

# CASE MANAGEMENT ELECTRONIC CASE FILES



## ATTORNEY CIVIL CASE OPENING PROCEDURES DISTRICT OF COLORADO

AUGUST 6, 2013

VERSION 1.1

**(CHANGES ARE NOTED IN DARK RED)**

## Table of Contents

<b>Summary of Changes</b> .....	<b>4</b>
<b>Attorney Checklist</b> .....	<b>5</b>
<b>Getting Started</b> .....	<b>6</b>
Introduction .....	6
Initiating Documents .....	6
Sealed Cases and Other Initiating Documents That Must be E-mailed to the Court for Opening .....	7
Paying the Filing Fee for Cases Filed By E-mail .....	7
CM/ECF Help Desk .....	7
<b>Civil Case Opening</b> .....	<b>8</b>
Starting the Case Opening Process .....	8
Case Opening Screen .....	9
Office .....	9
Case Type .....	9
Date Filed .....	9
Other Court Name, Other Court Number .....	9
Civil Cover Sheet (District of Colorado version) .....	10
Attorney Case Opening (Statistical Information Screen) .....	11
Jurisdiction .....	11
Cause of Action and Nature of Suit .....	11
Origin .....	12
Citizenship of Plaintiff and Citizenship of Defendant .....	12
Jury Demand .....	12
Class Action .....	12
Demand (\$000) .....	12
Arbitration Code .....	12
County .....	13
Fee Status .....	13
Fee Date and Date Transfer .....	13
Party Search Screen (See Appendix C for Additional Information on Entering Party Information - <b>See Appendix F for Additional Information on Adding John/Jane doe     Parties</b> ) .....	14
Party Search Screen Examples .....	14
Selecting a Party from the Search Results Screen .....	15
Adding Aliases and Corporate Parents .....	17
Common Alias Types .....	17
Corporate Parents .....	17
Creating New Parties .....	18
Party Review .....	19
Creating the Case .....	19
Case Number Assignment .....	20
Social Security Cases .....	20
Searching and Adding the SSA Noticing Party .....	20

<b>Docket Lead Event/Filing the Initiating Document</b> .....	<b>22</b>
Select the Filer of the Initiating Document .....	23
Party Association .....	24
Attaching the Initiating Documents .....	24
Attaching Other Documents .....	25
<b>Paying the Filing Fee</b> .....	<b>25</b>
Pay.gov Screens .....	27
Credit Card Payment .....	28
Authorization Screen .....	28
Receipt and Additional Docket Text .....	29
Final Review .....	29
Notice of Electronic Filing .....	30
<b>Summonses</b> .....	<b>31</b>
<b>Subsequent Filings</b> .....	<b>31</b>
<b>Appendix A Use of Filters to Search Nature of Suit and Cause of Action Codes</b> ...	<b>32</b>
<b>Appendix B Notice of Removal</b> .....	<b>35</b>
<b>Appendix C Entering Party Information</b> .....	<b>36</b>
General Rules .....	36
Searching in CM/ECF .....	36
Individual's Name and Title .....	36
Parties Identified Individually and in an Official Capacity .....	37
Business Names .....	38
Estates as Parties .....	38
Vehicles as Parties .....	39
Real Estate or Addresses as Parties .....	39
Web Site, E-mail Addresses, or Banks as Parties .....	40
Minors as Parties .....	41
Ex rel Parties .....	41
<b>Appendix D Miscellaneous Matters</b> .....	<b>42</b>
<b>Appendix E Corporate Disclosure Statement and Corporate Parents</b> .....	<b>43</b>
<b>Appendix F Adding John/Jane Doe Parties</b> .....	<b>50</b>

## SUMMARY OF MAJOR CHANGES

### **AUGUST 1, 2013 CHANGES (VERSION 1.1):**

APPENDIX F ADDED AS DOCUMENTATION ON ADDING JOHN/JANE DOE PARTY ENTRIES.

## Attorney Checklist

### 1. Before Opening a New Civil Case

- Read all instructions in this CM/ECF Electronic New Civil Case Opening Guide.
- Sealed cases and miscellaneous matters **cannot** be opened by attorney filers (See the Section titled **“Sealed Cases and Other Initiating Documents that MUST be e-mailed to the court for Opening.”** and **Appendix D** in the **Attorney Civil Case Opening Procedures.**)
- Prepare the following documents, if applicable to file and convert to PDF format:
  - Initiating Document (i.e., Complaint, Notice of Removal, etc.)
  - Separate state court PDF documents, if filing a Notice of Removal
  - Civil Cover Sheet (JS-44)
  - Summons(es)
- Have all payment information readily available. Payments by credit card or check (ACH debit) are acceptable methods of payment. The payment information is not required if you will be filing a motion to proceed in forma pauperis (IFP), representing the USA or the FDIC, or the plaintiff/petitioner is proceeding pursuant to 38 U.S.C. § 4323(h)

### 2. Opening a New Civil Case

- Enter all necessary information on CM/ECF screens.
  - Enter all the statistical information.
  - Enter all the parties in the exact order they are listed on the complaint.
- DO NOT:
  - Change the Pro Se field
  - Add the party’s address, telephone number, or e-mail address
  - Enter your contact information on this screen
  - Change the corporation indicator; even if you know the party is a corporation
- DO change:
  - The party Role, as appropriate
  - Add any party text information that is listed on the complaint such as “Individually” or “CEO of ABC corporation” (See Appendix C for more information)
- Docket the lead (initiating) event
  - Select the appropriate lead event and attach the initiating document
  - Attach any supporting documentation as separate attachment(s) (e.g., exhibits)
  - Attach any summons(es) as an attachment.
  - Attach **the** completed civil cover sheet as a separate attachment and describe it properly.

### 3. Subsequent Filings:

- Proceed to file all subsequent filings upon receipt of the judge assignment notification.

**Please call the Help Desk at 303-335-2050 or 1-866-365-6381 for assistance or information.**

## Getting Started

### Introduction

This document provides instructions on how to use CM/ECF, the Court’s electronic case filing system, to open a new civil case and file the complaint or other initiating documents, or a Notice of Removal with the United States District Court for the District of Colorado. After opening a case and filing the initiating document, the filer will be required to use Pay.gov to pay the appropriate filing fee by check (ACH Debit) or Credit Card.

### Initiating Documents

Initiating Documents that can be filed		
Initiating Document	Fee	Comment
Complaint	400.00	
Notice of Removal	400.00	See <b>Appendix B</b> for more information.
Petition for Writ of Habeas Corpus	5.00	
Petitions/Applications	400.00	<p>This “Petition/Application” event should be used for filings such as:</p> <ol style="list-style-type: none"><li>1. <b>Petition</b> for Writ of Mandamus</li><li>2. <b>Application</b> to Confirm Arbitration Award against XYZ Corporation</li></ol> <p>If you are planning to use this event, you may want to call the court before filing to ensure this is the correct event.</p> <p>There are a number of filings also titled Application or Petition that are considered miscellaneous cases and SHOULD NOT be filed using this event. See Appendix D for more information.</p>

## Sealed Cases and Other Initiating Documents That MUST be E-mailed to the Court for Opening

1. Sealed cases **cannot be opened** electronically by attorney filers. Opening a **sealed** case generally falls into two categories. One, the case being sealed is authorized pursuant to statute (e.g., a *qui tam* case), or the filing party will need to file a motion seeking leave of the court to file a sealed case. In either scenario, PDFs of all the documents will need to be e-mailed to the [newcases@cod.uscourts.gov](mailto:newcases@cod.uscourts.gov) e-mail address.
2. **Miscellaneous** matters, such as Applications for civil seizure warrant, Application for inspection warrant, warrant for entry and investigation or warrant to determine need for and to undertake response action, Motions for Extension of Time to File Forfeiture Action, Certifications of Judgments from Other Districts, etc., cannot be opened at this time. PDFs of those initiating documents will need to be e-mailed to the [newcases@cod.uscourts.gov](mailto:newcases@cod.uscourts.gov) e-mail address. (See **Appendix D for more information.**)

## Paying The Filing Fee For Cases Filed By E-mail

When case initiating documents are submitted by e-mail, the filer will also need to indicate how the filing fee will be paid in your e-mail. Options for payment include:

1. Check (hand delivered, mail, or courier - please specify in your e-mail how payment will be made) **[NOTE: The case will not be opened until funds have been received by the court.]**
2. Specify credit card information in your e-mail including:
  - a. Type of credit card (i.e., Visa, American Express, Master Card, etc.) and card number
  - b. Name on card
  - c. Billing address and zip code on record for the credit card used
  - d. Card expiration date
  - e. V-code/Security code (three or four digit number on the back of the credit card)
3. A Completed Credit Card Payment Form; signed and attached to the e-mail with the initiating documents. The Single Use Credit Card Authorization form can be accessed at: <http://www.cod.uscourts.gov/Portals/0/Documents/Forms/credit.pdf>

## CM/ECF Help Desk

If you need assistance using CM/ECF, contact the Court's CM/ECF Help Desk between the hours of **8:00 a.m. and 5:00 p.m.** (Mountain time), Monday through Friday (excluding federal holidays).

CM/ECF Help Desk	<b>(303) 335-2050</b>
Toll Free in Colorado	<b>1-866-365-6381</b>
Email	<a href="mailto:cod_cmecf@cod.uscourts.gov">cod_cmecf@cod.uscourts.gov</a>
ECF Web site	<a href="https://ecf.cod.uscourts.gov">https://ecf.cod.uscourts.gov</a>
District of Colorado Web site	<a href="http://www.cod.uscourts.gov">http://www.cod.uscourts.gov</a>

## Civil Case Opening

### Starting the Case Opening Process

The Civil Case Opening function is located under **Civil** on the CM/ECF Main Menu Bar.

To open a civil case, single click on **Civil** in the blue menu bar at the top of the screen. On the Civil Events menu, under **Open a Case**, select **Attorney Case Opening**.



After clicking on the “Attorney Case Opening” link, a message is displayed to inform the filer about miscellaneous filings that have not been integrated with Pay.gov and case opening should not continue. These initiating documents will need to be e-mailed to the court. See **Appendix D-Miscellaneous Matters** and the Section titled **“Sealed Cases and Other Initiating Documents that MUST be e-mailed to the Court for Opening.”**

**Attorney Case Opening**

**NOTICE**

If you are filing one of the following initiating documents, please refer to The Attorney Civil Case Opening Procedures or contact the ECF Help Desk at 1-866-365-6381 and DO NOT continue with case opening.

1. Sealed Case
2. Discovery Motions in civil cases pending in another court
3. Petition to Quash an IRS summons
4. Petition pursuant to 28 U.S.C. 1782
5. Petition pursuant to Fed.R.Civ.P. 27
6. Petition to Enforce Administrative Subpoena or Summons
7. Application for Civil Seizure Warrant
8. Application for Warrant for Inspection, Entry & Investigation or to Determine Need for & to Undertake Response Action
9. Application pursuant to 12 U.S.C. 3409
10. Motion for Extension of Time to File Forfeiture Action
11. Filing pursuant to 28 U.S.C. 7547
12. Request to Issue Subpoena pursuant to the Digital Millennium Copyright Act and
13. Certification of Judgment from Other District

To continue with the case opening process, click the **[Next]** button.



## Case Opening Screen

**Attorney Case Opening**

Office  Case type

Date filed: 1/26/2012

**Other court name**

**Other court number**

### Office

The Denver office is the default filing location and should always be selected.

### Case Type

The default case type is “cv” (Civil) and should be selected.

### Date Filed

The date filed will always be today. You cannot change the filing date.

### Other Court Name, Other Court Number

Leave these fields blank unless you are filing a **Notice of Removal**. If filing a **Notice of Removal**, please add the state court name in the “**Other court name**” field; then add the originating court case number in the “**Other court number**” field.

Click **[Next]** to continue with civil case opening.

26-44 (Rev. 12/11) **District of Colorado Form** **CIVIL COVER SHEET**

The 26-44 civil cover sheet is the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September, 1974, is required for the use of the Clerk of Court for the purpose of issuing the civil docket sheet. (SEE INSTRUCTIONS ON REVERSE PAGE OF THIS FORM.)

**I. (a) PLAINTIFFS** **DEFENDANTS**

(b) County of Residence of First Listed Plaintiff (DESCRIBE IN U.S. PLAINTIFF CASES) **County of Residence of First Listed Defendant (IN U.S. PLAINTIFF CASES ONLY) (IN ALL OTHER CASES, USE THE 100-STATE CODE)**

(c) Attorneys (First Name, Address, and Telephone Number) **Attorneys (If Known)**

**II. BASIS OF JURISDICTION (Place an "X" in One Box Only)**

1 U.S. Government Plaintiff  3 Federal Question (U.S. Government Not a Party)  2 U.S. Government Defendant  Diversity (Indicate Citizenship of Parties in Item III)

**III. CITIZENSHIP OF PRINCIPAL PARTIES (Place an "X" in One Box for Plaintiff and One Box for Defendant)**

Citizen of This State	<input type="checkbox"/>	PTF DEF	<input type="checkbox"/> 1 <input type="checkbox"/> 1	Incorporated or Principal Place of Business in This State	<input type="checkbox"/>	PTF DEF	<input type="checkbox"/> 4 <input type="checkbox"/> 4
Citizen of Another State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporated and Principal Place of Business in Another State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizen or Subject of a Foreign Nation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foreign Nation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. NATURE OF SUIT (Place an "X" in One Box Only)**

