



ELECTRONIC CASE FILING

How to Submit Case Opening Documents

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

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Electronically Filing Civil Case Opening Documents

Please note:

- Sealed cases must still be submitted in paper. All other initial case filings in civil or miscellaneous actions must be submitted by electronically filing the initiating documents in a master case. The Clerk’s Office will review the master case for new electronic filings and open civil and miscellaneous cases. A notice including the judge assignment and permanent case number will be sent electronically.
- The filing fee is \$400.00 for civil cases.
- Please read the information on each screen carefully and answer all questions accurately. Your answers will impact functionality behind the scenes.

Step 1: Click <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click <[File a New Civil Case](#)> under the heading **Civil or Miscellaneous Case Opening**.



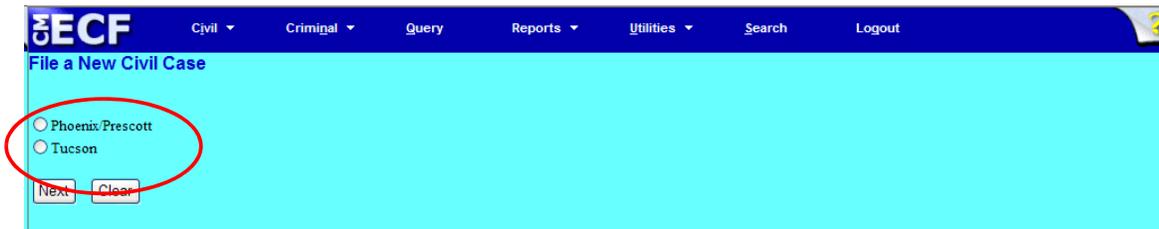
Step 2: Please read this screen carefully, then click <Next> to continue. Please note that all documents should be attachments to the initiating document (see circled, below).



Step 3: This screen will notify you of the master case number that will be assigned to either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.



Step 4: Using the radio button, select either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.



Step 5: This screen allows you to enter the FIRST Plaintiff's and the FIRST Defendant's name to assist the Clerk's Office in identifying the case from docket text. The Clerk's Office will add all parties (when applicable) when they open the case.



- Click <Next> to continue.

Step 6: Use the drop down menu to click on your event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click <Next> to continue.

Available Events (click to select an event)

- Civil Case Documents
- Miscellaneous Case Documents
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Petition for Writ Of Habeas Corpus

Selected Event: Civil Case Documents

Next Clear

At this screen, you will see a listing of all documents needed to be attached to be included as part of your new case filing. Please read carefully, then click <Next> to continue.

On the next screen, you must attach **ALL** documents to be included as part of your new case filing.

Use the Main Document to attach your case initiating document, such as the Complaint, Notice of Removal etc.

Next, on this same screen, under Attachments, add **ALL** other documents as Attachments to the Main Document. This would include, but is not limited to, documents such as:

- Civil Cover Sheet
- Summonses
- Corporate Disclosure Statement
- State Court Records
- Motion for IFP
- Emergency Motions (such as Motion for Temporary Restraining Order)

****IMPORTANT****

The above documents **MUST** be included as Attachments to the Main Case Initiating Document on the next screen, and **SHOULD NOT** be filed separately in this Master Case. The Master Case number is **NOT** your actual civil case number.

Next Clear

Step 7: Click on <Browse> to search for and attach your .pdf document.

Select the pdf document and any attachments.

Main Document:

Attachments	Category	Description
1.	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

Next Clear

Step 8: Enter your attachments in .pdf format.

NOTE: All documents should be attachments to the initiating document.

- Click on <Browse> to search for and attach the document.
- For the **Category** field, click on the pull-down arrow to view the available document types. The document types in this field are: Affidavit; Appendix; Civil Cover Sheet; Errata; Exhibit; Supplement; Text of Proposed Order..
- If there is no category to describe your attachment in the drop down menu, type in the word in the text field under "Description."
- ECF adds the selected document as an attachment to the main pleading. The screen expands to allow you to add additional attachments as needed. If you attached a document in error, simply click the <Remove> button.

Attachments	Category	Description		
1. P:\shared\CMECF\Application Training\PC\	Browse...	Civil Cover Sheet	Remove	
2. P:\shared\CMECF\Application Training\PC\	Browse...		Summons	Remove
3.	Browse...			

- When you are finished adding all your attachments, click <Next> to continue.

Step 9: Please read this screen carefully and notice that the defaults are to "no." If "no" is correct, click <Next>. **If the answer to either question is "yes," change the radio button to "yes," click <Next>, and continue on to Step 12.**

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

Are you requesting a Temporary Restraining Order?

Yes
 No

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

- This screen gives you the filing fee cost. The filing fee is \$400.00 for civil cases. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

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

Fee: \$400

You must remember to complete your transaction after making payment.
Once you have submitted your credit card information, a screen will appear with a Next button. You must continue to click Next to complete your transaction.

Next Clear

Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office does not accept debit cards, check or money order.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

Now loading the payment processing screen. This process might take a few seconds.

Step 10: To pay via credit card, please fill in all required information (marked with a red asterisk *****) carefully and then click <Continue with Plastic Card Payment> to continue. **Do NOT use your back button!**

Online Payment [Return to your originating application](#)
Step 1: Enter Payment Information 1 | 2
Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
Required fields are indicated with a red asterisk *****

Account Holder Name: *****
Payment Amount: \$400.00
Billing Address: *****
Billing Address 2:
City:
State / Province: *****
Zip / Postal Code:
Country: *****

Card Type: *****    
Card Number: ***** (Card number value should not contain spaces or dashes)
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.

