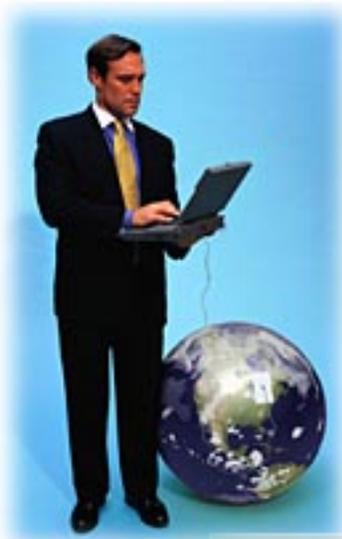


*U.S. District Court - District of Arizona*

# *Electronic Case Filing*

## *CM/ECF*



*Version 3.0 Miscellaneous Case Opening*

# Attorney Case Opening - Miscellaneous (mc)

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**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

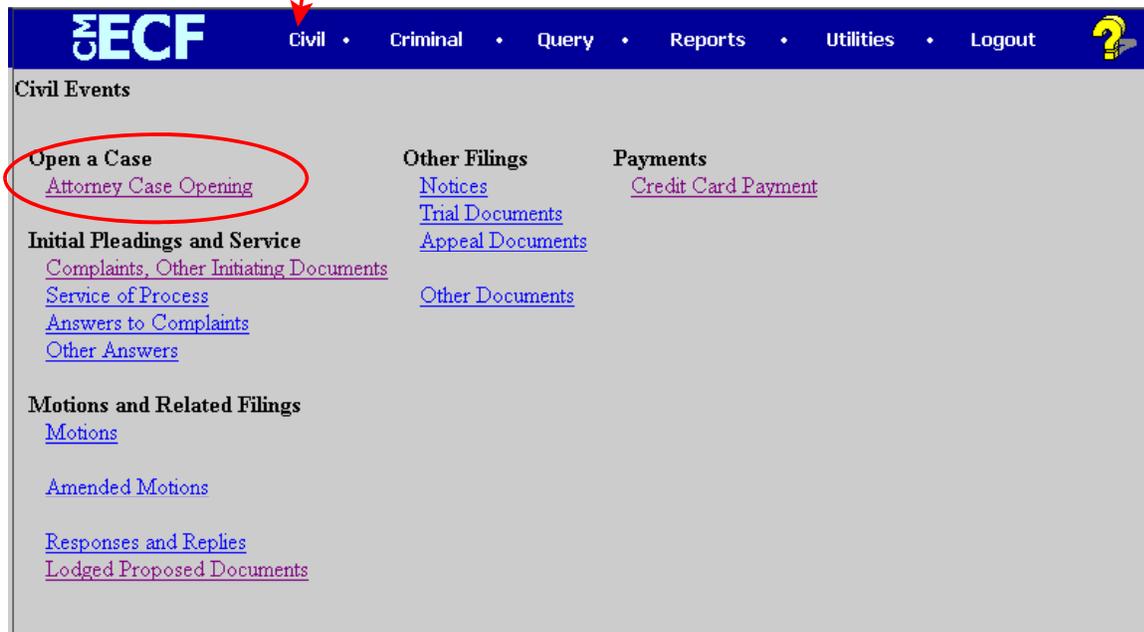
Bankruptcy Matter - 11 U.S.C. 110(l)(1)

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>.