<b>CONTRACT</b>	<b>PERSONAL INJURY</b>	<b>PERSONAL INJURY</b>	<b>PROPERTY RIGHTS</b>	<b>LABOR</b>	<b>SOCIAL SECURITY</b>	<b>OTHER STATUTES</b>
<input type="checkbox"/> 110 Insurance	<input type="checkbox"/> 310 Airplane	<input type="checkbox"/> 365 Personal Injury - Product Liability	<input type="checkbox"/> 422 App'd 28 USC 1338	<input type="checkbox"/> 711 For Labor Standards Act	<input type="checkbox"/> 820 Copyright	<input type="checkbox"/> 315 False Claim Act
<input type="checkbox"/> 120 Marine	<input type="checkbox"/> 315 Airplane Product Liability	<input type="checkbox"/> 367 Health Care	<input type="checkbox"/> 423 Withdrawal 28 USC 1337	<input type="checkbox"/> 720 Labor/Mgmt. Relations	<input type="checkbox"/> 830 Patent	<input type="checkbox"/> 400 State Reapportionment
<input type="checkbox"/> 130 Miller Act	<input type="checkbox"/> 320 Aircraft, Lib'l & Similar	<input type="checkbox"/> 368 Personal Injury Product Liability	<input type="checkbox"/> 430 Trademark	<input type="checkbox"/> 740 Railway Labor Act	<input type="checkbox"/> 840 Trademark	<input type="checkbox"/> 410 Antitrust
<input type="checkbox"/> 140 Negotiable Instruments	<input type="checkbox"/> 330 Federal Employees' Liability	<input type="checkbox"/> 369 Adversely Personal Injury Product Liability	<input type="checkbox"/> 440 Copyright	<input type="checkbox"/> 750 Railway Labor Act - Labor Act	<input type="checkbox"/> 850 Patent	<input type="checkbox"/> 430 Bank and Banking
<input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment	<input type="checkbox"/> 340 Marine	<input type="checkbox"/> 370 Other Personal Injury Product Liability	<input type="checkbox"/> 450 Copyright	<input type="checkbox"/> 760 Railway Labor Act - Labor Act	<input type="checkbox"/> 860 Patent	<input type="checkbox"/> 450 Consumer Credit
<input type="checkbox"/> 151 Medicare Act	<input type="checkbox"/> 345 Marine Product Liability	<input type="checkbox"/> 375 Other Personal Injury Product Liability	<input type="checkbox"/> 460 Copyright	<input type="checkbox"/> 770 Railway Labor Act - Labor Act	<input type="checkbox"/> 870 Patent	<input type="checkbox"/> 470 Consumer Credit
<input type="checkbox"/> 152 Recovery of Delinquent Student Loans (Excl. Veterans)	<input type="checkbox"/> 350 Motor Vehicle	<input type="checkbox"/> 380 Other Personal Injury Product Liability	<input type="checkbox"/> 470 Copyright	<input type="checkbox"/> 780 Other Labor Litigation	<input type="checkbox"/> 880 Patent	<input type="checkbox"/> 480 Consumer Credit
<input type="checkbox"/> 153 Recovery of Overpayment of Veterans' Benefits	<input type="checkbox"/> 355 Motor Vehicle	<input type="checkbox"/> 385 Property Damage Injury	<input type="checkbox"/> 480 Copyright	<input type="checkbox"/> 790 Other Labor Litigation	<input type="checkbox"/> 890 Patent	<input type="checkbox"/> 490 Cellular TV
<input type="checkbox"/> 160 Stockholders' Suits	<input type="checkbox"/> 360 Other Personal Injury	<input type="checkbox"/> 390 Property Damage Product Liability	<input type="checkbox"/> 490 Copyright	<input type="checkbox"/> 800 Other Labor Litigation	<input type="checkbox"/> 900 Patent	<input type="checkbox"/> 500 Securities Commodities/Exchange
<input type="checkbox"/> 180 Other Contract	<input type="checkbox"/> 365 Personal Injury - Negl. Negligence	<input type="checkbox"/> 400 Property Damage Product Liability	<input type="checkbox"/> 500 Copyright	<input type="checkbox"/> 810 Agricultural Acts	<input type="checkbox"/> 910 Patent	<input type="checkbox"/> 510 Securities Commodities/Exchange
<input type="checkbox"/> 185 Contract Product Liability	<input type="checkbox"/> 410 Other Civil Rights	<input type="checkbox"/> 410 Property Damage Product Liability	<input type="checkbox"/> 510 Copyright	<input type="checkbox"/> 820 Agricultural Acts	<input type="checkbox"/> 920 Patent	<input type="checkbox"/> 520 Securities Commodities/Exchange
<input type="checkbox"/> 190 Franchise	<input type="checkbox"/> 415 Voting	<input type="checkbox"/> 420 Property Damage Product Liability	<input type="checkbox"/> 520 Copyright	<input type="checkbox"/> 830 Agricultural Acts	<input type="checkbox"/> 930 Patent	<input type="checkbox"/> 530 Securities Commodities/Exchange
<b>REAL PROPERTY</b>	<b>CIVIL RIGHTS</b>	<b>PASSPORT PERMITS</b>	<b>MIGRATION</b>	<b>FEDERAL SUITS</b>	<b>APPEALS</b>	<b>OTHER STATUTES</b>
<input type="checkbox"/> 210 Lead Contamination	<input type="checkbox"/> 440 Other Civil Rights	<input type="checkbox"/> 510 Maritime to Vacate Sentence	<input type="checkbox"/> 460 Naturalization Applications	<input type="checkbox"/> 870 Texas (U.S. Plaintiff or Defendant)	<input type="checkbox"/> 890 Administrative Procedure Act Review or Appeal of Agency Decision	<input type="checkbox"/> 590 Arbitration
<input type="checkbox"/> 220 Fee/Gevine	<input type="checkbox"/> 442 Employment	<input type="checkbox"/> 515 Habeas Corpus	<input type="checkbox"/> 465 Habeas Corpus - Alien Detainee (Prisoner Petition)	<input type="checkbox"/> 875 35 USC - Third Party 35 USC 7609	<input type="checkbox"/> 900 Constitutionality of State Statutes	<input type="checkbox"/> 595 Arbitration
<input type="checkbox"/> 230 Fair Lending & Reverse	<input type="checkbox"/> 443 Housing	<input type="checkbox"/> 520 General	<input type="checkbox"/> 470 Habeas Corpus - Alien Detainee (Prisoner Petition)			<input type="checkbox"/> 600 Arbitration
<input type="checkbox"/> 240 Fair Lending	<input type="checkbox"/> 445 Accommodations	<input type="checkbox"/> 525 Death Penalty	<input type="checkbox"/> 475 Habeas Corpus - Alien Detainee (Prisoner Petition)			<input type="checkbox"/> 605 Arbitration
<input type="checkbox"/> 245 Train Product Liability	<input type="checkbox"/> 447 Assail. w/ Disabilities - Employee	<input type="checkbox"/> 530 Non-Death & Other	<input type="checkbox"/> 480 Habeas Corpus - Alien Detainee (Prisoner Petition)			<input type="checkbox"/> 610 Arbitration
<input type="checkbox"/> 290 All Other Real Property	<input type="checkbox"/> 448 Assail. w/ Disabilities - Other	<input type="checkbox"/> 535 Civil Rights	<input type="checkbox"/> 485 Habeas Corpus - Alien Detainee (Prisoner Petition)			<input type="checkbox"/> 615 Arbitration
	<input type="checkbox"/> 449 Education	<input type="checkbox"/> 540 Prison Conditions (Prisoner Petition)	<input type="checkbox"/> 490 Habeas Corpus - Alien Detainee (Prisoner Petition)			<input type="checkbox"/> 620 Arbitration
		<input type="checkbox"/> 545 Prison Conditions (Prisoner Petition)	<input type="checkbox"/> 495 Habeas Corpus - Alien Detainee (Prisoner Petition)			<input type="checkbox"/> 625 Arbitration
		<input type="checkbox"/> 550 Conditions of Confinement	<input type="checkbox"/> 500 Habeas Corpus - Alien Detainee (Prisoner Petition)			<input type="checkbox"/> 630 Arbitration

**V. ORIGIN (Place an "X" in One Box Only)**

1 Original Proceeding  2 Removed from State Court  3 Removed from Appellate Court  4 Reinstated or Reopened  5 Transferred from another district (specify)  6 Multidistrict Litigation  Appeal to District Judge from Magistrate Judgment

**VI. CAUSE OF ACTION** (Brief description of cause:  AP Dodge)

**VII. REQUESTED IN COMPLAINT:**  CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23  DEMAND \$  JURY DEMAND:  Yes  No

DATE \_\_\_\_\_ SIGNATURE OF ATTORNEY OF RECORD \_\_\_\_\_

FOR OFFICE USE ONLY

RECEIPT # \_\_\_\_\_ AMOUNT \_\_\_\_\_ APPLYING JFP \_\_\_\_\_ JUDGE \_\_\_\_\_ MAG. JUDGE \_\_\_\_\_

**Civil Cover Sheet (District of Colorado version)**

**Note1:** The District of Colorado has a modified version of the Civil Cover Sheet on our web site. It is NOT fillable.

**Note2:** Information for the **Attorney Case Opening** screen below from CM/ECF parallels the Civil Cover sheet.

**Note3:** The District of Colorado's modification is the inclusion of a check box to indicate an AP case. See D.C.COLO.LAPR 3.1

**Note4:** The Colorado version of the Civil cover sheet can be downloaded at: [http://www.cod.uscourts.gov/Documents/LocalRules/2011\\_Appendix\\_A.pdf](http://www.cod.uscourts.gov/Documents/LocalRules/2011_Appendix_A.pdf)

**Attorney Case Opening**

Jurisdiction: 3 (Federal Question)

Cause of action:  Filter Clear filter

Nature of suit: 0 (zero) Filter Clear filter

Origin: 1 (Original Proceeding)

Citizenship plaintiff:  If you selected "diversity" for the Jurisdiction, you must enter the citizenship for both the Plaintiff and Defendant.

Citizenship defendant:

Jury demand: n (None) Class action: n (No Class Action Alleged) Demand: (\$000)

Arbitration code:  County: Denver

Fee status: pd (paid - Filing Fee Paid With This Filing) Fee date: 1/10/2012 Date transfer:

Next Clear

pd (paid - Filing Fee Paid With This Filing) due (COURT USE ONLY)  
 fp (in forma pauperis - COURT USE ONLY)  
 none (no fee required - US Attorney/Government Agency)  
 pd (paid - Filing Fee Paid With This Filing)  
 pend (IFP pending - A Motion to Proceed IFP Must Be Filed)  
 ww (waived - Pursuant to 38 U.S.C. 4323(h))

## Attorney Case Opening (Statistical Information Screen)

As part of the case opening process, statistical information is gathered. The **Attorney Case Opening** screen parallels the Civil Cover Sheet.

The screenshot shows the 'Attorney Case Opening' form with the following fields and values:

- Jurisdiction:** 3 (Federal Question)
- Cause of action:** [Empty] Filter: [Empty] Clear filter
- Nature of suit:** 0 (zero) Filter: [Empty] Clear filter
- Origin:** 1 (Original Proceeding)
- Citizenship plaintiff:** [Empty]
- Citizenship defendant:** [Empty]
- Jury demand:** n (None) **Class action:** n (No Class Action Alleged) **Demand (\$000):** [Empty]
- Arbitration code:** [Empty] **County:** Denver
- Fee status:** pd (paid) **Fee date:** 12/28/2011 **Date transfer:** [Empty]

Buttons: Next, Clear

### Jurisdiction

There are five options from which to choose:

- 1 (U.S. Government Plaintiff)
- 2 (U.S. Government Defendant)
- **3 (Federal Question) - default selection**
- 4 (Diversity)
- 5 (Local Question)

ECF defaults to “**3 (Federal Question)**” because it is the most common. If “**4 (Diversity)**” is the appropriate jurisdiction, you must also complete the **Citizenship** fields for both the plaintiff and the defendant. **[NOTE: If more than one jurisdictional code applies, always select the lower numbered jurisdiction code. For example, if the U.S.A. is the defendant (code 2) and it is also a diversity case (code 4), select Jurisdiction Code 2 (US Government Defendant.) ]**

### Cause of Action and Nature of Suit

There are many **cause of action** and **nature of suit codes** in their respective drop down selection lists. You may filter the items displayed in each list, by entering characters in the **Filter** field; this will narrow the selection list to just the items that match the string entered. (Both **Filter** fields are alphanumeric and will accept up to 10 characters.) To change the filter, you may type over the characters already entered, or click the **Clear filter** button. The **Clear filter** button, when clicked, returns the contents of the drop-down to the complete list. (See Appendix A for more information on filtering these lists.)

## Origin

There are twelve options in this selection list. Attorney filers should only select the first [**“1 (Original Proceeding)”**], or second [**2 “Removal from State Court”**] option. All other options are for Court use only.

## Citizenship of Plaintiff and Citizenship of Defendant

If **“4 (Diversity)”** was selected in the **Jurisdiction** field, select the citizenship for the **first listed plaintiff** and the citizenship for the **first listed defendant**. There are six options from which to choose:

- 1 (Citizen of This State)
- 2 (Citizen of Another State)
- 3 (Citizen or Subject of a Foreign Country)
- 4 (Incorporated/Principal Place of Business-This State)
- 5 (Incorporated/Principal Place of Business-Other State)
- 6 (Foreign Nation)

If this is **not** a diversity case, leave the citizenship fields blank.

## Jury Demand

The Jury Demand is not valid unless it is in the complaint. There are four options from which to choose (the system default is **“n (None)”**) to indicate whether or not a jury is demanded and by whom:

- b (Both)
- d (Defendant)
- n (None)
- p (Plaintiff)

**(NOTE: When a complaint is being filed, the jury demand is usually “none” or “plaintiff.” When a notice of removal is being filed, “both”, “plaintiff”, “defendant”, or “none” are possible choices.)**

## Class Action

The default is **“n (No Class Action alleged).”** If this filing is a Class Action under F.R.C.P. 23, select **“y (Class Action Alleged)”** from the drop down list.

## Demand (\$000 -ECF will **AUTOMATICALLY** enter the trailing three zeros)

Enter the dollar amount demanded in the Complaint; the amount must be entered in thousands of dollars. For example, if \$100,000 is demanded, **“100”** is entered and ECF will add the trailing three zeros.

**(NOTE: If there is no dollar demand or the demand is less than \$500.00, enter “0”. If the dollar demand is greater than \$9,998,500.00, enter “9999.”)**

## Arbitration Code

Leave this field blank.