NOTE: If the information on the screen does not match, or if you entered an invalid credit 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 11:** Complete your email information to receive confirmation.
PLEASE NOTE: You MUST check the box to authorize the charge to your credit 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: Attorney4 401 W. Washington Billing Address: Street Billing Address 2: City: Phoenix State / Province: AZ Zip / Postal Code: 85003 Country: USA	Card Type: Master Card Card Number: *****4444	Payment Amount: \$400.00 Transaction Date: 05/06/2013 17:43 and 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. *

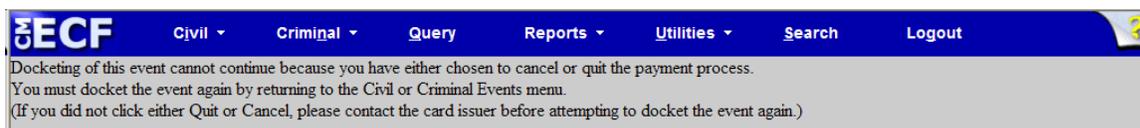
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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 card is processed. If you have completed the PAY.GOV credit card payment screens successfully your credit card has been charged.

- If you do not complete this transaction, you will receive this error message. Please follow the appropriate instructions:



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

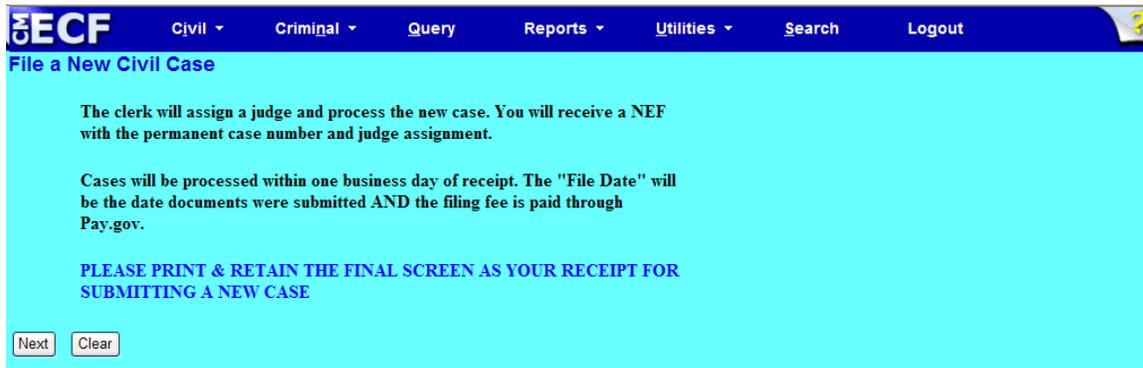
Your payment has been submitted to Pay.gov and the details are below. If you have any questions or you wish to cancel this payment, please contact Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org.

Application Name: AZD CM ECF
Pay.gov Tracking ID: 3FOKIJ8V
Agency Tracking ID: 0970-34191
Transaction Type: Sale
Transaction Date: May 6, 2013 5:45:42 PM

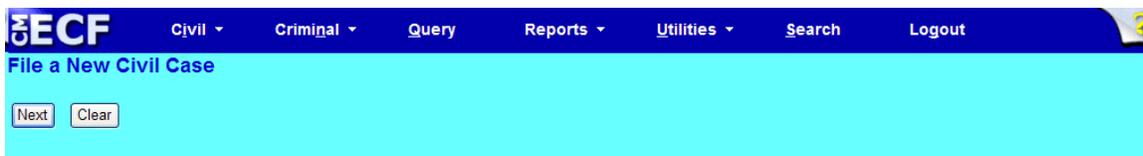
Account Holder Name: Attorney4
Transaction Amount: \$400.00
Billing Address: 401 W. Washington Street
City: Phoenix
State/Province: AZ
Zip/Postal Code: 85003
Country: USA
Card Type: MasterCard
Card Number: *****4444

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

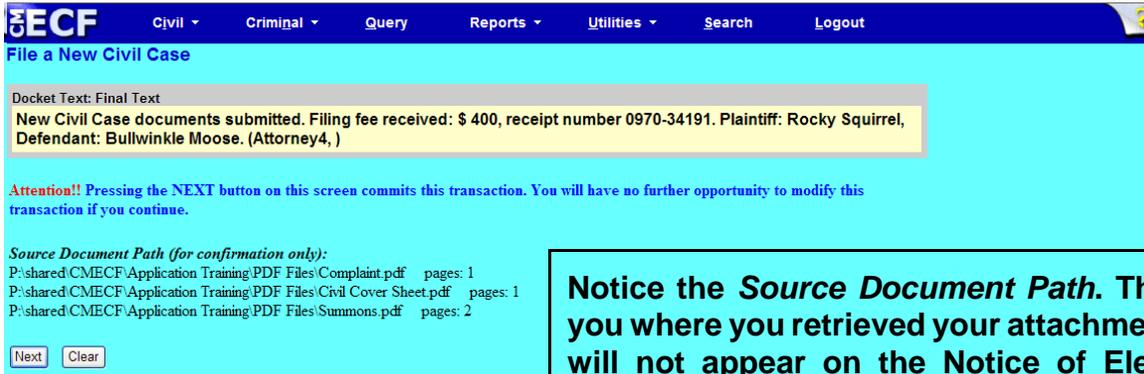
- Step 12:** Please read this screen carefully, and note that you must print and keep the final screen (your Notice of Electronic Filing). Click <Next> to continue.



- Step 13:** Click <Next> to continue.



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



Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text.

Notice of Electronic Filing (NEF)

NOTE: Because this entry is private, you will not receive a Notice of Electronic Filing (NEF) via email. Please print and/or save this NEF as your receipt of filing a new civil case.

File a New Civil Case

U.S. District Court
DISTRICT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by Attorney4, on 5/6/2013 at 2:47 PM MST and filed on 5/6/2013

Case Name: Plaintiff v. Defendant

Case Number: [2:13-at-99905](#)

Filer:

Document Number: [1](#)

Docket Text:

New Civil Case documents submitted. Filing fee received: \$ 400, receipt number 0970-34191. Plaintiff: Rocky Squirrel, Defendant: Bullwinkle Moose. (Attorney4,)

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=5/6/2013] [FileNumber=28827-0] [0f415337f4c3ab286137985fab38fe09c57a865713258a2d57d5408c25e47d050bc618b985ccd475b755d8d9207e3eea8a4238952c2adc0416bb0e5c9f2e34e]]

Document description:Civil Cover Sheet

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=5/6/2013] [FileNumber=28827-1] [1ba7ce5c2d407b71149fa0ef686d3d7a99760d99bf16926db5f06cc8e258dd2e18b8683f13beec027c0864fc7f8a3c07090444f840b827abd2f00e04711bf30]]

