

Attorney Case-Opening Pilot Project

USER MANUAL



**United States District Court
Central District of California
October 7, 2013**

Attorney Case-Opening Pilot Project User Manual

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I. GENERAL INFORMATION

A) MINIMUM REQUIREMENTS

Effective February 18, 2014, attorneys may electronically open any civil case in CM/ECF if the following three conditions are met:

- 1) The attorney is a member of the bar of the Central District of California, and has a valid CM/ECF login and password issued by the Central District of California;
- 2) One of the following is true:
 - All filing fees will be paid online with a credit card through pay.gov; or
 - No filing fee is required (*i.e.*, cases filed by the U.S. government or exempted by statute);
- 3) The case-initiating document is either a complaint or a notice of removal.

B) BEFORE OPENING A NEW CIVIL CASE

- ☐ Read General Order No. [14-01](#), and make sure your case is eligible for the Attorney Case-Opening Pilot Project (“Pilot Project”) authorized by that Amended General Order
- ☐ Familiarize yourself with all instructions in this Attorney Case-Opening Pilot Project User Manual (“Manual”)
- ☐ Prepare the following documents for filing:
 - Complaint or Notice of Removal
 - Civil Cover Sheet (Form CV-71 dated 11/13)
 - Summons(es) (if applicable)
 - Notice of Interested Parties (*see* Local Rule 7.1-1)
 - Corporate Disclosure Statement (if applicable; *see* Fed. R. Civ. P. 7.1)
 - Notice of Related Cases (if applicable; *see* Local Rule 83-1.3)

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- Notice of Pendency of Other Actions or Proceedings (if applicable; see Local Rule 83-1.4)
- Report on the Filing or Determination of an Action Regarding a Patent or Trademark (Form AO-120) (if applicable; see Local Rule 3-1)
- Report on the Filing or Determination of an Action or Appeal Regarding a Copyright (Form AO-121) (if applicable; see Local Rule 3-1)

During the case-opening process, you will receive your case number; add your case number to these documents, and, if not already in PDF format, convert them to PDF format using your word processing program (DO NOT SCAN).

- ☐ Have your credit card available for the payment of filing fees (unless you are filing a case in which no fee is required). Note that, under General Order No. 14-01, except for cases in which no fee is required (i.e., those filed by the United States or those exempted from the fee by statute), only cases in which the filing fee is paid online, using a credit card, are eligible for electronic case-opening under the Pilot Project. If you plan to pay the filing fee by check, or you plan to apply for *In Forma Pauperis* status, you must present your complaint and supporting documents to the Clerk for filing in paper format.

C) OPENING A NEW CIVIL CASE

The electronic case-opening process consists of two steps. You must complete BOTH STEPS: (1) Open the case by providing sufficient information about the case for CM/ECF to create a docket; AND (2) file your case-initiating document. If you complete step (1) but do not complete step (2), your case will be closed. Detailed instructions for each of these steps are included in this Manual.

To successfully open a case electronically:

- Complete the entire process as instructed in this Manual.
- Enter all necessary information on all CM/ECF screens.
- Docket the lead event and upload all pdf documents.
- Enter all necessary information on the pay.gov screens.
- DO NOT click the back button once you begin the process.

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- DO NOT electronically open cases that should be filed under seal, or upload documents that should be filed under seal.
- DO NOT attempt to open the same case twice.

In using CM/ECF to open your case electronically, please understand that CM/ECF was originally optimized for internal court use; allowing attorneys to open cases electronically requires that attorneys be given access to parts of the program not initially set up for use by the public. This means that some drop-down menus may contain choices that will never be applicable to you in opening a case, and that some fields are for internal use only, and should be left blank by you during the case-opening process.

D) AFTER OPENING A NEW CIVIL CASE

Certain supporting documents, such as your Civil Cover Sheet, must be filed immediately after filing your case-initiating document. (See Section IV, below, for additional information.) However, do not file any subsequent **motion** until judges have been assigned to your case.

You will receive a case number during the case opening process, but judges will not be assigned to your case until court staff have reviewed your case-initiating documents. This process should be completed within 1-2 business days of case-opening. You will receive a Notice of Electronic Filing through CM/ECF when a Notice of Judge Assignment is filed in your case.

AS SOON AS YOU RECEIVE YOUR NOTICE OF JUDGE ASSIGNMENT, YOU MUST IMMEDIATELY DELIVER MANDATORY CHAMBERS COPIES OF ALL DOCUMENTS TO YOUR ASSIGNED JUDGE(S).

E) ASSISTANCE AVAILABLE

Several training videos regarding the electronic case-opening process are available on the Court's website at www.cacd.uscourts.gov/e-filing/civil-case-opening. After watching the videos and reading this Manual, please contact the Help Desk at (213) 894-0242 if you have any questions or need any assistance. The Help Desk is staffed Monday to Friday, 8:00 a.m. to 5:00 p.m. (Pacific Time).

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II. INSTRUCTIONS FOR OPENING A NEW CIVIL CASE

A) BEGINNING THE CASE-OPENING PROCESS

Log in to CM/ECF. Click “Civil” on the [blue](#) menu bar at the top of the CM/ECF screen; this will take you to the “Civil Events” screen. On the “Civil Events” screen (Figure 1), under the “Open a Case” category, select “[Civil Case \(Attorney Electronic Filing\)](#).”

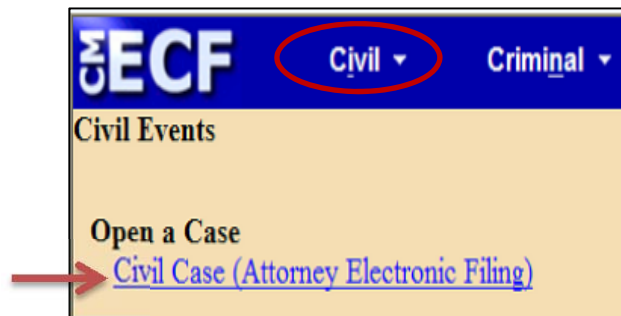


Figure 1

You should then see the “Welcome” screen (Figure 2):

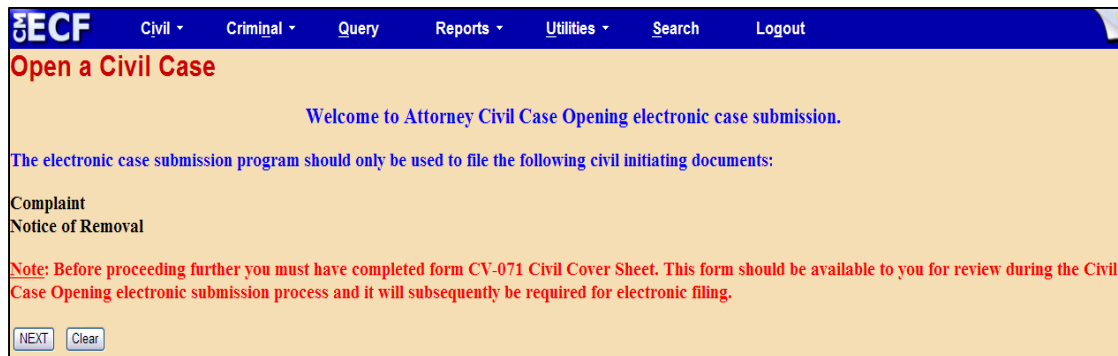


Figure 2

Cases may only be opened electronically under the Pilot Project if one of the following documents is filed as the case-initiating document:

- Complaint
- Notice of Removal

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Note: Before proceeding further you must have completed a Form CV-071 Civil Cover Sheet. You must use the version dated 11/13 (available from the Court's website at www.cacd.uscourts.gov/court-procedures/forms). Information from the Civil Cover Sheet is required during the electronic case opening process, and previous versions of Form CV-71 will not provide you with all the information you need to open your case electronically. The Civil Cover Sheet itself must also be electronically filed separately during the case opening process.

