

# **ELECTRONIC CASE OPENING**

## **USER MANUAL Complaint**



**United States District Court  
District of Utah**

# Electronic Case Opening User Manual

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## I. GENERAL INFORMATION

### A) OVERVIEW

Every case-initiating document filed by an attorney in the District of Utah must be filed electronically, **except: (a) in criminal cases, (b) in sealed cases, and (c) where leave to file the case under seal is sought.** Case-initiating documents that must be filed electronically include:

- Complaints
- Notices of Removal
- Motions to Vacate, Set Aside, or Correct Sentence
- Motions to Withdraw Bankruptcy Reference
- Petitions for Writ of Habeas Corpus
- Requests for Appointment of Counsel/Stay of Execution (Capital Habeas Corpus Petitions)
- Registrations of judgments from other districts
- Motions to quash, modify, or enforce subpoenas from other districts
- Notices of receivership pursuant to 28 U.S.C. § 754
- Petitions to quash a third-party IRS summons

All other documents required to be filed concurrently with the case-initiating document must also be filed electronically. Any filing fee that is required must be paid online at the time the case-initiating document is filed, unless a request to proceed *in forma pauperis* is filed concurrently.

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<sup>1</sup>Certain proceedings that are administrative or otherwise ancillary to civil actions are processed by the Court as “miscellaneous” cases, not as civil cases. The case number assigned will reflect the type of case (e.g., “14-cv-56789” vs. “14-mc-56789”).

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To file a document electronically – including a case-initiating document – an attorney must be a registered CM/ECF user. Registered CM/ECF users are reminded of their obligation to keep their personal contact information current – especially the e-mail address, to ensure receipt of electronic notice.

In preparation for filing case-initiating documents electronically, it is strongly recommended that attorneys and support staff review both this Electronic Case Opening User Manual and the training videos available on the Court’s website at <https://www.utd.uscourts.gov/cmecf-electronic-case-filing>.

### B) BEFORE OPENING A NEW CASE

Familiarize yourself with all instructions in this Electronic Case Opening User Manual (“Manual”).

Prepare the following documents for filing:

- Case-Initiating Document (Complaint)
- Civil Cover Sheet (if applicable)
- Summons (if applicable)
- Corporate Disclosure Statement (if applicable)
- Motion to Proceed In Forma Pauperis (if applicable)
- Application of Non-Resident Attorney to Appear in a Specific Case *Pro Hac Vice* (if applicable)
- Motion for Temporary Restraining Order (if applicable)
- any other necessary case-specific documents

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 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 or are filing a Motion to Proceed In Forma Pauperis.

### C) OPENING A NEW 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 the Complaint.

**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.
- 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 CASE

Certain supporting documents, such as your Civil Cover Sheet if not attached as an exhibit to the complaint, must be filed immediately after filing your complaint. (See Section IV, below, for additional information.) If you intend to seek a TRO, file your motion immediately after case opening. However, **do not file any subsequent motion** until judges have been assigned to your case.

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You will receive a case number during the case opening process, but judges will not be assigned to your case until after court staff have reviewed your case-initiating documents. For most cases, this process should be completed within 1-2 business days of case-opening. In some miscellaneous cases no judge is assigned. You will receive a Notice of Electronic Filing through CM/ECF when a Notice of Assignment is filed in your case.

### E) ASSISTANCE AVAILABLE

Several training videos regarding the electronic case-opening process are available on the Court's website at <https://www.utd.uscourts.gov/cmecf-electronic-case-filing>. After watching the videos and reading this Manual, please contact our office at (801) 524-6100 if you have any questions or need any further assistance. Our office is staffed Monday to Friday, 8:30 a.m. to 4:30 p.m. (Mountain Time).

## II. INSTRUCTIONS FOR OPENING A NEW CASE

1. Complete Form JS44 Civil Cover Sheet before proceeding.
  - a. Use the most recent version available from the Court's website at <https://www.utd.uscourts.gov/usdc-forms>.
  - b. The information on the Civil Cover Sheet will be needed fill out the following screens. The Civil Cover Sheet will be filed as an attachment to the complaint later in the process (see Section III (F) Uploading PDF Documents).
2. Log in to CM/ECF.
3. Click "Civil" on the menu bar at the top of the CM/ECF screen
  - a. this will take you to the "Civil Events" screen. On the "Civil Events" screen (Figure 1), under the "Open a Case" category.
  - b. Select "[Attorney Civil Case Opening](#)" On the "Civil Events" screen under the "Open a Case" category. (Figure 1)



Figure 1

## A) OPENING A CIVIL CASE

Once you click on “Attorney Case Opening,” you should then see the following screen (Figure 2):

The image shows a screenshot of the "Open a Civil Case" form. At the top is the CM/ECF logo and navigation links: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The main heading is "Open a Civil Case". Below this are two dropdown menus: "Office" (set to "Central") and "Case type" (set to "cv"). Below these is the text "Date filed: 10/20/2022". There are two input fields: "Other court name" and "Other court number". At the bottom are two buttons: "Next" and "Clear".

Figure 2

On the below screen (Figure 3), you will be prompted to select from drop-down menus for “Office” and “Case type.”

1. Make sure Case type is on “cv”.

CM ECF Civil Criminal Query Reports Utilities

### Open a Civil Case

Office  Case type

Date filed: 10/20/2022

Other court name

Other court number

Figure 3

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

- **Northern Division** – Box Elder, Cache, Davis, Morgan, Rich, Weber
- **Central Division** – Carbon, Daggett, Duchesne, Juab, Salt Lake, Summit, Tooele, Uintah, Utah, Wasatch
- **Southern Region** – Beaver, Emery, Garfield, Grand, Iron, Kane, Millard, Piute, San Juan, Sanpete, Sevier, Washington, Wayne

To make the correct choice for county and region, follow these three criteria:

1. In most cases, make your choice based on the residence of the first-named plaintiff.
2. Where the United States is a plaintiff, make your selection based on the residence of the first-named defendant
3. In land condemnation cases, use the county where the property is located at issue

**The appropriate division for your case is determined by the Court’s General Orders and local rules.** You may not choose a division based on your personal preference; you must select the division based on the county. The following link also shows you the divisions based on county:

<https://www.utd.uscourts.gov/general-information#Court%20Divisions>.

Select the division from the “**Office**” drop-down menu (see Figure 4):

CM ECF Civil Criminal Query Reports Utilities

### Open a Civil Case

Office: Central Case type: cv

Date filed: Northern  
Central  
Southern Region

Other court name: \_\_\_\_\_

Other court number: \_\_\_\_\_

Next Clear

Figure 4

For “**Case type**,” select “cv” to indicate that you are opening a civil case (see Figure 5):

CM ECF Civil Criminal Query Reports Utilities

### Open a Civil Case

Office: Central Case type: cv

Date filed: 10/20/2022

Other court name: \_\_\_\_\_

Other court number: \_\_\_\_\_

Case type: ad  
cv  
mc  
md  
nr

Next Clear

Figure 5

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

**IGNORE all the other fields on this screen**

See Figure 6 for an example:

CM/ECF Civil Criminal Query Reports Utilities

**Open a Civil Case**

Office  Case type

Date filed: 10/20/2022

Other court name


Other court number

Figure 6

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

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 Cover Sheet or in the complaint.

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CM  ECF Civil Criminal Query Reports Utilities Search Help Log Out

## Open a Civil Case

The information required to complete the fields on this screen is found on the completed Civil Cover Sheet(CV-71).

For the County Field, select the residence of the first plaintiff.

If the United States government is a plaintiff, select the residence of the first defendant.

In land condemnation cases, use the location of the tract of land involved.

Leave the Arbitration code and Date Transfer fields blank.

Do not alter the Fee status or Fee date fields.