Document description: Summons

Original filename:n/a

Electronic document Stamp:

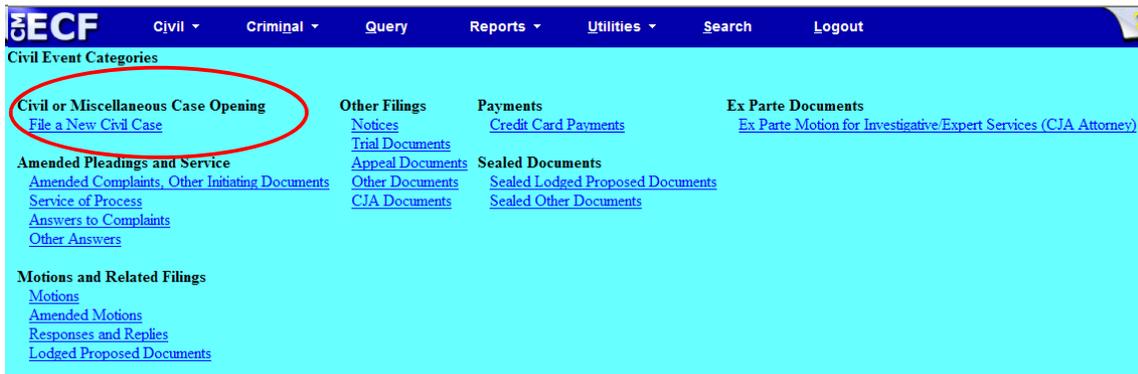
[STAMP dcecfStamp_ID=1096393563 [Date=5/6/2013] [FileNumber=28827-2] [5c613ab4188388c58554b3ff7ba3fb5006700ecdc666689acc84fda1d24e8db7b30b6927701b7df3ce64d35a61e95174ebf098663b601ce4186b02b715d698b9]]

Electronically Filing Miscellaneous Case Opening Documents

Please note:

- Sealed cases must still be submitted in paper. All other initial case filings in civil or miscellaneous actions must be submitted by electronically filing the initiating documents in a master case. The Clerk's Office will review the master case for new electronic filings and open civil and miscellaneous cases. A notice including the judge assignment and permanent case number will be sent electronically.
- The filing fee is \$46.00 for miscellaneous cases.
- Please read the information on each screen carefully and answer all questions accurately. Your answers will impact functionality behind the scenes.

Step 1: Click <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click <[File a New Civil Case](#)> under the heading **Civil or Miscellaneous Case Opening**.



Step 2: Please read this screen carefully, then click <Next> to continue.

***** IMPORTANT *****

Attorneys are required to submit case initiating documents to the "master" case by following the prompts below. The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

Your case submission **MUST** consist of ONE ENTRY.

ALL documents to be filed MUST be included on the same screen used to submit your case initiating documents.

DO NOT make any other entries to the Master Case.

DO NOT add parties or attorneys to the Master Case.

Contact our office if attachments exceed the 10MB size limit.
Phoenix: 602-322-7688
Tucson: 520-205-4687
Toll Free: 1-866-587-7644

Next Clear

Step 3: This screen will notify you of the master case number that will be assigned to either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.

***** 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

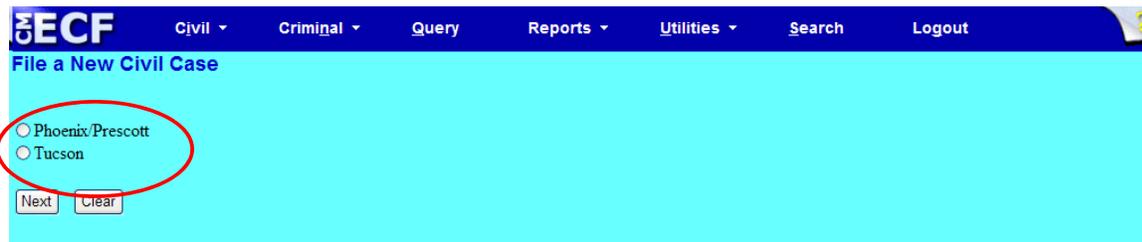
The office selection determines the Master case number used and will automatically be selected.

Phoenix/Prescott master case is 2:11-at-99912
Tucson master case is 4:11-at-99912

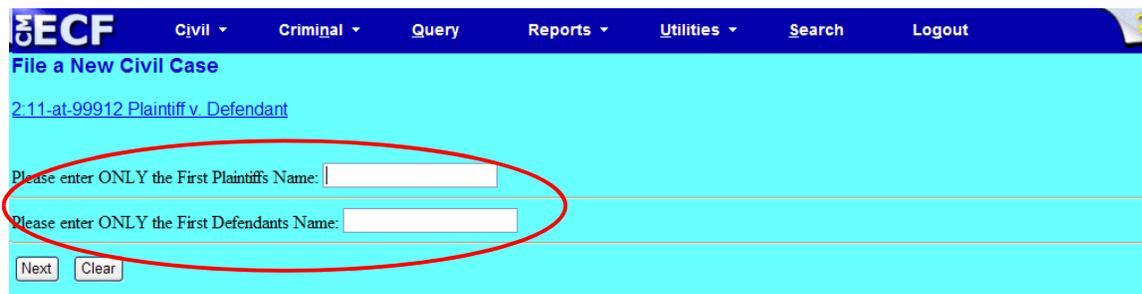
Please select Divisional Office on next screen

Next Clear

Step 4: Using the radio button, select either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.



Step 5: This screen allows you to enter the FIRST Plaintiff's and the FIRST Defendants's name. Entering the first plaintiff and defendant gives the Clerk's Office a reference in docket text. The Clerk's Office will add all parties (when applicable) when they open the case.



- Click <Next> to continue.

Step 6: Use the drop down menu to click on your event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click <Next> to continue.

At this screen, you will see a listing of all documents needed to be attached to be included as part of your new case filing. Please read carefully, then click <Next> to continue.

Step 7: Click on <Browse> to search for and attach your .pdf document.

