

# Opening a Civil Case in CM/ECF

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## Opening a Civil Case in CM/ECF

### Required Documents

The following documents are required when opening a civil case and filing a civil complaint:

*Civil Cover Sheet*

*Designation Form*

*Complaint*

Electronically filed documents must include a signature block and must set forth the name, address, telephone number and the attorney's state bar identification number. In addition, the name of the ECF Filing User under whose log-in and password the document is submitted must be preceded by an "s/" and typed in the space where the signature would otherwise appear.

Do **NOT** attach any of the following to your complaint:

*Corporate Disclosure Statement*

*Notice of Appearance*

*Request for Waiver of Service of Summons*

*Application to Proceed in District Court without Prepaying Fees or Costs*

### Filing fee

The \$402 filing fee for filing a civil action will be tendered to the Clerk of Court during the process of filing the initial proceeding via the secured, online payment of the pay.gov system. A debit or credit card is required.

If you want to proceed without prepayment of fees, you must file an *Application to Proceed in District Court without Prepaying Fees or Costs* as a separate entry after the complaint is filed.

## Opening a Civil Case in CM/ECF

### Opening a Civil Case

**Note:** Certain screens on CM/ECF will display Helpful Hints at the top of the page. These hints are a summary of the information contained in this guide.

Log into CM/ECF and select **Civil** from the blue menu bar, then click **Open a Civil Case**. See figures below.



The **Office** will automatically default to Philadelphia. Choose Allentown office if any of the following apply: at least one plaintiff or one defendant is a resident of Berks, Lancaster, Lehigh or Northampton County, or, if the complaint's incident occurred in either Berks, Lancaster, Lehigh or Northampton County.

Do **NOT** make changes to the **Case Type, Other Court Name, and Other Court Number** fields.

Check the **Related Cases** box if your Civil Cover Sheet and/or Designation Form list a related case. Enter the related case and an association will be created between that case and the new case you are creating.

## Opening a Civil Case in CM/ECF

The screenshot shows the 'Open a Civil Case' form with the following fields and values:

- Office: Philadelphia
- Case type: cv
- Date filed: 1/29/2020
- Other court name: [empty]
- Other court number: [empty]
- Related cases:
- Buttons: Next (circled in red), Clear

Enter below the information as it appears on the Civil Cover Sheet.

**Citizenship plaintiff** and **Citizenship defendant** is entered only when **Diversity** is the basis of Jurisdiction. If the Jurisdiction is not **Diversity**, skip this step.

**Change Fee Status** to pend (IFP Pending) if filing an Application to Proceed in District Court without Prepaying Fees or Costs.

**Change Fee Status** to wv (waived) if filing on behalf of the U.S. Government.

The screenshot shows the 'Open a Civil Case' form with the following fields and values:

- Jurisdiction: 3 (Federal Question)
- Cause of action: [empty]
- Nature of suit: 0 (zero)
- Origin: 1 (Original Proceeding)
- Citizenship plaintiff: [empty]
- Citizenship defendant: [empty]
- Jury demand: n (None)
- Class action: n (No Class Action Alleged)
- Demand (\$000): (LEAVE BLANK)
- Arbitration code: (LEAVE BLANK)
- County: Philadelphia
- Fee status: pd (paid)
- Fee date: 1/29/2020
- Date transfer: (LEAVE BLANK)
- Buttons: Next (circled in red), Clear

## Searching for a Party

The screenshot shows the 'Open a Civil Case' form with the following sections:

- Add New Party** button
- Create Case** button
- Search for a party** section with input fields for Last / Business Name, First Name, and Middle Name, and a Search button.
- Collapse All** and **Expand All** links
- Case list showing a case with ID 2:20-cv-?????

Parties must be searched for and added in ALL CAPITAL LETTERS. Enter the party name exactly as it appears in the caption of the complaint, including punctuation. If the search

## Opening a Civil Case in CM/ECF

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**. After choosing **Create New Party** or **Select Party** you will be taken to the **Party Information** screen.

On the **Party Information** screen use the Title field if the party name has a title in the caption of the complaint, e.g. MR., OFFICER.

