

**United States District Court  
District of Utah**

**Attorney's Guide:  
Opening a Miscellaneous Case**



Last Revised: 9/2024

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Last Revised: 9/2024

## I. Introduction

This guide will assist you in electronically opening a civil miscellaneous case using this Court's [Case Management/Electronic Case Filing \(CM/ECF\) system](#).

## II. Electronic Filing Support

For assistance with specific rules and guidance for electronic filing at this court, review the following documentation:

- ☐ [CM/ECF Filing Procedures](#)
- ☐ [Chambers E-Filing Preferences](#)
- ☐ [Local Civil and Criminal Rules and General Orders](#)
- ☐ [Federal Rules of Civil Procedure](#)
- ☐ [ECF Procedures Manual \(PDF\)](#)

If you run into any issues throughout this process, you can contact the following:

### **Technical Assistance:**

ECF Support

Available between the hours of 8:00 AM and 4:30 PM, Monday through Friday.

Local: 801-524-6100

Email: [ut\\_support@utd.uscourts.gov](mailto:ut_support@utd.uscourts.gov)

### **Case Opening Process Assistance:**

Attorney Case Opening Help Desk

Available between the hours of 8:00 AM and 4:30 PM, Monday through Friday. Phone: 801-524-6100

Email: [utdecf\\_clerk@utd.uscourts.gov](mailto:utdecf_clerk@utd.uscourts.gov)

## III. Getting Started

### 3.1 Preparing your Documents

Pay close attention in preparing your documents, making certain that all attorneys who will be appearing in the case have each properly signed the appearance document and you are following all filing requirements including format and size restrictions (see [CM/ECF FAQs](#): page and [How to Prepare Your PDF](#). See our [Local Civil Rules](#) and the [ECF Filing Procedures \(PDF\)](#) for further guidance.

### 3.2 Types of Main Documents

- ☐ Registration of Judgement from Other District Court (Form AO-451)
- ☐ Notice of Receivership
- ☐ Letter Rogatory
- ☐ Request for Subpoena to Identify Copyright Infringer
- ☐ Motion to Quash
- ☐ Motion to Compel
- ☐ Petition to Enforce or Quash IRS/Administrative Subpoenas  
Petition (or Motion) to Quash IRS or Sec Summons

### 3.3 Other Possible Attachments

Other possible attachments to your main document are:

- ☐ [Civil Cover Sheet](#) (required for all cases except Petition for Writ of Habeas Corpus)

**Note:** Most of these forms can be found on the [Court Forms page](#).

## IV. Filing Fee

### 4.1 Fee Requirements

For information about filing fees in this court, review the **Fee Schedule** on the [Paying Fees](#) webpage.

You must pay the filing fee through Pay.gov using one of the following options:

- ☐ Bank Account (ACH): Similar to an online check; the funds are withdrawn from your bank account.
- ☐ Debit/Credit Card.

**Note:** Have your card/banking information ready during the case opening process.

### 4.2 Requesting a Waiver of Filing Fee (Motion to Proceed In Forma Pauperis)

If you are requesting a waiver of the filing fee, have your Application to Proceed In Forma Pauperis with Written Consent prepared to file as your main document. See [Motion for Leave to Proceed In Forma Pauperis](#) for further instructions.

## V. Initiating Your Civil Miscellaneous Case

Do not start opening your case unless you are prepared to file your initiating document and its attachment(s).

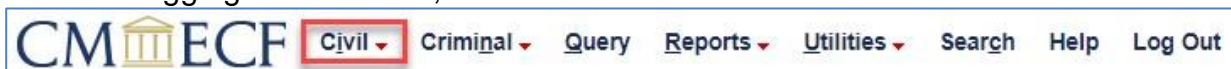
### REMEMBER

- ☐ All documents must be converted to PDF and saved on your computer for easy retrieval. See [How to Prepare Your PDF](#).
- ☐ Have a copy of the Civil Cover Sheet and initiating document available as you will need to refer to these during the process.

### 5.1 Entering Case Information

The following screens will ask for information that can be found on the civil cover sheet and initiating document. Have them available so you can refer to them during this process.