## County

There is only **one** county field on the Statistical Information screen. However, there are county fields for both the plaintiff and defendant sections on the Civil Cover Sheet. County selection is based upon the following:

- Select the county of residence of the **first listed** plaintiff. Or,
- If the **U.S. government is the plaintiff**, select the **county of residence of the first listed defendant**. Or,
- If this is a land condemnation case, select the **county in which the tract of land involved is situated**. Or,
- If the county of residence (or tract of land) is outside Colorado, select **“OUT OF STATE.”** Or,
- If the county of residence (or tract of land) is outside the United States, select **“OUT OF COUNTRY.”**

## Fee Status

There are six options from which to choose (the system default is **“pd (paid)”**) to indicate whether or how the filing fee has been paid:

- **due (due)** Court Use Only
- **fp (in forma pauperis)** Court Use Only
- **none (none)** U. S. Attorney/Government Agency
- **pd (Paid)** Filing fee is being paid online by check (ACH Debit) or Credit Card with this filing
- **pend (IFP pending)** Motion to proceed in forma pauperis (IFP) must be filed
- **wv (waived)** Pursuant to 38 U.S.C. § 4323(h)

### Attorney Case Opening

Jurisdiction	3 (Federal Question)		
Cause of action	05:0704 (05:704 Labor Litigation)	Filter:	<input type="text"/> <input type="button" value="Clear filter"/>
Nature of suit	190 (Contract: Other)	Filter:	<input type="text"/> <input type="button" value="Clear filter"/>
Origin	1 (Original Proceeding)		
Citizenship plaintiff			
Citizenship defendant			
Jury demand	p (Plaintiff)	Class action	n (No Class Action Alleged)
		Demand (\$000)	500
Arbitration code		County	Denver
Fee status	pd (paid - Filing Fee Paid With This Filing)	Fee date	1/10/2012
		Date transfer	
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

## Fee Date and Date Transfer

Leave blank or defaulted values.

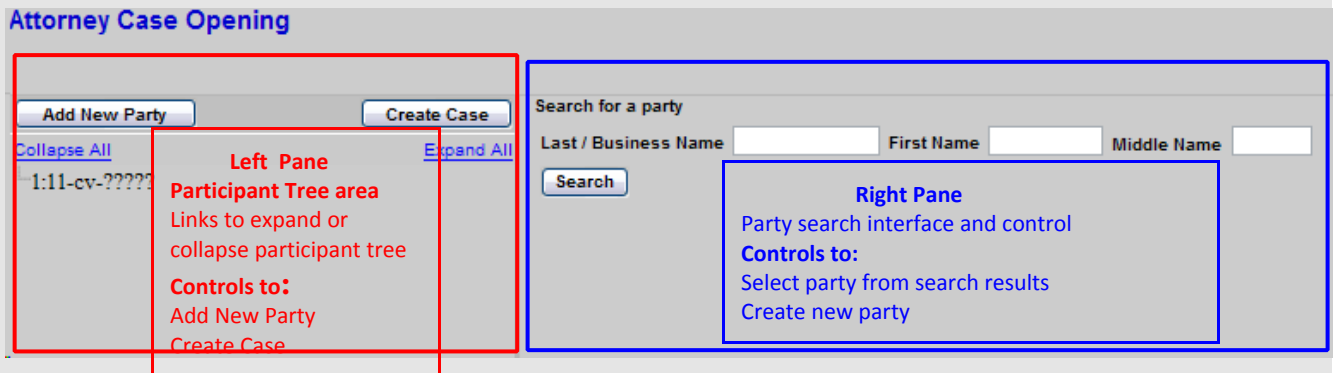
After the appropriate information has been entered, click **[Next]** to begin adding the parties to the case.

## Party Search Screen (See Appendix C for Additional Information on Entering Party Information and Appendix F about adding John/Jane Doe Parties)

**NOTE: Creating parties may take time and IT IS VERY IMPORTANT THAT YOU DO NOT USE THE “BACK” BUTTON TO NAVIGATE. USE THE ICONS in the Participant Tree to edit party information!**

NOTE: If you are opening a **Social Security** case (**Nature of Suits 861, 862, 863, 864, or 865**) you will need to add a specific Interested Party. See the Section titled **“Social Security Cases”** for more information.

The next screen in the case opening process is the interface for adding parties to the case. The screen is divided into two sections. The **left pane** contains the controls to **Add New Party** and **Create Case** and displays the case participant tree. Since the case participants have not yet been added, the participant tree is empty.



The **Expand All** hyperlink will display all the participants (parties and attorneys) in the case, once they are added. The **Collapse All** hyperlink displays only the parties in the case, with the other participants collapsed in the tree.

The **right pane** displays the party search fields and party search results as well as the controls for selecting a party for addition to the case or creating a new party when the search does not return the correct party or the party is not found.

Parties ***should be added in the same order as the parties are listed in the case caption of the initiating document.*** Begin adding the parties by entering the name of the **first plaintiff** in the **Last/Business Name** field, then click **Search**. The search results will be displayed on the screen; either click on a party name in the **Search Results** list, then **Select Party**, or **Create New Party**, if the needed party name is not contained in the **Search Results**.

**Search Tip 1:** You may need to perform several name searches as variations on names may not be returned on your first attempt.

**Search Tip 2:** Entering fewer characters of the last name will provide a “broader” list of names to review and select from. (Recommended)

**Search Tip 3:** Entering more characters of the last name will return fewer names to review and select from.

### Party Search Screen Examples

All business names are entered in the **“Last/Business Name”** field as well as last names of individuals. In this example, enter “International Business” in the “Last/Business Name” field and click on the **[Search]** button. In the right pane, any names with “International Business” is displayed in the “Search Results” box. Instead of entering the entire business name, (i.e. International Business Machines) the search is “broader” than if the entire business name was entered.

Entering “**International Business Machines**” in the “Last/Business Name “ field and clicking the [Search] button returns fewer entries than just entering “International Business.” Entering more characters of the name “tightens” the search as only parties matching what has been entered are returned.

**Attorney Case Opening**

[Add New Party](#) [Create Case](#)

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

1:11-cv-?????

Search for a party

Last / Business Name  First Name  Middle Name

[Search](#)

Party search information and results of the search

Search Results

- international Business Machines
- international Business Machines Corporation
- international Business Machines, Inc.

[Select Party](#) [Create New Party](#)

### Selecting a Party from the Search Results List

**Attorney Case Opening**

[Add New Party](#) [Create Case](#)

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

1:11-cv-?????

Search for a party

Last / Business Name  First Name  Middle Name

[Search](#)

Search Results

- International Business Consortium, Inc.
- International Business Machines
- International Business Machines Corporation
- International Business Machines, Inc.
- International Business Ventures
- International Business Ventures, Inc.

[Select Party](#) [Create New Party](#)

If the party name is found in the **Search Results list**, click on the name to select it and then click the [Select Party] button.

**Attorney Case Opening**

[Add New Party](#) [Create Case](#)

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

1:11-cv-?????

Search for a party

Last / Business Name  First Name  Middle Name

[Search](#)

Search Results

- International Business Machines
- International Business Machines Corporation
- International Business Machines, Inc.

[Select Party](#) [Create New Party](#)

The **Party Information** fields for the selected party will appear in the right pane.

On the **Party Information** screen, the **Role field will always default to “Defendant (dft:pty)” and should be changed as appropriate as each party is added.**

**Attorney Case Opening**

[Add New Party](#) [Create Case](#)

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

1:11-cv-?????

**Party Information**  
International Business Machines, Inc.

Title

Role

Pro se

Prisoner Id  Unit

Office

Address1

Address 2   Show this address on the docket sheet

Address 3  City

State  Zip  Country

Prison

Phone  Fax

E-mail

Party text

Start date 12/29/2011 End date

Corporation  Notice

[Add Party](#) [Start a New Search](#)

- **DO NOT** change the corporation field from “NO” to YES”, even if you know the party is a corporation;
- **DO NOT** change the **Pro Se** field;
- **DO NOT** enter the party’s address, telephone number, or e-mail address;
- **DO NOT** enter **your** contact information on this screen;
- **DO** change the party **Role**, as appropriate, as mentioned above;
- **DO** add any party text information that is listed on the complaint above.

If the **Complaint** has notations on parties such as *Individually, and as President and CEO of XYZ Corporation*, that information on the party may be entered in the **Party text** field.

Click the **[Add Party]** button and the party will be added (with the party role) to the participant tree on the left; nodes for the attorney, alias, and corporate parent or other affiliate will appear under the party name in the tree. Also present will be functional icons for adding, editing, copying, or deleting case participants. To reveal the function of an icon, hover over it with your mouse; a pop-up box will identify the icon’s function. The right pane of the screen returns to the **“Search for a party”** function.

**Attorney Case Opening**

[Add New Party](#) [Create Case](#)

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

1:11-cv-?????

**Search for a party**

Last / Business Name  First Name  Middle Name

[Search](#)

International Business Machines, Inc. pla

- Alias
- Corporate Parent or other affiliate
- Attorney



## Adding Aliases

Only references to alias(es) for all parties listed in the initiating document need to be added. Using the example above, to add an alias for International Business Machines, Inc., click on the functional icon (*green plus sign next to yellow person image*) next to **Alias** (in the left pane of the screen). The right pane of the screen will then prompt you to **Search for an alias** name. Enter “**IBM**” in the **Last/Business Name** in the search box; click **[Search]** to continue.

The screenshot shows a web interface titled "Attorney Case Opening". On the left, there is a tree view for a case "1:11-cv-?????". Under "International Business Machines, Inc.", the "Alias" option is selected. On the right, a search box is titled "Search for an alias for International Business Machines, Inc." with "Last / Business Name" set to "IBM". Below the search box is a "Search" button. The "Search Results" section lists: IBM, IBM Black Laptop, IBM Consulting Group, IBM Corporation, IBM Global Services, and IBM Pentium III. At the bottom of the search results are "Select Alias" and "Create New Alias" buttons.

The search results will be displayed on the screen, and if the alias you need is in the **Search Results** list, click on the alias and then click on the **Select Alias**. The **Alias Information** will appear in the right pane of the screen with the alias information. Change the alias type filed to match what your Complaint shows. If the alias you need is not contained in the **Search Results** list, click on **Create New Alias**. A blank **Alias Information** will appear in the right pane of the screen to allow you to add alias information. Make sure you change the **Alias Type** field to match what is in the Complaint (see table below for alias types and translations), then click **Save Changes**. The alias will be added to the participant tree in the left pane of the screen with functional icons to add or edit the **Alias**.

## Common Alias Types

Alias Type	Translation	Alias Type	Translation
agent	agent	nfr	next friend
aka	also known as	obo	on behalf of
cnsvr	conservator	<b>other</b>	<b>other</b>
dba	doing business as	rec	receiver
est	estate of	rpi	<b>real party in interest</b>
fdba	formerly doing business as	suc	successor
fka	formerly known as	ta	trading as
gal	guardian ad litem	trust	trustee
nee	born		

**Note: If the alias type is not in the list, select “Other” as the alias type.**

## Corporate Parents

Corporate Parents **should NOT be added through the Participant Tree**. A Corporate Disclosure Statement must be filed, pursuant to Local Rule D.C.COLO.LCivR 7.4, DISCLOSURE STATEMENT. When filing the Corporate Disclosure, you will be able to search and add corporate parents. See **Appendix E Corporate Disclosure Statement and Corporate Parents** for more information.

## Creating New Parties

There are many names and businesses in the CM/ECF system, so first search for your party in **several** ways to avoid creating duplicate entries. If after several searches, the needed party name is still not contained in the **Search Results** list, click the **[Create New Party]** button. The **Party Information** fields are displayed in the right pane to allow you to enter new party information.

On the **Party Information** screen, the **Role** field will always default to **“Defendant (dft:pty)”** and should be **changed as appropriate as each party is added.**

Complete the **Last name**, **First name** and **Middle name** fields as appropriate. The entire business name is always entered in the **Last name** field. Use the **Party text** field to include additional information (see below); do not include party text information as part of the party's name.

- **DO NOT** change the corporation field from “NO” to YES”, even if you know the party is a corporation;
- **DO NOT** change the **Pro Se** field;
- **DO NOT** enter the party's address, telephone number, or e-mail address;
- **DO NOT** enter **your** contact information on this screen;
- **DO** change the party **Role**, as appropriate, as mentioned above;
- **DO** add any party text information that is listed on the complaint above.

In the **Party text** field, enter any additional party information, from the complaint, as needed (for example, *Individually, and as President and CEO of ABC Corporation.*)

Click the **[Add Party]** button and the party will be added to the participant tree in the left pane; nodes for the alias and corporate parent/other affiliate will appear under the party name in the tree. Next to each node entry, will be functional icons for adding, editing, copying, or deleting case participants. To reveal the function of an icon, point to the icon in question; a pop-up box will identify its function. Use these functional icons to make any corrections or changes to the party information already added. For example, if you inadvertently failed to change a party role from Defendant to Plaintiff, click the edit icon (pencil), make the correction, then save your changes.

	Next to each participant in the case, there are icons displayed to allow edits to the participant.		The <b>circular</b> icon allows the changing of the party name by searching for another party. You <b>CANNOT</b> physically change the party name.
	The <b>pencil</b> icon allows editing of party information, such as the party role, etc. You <b>CANNOT</b> use this function to change the party name.		The “x” icon will delete the party..

The right pane of the screen returns to the

**Search for a party** fields (if no changes were made; if changes were made, click the **[Add New Party]** button to return to the **Search for a party** fields). As previously described, any known alias(es) and/or corporate parent information must be added for all parties before the case is created.

Follow the steps described above to continue adding parties to the case.

## Party Review

The next step in the process is to open the case. Before opening the case, a final review of the parties listed in the complaint to the participant tree entries. When reviewing:

1. Are **all** of the parties listed in the Participant Tree?
2. Are all of the parties **properly identified as to plaintiff, defendant, interested party, etc.?**
3. If the party type (i.e. defendant, plaintiff) is NOT in the drop down list, call the court.
4. Are **parties listed in the same order** as the Complaint (Initiating document)?
5. Is the first plaintiff and first defendant added as the first plaintiff and first defendant?
6. Are **aliases**, as noted in the Complaint (Initiating document), identified for the appropriate party?
7. Have you added any Corporate Parents? If yes, you will need to also file a **Corporate Disclosure statement**.
8. For Social Security cases, have you added **SSA noticing** as an **Interested Party**?
9. **Do Not** add any attorneys, even if you know a party is being represented by a specific attorney.
10. **Do Not** add yourself at this time. You will “link” yourself when you file the Complaint (Initiating document.)
11. Are John/Jane Doe parties added as individual participants? (See Appendix F for more information)

Remember, **DO NOT** use the “Back” button to fix the participants; you will lose all entries you have made.