Step 8: Enter your attachments in .pdf format.

- Click on <Browse> to search for and attach the document.
- For the **Category** field, click on the pull-down arrow to view the available document types. The document types in this field are: Affidavit; Appendix; Civil Cover Sheet; Errata; Exhibit; Supplement, Text of Proposed Order
- If there is no category to describe your attachment in the drop down menu, type in the word in the text field under "Description."
- ECF adds the selected document as an attachment to the main pleading. The screen expands to allow you to add additional attachments as needed. If you attached a document in error, simply click the <Remove> button.

Attachments	Category	Description
1. P:\shared\CMECF\Application Training\Plf [Browse...]	[Dropdown]	Summons [Remove]
2. [Browse...]	[Dropdown]	[Text Field]

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

Step 9: Please read this screen carefully and notice that the default is to "no." If "no" is correct, click <Next>. **If the answer to either question is "yes," change the radio button to "yes," click <Next>, and continue on to Step 12.**

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

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

- This screen gives you the filing fee cost. The filing fee is \$46.00 for miscellaneous cases. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

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

Fee: \$46

You must remember to complete your transaction after making payment.

Once you have submitted your credit card information, a screen will appear with a Next button. You must continue to click Next to complete your transaction.

Next Clear

Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office does not accept debit cards, check or money order.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

Now loading the payment processing screen. This process might take a few seconds.

Step 10: To pay via credit card, please fill in all required information (marked with a red asterisk *****) carefully and then click <Continue with Plastic Card Payment> to continue. **Do NOT use your back button!**

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

Step 1: Enter Payment Information 1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$46.00

Billing Address: *

Billing Address 2:

City:

State / Province: ▼

Zip / Postal Code:

Country: ▼

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

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

MECF 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 11: Complete your email information to receive confirmation.
PLEASE NOTE: You MUST check the box to authorize the charge to your credit 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: atty18 401 W. Washington Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: *****4444	Payment Amount: \$46.00 Transaction Date and Time: 12/05/2011 17:49 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 card is processed. If you have completed the PAY.GOV credit card payment screens successfully your credit card has been charged.

- If you do not complete this transaction, you will receive this error message. Please follow the appropriate instructions:

ECF Civil Criminal Query Reports Utilities Search Logout ?

Docketing of this event cannot continue because you have either chosen to cancel or quit the payment process. You must docket the event again by returning to the Civil or Criminal Events menu. (If you did not click either Quit or Cancel, please contact the card issuer before attempting to docket the event again.)

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

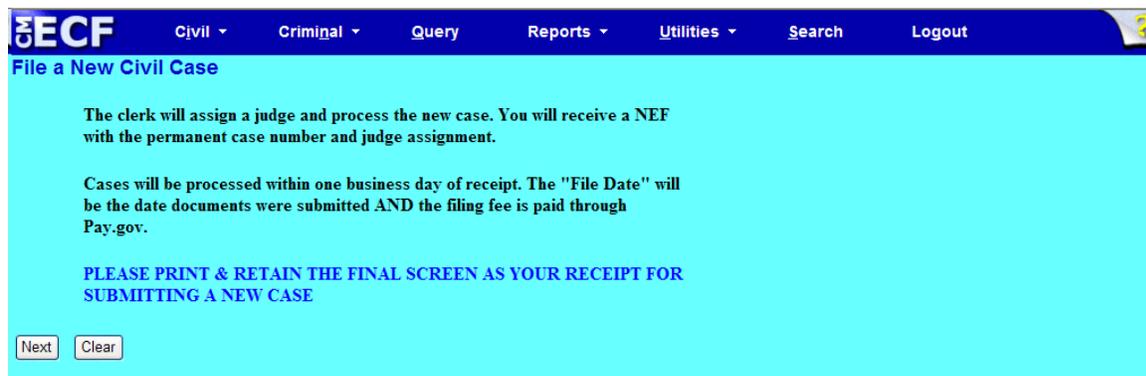
```
THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Transaction Summary

Application Name: AZD CM ECF
Pay.gov Tracking ID: 3FOH7OKO
Agency Tracking ID: 0970-31161
Transaction Type: Sale
Transaction Date: Dec 5, 2011 5:51:23 PM

Account Holder Name: atty18
Transaction Amount: $46.00
Billing Address: 401 W. Washington Street
Country: USA
Card Type: MasterCard
Card Number: *****4444
```

Step 12: Please read this screen carefully, and note that you must print and keep the final screen (your Notice of Electronic Filing). Click <Next> to continue.



Step 13: Click <Next> to continue.



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

MECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

Docket Text: Final Text
New Miscellaneous Case documents submitted. Filing fee received: \$ 46, receipt number 0970-31161.
Plaintiff: Rocky Squirrel, Defendant: Bullwinkle Moose. (atty18,)

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
P:\shared\CMECF\Application Training\PDF Files\Summons.pdf pages: 2

Next Clear

Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text.

Notice of Electronic Filing (NEF)

NOTE: Because this entry is private, you will not receive a Notice of Electronic Filing (NEF) via email. Please print and/or save this NEF as your receipt of filing a new miscellaneous case.

File a New Civil Case

**U.S. District Court
DISTRICT OF ARIZONA**

Notice of Electronic Filing

The following transaction was entered by Attorney1, on 4/8/2013 at 10:33 AM MST and filed on 4/8/2013

Case Name: Plaintiff v. Defendant
Case Number: [2:13-at-99904](#)
Filer:
Document Number: [2](#)

Docket Text:
New Miscellaneous Case documents submitted. Filing fee received: \$ 46, receipt number 0970-34104. Plaintiff: Rocky Squirrel, Defendant: Bullwinkle Moose. (Attorney1,)

No public notice (electronic or otherwise) sent because the entry is private
The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=4/8/2013] [FileNumber=28773-0] [44e7e404bcea1e578326b1c02e3da90b1124c641d58d38161b23942e9d2d34aaa3e2f1588feeabba3bcc1de60a4e4acf0ef7aba47021f3bac5f6646445c3c8bb]]

