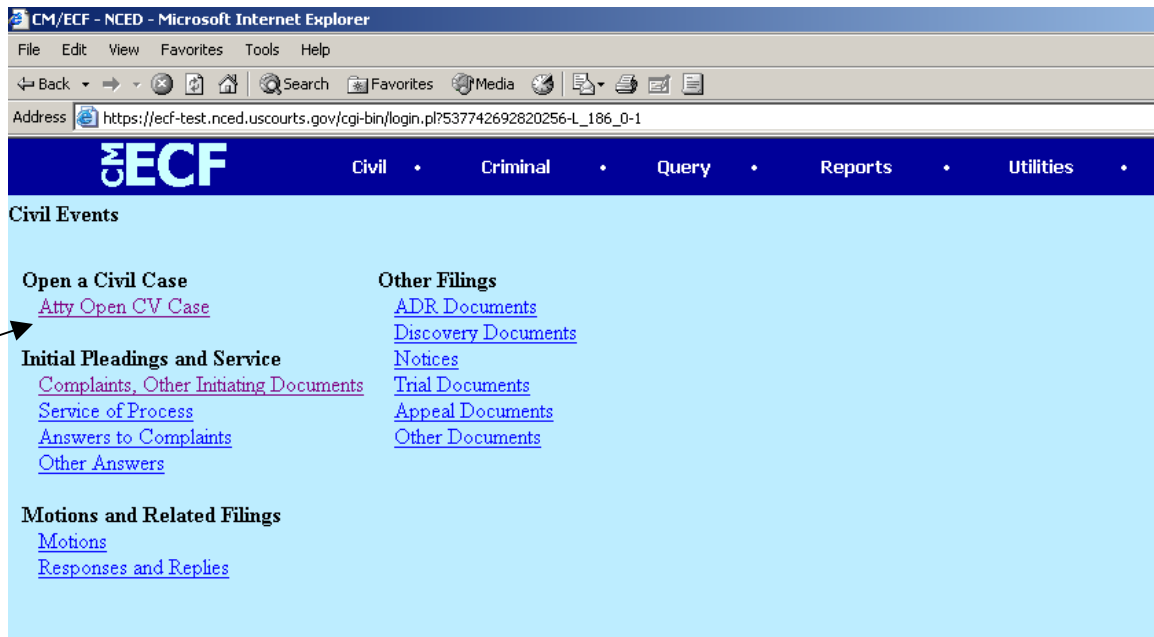


Attorneys may now open a civil case electronically. This guide will give you an image of each screen with explanations and descriptions of what each field captures.

OPENING A CIVIL CASE

1. Click on Civil.
2. Select “Atty Open CV Case”



In the **Office** field: Assign the case to a division pursuant to Local Civil Rule 40.1(c) Local Civil Rule 40.1(c)(1), EDNC

Civil Actions. The clerk shall assign all civil actions to a division when the action is filed or removed. If one or more plaintiffs are residents of this District, the clerk shall assign the case to the division in which the first named such plaintiff resides. If no plaintiff resides in the Districts and one or more defendants reside in the District, the clerk shall assign the action to the division in which the first named such defendant resides. In the event no party resides in the District but the claim is alleged to have arisen in the District or to involve real property in the District, the clerk shall assign the action to the division in which such claim is alleged to have arisen or in which the real property is situated. In all instances, a case shall be assigned to a division at the discretion of the clerk. In removed actions, the matter will be assigned to the division in which the state court is located from which the action is removed.

In the **Case type** field:

cv = civil

hc = habeas corpus

ct = prisoner civil rights

mc = miscellaneous (this selection is not activated and cannot be selected)

Leave the remaining fields blank.

→ This information is found on the completed civil cover sheet.

Jury demand: The removing defendant must change this field to ‘p’ if the plaintiff demanded a jury in the complaint.

Demand: This field is optional. Only complete if there is a monetary demand in the complaint.

10 = \$10,000.00

500 = \$500,000.00

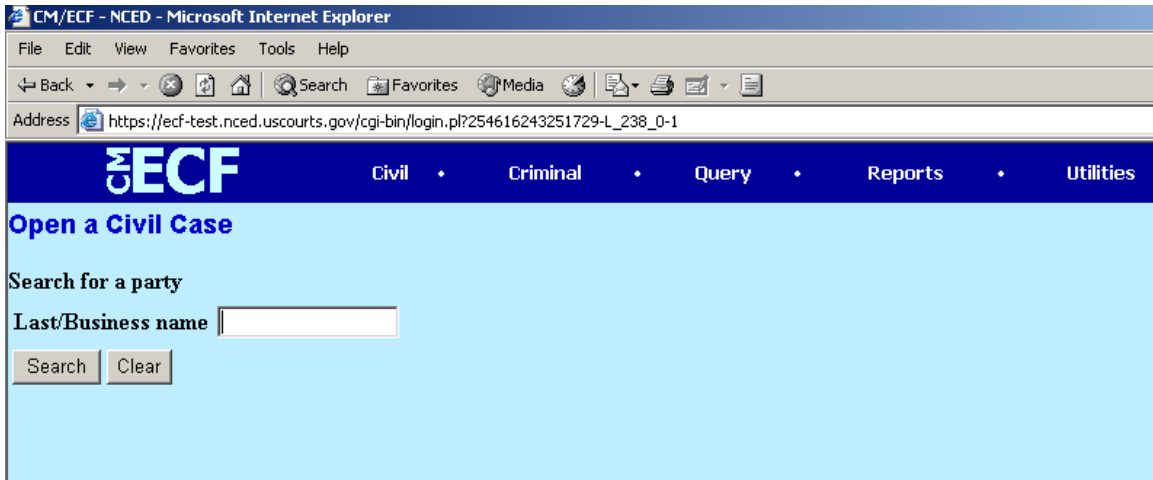
Arbitration code: leave this field blank

County: This information is listed on the civil cover sheet. Use the county of residence of the first listed plaintiff, except in U.S. Plaintiff cases. In U.S. plaintiff cases, use the county of residence of the first listed defendant. In land condemnation cases, use the location of the tract of land involved.