1. After logging into CM/ECF, select **Civil** on the CM/ECF menu.




2. To begin the case opening process, select **Attorney Case Opening**.

## Civil Events

### Open a Case

[Attorney Civil Case Opening](#)

 [Attorney Miscellaneous Case Opening](#)

3. The next screen gives you information on how to find help throughout the filing process. To continue, select **Next**.
4. Enter your case-specific information in the numbered fields. Use [Table A](#) as a reference.
  - a. If you need to start over on this page, select **Clear** to erase all of your entries.

## Open a Miscellaneous Case

**Change Case type to mc on next screen.**

## Open a Miscellaneous Case

**Office**  **Case type**

**Date filed:**

**Other court**

**Other court number**

Determine the correct office.

***For "Case type," select "mc" to indicate that you are opening a miscellaneous case. This is extremely important. The default for this drop-down menu is "cv," and unless you change it to "mc" now, you will not succeed in opening a miscellaneous case. This will cause significant problems for you both during and after the case opening process.***

TABLE A		
	Field	Description
<input type="checkbox"/>	Office	<ul style="list-style-type: none"> <li>· <b>Northern Division</b> – Box Elder, Cache, Davis, Morgan, Rich, Weber</li> <li>· <b>Central Division</b> – Carbon, Daggett, Duchesne, Juab, Salt Lake, Summit, Tooele, Uintah, Utah, Wasatch</li> <li>· <b>Southern Region</b> – Beaver, Emery, Garfield, Grand, Iron, Kane, Millard, Piute, San Juan, Sanpete, Sevier, Washington, Wayne</li> </ul> <p><b>The appropriate division for your case is determined by the Court's General Orders and local rules.</b> 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: <a href="#">Court Divisions</a></p>
<input type="checkbox"/>	Case Type	<p>Select <b>mc</b> for civil case.</p> <p><i>For "Case type," select "mc" to indicate that you are opening a miscellaneous case. This is extremely important. The default for this drop-down menu is "cv," and unless you change it to "mc" now, you will not succeed in opening a miscellaneous case. This will cause significant problems for you both during and after the case opening process.</i></p>

**Open a Miscellaneous Case**

Office  Case type

Date filed: 5/1/2024

Other court name

Other court number

- If another case is involved include the information, if not, leave blank.  
Other Court Name - USDC Dist of \_\_\_\_\_ or State, District & County  
Other Court Number - District court case number or State case number
- When you finish entering your case information, select **Next** to continue.

### 5.3 Entering Statistical Case Data

The next screen asks for information that is found on the case's civil cover sheet. Have it available so you can refer to it during this process. Use [Table B](#) as a reference. If you need to start over on this page, select **Clear** to erase all of your entries.

**Open a Civil Case**

1 **Jurisdiction** 3 (Federal Question) ▼

2 **Cause of action** ▼ Filter:  Clear filter

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

4 **Origin** 1 (Original Proceeding) ▼

**Citizenship plaintiff** ▼

**Citizenship defendant** ▼

**Jury demand** n (None) ▼ 6 **Class action** n (No Class Action Alleged) ▼ 7

**County** Clallam ▼ 8

County is determined by the residence of the *first listed plaintiff* in all actions except for U.S. plaintiff and land condemnation cases.

- If the U.S. government is the plaintiff, use the county of residence of the *first listed defendant*
- In land condemnation cases, use the location of the tract of land involved

**Fee status** pd (paid) ▼ 9 **Fee date** 9/9/2019 ▼ 10

Please leave the fee status PAID unless this case relates to the Jones Act or includes filing an IFP.

If you are from a federal agency, no fee is required.

