

Slide 1 - Jurisdiction A

Notice of Removal (Case Opening)

The screenshot shows a web browser window with the URL <https://ecf-test.lawd.circ5.dcn/cgi-bin/Dispatch.pl?466064213167>. The page title is "CM/ECF - U.S. District Court: Western District of Louisiana - TEST - Mozilla Firefox". The browser's address bar shows the URL. The page content includes a navigation bar with "ECF", "CIVIL", "Cases", "Utilities", "Search", and "Logout". Below the navigation bar, there is a section titled "Open Unassigned Civil Cases". The "Jurisdiction" dropdown menu is highlighted with a red box and a callout that says "Click on the Jurisdiction box." The "Cause of action" dropdown menu is also highlighted with a red box and a callout that says "Click in the Jurisdiction box". A blue box labeled "BASIS OF JURISDICTION" is positioned above the "Cause of action" dropdown. A yellow box contains the text "information typically found on the Civil Cover Sheet." Another yellow box contains the text "The selections correlate." A third yellow box contains the text "Refer to the 2nd page of the CIVIL COVER SHEET for assistance." A white callout box at the bottom right contains the text "Closed Captioning". The "Next" and "Clear" buttons are visible at the bottom of the form.

Slide notes

The information supplied on this screen is the same information typically found on a civil cover sheet. Please be aware that these selections are very sensitive. Each choice must correlate with the others or the system may not accept it. Please refer to the second page of the civil cover sheet for assistance with its completion. We must first select our jurisdiction. The jurisdiction for the case we are entering today is diversity. Click in the Jurisdiction box