**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  Case type  Case number

Date filed

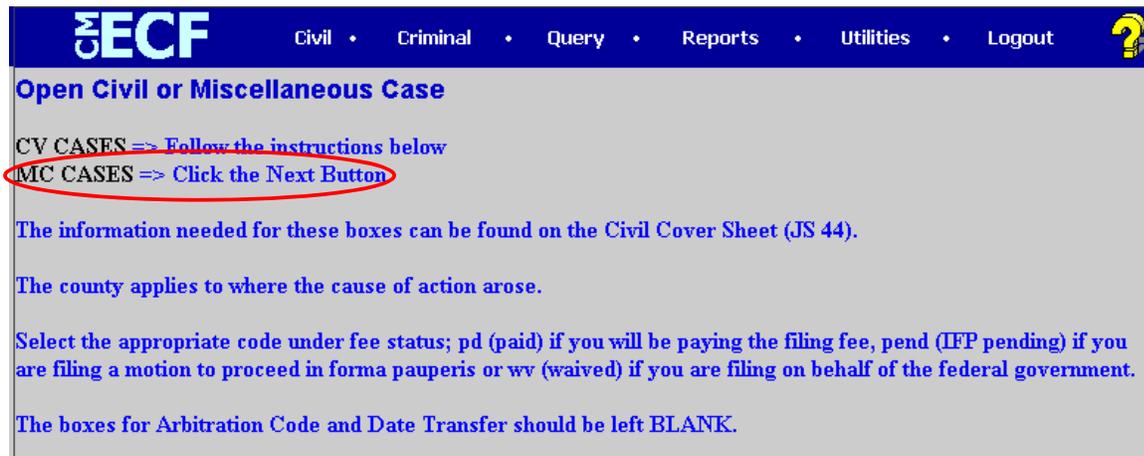
Lead case number  Association type

Other court name

Other court number

Related cases

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



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is also present. Below the navigation bar, the page title is "Open Civil or Miscellaneous Case". The main content area contains the following text:

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.

**Step 3:** This screen is the party search screen. Read the screen carefully before you proceed. This screen will allow you to enter all parties to the case. First, you must perform a search to see if your party has already been entered in the ECF system.

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

### 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".

**Search for a party**

Last/Business name

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

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

### Search for a party

Last/Business name

**Party search results**

- Dubois, Clifford E.
- Duca, Cindy
- Duck, Daffy
- Duck, Daffy
- Duck, Daisy
- Duck, Donald

**Step 4:** Enter party specific information. 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 pull-down list. "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.**

Party Information

Last name  First name

Middle name  Generation

Title

Role  Pro se

Prisoner Id  Office

Unit  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

- 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 done 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>.

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

Submit New Case

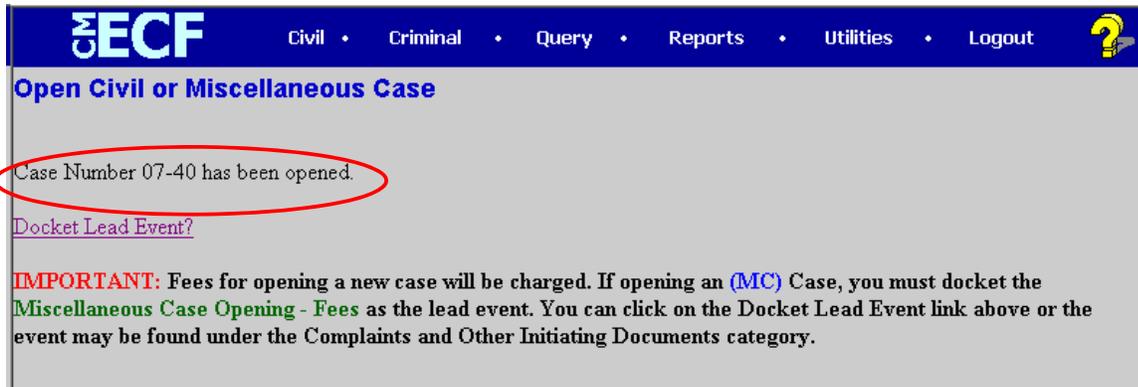
Search for a party

Last/Business name

Search Clear

End party selection

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.



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

**Open Civil or Miscellaneous Case**

Case Number 07-40 has been opened.