On the "Welcome" screen (Figure 2), click "Next." On the following screen (Figure 3), review the information provided and click "Next":

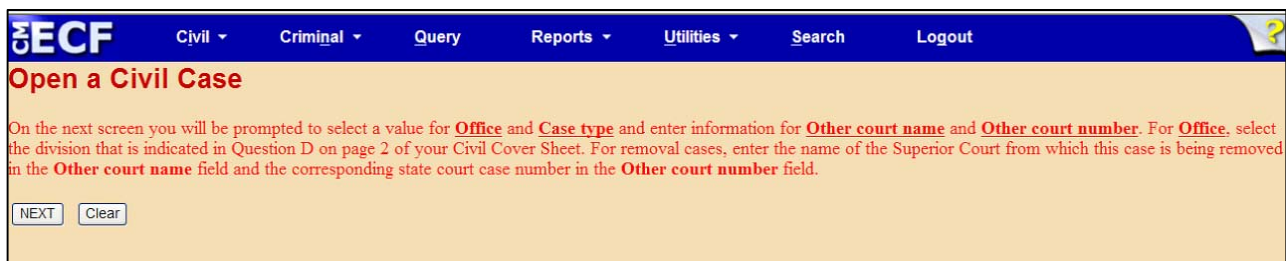


Figure 3

B) SELECTING THE DIVISIONAL OFFICE AND CASE TYPE

On the next screen (Figure 4), you will be prompted to select from drop-down menus for "Office" and "Case type."

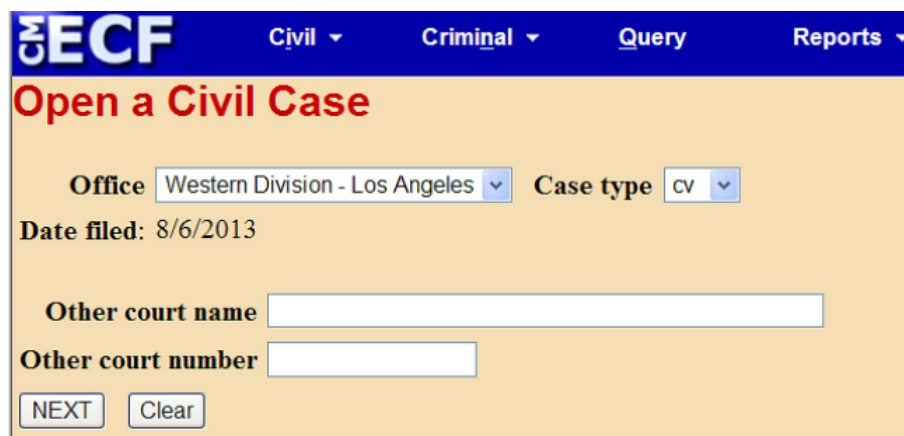


Figure 4

See below for instructions on selecting the correct "Office." For "Case type," select "cv" to indicate that you are opening a civil case. There are other options

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in the “Case type” drop-down menu, but DO NOT use them – only civil cases may be electronically opened by attorneys under the pilot project.

The “**Date filed**” is automatically displayed on the screen and cannot be modified.

For cases initiated in this Court by the filing of a Notice of Removal, enter: (1) the name of the court from which this case is being removed (*e.g.*, Los Angeles Superior Court) in the “**Other court name**” field; and (2) the corresponding state court case number in the “**Other court number**” field (see Figure 5):



ECF Civil Criminal Query

Open a Civil Case

Office: Western Division - Los Angeles Case type: CV

Date filed: 4/2/2013

Other court name: Los Angeles County Superior Court

Other court number: BC123456

NEXT Clear

Figure 5

For cases filed in the Central District in the first instance, and not removed from state court, leave “**Other court name**” and “**Other court number**” blank.

The “**Office**” drop-down menu provides three choices, equivalent to the three divisions of the Central District:

- **Western Division:** Los Angeles, Ventura, Santa Barbara, and San Luis Obispo Counties
- **Eastern Division:** Riverside and San Bernardino Counties
- **Southern Division:** Orange County

The appropriate division for your case is determined by the Court’s General Orders. You may not choose a division based on your personal preference; you must select the division that is indicated in Question VIII.D on page 2 of your completed Civil Cover Sheet (Form CV-71, version 11/13). If you do not have a

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“Question VIII.D” on page 2 of your Civil Cover Sheet, you have used an outdated version of the form; please obtain the latest version (11/13) of Form CV-71 from the Court’s website and complete it before continuing.

Select the division indicated in Question VIII.D of your Civil Cover Sheet from the “**Office**” drop-down menu (see Figure 6):



Figure 6

Once you have made your selections for “**Office**” and “**Case type**” – and, if applicable, provided information regarding the removed state court case – click “Next.”

C) PROVIDING STATISTICAL INFORMATION

The following screen (Figure 7) collects statistical data about your case. Please read the instructions below carefully. The information required to complete this screen should be found either on your completed Form CV-071 Civil Cover Sheet (11/13), or in the complaint.

Complete the fields on the statistical screen as detailed below, then click “Next”:

- 1) **Jurisdiction:** A drop-down menu is provided. You should choose the option that best reflects your basis for invoking federal court jurisdiction. Your choice here should match your selection in Section II of the Civil Cover

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Sheet. However, note that there are five options in the onscreen drop-down menu:

- U.S. Government Plaintiff
- U.S. Government Defendant
- Federal Question
- Diversity
- Local Question

Only the first four of these options should be considered. Do not use the “local question” option; this is not a valid basis for asserting federal jurisdiction. The system default is “Federal Question”; please remember to choose another selection if this is not accurate.

The screenshot shows the 'Open a Civil Case' form on the ECF system. The form is titled 'Open a Civil Case' in red. Below the title, there are instructions: 'The information required to complete this screen is found on the completed Form CV-071 Civil Cover Sheet.', 'For County field, select residence of first plaintiff.', 'If the United States government is a plaintiff, select residence of first defendant.', 'In Land Condemnation cases use the location of the tract of land involved.', 'Leave Arbitration code and Date transfer fields blank.', and 'Do not alter the Fee date field.' The form contains several fields: 'Jurisdiction' (dropdown menu with '3 (Federal Question)' selected), 'Cause of action' (dropdown menu with '15:1114 (15:1114 Trademark Infringement)' selected, with a 'Filter: 15:1114' and 'Clear filter' button), 'Nature of suit' (dropdown menu with '840 (Trademark)' selected, with a 'Filter: 840' and 'Clear filter' button), 'Origin' (dropdown menu with '1 (Original Proceeding)' selected), 'Citizenship plaintiff' (dropdown menu), 'Citizenship defendant' (dropdown menu), 'Jury demand' (dropdown menu with 'n (None)' selected), 'Class action' (dropdown menu with 'n (No Class Action Alleged)' selected), 'Demand (\$000)' (text field with '73'), 'Arbitration code' (dropdown menu), 'County' (dropdown menu with 'Los Angeles' selected), 'Fee status' (dropdown menu with 'pd (Fee Paid)' selected), 'Fee date' (text field with '8/6/2013'), and 'Date transfer' (text field). At the bottom, there are 'NEXT' and 'Clear' buttons.

Figure 7

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- 2) **Cause of action:** Select the appropriate code from the drop-down list. If you have more than one cause of action, enter the first one only; your selection must match the civil statute number you entered in Section VI of the Civil Cover Sheet. It is not necessary to enter any information in the “**filter**” field, though you may find this field helpful in narrowing the choices in the drop-down menu; for instance, if the appropriate choice is 28 U.S.C. § 1391, you may type “1391” in the filter field rather than scrolling through all the choices in the drop-down list.
- 3) **Nature of suit:** Select the appropriate code from the drop-down list. Your selection must match the nature of suit you checked in Section VII of the Civil Cover Sheet. You may also type this code into the “**filter**” field to quickly locate the correct choice in the drop-down menu.
- 4) **Origin:** Though there are several options provided in the drop-down menu, you may select only “1 (Original Proceeding)” or “2 (Removal from State Court).” All other options are for COURT USE ONLY. Select “1 (Original Proceeding)” when filing an original Complaint; select “2 (Removal from State Court)” when filing a Notice of Removal. Your selection must match the option you checked in Section IV of the Civil Cover Sheet.
- 5) **Citizenship plaintiff/Citizenship defendant:** Complete these fields only if you selected “4 (Diversity)” in the “Jurisdiction” field. Your selections must match the options you checked in Section III of the Civil Cover Sheet. On both the Civil Cover Sheet and online, you should make your choices based on the citizenship of the **first-named plaintiff** and the **first-named defendant**.
- 6) **Jury Demand:** Select the appropriate code from the drop-down menu. Note that marking this field is equivalent to marking the Civil Cover Sheet, **and is not sufficient in itself to constitute a demand for a jury trial pursuant to Fed. R. Civ. P. 38.** See Local Rule 38-2. As your choice should be based on the state of the record at the time of filing, it is unlikely that you will pick “b” or “d” at the time of e-filing a complaint or notice of removal:
 - *n (None)*: no party has yet requested a jury trial