Use the respective icon next to each entry to delete/modify information on participants you have already added.

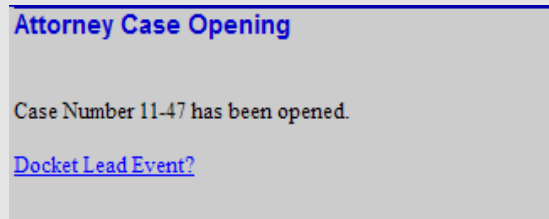
Use the **[Add New Party]** button to search and add additional parties you may have missed.

## Creating the Case

When all the parties listed in the complaint (or other initiating document) have been added, click the **[Create Case]** button. A dialog box will appear to ask about proceeding with case opening, “**Case will be created. Proceed?**” If additions or changes to the party information are needed, click **[No]**, then proceed to make the needed changes. If you are ready for the case to be opened, click **[Yes]**.

## Case Number Assignment

When the “**Yes**” button is clicked in the “Case Opening” dialog box, the case is opened and a civil case number is automatically assigned.



**NOTE:** You should write down the case number for future reference,

## Social Security Cases

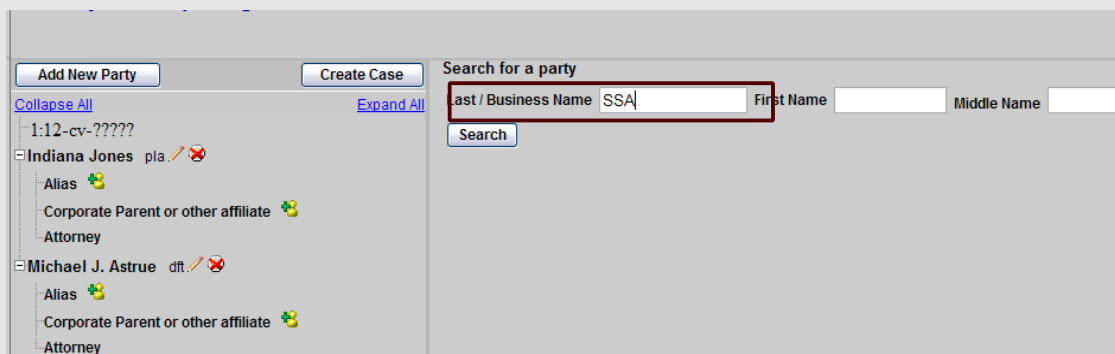
If you are opening a social security case (Nature of suit codes, 861, 862, 863, 864, and 865), you **must** also add a specific interested party to the case. The specific interested party is named **SSA Noticing**. You would perform a search for **SSA Noticing** just like any other party you wanted to add to the case. It is important to note that you should **NOT create the SSA Noticing** party as it will be an incorrect duplicate on the database. It is also very important that you **do NOT modify** any information for the **SSA noticing** party.

## Searching and Adding the SSA Noticing Party

Generally, you will have added the plaintiff(s) and defendant(s) to the case you are opening. Before you create the case, the **SSA Noticing** party must be added as an **Interested Party**.

You would search for the party just like any other party search you would do.

In this example, the plaintiff and defendant have been added. Before creating the case, search for the **SSA Noticing** party.

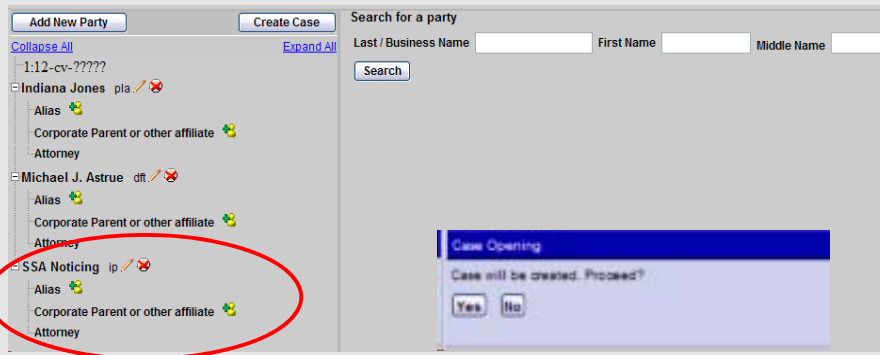


In this example, I entered **SSA** in the Last/Business Name field. Click the **[Search]** button. The search results display shows all parties that match “SSA.” There is a party named “SSA noticing.” Select the “SSA noticing” party in the Search Results box and click the **[Select Party]** button. **NOTE: You should NEVER add a new “SSA Noticing” party. If you did not find the “SSA Noticing” party in your search, check the name you entered for searching, or call the court.**

The Party Information box is displayed in the right pane. Like any party selected, the default role type is “Defendant.” Click on the drop down list to find and select **Interested Party**.

You should always see information in the **E-mail** text box. You must not change the e-mail information. If there is not any information in the e-mail text box, you **DO NOT have the correct party selected, or there is a problem with the party.** You should call the court during normal court hours to inform the court of the case number. After changing the party role and verifying the e-mail address is present, click the **[Add Party]** button to add the party.

The **SSA Noticing** party is shown in the left pane as an interested party.



When all plaintiffs, defendants and **SSA Noticing** have been added, click **Create Case**. A dialog box will appear to ask about proceeding with case opening, “**Case will be created. Proceed?**” Click [**Yes**] to open the case and assign a **number**.

## Docket Lead Event/Filing the Initiating Document

**NOTE:** The case number has been assigned. However, the case **will not be legally filed until the initiating document (i.e. complaint, etc.) has been filed and the filing fee has been paid.** If you do not file the initiating document when the case is opened, you have **one business day to file the initiating document. Otherwise the case you opened will be closed.**

The next step in the process of opening a new civil case is to docket the lead event, (filing the appropriate initiating document, **the complaint, notice of removal, etc.**)

If you choose not to file the initiating document immediately, **which is highly discouraged**, write down the case number or print the confirmation screen, so the case number will be available when you are ready to file the initiating document. If you misplace or forget the assigned case number, please contact the Help Desk to retrieve it. **DO NOT** open another case to obtain a new case number.

After the case is opened and the case number assigned, you may continue and file the initiating document. Click on the **Docket Lead Event?** link. The **Complaints and Other Initiating Documents** screen will appear. Select the appropriate event, then click [**Next**].

**NOTE:** The ECF login should be the login for the attorney that “s/” the initiating document.

### Complaints and Other Initiating Documents

Start typing to find another event.

Available Events (click to select events)

Amended Complaint  
Amended Petition for Writ of Habeas Corpus  
Complaint  
Counterclaim  
Crossclaim  
Intervenor Complaint  
Notice of Removal  
Petition (Other)  
Petition for Writ of Habeas Corpus  
Third Party Complaint

Selected Events (click to remove events)

Complaint

**NOTE:** This document is selecting the “Complaint” as the initiating document. You will select the proper event for your actual filing.

The next screen should display the assigned case number.

**Complaints and Other Initiating Documents**

Civil Case Number  
1:11-cv-47

Next Clear

Please verify the case number; if the box is empty or the number shown is incorrect, enter the correct case number. Click **[Next]** to continue.

A confirmation screen will display the case number with the case name. Click **[Next]** to continue.

**Complaints and Other Initiating Documents**

[1:11-cv-00047 International Business Machines, Inc. v. Jones](#)

Next Clear

## Select the Filer of the Initiating Document

You will then “**Select the Filer**” from the party list shown in the right pane of the screen. Click on the name of the filing party. If there is more than one filing party, click the first filing party, then hold the **Ctrl** key down while clicking the name of each subsequent filing party. If a party who is filing the document was not added to the case at case opening, you may click the **[New Filer]** button to add the omitted filing party. Once all the filers have been selected as the filers, click the **[Next]** button to continue.

**Complaints and Other Initiating Documents**  
1:11-cv-00047 International Business Machines, Inc. v. Jones

Pick Filer

Select the Filer

Select the Party:

International Business Machines, Inc. (pla)  
Jones, Josh James (dft)

Next Clear New Filer

**Complaints and Other Initiating Documents**  
1:11-cv-00047 International Business Machines, Inc. v. Jones

Pick Filer

Select the Filer

Select the Party:

International Business Machines, Inc. (pla)  
Jones, Josh James (dft)

Next Clear New Filer

## Party Association

The next screen is presented the first time a filer selects a party during the filing process. Once an attorney is associated to a particular party, this screen will not appear.

From this screen, the filing attorney must correctly associate him or herself with the filing party or parties. This ensures that the notice of electronic filing will be sent to the attorney for the plaintiffs indicated.

**Complaints and Other Initiating Documents**  
1:11-cv-00047 International Business Machines, Inc. v. Jones

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

Check the box(es) to the left of the parties listed that you represent.

If you DO NOT check any box, you will not receive ANY notice.

International Business Machines, Inc. (pty:pla) represented by jy-atty-test (aty)

Next Clear

**Complaints and Other Initiating Documents**  
1:11-cv-00047 International Business Machines, Inc. v. Jones

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

Check the box(es) to the left of the parties listed that you represent.

If you DO NOT check any box, you will not receive ANY notice.

International Business Machines, Inc. (pty:pla) represented by jy-atty-test (aty)

Next Clear

By checking the box, the filer is indicating that the party is being represented by the attorney who is currently logged in and who is filing the initiating document.

Click **[Next]** to continue.

From the right pane of the screen, you must now “select the party that this filing is **against.**” Again, **Select the Party** by clicking on the name of the party. If there is more than one party, click the first party, then hold the **Ctrl** key down while clicking the name of each subsequent party. DO NOT use any of the of the “**Select a Group**” buttons. Click **[Next]** to continue.

**Complaints and Other Initiating Documents**  
1:11-cv-00047 International Business Machines, Inc. v. Jones

Click Party

Expand All

International Business Machines, Inc. (pla)  
Josh James Jones (jtt)

Please select the party that this filing is against.

Select the Party: OR

International Business Machines, Inc. (pla)  
Jones, Josh James (jtt)

Select a Group

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear New Party

## Attaching the Initiating Documents

**Complaints and Other Initiating Documents**  
1:11-cv-00047 International Business Machines, Inc. v. Jones

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

Main Document

Browse...

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear



The **Main Document** will be the complaint or other initiating document. Click [**Browse**] to browse your computer's hard drive or network drive to locate the PDF file of the initiating to be filed (always open the PDF file to verify that you are attaching the correct PDF.)

**Complaints and Other Initiating Documents**  
[1:11-cv-00047 International Business Machines, Inc. v. Jones](#)

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.  
Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\jayeel\...

Attachments	Category	Description
1. C:\Documents and Settings\jayeel\... <input type="button" value="Browse..."/>	Exhibit	1 <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/>		

## Attaching Other Documents

Once the initiating is added as the main document, other attachments such as exhibits, summonses, and the Civil Cover Sheet can be included as attachments. Click [**Browse**] in the **Attachments** section to locate the PDF file of all the other attachments you wish to include with this filing. Generally, the Civil Cover Sheet should be the last document being attached. When the Civil Cover sheet is added, select "Civil Cover Sheet" from the selection list under **Category**. You may leave the **Description** field blank. If there are additional attachments, such as summonses, the process is the same (but use a different category and/or description for any subsequent attachments.) Each Summons will need to be a separate attachment. When all attachments have been added, click the [**Next**] button to continue.

## Paying the Filing Fee

The next screen informs the filer that the Pay.gov payment screens will be invoked, unless the plaintiff/petitioner meet one of three criteria that will bypass the Pay.gov screen.

The criteria are:

1. The plaintiff is the U. S. Attorney, a Federal Government Agency, or the FDIC
2. A separate motion to proceed In forma Pauperis (IFP) has been or will be filed
3. The plaintiff is filing pursuant to 38 U.S.C. § 4323(h)

The default is "**No.**"

**Complaints and Other Initiating Documents**  
[1:12-cv-00082 Jones v. Doom](#)

**The Pay.gov payment process will be invoked unless you meet one of the following criteria:**

1. The plaintiff is the U.S. Attorney or a Federal Government Agency.
2. A separate Application to Proceed In Forma Pauperis (IFP) has been or will be filed.
3. The plaintiff is filing pursuant to 38 U.S.C. 4323(h).

Does any of the above apply?

Yes  
 No

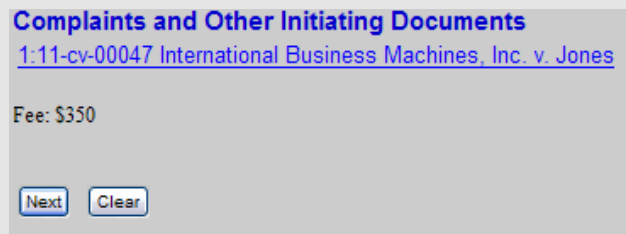
Clicking on the "**Yes**" radio button will bypass the Pay.gov payment screens.

Clicking on the "**No**" radio button (defaulted selection) will continue on to the Pay.gov payment screens.

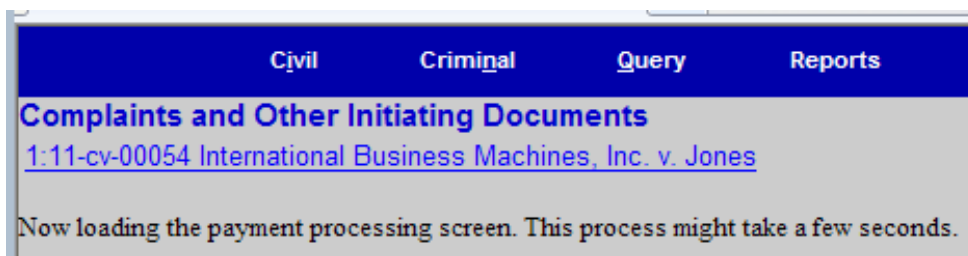
**Note:** Although the case number has been assigned and you are filing the **initiating document (i.e. complaint, etc.)**; the case **will not be legally filed until the filing fee has been paid.** *Failure to pay the filing fee or incorrectly claiming a waiver may result in the filing being stricken.*

Click on the appropriate radio button and click **[Next]** to continue.

Regardless of which radio button you selected, a screen denoting the fee is displayed. Click **[Next]** to continue.



