Slide 1 - Jurisdiction A

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
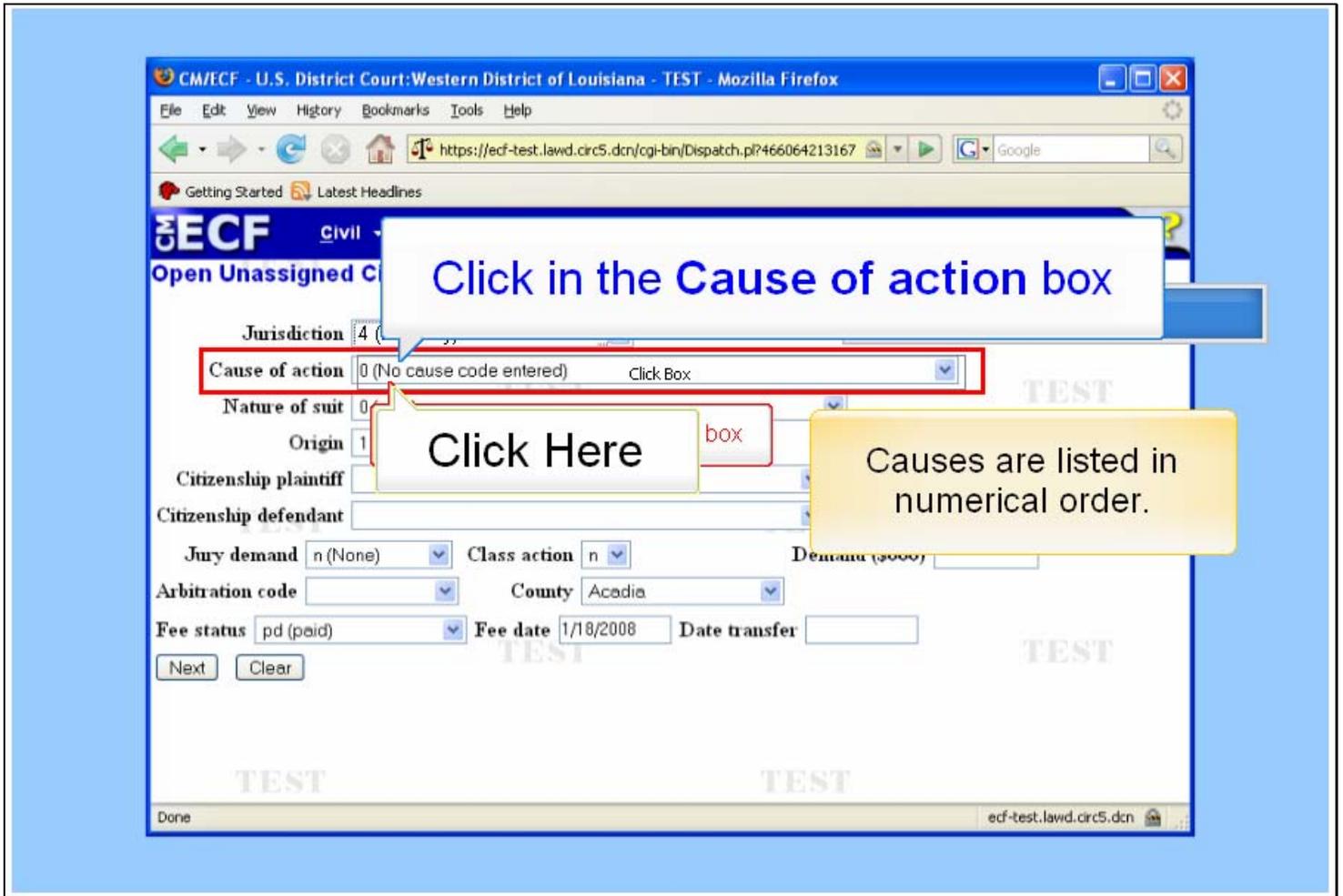
Slide notes

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

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 6 - Nature B

Slide notes

These selections are also listed in numerical order with brief descriptions noted in parentheses.

