

## Filing an Amended Complaint in CM/ECF

### Federal Rules of Civil Procedure – Rule 15

#### (a) AMENDMENTS BEFORE TRIAL.

(1) *Amending as a Matter of Course.* A party may amend its pleading once as a matter of course within:

(A) 21 days after serving it, or

(B) if the pleading is one to which a responsive pleading is required, 21 days after service of a responsive pleading or 21 days after service of a motion under Rule 12(b), (e), or (f), whichever is earlier.

(2) *Other Amendments.* In all other cases, a party may amend its pleading only with the opposing party's written consent or the court's leave. The court should freely give leave when justice so requires.

(3) *Time to Respond.* Unless the court orders otherwise, any required response to an amended pleading must be made within the time remaining to respond to the original pleading or within 14 days after service of the amended pleading, whichever is later.

### Filing an Amended Complaint

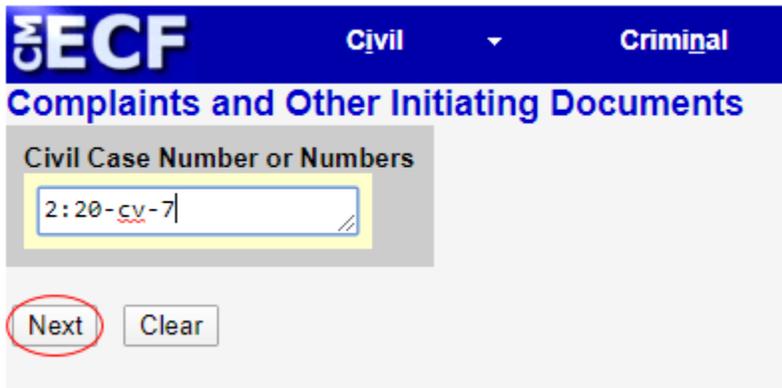
Log into CM/ECF and click on the Complaints and Other Initial Documents category. Then, choose **Amended Complaint**, then **Next**. See figure below.

The screenshot displays the CM/ECF web interface. At the top, there are navigation tabs for 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below these is the main heading 'Complaints and Other Initiating Documents' with a search bar. The 'Available Events' section lists various legal actions, with 'Amended Complaint' highlighted and circled in red. The 'Selected Events' section shows 'Amended Complaint' has been chosen. At the bottom of the 'Available Events' list, the 'Next' button is circled in red, indicating the next step in the process.

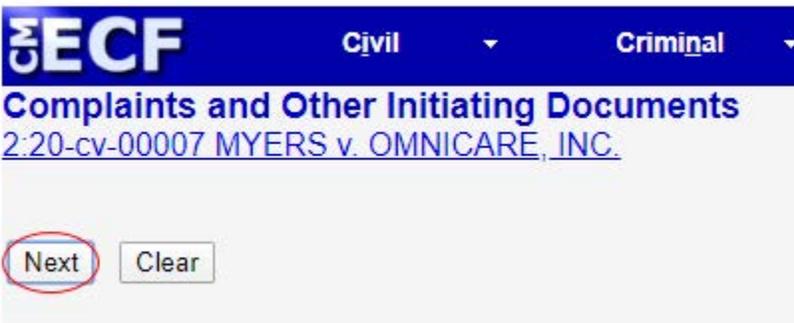
## Filing an Amended Complaint in CM/ECF

**Note:** There is no fee to file an Amended Complaint.

Enter the case number and click **Next**.



The screenshot shows the CM/ECF filing interface. At the top, there is a blue header with the CM/ECF logo on the left, a dropdown menu set to "Civil", and the word "Criminal" on the right. Below the header, the text "Complaints and Other Initiating Documents" is displayed. Underneath, there is a section titled "Civil Case Number or Numbers" with a text input field containing "2:20-cv-7". Below the input field, there are two buttons: "Next" (circled in red) and "Clear".



The screenshot shows the CM/ECF filing interface. At the top, there is a blue header with the CM/ECF logo on the left, a dropdown menu set to "Civil", and the word "Criminal" on the right. Below the header, the text "Complaints and Other Initiating Documents" is displayed. Underneath, the case number "2:20-cv-00007" and the case name "MYERS v. OMNICARE, INC." are displayed. Below this information, there are two buttons: "Next" (circled in red) and "Clear".