**Jurisdiction** 3 (Federal Question)

**Cause of action**  Filter:

**Nature of suit** 0 (zero)  Filter:

**Origin** 1 (Original Proceeding)

**Citizenship plaintiff**

**Citizenship defendant**

**Jury demand** n (None)  **Class action** n (No Class Action Alleged)  **Demand (\$000)**

**Arbitration code**  **County** Salt Lake

**Fee status** pd (paid)  **Fee date** 10/20/2022  **Date transfer**

Figure 7

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.
  - Choose what you selected in Section II of the Civil Cover Sheet (Figure 8)

**II. BASIS OF JURISDICTION** (Place an "X" in One Box Only)

<input type="checkbox"/> 1 U.S. Government Plaintiff	<input type="checkbox"/> 3 Federal Question (U.S. Government Not a Party)
<input type="checkbox"/> 2 U.S. Government Defendant	<input type="checkbox"/> 4 Diversity (Indicate Citizenship of Parties in Item III)

Figure 8

- Note that there are five options in the onscreen drop-down menu:
  - U.S. Government Plaintiff
  - U.S. Government Defendant
  - Federal Question

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- Diversity
- Local Question – do **not** choose this. It is not a valid basis for asserting federal jurisdiction and so is not on the cover sheet

- 2) **Cause of action:** Select the appropriate code from the drop-down list.
- Enter the first cause of action only if there is more than one.
  - Match your selection to the civil statute number entered on Section VI of the Civil Cover Sheet. (Figure 9)

VI. CAUSE OF ACTION	Cite the U.S. Civil Statute under which you are filing ( <i>Do not cite jurisdictional statutes unless diversity</i> ):
	Brief description of cause:

Figure 8

- Using the “filter” field can help to quickly locate the correct choice in the drop-down menu.
  - For instance, for 28 U.S.C. § 1983, you may type “1983” in the field to avoid scrolling through all the choices in the drop-down list and then choose the appropriate one from the remaining options. (See Figure 9 below)

**Open a Civil Case**

**Jurisdiction** 3 (Federal Question) ▼

**Cause of action** 28:1983 (28:1983 Civil Rights) ▼ Filter: 1983 Clear filter

**Nature of suit** 28:1983 (28:1983 Civil Rights) ▼ Filter: Clear filter

**Origin** 42:1983cv (42:1983 Civil Rights Act)

**Citizenship plaintiff** 42:1983ed (42:1983 Civil Rights (Employment Discrimination))

**Citizenship defendant** 42:1983pr (42:1983 Prisoner Civil Rights)

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**Open a Civil Case**

**Jurisdiction** 3 (Federal Question) ▼

**Cause of action** 42:1983ed (42:1983 Civil Rights (Employment Discrimination)) ▼ Filter: 1983 Clear filter

**Nature of suit** 0 (zero) ▼ Filter: Clear filter

Figure 9

- 3) **Nature of suit:** Select the appropriate code from the drop-down list.
- Match your selection to the nature of suit checked in Section IV of the Civil Cover Sheet. (See Figure 10 below)

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**IV. NATURE OF SUIT** (Place an "X" in One Box Only) [Click here for: Nature of Suit Code Descriptions.](#)

CONTRACT	TORTS	FORFEITURE/PENALTY	BANKRUPTCY	OTHER STATUTES	
<input type="checkbox"/> 110 Insurance <input type="checkbox"/> 120 Marine <input type="checkbox"/> 130 Miller Act <input type="checkbox"/> 140 Negotiable Instrument <input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment <input type="checkbox"/> 151 Medicare Act <input type="checkbox"/> 152 Recovery of Defaulted Student Loans (Excludes Veterans) <input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits <input type="checkbox"/> 160 Stockholder's Suits <input type="checkbox"/> 190 Other Contract <input type="checkbox"/> 195 Contract Product Liability <input type="checkbox"/> 196 Franchise	<b>PERSONAL INJURY</b> <input type="checkbox"/> 310 Airplane <input type="checkbox"/> 315 Airplane Product Liability <input type="checkbox"/> 320 Assault, Libel & Slander <input type="checkbox"/> 330 Federal Employers' Liability <input type="checkbox"/> 340 Marine <input type="checkbox"/> 345 Marine Product Liability <input type="checkbox"/> 350 Motor Vehicle <input type="checkbox"/> 355 Motor Vehicle Product Liability <input type="checkbox"/> 360 Other Personal Injury <input type="checkbox"/> 362 Personal Injury - Medical Malpractice	<b>PERSONAL INJURY</b> <input type="checkbox"/> 365 Personal Injury - Product Liability <input type="checkbox"/> 367 Health Care/Pharmaceutical Personal Injury Product Liability <input type="checkbox"/> 368 Asbestos Personal Injury Product Liability <b>PERSONAL PROPERTY</b> <input type="checkbox"/> 370 Other Fraud <input type="checkbox"/> 371 Truth in Lending <input type="checkbox"/> 380 Other Personal Property Damage <input type="checkbox"/> 385 Property Damage Product Liability	<input type="checkbox"/> 625 Drug Related Seizure of Property 21 USC 881 <input type="checkbox"/> 690 Other <b>LABOR</b> <input type="checkbox"/> 710 Fair Labor Standards Act <input type="checkbox"/> 720 Labor/Management Relations <input type="checkbox"/> 740 Railway Labor Act <input type="checkbox"/> 751 Family and Medical Leave Act <input type="checkbox"/> 790 Other Labor Litigation <input type="checkbox"/> 791 Employee Retirement Income Security Act <b>IMMIGRATION</b> <input type="checkbox"/> 462 Naturalization Application <input type="checkbox"/> 465 Other Immigration Actions	<input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Withdrawal 28 USC 157 <b>PROPERTY RIGHTS</b> <input type="checkbox"/> 820 Copyrights <input type="checkbox"/> 830 Patent <input type="checkbox"/> 835 Patent - Abbreviated New Drug Application <input type="checkbox"/> 840 Trademark <input type="checkbox"/> 880 Defend Trade Secrets Act of 2016 <b>SOCIAL SECURITY</b> <input type="checkbox"/> 861 HEA (1395E) <input type="checkbox"/> 862 Black Lung (923) <input type="checkbox"/> 863 DIWC/DIWW (+05(g)) <input type="checkbox"/> 864 SSID Title XVI <input type="checkbox"/> 865 RSI (+05(g)) <b>FEDERAL TAX SUITS</b> <input type="checkbox"/> 870 Taxes (U.S. Plaintiff or Defendant) <input type="checkbox"/> 871 IRS—Third Party 26 USC 7609	<input type="checkbox"/> 375 False Claims Act <input type="checkbox"/> 376 Qui Tam (31 USC 3729(a)) <input type="checkbox"/> 400 State Reapportionment <input type="checkbox"/> 410 Antitrust <input type="checkbox"/> 430 Banks and Banking <input type="checkbox"/> 450 Commerce <input type="checkbox"/> 460 Deportation <input type="checkbox"/> 470 Racketeer Influenced and Corrupt Organizations <input type="checkbox"/> 480 Consumer Credit (15 USC 1681 or 1692) <input type="checkbox"/> 485 Telephone Consumer Protection Act <input type="checkbox"/> 490 Cable/Sat TV <input type="checkbox"/> 850 Securities/Commodities/Exchange <input type="checkbox"/> 890 Other Statutory Actions <input type="checkbox"/> 891 Agricultural Acts <input type="checkbox"/> 893 Environmental Matters <input type="checkbox"/> 895 Freedom of Information Act <input type="checkbox"/> 896 Arbitration <input type="checkbox"/> 899 Administrative Procedure Act/Review or Appeal of Agency Decision <input type="checkbox"/> 950 Constitutionality of State Statutes
<b>REAL PROPERTY</b> <input type="checkbox"/> 210 Land Condemnation <input type="checkbox"/> 220 Foreclosure <input type="checkbox"/> 230 Rent Lease & Ejectment <input type="checkbox"/> 240 Torts to Land <input type="checkbox"/> 245 Tort Product Liability <input type="checkbox"/> 290 All Other Real Property	<b>CIVIL RIGHTS</b> <input type="checkbox"/> 440 Other Civil Rights <input type="checkbox"/> 441 Voting <input type="checkbox"/> 442 Employment <input type="checkbox"/> 443 Housing/Accommodations <input type="checkbox"/> 445 Amer. w/Disabilities - Employment <input type="checkbox"/> 446 Amer. w/Disabilities - Other <input type="checkbox"/> 448 Education	<b>PRISONER PETITIONS</b> <b>Habeas Corpus:</b> <input type="checkbox"/> 463 Alien Detainee <input type="checkbox"/> 510 Motions to Vacate Sentence <input type="checkbox"/> 530 General <input type="checkbox"/> 535 Death Penalty <b>Other:</b> <input type="checkbox"/> 540 Mandamus & Other <input type="checkbox"/> 550 Civil Rights <input type="checkbox"/> 555 Prison Condition <input type="checkbox"/> 560 Civil Detainee - Conditions of Confinement			

**Figure 10**

- Using the “filter” field can help to quickly locate the correct choice in the drop-down menu.
  - For instance, for 362, you can type in 362 or type in “personal” in the field to avoid scrolling through all the choices in the drop-down list. (See Figure 11 below)

**Open a Civil Case**

**Jurisdiction** 3 (Federal Question) ▼

**Cause of action** 28:1391 (28:1391 Personal Injury) ▼ Filter: 1391 Clear filter

**Nature of suit** 362 (Personal Inj. Med. Malpractice) ▼ Filter: persona Clear filter

**Origin** 362 (Personal Inj. Med. Malpractice)

**Citizenship plaintiff** 365 (Personal Inj. Prod. Liability)

**Citizenship defendant** 367 (Personal Injury: Health Care/Pharmaceutical Personal Injury Product Liability)

**Jury demand** n (No) \$000

---

**Open a Civil Case**

**Jurisdiction** 3 (Federal Question) ▼

**Cause of action** 28:1391 (28:1391 Personal Injury) ▼ Filter: 1391 Clear filter

**Nature of suit** 362 (Personal Inj. Med. Malpractice) ▼ Filter: persona Clear filter

**Figure 11**

- 4) **Origin:** There are several options provided in the drop-down menu. Match the selection of the option checked in Section V of the Civil Cover Sheet. (Figure 12 below)

