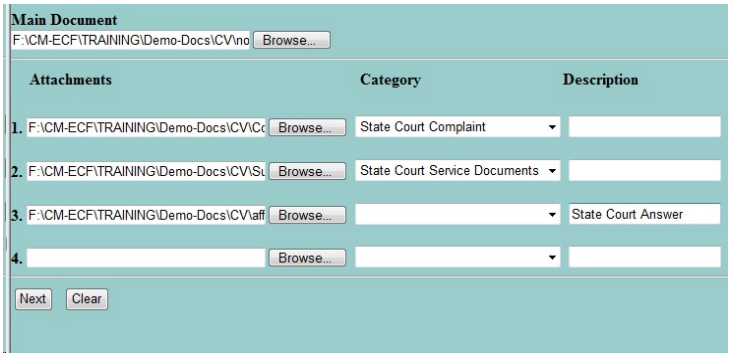
Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.	
Click on the **Browse** button next to Attachment #1 to locate the State Court Complaint.	
Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.	
For each attachment, you must include either: • a **Description** in the free-text field, or • an item from the **Category** drop-down list, or • both.	

Selecting the PDF documents

As soon as a pdf document is added to Attachment #1, Attachment #2 option appears.

When you have completed adding your documents,

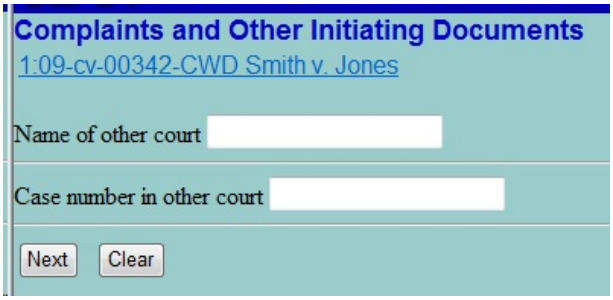
Click **NEXT** to continue.



State Court Information

Insert the information regarding the State Court case.

Click **NEXT** to Continue.



Continue with the steps

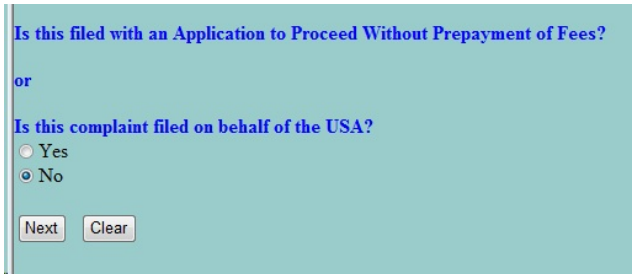
- ✓ Paying Filing Fees On-line
- ✓ Final Screens
- ✓ Notice of Electronic Filing

Verifying the Filing Fee

The next screen begins the payment process for paying the filing fees on-line through Pay.gov.

Complaint: There are two questions.

If "yes" applies to either question, the Pay.gov process is skipped.

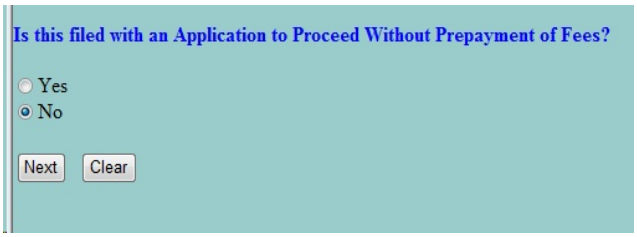


Notice of Removal: For a Notice of Removal, only one question appears.

If "yes" applies, the Pay.gov process is skipped.

The default is "No".

Click **NEXT** to continue.



The following screen verifies the filing fee.

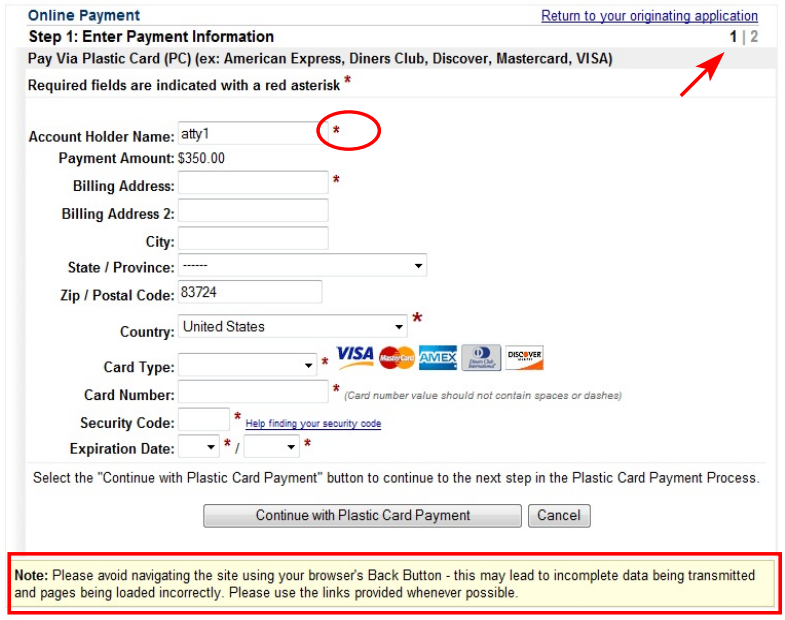
Click **NEXT** to continue.