[Docket Lead Event?](#)

**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.

### Behind the scenes

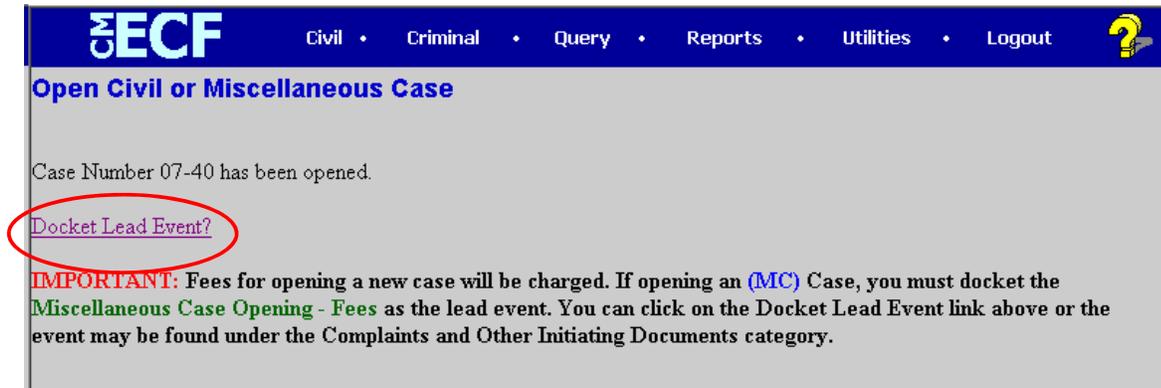
The Clerk's Office will await your submission of the initiating document(s) and electronic payment.

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 <[Complaints, Other Initiating Documents](#)>.



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



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

**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, 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>.

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 page title is "Complaints and Other Initiating Documents" with a sub-link "2:07-mc-00040 Squirrel v. Badenov". The main content area contains the following text: "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*". Below this text, there is a list of associations. The first entry is "Rocky Squirrel (pty:pla) represented by atty2 (aty)", which has a checked checkbox. Below the list are "Next" and "Clear" buttons. A red circle highlights the checked checkbox.

**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.

**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.

The screenshot shows the ECF system interface for selecting a party to file against. The page title is "Complaints and Other Initiating Documents" with a sub-link "2:07-cv-02039 Squirrel v. Badenov". The main content area contains the following text: "Please select the party that this filing is against". Below this text, there are two sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list box containing "Badenov, Boris [Defendant]" and "Squirrel, Rocky [Plaintiff]". The "Select a Group:" section has radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". A red circle highlights the "Add/Create New Party" hyperlink. Below the list boxes are "Next" and "Clear" buttons.

**Step 7:** Enter the .pdf document. Change the radio button at **Attachments to Documents** from "no" to "yes" if you have any attachments; then click <Next>. If you do not have any attachments, continue to Step 8.

Enter any attachments .pdf format:

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. The main content area is titled "Select one or more attachments." and contains three numbered instructions:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
Below this is a "Filename" label, a text input field, and a "Browse..." button.
- 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.  
Below this are two labels: "Category" and "Description". Under "Category" is a pull-down menu. Under "Description" is a text input field.
- 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.  
Below this is a vertical list box, an "Add to List" button, and a "Remove from List" button.

At the bottom left of the form area is a "Next" button.

**First:** Click on **[Browse]** to search for and file 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**.

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

ECF adds the selected document as an attachment to your main pleading. The list box expands under section 3 to display the file name of the newly attached document.

**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 • 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

If the answer should be "no," click <Next> and follow steps 9(n) though 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 18.