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V. ORIGIN (Place an "X" in One Box Only)		Confession					
<input type="checkbox"/> 1 Original Proceeding	<input type="checkbox"/> 2 Removed from State Court	<input type="checkbox"/> 3 Remanded from Appellate Court	<input type="checkbox"/> 4 Reinstated or Reopened	<input type="checkbox"/> 5 Transferred from Another District (specify)	<input type="checkbox"/> 6 Multidistrict Litigation - Transfer	<input type="checkbox"/> 8 Multidistrict Litigation - Direct File	

Cite the U.S. Civil Statute under which you are filing (Do not cite jurisdictional statutes unless diversity)

Figure 12

**ONLY SELECT from the following two choices from the drop down menu:**

- “1 (Original Proceeding)”
  - Choose this when filing an original Complaint
- “8 (Multidistrict Litigation – Direct File)”
  - Choose this when filing an original Complaint you intend to identify as related to an MDL proceeding pending in this district.
- See Figure 13 below

The screenshot shows a form with the following fields and values:

- Jurisdiction:** 3 (Federal Question)
- Cause of action:** (empty)
- Nature of suit:** 0 (zero)
- Origin:** 1 (Original Proceeding) (dropdown menu is open)
- Citizenship plaintiff:** 1 (Original Proceeding) (arrow points to this option)
- Citizenship defendant:** 2 (Removal from State Court)
- Jury demand:** n (No)
- Arbitration code:** (empty)
- Fee status:** pd (paid)
- Demand (\$000):** (empty)

The Origin dropdown menu is open, showing the following options:

- 1 (Original Proceeding) ←
- 2 (Removal from State Court)
- 3 (Remand from USCA)
- 4 (Reinstated/Reopened Case)
- 5 (Transfer-in from Other District)
- 6 (Multidistrict Litigation - Transferred from Another District (specify))
- 8 (Multidistrict Litigation - Direct Filed) ←
- A (Second Reopening)
- B (Third Reopening)
- C (Fourth Reopening)
- D (Fifth Reopening)
- E (Sixth Reopening)

Figure 13

- 5) **Citizenship plaintiff/Citizenship defendant:** Complete these fields only if you selected “4 (Diversity)” in the “Jurisdiction” field.
- Match the selection to the option checked in Section III of the Civil Cover Sheet.
  - Base your choices on the citizenship of the **first-named plaintiff** and **first-named defendant**. See Figure 14 below.

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II. BASIS OF JURISDICTION <small>(Place an "X" in One Box Only)</small>		III. CITIZENSHIP OF PRINCIPAL PARTIES <small>(Place an "X" in One Box for Plaintiff and One Box for Defendant)</small>			
<input type="checkbox"/> 1 U.S. Government Plaintiff	<input type="checkbox"/> 3 Federal Question <small>(U.S. Government Not a Party)</small>	<b>PTF</b>	<b>DEF</b>	<b>PTF</b>	<b>DEF</b>
<input type="checkbox"/> 2 U.S. Government Defendant	<input checked="" type="checkbox"/> 4 Diversity <small>(Indicate Citizenship of Parties in Item III)</small>	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 4	<input type="checkbox"/> 4
		<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 5	<input type="checkbox"/> 5
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 6	<input type="checkbox"/> 6

**Jurisdiction** 4 (Diversity) Filter:

**Cause of action**  Filter:

**Nature of suit** 0 (zero) Filter:

**Origin** 1 (Original Proceeding)

**Citizenship plaintiff** 1 (Citizen of This State)

**Citizenship defendant**

**Jury demand** n (None) **Demand (\$000)**

**Arbitration code**

**Fee status** pd (paid)

1 (Citizen of This State)  
 2 (Citizen of Another State)  
 3 (Citizen or Subject of a Foreign Country)  
 4 (Incorporated/Principal Place of Business-This State)  
 5 (Incorporated/Principal Place of Business-Other State)  
 6 (Foreign Nation)

Figure 14

- 6) **Jury Demand:** Select the appropriate code from the drop-down menu. See Figure 15 below:

CHECK YES only if demanded in complaint:  
**JURY DEMAND:**  Yes  No

**Citizenship defendant**

**Jury demand** p (Plaintiff) **Class a**

**Arbitration code** b (Both) **Co**

**Fee status** pd (paid) **Fee dat**

b (Both)  
 d (Defendant)  
 n (None)  
 p (Plaintiff)

Figure 15

- 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.**
- *n (None)*: no party has yet requested a jury trial
- *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

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- 7) **Class Action:** Select the appropriate code from the drop-down menu.
- Match the selection to your response in Section VII of the Civil Cover Sheet (See Figure 16).
  - N (Class Action Alleged) – if box unchecked
  - Y (Class Action Alleged) – if box checked

➡  CHECK IF THIS IS A CLASS ACTION UNDER RULE 23, F.R.Cv.P.

**Class action** n (No Class Action Alleged) ▼

**County** n (No Class Action Alleged)

**Fee date** 10/31/2015 (Class Action Alleged/Undetermined)

Figure 16

- 8) **Demand (\$000):** Enter the dollar amount to the nearest thousand with no punctuation. (See Figure 17)
- If the complaint asserts damages of \$75,000 enter “75.”
  - If \$5,000,000, enter “5000”.
  - The smallest amount which can be entered is “1” (for \$1,000) and the largest is “9999” (for \$9,999,000).
    - If larger than \$9,999,000, enter “9999”.
  - Round up or down as needed to the nearest thousand.
    - e.g. 750 = 1; \$1,498.56 = 1; \$25,501.99 = 26
  - If no specific dollar amount is demanded, leave this field blank.

CLASS ACTION	DEMAND \$	CHECKED	JURISDICTION
	526,549.59		

**Demand (\$000)** 527

Figure 17

- 9) **Arbitration Code:** Leave this field blank.
- 10) **County:** The drop-down menu for “County” lists every county in Utah, as well as choices for “XX US, Outside State” and “XX Outside US.”
- In most cases, 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.
  - In land condemnation cases, use the county where the property at issue is located.
- 11) **Fee Status:** Leave this field blank.
- 12) **Fee Date:** System generated. Do not modify.

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- 13) **Date Transfer:** Leave this field blank.
- 14) After completing the statistical screen, click “Next.” If you did not select the “cv” case type on the screen shown in Figure 8, you will not receive a warning. **Please check the screen to make sure it shows cv and not mc** (Figure 18):

The figure displays two screenshots of the CM ECF 'Open a Civil Case' interface. The top screenshot shows a case type of '2:22-mc-?????' with an upward arrow icon. The bottom screenshot shows a case type of '2:22-cv-?????' with an upward arrow icon. Both screens include a search bar for parties and navigation buttons like 'Add New Party' and 'Create Case'.

**Figure 18**

If it shows mc, return to the screen shown in Figure 6, make the correct case-type selection, and then re-enter the information on the statistical screen before continuing. Otherwise, continue on.

### B) ADDING PARTIES

**Before adding parties, please keep in mind the following points:**

- Do not alter the “Start date” or “Notice” fields.
- If a minor is involved do NOT add them as a party unless it’s an exception in FRCP Rule 17(c).
- Do NOT add addresses.

#### Party Name

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

## Electronic Case Opening User Manual

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, which means that their information will already have been added to the system. **Please do not create a duplicate entry for a person or company with an existing record in the database.**

1. The "Search for a party" section in the right pane of the screen shown in Figure 19 is where to begin the process of adding parties to a case.

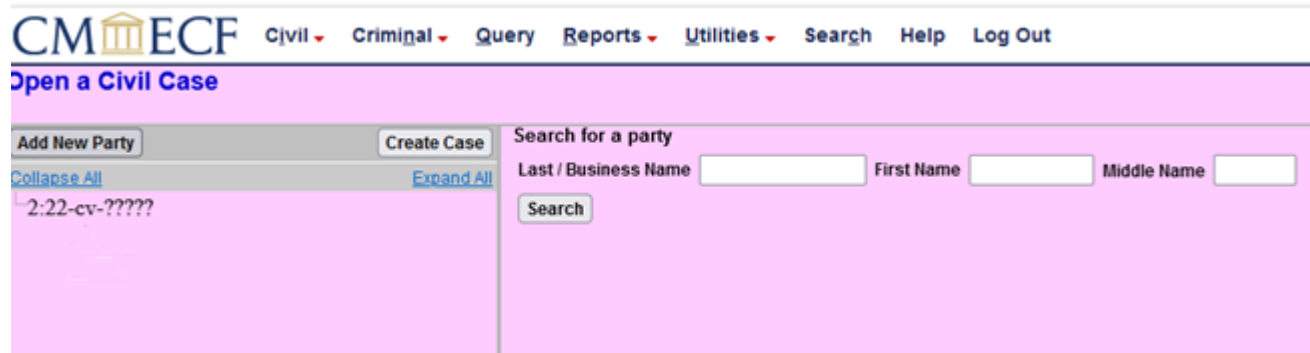


Figure 19

2. Add each party in the order in which they appear in the caption of the complaint.
  - a. If there is an "In re" party, enter the information for that party first.
  - b. Only add a Doe party if the Doe party is the only party.
  - c. If the party is an individual, enter the last name in the "Last/Business Name" field and the first name in the "First Name" field
    - i. If the party name is only first and last initial (e.g. B. L.) you MUST put the period after the letter. (Figure 20):

