



# ELECTRONIC CASE FILING VERSION 4.0.2 – MISCELLANEOUS CASE OPENING

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

Sandra Day O'Connor United States Courthouse  
401 West Washington Street, Suite 130  
Phoenix, Arizona 85003  
(602) 322-7200

Evo A. DeConcini United States Courthouse  
405 West Congress Street  
Tucson, Arizona 85701  
(520) 205-4200

# Attorney Miscellaneous (mc) Case Opening

---

**Note:** Electronic submission is mandatory for registered users opening new miscellaneous cases. The filing fee is \$39.00.

You may file the following under **mc** (miscellaneous):

Registration of Foreign Judgments - 28 U.S.C. 1963

IRS Levy - 26 U.S.C. 6331 28 U.S.C. 754

Receivership Perpetuation of Testimony - FRCVP 27(a)

Foreign Subpoenas - FRCVP 45

Motion/Petition to Enforce IRS Summons - 26 U.S.C. 7402(b) and 7604(a)

Motion/Petition to Quash IRS Summons - 26 U.S.C. 7609(b)(2)

Motions to Compel Compliance with Subpoena Duces Tecum - FRCVP 37(a) and 45(c)(2)(B)

Motions to Quash Subpoena Duces Tecum - FRCVP 45

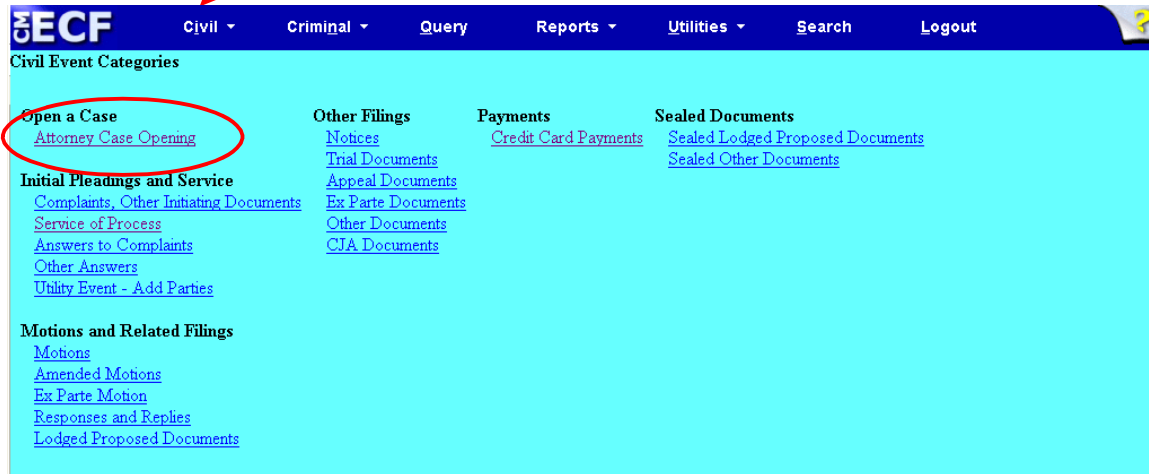
Bankruptcy Matter - 11 U.S.C. 110(l)(1)

Bankruptcy Matter - 28 U.S.C. 157(c)(1) and Bankruptcy Rule 9033

Letter of Rogatory/Request - 28 U.S.C. 1782

Supplementary Miscellaneous Proceedings - Proceedings brought in the aid of execution.

**Step 1:** Click <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Events window opens, displaying all of the categories and subcategories you may choose for your filing. Click <Attorney Case Opening>.



**Step 2:** This screen displays initial case filing information. Please follow the prompts carefully. Select the **Office** by clicking on the pull down arrow. You must select either Phoenix, Tucson or Prescott. (If unsure as to which office is appropriate, please consult LRCiv 77.1.) The **Case type** field **MUST** be set at "mc" which represents the Miscellaneous case. **Leave the remaining fields blank.** Click <Next> to continue.

ECF

Civil Criminal Query Reports Utilities Search Logout

Open Civil or Miscellaneous Case

DO NOT ATTEMPT TO OPEN A NEW CASE UNTIL YOU HAVE REVIEWED THE WRITTEN INSTRUCTIONS IN THE ELECTRONIC CASE FILING USER MANUAL

PLEASE FOLLOW THE PROMPTS CAREFULLY TO ENSURE ACCURATE CASE OPENING.

