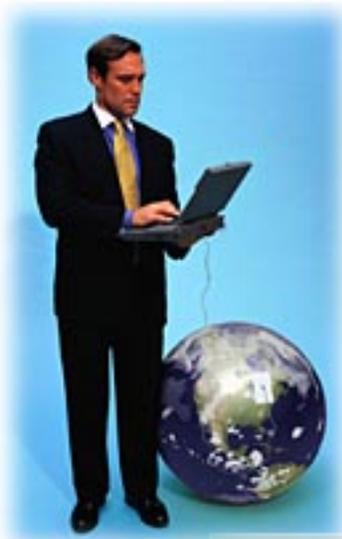


*U.S. District Court - District of Arizona*

# *Electronic Case Filing*

## *CM/ECF*



*Version 3.0 Civil Case Opening*

# Attorney Case Opening - Civil

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**Note:** Electronic submission is mandatory for all registered users opening new civil cases. The filing fee is \$350.00.

**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 read the screen and follow the prompts carefully. Select the **Office** by clicking on the pull down arrow. You must select either Phoenix, Prescott or Tucson. (If unsure as to which office is appropriate, please consult LRCiv 77.1.) The **Case type** field **MUST** be set at "cv" which represents the Civil case. **Leave the remaining fields blank unless you are filing a Notice of Removal. If you are filing a Notice of Removal you must fill in the "Other court name" and "Other court number."** Click <Next>.

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

Select the appropriate divisional office; Phoenix, Prescott or Tucson.

Select **CV (civil)** or **MC(misc.)** Case types only!

Leave the remaining boxes **BLANK**.

Office: Phoenix Division    Case type: **cv**    Case number: \_\_\_\_\_

Date filed: 3/6/2007

Lead case number: \_\_\_\_\_    Association type: consolidated

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

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

Related cases

Next    Clear

**Step 3:** Read this screen carefully. Select from the options displayed from the pull down arrows and fill in the necessary fields, then click <Next>.

**ECF** Civil • Criminal • Query • Reports • Utilities • 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 wv (waived) if you are filing on behalf of the federal government.

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

Jurisdiction 3 (Federal Question) ▾  
Cause of action 0 (No cause code entered) ▾  
Nature of suit 0 (zero) ▾  
Origin 1 (Original Proceeding) ▾  
Citizenship plaintiff ▾  
Citizenship defendant ▾  
Jury demand n (None) ▾ Class action n ▾ Demand (\$000)   
Arbitration code ▾ County Maricopa ▾  
Fee status pd (paid) ▾ Fee date 3/6/2007 Date transfer   
Next Clear

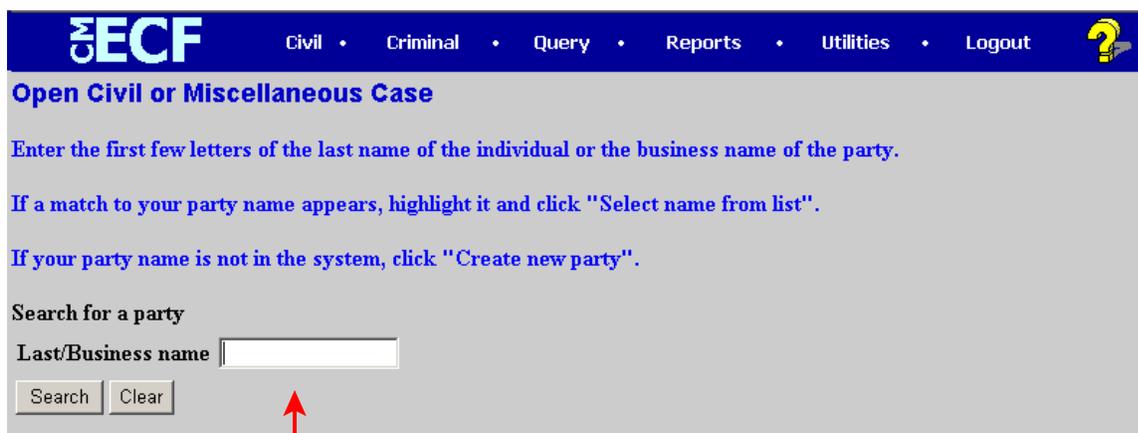
**NOTE:** If you have more than one cause of action, you may only select one from the drop down menu, so you must select the most important one.