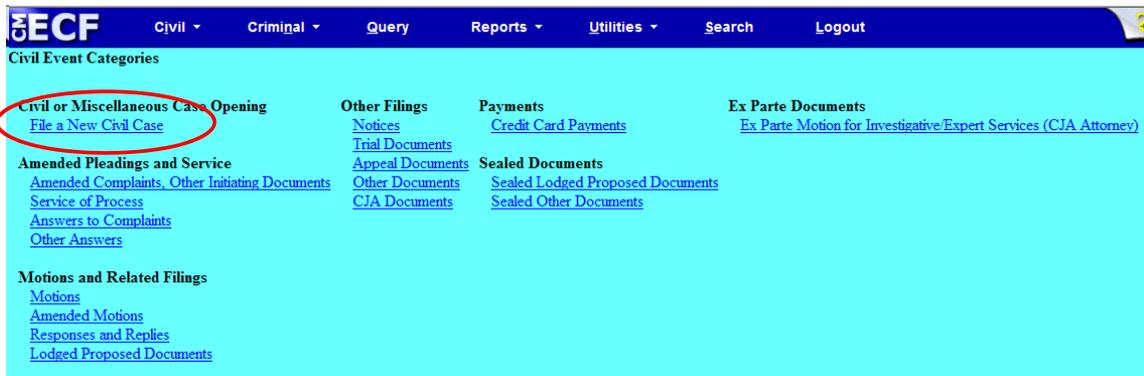
Document description:Civil Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=4/8/2013] [FileNumber=28773-1] [0c4e6287532dc4803f1372b486a10bd53bc773158f996b9f2d905eaf518fb281013b891e4f444348d0d259b3673efa3f6d0f1023ff25a05a6c0fe61da3762236]]

Motion to Vacate / Set Aside / Correct Sentence (2255)

Please note:

- Sealed cases must still be submitted in paper. All other initial case filings in civil or miscellaneous actions must be submitted by electronically filing the initiating documents in a master case. The Clerk's Office will review the master case for new electronic filings and open civil and miscellaneous cases. A notice including the judge assignment and permanent case number will be sent electronically.
- Please read the information on each screen carefully and answer all questions accurately. Your answers will impact functionality behind the scenes.

Step 1: Click <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click <[File a New Civil Case](#)> under the heading **Civil or Miscellaneous Case Opening**.



Step 2: Please read this screen carefully, then click <Next> to continue.

The screenshot shows the ECF (Electronic Case Filing) 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 "File a New Civil Case". The main content area is light blue and contains the following text:

***** IMPORTANT *****

Attorneys are required to submit case initiating documents to the "master" case by following the prompts below. The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

Your case submission **MUST** consist of ONE ENTRY.
ALL documents to be filed MUST be included on the same screen used to submit your case initiating documents.

DO NOT make any other entries to the Master Case.
DO NOT add parties or attorneys to the Master Case.

Contact our office if attachments exceed the 10MB size limit.
Phoenix: 602-322-7688
Tucson: 520-205-4687
Toll Free: 1-866-587-7644

At the bottom left, there are two buttons: "Next" and "Clear".

Step 3: This screen will notify you of the master case number that will be assigned to either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.

The screenshot shows the ECF (Electronic Case Filing) 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 "File a New Civil Case". The main content area is light blue and contains the following text:

***** 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

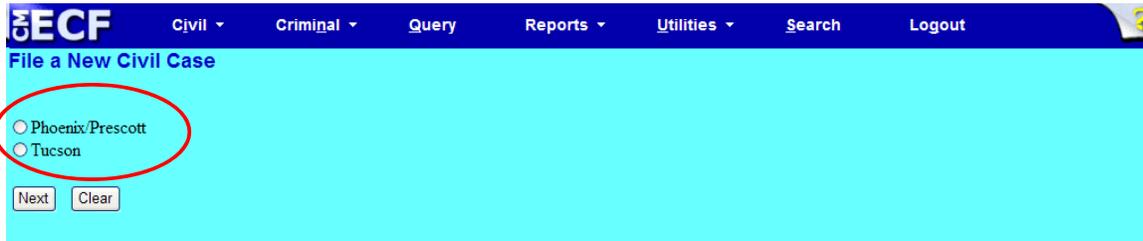
The office selection determines the Master case number used and will automatically be selected.

Phoenix/Prescott master case is 2:11-at-99912
Tucson master case is 4:11-at-99912

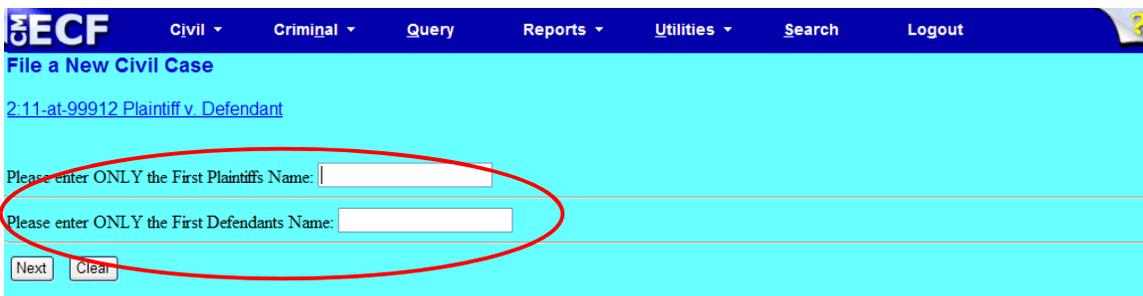
Please select Divisional Office on next screen

At the bottom left, there are two buttons: "Next" and "Clear".

Step 4: Using the radio button, select either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.



Step 5: This screen allows you to enter the FIRST Plaintiff's and the FIRST Defendant's name. Entering the first plaintiff and defendant gives the Clerk's Office a reference in docket text. The Clerk's Office will add all parties (when applicable) when they open the case.



- Click <Next> to continue.

Step 6: Use the drop down menu to click on your event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click <Next> to continue.

At this screen, you will see a listing of all documents needed to be attached, if applicable. Please read carefully, then click <Next> to continue.

Step 7: Click on <Browse> to search for and attach your .pdf document.