Fee status: pd (paid) – when payment is made at time of filing
 pend (IFP pending) – if case is initiated with a Motion to Proceed *In Forma Pauperis*
 wv (waived) – used by federal government agencies

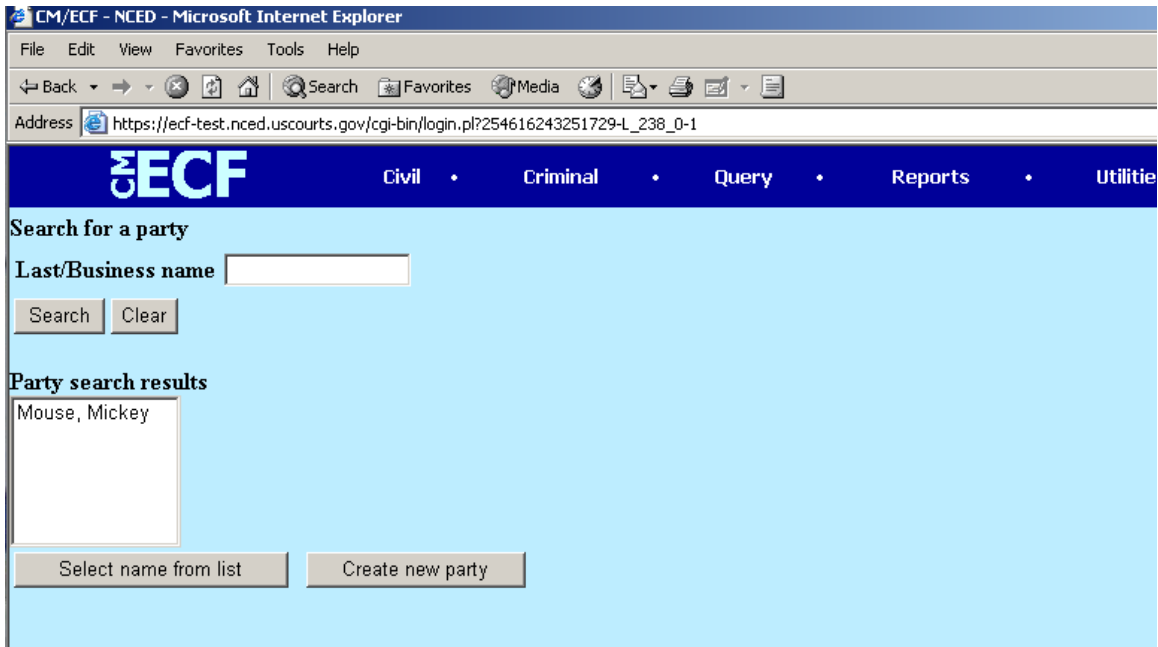
Date transfer: leave this field blank.

Once you have filled in all the appropriate fields, click Next.