Slide 2 - Jurisdiction B

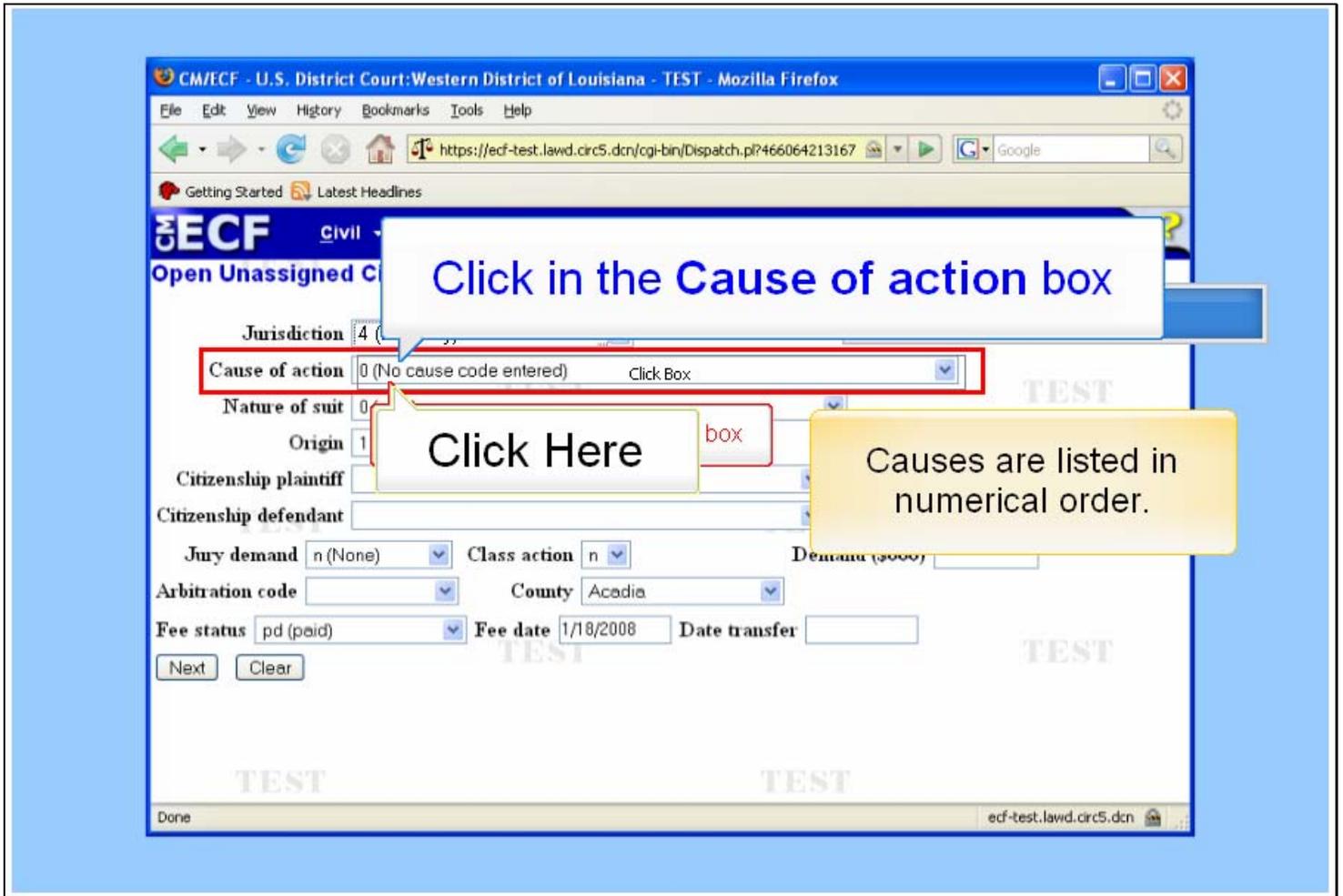
Slide notes

If more than one basis of jurisdiction applies, precedence is given in the following order:

- (1) United States Plaintiff,
- (2) United States Defendant,
- (3) Federal Question,
- (4) Diversity of citizenship.

Since none of the other jurisdictions apply, we will select Diversity here.

Slide 3 - Cause A



Slide notes

Next, we'll choose our cause of action. The causes are listed in numerical order. They also have brief descriptions noted in parentheses beside each one to assist with making the correct selection. Our cause of action is 28:1332in (Diversity - Insurance Contract). Click in the Cause of action box.

Slide 4 - Cause B

The screenshot shows a web browser window titled "CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox". The address bar shows the URL "https://ecf-test.lawd.circ5.dcn/cgi-bin/Dispatch.pl?466064213167". The page content includes a navigation menu with "Civil", "Criminal", and "Query" options, and a section titled "Open Unassigned Civil Case". A "CAUSE OF ACTION" dropdown menu is open, displaying a list of options. A yellow callout box at the top right says "We've scrolled down the list for you." A red callout box points to the selected option "28:1332in (28:1332 Diversity - Insurance Contract)" with the text "Click Here Select 28:1332in (Diversity - Insurance Contract)". A blue callout box below it says "Select 28:1332in". The browser status bar at the bottom shows "Done" and "ecf-test.lawd.circ5.dcn".

Slide notes

After scrolling down, we locate the number. Select 28:1332in.

Slide 5 - Nature A

Slide notes

The nature of suit must correlate with the jurisdiction and cause of action. If more than one is applicable, select the most definitive.

Click in the Nature of suit box.

Slide 7 - Origin A

Slide notes

Moving along to case origin - a complaint originating in this federal court is always 1 (Original Proceeding). A notice of removal is always 2 (Removal from State Court).

Click in the Origin box.

Slide 8 - Origin B

The screenshot shows the 'Open Unassigned Civil Case' form in the ECF system. The form includes fields for Jurisdiction (4 (Diversity)), Cause of action (28:1332in (28:1332 Diversity-Insurance Contract)), Nature of suit (110 (Insurance)), Origin (1 (Original)), Citizenship plaintiff (1 (Original)), and Citizenship defendant (3 (Remand from OSCA)). A red box highlights the Origin field with the text 'Select 2 (Removal from State Court)'. A blue box highlights the '2 (Removal from State Court)' option in the Origin dropdown with the text 'Select 2'. A yellow box at the bottom right contains the text 'Notice of Removal is always a Removal from State Court.' A blue box labeled 'ORIGIN' is positioned above the Origin dropdown. The browser window title is 'CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox' and the URL is 'https://ecf-test.lawd.circ5.dcn/cgi-bin/Dispatch.pl?466064213167'.

Slide notes

Select 2 (Removal from State Court).