**IMPORTANT: The Divisional Office selected MUST be in accordance with LRCiv 77.1. Please select the appropriate Divisional Office based on the county (see list below) where the cause of action arose.**

| Phoenix Division | Prescott Division | Tucson Division |
|------------------|-------------------|-----------------|
| Gila             | Apache            | Cochise         |
| La Paz           | Coconino          | Graham          |
| Maricopa         | Mohave            | Greenlee        |
| Pinal            | Navajo            | Pima            |
| Yuma             | Yavapai           | Santa Cruz      |

Office: Phoenix Division Case type: mc Case number: [ ]

Date filed: 8/18/2009

Lead case number: [ ]

Association type: consolidated

Other court name: [ ]

Other court number: [ ]

Related cases

Next Clear

Since you have selected a **miscellaneous** case type, click <Next> only.

**ECF** Civil Criminal Query Reports Utilities Search Logout

### Open Civil or Miscellaneous Case

CV CASES - Follow the instructions below  
MC CASES => Click the Next Button

The information needed for these boxes can be found on the Civil Cover Sheet (JS 44).

The county applies to where the cause of action arose.

Select the appropriate code under fee status; pd (paid) if you will be paying the filing fee, pend (IFP pending) if you are filing a motion to proceed in forma pauperis or ww (waived) if you are filing on behalf of the federal government.

The boxes for Arbitration Code and Date Transfer should be left BLANK.

**Step 3:** This screen is the party search screen. This screen will allow you to enter all parties to the case, one at a time. Please read the screen before you proceed. First, you must perform a search to see if your party's name has already been entered in the ECF system.

NOTE that the left hand column (called a participant tree) contains the controls to **Add New Party** and **Create Case**. Since no participants currently exist for this new case, the tree is empty. The [Expand All](#) hyperlink displays all the participants in the case, once they are added. The [Collapse All](#) hyperlink displays only the parties in the case, with the other participants collapsed in the tree. (The search fields in the right pane on the screen are unchanged and function as they always have.)

**Open Civil or Miscellaneous Case**

Enter the first few letters of the last name of the individual or the business name of the party.

If a match to your party name appears, highlight it and click "Select name from list".

If your party name is not in the system, click "Create new party".

**Add New Party** **Create Case** **Search for a party**

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

Last / Business Name  First Name  Middle Name

- In the Last/Business Name field, type the first few letters of the last name of the individual or business name of the party you wish to add, then click <Search>.

- After you click on the <Search> button, the system will look for any matches to your party name entry. If a match is found, the results will display in a new window. Scroll down the list of names to search for the party to your case. If you find a name that matches the party to your case, click on it and then click on the <Select Party> button. If you do not find a name that matches the party to your case, click on the <Create New Party> button.

**Open Civil or Miscellaneous Case**

Enter the first few letters of the last name of the individual or the business name of the party.

If a match to your party name appears, highlight it and click "Select name from list".

If your party name is not in the system, click "Create new party".

---

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

**Search for a party**

Last / Business Name  First Name  Middle Name

**Search Results**

**Step 4:** Enter party specific information on this screen. Enter the **Party name** (if you selected <Create New Party>), **Role** and **Party text** (if any). For a company, enter the entire company name in the Last Name field. **IMPORTANT:** The role type defaults to Defendant. Be sure to enter the proper party role from the drop down menu. "Party text," if any, **MUST** be added to enter additional descriptive party information. For example, if a company name is added, party text might be "A California corporation." **Do not enter any other information on this screen, including address, phone or e-mail information.**

The screenshot shows a web form titled "Party Information" for a party named "Bullwinkle". The form includes several fields: Title, Role (set to "Plaintiff (pla.pty)"), Pro se (set to "No"), Prisoner Id, Unit, Office, Address 1, Address 2, Address 3, City, State, Zip, Country, Prison, Phone, Fax, E-mail, Party text, Start date (5/26/2009), End date, Corporation (set to "no"), and Notice (set to "yes"). A red circle highlights the "Add Party" button at the bottom of the form. The form also has "Add New Party" and "Create Case" buttons at the top left, and "Collapse All" and "Expand All" links below them.

- Click <Add Party> to continue.