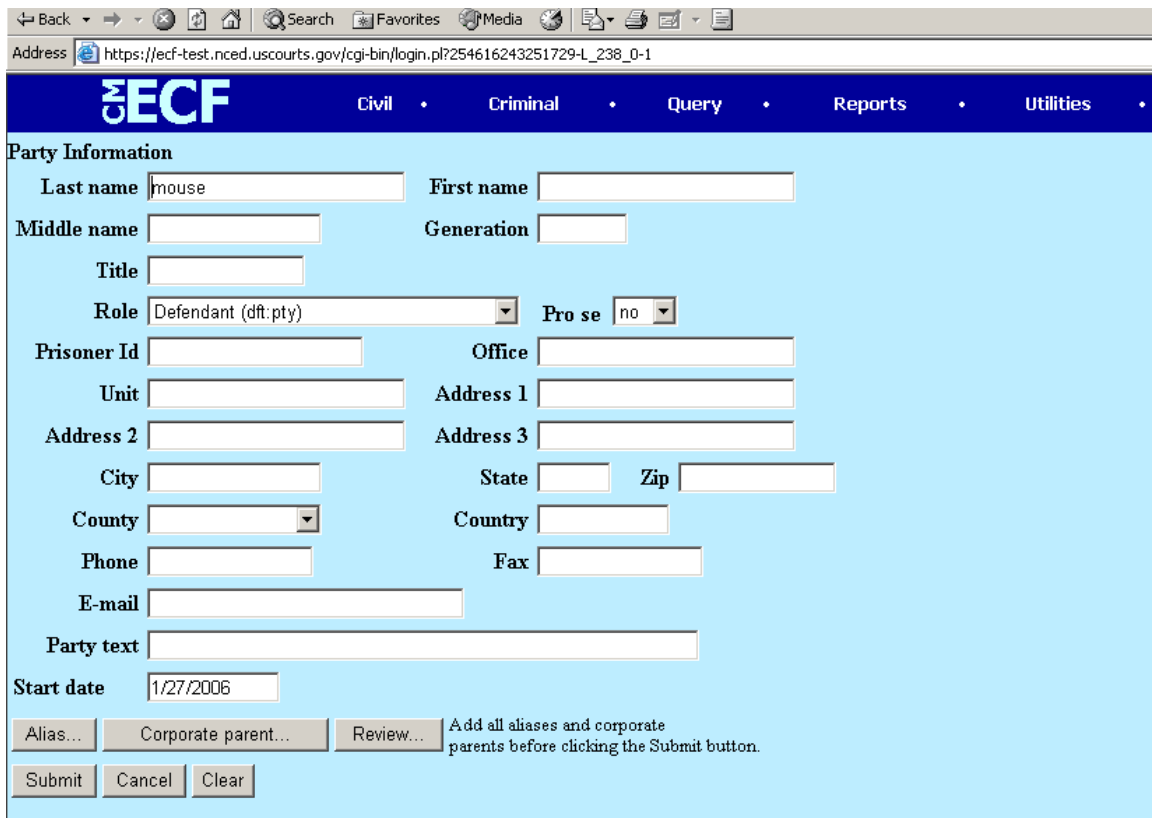


Enter the last name of the business or plaintiff.

Click **Search**.



Click on **Create new party** if the party is not in the database.



Address https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1

ECF Civil • Criminal • Query • Reports • Utilities •

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Last name: If the party is anyone other than an individual, (i.e., a company, a university, a municipality, etc.) the entire name of the party goes in the Last name field. This field will hold up to 200 characters.

Generation: Jr., Sr., III

!!!!!!Role: the role will always default to defendant and must be changed to the appropriate role. **!!!!!!**

Pro se: This field should only be “yes” if the party being added is legitimately *pro se*. Do not put ‘yes’ if the attorney is just unknown.

Party text: This field is for descriptive information regarding the party (e.g., “in his official capacity”, “a Delaware corporation”, or “Commissioner of Social Security”). This field will hold up to 255 characters. Do not use this field for party aliases. Use the alias button at the bottom of the screen.

Alias button: Used when the party has aliases (i.e., “formerly known as”, “also known as”, “doing business as”, etc.) The party may have more than one alias.

Corporate parent button: Do not use this button. Parties must file separate corporate disclosures pursuant to Fed.R.Civ.P. 7.1.

Review button: This button allows the filer to review all party information that has been entered, before it gets submitted.

Submit button: Click this button to submit the party information.

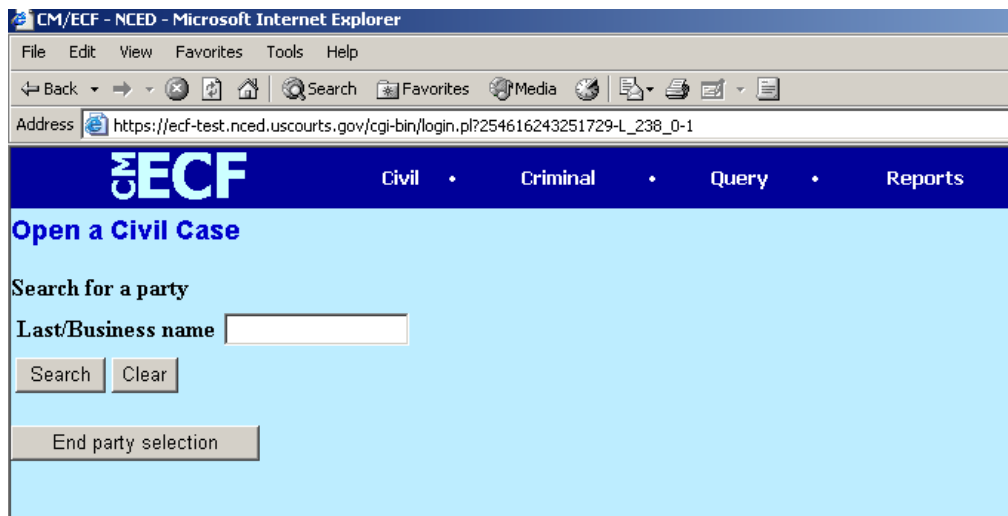
Cancel button: Click this button to cancel the information and return back one screen.

Clear button: Click this button to remove information added to the screen.