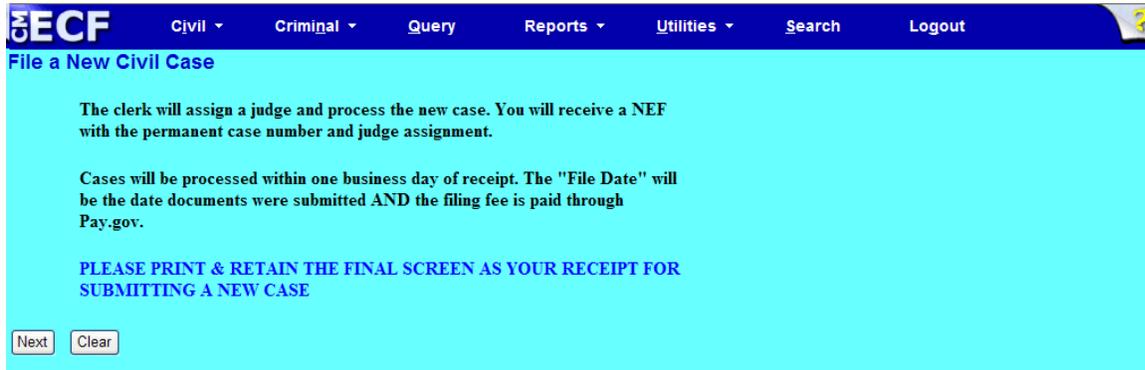
Step 8: Enter your attachments in .pdf format.

- Click on <Browse> to search for and attach the document.
- For the **Category** field, click on the pull-down arrow to view the available document types. The document types in this field are: Affidavit; Appendix; Civil Cover Sheet; Errata; Exhibit; Supplement; Text of Proposed Order.
- If there is no category to describe your attachment in the drop down menu, type in the word in the text field under "Description."
- ECF adds the selected document as an attachment to the main pleading. The screen expands to allow you to add additional attachments as needed. If you attached a document in error, simply click the <Remove> button.

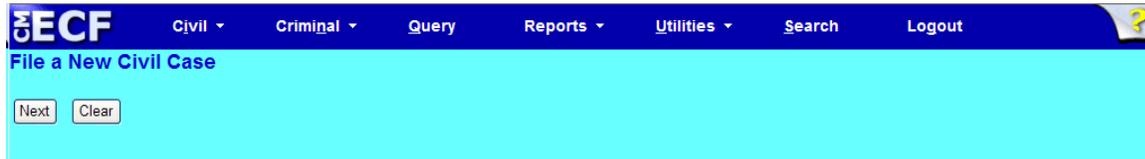
Attachments	Category	Description
1. P:\shared\CMECF\Application Training\PT\ [Browse...]	[Dropdown]	Summons [Remove]
2. [Browse...]	[Dropdown]	[Text Field]

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

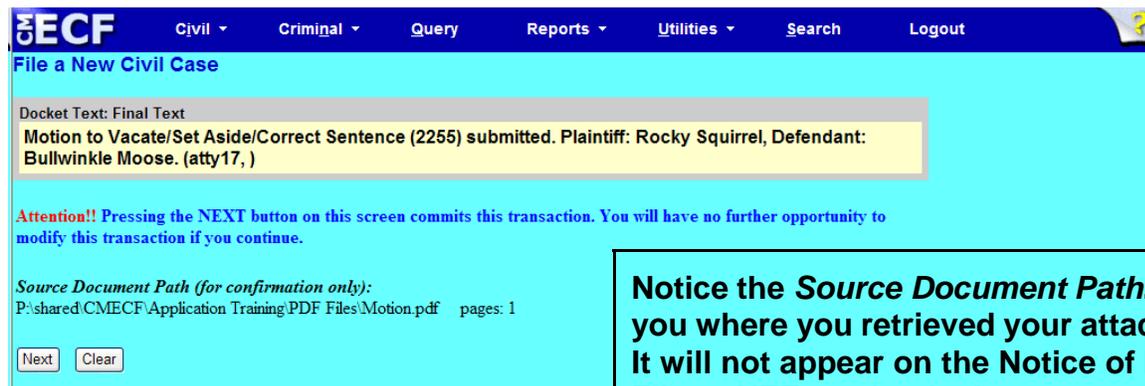
Step 9: Please read this screen carefully, and note that you must print and keep the final screen (your Notice of Electronic Filing). Click <Next> to continue.



Step 10: Again, click <Next> to continue.



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



Notice of Electronic Filing (NEF)

NOTE: Because this entry is private, you will not receive a Notice of Electronic Filing (NEF) via email. Please print and/or save this NEF as your receipt of filing your motion.

File a New Civil Case

**U.S. District Court
DISTRICT OF ARIZONA**

Notice of Electronic Filing

The following transaction was entered by Attorney1, on 4/8/2013 at 10:36 AM MST and filed on 4/8/2013

Case Name: Plaintiff v. Defendant
Case Number: [2:13-at-99904](#)
Filer:
Document Number: [3](#)

Docket Text:
Motion to Vacate/Set Aside/Correct Sentence (2255) submitted. Plaintiff: Rocky Squirrel, Defendant: Bullwinkle Moose. (Attorney1,)

No public notice (electronic or otherwise) sent because the entry is private
The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=4/8/2013] [FileNumber=28776-0] [a84dd695c9ddb49c917048c5a57b14d71941457b383dc93963fecc70535811bd62bdcf f2be2560fa2e4d01ada02cc92d14924009c394b845592e88bbf00ab630]]

Document description: Civil Cover Sheet
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=4/8/2013] [FileNumber=28776-1] [070565e98d473afce341f9b4565aaecbc8528acd6e525b936ba4ebf12895e2f6669848 b38a076a6a9ba660f783bb04e79736999bd89117fd90b232ffe3409ed8]]

Petition for Writ of Habeas Corpus

Please note:

- Sealed cases must still be submitted in paper. All other initial case filings in civil or miscellaneous actions must be submitted by electronically filing the initiating documents in a master case. The Clerk's Office will review the master case for new electronic filings and open civil and miscellaneous cases. A notice including the judge assignment and permanent case number will be sent electronically.
- The filing fee is \$5.00 for the petition.
- Please read the information on each screen carefully and answer all questions accurately. Your answers will impact functionality behind the scenes.