After the fee notice screen is displayed and you selected "No" on the fee prompt screen, ECF will load the Pay.gov payment site so the filing fee can be paid.



## Pay.gov Screens

The Pay.gov site displays the "Online Payment" screen with two options. **Option one** is to pay by check [ACH Debit -Automated Clearing House debit from a checking or money market type of account.]

**Option two** is to use a credit card to pay the fee.

### System Message

- The system has populated the Payment Date with the next available payment date.

#### Online Payment

[Return to your originating application](#)

#### Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

**Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

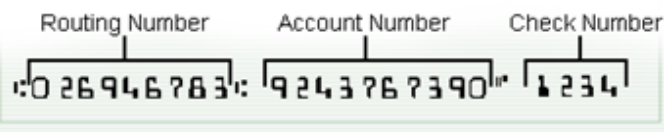
Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:



Payment Date: 01/03/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

This documentation will detail credit card option. Again you have a choice as to one of the two options for payment.

## Credit Card Payment

On the credit card entry screen, some data fields are pre-populated with information from ECF. The remaining "required" fields will need to be entered. The "required" fields are noted with a red asterisk (\*) to the right of each field.

After the "required" fields have been entered and reviewed, [Click] the **[Continue with Plastic Card Payment]** button. You also have the option to click on the "Cancel" button to cancel the credit card payment process.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [click here to find your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

## Authorization screen

The credit card process will display **Address Information, Account Information, and Payment Information** for you to

Confirm  
enter an  
mail  
Authorize  
you  
check  
Payment  
transacti

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: jy-atty-test	Card Type: Visa	Payment Amount: \$350.00
Billing Address: 901 19th St	Card Number: *****2222	Transaction Date and Time: 12/30/2011 10:34 EST
Billing Address 2:		
City:		
State / Province: CO		
Zip / Postal Code: 80294		
Country: USA		

Email Confirmation Receipt

To: [have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below:](#)

Email Address:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk \*

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

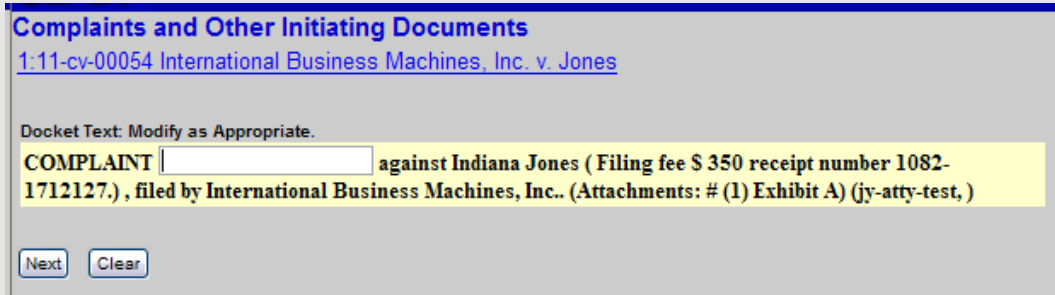
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

review. In the E-mail  
ation Receipt section, you can  
e-mail address and any cc'd e-  
addresses. Finally, in the  
ation and Disclosure section,  
**must** check the authorization  
box. **[Click]** on the **[Submit  
t]** button to submit the  
on.

## Receipt and Additional Docket Text

When you click on the “Submit Payment” button on the Pay.gov payment screen, Pay.gov returns you to ECF application to complete the filing transaction. The next screen in the ECF filing process is the Docket Text Modification screen. This screen allows you to enter **optional** free form text (up to 256 characters.) For example, you might want to add text like “for declaratory judgment”, or “for review of agency decision.” You should not use any abbreviations in the text.



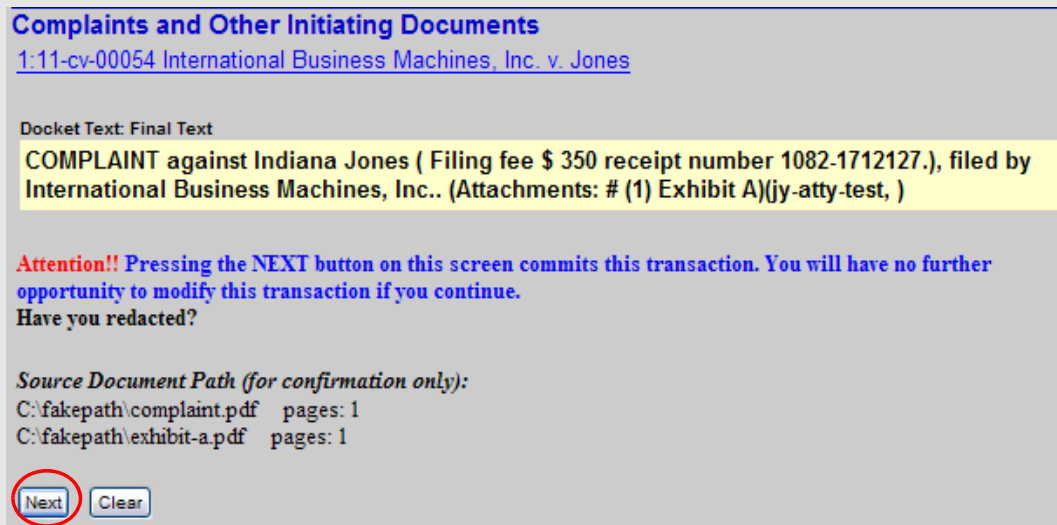
**Complaints and Other Initiating Documents**  
[1:11-cv-00054 International Business Machines, Inc. v. Jones](#)

Docket Text: Modify as Appropriate.

COMPLAINT [redacted] against Indiana Jones ( Filing fee \$ 350 receipt number 1082-1712127. ), filed by International Business Machines, Inc.. (Attachments: # (1) Exhibit A) (jy-atty-test, )

## Final Review

The Final Text screen is your last chance to review the submission.



**Complaints and Other Initiating Documents**  
[1:11-cv-00054 International Business Machines, Inc. v. Jones](#)

Docket Text: Final Text

COMPLAINT against Indiana Jones ( Filing fee \$ 350 receipt number 1082-1712127. ), filed by International Business Machines, Inc.. (Attachments: # (1) Exhibit A)(jy-atty-test, )

**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?

Source Document Path (for confirmation only):  
C:\fakepath\complaint.pdf pages: 1  
C:\fakepath\exhibit-a.pdf pages: 1

Review the screen carefully, and if you are totally satisfied that the filing is correct and complete, click **[Next]** to submit the filing. Once **Next** is clicked, the filing is submitted to the Court and immediately available on the docket report.

## Notice of Electronic Filing

The Notice of Electronic filing ("NEF") will be displayed. The NEF constitutes your receipt for the transaction; it is recommended that you save and/or print the NEF.

### Complaints and Other Initiating Documents

[1:11-cv-00054 International Business Machines, Inc. v. Jones](#)

U.S. District Court

District of Colorado [TEST]

#### Notice of Electronic Filing

The following transaction was entered by jy-atty-test, on 12/30/2011 at 8:37 AM MST and filed on 12/30/2011

**Case Name:** International Business Machines, Inc. v. Jones

**Case Number:** [1:11-cv-00054](#)

**Filer:** International Business Machines, Inc.

**Document Number:** 1

**Judge(s) Assigned:** None (please contact the court)

#### Docket Text:

**COMPLAINT** against Indiana Jones ( Filing fee \$ 350 receipt number 1082-1712127.), filed by International Business Machines, Inc.. (Attachments: # (1) Exhibit A)(jy-atty-test, )

1:11-cv-00054 Notice has been electronically mailed to:

jy-atty-test jack\_yee@cod.uscourts.gov

1:11-cv-00054 Notice has been mailed by the filer to:

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

**Document description:**Main Document

**Original filename:**n/a

**Electronic document Stamp:**

[STAMP dcecfStamp\_ID=1071006659 [Date=12/30/2011] [FileNumber=2275096-0] [5361feb754afa567bba9654065a42efd955dbaf95a1dda907d4a1df6df42a2e27734d3b3ab3b8f96d97acbfd1a4daca65dd02eb51e15b977edf66e814b9a9d42]]

**Document description:**Exhibit A

**Original filename:**n/a

**Electronic document Stamp:**

[STAMP dcecfStamp\_ID=1071006659 [Date=12/30/2011] [FileNumber=2275096-1] [5510f6570bcfe6f7d228f320f9a9215462d61c650296437a9e069c89a66ccf488feb64986cf9e45abe74cf5bcbc33c3506ba105939f0f7c0ff135a73e533e4a4]]

## Summonses

All summonses submitted for processing should be on a fillable PDF. The fillable PDF document may be accessed at [http://www.cod.uscourts.gov/Documents/Civil/CivAct/sum\\_cv\\_act.pdf](http://www.cod.uscourts.gov/Documents/Civil/CivAct/sum_cv_act.pdf)

Complete the information on the fillable form and save for submission.

The summonses may be one PDF or multiple attachments to the filing. For example, if there are three summonses to be processed, a single PDF may be attached with the three summons, or each of the three summons may be attached separately in the same filing.

The court will process each summons and docket the completed summons on to the case docket. A NEF will be e-mailed so the plaintiff can then print and serve the completed summons(es).

There are two options for submitting summonses when you are opening a case.

1. The PDF copy of the summons(es) may be attached when your are filing the complaint.
2. If summonses are not submitted as attachments to the complaint, the plaintiff can docket an event called **“Summons Request”** under the **“Other Documents”** category.

If you have questions, please call the court during normal business hours (8AM - 5PM, Monday thru Friday (excluding Federal holidays.)

## Subsequent filings

**Proceed to file all subsequent filings upon receipt of the judge assignment notification.**

## Appendix A - Use of Filters to Search Nature of Suit and Cause of Actions Codes

When completing the **Statistical Information** screen (Civil Cover Sheet Information), the Nature of Suit and Cause of Action codes can be selected from a drop down list for each field. CM/ECF has provided filtering capability to allow the user to “filter” both the Nature of suit code and the Cause of Action code.

Use of the filter capability will shorten the list for selection and may reduce errors. The **Statistical Information** screen (Civil Cover Sheet Information),

The screenshot shows the 'Attorney Case Opening' form. The 'Cause of action' and 'Nature of suit' fields are highlighted with a red box. To the right of each field is a 'Filter:' input box and a 'Clear filter' button. The 'Cause of action' field is currently empty, and the 'Nature of suit' field is set to '0 (zero)'. Other fields include 'Jurisdiction' (3 (Federal Question)), 'Origin' (1 (Original Proceeding)), 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand' (n (None)), 'Class action' (n (No Class Action Alleged)), 'Demand (\$000)', 'Arbitration code', 'County' (Denver), 'Fee status' (pd (paid)), 'Fee date' (12/28/2011), and 'Date transfer'. 'Next' and 'Clear' buttons are at the bottom left.

Clicking on the drop down arrow for the **Cause of action** field will display **all** of the possible cause of action codes.

The screenshot shows the 'Attorney Case Opening' form with the 'Cause of action' dropdown menu open. The menu lists various codes and descriptions, such as '12:1819 (12:1819 Default of Promissory Note)', '02:0431 (02:431 Fed. Election Commission: Failure Enforce C)', '02:0437 (02:437 Federal Election Commission)', '02:1301 (02:1301 Congressional Accountability Act)', '03:4301 (03:4301 Uniformed Services Employment and Reemployment Figh', '05:0075 (05:75(2) Contract - Reduction in Grade)', '05:0551 (05:551 Administrative Procedure Act)', '05:0552fi (05:552 Freedom of Information Act)', '05:0552pa (05:552 Right to Privacy Act)', '05:0554 (05:0554 Constitutionality of Maritime Statutes)', '05:0701 (05:0701 Administrative Procedure Act)', '05:0702 (05:702 Administrative Procedure Act)', '05:0704 (05:704 Labor Litigation)', '05:2302 (05:2302 Civil Service Reform Act (CSRA))', '05:5514 (05:5514 (05:5514 Debt Collection Act of 1982))', '05:7703 (05:7703 Discrimination - Review of Agency Act)', '05:8701 (05:8701 Federal Employees Group Life Insurance Act (FEGLI))', '05:8901 (05:8901 Federal Employees Health Benefit Act)', '05:AppII (05:AppII Federal Advisory Committee Act (FACA))', '07:0001 (07:0001 Commodity Exchange Act)', '07:0006 (7:6(b) Federal Commodity Exchange Regulation)', '07:0025 (7:25 Fraud - Commodities Leverage Contracts)', '07:0181 (07:181 Packers & Stockyard Act)', '07:0499 (07:499 Agricultural Commodities Act)', '07:0601 (07:601 USDA Condemnation)', '07:1631 (07:1631 Food Security Act)', '07:2023 (07:2023 (07:2023 Jud Rvw Admin Agency Determin))', '07:2301 (07:2301 Agricultural Fair Practices Act)', '07:2321 (07:2321 Plant Variety Protection Act)', and '08:0336 (08:0336 (08:0336 Judicial Review of Naturalization Denials))'. The 'Cause of action' field is currently set to '12:1819 (12:1819 Default of Promissory Note)'. Other fields are the same as in the previous screenshot.



To the right of the **Cause of action** code field and the **Nature of suit** field, there are “Filter” boxes for each field. You may enter up to ten alpha numeric characters to use for filtering the list.