Use the Party Text field if there is clarifying text in the caption of the complaint., e.g. IN HIS OFFICIAL CAPACITY, ACTING ON THEIR OWN BEHALF, etc.

Any titles that appear **after** a party's name should be added to Party Text, e.g. M.D., ESQ.

The Generation field is used for Jr., Sr., I, II, etc.

Parties that list a C/O in the caption should **NOT** have the C/O information added to Party Text. C/O is considered address information and should be omitted.

You must select the appropriate Role for the party you are adding.

Click Add Party when you are finished adding a party. Continue to Add New Party until all parties from the caption of the complaint appear on the Case Participant Tree, located on the left of the screen.

### Searching for Individuals

Enter at least the first two letters of the individual's last name and first name in the corresponding fields and click **Search**. Examples of how to add individuals:

**Caption Name:** Tamika Myers

Last Name: MYERS

First Name: TAMIKA

**Caption Name:** JAMES P. SMITH

Last Name: SMITH

First Name: JAMES

Middle Name: P.

## Opening a Civil Case in CM/ECF

**Caption Name:** Officer Carol Short

Last Name: SHORT

First Name: CAROL

Title field on the **Party Information** screen: OFFICER

**Caption Name:** JOHN DOES 1-5

Last Name: DOES

First Name: JOHN

Party Text field on the **Party Information** screen: 1-5

**Caption Name:** A.D., a minor, by and through his parents and natural guardians, T.D. and M.D.

Last Name: A.D.

Party Text field on the **Party Information** screen: A MINOR, BY AND THROUGH HIS PARENTS AND NATURAL GAURDIANS, T.D. AND M.D.

### Searching for Companies, Agencies, Cities and all other non-individual parties

Enter the full name in the Last Name field and select Search. If the party begins with THE, make sure to include that in your search. If the caption abbreviates words such as CO. or INC., make sure to abbreviate them in your search.

**Caption Name:** Omnicare, Inc.

Last Name: OMNICARE, INC.

**Caption Name:** ARAMARK, a Pennsylvania limited liability company

Last Name: ARAMARK

Party Text field on the **Party Information** screen: A PENNSYLVANIA LIMITED LIABILTIY COMPANY

# Opening a Civil Case in CM/ECF

## Party Information Screen

### Open a Civil Case

The screenshot shows the 'Party Information' form for 'TAMIKA MYERS'. The form includes the following fields and options:

- Title (OPTIONAL)**: Text input field.
- Role (REQUIRED)**: Dropdown menu with 'SELECT A PARTY (select)'.
- E-mail (LEAVE BLANK)**: Text input field.
- Party text (OPTIONAL)**: Text input field.
- Start date**: Text input field with '1/24/2020'.
- End Date (LEAVE BLANK)**: Text input field.
- Notice**: Dropdown menu with 'yes'.




Buttons: 'Add Party', 'Start a New Search', 'Add New Party', 'Create Case', 'Collapse All', 'Expand All'.

Do **NOT** make any changes on this screen other than choosing the party's Role and entering Title and Party Text, if applicable.


Click **Add Party** to add the party to the Case Participant Tree.

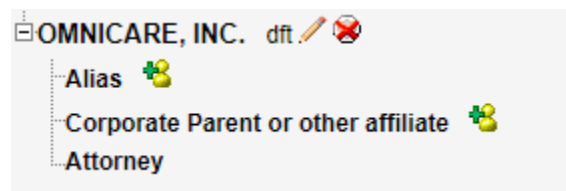
## Case Participant Tree

The Case Participant Tree displays all party information for parties that have been added to a case. Via the Case Participant Tree a filer can add an alias, make changes to an existing party or alias, and delete a party or alias.

Icon	Description
	Delete a party or alias
	Add an alias
	Modify a party or alias

## Aliases

If alias information is listed in the caption of the complaint you may add that information by selecting the **Alias** icon . Search for the alias name in the Last/Business Name field.



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<u>Alias Types</u>	<u>Description</u>
agent	agent of
aka	also known as
dba	doing business as
fdba	formerly doing business as
fka	formerly known as
icms	
nee	born
obo	on behalf of
other	other
rpi	real party in interest
ta	trading as

**Alias Information**

Last/Business name  First name

Middle name  Generation

Type  Start date

If your party's alias does not match one of the types in this list do not add the alias on this screen. Instead, select the edit icon  next to the party. Add the descriptive information in the Party Text field, e.g. NOW KNOWN AS DOW CHEMICAL COMPANY.