Repeat the process to add the opposing party:

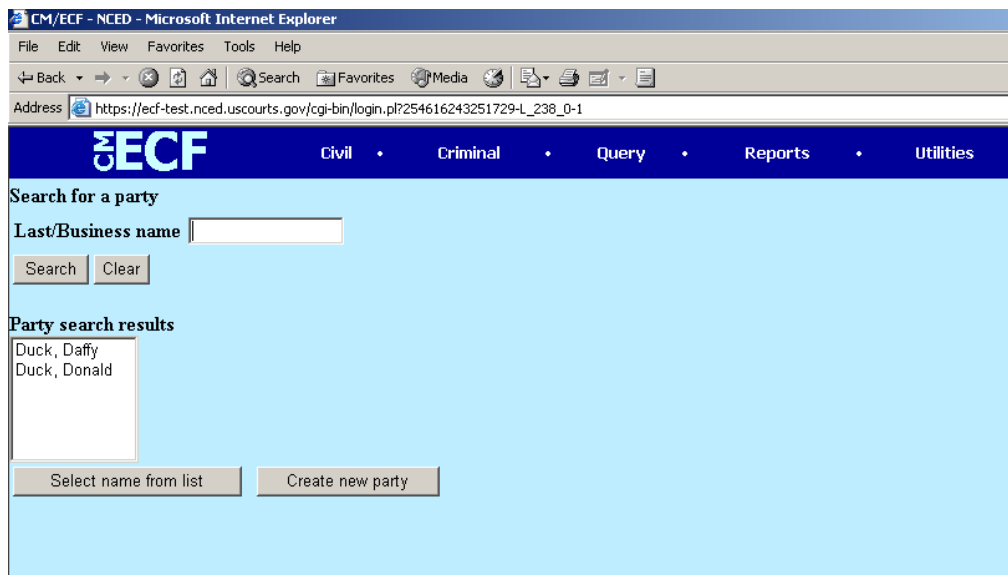
Type in the last name of the party.

click the **Search** button.

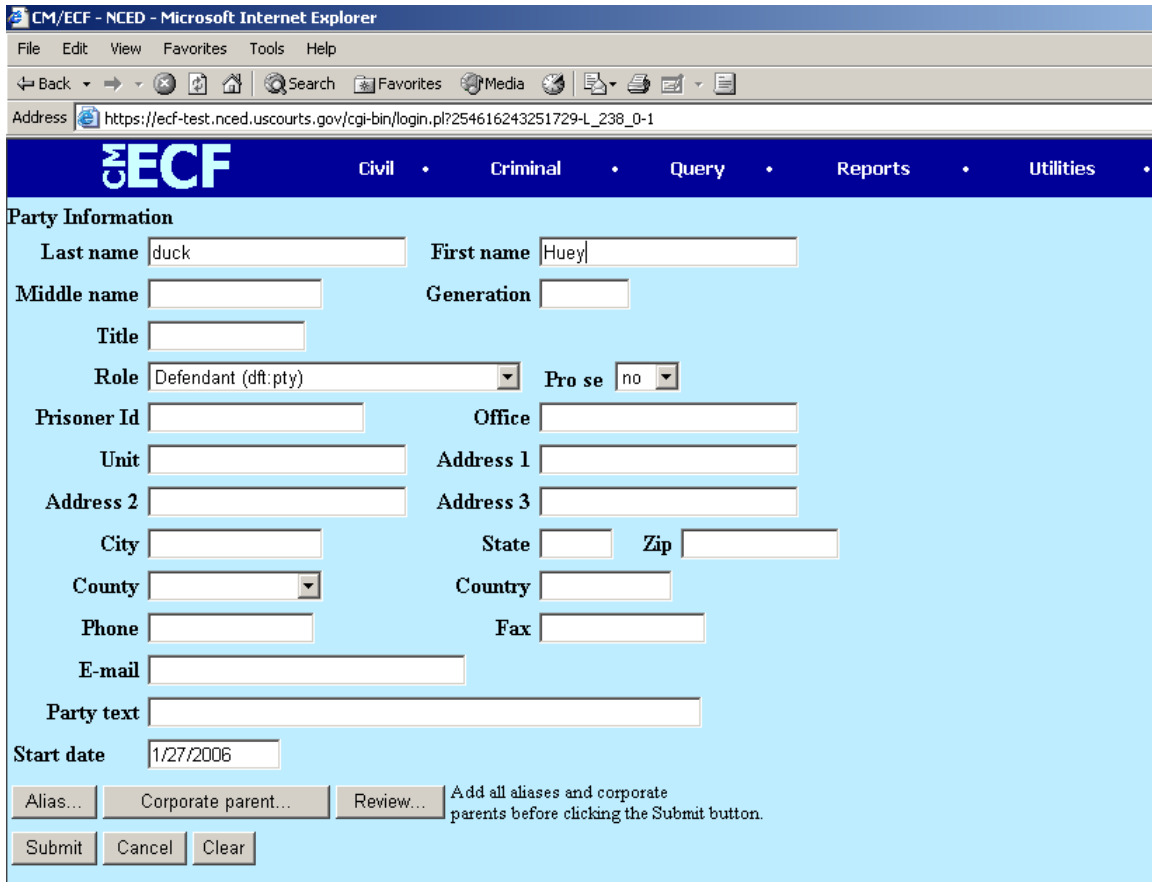


The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1`. The page header features the ECF logo and navigation links for Civil, Criminal, Query, and Reports. The main content area is titled "Open a Civil Case" and contains a "Search for a party" section. This section includes a text input field labeled "Last/Business name", "Search" and "Clear" buttons, and an "End party selection" button.

If the party name is not in the database, select the **Create new party** button.



This screenshot shows the same ECF web application interface, but with search results displayed. The "Last/Business name" input field contains the text "Duck". Below the input field, a dropdown menu is open, showing two search results: "Duck, Daffy" and "Duck, Donald". At the bottom of the search results area, there are two buttons: "Select name from list" and "Create new party".



CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1

ECF Civil • Criminal • Query • Reports • Utilities

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

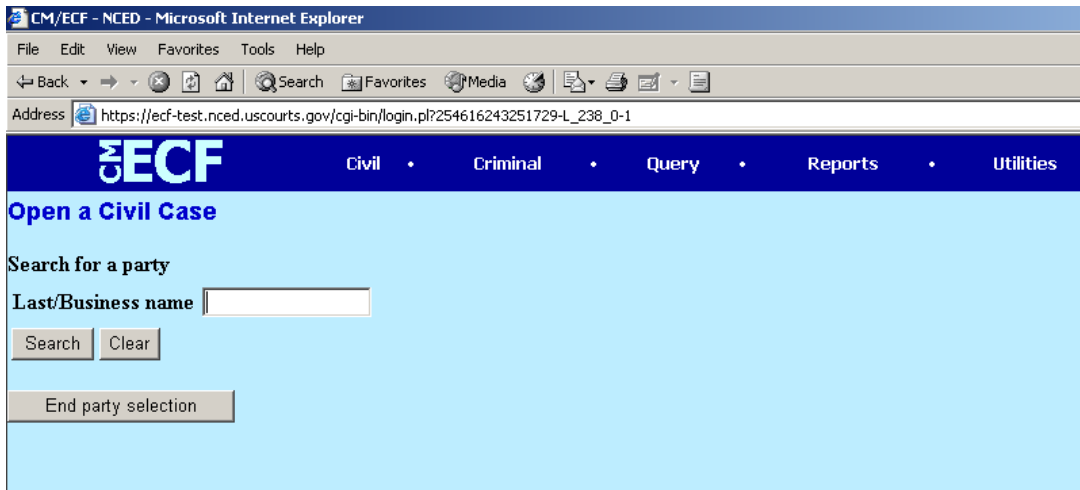
Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Enter the party information.



CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1

ECF Civil • Criminal • Query • Reports • Utilities

Open a Civil Case

Search for a party

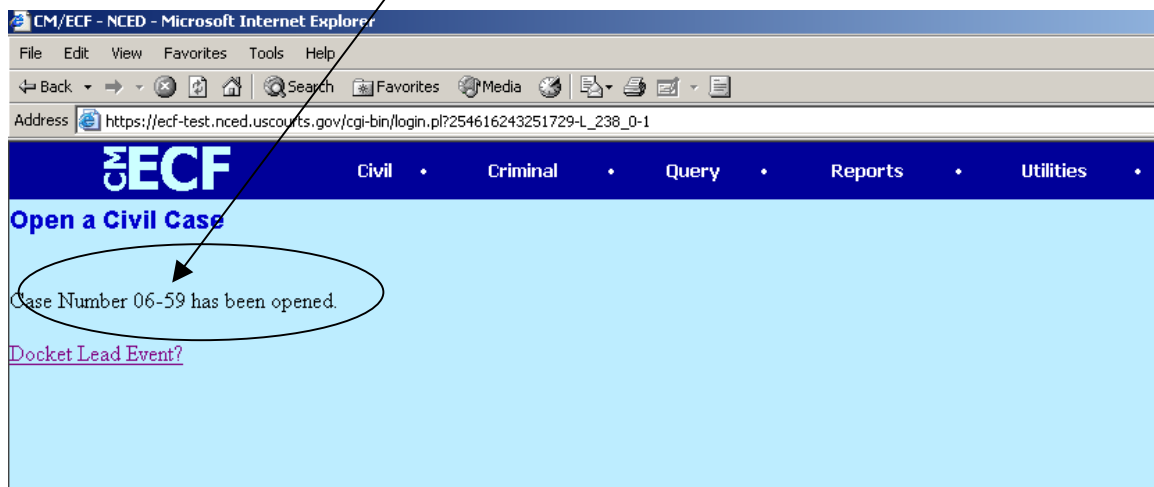
Last/Business name

Search Clear

End party selection

Once you've entered all the parties, then you click the **End party selection** button.

The system will issue a case number:



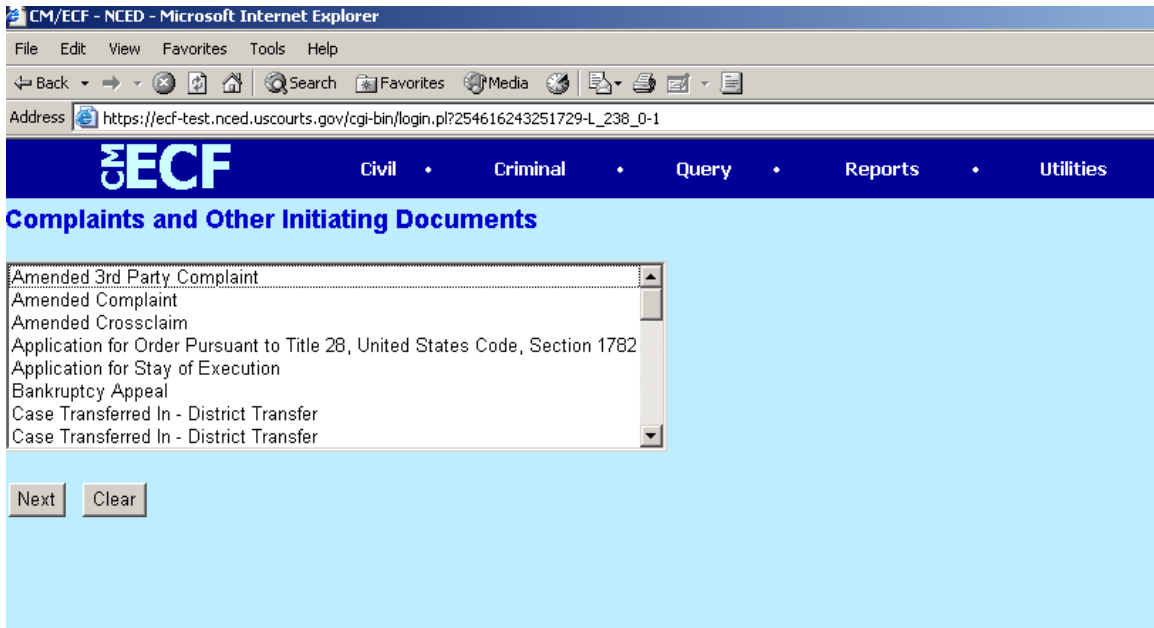
Docket Lead Event?: This is *any* case initiating document (e.g., complaint, notice of removal, motion to proceed *in forma pauperis*, etc.).