Please note for our test case, the jurisdiction and cause of action both reflect diversity. The cause of action we chose also notes that it is related to an insurance contract. So we will select a nature of suit that is also insurance related. These are the three key pieces of information that must correlate with one another for the system to allow you to continue.

We will use 110 (insurance). Since it appears at the top of the list, select it now.

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

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
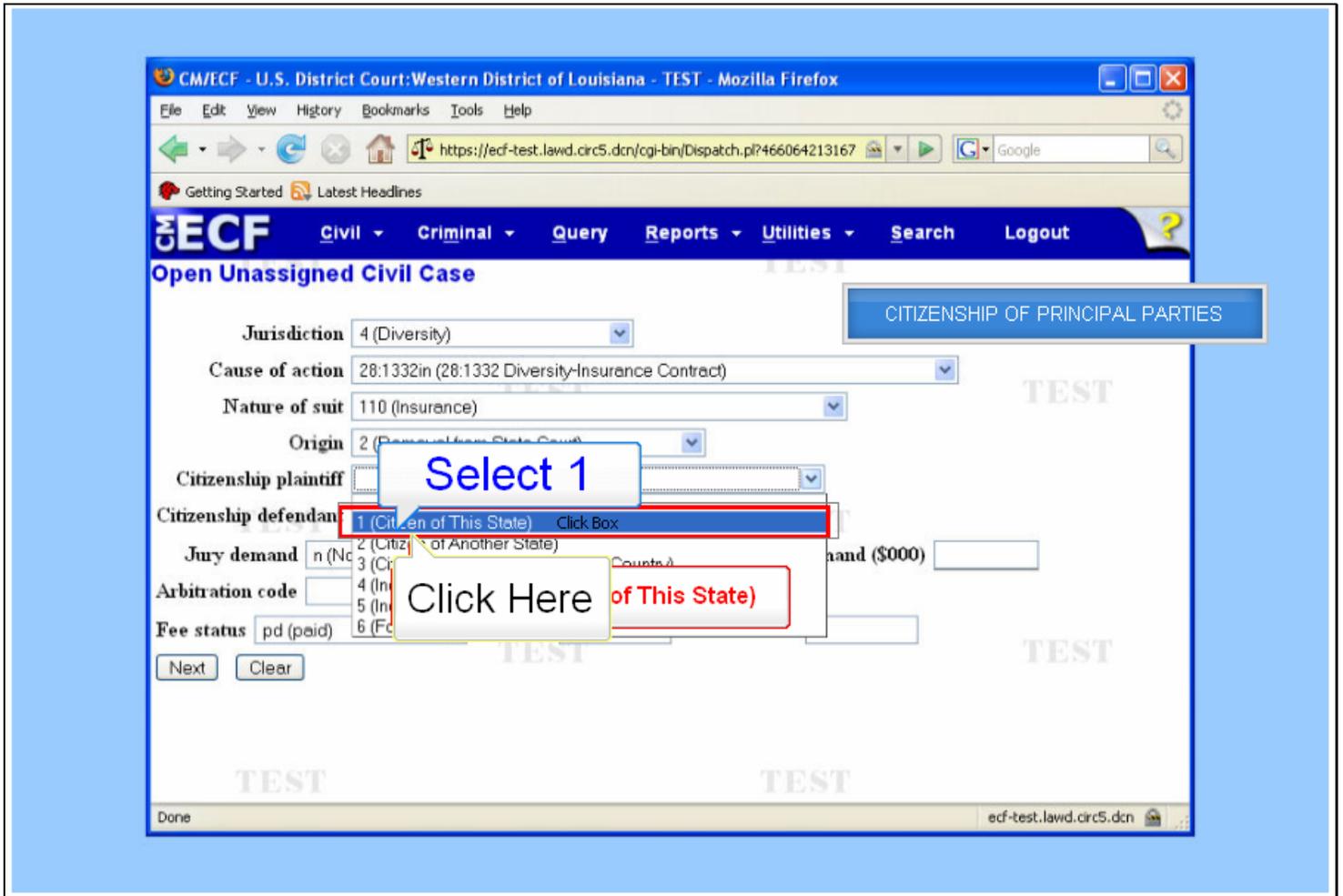
Slide notes

Select 1 (Citizen of This State).