The system will verify the accuracy of combinations entered on this screen. For example, if an invalid Nature of Suit and Jurisdiction combination is selected, the following screen will appear:



- If you receive this screen, click <OK> and re-select valid combinations as indicated.

**Step 4:** This screen is the party search screen. This screen will allow you to enter all parties to the case. Please read the screen before you proceed. First, you must perform a search to see if your party has already been entered in the ECF system.



- 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>.

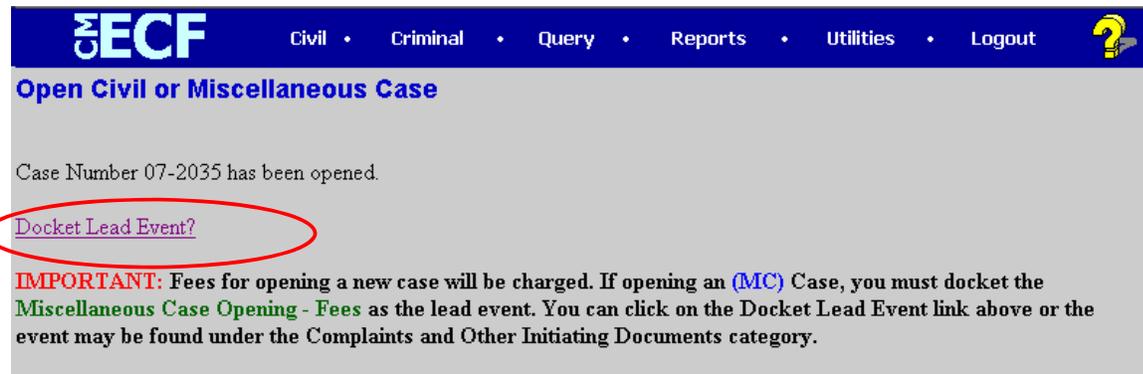
- After you click on the <Search> button, the system will look for any matches to your party name entry. If a match is found, the results will display in a new window. Scroll down the list of names to search for the party to your case. If you find a name that matches the party to your case, click on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

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the far right. Below the navigation bar, the main content area is titled "Search for a party". It features a text input field labeled "Last/Business name" which is currently empty. Below the input field are two buttons: "Search" and "Clear". Underneath, the section "Party search results" displays a list of names in a scrollable box: "Dubois, Clifford E.", "Duca, Cindy", "Duck, Daffy", "Duck, Daffy", "Duck, Daisy", and "Duck, Donald". At the bottom of the search results area, there are two buttons: "Select name from list" and "Create new party".

**Step 5:** Enter party specific information on this screen. Enter the **Party name** (if you selected <Create new party>), **Role** and **Party text**. 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.**

- To add an alias or corporate parent to the party in the case, simply click on the <Alias> button or the <Corporate parent> button at the bottom of the above screen. A new screen will display to allow you to perform another party name search in the system.
- When you are finished entering party information, click <Submit>.
- Repeat the add/create 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 <End party selection>.

You will receive confirmation of your civil case number (see below). Please make note of the case number and read this screen carefully. Since you just successfully opened a Civil (cv) case, you can click on the hyperlink <[Docket Lead Event?](#)> to file your complaint.