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- *b (Both)*: both plaintiff and defendant have requested a jury trial
 - *d (Defendant)*: defendant has requested a jury trial and plaintiff has not
 - *p (Plaintiff)*: plaintiff has requested a jury trial and defendant has not
- 7) **Class Action**: Select the appropriate code from the drop-down menu. Your selection must match your response to this question in Section V of the Civil Cover Sheet:
- *n* (no Class Action Alleged)
 - *y* (Class Action Alleged)
- 8) **Demand (\$000)**: Enter the dollar amount to the nearest thousand with no punctuation. That is, if the complaint asserts damages in the amount of \$75,000, enter “75”; if the complaint asserts damages in the amount of \$5,000,000, enter “5000.” The smallest amount which can be entered is “1” (for \$1,000.00). Round up or down as needed to the nearest thousand (*e.g.*, \$750.00 = 1; \$1,498.56 = 1; \$25,501.99 = 26). If no specific dollar amount is demanded in the complaint, leave this field blank.
- 9) **Arbitration Code**: Leave this field blank.
- 10) **County**: The drop-down menu for “County” lists every county in California, as well as choices for “XX US, Outside California” and “XX Outside US.” In most cases, you should make your choice based on the residence of the first-named plaintiff. Where the United States is a plaintiff, make your selection based on the residence of the first-named defendant; or, in land condemnation cases, the county where the property at issue is located. Your choice here should match your answer in Section I(b) of the Civil Cover Sheet.
- 11) **Fee Status**: There are seven choices in this drop-down menu. However, only three of them will be used by attorneys during the electronic case-opening process. If you plan to pay filing fees online with a credit card through pay.gov at the time of filing, select (“pd (Fee Paid)”); if you are filing an action on behalf of the United States, select “none (no fee required)”; if you are filing an action in which the fee is waived by statute, select “wv (Fee Waived).” Otherwise, you are not authorized to participate in the Attorney

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Case-Opening Pilot Project, and must manually file your case-initiating documents.

- 12) **Fee Date:** System generated. Do not modify.
- 13) **Date Transfer:** Leave this field blank.

D) ADDING PARTIES

The following screen (Figure 8) displays an alert regarding the next step in the process, during which you will add all parties in the case to the docket, and provide basic information about those parties.



Figure 8

This screen draws attention to two important points to keep in mind while entering party information on the following screens:

- Do not enter any address information for a party unless that party is proceeding *pro se*.
- Do not alter the “start date” or “notice” fields.

Please review the message carefully, and then click “Next.”

1) **Party Name**

You will now be asked to enter the name of each party named in the case-initiating document. This process will create the online docket for your case.

Add parties in the order in which they appear in the caption of the case-initiating document. Use upper and lower case letters to input names (*i.e.*, “Jane Doe” or

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“XYZ Corporation”). DO NOT USE ALL CAPS. For additional instructions regarding the proper entry of party names, please refer to the document on the Court’s website entitled [“Instructions for Searching and Adding Parties for Attorney Civil Case Opening”](#).

The first step in adding a party is to run a search to see if that party is already in the Court’s CM/ECF database. Large corporations, especially, may have been involved in prior litigation in the Central District, which means that their information will already have been added to the system. Please do not create a duplicate database entry for a person or company with an existing record in the database.

Look for the “Search for a party” option in the right pane of the screen shown in Figure 9. Type the party's last name – or if a business, the business name – in the “Last/Business Name” field. Complete the “First Name” and “Middle Name” fields, as applicable, and click “Search.”

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow banner with the text "Open a Civil Case". Underneath the banner, there are two main sections. On the left, there are buttons for "Add New Party" and "Create Case", along with links for "Collapse All" and "Expand All". On the right, there is a "Search for a party" section with input fields for "Last / Business Name" (containing "XYZ Corporation"), "First Name", and "Middle Name", and a "Search" button.

Figure 9

Search results will then be displayed (Figure 10). If one of the names displayed in the “Search Results” box matches the party in your case, click on the party name to highlight it, and then click “Select Party.” If no match is found, click “Create New Party.”

The screenshot shows the "Search for a party" section of the ECF system. It includes the same input fields and "Search" button as in Figure 9. Below the search fields, there is a "Search Results" section. In this section, "XYZ Corporation" is listed and highlighted with a blue background. At the bottom of the search results section, there are two buttons: "Select Party" and "Create New Party".

Figure 10

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2) Party Information

Whether or not you found a match for your party in the database, you will next see a screen with numerous fields for the entry of information about the person or entity you have identified as a party in your case (Figure 11.) Please note that, unless you know that the party you are entering is appearing *pro se*, most of these fields should be left blank: change only the “Role” field, and if applicable, the “Party text” and “Corporation” fields.

Party Information
XYZ Corporation

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 ☐ Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

[Start a New Search](#)

If party is a corporation, select "yes"

Figure 11

Important Note: Do not enter a party’s address or contact information (unless you know for sure that the party is appearing *pro se*), and do not change the “Start date,” or modify the “Notice” option.

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Role: Select the correct party “Role.” Note that this field defaults to “Amicus,” which is extremely unlikely to be the appropriate choice for any party at the case-opening stage.

Party Text: Enter any descriptive “Party text” information appearing in the caption of the case-initiating document (*i.e.*, “individually,” “a California corporation,” etc.). Add “1 through 10, inclusive” in the “Party text” field for Doe defendants, if applicable. **Note:** Do not enter any alias, corporate parent, or other affiliate information in this field (see the “Editing Party Information” section, below, for information about adding alias, corporate parent, or other affiliate information).

After completing the few required fields on the screen shown in Figure 11, click the “Add Party” button.

A new search screen will be displayed, similar to Figure 12, from which the user can search for and add additional parties. Repeat the above process until ALL parties in your case have been entered.

E) EDITING PARTY INFORMATION




After searching for, selecting, and adding all parties, the parties’ names will appear in the left pane, in the “participant tree.” (Figure 11.) Parties added to civil cases will have control icons in the participant tree so the user can add aliases, corporate parents, etc., for the party during the case-opening process.

The screenshot displays the 'Add New Party' interface. On the left, a 'participant tree' lists three parties: 'XYZ Corporation', 'John Smith', and 'Does'. Each party entry includes a plus icon for adding 'Alias', 'Corporate Parent or other affiliate', or 'Attorney'. The right side of the screen features a 'Search for a party' section with input fields for 'Last / Business Name', 'First Name', and 'Middle Name', and a 'Search' button. A blue button at the bottom right of the right pane reads 'See icon descriptions below'.

Figure 12

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From this screen, the user can:

- Add an **alias** or **corporate parent** by clicking on the corresponding  “add” icon;
- **Edit** the party information by clicking on the pencil  “edit” icon;
- **Delete** the party by clicking the red X  “delete” icon; or
- **Add** a new party by clicking on the “Add New Party” button at the top left of the screen.

F) CREATING THE CASE

Once all parties have been entered, the correct roles assigned, and any necessary aliases or corporate parents/affiliates added, click “Create Case.” (Figure 13.)

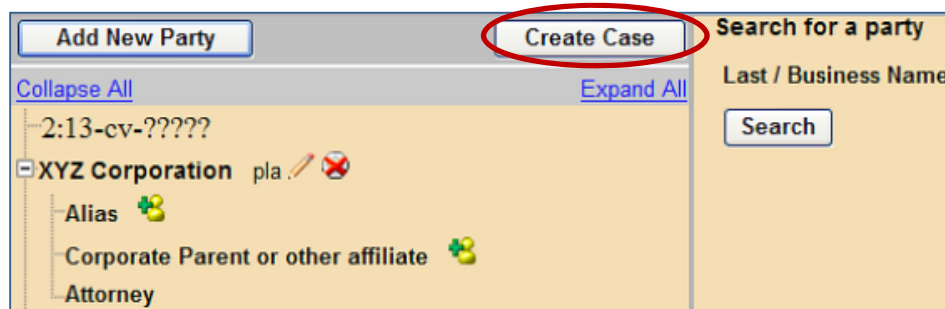


Figure 13

A pop-up window will appear (Figure 14). Click “Yes” to proceed with the case opening or “No” to return to the party screen.