Slide 9 - CitizenshipP A

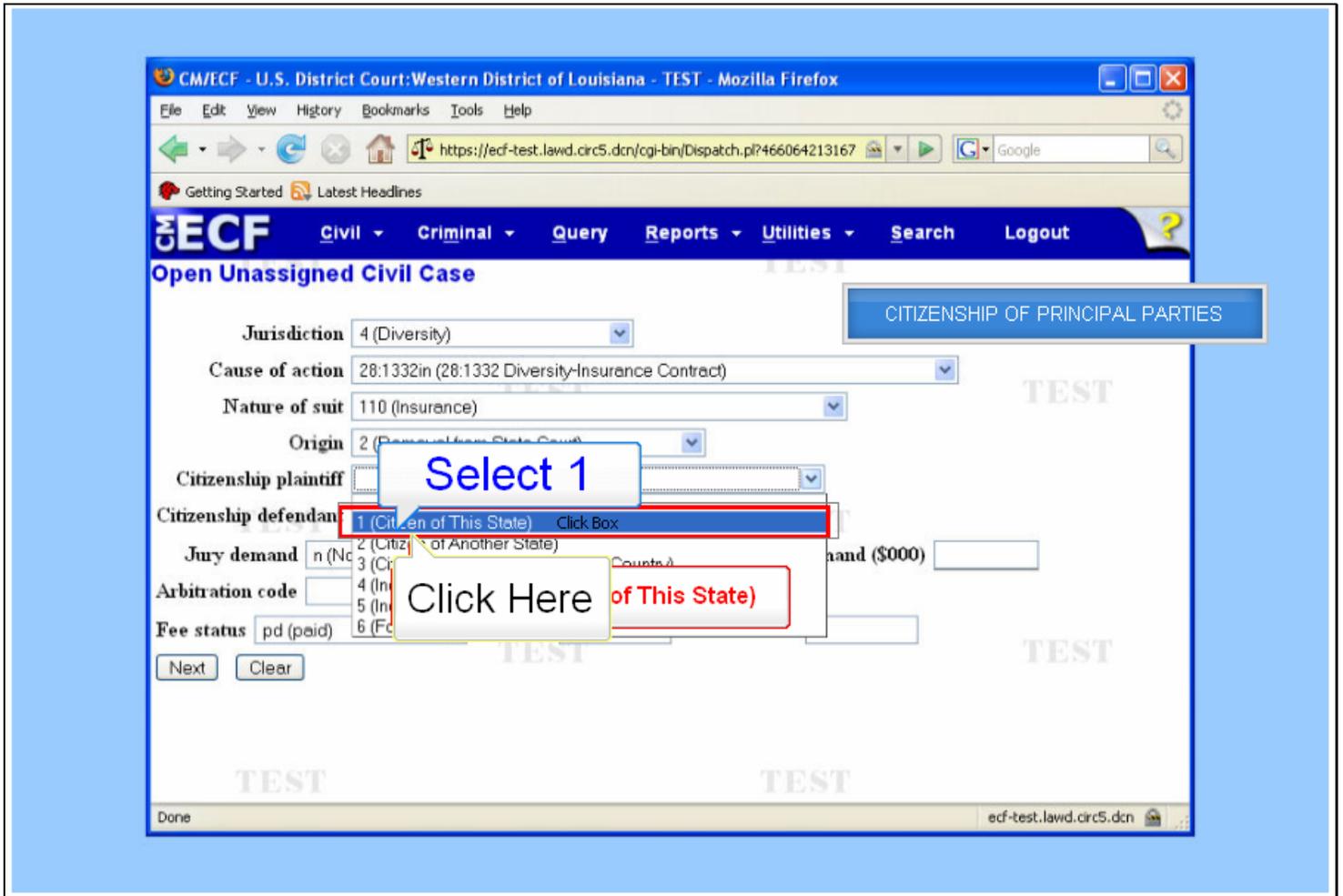
Slide notes

Citizenship fields apply only to diversity jurisdiction cases. Since our case is diversity, we will make selections here. However, for all other jurisdictions, these fields should be left blank. Make a selection only for the first named plaintiff and the first named defendant.

Since our example case is diversity and our first named plaintiff is an individual, we will select 1 (Citizen of This State).

Click in the Citizenship plaintiff box.

Slide 10 - CitizenshipP B



Slide notes

Select 1 (Citizen of This State).

Slide 11 - CitizaeshipD A

The screenshot displays the CM/ECF web interface. The browser window title is "CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox". The address bar shows "https://ecf-test.lawd.circ5.dcn/cgi-bin/Dispatch.pl?466064213167". The page header includes "ECF" and navigation links for "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open Unassigned Civil Case".

The form contains the following fields:

- Jurisdiction: 4 (Diversity)
- Cause of action: 2
- Nature of suit: 1
- Origin: 2
- Citizenship plaintiff: 1 (Citizen of This State)
- Citizenship defendant: Click Box (highlighted with a red box and a callout box saying "Click Here" and "Click in the Citizenship defendant box.")
- Jury demand: in (None)
- Arbitration code: []
- Fee status: pd (paid)
- Date transfer: []

Buttons for "Next" and "Clear" are visible at the bottom of the form. A yellow callout box at the bottom of the form area contains the text: "Our defendant is incorporated in another state." A blue callout box at the top right of the form area contains the text: "Click in the Citizenship defendant box."