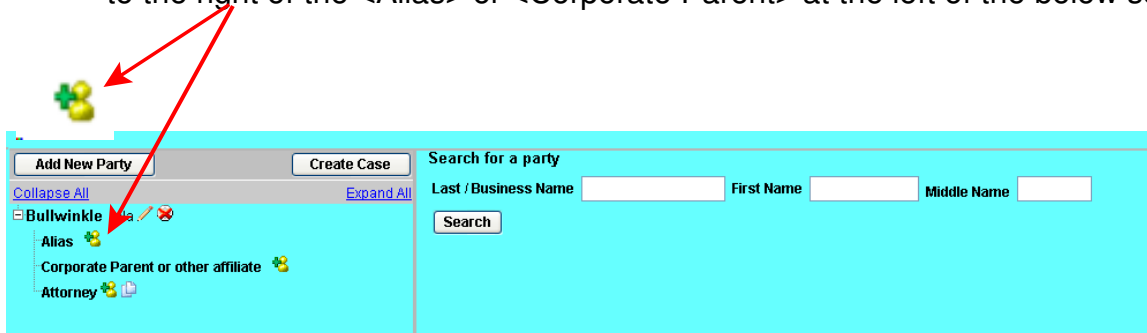


NOTE that the left hand column (the participant tree) shows you all parties added to date, their role, and, if entered, their Alias and/or Corporate Parent or other affiliate.

The following table provides a description for each of the icons that may appear in the participant tree:

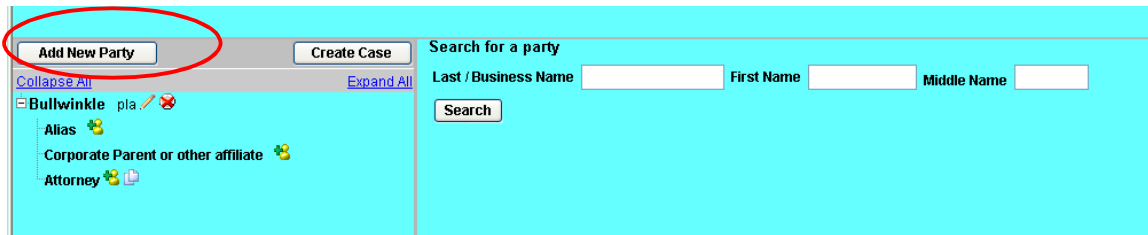
| Icon | Description  |
|------|--|
|      | Delete this party from this case.  |
|      | Add new alias, corporate parent, or attorney.  |
|      | Copy attorney(s) from other parties in the case to this party.   |
|      | Edit the party, alias, corporate parent, or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed. |
|      | Change the name of the party.  |

- To add an alias or corporate parent to the party in the case, simply click on this icon to the right of the <Alias> or <Corporate Parent> at the left of the below screen.

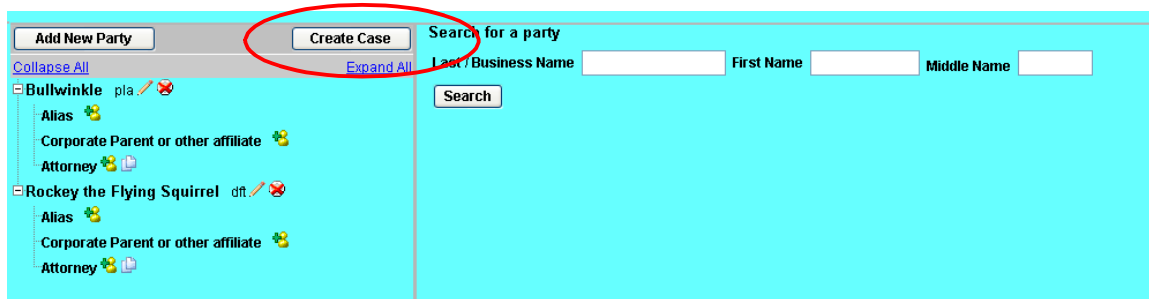


- A new screen will display to allow you to add an Alias or Corporate Parent.