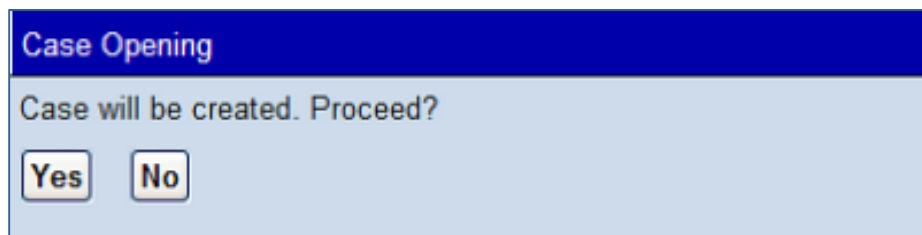


Figure 14

If you click “Yes,” you should then see the following screen (Figure 15):



Figure 15

The new case number you are given on this screen must be entered on all documents filed with the Court in this case. Remember to format the case number correctly, however. You will need to add the case type (“CV”) and the office code (for the division you selected from the “Office” drop-down menu shown in Figure 4) to the case number as it first appears on screen. (Office codes are as follows: 2 for the Western Division; 8 for the Southern Division; 5 for the Eastern Division.) For instance, in the example from Figure 15, the full case number is “2:13-CV-00222.” On subsequent documents, filed after judges have been assigned to your case, the case number should include the judges’ initials.

G) DOCKETING THE LEAD EVENT

You must now file and docket the case-initiating document, or “lead event,” to complete the opening of your new case. Otherwise, the case you just opened will be closed. See Section III, below, for instructions on how to file and docket case-initiating documents.

III. INSTRUCTIONS FOR E-FILEING THE CASE-INITIATING DOCUMENT

A) BEGINNING THE FILING PROCESS

After successfully opening a new civil case, you must file and docket the case-initiating document, or “lead event.” If you proceed directly to this step when opening a case, you may begin the docketing process by clicking “[Docket Lead Event](#)” on the screen in which your case is assigned a case number (Figure 15).

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Alternatively, you may begin the docketing process from the “Civil Events” Screen. Remember, however, that you must file and docket a case-initiating document after opening your case, or your case will be closed. If you do not proceed directly to this step when opening a case – perhaps you log out of the system briefly while adding your new case number to the case-initiating document you are about to file – you must resume the docketing process as soon as possible.

To resume the docketing process after logging out of the system, log in to CM/ECF, and click “Civil” on the [blue](#) menu bar at the top of the CM/ECF screen; this will take you to the “Civil Events” screen. On the “Civil Events” screen (Figure 16), under the “Initial Pleadings and Answers” Category, click on “[Complaints and Other Initiating Documents](#).”



Figure 16

Whether you proceed to the docketing process directly after opening a case through the “[Docket Lead Event](#)” link shown in Figure 15, or through the “[Complaints and Other Initiating Documents](#)” link shown in Figure 16, you will next see a version of the following screen (Figure 17):



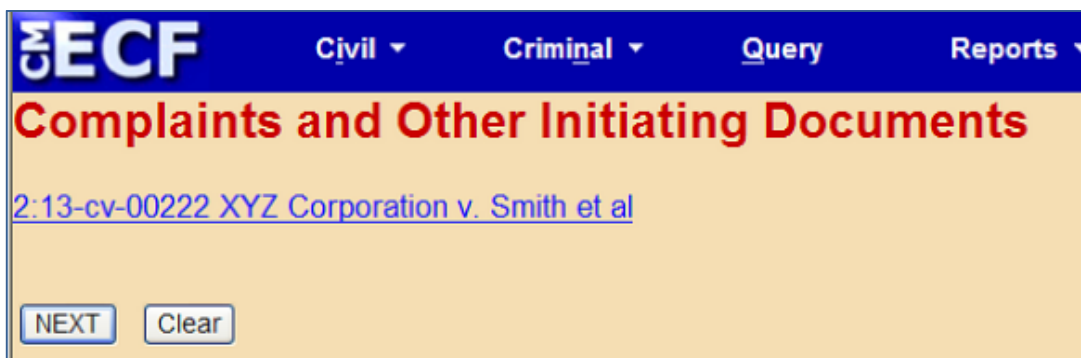
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and four tabs: 'Civil', 'Criminal', 'Query', and 'Reports'. Below the navigation bar, the title 'Complaints and Other Initiating Documents' is displayed in large red font. The main content area has a light orange background. A grey box labeled 'Civil Case Number' contains a text input field with the value '2:13-cv-222'. Below this box are two buttons: 'NEXT' and 'Clear'.

Figure 17

If you access this screen directly after opening a case through the “[Docket Lead Event](#)” link shown in Figure 15, the “Civil Case Number” field should be pre-populated with the case number of the case you just opened. Do not alter any information or click the “Clear” button.

If you access this screen through the “[Complaints and Other Initiating Documents](#)” link shown in Figure 16, you must enter the case number of your new case.

When the correct case number has been entered, click “Next” to proceed. (You may be shown a screen with a list of multiple cases; if so, check the box next to the correct case, and click “Next.”) When you see the screen shown in Figure 18, verify that the case number and case title are correct, and click “Next.”

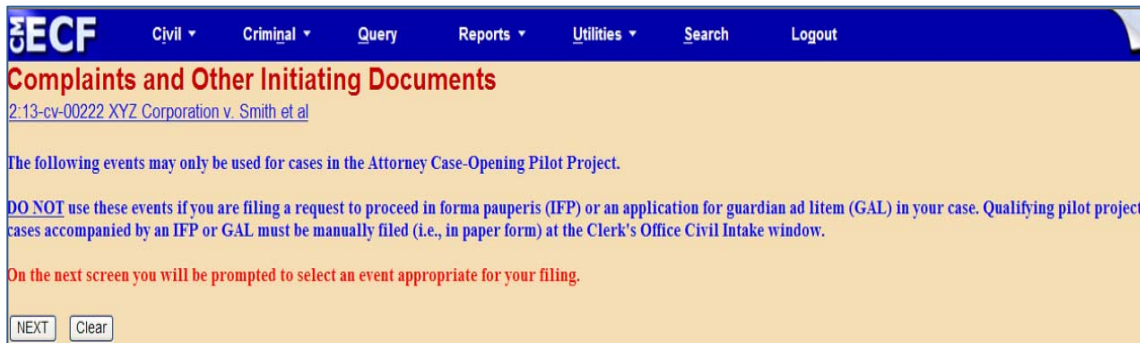


The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and four tabs: 'Civil', 'Criminal', 'Query', and 'Reports'. Below the navigation bar, the title 'Complaints and Other Initiating Documents' is displayed in large red font. The main content area has a light orange background. Below the title, the case number '2:13-cv-00222' and the case title 'XYZ Corporation v. Smith et al' are displayed in blue text. Below this text are two buttons: 'NEXT' and 'Clear'.

Figure 18

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On the following screen (Figure 19), a warning message will be displayed. Please read it carefully, then click “Next.”



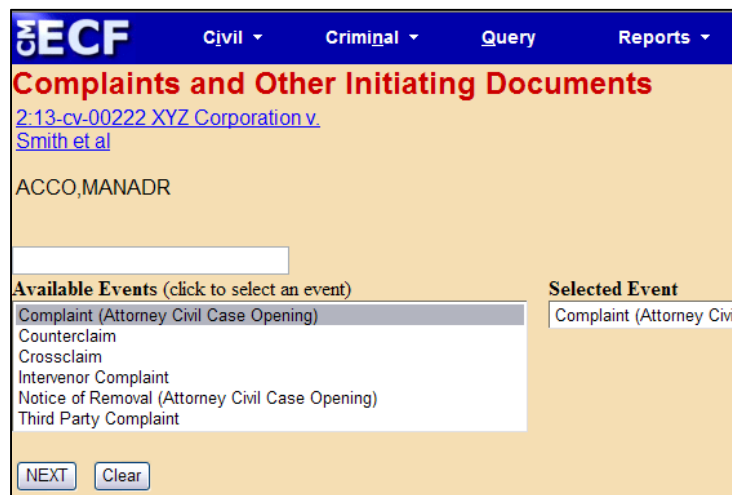
The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the bar, the page title is "Complaints and Other Initiating Documents" in red. The case number "2:13-cv-00222 XYZ Corporation v. Smith et al" is displayed. A warning message states: "The following events may only be used for cases in the Attorney Case-Opening Pilot Project. DO NOT use these events if you are filing a request to proceed in forma pauperis (IFP) or an application for guardian ad litem (GAL) in your case. Qualifying pilot project cases accompanied by an IFP or GAL must be manually filed (i.e., in paper form) at the Clerk's Office Civil Intake window. On the next screen you will be prompted to select an event appropriate for your filing." At the bottom are "NEXT" and "Clear" buttons.