On the next screen choose the filer of the amended complaint: the plaintiff(s). See figure below.

## Filing an Amended Complaint in CM/ECF

The screenshot shows the CM/ECF web interface. At the top, there is a blue navigation bar with 'Civil' and 'Criminal' dropdown menus, and a 'Query' link. Below this is the title 'Complaints and Other Initiating Documents' and the case number '2:20-cv-00007 MYERS v. OMNICARE, INC.'. The main content area is divided into two panels. The left panel, titled 'Pick Filer', contains a 'Collapse All' and 'Expand All' link, and a list of filers: 'TAMIKA MYERS pla' and 'OMNICARE, INC. dft'. The right panel, titled 'Select the filer.', contains a 'Select the Party:' dropdown menu with 'MYERS, TAMIKA [pla]' selected and 'OMNICARE, INC. [dft]' as an option. Below the dropdown are 'Next', 'Clear', and 'New Filer' buttons.

In this guide we will choose the **existing** defendant and we will add a **new** defendant. See sample of an amended complaint caption below.

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

<hr/> <b>TAMIKA MYERS</b>	)	
	)	
<b>Plaintiff,</b>	)	
vs.	)	
	)	<b>Civil Action No. 20-7</b>
<b>OMNICARE, INC.</b>	)	
	)	
<b>OMNICORP, LLC</b>	)	
	)	
	)	
<b>Defendants.</b>	)	
<hr/>	)	

**AMENDED CIVIL ACTION COMPLAINT**

## Filing an Amended Complaint in CM/ECF

**Note:** For complete instructions on how to properly add a party please refer to the **Searching for a Party** section of the [Guide for Opening a Civil Case and Filing a Civil Complaint in CM/ECF](#), found on the CM/ECF home page: <https://ecf.paed.uscourts.gov/cgi-bin/ShowIndex.pl>

The next screen will prompt the filer to choose the party that the amended complaint is being filed against. First, you will add the **new** defendant by choosing **New Party**.

The screenshot shows the CM/ECF interface for selecting a party. The top navigation bar includes 'Civil', 'Criminal', 'Query', and 'Reports'. The main heading is 'Complaints and Other Initiating Documents' for case '2:20-cv-00007 MYERS v. OMNICARE, INC.'. The 'Pick Party' section on the left lists 'TAMIKA MYERS pla' and 'OMNICARE, INC. dft'. The right section prompts the user to 'Please select the party that this filing is against.' and provides a dropdown menu with 'MYERS, TAMIKA [pla]' and 'OMNICARE, INC. [dft]'. Below the dropdown are radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom, there are buttons for 'Next', 'Clear', and 'New Party', with 'New Party' circled in red.

CM/ECF will then take you to the Search for a Party screen. Parties must be searched for and added in ALL CAPITAL LETTERS. Enter the party name exactly as it appears in the caption of the amended complaint, including punctuation.

The screenshot shows the CM/ECF interface for searching for a party. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. The main heading is 'Complaints and Other Initiating Documents' for case '2:20-cv-00007 MYERS v. OMNICARE, INC.'. The 'Search for a party' section on the right has a search form with fields for 'Last / Business Name' (containing 'OMNICORP, LLC'), 'First Name', and 'Middle Name'. There is also a 'Prisoner ID' field and a 'Search' button circled in red.

If the search results display a party with same name double-click on the party. Do **NOT** pick that party if it is listed with address information. Instead, select **Create New Party**. If you find an exact match for the party you entered, and the party does not have address information, choose **Select Party**.

## Filing an Amended Complaint in CM/ECF

The screenshot shows the CM/ECF search interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities' menus. Below this is the title 'Complaints and Other Initiating Documents' and the case number '2:20-cv-00007 MYERS v. OMNICARE, INC.'. On the left, there is a 'Pick Party' section with a list of parties: 'TAMIKA MYERS pla' and 'OMNICARE, INC. dft'. The main search area is titled 'Search for a party' and contains input fields for 'Last / Business Name' (filled with 'OMNICORP, LLC'), 'First Name', 'Middle Name', and 'Prisoner ID'. A 'Search' button is located below these fields. The 'Search Results' section is currently empty. At the bottom of the search area, there are two buttons: 'Select Party' and 'Create New Party', with the latter circled in red. A message below the buttons reads: 'Search returned no results. Please try again or create a new party.'