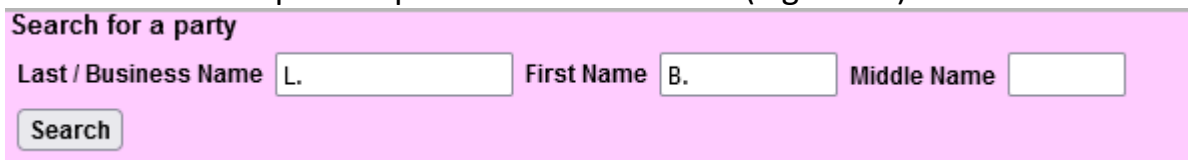


Figure 20

- d. If the party is a corporation put the full name in the "Last/Business Name" field. (Figure 21):

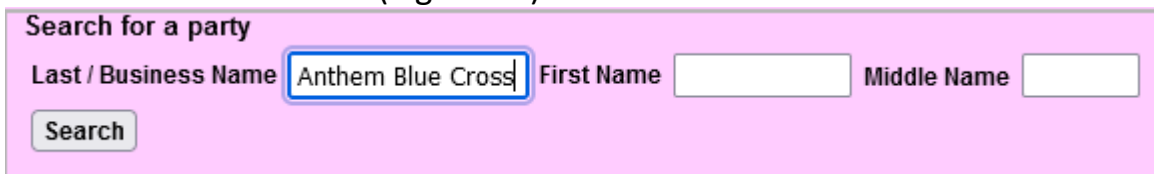


Figure 21

---

## Electronic Case Opening User Manual

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- e. Use upper and lower case letters to input names (e.g., “Jane Doe” or “XYZ Corporation”).
  - f. DO NOT USE ALL CAPS.
3. Do not use the apostrophe, hyphen, or dash characters in any party name or address field.
    - a. Even if the correct spelling of a name includes one of those characters.
    - b. Unfortunately, use of those characters may cause a system error that prevents service on the affected party.
  4. For additional instructions regarding the proper entry of party names, please refer to the following link: <https://www.utd.uscourts.gov/cmecf-electronic-case-filing>.

Search results will then be displayed (Figure 22).

Search for a party

Last / Business Name  First Name  Middle Name

Search Results

Joe Blow  
Joe's Cowboy Shop

**Figure 22**

1. If one of the names displayed in the “Search Results” box matches the party in your case, double click on the party name.
2. A pop-up box will appear displaying the party’s name – as well as the address, if any. Figure 23.

# Electronic Case Opening User Manual

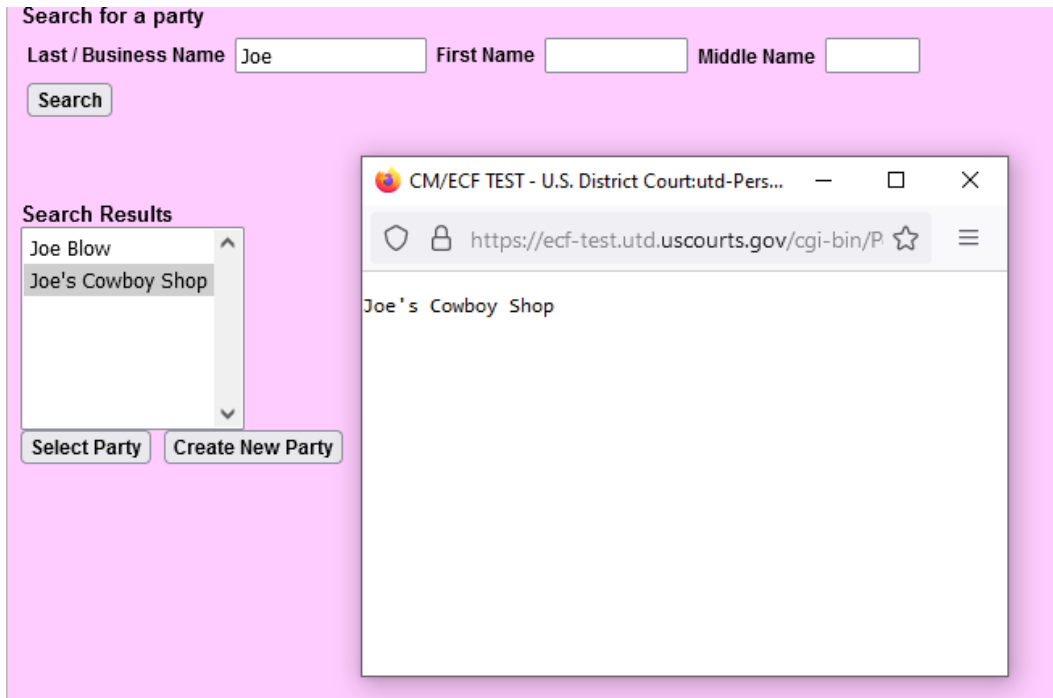


Figure 23

- a. If an address has previously been entered for that party, DO NOT choose them.
  - i. Select "Create New Party" instead.
3. If you find a match with no associated address information, exit the dialog box.
4. Your choice should be highlighted. (Figure 22)
5. Click "Select Party".
6. If no appropriate match is found, click "Create New Party".

## Party Information

- Whether you selected "Select Party" or "Create New Party," you will see Figure 24.

## Electronic Case Opening User Manual

**Party Information**  
Joe's Cowboy Shop

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](#)

Figure 24

- This screen has numerous fields for entry of information about the person or entity identified as a party in your case.

### Important Note:

1. Only change the “Role” field
2. If applicable, change the “Party text” field
3. Do NOT add addresses,

**Role:** Select the correct party “Role.”

1. Note that this field defaults to “Defendant.” (Figure 25):

# Electronic Case Opening User Manual

Party Information  
Anthem Blue Cross and Life Health Insurance Company of  
Title   
Role   
Pro se

Figure 25

1. **Party Text:** Enter any descriptive “Party text” information appearing in the caption of the complaint.
2. e.g., “individually,” or “a Utah corporation,” etc. See Figure 26 reference:

dōTERRA HOLDINGS, LLC, a Utah limited liability company and dōTERRA INTERNATIONAL, LLC, a Utah limited liability company,

Plaintiffs,

v.

zKouty, a person or business entity of unknown type, US1222, a person or business entity of unknown type,

Defendants.

Phone  Fax   
E-mail   
Party text   
Start date  End date   
Corporation  Notice   
Add Party

Figure 26

**Note: Do not enter any alias, corporate parent, or other affiliate information in this field** - See the “Editing Party Information” section, below for adding aliases.

If there any questions, call our court: 801-524-6100.

## Electronic Case Opening User Manual

After choosing the correct party role and adding party text if applicable, click the “Add Party” button.

- If you need to edit the information after adding the parties, see Section D below.

A new search screen will be displayed, similar to Figure 19, from which the user can search for and add additional parties. **Repeat the above process until ALL parties in your case have been entered.**

NOTE: The system can time out during this process. If there are multiple parties and the system times out before all can be entered, enter what you can and contact us to add additional parties once the case opened.

### C) 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 27). Parties added to civil cases will have control icons in the participant tree so the user can add aliases for the party during the case-opening process.