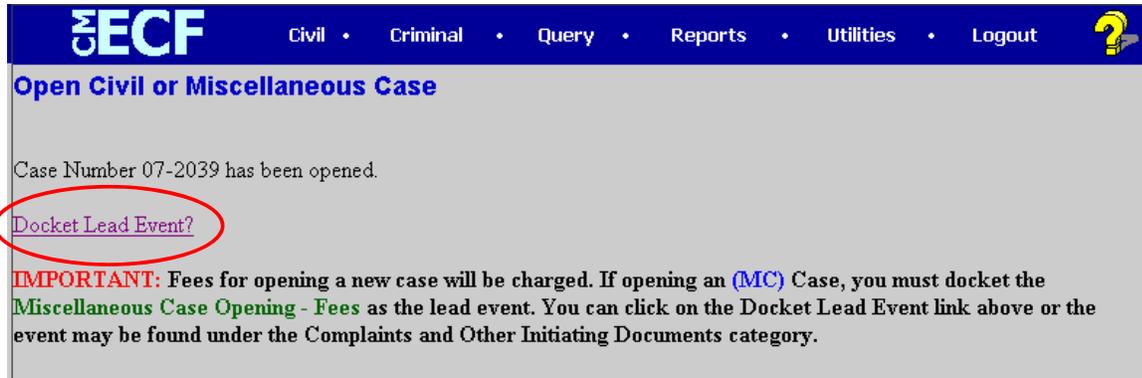


The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a dark blue navigation bar with the ECF logo on the left and a menu of options: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Open Civil or Miscellaneous Case". The main content area is light gray and contains the following text: "Case Number 07-2035 has been opened." Below this, the link "[Docket Lead Event?](#)" is circled in red. At the bottom of the content area, there is an important notice: "IMPORTANT: Fees for opening a new case will be charged. If opening an (MC) Case, you must docket the Miscellaneous Case Opening - Fees as the lead event. You can click on the Docket Lead Event link above or the event may be found under the Complaints and Other Initiating Documents category."

# Filing the Civil Complaint

**Note:** You can access the *Complaint* drop down menu by one of the following two methods:

1. After opening the Civil case, click on the hyperlink [Docket Lead Event?](#)



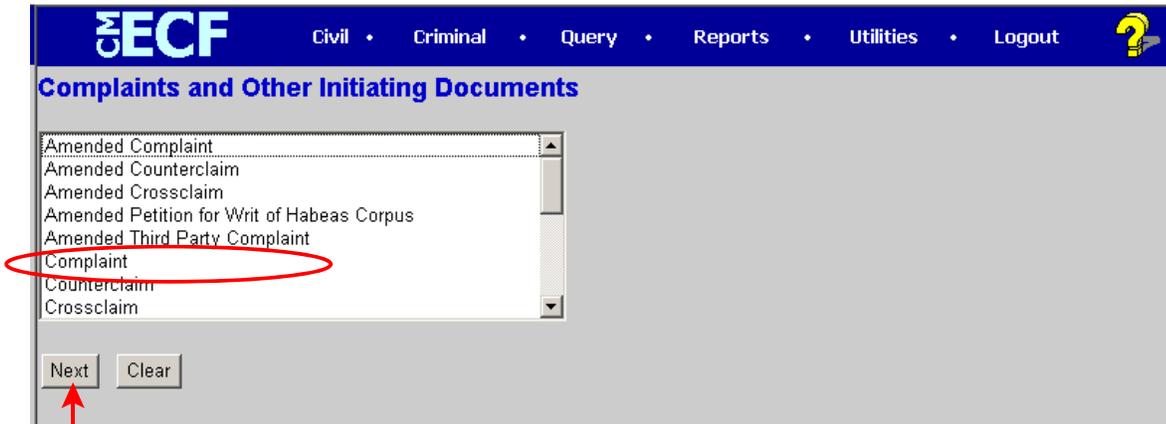
The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the bar is a grey header area with the text "Open Civil or Miscellaneous Case". The main content area is white and contains the message "Case Number 07-2039 has been opened." Below this message is a red circle around the hyperlink "Docket Lead Event?". Underneath is an important notice: "IMPORTANT: Fees for opening a new case will be charged. If opening an (MC) Case, you must docket the Miscellaneous Case Opening - Fees as the lead event. You can click on the Docket Lead Event link above or the event may be found under the Complaints and Other Initiating Documents category."

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 <Complaints, Other Initiating Documents>.



The screenshot shows the ECF system interface with the "Civil" menu item selected in the blue navigation bar. Below the bar is a grey header area with the text "Civil Events". The main content area is white and contains a list of categories and subcategories. A red circle highlights the "Complaints, Other Initiating Documents" link under the "Initial Pleadings and Service" category. Other categories include "Open a Case", "Other Filings", "Payments", "Motions and Related Filings", and "Responses and Replies".

**Step 1:** Use the drop down menu to select this event.



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

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

**Note:** If you forgot to add a party during case opening you must add them here by clicking on the "Add/Create New Party" hyperlink.