Next Clear

**TABLE B**

	Field	Description
<input type="checkbox"/>	Jurisdiction	<p>Select the case jurisdiction. This field defaults to <b>3 (Federal Question)</b>. For those civil actions where more than one jurisdiction code can be applied, the preference should be in the numerical order listed (i.e., U.S. Government Plaintiff as highest priority and Local Question as lowest).</p> <div> <p><b>Open a Civil Case</b></p> <p><b>Jurisdiction</b></p> <ul style="list-style-type: none"> <li>1 (U.S. Government Plaintiff)</li> <li>2 (U.S. Government Defendant)</li> <li><b>3 (Federal Question)</b></li> <li>4 (Diversity)</li> <li>5 (Local Question)</li> </ul> </div>
		Select " <b>misc (Civil Miscellaneous Case)</b> " from the drop-down menu (it appears at the bottom of the list).

<input type="checkbox"/>	Cause of action	<b>Jurisdiction</b> 3 (Federal Question) <b>Cause of action</b> misc (Civil Miscellaneous Case) Filter: misc Clear filter <b>Nature of suit</b> 890 (Other Statutory Actions) Filter: 890 Clear filter <b>Origin</b> 1 (Original Proceeding)
<input type="checkbox"/>	Nature of suit	Select the nature of suit. <div> <b>Cause of action</b>   <b>Nature of suit</b> 130 (Miller Act)           140 (Negotiable Instrument)           150 (Contract: Recovery/Enforcement)           151 (Contract: Recovery Medicare)           152 (Contract: Recovery Student Loan)       </div> Select “ <b>890 (Other Statutory Action)</b> ” from the drop-down menu.
<input type="checkbox"/>	Origin	For misc cases leave <b>1 (Original Proceeding)</b> <div> <b>Nature of suit</b> 315 (Airplane Product Liability)   <b>Origin</b> 1 (Original Proceeding)           2 (Removal from State Court)       </div>
<input type="checkbox"/>	Citizenship plaintiff and Citizenship defendant	These fields are only used if you have selected <b>(4) Diversity</b> as your jurisdiction. For misc cases leave blank. <b>Citizenship plaintiff</b> <b>Citizenship defendant</b>
<input type="checkbox"/>	Jury Demand	Select the party demanding the jury if the words “Jury Demand” are on the Complaint caption. For misc cases leave n(None). <b>Jury demand</b> b (Both) d (Defendant) <b>n (None)</b> p (Plaintiff)
<input type="checkbox"/>	Class action	Select whether Class Action alleged. <b>Class action</b> n (No Class Action Alleged) is y (Class Action Alleged)
<input type="checkbox"/>	County	Select the county wherein the <i>Plaintiff</i> resides, or where <i>Plaintiff's Place of Business</i> is located. For many miscellaneous cases they will reside outside of the state, in that case use <b>XX US, Outside State</b>

<input type="checkbox"/>	Fee status	<p>This field defaults to <b>pd (paid)</b>. Leave as paid, unless you are:</p> <ul style="list-style-type: none"> <li>a US Attorney: <b>none (no fee required)</b></li> <li>filing the case in forma <b>pend (IFP pending)</b></li> <li>filing a Jones Act case: <b>wv</b></li> </ul>	<div> <div>Fee status</div> <div> none (no fee required)  <b>pd (paid)</b>  pend (IFP pending)  wv (waived) </div> </div> <p>pauperis:  <b>(waived)</b></p>
<input type="checkbox"/>	Fee date	This field is populated automatically and should not be altered.	

When you finish entering your case information, select **Next** to continue.

## VI. Adding Parties

This screen allows you to enter all of the parties in your case. All parties listed on the caption of your initiating document must be entered at this time, even parties whose names are unknown.

### IMPORTANT PLEASE READ:

**DO NOT add addresses, phone numbers or email to any party on the next screen.**

**DO NOT use all caps and avoid commas. Thank you**

The screen is divided into two sections. We refer to the left section as the **Participant Tree** and the right as the **Party Information** screen.

Open a Civil Case

**Participant Tree**

Add New Party Create Case

Collapse All Expand All

2:19-cv-?????

**Party Information Screen**

Search for a party

Last / Business Name  First Name  Middle Name



**Do not use the browser's Back button** while adding parties to your case. You will lose all parties and party information. If you need to make changes or corrections to your party, please call the clerk's office at 801-524-6100 or send email to [utdecf\\_clerk@utd.uscourts.gov](mailto:utdecf_clerk@utd.uscourts.gov)

### 6.1 Before You Get Started

- ☐ Have your initiating document available.
  - This will help you enter the party names correctly and in the proper order (ordered exactly as listed on the complaint/petition caption).