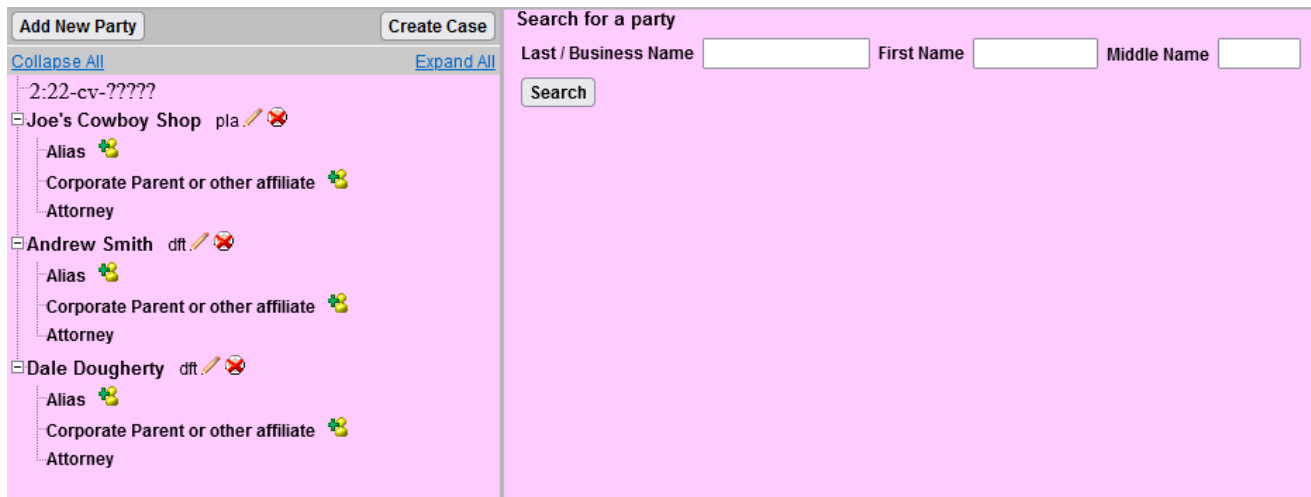





Figure 27

From this screen, the user can:

- Add an **alias (such as aka, dba, fka, etc.)** by clicking on the corresponding  “add” icon;
- **Edit** the party information by clicking on the pencil  “edit” icon;
  - This will take you back to the screen shown in Figure 24.
- **Delete** the party by clicking the red X  “delete” icon; or

## Electronic Case Opening User Manual

- **Add** a new party by clicking on the “Add New Party” button at the top left of the screen.
- **Any edits, deletions, additions etc. can take place until the case has been created.**
- If any of the above icons aren’t showing, move the grey vertical line to the right (Figure 28):



Figure 28

### D) 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 29.)

# Electronic Case Opening User Manual

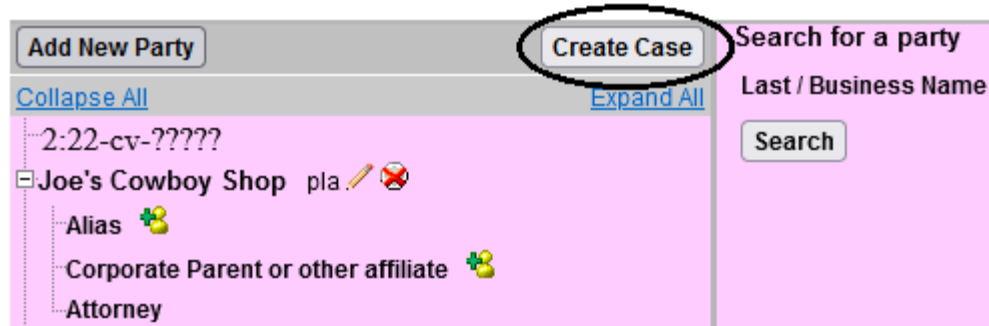


Figure 29

A pop-up window will appear (Figure 30).

1. Click “Yes” to proceed with case opening, or
2. Click “No” to return to the party screen.

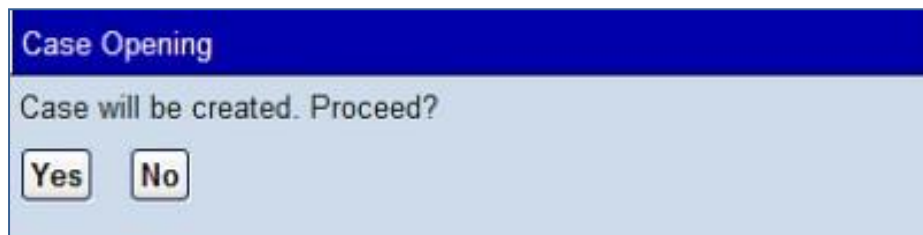


Figure 30

If you click “Yes,” you should then see the following screen (Figure 31):



Figure 31

1. The new case number you are given on this screen must be entered on all documents filed with the Court in this case.
2. Remember to format the case number correctly.
  - a. You will need to add the case type (“CV” or “MC”)
  - b. The office code (for the division you selected from the “Office” drop-down menu shown in Figure 4)

## Electronic Case Opening User Manual

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- i. Office codes are as follows: 1 for the Northern Division; 2 for the Central Division; 4 for the Southern Division
3. For instance, in the example from Figure 31, the full case number is “2:22-CV-00021.”
4. On subsequent documents, filed after judges have been assigned to your case, the case number should include the judge’s initials.

### E) DOCKETING THE LEAD EVENT

**You must now file and docket the complaint 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 the complaint.

## III. INSTRUCTIONS FOR E-FILING THE Complaint

### A) BEGINNING THE FILING PROCESS

After successfully opening a new case, you must file and docket the complaint, or “lead event” **within the same business day**, otherwise the court will close the case. 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 31).

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 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 32), under the “Initial Pleadings and Service” Category, click on “[Complaints and Other Initiating Documents](#).”

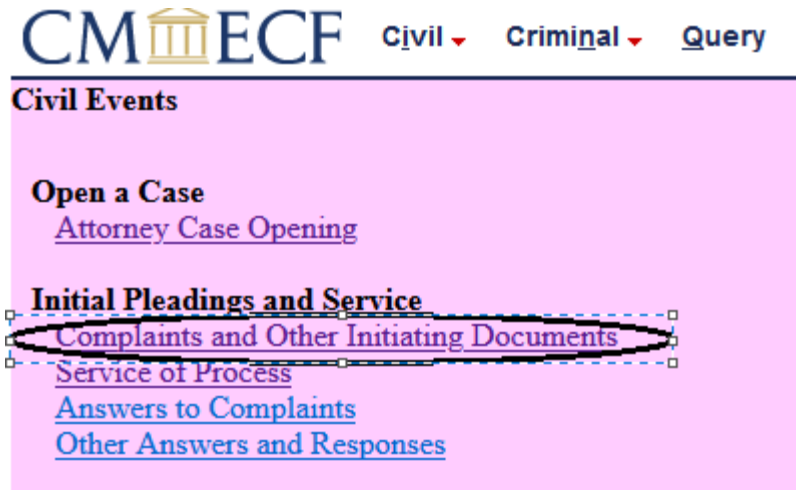


Figure 32

## B) SELECTING THE LEAD EVENT

Whether you proceed to the docketing process directly after opening a case through the “[Docket Lead Event](#)” link shown in Figure 31, or through the “[Complaints and Other Initiating Documents](#)” link shown in Figure 32, you will next see a version of the following screen (Figure 33):

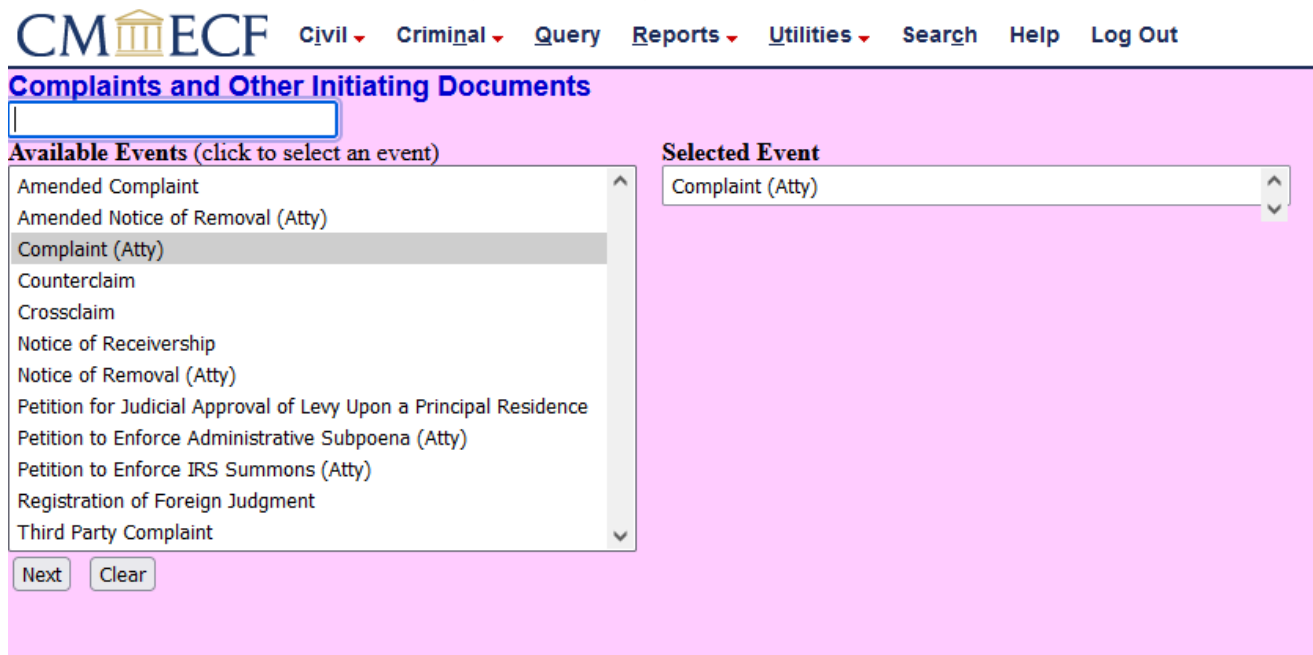


Figure 33

On this screen (Figure 33), you will see a list of “Available Events.” You must choose “Complaint,” then click “NEXT.”