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

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

### Complaints and Other Initiating Documents

[2:07-cv-02039 Squirrel v. Badenov](#)

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*.

Rocky Squirrel (pty:pla) represented by atty3 (aty)

Next Clear

**Step 6:** Select the party this filing is **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.

**Note:** If you forgot to add a party during case opening you must add them here by clicking on the "Add/Create New Party" hyperlink.

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

### Complaints and Other Initiating Documents

[2:07-cv-02039 Squirrel v. Badenov](#)

Please select the party that this filing is against

Select the Party: OR Select a Group:

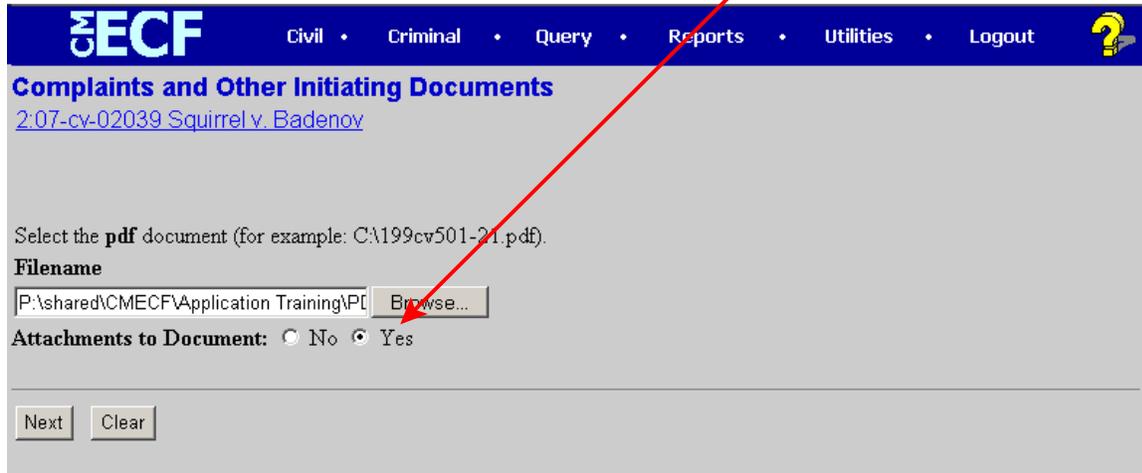
Badenov, Boris [Defendant]  
Squirrel, Rocky [Plaintiff]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

[Add/Create New Party](#)

Next Clear

**Step 7:** Enter .pdf file of the initiating document. Change the radio button at **Attachments to Documents** from "no" to "yes" so you can attach the Civil Cover Sheet, a Summons for each defendant (excluding fictitious parties), and, if appropriate, a Supplemental Cover Sheet and state court record for Notice of Removal cases; then click <Next>.



The screenshot shows the CMECF web application interface. At the top, there is a blue navigation bar with the CMECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" with a sub-link "2:07-cv-02039 Squirrel v. Badenov". The main content area is light gray and contains the following text: "Select the pdf document (for example: C:\199cv501-21.pdf).", "Filename", a text input field containing "P:\shared\CMECF\Application Training\PT", and a "Browse..." button. Below the input field, there is a label "Attachments to Document:" followed by two radio buttons: "No" and "Yes", with the "Yes" radio button selected. At the bottom of the form, there are two buttons: "Next" and "Clear". A red arrow points from the text in Step 7 to the "Browse..." button.

**Step 8:** Enter the Civil Cover Sheet, the Summons(es), and, if appropriate, a Supplemental Cover Sheet in .pdf format.

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

**Category** **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

**First:** Click on **[Browse]** to search for and attach the Civil Cover Sheet.

**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. For this example, first choose "Civil Cover Sheet" from the displayed selection.

**Third:** Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main pleading, which is the complaint in this example. The list box expands under section 3 to display the file name of the newly attached document.

Repeat the above three steps to attach the Summons.

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

**Step 9:** Please read this screen carefully and notice that the defaults are to "no." If "no" is correct, click <Next> and continue. **NOTE:** If the answer to the second or third question is "yes," change the radio button to "yes," click <Next>, and continue on to Step 12 (starting on page 16).