Slide notes

Our first named defendant is an insurance company licensed to do business within the state of Louisiana and has a Louisiana agent for service of process. However, they were incorporated in another state, so we will select 5 (Incorporated/Principal Place of Business - Other State).

Click in the Citizenship defendant box.

Slide 12 - CitizaeshipD B

CITIZENSHIP OF PRINCIPAL PARTIES

Our defendant is incorporated in another state.

Click Here ated/Principal Place of Business - Other

Select 5

Slide notes

Select 5 (Incorporated/Principal Place of Business - Other State).

Slide 13 - Jury A

Click Here
demand box.

Click in the Jury Demand box.

Jury demand should only be selected if there is a written jury demand contained within the case opening document being filed.

Slide notes

Jury demand should only be selected if there is a written jury demand contained within the case opening document that you are filing.

N (none) should be selected if the document being filed does not state a jury demand. P (plaintiff) should be selected if the document being filed is a complaint AND it contains a written jury demand by the plaintiff. D (defendant) should be selected, if the document being filed is a notice of removal AND it contains a written jury demand by the defendant.

Our example notice of removal does not state a jury demand by the defendant.

Click in the Jury Demand box.

Slide 14 - Jury B

The screenshot shows the CM/ECF web interface for the U.S. District Court, Western District of Louisiana. The browser window title is "CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox". The address bar shows "https://ecf-test.lawd.circ5.dcn/cgi-bin/Dispatch.pl?466064213167". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout".

A yellow callout box contains the following instructions:

- N (none) - if the document filed does not state a jury demand.
- P (plaintiff) - if the document filed is a complaint AND it contains a written jury demand by the plaintiff.
- D (defendant) - if the document filed is a notice of removal AND it contains a written jury demand by the defendant.

The form fields are as follows:

- Jury demand:** A dropdown menu with "n (None)" selected. A red box highlights this option with the text "Select n (None)".
- Arbitration code:** A dropdown menu with "b (Both)" selected.
- Fee status:** A dropdown menu with "pd (p)" selected.
- Fee date:** A text input field containing "1/18/2008".
- Date transfer:** An empty text input field.
- Demand (\$000):** An empty text input field.

Buttons for "Next" and "Clear" are visible below the form fields. A blue box at the top right of the form area contains the text "REQUESTED IN COMPLAINT". A large blue box at the bottom of the form area contains the text "Select n (None)".

Slide notes

Select n (none).

Slide 15 - Class/Demand

This case is not a class action suit.

REQUESTED IN COMPLAINT

Type Here and press Tab

Type 125 and press Tab

Round demands to the nearest thousand:
(i.e. \$124,999 is rounded up to \$125,000 and entered as 125)