### **Corporate Parent or Other Affiliate**

Do **NOT** add a Corporate Parent or Other Affiliate when you are adding a party. Instead, file a Disclosure Statement Form pursuant to Federal Rule of Civil Procedure 7.1 using the *Disclosure Statement Form 7.1* event found under **Civil -> Discovery Documents**. File the Disclosure Statement only after the complaint is filed.

### **Create Case**

Review your parties in the Case Participant Tree for final accuracy. Once you click **Create Case** you can **NOT** go back and add, delete and/or modify parties. When all parties appear correctly in the Case Participant Tree click **Create Case** to generate a case number and to



## Opening a Civil Case in CM/ECF

open the case. This will complete the searching and adding parties' portion of opening a civil case and you will be prompted to begin the process of docketing your complaint.



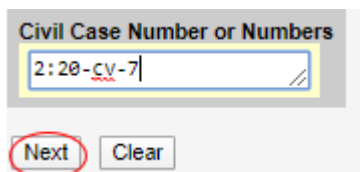
Note: You must file your initiating document within 24 hours or this case will be closed. Do not start another case. If there is an error, please contact the court.

### Docketing the Lead Event

After opening a case in ECF, click on **Docket Lead Event?** from the **Open a Civil Case** screen. From the list of Available Events choose **Complaint (Attorney)** if you are paying the \$402 filing fee by credit card Choose **Complaint (Attorney-IFP ONLY)** if you are filing an *Application to Proceed in District Court without Prepaying Fees or Costs* on behalf of the plaintiff. **NOTE:** Do **NOT** attach the application to your complaint filing. You will be responsible for filing the application separately, using the **Motion to Proceed in Forma Pauperis** event after the complaint is filed.



ECF will display the case number.



ECF will display the case caption and number.

## Opening a Civil Case in CM/ECF

### Complaints and Other Initiating Documents

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

ECF will prompt you to choose the filer of the complaint. If there is more than one plaintiff, hold down the Control key on your PC while selecting the additional plaintiffs. On a Mac, hold down the Mac key while selecting the additional plaintiffs. See figure below.

### Complaints and Other Initiating Documents

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

Pick Filer

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

TAMIKA MYERS pla  
OMNICARE, INC. dft

Select the filer.

Select the Party:

MYERS, TAMIKA [pla]  
OMNICARE, INC. [dft]

The next screen creates the attorney/party association. Do **NOT** uncheck the box.

### Complaints and Other Initiating Documents

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

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

Please **DO NOT** uncheck the box below.

TAMIKA MYERS (pty:pla) represented by law1 (aty)

The next screen will prompt you to choose the defendant(s). Again, use the Control key on a PC or the Mac key on a Mac to select multiple defendants.

## Opening a Civil Case in CM/ECF

**Complaints and Other Initiating Documents**  
[2:20-cv-00007 MYERS v. OMNICARE, INC.](#)

**Pick Party**

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

- TAMIKA MYERS pla
- OMNICARE, INC. dft

Please select the party that this filing is against.

Select the Party: OR Select a Group:

MYERS, TAMIKA [pla]  
OMNICARE, INC. [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

**Next** Clear New Party

On the next screen you will upload the *Complaint*, *Civil Cover Sheet* and *Designation Form*. Each .pdf attachment must be 20 MBs in size or less. There can be an unlimited number of .pdfs. The civil cover sheets can be included in the same .pdf as the complaint, or separately.

**Complaints and Other Initiating Documents**  
[2:20-cv-00007 MYERS v. OMNICARE, INC.](#)

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.