After choosing **Create New Party** or **Select Party** you will be taken to the **Party Information** screen. Choose Defendant as the **Party Role**. Do not add address information or make any other changes on this screen. Click **Add Party** after choosing the Party Role.

The screenshot shows the 'Party Information' screen in the CM/ECF system. The top navigation bar and case information are the same as in the previous screenshot. The 'Pick Party' section on the left remains. The main area is titled 'Party Information' and contains various input fields: 'Last name' (filled with 'OMNICORP, LLC'), 'First name', 'Middle name', 'Generation', 'Title', 'Role' (a dropdown menu with 'Defendant (dft.pty)' selected and circled in red), 'Pro se' (a dropdown menu with 'No' selected), 'Prisoner Id', 'Unit', 'Office', 'Address 1', 'Address 2', 'Address 3', 'State', 'Zip', 'City', 'Country', 'Prison', 'Phone', 'Fax', 'E-mail', 'Party text', 'Start date' (filled with '3/25/2020'), 'End date', 'Corporation' (a dropdown menu with 'no' selected), and 'Notice' (a dropdown menu with 'yes' selected). There is a checkbox labeled 'Show this address on the docket sheet'. At the bottom left, there is an 'Add Party' button circled in red.

## Filing an Amended Complaint in CM/ECF

**Important:** On the next screen the filer **must choose every defendant** that the amended complaint is being filed against. CM/ECF will automatically select the new defendant. On a PC hold the Control key while selecting the other defendant(s). On a Mac hold down the Mac key. See figure below.

The screenshot shows the CM/ECF interface for filing a document. The top navigation bar includes 'Civil', 'Criminal', 'Query', and 'Reports'. The main heading is 'Complaints and Other Initiating Documents' for case '2:20-cv-00007 MYERS v. OMNICARE, INC.'. The 'Pick Party' section is active, displaying a tree view of parties: TAMIKA MYERS (pla), OMNICARE, INC. (dft), and OMNICORP, LLC (dft). Below this, there are options for 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, a message says 'Please select the party that this filing is against.' Below this, there are two columns: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' column has a dropdown menu with three options: 'MYERS, TAMIKA [pla]', 'OMNICARE, INC. [dft]', and 'OMNICORP, LLC [dft]'. The 'Select a Group:' column has four radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom, there are three buttons: 'Next', 'Clear', and 'New Party'. The 'Next' button is circled in red.

On the next screen the filer will upload the Amended Complaint. The Civil Cover Sheet and Designation Form forms are not required with an amended complaint and should not be included in the .pdf.

The screenshot shows the CM/ECF interface for uploading a document. The top navigation bar is the same as in the previous screenshot. The main heading is 'Complaints and Other Initiating Documents' for case '2:20-cv-00007 MYERS v. OMNICARE, INC.'. Below the heading, there is a field for 'Date document filed (mandatory)' with the value '3/25/2020' and a 'Calendar' button. A message says 'A description must be entered for each attachment added. You may select a category, but it is not required. Select the pdf document and any attachments.' Below this, there is a 'Main Document' section with a 'Choose File' button and the filename 'Amended Complaint.pdf'. Below that, there is a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'. The table has one row with '1.' in the first column, 'Choose File' in the second, 'No file chosen' in the third, and empty fields for 'Category' and 'Description'. At the bottom, there are two buttons: 'Next' and 'Clear'. The 'Next' button is circled in red.

## Filing an Amended Complaint in CM/ECF

Click **Next** after answering the jury demand prompt.