- ❑ Review the [Standards for Entering Party Names in CM/ECF](#).

**Note:** Parties or companies with unknown names must also be added to the case. These are often listed as “John Doe,” “Jane Doe,” or “Unknown Companies XYZ.” For more information on how to add unknown parties, refer to the “Unknown/Doe Parties” section of the [Standards for Entering Party Names in CM/ECF](#).

## 6.2 Searching for a Party

1. Enter the first party’s surname or the company name in the **Last/Business Name** and first name in the **First Name** field and select **Search**.

Search for a party

Last / Business Name  First Name  Middle Name

Prisoner ID

**Note:** You should never add a party description, text, or alias here. This should be added in the **Party Text** or **Party Alias** fields later. See [Table C](#) (5).

2. If there are names in ECF matching your party’s name, they will be displayed in the **Search Results** box.

Search for a party

Last / Business Name  First Name

Prisoner ID

**Search Results**

If a name matching your party's name appears in the Search Results, do NOT create a new party.

3. If you find an exact match in the **Search Results** box, select the name and select **Select Party**.

4. If you *do not* find an exact match, or your search returns no results, select **Create New Party**. See [6.3 Entering Party Information](#) for next steps.

Search Results

Select Party

Create New Party

Search returned no results. Please try again or create a new party.

## REMEMBER

- Parties must be entered in the order they are listed on the initiating document.

### 6.3 Entering Party Information

After selecting **Select Party/Create New Party**, you will enter your party's information on the **Party Information** screen. Parties must be entered in compliance with the [Standards for Entering Party Names in CM/ECF](#).

Enter information as instructed in the fields indicated below

- Fields with a **green** checkmark are applicable to all parties.
- Fields outlined in **red** should only be completed if the party is Pro Se.

Party Information

Karen R Smith

- Fields with a **✓** are applicable to all parties
- Fields outlined in **RED** should only be completed if the party is Pro Se

1

✓

Title

2

✓

Role

Plaintiff (pla:pty) ▼

2

✓

Pro se

No ▼

Prisoner Id

Unit

Office

3

Address 1

3

Address 2

Address 3

City

State

Zip

Country

Prison

▼

Phone

Fax

4

E-mail

5

Party text

Start date

9/9/2019

End date

Corporation

no ▼

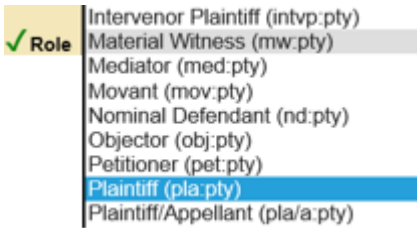
Notice

yes ▼

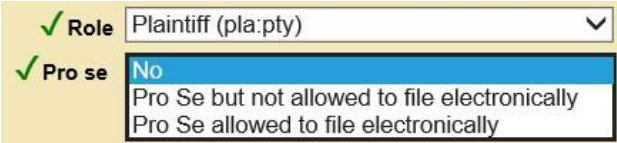
Add Party

[Start a New Search](#)

**TABLE C**

Field	Description
<input type="checkbox"/> Role	<p>This field lists the available party roles. The system automatically defaults to <b>Defendants</b> for all parties; remember to change the role when entering parties with different roles (e.g., Defendant or Petitioner).</p> 