The lead event is where you, the attorney will be able to associate yourself with the party for whom you are filing. This association will trigger the electronic notification process in CM/ECF.

Once you click on the **Docket Lead Event** link, the system gives you a drop-down box of potential lead events.

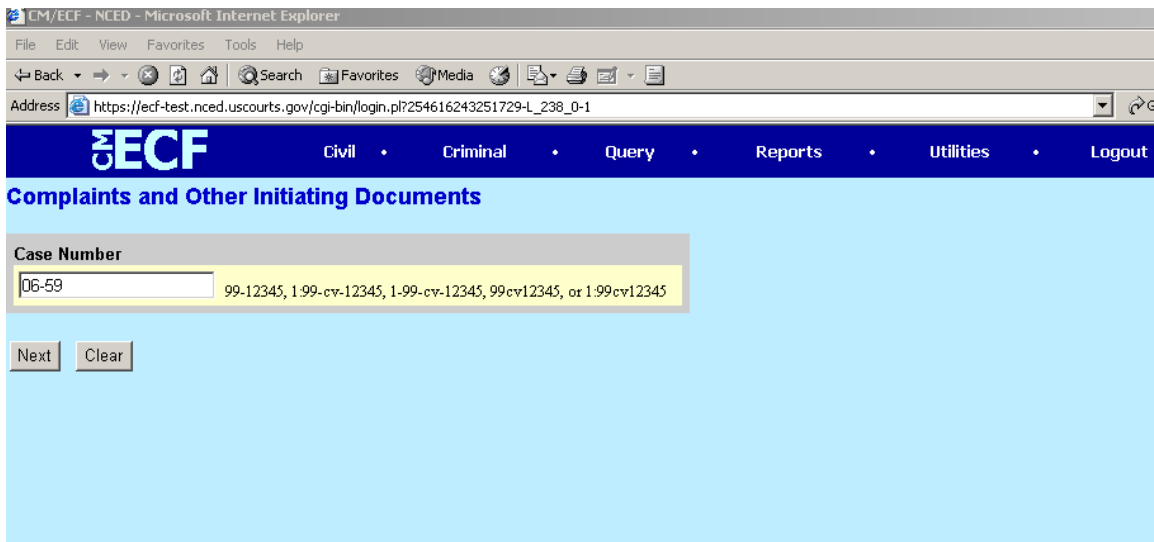
Select the appropriate lead event.

Click **Next**.