You will next see a version of the following screen (Figure 34):

The screenshot shows the top navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, and Reports. Below the navigation bar is the heading "Complaints and Other Initiating Documents". A form titled "Civil Case Number" contains a text input field with the value "2:22-cv-21". Below the input field are two buttons: "Next" and "Clear".

**Figure 34**

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.

1. When the correct case number has been entered, click "NEXT" to proceed.
  - a. You may be shown a screen with a list of multiple cases.
  - b. Check the box next to the correct case and click "NEXT."
2. When you see the screen shown in Figure 35, verify that the case number and case title are correct, and click "NEXT."

The screenshot shows the same top navigation bar as Figure 34. Below the heading "Complaints and Other Initiating Documents", the case details are displayed: "2:22-cv-00021 Dougherty et al v. Joe's Cowboy Shop". Below the case details are two buttons: "Next" and "Clear".

**Figure 35**

### C) SELECTING THE FILER(S)

On the next screen (Figure 36), indicate the party who is filing the complaint 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 CM/ECF web interface. At the top, there is a navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar, the case number and name are displayed: 2:22-cv-00021 Dougherty et al v. Joe's Cowboy Shop. The main content area is divided into two panels. The left panel, titled "Pick Filer", contains a list of filers: Dale Dougherty pla, Joe's Cowboy Shop dft, and Jack Smith pla. The right panel, titled "Select the filer.", contains a "Select the Party:" dropdown menu with three options: Dougherty, Dale [pla], Joe's Cowboy Shop [dft], and Smith, Jack [pla]. Below the dropdown menu are three buttons: Next, Clear, and New Filer.

Figure 36

### D) ASSOCIATING THE FILING ATTORNEY WITH THE FILING PARTY

1. The system allows only the attorney whose CM/ECF login and password are being used to file the complaint to be associated with the case.
2. Once the complaint is filed, additional attorneys who wish to appear on the docket as counsel of record for a specific party may file a "Notice of Appearance."
  - a. **This is not required for attorneys listed on the complaint, all of whom will eventually be added to the docket by court staff even if no**

### separate Notice of Appearance is filed.

3. If an attorney uses his or her own CM/ECF login to file a Notice of Appearance, that attorney will be added to the docket immediately and will receive electronic notice of all filings from that point forward. Otherwise, there may be some delay.
4. Refer to the Court's website at <https://www.utd.uscourts.gov/attorneys> for additional information.
5. The filing attorney must be associated with a party as counsel of record when the complaint is filed.
6. Select the filing party on the screen shown in Figure 36.
7. The next screen (Figure 37) will display a warning that "the following attorney/party associations do not exist."
8. The box on the left-hand side of the page must be checked for each party the filing attorney represents.
9. If that attorney wants to be identified as lead counsel on the docket sheet, click the "Lead" box to the right.
10. The "Notice" box on the right should be pre-populated with a checkmark
  - a. **DO NOT UNCHECK THIS BOX.**
11. When all necessary boxes are checked, click "NEXT."

The screenshot shows the CM/ECF interface. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, Utilities, and Search. Below this is a header for "Complaints and Other Initiating Documents" with a link to "2:22-cv-00021 Dougherty et al v. Joe's Cowboy Shop". A warning message states: "The following attorney/party associations don't exist for above case(s). Check the box on the left of the screen for associations which should be created. If the association should not be created, be sure box is unchecked." Below the warning, there are two entries, each with a checked box on the left and two checkboxes on the right labeled "Lead" and "Notice".

Association	Lead	Notice
<input checked="" type="checkbox"/> Dale Dougherty (pty:pla) represented by Arnie Becker (aty)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Jack Smith (pty:pla) represented by Arnie Becker (aty)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the list, there is a "Select all" checkbox which is also checked. Below the list are two buttons: "Next" and "Clear".

Figure 37

# Electronic Case Opening User Manual

## E) SELECTING PARTY ROLES

Next (Figure 38), 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 CM/ECF web interface. At the top, there is a navigation menu with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu, the page title is "Complaints and Other Initiating Documents" and the case name is "2:22-cv-00021 Dougherty et al v. Joe's Cowboy Shop". The main content area is titled "Pick Party" and contains a list of parties: Dale Dougherty (pla), Jack Smith (pla), and Joe's Cowboy Shop (dft). A dropdown menu is open, showing the selected party "Joe's Cowboy Shop [dft]". To the right of the dropdown, there are radio button options for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the form, there are buttons for "Next", "Clear", and "New Party".

Figure 38

## F) 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 Complaint as your “Main Document,” upload any exhibits to that document as “Attachments” to the Main Document, and the Civil Cover Sheet if applicable. ***The following documents should be filed separately and not added as Attachments:***

## Electronic Case Opening User Manual

- Summons (if applicable)
- Corporate Disclosure Statement (if applicable; see Fed. R. Civ. P. 7.1)
- Motion to Proceed In Forma Pauperis (if applicable)
- Motion for Admission *Pro Hac Vice* (if applicable)
- Motion for Temporary Restraining Order (if applicable)

After clicking “Next” on the screen shown in Figure 38, you will see some version of the following, depending on the type of lead event you selected (a possible example shown in Figure 39):

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

### Complaints and Other Initiating Documents

2:22-cv-00023 Joe's Cowboy Shop v. Schimmelbusch et al

Upload the **Complaint** in the **Main Document** section and any exhibits and civil cover sheet to your Complaint in the **Attachments** section.

Other documents (e.g., Summons, Motions, Applications, Notice of Interested Parties, Notice of Related Case(s), etc.) are each to be electronically filed **separately** using the events designated for those documents.

Select the PDF document and any attachments.

**Main Document**

Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Figure 39

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

**Attachments:** Under “Attachments,” upload the Civil Cover Sheet. You may upload any exhibits attached to your Complaint. 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. See Figure 40

**NOTE:** Each attachment must be under 25MB in size. Oversized exhibits may be attached in parts. E.g.: Exhibit A Part 1 – Picture of House. See Figure 40

# Electronic Case Opening User Manual

## Main Document

Complaint.pdf

	Attachments	Category	Description	
1.	<input type="button" value="Browse..."/> Exhibit A Part 1.pdf	Exhibit	A Part 1	<input type="button" value="Remove"/>
2.	<input type="button" value="Browse..."/> Exhibit A Part 2.pdf	Exhibit	A Part 2	<input type="button" value="Remove"/>
3.	<input type="button" value="Browse..."/> Cover Sheet.pdf	Civil Cover Sheet		<input type="button" value="Remove"/>
4.	<input type="button" value="Browse..."/> No file selected.			

Figure 40

**Important Note:** The system requires that you upload a PDF document as your Main Document. If you upload a non-PDF document, the next screen will give you the message in Figure 41 and you will not be able to complete the docket entry.

CM<sup>ECF</sup> Civil Criminal Query Reports Utilities Search Help Log Out

Complaints and Other Initiating Documents  
[2:22-cv-00021 Dougherty et al v. Joe's Cowboy Shop](#)

ERROR: Document is malformed or contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.  
Error File: C:\fakepath\3 intake duties.docx

Submitted Entries

File Type	Filename	Category	Description
Main Document	C:\fakepath\3 intake duties.docx	-	-
Attachment #1	C:\fakepath\NL Test Coversheet 1.pdf	Civil Cover Sheet	1

Figure 41

After you have attached all necessary documents, click "NEXT." If you are filing something other than a complaint, you may see a screen asking for specific information, such as the state court case number for a removed case. Follow any applicable instructions. In a civil case, you will then be asked if you intend to file a request for a temporary restraining order or other emergency relief (Figure 42).

Will you be filing a Motion for **Temporary Restraining Order**?

*If yes, you must file the motion separately.*

Yes  
 No

Next

Clear

Figure 42

Answer “yes” or “no,” then click “NEXT.” Click through until you are directed to the filing fee screen (Figure 43). If you choose “yes,” you must immediately file your motion for a temporary restraining order after completing the case-opening process. (See Section IV.D., below.)