Slide 11 - CitizaeshipD A

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

Slide notes

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

Slide 13 - Jury A

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

Slide notes

Select n (none).

Slide 15 - Class/Demand

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
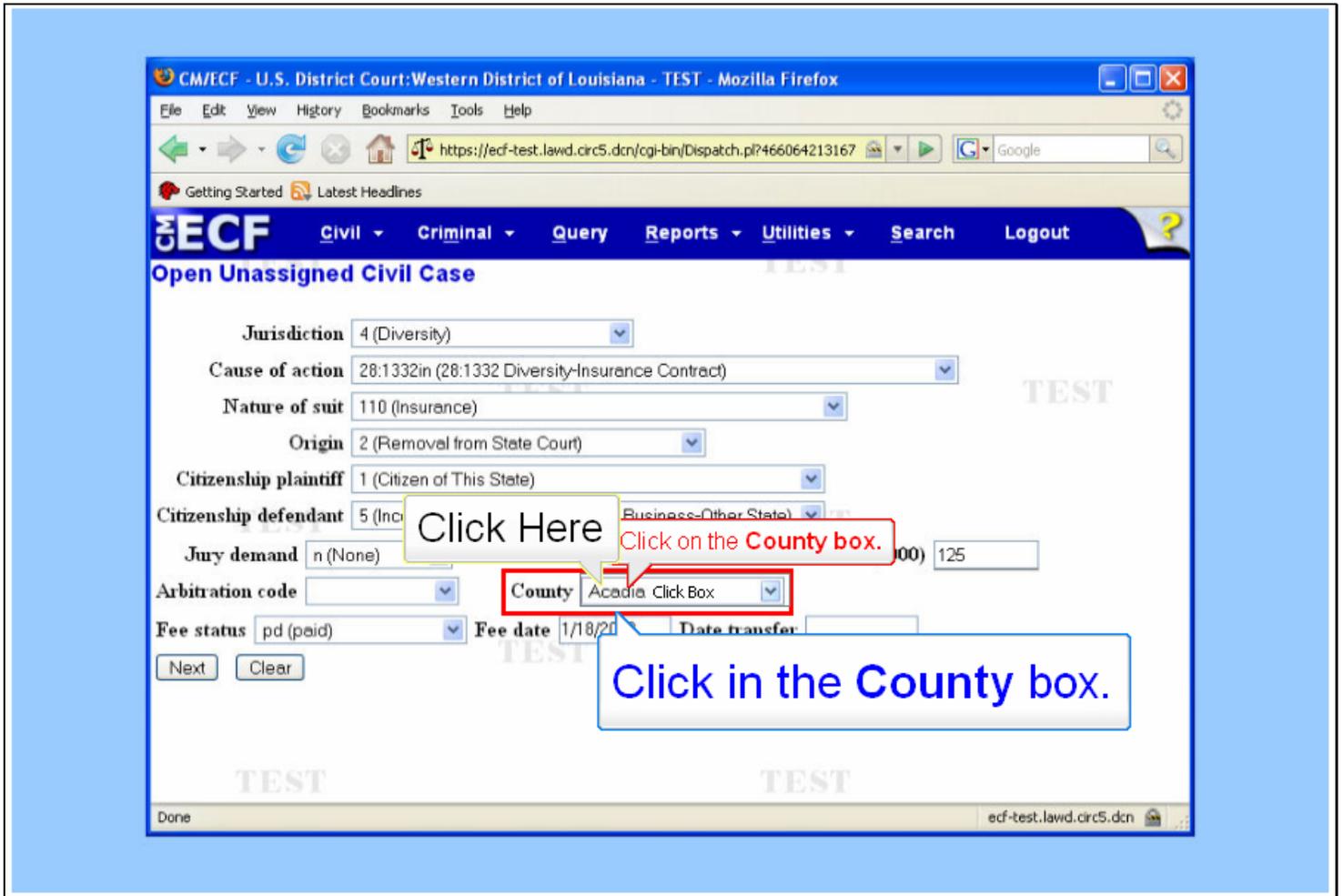
Slide notes

Click in the County box.

Slide 17 - County B

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

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.