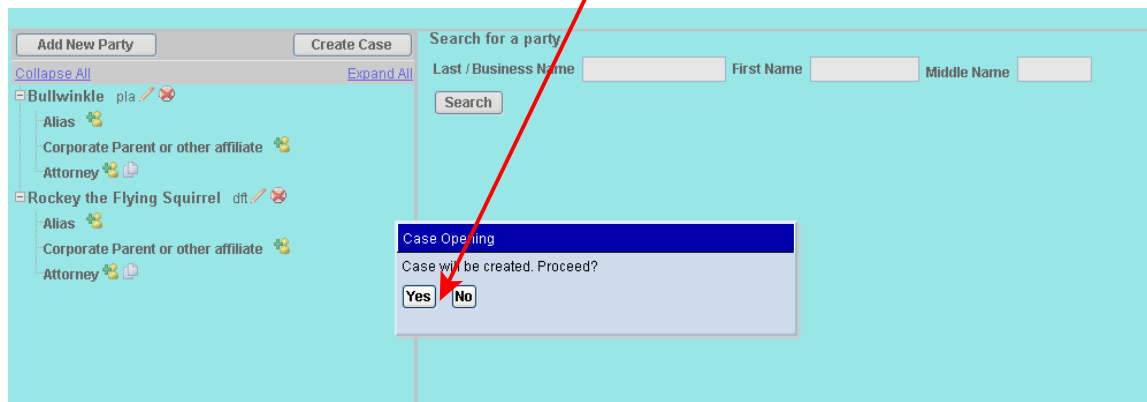
To add other parties, click on the <Add New Party> button:



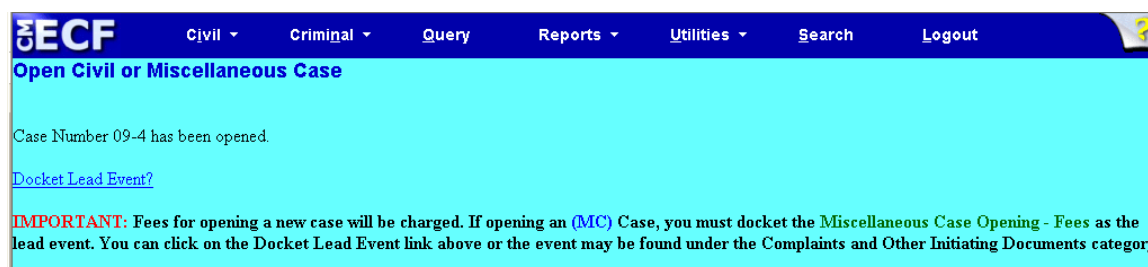
- Repeat the <Add New Party> sequence for each additional party.
- **All named parties must be entered.** When **all** of the named plaintiffs and defendants have been entered, click <Create Case>.



**Step 5:** You will receive this prompt, click <Yes> to continue.



You will receive confirmation of your miscellaneous case number (see below). Please make note of the case number and read this screen carefully. Since you just successfully opened a Miscellaneous (mc) case, you can click on the hyperlink [<Docket Lead Event?>](#) to file **Miscellaneous Case Opening - Fees** as your lead event.



### Behind the scenes

The Clerk's Office will await your submission of the initiating document(s) and electronic payment.

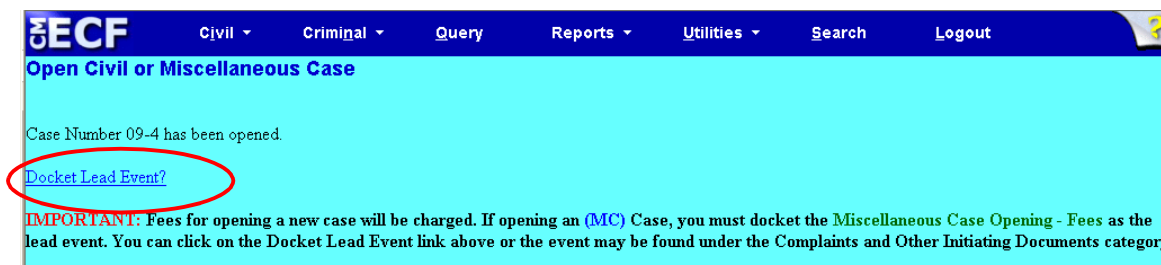
Once the document(s) are submitted and payment is received, the Clerk's Office will pull your judge assignment, if necessary, and send to you via ECF.