The screenshot shows the 'Attorney Case Opening' form. The 'Cause of action' field is selected, displaying a list of codes and descriptions. A filter box to the right of the list contains the text 'federal', and a 'Clear filter' button is visible. The list of codes includes: 02:0437 (02:437 Federal Election Commission), 05:8701 (05:8701 Federal Employees Group Life Insurance Act (FEGLI)), 05:8901 (05:8901 Federal Employees Health Benefit Act), 05:ApplI (05:ApplI Federal Advisory Committee Act (FACA)), 07:0006 (7:0(b) Federal Commodity Exchange Regulation), 09:0004 (09:4 Federal Arbitration Act), 10:2305 (10:2305 Review of Federal Contract), 12:1787 (12:1787 Federal Credit Union Act), 15:0045 (15:0045 Federal Trade Commission Act), 15:0052 (15:0052 Federal Trade Commission Act), 15:0053 (15:0053 Federal Trade Commission Act), 15:1667 (15:1667 Federal Consumer Leasing Act), 15:3901 (15:3901 Federal Risk Retention Act), 18:1201 (18:1201 Federal Kidnapping across state lines), 21:0331 (21:331 Federal Food, Drug & Cosmetic Act), 21:0332 (21:0332 Federal Food, Drug and Cosmetic Act, Injunctive Relief), 26:7403 (26:7403 Suit to Enforce Federal Tax Lien), 28:1331b (28:1331 Federal Question: Bivens Act), 28:1331ov (28:1331 Federal Question: Other Civil Rights), 28:1331rs (28:1331rs Federal Rail Safety Act), 28:1331wl (28:1331 Federal Question: EPA Waste Lien), 28:2271 (28:2271 Federal Tort Claims Act), 28:2671 (28:2671 Federal Tort Claims Act), 28:2674 (28:2674 Federal Tort Claims Act), 28:2679 (28:2679 Federal Tort Claims Act), 30:0801 (30:0801 Penalties/Federal Mine Safety Health Act), 30:0815 (30:0815 Federal Mine Safety & Health Act), 30:1701 (30:1701 Federal Oil Gas Royalty Mgt Act 1992 (FOGRMA)), 42:2000d (42:2000d (42:2000d Federally Assisted Programs)), and 42:6961 (42:6961 Federal Facilities Compliance Act). A '300' is entered in a small box to the right of the list. The 'Jurisdiction' is set to '3 (Federal Question)'. Other fields include 'Nature of suit', 'Origin', 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand' (p (Pl)), 'Arbitration code', and 'Fee status' (pd (paid)). 'Next' and 'Clear' buttons are at the bottom left.

In the example, entering the word “federal” will “filter” the entire list to display only items containing the word “federal.” The drop down list is shorter and specific to any entries containing the filter text.

Clicking on the “Clear Filter” button will return the “Cause of action” list to its entirety.

The filtering process is the same for the “Nature of suit” codes.

The screenshot shows the 'Attorney Case Opening' form. The 'Nature of suit' field is selected, displaying a list of codes and descriptions. A filter box to the right of the list contains the text 'federal', and a 'Clear filter' button is visible. The list of codes includes: 12:1819 (12:1819 Default of Promissory Note), 190 (Contract: Other), 0 (zero), 110 (Insurance), 120 (Contract: Marine), 130 (Miller Act), 140 (Negotiable Instrument), 150 (Contract: Recovery/Enforcement), 151 (Contract: Recovery Medicare), 152 (Contract: Recovery Student Loan), 153 (Contract: Recovery Veteran Ben.), 160 (Stockholders Suits), 190 (Contract: Other), 195 (Contract Product Liability), 196 (Contract: Franchise), 210 (Condemnation), 220 (Real Property: Foreclosure), 230 (Rent Lease & Ejectment), 240 (Torts to Land), 245 (Tort Product Liability), and 290 (Real Property: Other). The 'Cause of action' is set to '12:1819 (12:1819 Default of Promissory Note)'. The 'Jurisdiction' is set to '3 (Federal Question)'. Other fields include 'Origin', 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand' (p (Pl)), 'Arbitration code', and 'Fee status' (pd (paid)). 'Next' and 'Clear' buttons are at the bottom left.

The “**Nature of suit**” codes are displayed in numeric order. You can filter the “**Nature of suit**” codes by entering up to ten alpha numeric characters to use for filtering the list

In the example, entering the word “contract” will “filter” the entire list to display only items containing the text “contract.” The drop down list is shorter and specific to any entries containing the filter text.

The screenshot shows the CM/ECF Attorney Case Opening form. The "Nature of suit" dropdown menu is open, displaying a list of codes filtered by the text "contract". The visible codes are: 120 (Contract: Marine), 150 (Contract: Recovery/Enforcement), 151 (Contract: Recovery Medicare), 152 (Contract: Recovery Student Loan), 153 (Contract: Recovery Veteran Ben.), 190 (Contract: Other), 195 (Contract: Product Liability), and 196 (Contract: Franchise). The "Filter" input field contains the text "contract", and a "Clear filter" button is visible to its right. Other form fields include "Jurisdiction" (3 (Federal Question)), "Cause of action" (12:1819 (12:1819 Default of Promissory Note)), "Origin" (120 (Contract: Marine)), "Citizenship plaintiff" (151 (Contract: Recovery Medicare)), "Citizenship defendant" (153 (Contract: Recovery Veteran Ben.)), "Jury demand" (p (Pl: 300)), "Arbitration code", "County" (Denver), "Fee status" (pd (paid)), "Fee date" (12/16/2011), and "Date transfer".

Clicking on the “Clear Filter” button will return the “**Nature of suit**” codes list to its entirety.

## Appendix B - Notice of Removal

### Suggested procedural filing guideline for filing a Notice of Removal and state court documents.

The information provided below is only a suggested procedural guideline and is not all inclusive due to the status of the state case, the documents that may or may not have been filed in district court or the different policies in each district which may affect what documents are available to be filed in the United States District Court, for the District of Colorado. It is the responsibility of the attorney or pro se party removing the case to interpret and follow Local Rule D.C.COLO.LCivR 81.1 - PROCEDURE FOR REMOVAL and 28 U.S.C. § 1446(a).

#### Case Opening and Initiating documents:

1. Review [28 U.S.C. § 1446\(a\)](#) to ensure compliance. [28 U.S.C. § 1446\(a\)](#) requires the filing of the Notice of Removal and specific state court documents. Each of the state court documents shall be individual PDFs. As a suggested procedural guideline, see item 3 below.
2. Open a new case. (See Attorney Civil Case Opening Procedures for more information.)
3. File the initiating document (Notice of Removal)
  - a. Notice of Removal (main document)
  - b. Complaint/Cross Claim/Counter Claim/3rd Party Complaint or other initiating document
  - c. Answers to complaints or initiating petitions.
  - d. Affidavit of Service>Returns of Service of the complaint and summons.
  - e. Any orders served upon the defendant. (NOTE1: Documents for items b through are from the state court case)  
(NOTE2: The **Description** field for attachments in CM/ECF shall clearly identify the state court document. For example, the state court complaint would be described as “**State Court Complaint**”, etc.
  - f. Civil Cover Sheet
  - g. Supplemental Civil Cover Sheet (NOTE: Any pending motions and pending hearings shall be noted on the Supplemental Cover Sheet)

#### Within 14 Days of filing of the Notice of Removal:

2. Within fourteen (14) days of the filing of the Notice of Removal, the removing party shall file in CM/ECF, the following types of documents:

**NOTE:** Each of the following documents should be separate PDF documents and each PDF cannot exceed 5.0 MB in size.

- A. Current state docket sheet (register of actions.) (Use the [Notice - Other](#) event under the [Other filings - Notices](#) category.)
- B. Each pending motion from state court (Use the appropriate federal [motion](#) event under the [Motions and Related filings - Motions](#) category.)
- C. All related responses, replies, and briefs. (Use [response to motion](#), [reply to motion](#), [brief in support of motion](#), or [brief in opposition of motion](#) event under the [Motions and Related filings - Supporting documents, Responses and Replies](#) category.)

**NOTE:** Each response, reply, or brief shall be filed using the appropriate response, reply, or brief event and linked to the motion they relate to.

- D. State petitions. (Use the [petition](#) event under the [Other Filings - Other Documents](#) category.)

#### Pending State Court Hearings:

3. If a hearing in the state court has been set before a case is removed, counsel or the pro se party removing the case shall notify the state court judge forthwith of the removal.

Use the [Notice - Other](#) event to file a copy.

4. The removing party shall notify the federal judge to whom the case is assigned of the nature, time, and place of the state court setting.

[This may be accomplished by completing Section D of the Supplemental Civil Cover Sheet.](#)

## Appendix C - Entering Party Information

### General Rules

- A party's name should be entered precisely as it is on the complaint. If a party's name has punctuation on the complaint, then the punctuation should be entered into the system. CM/ECF will accept up to 256 characters in one name field; therefore, there is no need to abbreviate.
- Use proper capitalization. Do not use all caps (unless the party name is an acronym).
- Always do a search before entering a new party name. If the system finds the correct name, select it.

---

### Searching in CM/ECF

- Most party names can be divided into a last name (or agency or business) and optional first and middle names.
- The system requires a minimum of two characters to be entered before it will search. It will then bring up all names beginning with those letters.
- Searches are not case sensitive (i.e., you can enter "Smith" or "smith" and obtain the same result).
- A wildcard (\*) is not required at the end of a search string and will actually slow down the search if entered.

---

### Individual's Name and Title

- When entering the name of an individual, fill out the last name, first name, and middle name fields.
- Place descriptive information in party text.

IF...	THEN...
A title such as Mr., Mrs., or Dr. is listed before the name	Enter this information in the party text filed. DO NOT USE the TITLE field.
A generation such as Jr., Sr., or III is listed	Enter this information in the generation field and add the period after the generation.
A description such as warden, officer, or spouse, etc., is listed after the name	Enter this information in party text.
The last name of a party listed on the complaint is known, and the first name is unknown	Type the known last name in the last name field and leave the first name field blank. Do not type "Unknown" unless it is listed on the complaint.
The first name and title of a party listed on the complaint are known, and the last name is unknown; e.g., Nurse Nancy	Type the known first name <i>Nancy</i> in the last name field, leave the first name field blank, and type the title in party text <i>Nurse</i> .

IF...	THEN...
There are two last names listed for a party; e.g., Geovani San Pedro Lopez	Type the last name in the last name field <i>Lopez</i> , the first name in the first name field <i>Geovani</i> , and the rest of the name, <i>San Pedro</i> should be entered in the middle name field.
The last name is hyphenated for a party: e.g. James Smith-Barney	If the last name is hyphenated, they are considered one name and should be entered in the last name field. <i>Smith-Barney</i> would be entered in the Last name field. <i>James</i> would be entered in the first name field. The middle name would not be used in this example.

### Parties Identified Individually and in an Official Capacity

- When parties are named in their individual and official capacities, **two party entries** must be made.
- Designation of the individual is done in the **first Name** field and the party text field.
- Designation of the official capacity is made in the party text field.

If...	Then...
<b>City of Greenwood Police Chief Donnie Perry, individually and in his official capacity</b>	Last name: Perry First name: Donnie (I) (Add "(I)" after the first name to identify Donnie Perry as the individual) Party text: individually
	Last name: Perry First name: Donnie Party text: <b>City of Greenwood Police Chief , in his official capacity</b>
<b>City of Greenwood Police Lieutenant Joseph Harvey, individually and in his official capacity</b>	Last name: Harvey First name: Joseph (I) (Add "(I)" after the first name to identify Joseph Harvey as the individual) Party text: individually
	Last name: Harvey First name: Joseph Party text: <b>City of Greenwood Police Lieutenant , in his official capacity</b>

### Business Names

- When entering a business, use only the last name and party text fields.
- When initials are used in a name, it is not necessary to add a space between the initials.
- List any words before the comma in a company name in the last name field. List everything after the comma in party text.

Example of party name	Fields used
A-Z Management Consulting, a Colorado Corporation	Last: A-Z Management Consulting Party Text: a Colorado Corporation
I.I. Inc., a Colorado Corporation	Last: I.I. Inc. Party text: a Colorado Corporation
General Electric Supply Company, an Arizona Corporation	Last: General Electric Supply Company Party text: an Arizona Corporation
The Travelers Insurance Company	Last: The Travelers Insurance Company

---

### Estates as Parties

**When an estate is listed as a party, the deceased person's name needs to be searchable.**

IF...	THEN...
There is a personal representative or executor appointed	Party: Helen Smiley, Executor of the Estate of George Smiley  Last name: Smiley First name: Helen Party text: Executor of the estate of George Smiley Alias last name: Smiley Alias first name: George Alias Type: est
There is no personal representative or executor appointed	Party: Estate of George Smiley  Last name: Estate of George Smiley Alias last name: Smiley Alias first name: George

## Vehicles as Parties

When a vehicle is listed as a party in a case, enter the type of vehicle and the vehicle identification number (VIN) as the party, and any other identifying information in party text.

Example of party name	Fields used
1979 Chrysler Newport, VIN 325678765445, 4-door, blue	Last name: 1979 Chrysler Newport, VIN 325678765445, 4-door, blue
One red Chevrolet Corvette, 1999, VIN 1G1YY22G0X5118282	Last name: Chevrolet Corvette, 1999, VIN 1G1YY22G0X5118282, One, red
The Subject Vehicle is a 2003 White Chevy Impala, VIN 2G1WH52KX39106229, Colorado license plate number 55F779, registered to Richard J. Galvin and Tracy L. Jones	Last name: 2003 White Chevy Impala, VIN 2G1WH52KX39106229 Party text: Colorado license plate number 55F779, registered to Richard J. Galvin and Tracy L. Jones Additionally, add Richard J. Galvin and Tracy L. Jones as aliases. Alias 1: <i>Richard J. Galvin</i> (-) Alias 2: <i>Tracy L. Jones</i> (-)

## Real Estate or Addresses as Parties

When entering real estate or addresses as a party, use the street address as the party name and use the party text to add any descriptive information to help the address flow. Create an alias only if there is a specific individual's name listed as part of the address.

Example of party name	Fields used
One parcel of real estate located at 23 Elm Row, Phoenix, AZ	Last name: 23 Elm Row, Phoenix, AZ Party text: One parcel of real estate located at 23 Elm Row, Phoenix, AZ
In the matter of: Inspection of the workplace located at 4801 Borman Street, Denver, Colorado, 68157 under the control and custody of TLS Racing	Last name: 4801 Borman Street, Denver, Colorado, 68157 Party text: In the matter of: Inspection of the workplace located at 4801 Borman Street, Denver, Colorado, 68157 under the control and custody of TLS Racing TLS Racing should also be added as an alias. Alias 1: <i>TLS Racing</i> (-)
Premises located at 1424 Avenue B, Ridgeway, Colorado, more fully described in Attachment A	Last name: 1424 Avenue B, Ridgeway, Colorado Party text: Premises located at 1424 Avenue B, Ridgeway, Colorado, more fully described in Attachment A

## Web Site, E-mail Address, or Banks as Parties

When entering a Web site or e-mail address as a party, each Web site and e-mail address should be entered as a separate defendant with the rest of the information in party text.