### G) IDENTIFYING FILING FEE STATUS

On the next screen (Figure 43), 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 fee online by credit card during the case-opening process. There are five available options:

- **Pay filing fee (credit card required)**
- **Filing on behalf of the United States** – only use if you are a US Attorney
- **Request to proceed in forma pauperis will be filed**
- **Fee exempt pursuant to statute**
- **Filing fee previously paid**

CM/ECF Civil Criminal Query Reports

**Complaints and Other Initiating Documents**  
[2:22-cv-00023 Joe's Cowboy Shop v. Schimmelbusch et al](#)

**Indicate method of payment.**

Pay filing fee (credit card required)  
 Filing on behalf of the United States  
 Request to proceed in forma pauperis will be filed  
 Fee exempt pursuant to statute  
 Filing fee previously paid

Next Clear

Figure 43

Make your selection, then click “NEXT.” If you selected “Pay filing fee,” the next screen (Figure 44) will give you next steps to pay through pay.gov. If you selected one of the other options, you will be shown a docket text confirmation page.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Complaints and Other Initiating Documents**  
[2:22-cv-00023 Joe's Cowboy Shop v. Schimmelbusch et al](#)

**Payments will be completed using PACER and Pay.gov on the screens that follow.**  
**After entering your payment information you will be redirected to CM/ECF to finish the event.**  
**NOTE: You will still be charged if you make the payment but do not finish the event in CM/ECF.**  
**Save a copy of your payment receipt. Your receipt number is required to process any refund, if necessary.**

Next Clear

Figure 44

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 48); skip to Section III.I., below, for instructions.

## H) PAYING THE FEE ONLINE

If you indicated that you are paying the filing fee, you will see the following screen (Figure 45) after clicking “NEXT” on the screen shown in Figure 44. Please wait

## Electronic Case Opening User Manual

while the online payment screen appears. DO NOT CLICK THE “BACK” BUTTON ONCE YOU START THE PAYMENT PROCESS.

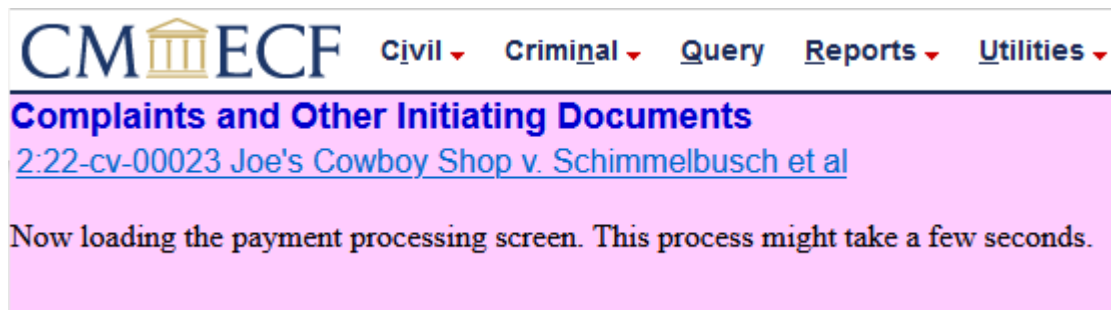


Figure 45

Next, the online payment screen will be displayed (Figure 46):

The image is a screenshot of the 'Online Payment' screen. At the top right is a link 'Return to your originating application'. The main heading is 'Step 1: Enter Payment Information' with a page indicator '1 | 2'. Below this is the text 'Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk \*'. The form contains several fields: 'Account Holder Name' (Test Attorney), 'Payment Amount' (\$400.00), 'Billing Address' (1010 Main Street), 'Billing Address 2', 'City' (Los Angeles), 'State / Province' (California - CA), 'Zip / Postal Code' (91234), 'Country' (United States), 'Card Type' (Visa), 'Card Number', 'Security Code', and 'Expiration Date' (04 / 2014). There are logos for VISA, MasterCard, AMEX, and DISCOVER. At the bottom, there is a note: 'Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.' and two buttons: 'Continue with Plastic Card Payment' and 'Cancel'. A final note at the bottom reads: '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 46

Complete all payment data fields as required in Figure 46 (required fields are indicated with a red asterisk). Make sure all information is correct, and then click “Continue with Plastic Card Payment.” A payment authorization screen will appear (Figure 47). You may enter one or more email addresses here to receive payment confirmation.

# Electronic Case Opening User Manual

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 Billing Address: 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 47

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.”

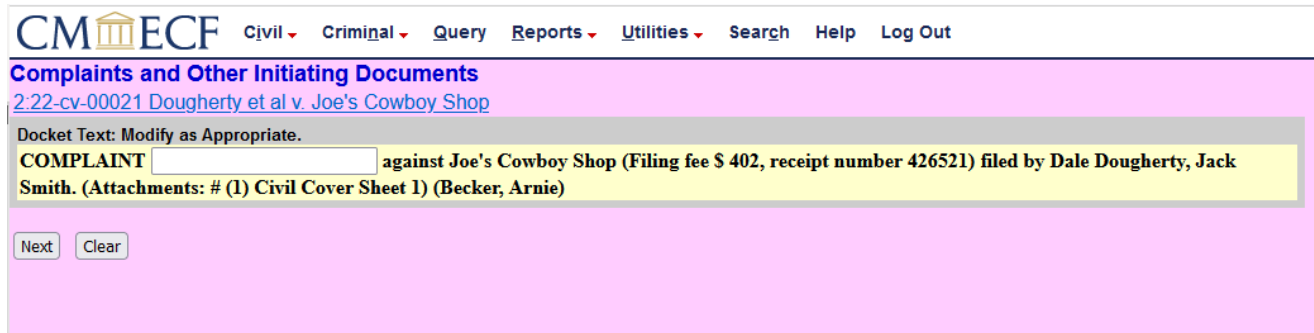
1. Click the payment authorization checkbox next to the statement “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.”
2. Click the “Submit Payment” button to proceed when the form is completed.
  - a. If you proceed past this point, no further corrections can be made to the docket entry.
  - b. If there may be errors, you may start over.
    - i. Click the “Cancel” button; or
    - ii. Click the “Return to your originating application” link in the upper right corner of the screen.
  - c. Once you click “Submit Payment,” you are committed to the transaction.
3. If you choose to “Submit Payment,” you will be returned to the CM/ECF site.
4. Click “NEXT.”

## I) CONFIRMING FINAL DOCKET ENTRY

1. Next, the screen will ask for confirmation of filing and the text of the docket entry (Figure 48) displaying:

## Electronic Case Opening User Manual

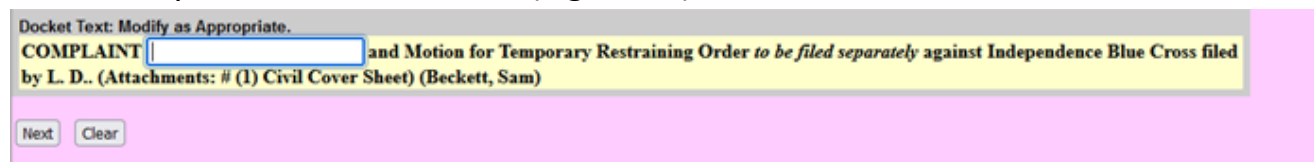
- a. The final docket text;
- b. The pay.gov receipt number (if applicable); and
- c. Descriptions of any attachments to your Complaint.



The screenshot shows the CM/ECF system interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this, the page title is "Complaints and Other Initiating Documents" followed by the case number "2:22-cv-00021 Dougherty et al v. Joe's Cowboy Shop". The docket text reads: "Docket Text: Modify as Appropriate. COMPLAINT [redacted] against Joe's Cowboy Shop (Filing fee \$ 402, receipt number 426521) filed by Dale Dougherty, Jack Smith. (Attachments: # (1) Civil Cover Sheet 1) (Becker, Arnie)". At the bottom of the docket entry, there are "Next" and "Clear" buttons.

Figure 48

2. If you chose “yes” to “Will you be filing a Motion for Temporary Restraining Order” you will see this screen (Figure 49)



The screenshot shows the CM/ECF system interface. The docket text reads: "Docket Text: Modify as Appropriate. COMPLAINT [redacted] and Motion for Temporary Restraining Order to be filed separately against Independence Blue Cross filed by L. D.. (Attachments: # (1) Civil Cover Sheet) (Beckett, Sam)". At the bottom of the docket entry, there are "Next" and "Clear" buttons.

Figure 49

3. Click “Next”.
4. Click “Next” again to complete the filing process.
5. No further changes to the docket entry can be made at this point.
6. If there is a problem (e.g.: missing party, selected wrong party, wrong document attached), do one of the following:
  - a. If the filing was not paid, you may abandon your transaction and start over.
  - b. If the filing fee was paid, click “Next” to complete the filing. Failure to complete the transaction could result in dismissal of your case.
    - i. File a “Notice of Errata” to correct any problem significant enough to merit correction.
    - ii. You will be charged the filing fee whether or not the transaction is complete.

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## J) RECEIVING CONFIRMATION

Next, as a confirmation of your transaction, the Notice of Electronic Filing (“NEF”) is displayed (Figure 50). You should also receive a copy of this NEF, and all future NEFs, by email. Remember that the Court’s local rules require you to update your email address and other information within five days of any change. See the “Attorneys” page on the Court’s website for additional information about keeping your contact information up to date: [www.utd.uscourts.gov/attorneys](http://www.utd.uscourts.gov/attorneys).

The screenshot displays the Electronic Case Filing System (TEST) interface for the District of Utah. The page title is "Complaints and Other Initiating Documents" and the case name is "2:22-cv-00021 Dougherty et al v. Joe's Cowboy Shop". The system is identified as "Electronic Case Filing System [TEST]" and "District of Utah [TEST]".