# Filing Your Miscellaneous Case Lead Event

---

**Note:** You can access the *Miscellaneous Case Opening - Fees* drop down menu by one of the following methods:

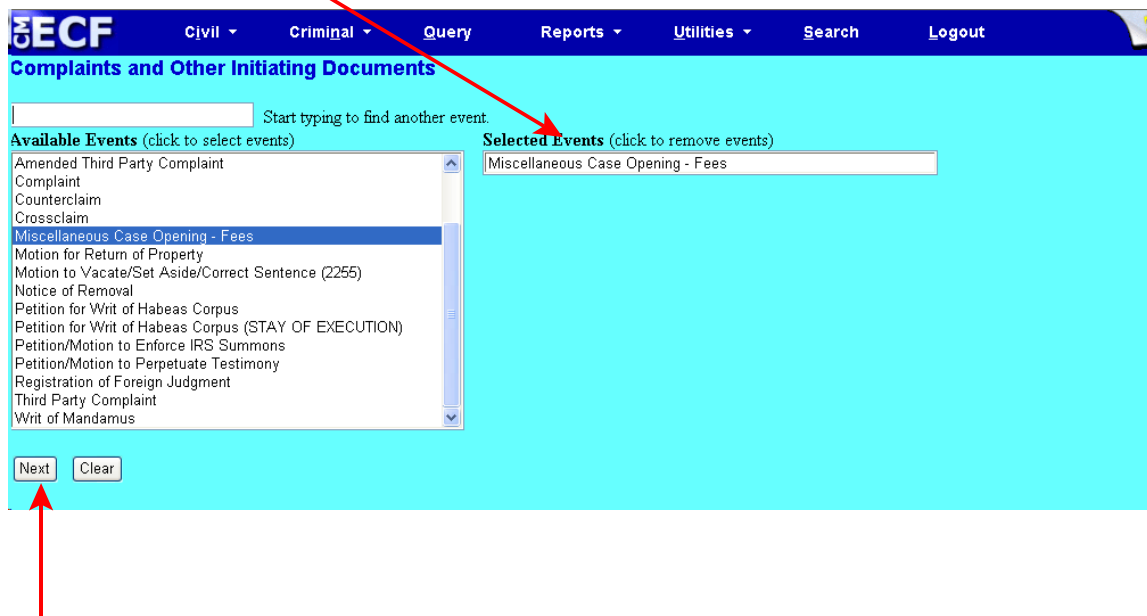
1. After opening the Miscellaneous case, click of the hyperlink <[Docket Lead Event?](#)>



2. By clicking <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Events window opens, displaying all of the categories and subcategories you may choose for your filing. Click on the <Complaints, Other Initiating Documents> hyperlink.



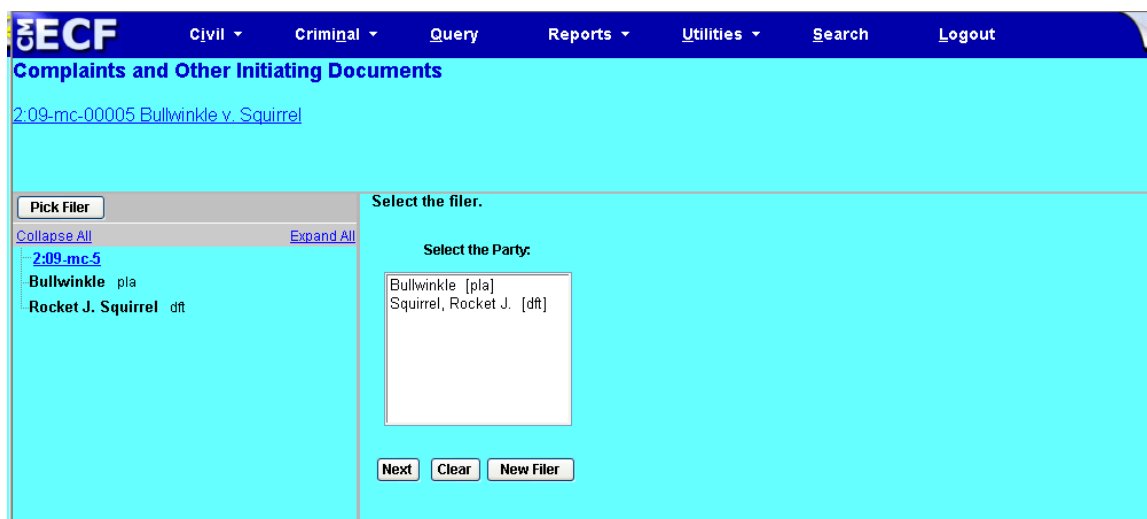
**Step 1:** Use the drop down menu to select this event. Make sure the event is in the **Selected Events** box before you proceed.



**Step 2:** Click <Next> to continue.

**Step 3:** Enter the case number; click <Next>. (If you are filing this from the hyperlink [Docket Lead Event?](#) after submitting your new miscellaneous case, the case number will default in this field.)