Pay.gov

Screen 1: There are two screens when completing on-line payment. In the top right corner, you may see where you are at in the process.

The fields with Asterisks are required.

Note: The notice at the bottom of the screen warns the user to avoid using the Internet browser back button when making your on-line payments.



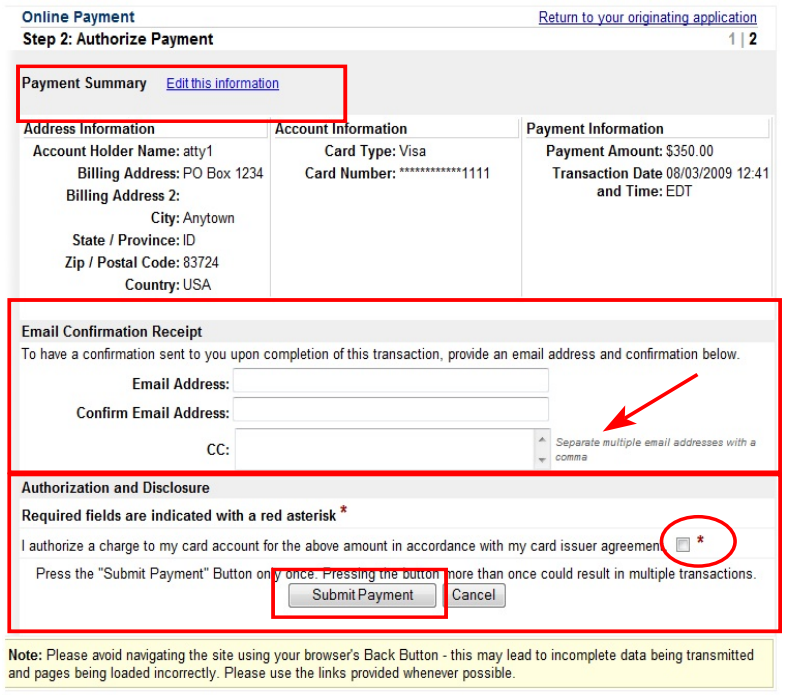
Screen 2: If you need to return to the original page, click **Edit this Information**. Do not use the back button.

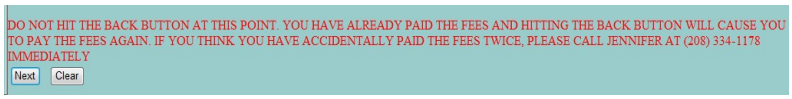
E-mail Receipts: You may receive an e-mail confirmation of this payment. This e-mail address may be who ever is responsible for the credit card payments in your office and does not need to be that of the filer.

You may also have multiple receipts if additional people need notice of this payment.

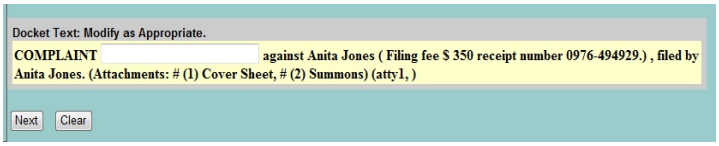
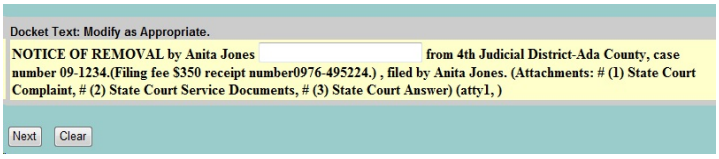
Finally, you must authorize the charge to this card by checking the agreement box.

Click **Submit Payment** to finish.



Pay.gov	
WARNING SCREEN: ECF will provide another warning to not use the Back Button. At this point, the filing fees have been paid. Click **NEXT** to Continue.	

Final Steps

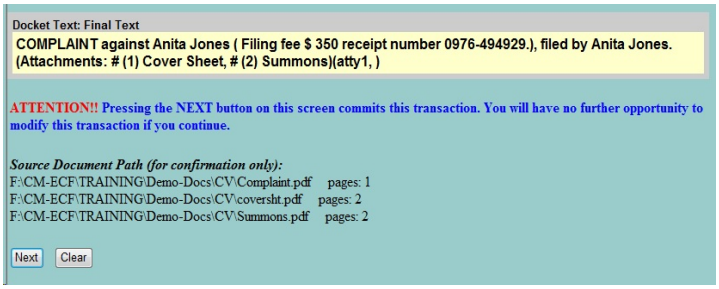
FINAL SCREENS	
Notice: Pursuant to Federal Rules of Civil Procedure 7.1, the attorney is required to filed a corporate disclosure statement. Click **NEXT** to Continue.	
Docket Modification Screen: The filer is allowed to insert any further description in the free text field. Click **NEXT** to Continue.	 