Example of party name	Fields used
<p>Internet Web sites www.buydirectrx.com and www.consultsnow.com held on server drives located at GoDaddy Software, 14455 N. Hayden Road, Suite 226, Scottsdale, AZ 85260</p>	<p>Last name party 1: www.buydirectrx.com Party text: Internet Web sites held on server drives located at GoDaddy Software, 14455 N. Hayden Road, Suite 226, Scottsdale, AZ 85260</p> <p>Last name party 2: www.consultsnow.com Party text: Internet websites held on server drives located at GoDaddy Software, 14455 N. Hayden Road, Suite 226, Scottsdale, AZ 85260</p> <p>GoDaddy Software should also be added as an alias. Alias 1: <i>GoDaddy Software</i>(-)</p>
<p>The Bank of New York Mellon, fka The Bank of New York as Successor in Interest to JP Morgan Chase Bank NA, a Delaware corporation</p>	<p>Last name: Bank of New York Mellon, The Party text: a Delaware corporation Alias: Bank of New York, The Alias type: fka Alias: JP Morgan Chase Bank NA Alias type: suc</p>
<p>Federal Deposit Insurance Corporation in its capacity as receiver for Colorado Capital Bank</p>	<p>Last name: Federal Deposit Insurance Corporation Party text: in its capacity as Alias: Colorado Capital Bank Alias type: rec</p>



## Minors as Parties

Pursuant to FED. R. Civ. P. 5.2(a), a minor's name should be listed by the initials of the minor's name. If a minor is listed as a party in a case, his or her name should be listed as an alias to the parent or guardian. (We will not change a full name to initials if the attorney has filed it incorrectly.)

Example of party name	Fields used
Mary and Josue Anaya, individually and as next friend of J. E. A., a minor	<p>Last name party 1: Anaya                      First name party 1: Mary                      Party text party 1: individually and as next friend of J. E. A., a minor                      Alias: J. E. A.</p> <p>Last name party 2: Anaya                      First name party 2: Josue                      Party text party 2: individually and as next friend of J. E. A., a minor                      Alias: J. E. A. (alias type "-")</p>
Jerrey McGaugh and Morris Miller, by and through their Mother and Next Friend, Angelica Miller	<p>Last name: Miller                      First name: Angelica                      Party text: Mother and Next Friend of Jerrey McGaugh and Morris Miller                      Alias 1: Jerrey McGaugh                      Alias 2: Morris Miller</p>

## Ex rel Parties

Sometimes cases are filed by one party on behalf of another party, giving the second party the opportunity to join the case. If this is the case, set up the parties as listed below:

Example of party names	Party type and fields used
United States ex rel. Zeiger Construction Company, a Colorado Corporation	<p>Plaintiff last name: Zeiger Construction Company                      Party text: a Colorado Corporation, US ex rel</p>
State of Colorado ex rel. L. Tim Wagner, Director of Insurance	<p>Plaintiff last name: Wagner                      First name: L.                      Middle name: Tim                      Party text: Director of Insurance                      Relator Plaintiff last name: State of Colorado</p>

## **Appendix D - Miscellaneous Matters**

The following list of filings are categorized as miscellaneous matters and generally result in the opening of a civil 'mc' case type. The court has not yet integrated the ability to open "mc" cases types.

Until the integration occurs, opening these type of cases will still need to be e-mailed to the [newcases@cod.uscourts.gov](mailto:newcases@cod.uscourts.gov) e-mail address. Please see the "Sealed Cases and Other Initiating Documents that **MUST be e-mailed to the court for Opening.**" section in this document.

Discovery motions regarding civil actions pending in another court.

Petition to Quash an IRS summons.

Petitions for Judicial Assistance for Discovery from Foreign Tribunal pursuant to 28 U.S.C. § 1782

Petition to Perpetuate Testimony pursuant to Federal Rule 27

Actions to enforce administrative subpoenas or summons, such as: petitions to enforce an IRS summons, petitions to enforce Inspector General administrative subpoenas and petition for judicial approval of levy on principal residence.

Applications for civil seizure warrant

Application for inspection warrant, warrant for entry and investigation or warrant to determine need for and to undertake response action

Application for warrant for entry upon premises to effect levy

Motions for Extension of Time to File Forfeiture Action

Receivership orders

Request to issue subpoena pursuant to the Digital Millennium Copyright Act

Aspostilles

Motions for Leave to File Complaint because of filing restrictions or complaints filed by plaintiff who's filing have been restricted

Registration of Power of Attorney or revocation of power of attorney for agent for service of process for insurance companies.

Financial Privacy Act Challenges

Certifications of Judgments from Other Districts.

If you have questions, or need additional information, please call the help desk at 303-335-20520 or 1-866-365-6381.

# Appendix E Corporate Disclosure Statement and Corporate Parents

## D.C.COLO.LCivR 7.4, DISCLOSURE STATEMENT

Local Rule **D.C.COLO.LCivR 7.4, DISCLOSURE STATEMENT** states:

### A. Who Must File.

Any non governmental corporate party or other legal entity to a proceeding in a district court must file a disclosure statement identifying all its parent entities and listing any publicly held entity that owns ten percent or more of the party's stock.

### B. Time for Filing; Supplemental Filing.

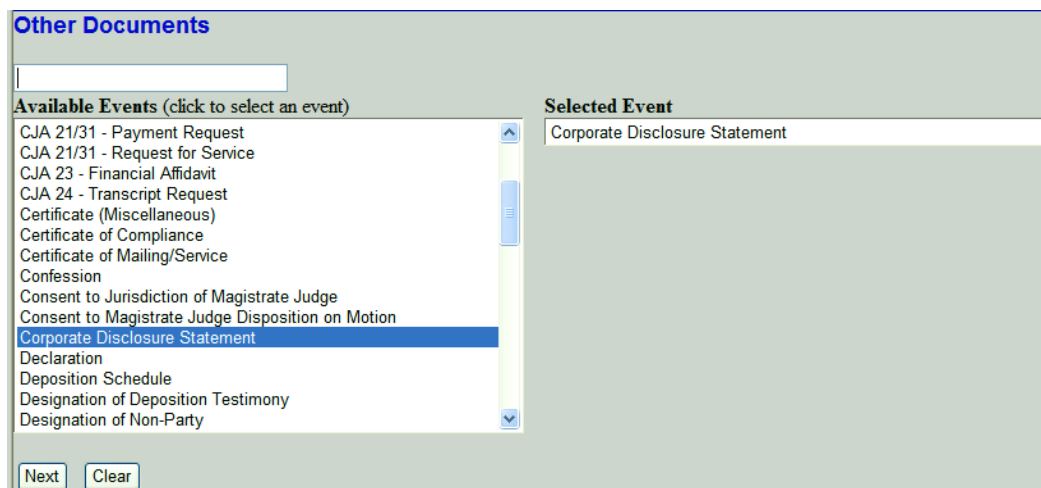
1. A party must file the disclosure statement upon its first appearance, pleading, petition, motion, response, or other request addressed to the court.
2. A party must promptly file a supplemental disclosure statement upon any change in the information that the statement requires.

## Corporate Disclosure Event

To file a Corporate Disclosure, single click on **Civil** in the blue menu bar at the top of the screen. On the Civil Events menu, under **Other Filings**, select **Other Documents**.



Select the **Corporate Disclosure Statement** event from the **Available Events**. After selection, the event(s) selected will display in the **Selected Event** box. Click on the **[Next]** button



## Case Number Entry

Enter the case number.

**Other Documents**

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

After entering the case number, click the **[Find This Case]** button. If the case number is valid, the Next button is active. Click on the **[Next]** button to continue.

**Other Documents**

Civil Case Number

12-70 Find This Case

Next Clear

**Other Documents**

Civil Case Number

1:12-cv-70

Next Clear

## Verification Screen

A verification screen is displayed. Verify the case is the correct case for filing the Corporate Disclosure. Click the **[Next]** button.

**Other Documents**

[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

Next Clear

## Attaching the Corporate Disclosure

Browse for the main document to upload. The court recommends you open the PDF document to review before attaching. Browse for, review, and attach any additional documents. In this example, there is only the main document. Click the **[Next]** button.

**Other Documents**

[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**

C:\Documents and Settings\Owner\Desktop Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

## Select the Filer

The “Select the filer” screen is displayed. Select the party filing the document. In this example, the filing party is “Breads of the World, L. L. C. Click the **[Next]** button.

**Other Documents**  
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Pick Filer

Select the filer.

Collapse All Expand All

- Breads of the World, L.L.C. pla
- Grainland, Corporation dft
- Wheatley Oil Company dft

Select the Party:

- Breads of the World, L.L.C. [pla]
- Grainland, Corporation [dft]
- Wheatley Oil Company [dft]

Next Clear New Filer

## Add Corporate Parent(s) Verification Screen

A verification screen is displayed indicating the process is to “Add Corporate Parent(s) . Click the **[Next]** button.

**Other Documents**  
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Add Corporate Parent(s).

Next Clear

## Search for Corporate Parent

The “Search for a corporate parent or other affiliate” screen is displayed. Enter the corporate parent name in the “Last/Business Name” field. In this example, the corporate parent is “Wonder-Hostess” By entering “Wonder” we will have a broader search. Click the **[Search]** button.

**Other Documents**  
1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation

Search for a corporate parent or other affiliate

Last/Business name Wonder

Search Clear

End corporate parent or other affiliate selection

## Search Results for Corporate Parent Search

All records starting with “Wonder” in their name will display in the “**Search Results**” box. Notice there are multiple names having “Wonder” as part of their name. There is only one entry for “Wonder-Hostess”, and it’s the name of the corporate parent in this filing example. If none of the results match, you can try another search, or click on the **[Create New Corporate Parent]** button.

Since there is a match for “Wonder-Hostess”, you can click on the name to select. Then click on the **[Select name from list]** button.

**Search for a corporate parent or other affiliate**

Last/Business name

**Corporate parent or other affiliate search results**

- Wonder-Hostess
- Wondercraft, Inc.
- Wondercrafts America, Inc.
- Wonderland Capital Corp.
- Wonderland Capital Corporation
- Wonderland Software

After selecting the name, the “Corporate Parent or Other Affiliate Information” screen is displayed. Review the name and **always** leave the type as “Corporate Parent.” Click on the **[Add corporate parent or other affiliate]** button.

**Corporate Parent or Other Affiliate Information**

Last/Business name  First name

Middle name

Type

Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

## Linking the Corporate Parent to the Party

The “Adding new corporate parent or other affiliate.” screen is displayed. You will need to select the party to link the corporate parent. After selecting the party, click the **[Next]** button.

**Other Documents**

[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

**Adding new corporate parent or other affiliate.**

Select the Party:

## Additional Corporate Parents

After adding the first corporate parent, the “Search for a corporate parent or other affiliate” screen is displayed. At the bottom of the display, the screen shows the corporate parent(s) that have been added. In this example, “Wonder-Hostess” is displayed showing it’s the corporate parent for “Breads of the World.” If you are finished adding corporate parents, click on the **[End corporate parent or other affiliate selection]** button.

**Other Documents**  
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

**Search for a corporate parent or other affiliate**

Last/Business name

**Corporate parents and other affiliates added thus far:**  
Breads of the World, L.L.C. Corporate Parent Wonder-Hostess

In our example, we’ll add another corporate parent. Remember, corporate parents need to be added based upon what has been listed in the initiating document. Like the first, we’ll search for the second corporate parent. Enter “Doughb” in the “Last/Business name” field. Click on the **[Search]** button.

**Other Documents**  
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

**Search for a corporate parent or other affiliate**

Last/Business name

**Corporate parents and other affiliates added thus far:**  
Breads of the World, L.L.C. Corporate Parent Wonder-Hostess

All records starting with “Doughb” in their name will display in the “**Search Results**” box. There is only one name displayed. It is not the party we need. You may try additional searches if you feel your search was not broad enough. In this example, the entry of “Doughb” should have brought up “Doughboy Industries, LLC.” We’ll click on the **[Create New Corporate Parent]** button to add “Doughboy Industries, LLC.”

**Search for a corporate parent or other affiliate**

Last/Business name

**Corporate parent or other affiliate search results**

Doughboy

## Creating a New Corporate Parent

After clicking on the **[Create New Corporate Parent]** button, the “Corporate Parent or Other Affiliate Information” screen is displayed with the information we used for the search. In this example, “Doughb” is displayed in the “Last/Business name” field and is open for adding complete corporate parent information.

**Corporate Parent or Other Affiliate Information**  
Last/Business name  First name   
Middle name   
Type   
  Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

In this example, we complete the entry to reflect the entire corporate name, “Doughboy Industries, LLC”. Review the name and **always** leave the type as “Corporate Parent.” Click on the **[Add corporate parent or other affiliate]** button

**Corporate Parent or Other Affiliate Information**  
Last/Business name  First name   
Middle name   
Type   
  Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

The “Adding new corporate parent or other affiliate.” screen is displayed. You will need to select the party to link the corporate parent. After selecting the party, click the **[Next]** button.

**Other Documents**  
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)  
**Adding new corporate parent or other affiliate.**  
**Select the Party:**

After adding the next corporate parent, the “Search for a corporate parent or other affiliate” screen is displayed. At the bottom of the display, the screen shows the corporate parent(s) that have been added. In this example, both corporate parent entities are displayed for “Breads of the World.” If you are finished adding corporate parents, click on the **[End corporate parent or other affiliate selection]** button.

**Other Documents**  
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)  
**Search for a corporate parent or other affiliate**  
Last/Business name   
   
  
**Corporate parents and other affiliates added thus far:**  
Breads of the World, L.L.C. Corporate Parent Doughboy Industries, LLC  
Corporate Parent Wonder-Hostess



After ending the adding of corporate parents, a final verification screen is displayed. Click on the **[Next]** button.

**Other Documents**  
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

The final warning screen is displayed. After review and it's acceptable, click on the **[Next]** button.

**Other Documents**  
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

Docket Text: Final Text  
**CORPORATE DISCLOSURE STATEMENT identifying Corporate Parent Doughboy Industries, LLC, Corporate Parent Wonder-Hostess for Breads of the World, L.L.C.. (jy-atty-test, )**

**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?**

*Source Document Path (for confirmation only):*  
C:\fakepath\Corp Disclosure.pdf pages: 1

The receipt/confirmation is displayed. The filing is completed.