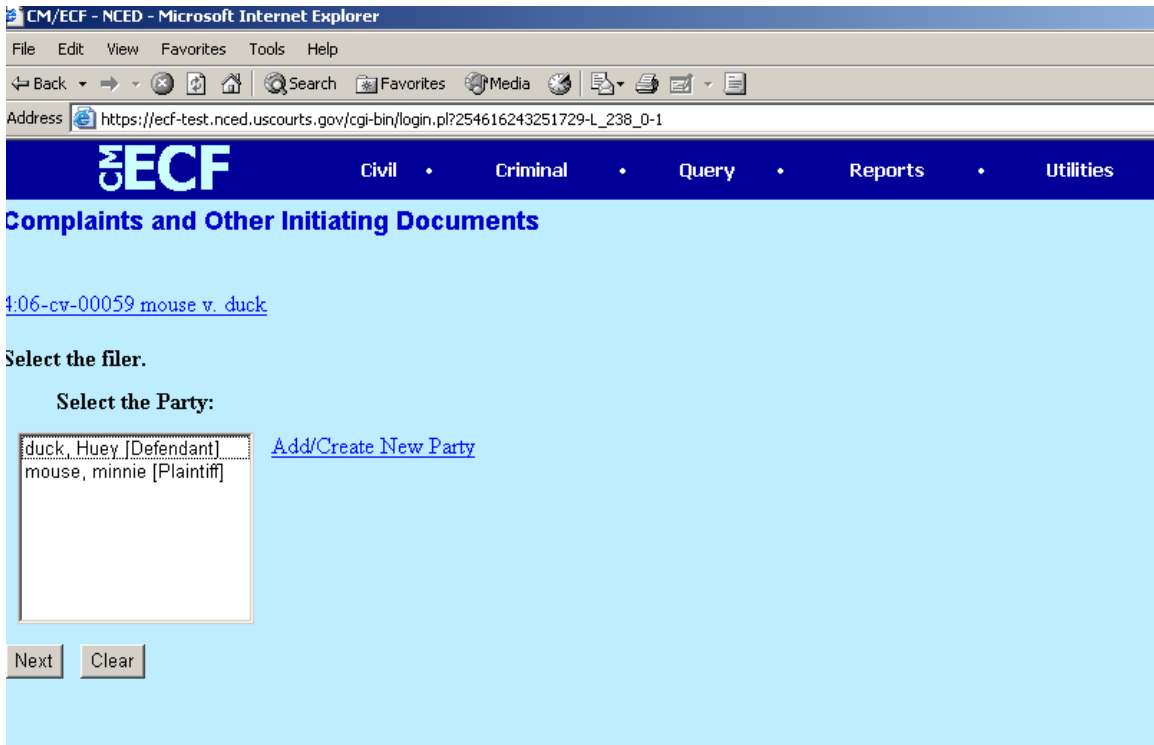


When your case initiating event is a Motion to proceed *in forma pauperis* (event in drop down list is Proceed In Forma Pauperis), attach the proposed complaint and summonses as attachments to the event. Do not docket the complaint as a separate event until the court has granted the motion to proceed *in forma pauperis*. Summonses cannot be docketed separately until they have been issued by the court.

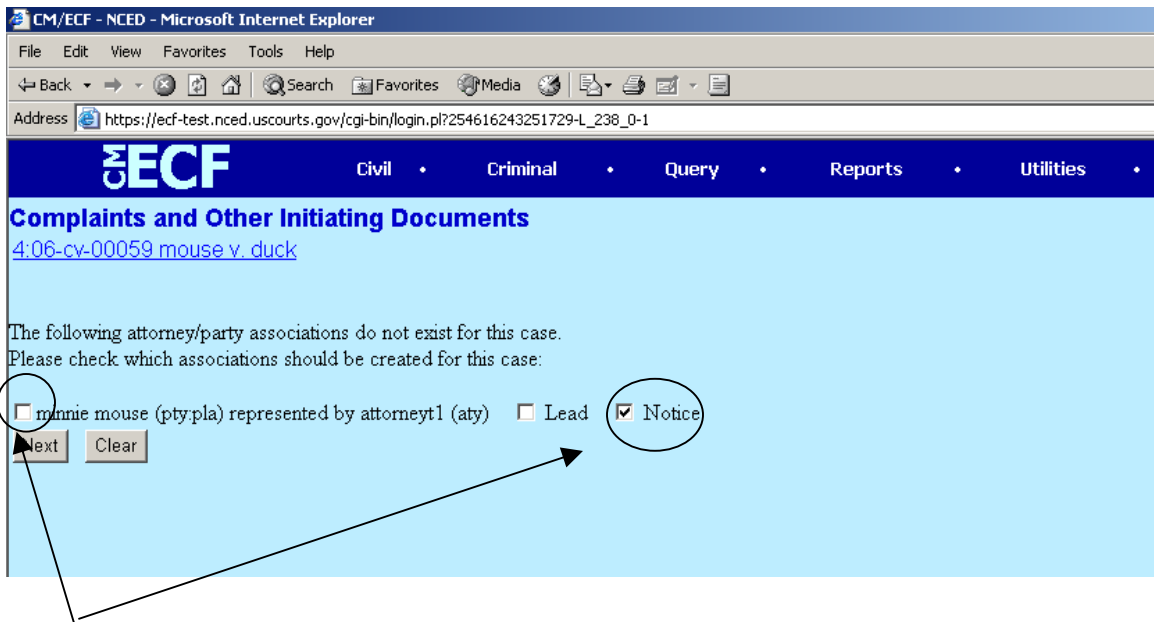
The system remembers the last case you were working in and fills in that case number. Ensure that this is the correct case number and then click **Next**.



Select the filing party from the box on the screen.



Click **Next**.



These boxes must be checked to activate the electronic notification process.

Associate with the party.

Click **Next**.

CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Complaints and Other Initiating Documents

[4:06-cv-00059 mouse v. duck](#)

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

duck, Huey [Defendant]
mouse, minnie [Plaintiff]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Select the party from the box that the initiating document is being filed AGAINST.
Click **Next**.

CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Complaints and Other Initiating Documents

[4:06-cv-00059 mouse v. duck](#)

Select the **pdf** document (for example: CA199cv501-21.pdf).