**Step 9(n):** 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(n):** Please read the screen, then click <Next>.

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

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

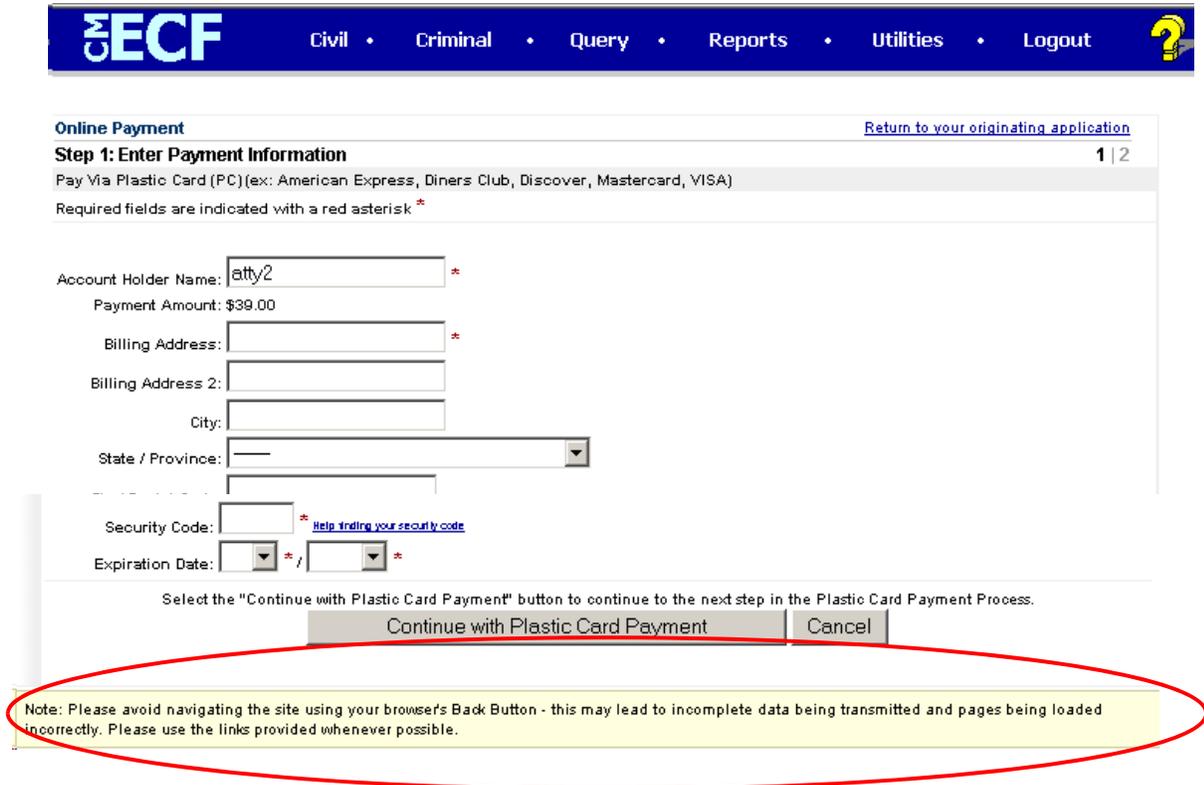
**AUTHORIZED AMOUNT FOR CASE OPENING: Fee: \$39.00**

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

Next Clear

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.

**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!**



**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:

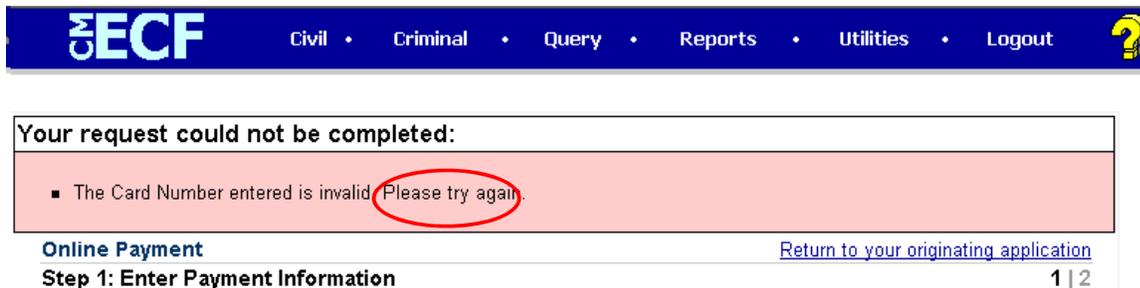
Security Code:  \* [Help finding your security code](#)

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).