**TABLE C**

Field	Description
<input type="checkbox"/> Pro Se	<p>Select whether the party is representing themselves (Pro Se). The majority of time, this should be set to <b>No</b>.</p> <p>Never select <b>Pro Se</b> allowed to file electronically.</p> 
<input type="checkbox"/> Address and Phone	Only enter this information if the party is pro se. (See <a href="#">Standards for Entering Party Names in CM/ECF</a> )
<input type="checkbox"/> E-mail	Always leave this field blank.
<p><i>You must enter Party Text exactly as it appears on the caption.</i></p> <p>Party Text includes:</p> <ul style="list-style-type: none"> <li>Descriptive information about the parties. For example, a company might be described as “a Washington corporation.”</li> </ul>	
<input type="checkbox"/> Party text	<ul style="list-style-type: none"> <li>Ranks or Titles such as military ranks (exclude generic Mr. or Mrs./Ms. Titles).</li> </ul> <p>Do not use the <b>Last Name</b> or <b>Title</b> fields for this information. And, if there is no such information in the caption, <i>leave this field blank</i> (see <a href="#">Standards for Entering Party Names in CM/ECF</a>).</p> <p>Do not enter aliases in the Party text field. (see <a href="#">Add Alias</a> section for more information)</p>

1. Review this screen carefully before proceeding. Once you are confident that your party information is correct and complete, select **Add Party**.
2. After selecting **Add Party**, you will see your party's name in the **Participant Tree**.
  - a. You may make changes/additions here. See [Icons in the Participant Tree](#).
3. Select **Add New Party** to start adding the next party.
4. Repeat this process until *all* parties have been added and are listed in the **Participant Tree**.



## 6.4 Icons in the Participant Tree

You may use the icons located next to the party names in the **Participant Tree** to make modifications to your entries. Refer to [Table D](#) for a description of each icon.

TABLE D	
Icon	Description
	Remove this party from the case.
	Edit the party, alias, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Add new alias, corporate parent, or attorney.



If you do not see these icons, use the **Expand All** link to expand the **Participant Tree**.

## 6.5 Adding an Attorney

**Note:** Do not add attorneys for any party. You will be added as the attorney when filing the case initiating document. Any other attorneys will be added by the docket clerk upon their review of the case filings.

## 6.6 Adding an Alias

If the caption on your initiating document indicates an alias, i.e. another name that a person or business is also known by:

1. Select the  icon next to **Alias** for the appropriate party in the **Participant Tree**.



2. On the **Search for an alias** screen, enter the alias in **Last/Business Name** and **First Name** (if applicable – see [Standards for Entering Party Names in CM/ECF](#)) then select **Search**.
  - a. If a match is found, highlight the name and select **Select Alias**.
  - b. If a match is not found, select **Create New Alias**.
3. In both cases, the **Alias Information** screen is displayed. If not already entered, enter the alias and select a **Type** from the dropdown menu. Refer to [Table E](#) for a description of alias types.

**TABLE E**

Type	Description	Type	Description
agent	Agent of	mnr	Minor
aka	Also known as	nee	Born (usually refers to maiden name)
assign	As assignee of	nka	Now known as
dba	Doing business as	obo	On behalf of
div	A division of	other	Other
est	Estate of	pro	Personal representative of
exrel	Ex Rel	rpi	Real party interest
fdba	Formally doing business as	suc	Successor in interest
fka	Formally known as	ta	Trading as

4. Once you finish entering your alias information, select **Add Alias**.

5. The alias is added to the Participant Tree under the party you selected.




6. Repeat this process until all aliases are entered.

## 6.7 Adding a Corporate Parent/Other Affiliate



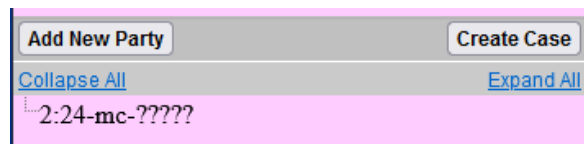
**Do not add a corporate parent at this stage.** You are required to add corporate parents/other affiliates when filing a Corporate Disclosure Statement which should be filed after initial case opening. See [Follow-up Filings](#).

## 6.8 Creating your Civil Miscellaneous Case



Before creating your case, be sure that you have finished adding all associated party information to the case as you will not be able to go back and edit the parties.

1. When you are certain your case information is accurate and complete, select **Create Case** at the top of the **Participant Tree**.



2. CM/ECF asks you to confirm that your new case should be created.
  - a. If you have not finished adding all parties, select **No** to resume entering parties; otherwise, select **Yes** to create the case.
3. The next screen lists your case number and instructs you to select **Docket Lead Event** to file your initiating document and attachments and to pay the filing fee (if required).
  - a. Before proceeding, take note of your case number, should you need assistance with this case.