Step 1: Click <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click <[File a New Civil Case](#)> under the heading **Civil or Miscellaneous Case Opening**.



Step 2: Please read this screen carefully, then click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

***** IMPORTANT *****

Attorneys are required to submit case initiating documents to the "master" case by following the prompts below. The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

Your case submission **MUST** consist of **ONE ENTRY**.

ALL documents to be filed **MUST** be included on the same screen used to submit your case initiating documents.

DO NOT make any other entries to the Master Case.
DO NOT add parties or attorneys to the Master Case.

Contact our office if attachments exceed the 10MB size limit.
Phoenix: 602-322-7688
Tucson: 520-205-4687
Toll Free: 1-866-587-7644

Next Clear

Step 3: This screen will notify you of the master case number that will be assigned to either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

***** 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

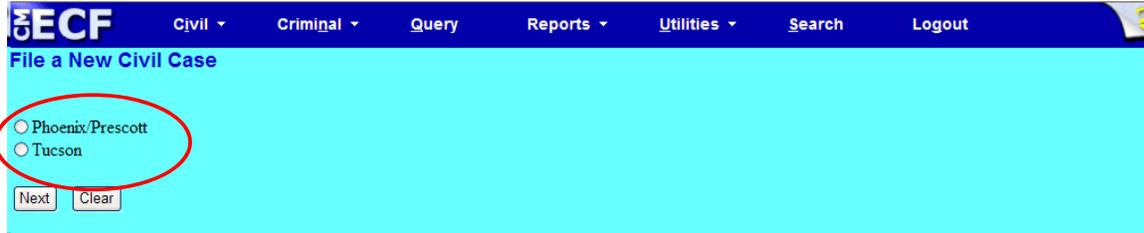
The office selection determines the Master case number used and will automatically be selected.

Phoenix/Prescott master case is 2:11-at-99912
Tucson master case is 4:11-at-99912

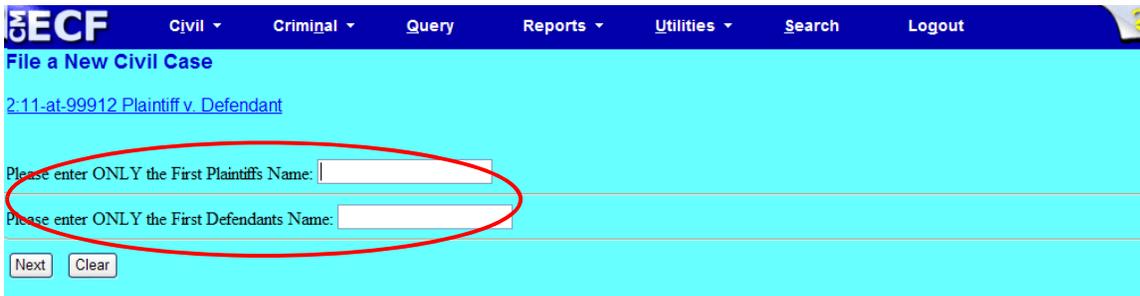
Please select Divisional Office on next screen

Next Clear

Step 4: Using the radio button, select either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.



Step 5: This screen allows you to enter the FIRST Plaintiff's and the FIRST Defendant's name. Entering the first plaintiff and defendant gives the Clerk's Office a reference in docket text. The Clerk's Office will add all parties (when applicable) when they open the case.



- Click <Next> to continue.

Step 6: Use the drop down menu to click on your event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click <Next> to continue.

At this screen, you will see a listing of all documents needed to be attached to be included as part of your new case filing. Please read carefully, then click <Next> to continue.

Step 7: Click on <Browse> to search for and attach your .pdf document.

Step 8: Enter your attachments in .pdf format.

- Click on <Browse> to search for and attach the document.
- For the **Category** field, click on the pull-down arrow to view the available document types. The document types in this field are: Affidavit; Appendix; Civil Cover Sheet; Errata; Exhibit; Supplement; Text of Proposed Order.
- If there is no category to describe your attachment in the drop down menu, type in the word in the text field under "Description."
- ECF adds the selected document as an attachment to the main pleading. The screen expands to allow you to add additional attachments as needed. If you attached a document in error, simply click the <Remove> button.

Attachments	Category	Description
1. P:\shared\CMECF\Application Training\Plt	<input type="button" value="Browse..."/>	Civil Cover Sheet <input type="text"/>
2. P:\shared\CMECF\Application Training\Plt	<input type="button" value="Browse..."/>	<input type="text"/> Summons <input type="button" value="Remove"/>
3. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

- When you are finished adding all your attachments, click <Next> to continue.

Step 9: Please read this screen carefully and notice that the default is to "no." If "no" is correct, click <Next>. **If the answer is "yes," change the radio button to "yes," click <Next>, and continue on to Step 12.**



ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

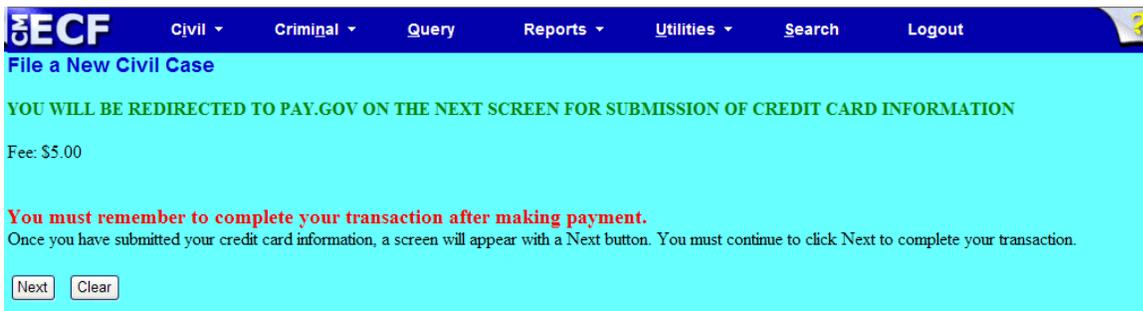
Is this filed with an Application to Proceed Without Prepayment of Fees?