**Step 4:** Select your party, then click <Next>. If there is more than one party you may select them all by pressing the <Ctrl> key and clicking on each name.



**Step 5:** You must keep this box CHECKED if you are the attorney for the originating party, then click <Next> to continue.

**ECF** Civil Criminal Query Reports Utilities Search Logout

### Complaints and Other Initiating Documents

[2:09-mc-00005 Bullwinkle v. Squirrel](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

Bullwinkle (pty:pla) represented by atty12 (aty)

**Step 6:** Select the party(s) you are filing **against**; click <Next>. If there is more than one party you may select them all by pressing the <Ctrl> key and clicking on each name.

**ECF** Civil Criminal Query Reports Utilities Search Logout

### Complaints and Other Initiating Documents

[2:09-mc-00005 Bullwinkle v. Squirrel](#)

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

[2:09-mc-5](#)

- Bullwinkle pla
- Rocket J. Squirrel dft

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

Bullwinkle [pla]  
Squirrel, Rocket J. [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

**Step 7:** Enter the .pdf document. Also enter any attachments .pdf format:

ECF Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**  
2:09-mc-00005 Bullwinkle v. Squirrel

Select the pdf document and any attachments.

Main Document  
 Browse...

| Attachments                       | Category             | Description          |
|-----------------------------------|----------------------|----------------------|
| 1. <input type="text"/> Browse... | <input type="text"/> | <input type="text"/> |

Next Clear

**First:** Click on **[Browse]** to search for and file your main document and (if applicable) your attachment.

**Second:** For the **Category** field, click on the pull-down arrow to view the available document types. The categories in this field are: Affidavit; Appendix; Civil Cover Sheet; Errata; Exhibit; Supplement; Summons; Text of Proposed Order. If none of these document types are appropriate, type in the document type in the text box under **Description**.

**When you are finished adding all your attachments, click <Next>.**

**Step 8:** Please read this screen, and notice the default is to "no."

ECF Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**  
2:09-mc-00005 Bullwinkle v. Squirrel

Is this filed with an Application to Proceed In Forma Pauperis(IFP)?

OR

Is this case filed on behalf of the USA?

Yes  
 No

Next Clear

If the answer should be "no," click <Next> and follow steps 9(n) through 14(n).

If the answer should be "yes," change the default from "no" to "yes", click <Next> and follow steps 9(y) to 11(y), starting on page 21.

**Step 9(n):** Select the type for your miscellaneous case, then click <Next>.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "2:09-mc-00005 Bullwinkle v. Squirrel". The main content area is titled "SELECT TYPE OF MISCELLANEOUS CASE" and contains a list of case types, each with a radio button next to it. The list includes: Registration of Foreign Judgments - 28 U.S.C. 1963; IRS Levy - 26 U.S.C. 6331; 28 U.S.C. 754 Receivership; Perpetuation of Testimony - FRCVP 27(a); Foreign Subpoenas - FRCVP 45; Motion/Petition to Enforce IRS Summons - 26 U.S.C. 7402(b) and 7604(a); Motion/Petition to Quash IRS Summons - 26 U.S.C. 7609(b)(2); Motions to Compel Compliance with Subpoena Duces Tecum - FRCVP 37(a) and 45(c)(2)(B); Motions to Quash Subpoena Duces Tecum - FRCVP 45; Bankruptcy Matter - 11 U.S.C. 110(D)(1); Bankruptcy Matter - 28 U.S.C. 157(c)(1) and Bankruptcy Rule 9033; Letter of Rogatory/Request - 28 U.S.C. 1782; and Supplementary Miscellaneous Proceedings - Proceedings brought in the aid of execution. At the bottom of the form, there are two buttons: "Next" and "Clear".

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**  
2:09-mc-00005 Bullwinkle v. Squirrel

**SELECT TYPE OF MISCELLANEOUS CASE**

- Registration of Foreign Judgments - 28 U.S.C. 1963
- IRS Levy - 26 U.S.C. 6331
- 28 U.S.C. 754 Receivership
- Perpetuation of Testimony - FRCVP 27(a)
- Foreign Subpoenas - FRCVP 45
- Motion/Petition to Enforce IRS Summons - 26 U.S.C. 7402(b) and 7604(a)
- Motion/Petition to Quash IRS Summons - 26 U.S.C. 7609(b)(2)
- Motions to Compel Compliance with Subpoena Duces Tecum - FRCVP 37(a) and 45(c)(2)(B)
- Motions to Quash Subpoena Duces Tecum - FRCVP 45
- Bankruptcy Matter - 11 U.S.C. 110(D)(1)
- Bankruptcy Matter - 28 U.S.C. 157(c)(1) and Bankruptcy Rule 9033
- Letter of Rogatory/Request - 28 U.S.C. 1782
- Supplementary Miscellaneous Proceedings - Proceedings brought in the aid of execution.