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

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

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> atty2 401 W. Washington <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Phoenix State / Province: AZ Zip / Postal Code: 85003 Country: USA	<b>Card Type:</b> Master Card <b>Card Number:</b> *****4444 <b>Expiration Date:</b> 7 / 2007	<b>Payment Amount:</b> \$39.00 <b>Transaction Date and Time:</b> 03/06/2007 13:39 EST

**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 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>.



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 right. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" in blue. Underneath, the case number and name are displayed: "2:07-mc-00040 Squirrel v. Badenoy". At the bottom left of the main content area, there are two buttons: "Next" and "Clear".

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

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

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

Docket Text: Final Text  
**Miscellaneous Case Opening Regarding: Motion/Petition to Enforce IRS Summons - 26 U.S.C. 7402(b) and 7604(a). Case Opening Fee Received: \$ 39.00 receipt number 181750, filed by Rocky Squirrel.(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.

**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:

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



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF 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-mc-00040 Squirrel v. Badenov". The main content area contains the question "Is this filed with an Application to Proceed Without Prepayment of Fees?" followed by "OR" and another question "Is this complaint filed on behalf of the USA?". Under the second question, there are two radio button options: "Yes" (which is selected) and "No". At the bottom of the form, there are "Next" and "Clear" buttons. A red arrow points from the instruction above to the "Yes" radio button.

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

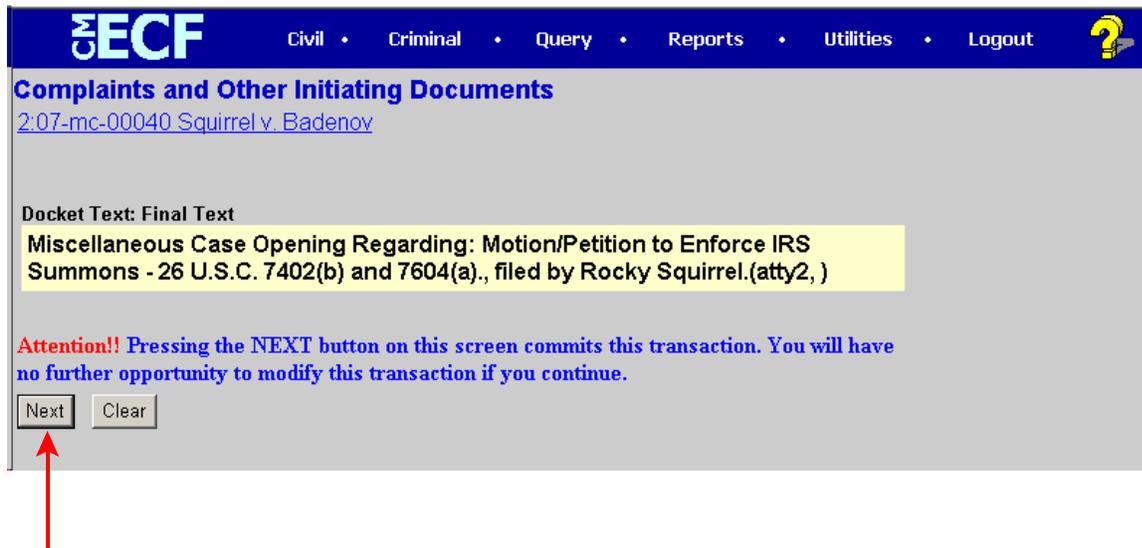


The screenshot shows the ECF interface for selecting a miscellaneous case type. The page title is "SELECT TYPE OF MISCELLANEOUS CASE". Below the title, there is a list of case types, each with a radio button: "Registration of Foreign Judgments - 28 U.S.C. 1963", "IRS Levy - 26 U.S.C. 6331", "28 U.S.C. 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", and "Supplementary Miscellaneous Proceedings - Proceedings brought in the aid of execution." At the bottom of the form, there are "Next" and "Clear" buttons.

**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.