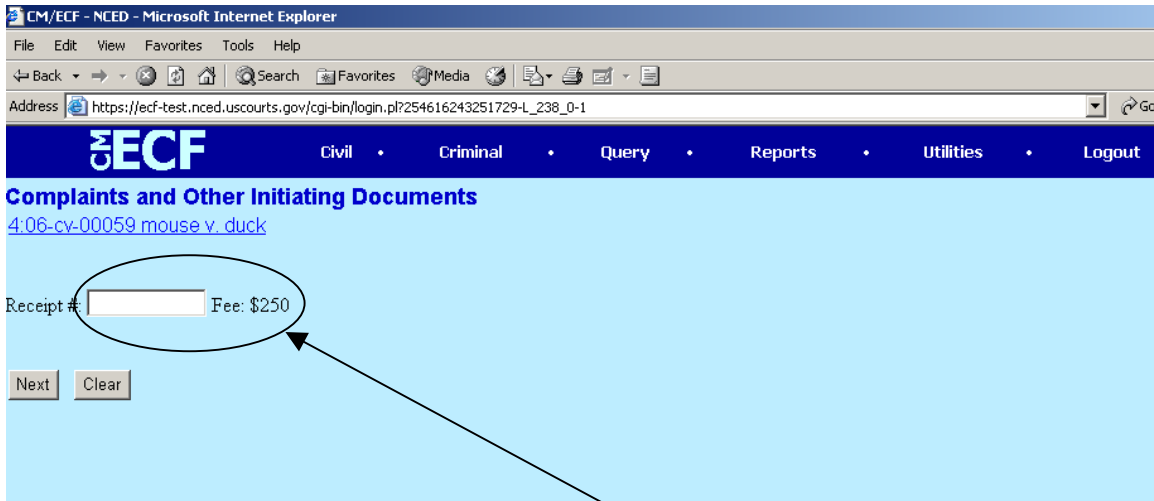
Filename

 Browse...

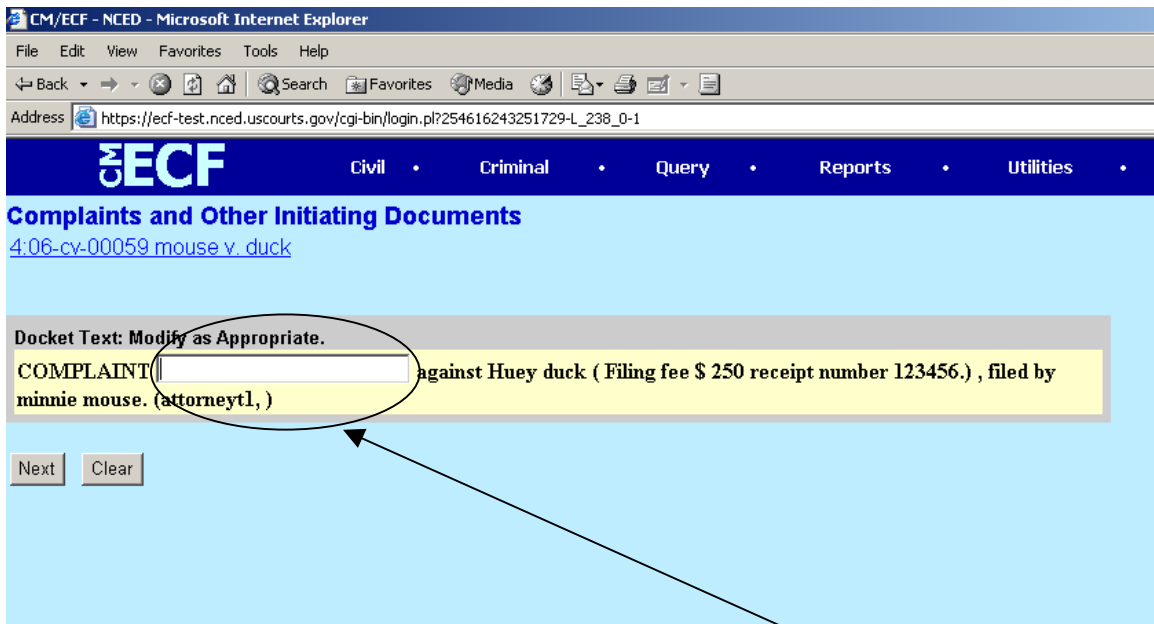
Attachments to Document: No Yes

Next Clear

Here is where you attach your initiating document in pdf format.



Prior to opening a case, the filing fee must be paid and the filer must have a court-issued receipt number. That receipt number is entered in this field.



You can add text to describe your initiating document in the text box.

CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1

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Complaints and Other Initiating Documents
[4:06-cv-00059 mouse v. duck](#)

Docket Text: Final Text
COMPLAINT against Huey duck (Filing fee \$ 250 receipt number 123456.), filed by minnie mouse. (attorney1,.)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

This is the “point of no return” screen. Make sure the docket text is correct. If you discover an error here, click **Clear**. When you are satisfied that it is correct, Click **Next**.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Complaints and Other Initiating Documents
[4:06-cv-00059 mouse v. duck](#)

U.S. District Court
Eastern District of North Carolina

Notice of Electronic Filing

The following transaction was received from attorney1, entered on 1/27/2006 at 5:34 PM EST and filed on 1/27/2006

Case Name: mouse v. duck
Case Number: [4:06-cv-59](#)
Filer: minnie mouse
Document Number: [1](#)

Docket Text:
 COMPLAINT against Huey duck (Filing fee \$ 250 receipt number 123456.), filed by minnie mouse. (attorney1,.)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
 [STAMP dcecfStamp_ID=1114528487 [Date=1/27/2006] [FileNumber=61641-0]
 [4d8f21942dbddcb1d57417e6126b3647a5c5afd371cd3b5e3436cf789833689d8779c
 b15baf934164721b4cba1e4093648b9e6df6063e5b9ec38e8dbdd548c36]]

4:06-cv-59 Notice will be electronically mailed to:

This is the Notice of Electronic Filing (NEF) that you will receive when you complete the filing of your initiating document.

Congratulations, you have just opened your own civil case!