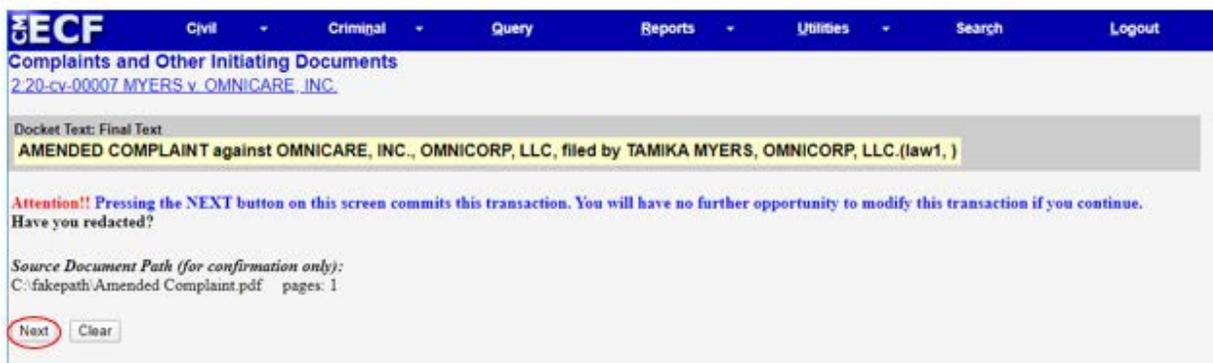
The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation tabs for 'Civil' and 'Criminal'. Below the header, the text reads 'Complaints and Other Initiating Documents' followed by the case number '2:20-cv-00007 MYERS v. OMNICARE, INC.'. A question is posed: 'Does this Complaint include a jury demand?'. Two radio buttons are provided: 'Yes' (unselected) and 'No' (selected). At the bottom, there are two buttons: 'Next' (circled in red) and 'Clear'.

It is not necessary to add additional wording on the docket text screen.



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation tabs for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header, the text reads 'Complaints and Other Initiating Documents' followed by the case number '2:20-cv-00007 MYERS v. OMNICARE, INC.'. A text input field is labeled 'Docket Text: Modify as Appropriate.' and contains the text 'AMENDED COMPLAINT' followed by a dropdown menu showing 'against OMNICARE, INC., OMNICORP, LLC , filed by TAMIKA MYERS, OMNICORP, LLC. (law1, )'. At the bottom, there are two buttons: 'Next' (circled in red) and 'Clear'.

Below is the last you will see before filing the amended complaint. Clicking **Next** will submit the amended complaint.



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation tabs for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header, the text reads 'Complaints and Other Initiating Documents' followed by the case number '2:20-cv-00007 MYERS v. OMNICARE, INC.'. A text input field is labeled 'Docket Text: Final Text.' and contains the text 'AMENDED COMPLAINT against OMNICARE, INC., OMNICORP, LLC, filed by TAMIKA MYERS, OMNICORP, LLC.(law1, )'. Below this, there is a red warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?'. Below the warning, there is a section labeled 'Source Document Path (for confirmation only):' with the text 'C:\fakepath\Amended Complaint.pdf pages: 1'. At the bottom, there are two buttons: 'Next' (circled in red) and 'Clear'.

ECF opens the Notice of Electronic Filing screen. The notice displays the case caption, case number, docket text and document number. The notice also displays the names of the persons who will be notified electronically and who will not be notified electronically.

# Filing an Amended Complaint in CM/ECF



## Complaints and Other Initiating Documents

[2:20-cv-00007 MYERS v. OMNICARE, INC.](#)

United States District Court  
Eastern District of Pennsylvania

### Notice of Electronic Filing

The following transaction was entered by law1, on 3/25/2020 at 1:09 PM EDT and filed on 3/25/2020

**Case Name:** MYERS v. OMNICARE, INC.

**Case Number:** [2:20-cv-00007](#)

**Filer:** TAMIKA MYERS  
OMNICORP, LLC

**Document Number:** [2](#)

### Docket Text:

**AMENDED COMPLAINT against OMNICARE, INC., OMNICORP, LLC, filed by TAMIKA MYERS, OMNICORP, LLC.(law1, )**

**2:20-cv-00007 Notice has been electronically mailed to:**

law1 ray\_gilchrist@paed.uscourts.gov

**2:20-cv-00007 Notice will not be electronically mailed to:**

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

**Document description:**Main Document

**Original filename:**n/a

**Electronic document Stamp:**

[STAMP dcecfStamp\_ID=1001600548 [Date=3/25/2020] [FileNumber=126432-0]  
[2c906590d0dd5b75eb9d725acf941135016205b1d544e4d50dd29bd6c7498588a94c  
478b596fbf426e15c849ca528616535f4d59a4e28d11a222c1d8a27b68f3]]

## After the Amended Complaint is filed

The Clerk's Office will review the pleading for accuracy and correct any errors. If necessary, and in accordance with the Federal Rules of Civil Procedure, summons will be issued. If you encounter any issues during filing, please e-mail [PAED\\_clerksoffice@paed.uscourts.gov](mailto:PAED_clerksoffice@paed.uscourts.gov) for assistance.