Figure 19

B) SELECTING THE LEAD EVENT

On the next screen (Figure 20), you will see a list of “Available Events.” You must choose one of the following events to identify your case-initiating document:

- Complaint – Attorney Civil Case Opening
- Notice of Removal – Attorney Civil Case Opening



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below the bar, the page title is "Complaints and Other Initiating Documents" in red. The case number "2:13-cv-00222 XYZ Corporation v. Smith et al" is displayed. Below the case number is the text "ACCO,MANADR". A search bar is present. Below the search bar is a table with two columns: "Available Events (click to select an event)" and "Selected Event". The "Available Events" column lists: "Complaint (Attorney Civil Case Opening)", "Counterclaim", "Crossclaim", "Intervenor Complaint", "Notice of Removal (Attorney Civil Case Opening)", and "Third Party Complaint". The "Selected Event" column shows "Complaint (Attorney Civil Case Opening)". At the bottom are "NEXT" and "Clear" buttons.

Figure 20

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C) IDENTIFYING PILOT PROJECT CASES

On the next screen (Figure 21), select the “Yes” radio button and click “Next.”

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, and Reports. Below this, the title "Complaints and Other Initiating Documents" is displayed in red. Underneath, the case name "2:13-cv-00222 XYZ Corporation v. Smith et al" is shown. The main question is "Is this case part of the Attorney-Case Opening Pilot Project?". There are two radio buttons: "Yes" (which is selected) and "No". At the bottom, there are two buttons: "NEXT" and "Clear".

Figure 21

D) SELECTING THE FILER(S)

On the next screen (Figure 22), indicate the party who is filing the case-initiating document by clicking on that party’s name in the “Select the Party” box. To select multiple filers, hold down the [Ctrl] key on your keyboard and click on the names of all applicable filers. After all filing parties are highlighted, click “Next.”

The screenshot shows the ECF system interface for selecting the filer(s). At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Search. Below this, the title "Complaints and Other Initiating Documents" is displayed in red. Underneath, the case name "2:13-cv-00222 XYZ Corporation v. Smith et al" is shown. On the left, there is a "Pick Filer" button and a list of filers: "Does dft", "John Smith dft", and "XYZ Corporation pla". On the right, there is a "Select the Party:" box with a list of filers: "Does [dft]", "Smith, John [dft]", and "XYZ Corporation [pla]". At the bottom, there are three buttons: "Next", "Clear", and "New Filer".

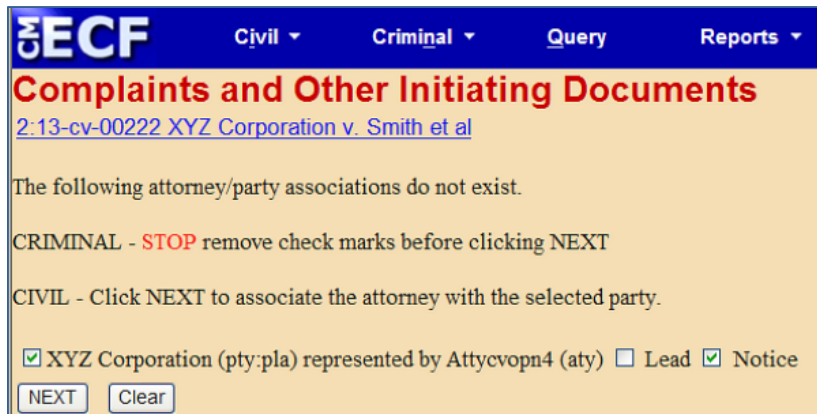
Figure 22

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E) ASSOCIATING THE FILING ATTORNEY WITH THE FILING PARTY

Once you have identified the party filing the case-initiating document, you must identify the attorney who represents that party. However, your options are limited. At case opening, the system allows only the attorney whose CM/ECF login and password are being used to file the case-initiating document to be associated with the case. Once the case-initiating document is filed, additional attorneys who wish to appear on the docket as counsel of record may file a “Notice of Appearance or Withdrawal of Counsel” (Form G-123, available on the Court’s website). This is not required for attorneys listed on the case-initiating document, all of whom will eventually be added to the docket by court staff even if no separate Notice of Appearance is filed. However, if an attorney uses his or her own CM/ECF login to file a Form G-123, that attorney will be added to the docket immediately, and will receive electronic notice of all filings from that point forward. Refer to the Court’s website at www.cacd.uscourts.gov/attorneys for additional information.

The filing attorney, however, must be associated with the case as counsel of record when the case-initiating document is filed. After selecting the filing party on the screen shown in Figure 22, the next screen (Figure 23) will display a warning that “the following attorney/party associations do not exist.” The box on the left-hand side of the page must be checked for each party the filing attorney represents. If that attorney is lead counsel and wants to be identified as lead counsel on the docket sheet, click the “Lead” box to the right. The “Notice” box on the right should be pre-populated with a checkmark – **DO NOT UNCHECK THIS BOX**. When all necessary boxes are checked, click “Next.”



ECF Civil Criminal Query Reports

Complaints and Other Initiating Documents

[2:13-cv-00222 XYZ Corporation v. Smith et al](#)

The following attorney/party associations do not exist.

CRIMINAL - **STOP** remove check marks before clicking NEXT

CIVIL - Click NEXT to associate the attorney with the selected party.

☒ XYZ Corporation (pty:pla) represented by Attycvopn4 (aty) ☐ Lead ☒ Notice

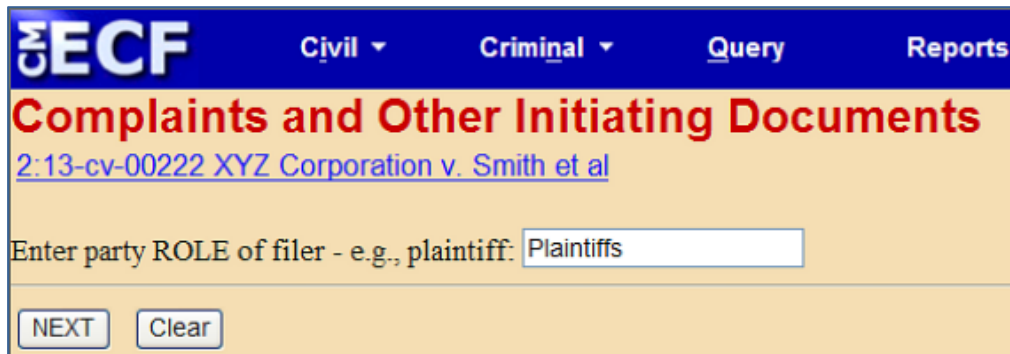
NEXT Clear

Figure 23

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F) SELECTING PARTY ROLES

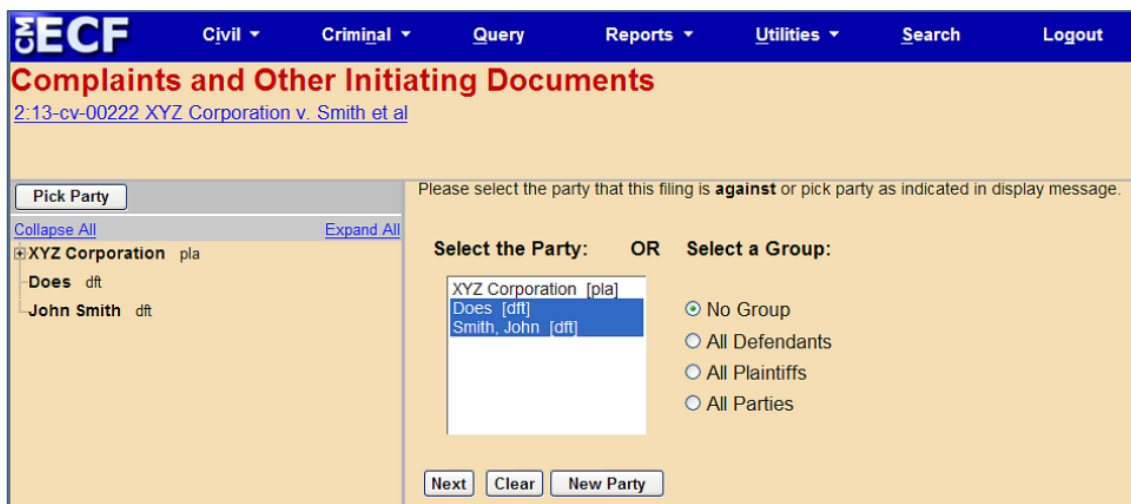
On the next screen (Figure 24), you must identify the “role” in the case – i.e., plaintiff(s), defendant(s), etc. – of the party or parties filing the case-initiating document. Enter this information in the box indicated, and then click “Next.”