Next Clear

**Step 10(n):** Please read the screen, then click <Next>.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**  
2:09-mc-00005 Bullwinkle v. Squirrel

AUTHORIZED AMOUNT FOR CASE OPENING: Fee: \$39.00

YOU WILL BE REDIRECTED TO PAY.GOV ON THE NEXT SCREEN FOR SUBMISSION OF CREDIT CARD INFORMATION

Next Clear

**Step 11(n):** Complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. **Do NOT use your back button!**

Please wait to be redirected to PAY.GOV to enter your credit or debit card information. The Clerk's Office will no longer accept cash, check or money order.

**ECF** Civil Criminal Query Reports Utilities Logout

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

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$39.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:


Security Code:  \* [help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

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.

If the information on this screen does not match, or if you entered an invalid credit or debit card number, you will get this error message:

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout 

**Your request could not be completed:**

- The Card Number entered is invalid **Please try again.**

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

**Step 1: Enter Payment Information** 1 | 2

**Step 12(n):** Complete your email information to receive confirmation.

**Note:**

- You MUST enter your e-mail address into the fields provided in order to receive a payment confirmation e-mail from PAY.GOV
- You MUST check the box to authorize the charge to your credit or debit card (see circled, below).

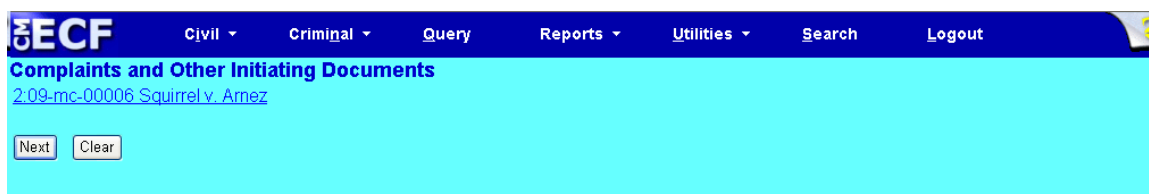
 \*'. Below this is a warning: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' and two buttons: 'Submit Payment' and 'Cancel'. A yellow note at the bottom reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'"/>

- **After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.**

**Note:** You MUST wait until your credit or debit card is processed. If you have completed the PAY.GOV credit or debit card payment screens successfully your credit or debit card has been charged.

If you do not complete this ECF transaction, a charge will still appear on your credit or debit card statement but the case will not have your initiating document filed with the Court. You will then have to re-file the document by following the steps listed in **Filing the Miscellaneous Case Lead Event** beginning on page 8 of this document.

**Step 13(n):** This is a validation screen with the full case title; click <Next> to continue.



At this screen, you will have no further opportunity to modify your docket text.

ECF Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**  
[2:09-mc-00006 Squirrel v. Amez](#)

Docket Text: Final Text  
Miscellaneous Case Opening Regarding: Motion/Petition to Quash IRS Summons - 26 U.S.C. 7609(b)(2).  
Case Opening Fee Received: \$ 39.00 receipt number 0970-15713, filed by Rocket J. Squirrel.(atty6, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
P:\shared\CMECF\Application Training\PDF Files\Complaint.pdf pages: 1

Next Clear

**Step 14(n):** Click <Next> to receive your Notice of Electronic Filing (NEF).

**Note:** Your credit or debit card confirmation will be sent to the email address you entered during Step 12(n). (Sample below.)

Subject: Pay.Gov Payment Confirmation

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.  
Your transaction has been successfully completed.  
Payment Summary  
Application Name: AZD CM ECF TEST  
Pay.gov Tracking ID: 3FOAIPK5  
Payment Agency Tracking ID: 181750  
Cardholder Name: atty2  
Cardholder Address: 401 W. Washington Street  
Cardholder City: Phoenix  
Cardholder State: AZ  
Cardholder Country: USA  
Cardholder Zip Code: 85003  
Card Type: Master Card  
Payment Amount: \$39.00  
Transaction Date: Mar 6, 2007 1:42:18 PM

**CONTINUED FROM STEP 8:** If "yes," the complaint IS filed on behalf of the USA,



**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Complaints and Other Initiating Documents**  
[2:07-mc-00040 Squirrel v. Badenov](#)

Is this filed with an Application to Proceed Without Prepayment of Fees?

