
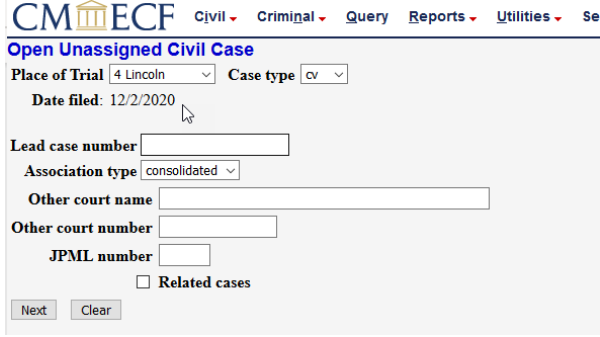


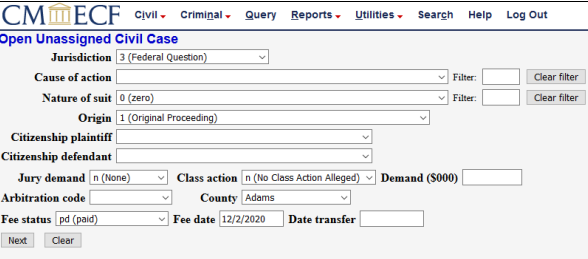
Opening a Civil Case

Case information

Civil cases can be opened and filing fees can be paid within the System.

After successfully logging into ECF, follow the steps below to open a new civil case:

STEP	RESULT
<p>1. Select Civil from the menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the categories from which you may choose for your filing. Click Civil Case.</p>	 <p>The screenshot shows the CM ECF website's 'Civil Events' menu. The 'Civil Case' link is highlighted under the 'Open a Case' section. Other sections include 'Initial Pleadings and Service', 'Motions', 'Other Filings', and 'Miscellaneous Fees'.</p>
<p>2. Fill out the screen as directed in the table below:</p>	 <p>The screenshot shows the 'Open Unassigned Civil Case' form. Fields include: 'Place of Trial' (dropdown set to '4 Lincoln'), 'Case type' (dropdown set to 'cv'), 'Date filed' (12/2/2020), 'Lead case number' (text input), 'Association type' (dropdown set to 'consolidated'), 'Other court name' (text input), 'Other court number' (text input), 'JPML number' (text input), and a checkbox for 'Related cases'. 'Next' and 'Clear' buttons are at the bottom.</p>
<p>Place of Trial:</p>	<p>Select the place of trial requested in the complaint.</p>
<p>Case type:</p>	<p>Use cv.</p>
<p>Lead case number:</p>	<p>Leave blank.</p>
<p>Association type:</p>	<p>Leave unchanged.</p>
<p>Other court name:</p>	<p>If this case relates to another federal court case in Nebraska, enter USDC-NE. If you are filing a Notice of Removal, enter the other court name.</p>
<p>Other court number:</p>	<p>If this case relates to another federal court case in Nebraska, or you are filing a notice of removal, enter the case number of the related case.</p>
<p>JPML number</p>	<p>Leave blank.</p>
<p>Related cases:</p>	<p>Leave blank.</p>

STEP	RESULT								
<p>3. Fill in the Civil Cover Sheet information as directed by the table below:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: You do NOT need to file a copy of the civil cover sheet.</p> </div>									
Jurisdiction:	See civil cover sheet instructions.								
Cause of action:	See civil cover sheet instructions.								
Nature of suit:	See civil cover sheet instructions.								
Origin:	See civil cover sheet instructions.								
Citizenship of plaintiff:	Only used for diversity cases.								
Citizenship of defendant:	Only used for diversity cases.								
Jury demand:	Select the party demanding a jury.								
Class action:	Do not use. Leave as "n." The court will modify this information if the class action is approved.								
Demand (\$000):	Leave blank.								
Arbitration Code:	Leave blank.								
County:	Select the county of residence of the plaintiff, unless the plaintiff is the USA, in which case select the county of residence of the defendant.								
Fee status:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">IF you are...</th> <th style="width: 50%;">THEN...</th> </tr> </thead> <tbody> <tr> <td>a governmental agency</td> <td>select wv (waived)</td> </tr> <tr> <td>filing in forma pauperis</td> <td>select fp (in forma pauperis)</td> </tr> <tr> <td>all other filings</td> <td>select pd (paid)</td> </tr> </tbody> </table>	IF you are...	THEN...	a governmental agency	select wv (waived)	filing in forma pauperis	select fp (in forma pauperis)	all other filings	select pd (paid)
IF you are...	THEN...								
a governmental agency	select wv (waived)								
filing in forma pauperis	select fp (in forma pauperis)								
all other filings	select pd (paid)								
Fee date:	Leave as current date.								
Date transfer:	Leave blank.								