The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below this, the page title is "Complaints and Other Initiating Documents" in red. Underneath, the case name "2:13-cv-00222 XYZ Corporation v. Smith et al" is displayed in blue. The main content area has a light orange background. It contains a text input field labeled "Enter party ROLE of filer - e.g., plaintiff:" with the word "Plaintiffs" entered. Below the input field are two buttons: "NEXT" and "Clear".

Figure 24

Next (Figure 25), select the party or parties that this filing is against. To select multiple parties, hold down the “Ctrl” key on your keyboard and click all applicable parties. If you are sure the information you have entered to this point is correct, click “Next.”



The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Complaints and Other Initiating Documents" in red. Underneath, the case name "2:13-cv-00222 XYZ Corporation v. Smith et al" is displayed in blue. The main content area has a light orange background. On the left, there is a "Pick Party" section with a "Collapse All" link and an "Expand All" link. Below these links, a list of parties is shown: "XYZ Corporation pla", "Does dft", and "John Smith dft". On the right, there is a text input field labeled "Please select the party that this filing is against or pick party as indicated in display message." Below this field, there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a dropdown menu with the following options: "XYZ Corporation [pla]", "Does [dft]", and "Smith, John [dft]". The "Select a Group:" section has four radio button options: "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the main content area, there are three buttons: "Next", "Clear", and "New Party".

Figure 25

G) UPLOADING PDF DOCUMENTS

The general process for uploading documents will be the same regardless of the type of lead event you selected. Before proceeding, remember to add your new case number to the caption of all documents you intend to file, and make sure that each document is saved as a PDF file. (Either open your document using word processing software, add the case number, and then save the document as a PDF file, or use the “edit document text” or similar function of Adobe Acrobat to edit a previously created PDF file.)

In brief, upload your case-initiating document (either a Complaint or a Notice of Removal) as your “Main Document,” and upload any exhibits to that document as “Attachments” to the Main Document. Then separately file and upload, using the appropriate events, the following documents:

- Civil Cover Sheet (Form CV-71 dated 11/13)
- Summons(es) (if applicable)
- Notice of Interested Parties (*see* Local Rule 7.1-1)
- Corporate Disclosure Statement (if applicable; *see* Fed. R. Civ. P. 7.1)
- Notice of Related Cases (if applicable; *see* Local Rule 83-1.3)
- Notice of Pendency of Other Actions or Proceedings (if applicable; *see* Local Rule 83-1.4)
- Report on the Filing or Determination of an Action Regarding a Patent or Trademark (Form AO-120) (if applicable; *see* Local Rule 3-1)
- Report on the Filing or Determination of an Action or Appeal Regarding a Copyright (Form AO-121) (if applicable; *see* Local Rule 3-1)

After clicking “Next” on the screen shown in Figure 25, you will see a version of one of the following screens, depending on the type of lead event you selected (Figures 26 and 27):

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The screenshot shows the ECF system interface for 'Complaints and Other Initiating Documents'. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Search. Below the header, the title 'Complaints and Other Initiating Documents' is displayed in red. A case link '2:13-cv-00222 XYZ Corporation v. Smith et al' is shown. The main content area contains instructions: 'Upload the Complaint in the **Main Document** section and any exhibits to your Complaint in the **Attachments** section.' and 'Other documents (e.g., Civil Cover Sheet (CV-71), Summons, Motions, Applications, Notice of Interested Parties, Notice separately using the events designated for those documents.' Below this, it says 'Select the pdf document and any attachments.' The 'Main Document' section has a text input field containing 'H:\Attachments\Complaint.pdf' and a 'Browse...' button. The 'Attachments' section is a table with columns 'Attachments', 'Category', and 'Description'. It contains two rows: Row 1 has 'H:\Attachments\Exhibit A.pdf', 'Exhibit', and 'A', with a 'Remove' button. Row 2 has empty fields. At the bottom are 'NEXT' and 'Clear' buttons.

Attachments	Category	Description
1. H:\Attachments\Exhibit A.pdf	Exhibit	A
2.		

Figure 26

The screenshot shows the ECF system interface for 'Complaints and Other Initiating Documents'. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the title 'Complaints and Other Initiating Documents' is displayed in red. A case link '2:14-cv-00004 Smith v. City of Los Angeles' is shown. The main content area contains instructions: 'Upload the Notice of Removal in the **Main Document** section.' and 'Separately upload each State Court document (e.g., Complaint, Answer, Counterclaim, Proof of Service, etc.) in the **Attachments** section and enter a title for each document in the **Description** field. You may use the **Category** field if your document description is there.' Below this, it says 'Other documents (e.g., Civil Cover Sheet (CV-71), Motions, Notice of Interested Parties, Notice of Related Case(s), etc.) are to be electronically filed separately using the events designated for those documents.' and 'Select the pdf document and any attachments.' The 'Main Document' section has a text input field containing 'H:\DOCS\Notice of Removal.pdf' and a 'Browse...' button. The 'Attachments' section is a table with columns 'Attachments', 'Category', and 'Description'. It contains two rows: Row 1 has 'H:\DOCS\Complaint.pdf', an empty category dropdown, and an empty description field, with a 'Remove' button. Row 2 has empty fields. At the bottom are 'NEXT' and 'Clear' buttons.

Attachments	Category	Description
1. H:\DOCS\Complaint.pdf		
2.		

Figure 27

Main Document: Under “Main Document,” click “Browse”; you will be able to select the PDF version of your Complaint or Notice of Removal from wherever it is stored on your system.

Attachments: Under “Attachments,” you may upload any exhibits attached to your Complaint or Notice of Removal. Each State court document attached to the Notice of Removal must be separately uploaded under Attachments. In line 1, click “Browse” to select the desired PDF document from your system, and either enter a description in the “Description” field or select the appropriate description from the drop-down menu in the “Category” field.

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Important Note: The system requires that you upload a PDF document as your Main Document. A warning message appears (Figure 28) if you do not attach a PDF document, and you will not be able to complete the docket entry.

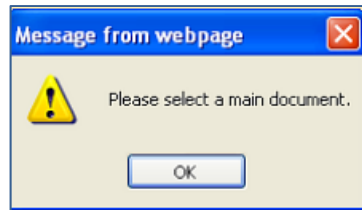


Figure 28

After you have attached all necessary documents, click “Next.” You will then be asked if you intend to file a request for a temporary restraining order or other emergency relief (Figure 29).



Figure 29

Answer “yes” or “no,” then click “Next.” If your answer is “Yes,” you will see a warning screen (not shown). Follow the instructions in the warning screen carefully. When you have reviewed the warning message, click “Next”; you will be directed to the payment screen (Figure 30). If your answer to the question in Figure 29 is “No,” you will be taken directly to the screen shown in Figure 30.

H) IDENTIFYING FILING FEE STATUS

On the next screen (Figure 30), you will be asked to indicate whether you are required to pay the filing fee. Remember, unless no fee is due, you must pay the

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fee online by credit card during the case-opening process in order to be eligible for the Pilot Project. There are three available options:

- **Pay filing fee (credit card required)**
- **Filing on behalf of the United States**
- **Fee exempt pursuant to statute**

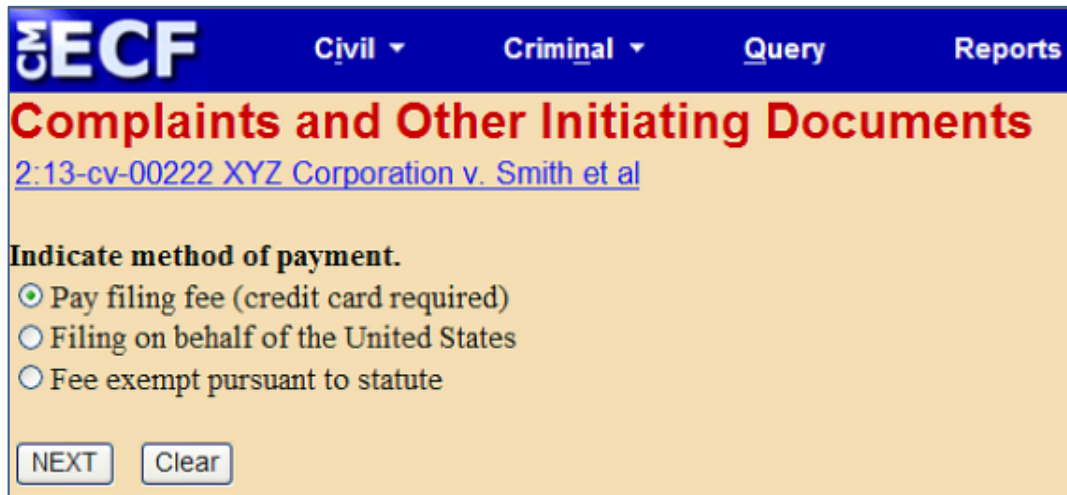


Figure 30

Make your selection, then click “Next.” On the following screen, if you selected “Pay filing fee,” the amount of the fee (currently \$400) will be displayed (Figure 31); if you selected one of the other two options, no fee will be displayed (Figure 32). Either way, click “Next.”