Case Number 19-1 has been opened.

[Docket Lead Event?](#)

**Note:** Although the case is created, it will *not* proceed until the initiating document is filed and the filing fee is paid (if required).

## VII. Docketing the Lead Event

### 7.1 Paying the Miscellaneous Case Filing Fee

Once the case is created, the Lead Event needs to be filed in the case.

1. **Do Not Use: Docket Lead**

**Event** . Misc. Cases need to file a motion, petition, or notice after paying the filing fee. Return to Civil Events.

Case Number 19-1 has been opened.

[Docket Lead Event?](#)

2. Go to Other Filings, Other Documents. Select Miscellaneous Filing Fee, then **Next** to continue.

The screenshot shows the CM ECF website interface. The 'Civil' dropdown menu is selected and highlighted with a red box. Below the menu, the 'Other Documents' link is highlighted with a red box. The page also displays links for 'Open a Case', 'Initial Pleadings and Service', and 'Other Filings'.

The screenshot shows the 'Other Documents' dropdown menu. The 'Miscellaneous Case Filing Fee' option is highlighted with a red box. The menu also includes a search bar and a list of other available events.

3. On the next screen, the case number and case short title are shown, select **Next** to continue.

4. Select the party filing the case, usually the petitioner, select **Next**.

2:24-mc-00002 Rise et al v. Business et al

Pick Filer

[Collapse All](#) [Expand All](#)

John Business dft  
Legal House pla  
Legal Aid Records res  
Anthony Rise pet

Select the filer.

Select the Party:

Business, John [dft]  
House, Legal [pla]  
Legal Aid Records [res]  
Rise, Anthony [pet]

Next Clear New Filer

5. On the next field type in the type of miscellaneous case you are filing, select **Next**.

Other Documents

2:24-mc-00002 Rise et al v. Business et al

Type of case (i.e. Motion to Quash): Motion to Compel

Next Clear

6. On the next page you will see the pay.gov information screen, select **Next**. After you have paid the filing fee you will be directed back to CM/ECF to complete your filing.

Other Documents

2:24-mc-00002 Rise et al v. Business 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

7. If you previously paid the fee and backed out of did not come back to finish the filing after paying, simply enter the receipt number on the next page. When left blank you will be directed to pay.gov.

**Other Documents**  
[2:24-mc-00002 Rise et al v. Business et al](#)

**Only enter receipt information if:**  
**1. You have already paid AND**  
**2. You have a receipt number from the Utah US District Court.**  
**To pay using the online credit card method, please leave the receipt box blank**

Receipt #:  Fee: \$49

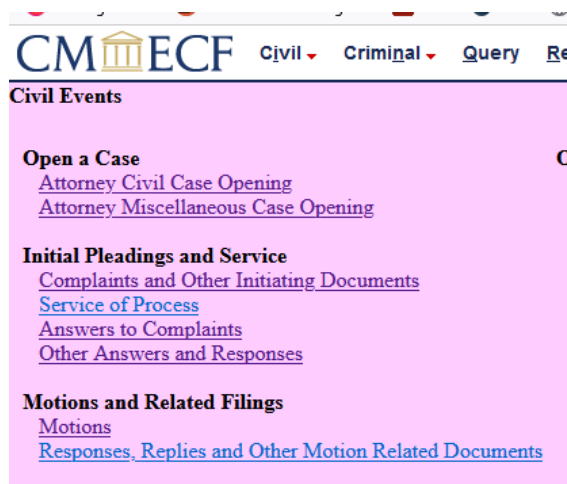
**Other Documents**  
[2:24-mc-00002 Rise et al v. Business et al](#)

**Once this filing is complete, you may E-File your initiating document. i.e. Motion to Quash**

8. After your payment transaction is complete you can proceed to file your Motion, Notice or Petition.

## 7.2 Filing your initiating document.

1. Select the motions event under Civil.  
 Find your type of motion: Compel, Quash, Writ, Letters Rogatory, if the motion you are requesting is not available, use miscellaneous relief. The docket clerk can then change the type of motion when reviewing your documents.
2. For, Registration of a foreign Judgment, look under Complaints and Other Initiating Documents, Then you'll find Registration of a Foreign Judgment. For Receiverships, look under Complaints and Other Initiating Documents, and file under Notice of Receivership.