Adding Parties to a Case

This procedure details the five steps for adding a party to a case, which are:

1. Search for the party by name.
2. Verify or enter the party name.

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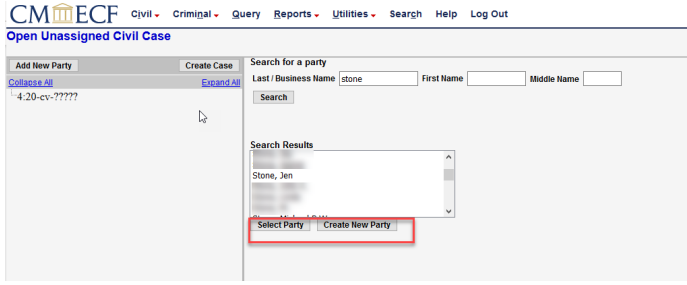
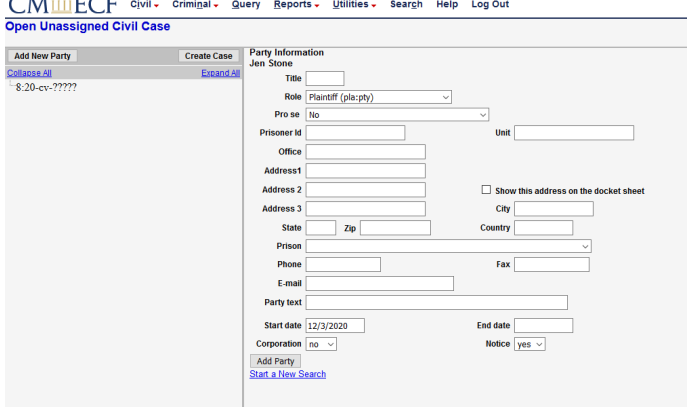
N:\Clerk\Operations\CMECF\Web Site Docs\Civil Case Opening.docx

Revised on December 3, 2020


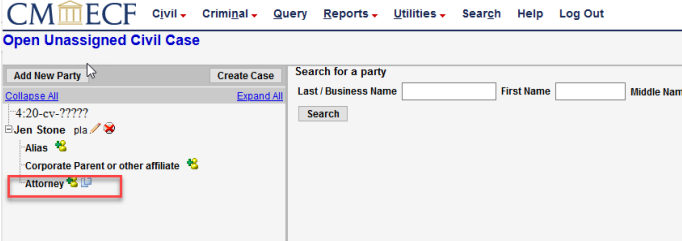


3. Select the party's role in the case.
 4. Add aliases for the party, if any.
 5. Select attorneys for the party, if known.
- Repeat these steps for each party in the case.

Procedure

For demonstration purposes, the first plaintiff and the plaintiff's attorney will be added to a case in this procedure. Repeat the steps to add any additional parties. **DO NOT add opposing counsel** unless you are filing a Notice of Removal from state court.

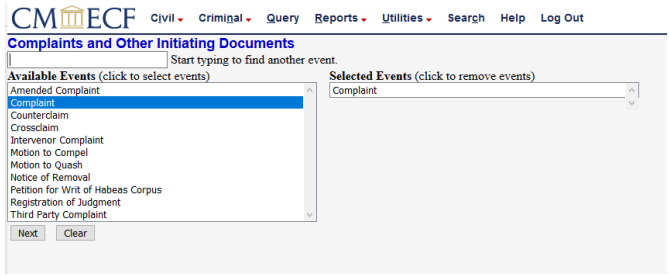

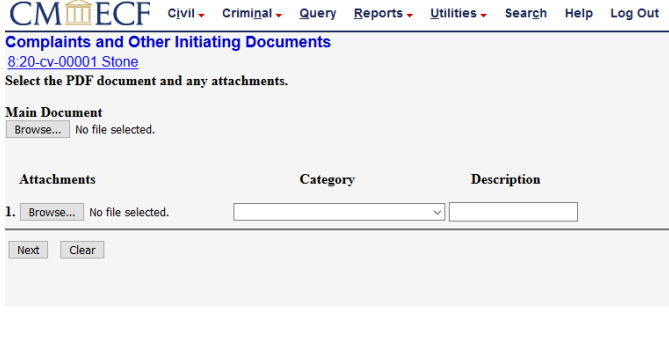

STEP	RESULT
<p>1. Starting with the first plaintiff, search by typing the plaintiff's last name or the business name, and then click Search.</p> <p>If the party is listed in the results field, click on the name and then click Select Party.</p> <p>If the party is not listed, click Create New Party.</p>	
<p>2. On the Party Information screen you should ONLY fill out:</p> <ul style="list-style-type: none"> • first, middle and last name (if a business, the entire business name goes into the Last name field), • the role of the party (ie, plaintiff), and • party text, if any. (Note: The Party Text field is used for additional information about the party, such as a <i>minor child, next friend of..., or in his role as...</i>) <p>DO NOT fill in address information or e-mail addresses for parties.</p> <p><i>Don't forget to change the role to plaintiff!</i></p> <p>3. Click Add Party.</p>	