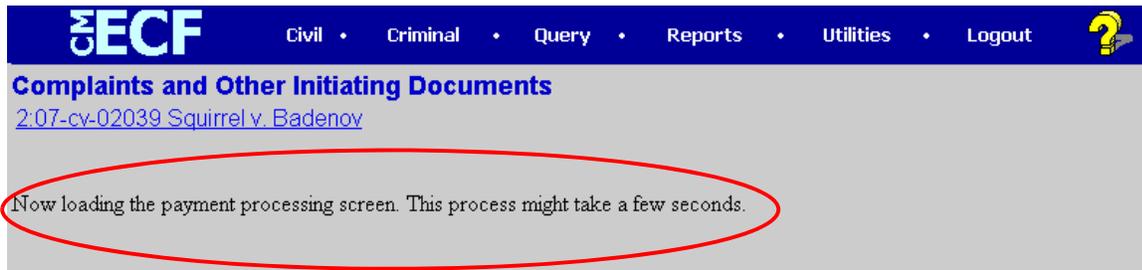
The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the case name "2:07-cv-02039 Squirrel v. Badenov" is displayed. The main content area contains two questions, each with radio buttons for "Yes" and "No". The first question is "Are you requesting a Temporary Restraining Order?" with "No" selected. The second question is "Is this case filed on behalf of the USA?" with "No" selected. At the bottom of the form, there are "Next" and "Clear" buttons.

This screen gives you the filing fee cost. Click <Next>.

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the case name "2:07-cv-02039 Squirrel v. Badenov" is displayed. The main content area shows the filing fee cost: "AUTHORIZED AMOUNT FOR CASE OPENING: Fee: \$350.00". Below this, a message in green text is circled in red: "YOU WILL BE REDIRECTED TO PAY.GOV ON THE NEXT SCREEN FOR SUBMISSION OF CREDIT CARD INFORMATION". At the bottom of the form, there are "Next" and "Clear" buttons.

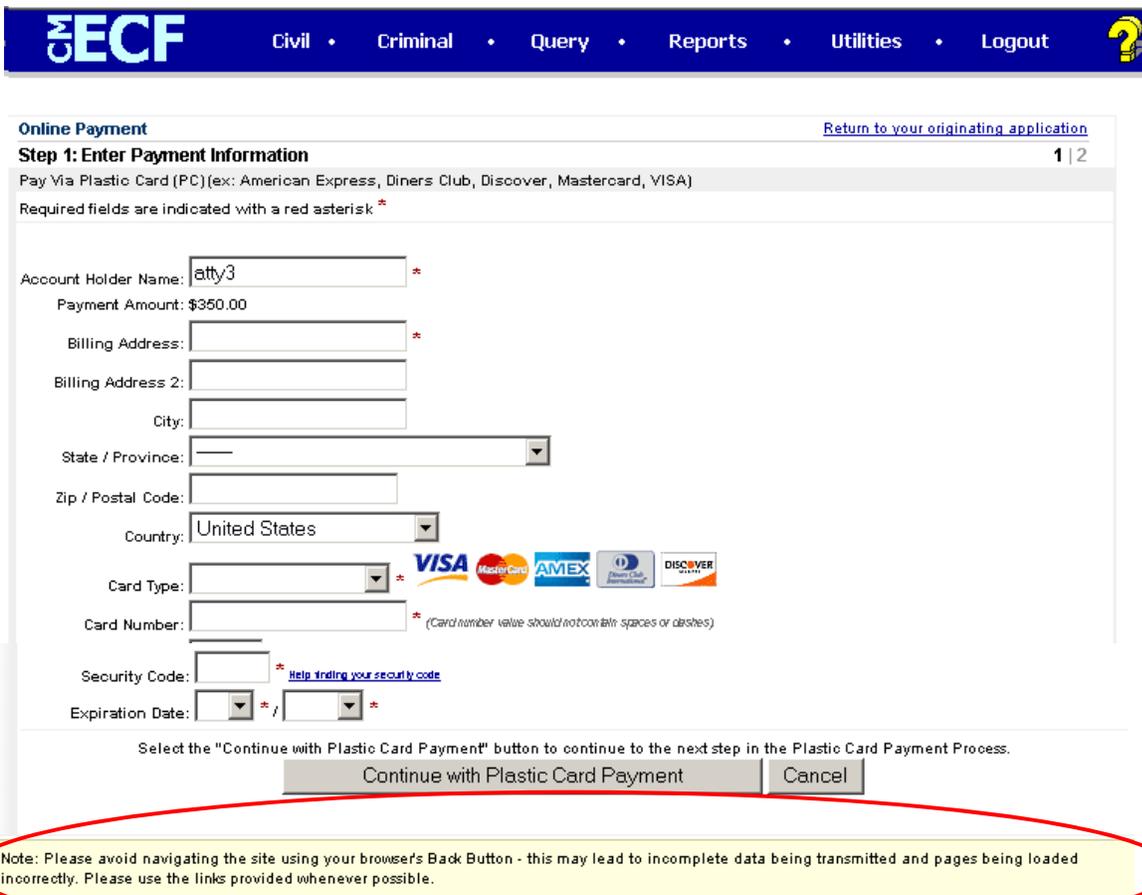
Please wait to be redirected to PAY.GOV to enter your credit or debit card information. The Clerk's Office will no longer accept cash, check or money order.