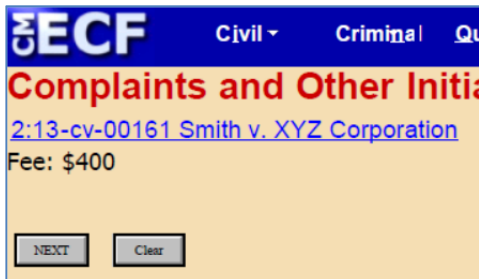


Figure 31

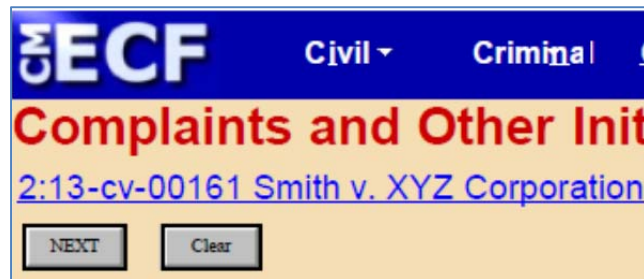


Figure 32

If you are paying the fee, you will be automatically directed to pay.gov, where you must enter your credit card information. Otherwise, you will be taken directly to the screen for reviewing and finalizing your docket entry (Figure 36); skip to Section III.J., below, for instructions.

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I) PAYING THE FEE ONLINE

If you indicated that you are paying the filing fee, you will see the following screen (Figure 33) after clicking “Next” on the screen shown in Figure 31. Please wait while the online payment screen appears.

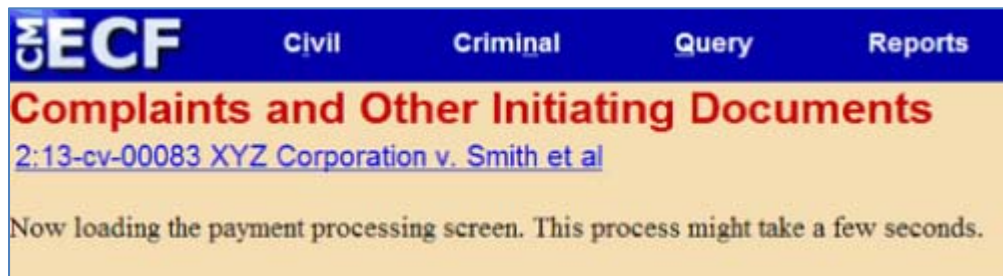


Figure 33

Next, the online payment screen will be displayed (Figure 34):

Figure 34

Complete all payment data fields as required in Figure 34 (required fields are indicated with a red asterisk). Make sure all information is correct, and then click

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“Continue with Plastic Card Payment.” A payment authorization screen will appear (Figure 35). You may enter one or more email addresses here to receive payment confirmation.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Test Attorney 1010 Main Street Billing Address 2: City: Los Angeles State / Province: CA Zip / Postal Code: 91234 Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$400.00 Transaction Date: 04/01/2013 15:05 and Time: 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.

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.

Figure 35

If you need to make any changes to information on this screen, click the “Edit this information” link at the top left of the screen. Do not click the “back button.”

You must click the payment authorization checkbox next to the statement, “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.” When you have completed the form, click the “Submit Payment” button to proceed. **Understand, however, that if you proceed past this point, you will not have the opportunity to make further corrections in your docket entry. If you think you made any errors in entering information, you may start over now (click the “Cancel” button or the “Return to your originating application” link in the upper right corner of the screen), but once you click “Submit Payment” you are committed to the transaction. If you**

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choose to “Submit Payment,” you will be returned to the CM/ECF site, and should see a screen similar to that in Figure 32, above. Click “Next.”

J) CONFIRMING FINAL DOCKET ENTRY

You will next see a screen asking you to confirm your filing and the text of your docket entry (Figure 36). This screen should display the final docket text, a receipt number for your payment (if applicable), and descriptions of any attachments to your case-initiating document. Click “Next” to complete the filing process. **Note that you cannot make any further changes to your docket entry at this point. If you have already paid the filing fee and you notice a problem now, you should nonetheless click “Next” to complete the filing, then file a “Notice of Errata” to correct any problem significant enough to merit correction. You will be charged the filing fee now whether you complete the transaction or not, and failure to complete the transaction could result in dismissal of your case.** (If you were not required to pay the filing fee, however, you may abandon your transaction now and start over.)

The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a header section titled "Complaints and Other Initiating Documents" in red, followed by the case name "2:13-cv-00083 XYZ Corporation v. Smith et al" in blue. The main content area has a light yellow background and contains the following text: "Docket Text: Final Text", "COMPLAINT Receipt No: 0973-190311 - Fee: \$400, filed by Plaintiffs Mary X Johnson, XYZ Corporation. (Attachments: # (1) Civil Cover Sheet)(Attvcvopn4,)", and a red "Attention!!" warning: "Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning, it lists the "Source Document Path (for confirmation only):" with two entries: "H:\Attachments\Complaint.pdf pages: 1" and "H:\Attachments\CoverSheet.pdf pages: 1". At the bottom left are two buttons: "NEXT" and "Clear".

Figure 36

K) RECEIVING CONFIRMATION

Next, as a confirmation of your transaction, the Notice of Electronic Filing (“NEF”) is displayed (Figure 37). You should also receive a copy of this NEF, and all future NEFs, by e-mail. Remember that the Court’s local rules require you to update your e-mail address and other information within five days of any change. Local

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Rules 5-4.8.1, 83-2.4. See the “Attorneys” page on the Court’s website for additional information about keeping your contact information up to date:

www.cacd.uscourts.gov/attorneys.

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

[2:13-cv-00222 XYZ Corporation v. Smith et al](#)

UNITED STATES DISTRICT COURT for the CENTRAL DISTRICT OF CALIFORNIA

Notice of Electronic Filing

The following transaction was entered by Attcvcopn4, on 8/15/2013 at 2:07 PM PDT and filed on 8/15/2013

Case Name: XYZ Corporation v. Smith et al

Case Number: [2:13-cv-00222](#)

Filer: XYZ Corporation

Document Number: [1](#)

Docket Text:

COMPLAINT Receipt No: 0973-199849 - Fee: \$400, filed by plaintiff XYZ Corporation. (Attachments: # (1) Exhibit A)(Attcvcopn4,)

2:13-cv-00222 Notice has been electronically mailed to:

2:13-cv-00222 Notice has been delivered by First Class U. S. Mail or by other means BY THE FILER to :

XYZ Corporation

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

Document description:Main Document

Original filename:H:\Attachments\Complaint.pdf

Electronic document Stamp:

[STAMP deecfStamp_ID=1020290914 [Date=8/15/2013] [FileNumber=176680-0]
[9b2f73cddae07b1273ef6fec0c46d5ae173c5fd11fd84b90318e1b9257d0ff37532
fa88238f62ec0b087eae6ac08b2d67446d516a8683438d12c037b557cc6]]

Figure 37

IV. FILING OTHER DOCUMENTS REQUIRED AT CASE OPENING

After successfully opening the case and docketing the lead event (i.e., your complaint), you must immediately proceed to file all other documents required by Federal and Local Rules to be filed at the time of case opening (see below for instructions). **Everyone who opens a case electronically must file two additional documents: a Civil Cover Sheet (Form CV-71 dated 11/13); and a Notice of Interested Parties (see Local Rule 7.1-1).** In addition, you may need to file one or more of the following:

- Corporate Disclosure Statement (if applicable; see Fed. R. Civ. P. 7.1)
- Notice of Related Cases (if applicable; see Local Rule 83-1.3)
- Notice of Pendency of Other Actions or Proceedings (if applicable; see Local Rule 83-1.4)
- Report on the Filing or Determination of an Action Regarding a Patent or Trademark (Form AO-120) (if applicable; see Local Rule 3-1)
- Report on the Filing or Determination of an Action or Appeal Regarding a Copyright (Form AO-121) (if applicable; see Local Rule 3-1)

You may also choose to submit a summons at the time you file your complaint, though doing so is not mandatory.

