

# United States District Court District of Utah



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## Initiating a New Civil Case

Because initiating a new civil case involves entry of parties into CM/ECF, it is not possible to initiate a civil case and file a complaint electronically without preparatory contact with the District of Utah clerk's office. If the party chooses not to e-file, the opening document and cover sheet must be brought to the clerk's office in paper (original and copy) with a disc in PDF format. All documents on the disc must include an *electronic signature or the /s/ signature*. A complaint may be e-filed through CM/ECF, which will temporarily re-direct the filer to pay.gov to pay the filing fee. If a party prefers to pay the filing fee by check, at the clerk's office, the party may still e-file the complaint.

**The filing is not complete until the fee is paid and the complaint e-filed or filed by the clerk.**

- E-mail PDF version of the civil cover sheet and the complaint or initiating document (i.e. notice of removal) to : [utdecf\\_clerk@utd.uscourts.gov](mailto:utdecf_clerk@utd.uscourts.gov)
- The e-mailed complaint is for informational purposes only and will not be filed by the clerk's office. The complaint must be filed by counsel as later indicated.  
**NOTE: e-mailing the complaint is NOT considered e-filing the complaint.**
- New cases will be processed until 4:00 p.m. Monday – Friday. New cases received after this time will be processed the following morning. Please keep this in mind when a deadline for filing a new case is approaching.
- A case number and judge will be assigned to the case.
- The clerk's office will enter the case information into CM/ECF and add the parties.
- The clerk's office will enter a "Remark – New Case" on the docket and a notice of electronic filing (NEF) will be e-mailed to counsel. The docket text will include the judge assigned to the case and direct counsel what CM/ECF filing event should be used to e-file the complaint or initiating document and to pay the filing fee by the end of the business day.

*Those attorneys who have elected to receive the Daily Summary instead of individual NEFs will need to contact the clerk's office to find out if their case has been entered since they will not receive notification until the following day.*

- The attorney must file the initiating document(s)\* and pay the fee on the same day that he/she receives notification that the case has been opened.
- The court will not have jurisdiction until the opening document is electronically filed and the filing fee paid in the CM/ECF system.
- Once the complaint has been e-filed, any prepared PDF summons may be e-mailed to [utdecf\\_clerk@utd.uscourts.gov](mailto:utdecf_clerk@utd.uscourts.gov) for issuance electronically.

The summons shall include: 1) the case number, 2) the judge’s initials, and 3) the appropriate 21 or 60 day response time. A PDF summons will be issued electronically and entered on the docket. Attorneys may then print the summons from the NEF to use for service.

\*Miscellaneous cases: once case information is placed into CM/ECF, counsel will be directed to file “Miscellaneous Case Filing Fee” to pay the filing fee. Once the filing fee has been successfully submitted, counsel will then file the initiating document, i.e. “Motion to Quash.”

**Electronic filings that will allow you to pay by credit card or ACH are:**

1. Notice of Appeal.....	\$505
2. Notice of Cross Appeal.....	\$505
3. Notice of Interlocutory Appeal.....	\$505
4. Amended Notice of Appeal.....	\$505
5. Complaint.....	\$402
6. Notice of Removal.....	\$402
7. Motion for Writ of Mandamus.....	\$402
8. Motion to Vacate (Arbitration Award).....	\$402
9. Motion to Compel (Arbitration Award).....	\$402
10. Petition for Writ of Habeas Corpus.....	\$5
11. Registration of Foreign Judgment.....	\$49
12. Notice of Receivership.....	\$49
13. Miscellaneous Case Filing Fee.....	\$49
for: Motion to Quash	
Motion to Compel	
Motion for Letters Rogatory	
Petition for Writ (of Attachment)	
Motion (petition) for Return of Property	

**NOTE: All other types of civil cases must be filed with the clerk’s office in paper.**