It may take a few seconds to re-direct you to PAY.GOV; please wait.



The screenshot shows the ECF website header with navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is "Complaints and Other Initiating Documents" for case "2:07-cv-02039 Squirrel v. Badenov". A red oval highlights a message that says: "Now loading the payment processing screen. This process might take a few seconds."

**Step 10:** Complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. **Do NOT use your back button!**



The screenshot shows the "Online Payment" form titled "Step 1: Enter Payment Information". It includes a "Return to your originating application" link and a page indicator "1 | 2". The form is for "Pay Via Plastic Card (PC)" and lists supported cards: American Express, Diners Club, Discover, Mastercard, and VISA. A note states: "Required fields are indicated with a red asterisk \*". The form fields are: Account Holder Name (filled with "atty3"), Payment Amount (\$350.00), Billing Address, Billing Address 2, City, State / Province (dropdown), Zip / Postal Code, Country (United States), Card Type (dropdown), Card Number (with a note: "(Card number value should not contain spaces or dashes)"), Security Code (with a link "help finding your security code"), and Expiration Date. At the bottom, there is a message: "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 red oval highlights a yellow note at the bottom: "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:

**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 11:** 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).

[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: atty3 Billing Address: 401 Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: *****4444 Expiration Date: 4 / 2008	Payment Amount: \$350.00 Transaction Date and 03/13/2007 18:41 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.

- **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 complaint or summons filed with the Court. You will then have to re-file the complaint, etc., by following the steps listed in **Filing the Civil Complaint** beginning on page 8 of this document.

Your confirmation of payment will be sent to the email address you entered during Step 11. Example of email message:

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: 3FOALI8G  
Payment Agency Tracking ID: 183054  
Cardholder Name: atty3  
Cardholder Address: 401 West Street  
Cardholder Country: USA  
Card Type: Master Card  
Payment Amount: \$350.00  
Transaction Date: Mar 16, 2007 11:37:43 AM

**Step 12:** This is a validation screen with the full case title; click <Next>.



At this screen, when you click <Next>, you will have no further opportunity to modify your entry:

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

**Complaints and Other Initiating Documents**  
[2:07-cv-02039 Squirrel v. Badenov](#)

Docket Text: Final Text  
COMPLAINT. Filing fee received: \$ 350.00, receipt number 182832, filed by Rocky Squirrel. (Attachments: # (1) Civil Cover Sheet # (2) Summons)(atty2, )

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

Next Clear

**Step 13:** Click <Next> to receive your Notice of Electronic Filing (NEF).

Once you have e-filed the initiating document and have submitted your filing fee payment via PAY.GOV, the Clerk's Office will do the following and send to you via ECF:

- ✓ Notify you of your judge assignment (however, the judge assigned will be immediately available through PACER)
- ✓ Send you the issued summons(es)

The Notice of Electronic Filing (NEF) will typically generate to the judge and the attorney filing the case. The documents, along with the docket text, will become a permanent part of the court record.