**Notice of Electronic Filing**

The following transaction was entered by Becker, Arnie on 9/15/2022 at 12:28 PM MDT and filed on 9/15/2022

**Case Name:** Dougherty et al v. Joe's Cowboy Shop  
**Case Number:** [2:22-cv-00021](#)  
**Filer:** Dale Dougherty  
Jack Smith  
**Document Number:** 1

**Docket Text:**  
**COMPLAINT against Joe's Cowboy Shop (Filing fee \$ 402, receipt number 426521) filed by Dale Dougherty, Jack Smith. (Attachments: # (1) Civil Cover Sheet 1) (Becker, Arnie)**

**2:22-cv-00021 Notice has been electronically mailed to:**

Arnie Q. Becker [jessica\\_lykins@utd.uscourts.gov](mailto:jessica_lykins@utd.uscourts.gov), [nancy\\_lealaisalanoa@utd.uscourts.gov](mailto:nancy_lealaisalanoa@utd.uscourts.gov)

**2:22-cv-00021 Notice has been delivered 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=1060034973 [Date=9/15/2022] [FileNumber=80100-0]  
[6975ef4096e7e9f49a76159cbb2b7f5dbd69bd23a9312f43dbdb33d9f3e8620a29bbb  
ae8fc4370515429c5f42c97f94a91387707c47472f8421bf5f71212fe03]]

**Document description:**Civil Cover Sheet 1  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1060034973 [Date=9/15/2022] [FileNumber=80100-1]  
[6c3481d017752baa1bd7f977a6381bb920f99438925547b09028141da9b0551d6a69  
f7385bb91983855fe3f984447bd687090e65029dfc8fa8703db463ee1cd]]

Figure 50

### IV. FILING OTHER DOCUMENTS REQUIRED AT CASE OPENING

After successfully opening the case and docketing the lead event (e.g., 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 civil case electronically must file a Civil Cover Sheet.** In addition, you may need to file one or more of the following:

- Corporate Disclosure Statement (if applicable)
- Motion to Proceed In Forma Pauperis (if applicable)
- Motion for Admission *Pro Hac Vice* (if applicable)
- Motion for Temporary Restraining Order (if applicable)

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 CIVIL CASE MUST FILE A CIVIL COVER SHEET. File this as an attachment to the complaint. If this is missed:

1. Click “Civil” on the menu bar at the top of any CM/ECF screen.
  - a. this will take you to the “Civil Events” screen.
2. On the “Civil Events” screen, under the “Other Filings” category, click on “Other Documents”.
3. The next screen will ask for your case number.
  - a. Enter or confirm the number as needed and click “NEXT.”
4. On the following screen, confirm the system has located the correct case, and click “NEXT”.
5. Select “Civil Cover Sheet” from the available events.
6. Upload your Civil Cover Sheet (remember to use the latest version, available from the Court’s website) on the next screen F.
7. Follow the onscreen prompts and proceed with the filing according to standard electronic filing protocols.

### B) SUMMONS

You may submit proposed Summons for issuance by the clerk at the time you file your complaint, or you may submit them later. Whenever you choose to submit your proposed Summons, follow these steps.

1. Click “Civil” on the menu bar at the top of any CM/ECF screen; this will take you to the “Civil Events” screen.
2. On the “Civil Events” screen, under the “Service of Process” category, click on [“Request Summons.”](#)
3. The next screen will ask for your case number; enter or confirm the number as needed and click “NEXT”.
4. On the following screen, confirm the system has located the correct case, and click “NEXT”.
5. Upload your proposed Summons on the next screen.
6. Note that you should submit one form for each defendant.
  - a. These can be added as attachments with the first summons as the Main Document.
  - b. Use Form AO-440, which is available from the Court’s website at <https://www.utd.uscourts.gov/usdc-forms>.
7. After uploading your proposed Summons, proceed with the filing according to standard electronic filing protocols.
8. The Clerk will subsequently issue the Summons, and a NEF will be generated.
9. Upon receipt of the NEF, you may print a copy of the official Summons for service on each defendant.

### C) CORPORATE DISCLOSURE STATEMENT

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. To file a Corporate Disclosure Statement, either at case-opening or if required by Fed. R. Civ. P. 7.1(b)(2), using the **“Rule 7 Corporate Disclosure Statement”** event under [“Other Documents”](#) in the “Other Filings” category.

## Electronic Case Opening User Manual

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### 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 Appearance (not required for attorneys listed on the case-initiating document)	Other Filings	Notices	Notice of Appearance
Motion to Proceed In Forma Pauperis	Motions and Related Filings	Motions	Proceed in Forma Pauperis
Motion to Proceed Without Prepayment of Fees	Motions and Related Filings	Motions	Proceed in Forma Pauperis
Motion for Admission <i>Pro Hac Vice</i>	Motions and Related Filings	Motions	Admission Pro Hac Vice (fee collected during entry)
Motion for Temporary Restraining Order	Motions and Related Filings	Motions	Temporary Restraining Order

### 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. (In civil cases, judges will be assigned immediately; in some miscellaneous cases, judges may not be assigned at all.) When judges are assigned, a Notice of Assignment will be filed in your case, and a NEF for this filing will be sent to you by email. Upon receipt of a Notice of Assignment, you must immediately deliver any chambers copies of all previously filed documents in your case to the assigned judge(s) if required by that judge's chambers. See the court's [website](#) for the judge's preferences.

#### B) MOTIONS

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

#### C) FILING OF OTHER CLAIM-INITIATING DOCUMENTS

All amended complaints and other claim-initiating documents must also be electronically filed. This includes third-party complaints, amended complaints, complaints in intervention, counterclaims, and crossclaims.

**If you 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 a proposed Summons for each defendant, 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 <https://www.utd.uscourts.gov/usdc-forms>. Refer to Section IV.B. of this Manual

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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 following events are listed under “Complaints and Other Initiating Documents” (see Figure 51):

- Application/Motion/Request (Attorney Civil Case Opening)
- Complaint (Attorney Civil Case Opening)
- Counterclaim
- Crossclaim
- Intervenor Complaint
- MISC – Motion Related to Subpoena from Another District
- MISC – Notice of Receivership (28 USC 754)
- MISC – Receipt of Letters Rogatory (Foreign Judicial Assistance)
- MISC – Registration of Judgment from Another District (AO-451)
- MISC – Subpoena to Identify Infringer (DMCA)
- Motion to Vacate, Set Aside, or Correct Sentence (28:2255) (Attorney Civil Case Opening)
- Motion to Withdraw Bankruptcy Reference (Attorney Civil Case Opening)
- Notice of Removal (Attorney Civil Case Opening)
- Petition (Attorney Civil Case Opening)
- Petition for Writ of Habeas Corpus (Attorney Civil Case Opening)
- Third Party Complaint

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The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the CM/ECF logo and several tabs: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the main heading is "Complaints and Other Initiating Documents". Under this heading, there is a search bar. Below the search bar, there are two main sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" section contains a list of events: Amended Complaint, Amended Notice of Removal (Atty), Complaint (Atty), Complaint Attorney Case Opening (Atty), Counterclaim, Crossclaim, Notice of Receivership, Notice of Removal (Atty), Petition for Judicial Approval of Levy Upon a Principal Residence, Petition to Enforce Administrative Subpoena (Atty), Petition to Enforce IRS Summons (Atty), Registration of Foreign Judgment, and Third Party Complaint. The "Selected Event" section contains a dropdown menu with "Complaint (Atty)" selected. Below the "Available Events" list, there are two buttons: "Next" and "Clear".

Figure 51

The following events are also listed under “Complaints and Other Initiating Documents:”

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

If you electronically file any of these documents and need to add more parties to your case, you may not be able to add all parties in one transaction. Please review our website, <https://www.utd.uscourts.gov/attorneys>, for information about adding additional parties in such a case.

### 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. The following link has our information about Refund Requests and the form:

<https://www.utd.uscourts.gov/refund-request>.

To request a refund, complete and file an Application for Refund of Fees.

1. Click “Civil” on the menu bar at the top of any CM/ECF screen. This will take you to the “Civil Events” screen.
2. On the “Civil Events” screen, under the “Other Filings” category, click on “Other Documents”. Choose the event “Refund Request-Duplicate or Erroneous Payment in a Case.”
3. The next screen will ask for your case number.
4. Enter or confirm the number as needed. Click “Next.”
5. The next screen tells you NOT to click on the case number. Click “Next.”
6. The next screen instructions you to download and complete the request form if you haven’t yet. Click “Next.”
7. Attach the request form. Click “Next.”
8. Choose the option that matches why you are requesting a refund. Click “Next.”
9. On the following screen, check the box “Should the document you are filing link to another document in this case?” Click “Next.”
10. On the following screen, check the box of the entry for which the refund is being sought. Click “Next.”
11. Confirm the docket entry. Click “Next.”
12. Confirm again. Click “Next.”