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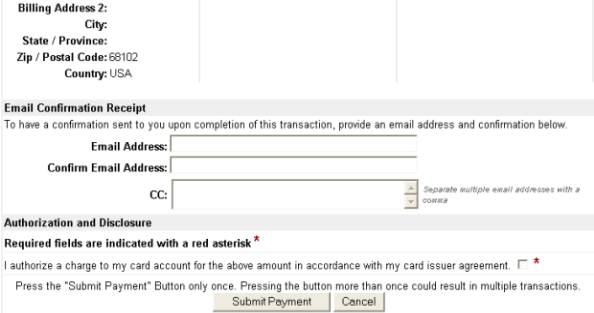
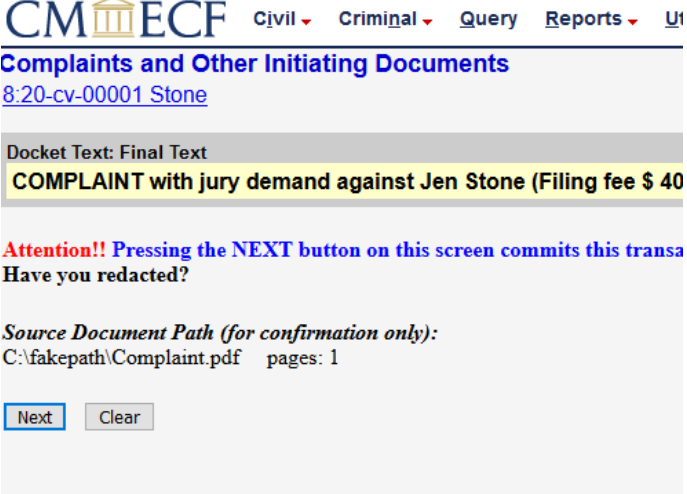
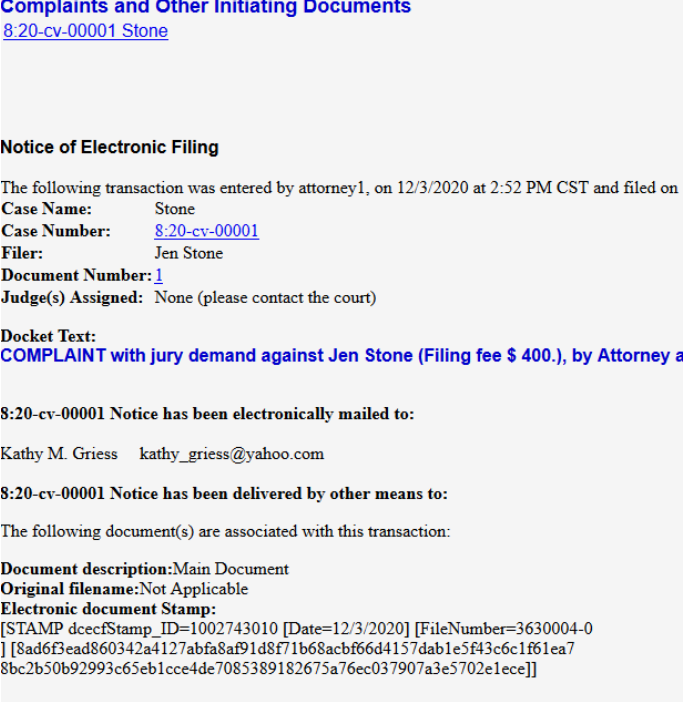
STEP	RESULT
<p>The party now displays in the “tree” on the left side of the Add Party screen.</p> <p>4. Add the attorney for the party. Click the add icon  next to Attorney.</p>	
<p>5. Search for the attorney by typing the attorney’s last name.</p> <p>Select the attorney’s name from the results list and then click Select Attorney.</p> <p>Do not change any fields on the Attorney Information screen.</p> <p>Click Add Attorney.</p> <p>The attorney now appears in the “tree” view on the left of the screen under the plaintiff. Repeat step 5 to add all attorneys for this plaintiff.</p>	
<p>6. If there are additional parties, click Add New Party and repeat steps 1-5 for all parties and attorneys for the case.</p> <p>7. When finished adding all parties and attorneys, click Create Case.</p>	
<p>Your case has been opened and the case number has been assigned. But you are not done yet!</p> <p>Make a note of the case number, then click Docket Lead Event? to upload the necessary case opening document(s) and pay the filing fee.</p>	