Slide notes

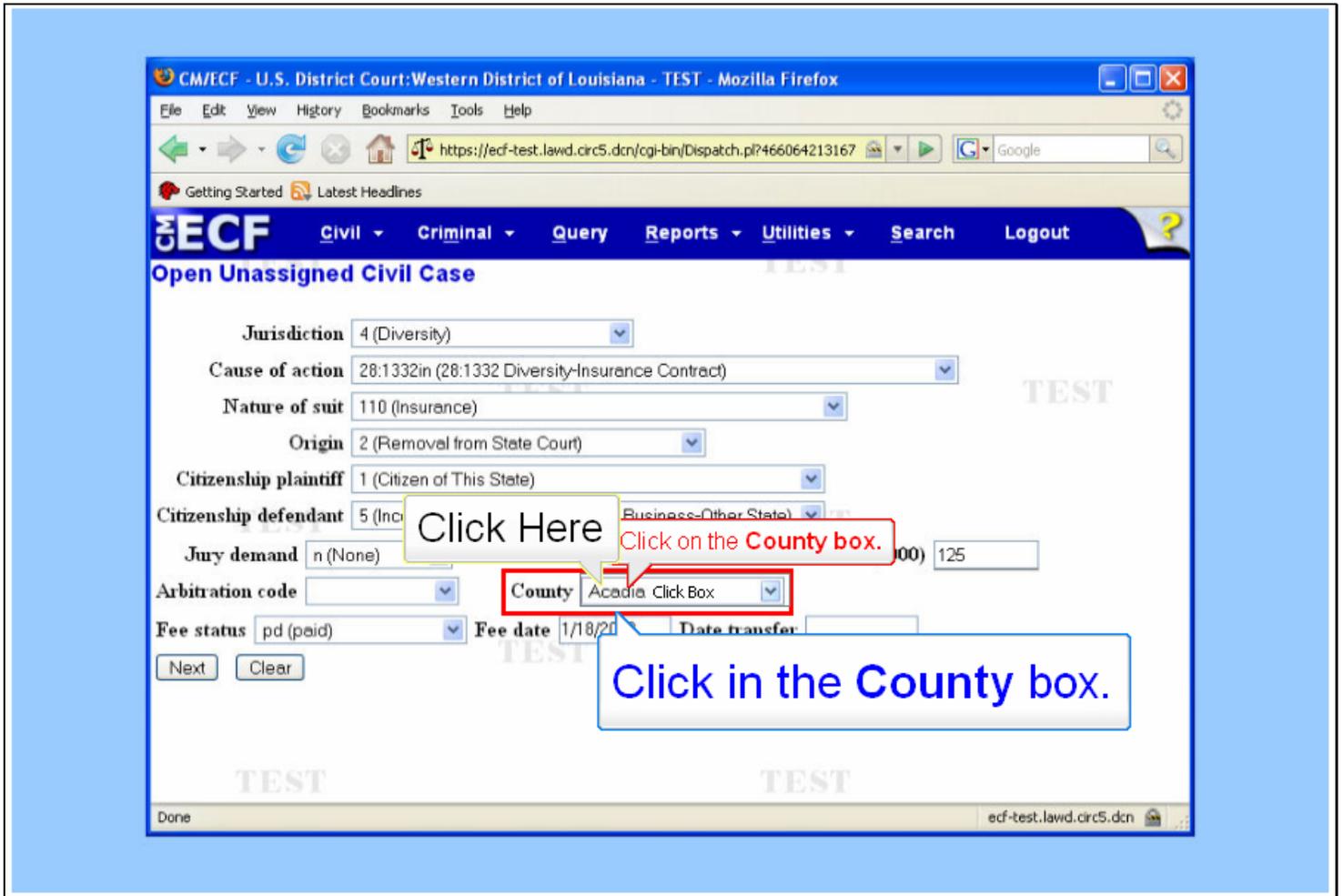
Class action requires a yes or no selection. Our example case is not a class action suit, so it will remain defaulted to no.

If a specific dollar amount is demanded in the complaint, that number should be rounded to the nearest thousand. If no specific dollar amount is stated in the complaint, enter a 0.

In the state court complaint we are removing, the plaintiff specified that they were demanding \$124,999. So we will enter 125 as the demand. Please note that this amount is taken from the state court complaint, even though we are filing a notice of removal.

In the Demand (\$000) box, type 125 and press Tab.

Slide 16 - County A



Slide notes

Click in the County box.

Slide 17 - County B

Choose the parish of residence of the first named plaintiff.

If USA is the plaintiff, enter the parish of the first named defendant.

Cause of action: 28:1332in (28:1332 Diversity-Insurance Contract)

If plaintiff outside of Louisiana, choose **XX US, Outside State**

If plaintiff resident of another country, choose **XX Outside US**

Arbitration code: [dropdown] County: Acadia

Fee status: pd (paid) Fee date: 1/1/11

Next Clear

Click Here

Select Caddo

Caddo (137 x 70) (X1395, Y1401)

Slide notes

For county, choose the parish of residence of the first named plaintiff. Again, we look to the state court complaint to locate this information.

If the United States is the plaintiff, enter the parish of the first named defendant. If the plaintiff is outside the state of Louisiana, choose XX US, Outside State located at the bottom of the list. If the plaintiff is a resident of another country, choose XX Outside US.

Select Caddo.

Slide 18 - Fee

Wv (waived) should be chosen if the United States is submitting the filing or if the case is filed pursuant to the Jones Act.

Cause of action
Nature of suit

For motions to proceed in forma pauperis, choose **pend (IFP pending)**.

Leave the fee status set to paid unless you are a U. S. governmental agency or unless you are filing in forma pauperis.

County Caddo

Fee date 1/18/2008 Date transfer

Click Next

Click Here

Civil Cover Sheet information now complete.

When you click continue, the next portion of this training module will begin to load.

Slide notes

Leave the fee status set to paid unless you are a U. S. governmental agency or unless you are filing in forma pauperis. If a motion to proceed in forma pauperis is being submitted, pend (IFP pending) should be chosen. Wv (waived) should be chosen if the United States is submitting the filing or if the case is filed pursuant to the Jones Act. In this tutorial we will be paying by credit card, so the fee status should remain pd (paid).

The fee date defaults to today's date and should never be changed.

Leave the date transfer field blank.

We have now completed the civil cover sheet information.

When you click the Next button, the CM/ECF system will verify the accuracy of the jurisdiction, cause of action, and nature of suit combinations. If an invalid combination is selected, an error screen will appear.

Click Next.