OR

Is this complaint filed on behalf of the USA?

Yes  
 No

Next Clear

Change the default from "no" to "yes," then click <Next>.

**Step 9(y):** Select the type for your miscellaneous case, then click <Next>.



**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**SELECT TYPE OF MISCELLANEOUS CASE**

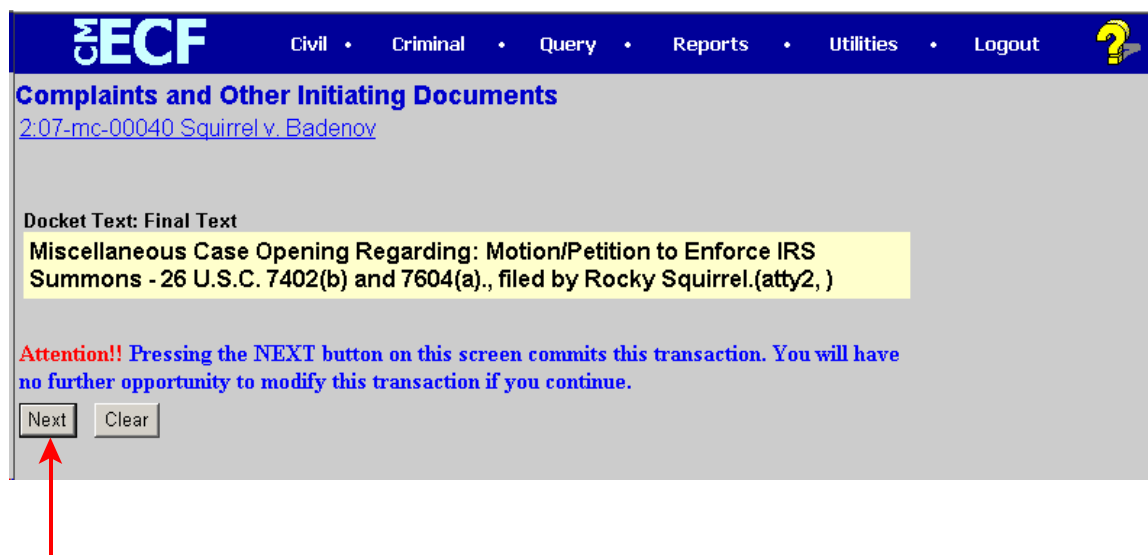
Registration of Foreign Judgments - 28 U.S.C. 1963  
 IRS Levy - 26 U.S.C. 6331  
 28 U.S.C. 754 Receivership  
 Perpetuation of Testimony - FRCVP 27(a)  
 Foreign Subpoenas - FRCVP 45  
 Motion/Petition to Enforce IRS Summons - 26 U.S.C. 7402(b) and 7604(a)  
 Motion/Petition to Quash IRS Summons - 26 U.S.C. 7609(b)(2)  
 Motions to Compel Compliance with Subpoena Duces Tecum - FRCVP 37(a) and 45(c)(2)(B)  
 Motions to Quash Subpoena Duces Tecum - FRCVP 45  
 Bankruptcy Matter - 11 U.S.C. 110(I)(1)  
 Bankruptcy Matter - 28 U.S.C. 157(c)(1) and Bankruptcy Rule 9033  
 Letter of Rogatory/Request - 28 U.S.C. 1782  
 Supplementary Miscellaneous Proceedings - Proceedings brought in the aid of execution.

Next Clear

**Step 10(y):** This is a validation screen with the full case title, click <Next>.



At this screen, you will have no further opportunity to modify your docket text.



**Step 11(y):** Click <Next> to receive your Notice of Electronic Filing (NEF).

#### **Behind the scenes:**

Once you have e-filed the initiating document and submitted the filing fee (if necessary) via PAY.GOV, the Clerk's Office will draw a judge if necessary. The Notice of Electronic Filing (NEF) will typically generate to the judge and attorney filing the case. The document, along with the docket text, will become a permanent part of the court record.