A) CIVIL COVER SHEET

ANYONE WHO OPENS A NEW CASE MUST FILE A CIVIL COVER SHEET. To do so, click “Civil” on the [blue](#) menu bar at the top of any CM/ECF screen; this will take you to the “Civil Events” screen. On the “Civil Events” screen, under the “Other Filings” category, click on “[Miscellaneous Filings \(Non-Motion\)](#).” The next screen will ask for your case number; enter or confirm the number as needed, and click “Next.” On the following screen, confirm the system has located the correct case, and click “Next.” **Select “Civil Cover Sheet (CV-71)” from the “Available Events” menu**, and click “Next.” Upload your Civil Cover Sheet (remember to use the latest version of Form CV-71, available from the Court’s website) on the next screen, follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.

B) SUMMONS

You may submit a proposed Summons for issuance by the clerk at the time you file your complaint, or you may submit it later. Whenever you choose to submit your proposed Summons, follow these steps. Click “Civil” on the [blue](#) menu bar at the top of any CM/ECF screen; this will take you to the “Civil Events” screen. On the “Civil Events” screen, under the “Service Documents” category, click on [“Service/Waivers of Summons and Complaints.”](#) The next screen will ask for your case number; enter or confirm the number as needed, and click “Next.” On the following screen, confirm the system has located the correct case, and click “Next.” **Select “Summons Request” from the “Available Events” menu**, and click “Next.” Upload your proposed Summons on the next screen. Note that you should submit just one form of proposed Summons, addressed to all defendants, on Form AO-440, which is available from the Court’s website at www.cacd.uscourts.gov/court-procedures/forms. Discontinue using Summons Form CV-001A; this form will no longer be available on the Court’s website. After uploading your proposed Summons, proceed with the filing according to standard electronic filing protocols. The Clerk will subsequently issue the Summons, and an NEF will be generated. Upon receipt of the NEF, you may print a copy of the official Summons for service on each defendant.

C) NOTICE OF INTERESTED PARTIES/CORPORATE DISCLOSURE STATEMENT

PURSUANT TO LOCAL RULE 7.1-1, EVERY PARTY MUST FILE A NOTICE OF INTERESTED PARTIES WITH ITS FIRST APPEARANCE. To do so, click “Civil” on the [blue](#) menu bar at the top of any CM/ECF screen; this will take you to the “Civil Events” screen. On the “Civil Events” screen, under the “Other Filings” category, click on [“Notices.”](#) The next screen will ask for your case number; enter or confirm the number as needed, and click “Next.” On the following screen, confirm the system has located the correct case, and click “Next.” **Select “Certificate/Notice of Interested Parties” from the “Available Events” menu**, and click “Next.” Upload your Notice of Interested Parties on the next screen, and proceed with the filing according to standard electronic filing protocols.

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Note that every corporate party is required by Fed. R. Civ. P. 7.1 to file a disclosure statement with its initial appearance in a case. If you provide the information required by Fed. R. Civ. P. 7.1 in your Notice of Interested Parties, you do not need to file a separate Corporate Disclosure Statement. However, you may file a separate Corporate Disclosure Statement, either at case-opening or if required by Fed. R. Civ. P. 7.1(b)(2), using the “**Corporate Disclosure Statement**” event under “[Miscellaneous Filings \(Non-Motion\)](#)” in the “Other Filings” category.

D) OTHER DOCUMENTS

The following documents, if applicable, should be filed using the events indicated:

Document	Category	Sub-Category	Event (under “Available Events” menu)
Notice of Related Cases (see Local Rule 83-1.3)	Other Filings	Notices	Related Cases
Notice of Pendency of Other Actions or Proceedings (see Local Rule 83-1.4)	Other Filings	Notices	Related Cases
Report on the Filing or Determination of an Action Regarding a Patent or Trademark (Form AO-120) (see Local Rule 3-1)	Other Filings	Miscellaneous Filings (Non-Motion)	Report on Filing of Patent/Trademark Action (Initial Notification) (AO 120)

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Report on the Filing or Determination of an Action Regarding a Copyright Action (Form AO-121) (see Local Rule 3-1)	Other Filings	Miscellaneous Filings (Non-Motion)	Report on Filing of Copyright Action (Initial Notification) (AO 121)
Notice of Appearance (not required for attorneys listed on the case-initiating document) (Form G-123)	Other Filings	Notices	Notice of Appearance or Withdrawal of Counsel (G-123)

V. AFTER INITIAL FILING HAS BEEN COMPLETED

A) JUDGE ASSIGNMENT

After you have opened your case and filed your case-initiating document, it will be subject to review by the Clerk. Upon the completion of this quality review process, judges will be assigned to your case in accordance with the General Orders of the Court. A Notice of Judge Assignment will be filed in your case, and an NEF for this filing will be sent to you by e-mail. Upon receipt of the Notice of Judge Assignment, you must immediately deliver mandatory chambers copies of all documents previously filed in your case to the assigned judge(s), and you must provide mandatory chambers copies of any future filings as required by Local Rule 5-4.5.

B) MOTIONS

Do not e-file any subsequent **motion** until judges have been assigned to your case and a Notice of Judge Assignment has been filed.

C) FILING OF OTHER DOCUMENTS SUBJECT TO LOCAL RULE 3-2

General Order No. 14-01 exempts cases eligible for the Pilot Project from the requirements of Local Rule 3-2. That means that all Claim-Initiating Documents covered by Local Rule 3-2 may be electronically filed in Pilot Project cases, including: third-party complaints, amended complaints, complaints in intervention, counterclaims, and crossclaims. This is true even in cases opened prior to the effective date of the pilot project, and regardless of whether the complaint itself was electronically filed.

If you choose to electronically file a Claim-Initiating Document that adds new parties to your case, you must follow the directions for adding parties set forth in Section II.D., above. However, if you file an amended pleading that does not include parties named in an earlier version of that document, DO NOT terminate any parties – this will be done by Clerk’s Office staff.

If your Claim-Initiating Document names new parties, you may submit a proposed form of Summons electronically at the time you file your Claim-Initiating Document. Submit just one form of proposed Summons, addressed to all affected parties, on Form AO-440 (Summons in a Civil Action) or Form AO-441 (Summons on Third-Party Complaint), which are available from the Court’s website at www.cacd.uscourts.gov/court-procedures/forms. Refer to Section IV.B. of this Manual for further details on e-filing a Summons request.

The appropriate civil events to use for Claim-Initiating Documents are located under the category “Initial Pleadings and Answers,” in two sub-categories: “Complaints and Other Initiating Documents” and “Other Complaint Filings.”

The follow events are listed under “Complaints and Other Initiating Documents” (see Figure 38):

Attorney Case-Opening Pilot Project User Manual

- Complaint (Attorney Civil Case Opening)
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Notice of Removal (Attorney Civil Case Opening)
- Third Party Complaint

ECF Civil Criminal Query Reports

Complaints and Other Initiating Documents

[2:13-cv-00222 XYZ Corporation v. Smith et al](#)

ACCO,MANADR

Available Events (click to select an event)

- Complaint (Attorney Civil Case Opening)
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Notice of Removal (Attorney Civil Case Opening)
- Third Party Complaint

Selected Event

Complaint (Attorney Civil)

NEXT Clear

Figure 38

The follow events are listed under “Other Complaint Filings” (see Figure 39):

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Third-Party Complaint
- Consolidated Complaint

ECF Civil Criminal Query

Other Complaint Filings

[2:13-cv-00222 XYZ Corporation v. Smith et al](#)

ACCO

Available Events (click to select an event)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Third-Party Complaint
- Consolidated Complaint

Selected Event

Amended Complaint

NEXT Clear

Figure 39

VI. REQUEST FOR REFUND

Filing fees paid to open a case electronically will generally not be refundable, even if a case is filed in error or is dismissed by the Court. Exceptions may be made as set forth in General Order 14-01.

To request a refund, complete and file an Application For Refund of Fees (Form G-124). Click “Civil” on the blue menu bar at the top of any CM/ECF screen; this will take you to the “Civil Events” screen. On the “Civil Events” screen, under the “Motions and Related Filings” category, click on “[Applications](#).” The next screen will ask for your case number; enter or confirm the number as needed, and click “Next.” On the following screen, confirm the system has located the correct case, and click “Next.” **Select “Refund of Fees Paid (G-124)” from the “Available Events” menu**, and click “Next.” Select the filer or party as indicated and click “Next.” On the following screen, enter the party role of filer and click “Next.” Upload your Application For Refund of Fees on the next screen and click “Next.” On the following screen, check the box “Should the document you are filing link to another document in this case?” and click “Next.” On the following screen, check the box of the entry for which the refund is being sought and click “Next,” and proceed with the filing according to standard electronic filing protocols.