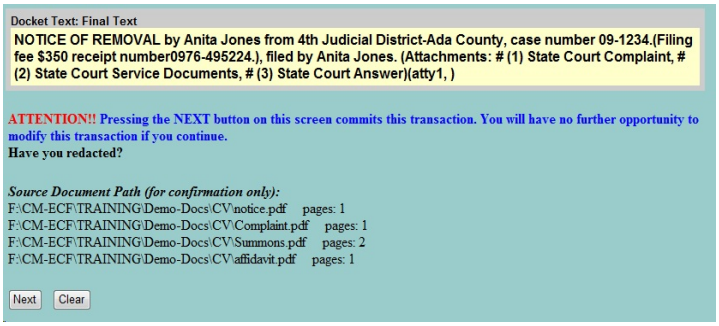
FINAL SCREENS

Final Screen: This screen shows how the entry will appear on the docket.

ATTENTION: By clicking Next, you will file these documents and will not have any further opportunity to correct any errors in the filing.

The bottom of the screen indicates for your review, what documents you have included in this fClick **NEXT** to complete your filing.





Notice of Electronic Filing (NEF)

U.S. District Court

District of Idaho (TEST) Version 4.0.1

Notice of Electronic Filing

The following transaction was entered by atty1, on 8/3/2009 at 11:00 AM MDT and filed on 8/3/2009
Case Name: Jones v. Smith
Case Number: 1:09-cv-00335-EJL
Filer: Anita Jones
Document Number: 1
Judge(s) Assigned: Edward J. Lodge (presiding)

Docket Text:
COMPLAINT against Anita Jones (Filing fee $ 350 receipt number 0976-494929.), filed by Anita Jones. (Attachments: # (1) Cover Sheet, # (2) Summons)(atty1,)

1:09-cv-00335-EJL Notice has been electronically mailed to:

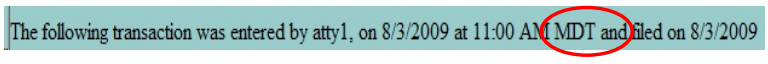
atty1 atty1@id.uscourts.gov, deadmail@id.uscourts.gov

1:09-cv-00335-EJL Notice will be served by other means to:

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-0]
[8498153f220d4110f8a0492820bfd1495ab15fdb1f95a234288f7e2f4fe134cefd51b
18a05237dfb5903a2d132e193e6331aa6f26600a905752c16382f0dd5fe]]
Document description: Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-1]
[9aa35cd471a9026799d5435e26e9ca056512b53ff9977bb408ce02732a851281d4109
3281d6956dc9c491f079575cb50481f3438f2e5a890a2d9247c07ea0198]]
Document description: Summons
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-2]
[249e28deec7d06907065cc503806b45baaa6eb4e4bbe626dfab075392f07b968919d6
9cffb7c422b5b9b98967b373cd9e8b06b446813eef4b40c401361fa7101]]

NEF DETAILS

The date and time of the filing are documented in the NEF. Note that the time is recorded as Mountain Time since that is the location of the computer accepting the filing.	

NEF DETAILS

The NEF confirms: • the case name and number, • the filing party was, • the assigned document number for this filing, and • the judge assigned to this case	**Case Name:** Jones v. Smith **Case Number:** 1:09-cv-00335-EJL **Filer:** Anita Jones **Document Number:** 1 **Judge(s) Assigned:** Edward J. Lodge (presiding)
Docket text verification	**Docket Text:** ,COMPLAINT against Anita Jones (Filing fee $ 350 receipt number 0976-494929.), filed by Anita Jones. (Attachments: # (1) Cover Sheet # (2) Summons)(atty1,)
Who received this NEF via ECF, and if there are parties who did not receive this NEF and would require service by other means. In the instance of a Notice of Removal, all attorneys in the state case should have been entered during case opening and would receive NEF notification.	**1:09-cv-00335-EJL Notice has been electronically mailed to:** atty1 atty1@id.uscourts.gov, deadmail@id.uscourts.gov **1:09-cv-00335-EJL Notice will be served by other means to:**
Verification of the documents submitted with this filing.	**Document description:**Main Document **Original filename:**n/a **Electronic document Stamp:** [STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-0] [8498153f220d4110f8a0492820bfd1495ab15fdb1f95a234288f7e2f4fe134cefd51b 18a05237dfb5903a2d132e193e6331aa6f26600a905752c16382f0dd5fe]] **Document description:**Cover Sheet **Original filename:**n/a **Electronic document Stamp:** [STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-1] [9aa35cd471a9026799d5435e26e9ca056512b53ff9977bb408ce02732a851281d4109 3281d6956dc9c491f079575cb50481f3438f2e5a890a2d9247c07ea0198]] **Document description:**Summons **Original filename:**n/a **Electronic document Stamp:** [STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-2] [249e28deec7d06907065cc503806b45baaa6eb4e4bbe626dfab075392f07b968919d6 9cffb7c422b5b9b98967b373cd9e8b06b446813eef4b40c401361fa7101]]