The screenshot shows the CM/ECF (Case Management/Enterprise Case Filing) system interface. At the top, there are tabs for 'Civil', 'Criminal', 'Query', and 'Re'. Below these, the 'Civil Events' menu is expanded, showing several categories of events: 'Open a Case' (with links for 'Attorney Civil Case Opening' and 'Attorney Miscellaneous Case Opening'), 'Initial Pleadings and Service' (with links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers and Responses'), and 'Motions and Related Filings' (with links for 'Motions' and 'Responses, Replies and Other Motion Related Documents').

3. Then you'll find party filing the document (the party represented by you) then select **Next**.

**Motions**  
[2:24-mc-00002 Rise et al v. Business et al](#)

Pick Filer

[Collapse All](#) [Expand All](#)

- John Business dft
- Legal House pla
- Legal Aid Records res
- Anthony Rise pet

Select the filer.

**Select the Party:**

- Business, John [dft]
- House, Legal [pla]
- Legal Aid Records [res]
- Rise, Anthony [pet]

Next Clear New Filer

4. Leave all fields checked, then select **Next**.

**Motions**  
[2:24-mc-00002 Rise et al v. Business et al](#)

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*.

☒ Anthony Rise (pty:pet) represented by Sam Beckett (aty) ☒ Lead ☒ Notice

Next Clear

- a. CM/ECF links your name to the name of the party you are representing (the party you selected on the previous page) and activates electronic notice for this case.
5. You will then see the two following messages re motions.  
Select **Next** after reading.

**Motions**  
[2:24-mc-00002 Rise et al v. Business et al](#)

Under [DUCivR 7-1\(a\)\(1\)](#), the motion and any supporting memorandum must be contained in one document, unless the motion is one enumerated in [DUCivR 7-1\(a\)\(2\)](#).

Next Clear

**Motions**  
[2:24-mc-00002 Rise et al v. Business et al](#)

Confirm you are using the correct event for the required restriction level.

Redact personal identifiers as required in DUCivR 5.2-2 and DUCrimR 49.1-1 as needed.

If necessary, send an editable copy of the proposed order to chambers. [For chambers' email addresses, click here.](#)

6. Select and upload your documents, then select **Next**.

**Motions**  
[2:24-mc-00002 Rise et al v. Business et al](#)

Select the PDF document and any attachments.

**Main Document**  
 No file selected.

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value="v"/>	<input type="text" value=""/>

**Note:** All documents including the proposed order must be in pdf format. Whenever possible also attach the docket sheet from the original court case.

7. CM/ECF asks prompts regarding the different motions or events selected.

**Motions**  
[2:24-mc-00002 Rise et al v. Business et al](#)

To compel what:

The following options will allow you to modify as appropriate before docketing the transaction.

**Motions**  
[2:24-mc-00002 Rise et al v. Business et al](#)

Docket Text: Modify as Appropriate.

MOTION to Compel parties to comply with..  filed by Petitioner Anthony Rise. (Attachments: # (1) Text of Proposed Order) Attorney Sam Beckett added to party Anthony Rise(pty:pet) (Beckett, Sam)

- a. If you are confident that you have added all the information and documents in this filing, select **Yes** and then select **Next**.

## 7.5 Paying the Filing Fee

- ☐ If you filed your motion, petition or notice prior to paying the miscellaneous filing fee. Please go back and finish the payment.
- ☐ Go to Other Filings, Other Documents. Select Miscellaneous Filing Fee, then **Next** to continue

## VIII. Follow-up filings:

- ☐ If your case requires a judge, you will be notified by CM.ECF through a Notice of Electronic Filing of which Judge is assigned to your case. After your case is assigned, please proceed with service to the other parties.