Yes

No

Next Clear

- This screen gives you the filing fee cost. The filing fee is \$5.00 for the petition. Click <Next> to continue.



ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

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

Fee: \$5.00

You must remember to complete your transaction after making payment.
Once you have submitted your credit card information, a screen will appear with a Next button. You must continue to click Next to complete your transaction.

Next Clear

Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office does not accept debit cards, check or money order.



ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

Now loading the payment processing screen. This process might take a few seconds.

Step 10: To pay via credit card, please fill in all required information (marked with a red asterisk *) carefully and then click <Continue with Plastic Card Payment> to continue. **Do NOT use your back button!**

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

Step 1: Enter Payment Information 1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$5.00

Billing Address: *

Billing Address 2:

City:

State / Province: ▾

Zip / Postal Code:

Country: ▾

Card Type: ▾ *    

Card Number: * (Card number value should not contain spaces or dashes)

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.

NOTE: If the information on the screen does not match, or if you entered an invalid credit 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 11: Complete your email information to receive confirmation.
PLEASE NOTE: You MUST check the box to authorize the charge to your credit 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 401 W. Washington Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: *****4444	Payment Amount: \$5.00 Transaction Date 07/23/2010 15:35 and 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:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	
CC:	<input type="text"/>	<small>Separate multiple email addresses with a comma</small>
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. <input type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		

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

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

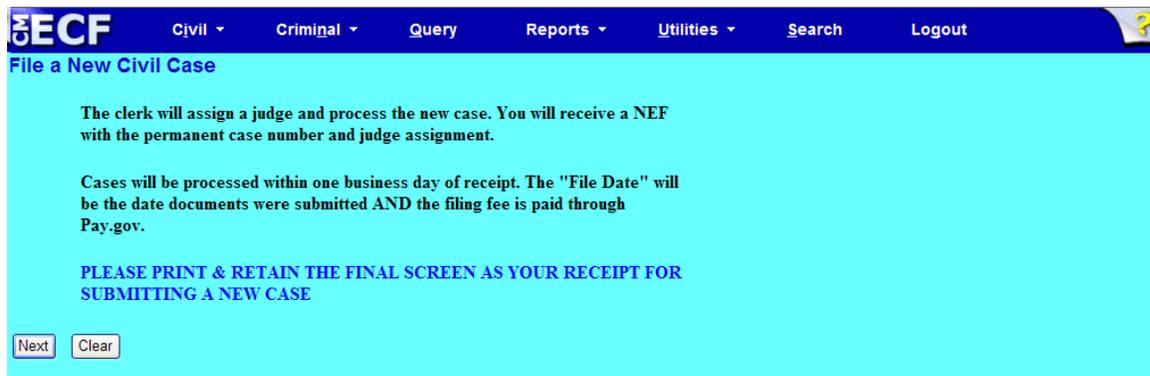
- If you do not complete this transaction, you will receive this error message. Please follow the appropriate instructions:

ECF	Civil	Criminal	Query	Reports	Utilities	Search	Logout	
Docketing of this event cannot continue because you have either chosen to cancel or quit the payment process. You must docket the event again by returning to the Civil or Criminal Events menu. (If you did not click either Quit or Cancel, please contact the card issuer before attempting to docket the event again.)								

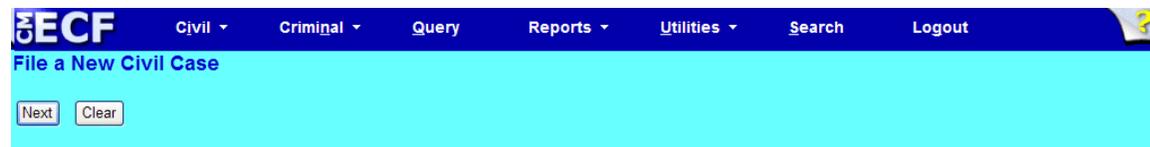
- Your confirmation of payment will be sent to the email address you entered during Step 11. Example of email message:

```
THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.  
  
Your transaction has been successfully completed.  
  
Transaction Summary  
  
Application Name: AZD CM ECF TEST  
Pay.gov Tracking ID: 3FOFILIS  
Agency Tracking ID: 0970-256938  
  
Account Holder Name: atty3  
Transaction Type: Sale  
Transaction Amount: $5.00  
Billing Address: 401 W. Washington Street  
Country: USA  
Card Type: Master Card  
Card Number: *****4444  
Transaction Date: Jul 23, 2010 3:36:31 PM
```

Step 12: Please read this screen carefully, and note that you must print and keep the final screen (your Notice of Electronic Filing). Click <Next> to continue.



Step 13: Again, click <Next> to continue.



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

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case

Docket Text: Final Text

Petition for Writ Of Habeas Corpus documents submitted. Filing fee received: \$ 5.00, receipt number 0970-31247. Plaintiff: Rocky Squirrel, Defendant: Bullwinkle Moose. (atty17,)

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\Petition.pdf pages: 1

Next Clear

Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text.

Notice of Electronic Filing (NEF)

NOTE: Because this entry is private, you will not receive a Notice of Electronic Filing (NEF) via email. Please print and/or save this NEF as your receipt of filing your petition.

File a New Civil Case

U.S. District Court
DISTRICT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by Attorney1, on 4/8/2013 at 10:40 AM MST and filed on 4/8/2013

Case Name: Plaintiff v. Defendant

Case Number: [2:13-at-99904](#)

Filer:

Document Number: 4

Docket Text:

Petition for Writ Of Habeas Corpus documents submitted. Filing fee received: \$ 5.00, receipt number 0970-34106.

Plaintiff: Rocky Squirrel, Defendant: Bullwinkle Moose. (Attorney1,)

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=4/8/2013] [FileNumber=28779-0] [9713ce97324ef0c820a47f2a2e42ddcbf0fff444c153c0e5b5ab46f30fa04e7d6ae50fd45b247551ad99bbf998564cf16d52978820d2ce1f567048038539edd]]