Filing a Complaint (or other case opening document)

Follow the steps in the table below to file the complaint and pay the filing fee:

Step	Screen
<p>1. Select the type of document to file. In this example, we will file a complaint. Click on Complaint, then click Next.</p> <p>2. The case number should automatically be displayed. Verify that it is correct, then click Next.</p>	
<p>3. Click the name of the party or parties that are filing the document. Click Next.</p> <p>4. Click the name of the party or parties that the complaint is against. Click Next.</p> <p><u>Note:</u> To select more than one name, hold down the Ctrl key on the keyboard while clicking each name. Do NOT click the “All Defendants” option, as this will not list the party names in the docket text</p>	
<p>5. Click Browse to locate the PDF containing the complaint.</p> <p>If you have attachments, click the Browse button to locate the appropriate PDF files and enter a Category and/or Description.</p> <p>Note: For more information on filing attachments, see the separate Adding Attachments procedure.</p>	
<p>6. If the complaint contains a jury demand, click the with jury demand radio button, then click Next.</p> <p>7. Click Next to bypass the deadline screen.</p>	

<p>8. If the complaint is filed on behalf of the USA, or with an Application to Proceed Without Prepayment of Fees, type N in the box and skip to step 15, otherwise type Y.</p> <p>Click Next.</p>	<p>Complaints and Other Initiating Documents 8:09-cv-00200 Stone v. ACME</p> <p>Are you required to pay the filing fee for this new case? Y/N? <input type="text" value="Y"/></p> <p>You are not required to pay the filing fee if you are:</p> <p>1) filing the complaint with an Application to Proceed Without Prepayment of Fees or 2) an attorney filing on behalf of the United States.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>9. The filing fee is displayed. Click Next.</p> <p><u>Note</u>: Do not use your browser's back button after this point.</p>	<p>Complaints and Other Initiating Documents 8:20-cv-00001 Stone</p> <p>Fee: \$ <input type="text" value="0.00"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>10. You can either pay with a checking account number (Option 1) or by Credit Card (option 2). Fill out the payment screen for the option you choose. Fields with a red asterisk are required fields.</p>	<p>Online Payment Return to your originating application</p> <p>Step 1: Enter Payment Information 1 2</p> <p>Pay Via Bank Account (ACH) About ACH Debit</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text" value="Jennifer Stone"/> *</p> <p>Payment Amount: \$400.00</p> <p>Account Type: <input type="text"/> *</p> <p>Routing Number: <input type="text"/> *</p> <p>Account Number: <input type="text"/> *</p> <p>Confirm Account Number: <input type="text"/> *</p> <p>Check Number: <input type="text"/></p> <p style="text-align: center;"> Routing Number Account Number Check Number </p> <p style="text-align: center;"> <input type="text" value="026946763"/> <input type="text" value="9243767390"/> <input type="text" value="1234"/> </p> <p>Payment Date: 12/23/2013</p> <p>Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.</p> <p style="text-align: center;"><input type="button" value="Continue with ACH Payment"/> <input type="button" value="Cancel"/></p> <hr/> <p>Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text" value="Jennifer Stone"/> *</p> <p>Payment Amount: \$400.00</p> <p>Billing Address: <input type="text" value="1500 Woodmen Tower"/> *</p> <p>Billing Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State / Province: <input type="text"/></p> <p>Zip / Postal Code: <input type="text" value="68102-2068"/></p> <p>Country: <input type="text" value="United States"/> *</p> <p>Card Type: <input type="text"/> * </p> <p>Card Number: <input type="text"/> * <small>(Card number value should not contain spaces or dashes)</small></p> <p>Security Code: <input type="text"/> * Help finding your security code</p> <p>Expiration Date: <input type="text"/> * / <input type="text"/> *</p> <p>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</p> <p style="text-align: center;"><input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/></p> <p><small>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.</small></p>

<p>11. If you wish to receive an e-mail confirmation of the payment transaction, enter your e-mail address in the fields provided. Be sure to check the box authorizing the charge to your account.</p> <p>Click Submit Payment.</p>	
<p>12. Click Next to submit the complaint to the court.</p>	
<p>13. The screen depicted at the right confirms that ECF has registered your transaction and the pleading is now an official court document.</p> <p><u>Note:</u> The Notice of Electronic Filing is your proof of filing or file stamp. The court strongly urges you to save it to a file or print it in order to retain a copy of the notice in your personal files.</p>	

Done! Now that you have filed the complaint and paid any necessary fees, the court will draw judges for the case. You should receive e-mail notification of the judges assigned by the close of the next business day.