**Main Document**

**Choose File** Myers v. Om...mplaint.pdf

Attachments	Category	Description
1. <b>Choose File</b> Cover Pages.pdf	Civil Cover Sheet ▼	<input type="text"/> <b>Remove</b>
2. <b>Choose File</b> No file chosen	▼	<input type="text"/>

**Next** Clear

ECF will prompt you to answer whether the complaint is being filed on behalf of the U.S. Government. You **MUST** enter N in order to initiate the payment of the complaint through pay.gov

**Complaints and Other Initiating Documents**  
[2:20-cv-00007 MYERS v. OMNICARE, INC.](#)

Is The Attorney Filing The Complaint On Behalf Of The U.S. Government Y/N?

**Next** Clear

ECF will display the \$402 fee.

## Opening a Civil Case in CM/ECF

### Complaints and Other Initiating Documents

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

Fee: \$400

After clicking **Next** you will be prompted to pay the filing fee.

**NOTE:** If you are practicing in CM/ECF Train use card type: Mastercard, credit card #5105105105100 with security code 998 and an expiration date 11/2025. Use your own credit card information if you are in CM/ECF **Live**.



## PAED CM ECF

Please provide the Credit or Debit Card Information below

\* indicates required fields

Agency Tracking ID: 0313-231431

Payment Amount: \$400.00

\* Country:

\* Billing Address:

Billing Address 2:

\* City:

\* State/Province:

\* ZIP/Postal Code:

\* Account Holder Name:



\* Card Number:

\* Expiration Date:

Card Security Code:

[Cancel](#)

Authorize the credit card on the next screen to continue payment.

## Opening a Civil Case in CM/ECF

\*  I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#)

[Cancel](#)

**Continue**

The docket text screen will appear after your payment has processed. Do **NOT** enter additional text on this screen. Only when you are filing a Complaint in Confession of Judgment can you enter additional text: IN CONFESSION OF JUDGMENT.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Search. Below this, the page title is "Complaints and Other Initiating Documents" followed by the case number "2:20-cv-00007 MYERS v. OMNICARE, INC.". The docket text entry area is highlighted in yellow and contains the text "COMPLAINT" in a text box, followed by "against OMNICARE, INC. ( Filing fee \$ 400 receipt number 0313-231431. ), filed by TAMIKA MYERS. (law1, )". At the bottom of the screen, there are two buttons: "Next" and "Clear".

Below is that last screen you will see before submitting the complaint. Clicking **Next** submits the complaint.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Search. Below this, the page title is "Complaints and Other Initiating Documents" followed by the case number "2:20-cv-00007 MYERS v. OMNICARE, INC.". The docket text entry area is highlighted in yellow and contains the text "COMPLAINT" in a text box, followed by "against OMNICARE, INC. ( Filing fee \$ 400 receipt number 0313-231431. ), filed by TAMIKA MYERS.(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 for "Source Document Path (for confirmation only):" with the text "C:\fakepath\Document10.pdf pages: 1". At the bottom of the screen, there are two buttons: "Next" and "Clear". The "Next" button is circled in red.

ECF opens a screen which has the Notice of Electronic Filing. 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.

## Opening a Civil Case in CM/ECF

	<a href="#">Civil</a>	<a href="#">Criminal</a>	<a href="#">Query</a>	<a href="#">Reports</a>	<a href="#">Utilities</a>
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**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 1/30/2020 at 8:47 AM EST and filed on 1/30/2020

**Case Name:** MYERS v. OMNICARE, INC.  
**Case Number:** [2:20-cv-00007](#)  
**Filer:** TAMIKA MYERS  
**Document Number:** [1](#)

**Docket Text:**  
COMPLAINT against OMNICARE, INC. ( Filing fee \$ 400 receipt number 0313-231431.), filed by TAMIKA MYERS.(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=1/30/2020] [FileNumber=126324-0]  
[3f9fabe9fa5a6c8e97ef8d035a3bfba821da71fafaeb6158166b9a3b04cd5363caab  
89be8cbdbd3540dfdae558b55e15a9cf92a3313a016258e1f146dfa270f1]]

## After the Civil Case is opened

The Clerk's Office will review the complaint for accuracy, arbitration eligibility and a judge will be assigned to your case. If applicable, summons will be issued. Forms are available on the Clerk's Office website for parties who choose to seek a waiver of service pursuant to Federal Rule of Civil Procedure 4(d). If you encounter any issues during the case opening process call the Clerk's Office at 215-597-7704 and choose option 3 from the automated menu.