**Other Documents**  
[1:12-cv-00070 Breads of the World, L.L.C. v. Grainland, Corporation](#)

U.S. District Court  
District of Colorado [TEST]

**Notice of Electronic Filing**

The following transaction was entered by jy-atty-test, on 1/29/2012 at 8:53 AM MST and filed on 1/29/2012

**Case Name:** Breads of the World, L.L.C. v. Grainland, Corporation  
**Case Number:** [1:12-cv-00070](#)  
**File:** Breads of the World, L.L.C.  
**Document Number:** [3](#)

Docket Text:  
**CORPORATE DISCLOSURE STATEMENT identifying Corporate Parent Doughboy Industries, LLC, Corporate Parent Wonder-Hostess for Breads of the World, L.L.C.. (jy-atty-test, )**

1:12-cv-00070 Notice has been electronically mailed to:  
Leslie Martin-1 leslie\_a\_martin@cod.uscourts.gov

1:12-cv-00070 Notice has been mailed by the filer to:

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

## APPENDIX F - John Doe and Jane Doe Parties

There are occasions where the actual party name is not known and a John Doe or Jane Doe party is added to the case. The case situation may also have multiple John Does or multiple Jane Does added. There have been variations as to how John Does and Jane Does have been entered into cases. For example, John Does 1 - 99, Jane Does 1 - 5, John Doe 1, John Doe 6, John Doe, etc.

Going forward, when there are multiple John and/or Jane Does, each John and/or Jane Doe shall be individually added. As an example, if you have John Does 1 - 5 designated as parties to the case, you will need to add five John Doe parties. You will not add just one record designated as John Does 1 - 5. Each John Doe will be unique so there will be a John Doe 1, John Doe 2, John Doe 3, John Doe 4, and John Doe 5 record. The same process would apply to any Jane Doe parties.

Let's walk through the process of adding multiple John Does to a case during case opening.

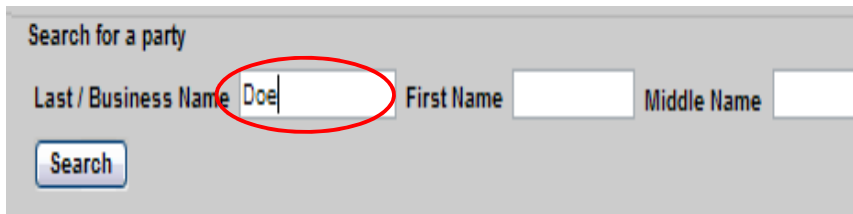
When opening a new case, plaintiffs are usually added first, followed by defendants. ECF requires you to "search" the ECF database to see if the party already exists.

For brevity purposes, the plaintiff has been added and this appendix will focus on the John/Jane Doe search and addition process. Please refer to the **Party Search Screen** section of this main document for more detailed party information.

For this example, we want to add three John Does as defendants in this case. We begin the process by doing a search.

You will always enter a "Last Name," in this example, "Doe." If you put in a first name, you "tighten" the search.

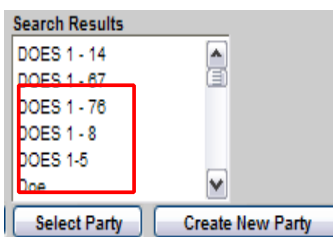
Figure A - Just the Last Name used for the search:



Search for a party

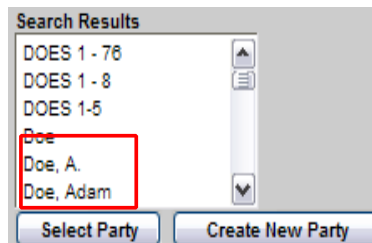
Last / Business Name  First Name  Middle Name

Using just the Last Name, the search returns a broader list of records found with the Last Name matching "Doe." Records for just parties named "Doe," Adam Doe, John Doe, Jane Doe, etc.



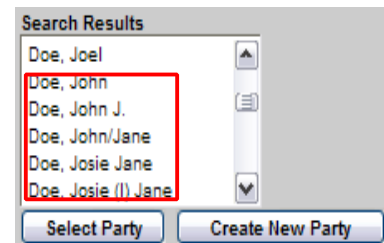
Search Results

- DOES 1-14
- DOES 1-87
- DOES 1-76
- DOES 1-8
- DOES 1-5
- Doe



Search Results

- DOES 1-76
- DOES 1-8
- DOES 1-5
- Doe
- Doe, A.
- Doe, Adam



Search Results

- Doe, Joel
- Doe, John
- Doe, John J.
- Doe, John/Jane
- Doe, Josie Jane
- Doe, Josie (I.) Jane

**Figure B - Use of the Last Name and First Name for the search:**

Search for a party  
Last / Business Name  First Name  Middle Name

Using the Last Name and First Name “tightens” the search and returns a list of records found with the Last Name matching “Doe” and First Name matching “John.”

Three screenshots of the 'Search Results' window. Each window has a list of search results and two buttons: 'Select Party' and 'Create New Party'.  
1. Results: Doe, John; Doe, John J.; Doe, John/Jane; **Doe 1, John** (highlighted with a blue box); Doe 1-8, John; Doe 11, John.  
2. Results: Doe 11, John; Doe 12, John; Doe 13, John; Doe 14, John; Doe 14 Sheriff Clark, John; **Doe 2, John** (highlighted with a blue box).  
3. Results: Doe 7-8, John; Doe 9-10, John; Doerner, John P.; Doerner, John; Does, John; Does 1-5, John.

**NOTE 1:** Even though you might see a party such as Does 1-5, John. **DO NOT SELECT THAT PERSON** as each John Doe shall be set up individually. In our example of setting up three John Does, **Doe 1, John** should be selected as the first John Doe. Repeat the search for John Does 2 and 3 and add each of them.

**NOTE 2:** You **CANNOT** select multiple entries for the party selection. For example, even though you see **John Doe 2** in the list, you **CANNOT** select both **John Doe 1** and **John Doe 2**.

Continuing our example, we’ll “Click” on “John Doe 1” in the Search Results window as it’s already on our database. Then we’ll “Click” on the “Select Party” button.

Search for a party  
Last / Business Name  First Name  Middle Name   
  
Search Results  
Doe, John  
Doe, John J.  
**Doe, John/Jane**  
**Doe 1, John**  
Doe 1-8, John  
Doe 11, John

After clicking on the "Select Party" button, the right pane displays the information for John Doe 1. Make sure the "role" type is correctly designated (i.e., plaintiff, defendant, Interested Party, Petitioner, etc.)

The screenshot shows the 'Attorney Case Opening' form. The 'Party Information' section for 'John Doe 1' is active. The 'Role' dropdown is set to 'Defendant (dft:pty)'. The 'Corporation' field is set to 'no' and the 'Notice' field is set to 'yes'. A purple box highlights the address fields (Address 1, Address 2, Address 3, City, State, Zip, Country) with a callout 'Leave Blank'. A green box highlights the 'Add Party' button.

Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The "Corporation" field should be left at "No" and the "Notice" field should be left as "yes."

After your review, "Click" the "Add Party" Button. As you can see, "John Doe 1" now appears on the left pane as a defendant (dft) and the right pane is ready for the next name search.

The screenshot shows the 'Attorney Case Opening' form. The search results for 'John Doe 1' are displayed in the left pane. The entry 'John Doe 1 dft' is highlighted. The right pane is ready for the next name search.

Now we can search for "John Doe 2." When we enter "Doe 2" and "Click" on the "Search" button, the system will return any existing records with the Last Name of "Doe 2." The "Search Results" box shows only two records found. Since "John Doe 2" is the party we want, we can "Click" on that entry in the "Search Results" box. After selecting the party, "Click" on the "Select Party" button.

The screenshot shows the 'Search for a party' form. The search results for 'Doe 2' are displayed. The entry 'Doe 2, John' is highlighted. The 'Select Party' button is highlighted.

Again, after clicking the “Select Party” button, the right pane displays the information for John Doe 2. Make sure the “role” type is correctly designated (i.e., plaintiff, defendant, Interested Party, Petitioner, etc.)

Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The “Corporation” field should be left at “No” and the “Notice” field should be left as “yes.”

The screenshot shows the 'Attorney Case Opening' interface. On the left, a tree view shows the case structure with 'John Doe 2' selected. The right pane, titled 'Party Information', contains the following fields: Title (empty), Role (Defendant (dft:pty)), Pro se (No), Prisoner Id (empty), Office (empty), Address 1 (empty), Address 2 (empty), Address 3 (empty), State (empty), Zip (empty), Country (empty), Prison (empty), Phone (empty), Fax (empty), E-mail (empty), Party text (empty), Start date (7/11/2013), End date (empty), Corporation (no), and Notice (yes). There are 'Add Party' and 'Start a New Search' buttons at the bottom.

After your review, “Click” the “Add Party” Button. As you can see, “John Doe 2” now appears on the left pane as a defendant (dft) and the right pane is ready for the next name search.

The screenshot shows the 'Attorney Case Opening' interface after adding a party. The left pane now lists three parties: 'John Doe 1' (dft), 'John Doe 2' (dft), and 'John Doe 3' (dft). 'John Doe 2' is circled in red. The right pane is titled 'Search for a party' and contains fields for 'Last / Business Name', 'First Name', and 'Middle Name', along with a 'Search' button. A blue callout box points to the party list with the text: 'As you can see, John Doe 1 and John Doe 2 are now parties to the case.'

When we enter "Doe 3" in the "Last name" field and "Click" on "Search", any matching results are displayed in the "Search Results" box. From the figure below, the only matching record(s) shows a "Doe 3, Jane." In this case, we'll have to create a new party. "Click" on the "Create New Party" button.

Attorney Case Opening

Add New Party Create Case

Search for a party

Last / Business Name Doe 3 First Name Middle Name

Search

Search Results

Doe 3, Jane

Select Party Create New Party

On the right pane, only the Last Name is shown as that was what we entered for the search. We need to add the First Name. Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The "Corporation" field should be left at "No" and the "Notice" field should be left as "yes." "Click" on the "Add Party" button.

Attorney Case Opening

Add New Party Create Case

Party Information

Last name Doe 3 First name

Middle name Generation

Title

Role Defendant (dft.pty)

Pro se No

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date 7/11/2013 End date

Corporation no Notice yes

Add Party

As you can see, "John Doe 3" now appears on the left pane as a defendant (dft) and the right pane is ready for the next name search.

Attorney Case Opening

Add New Party Create Case

Search for a party

Last / Business Name First Name Middle Name

Search

John Doe 3 dft

## Different John Doe Designations

Even though adding John Doe 1, John Doe 2, and John Doe 3 uniquely identifies each John Doe in a case, there may be other identifying information to identify a John Doe. There may be situations a "John Doe" should or need to be identified differently as there may be other unique information that can be provided to further define the "John Doe." For example, the "John Doe" named in the case is linked to a specific IP (Internet Protocol) address. By adding the IP address to the "John Doe" provides more information as to the party in question and uniquely separates this "John Doe" from other "John Does" that may be in the case.

As usual, you need to start by doing a party search. I enter in the "Last Name" field what I plan to enter for the John Doe designation: "John Doe Subscriber assigned IP Address 999.88.77.66"

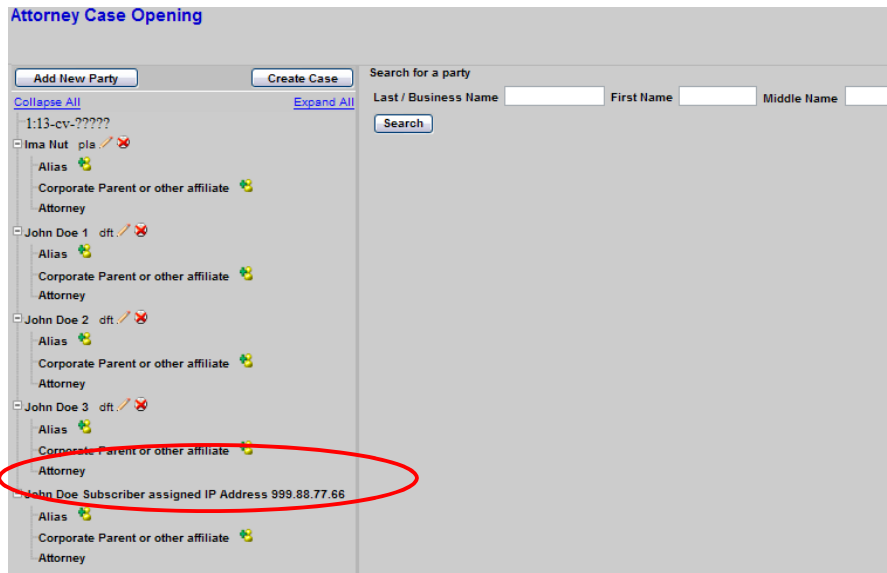
**NOTE:** The entire search entry is typed in the "Last Name" field, as if it was a business name. The "First Name" and "Middle Name" fields are not used.

The search returned no results. Since I'm being very specific by using an IP address as part of the search, it's highly likely that no match will be found. I can add this party by "Clicking" on the "Create New Party:" button.

On the right pane, only the "Last Name" is shown as that was what we entered for the search. The entire "Last Name" field is not shown. I've shifted the information to the right so you can see the IP address. We do not need to add a "First Name" or a "Middle Name." Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The "Corporation" field should be left at "No" and the "Notice" field should be left as "yes."

After your review, "Click" the "Add Party" Button. As you can see, "John Doe Subscriber assigned IP Address 999.88.77.66" now appears on the Left Pane as a defendant (dft) and the right pane is ready for the next name search.

The Left pane now shows the “John Doe Subscriber assigned IP Address 999.88.77.66” record, as well as the three “John Doe” records each uniquely identified with 1, 2, 3, respectively.



### John Doe Designation Summary

The purpose of uniquely identifying John Doe parties provides for better tracking of “John Does” through the case. Tracking in terms of activity by a particular “John Doe” as well as when a particular “John Doe” being terminated from a case. When there are multiple “John Does” in a case, and various “John Does” are dismissed for one reason or another, having the unique “John Does” identified provides better clarity in the case.



## Chapter 8 Utilities

The **Utilities** option provides a number of ECF and PACER related features. **The PACER related items are available but will not be described or illustrated in this manual.** The focus of this chapter is to illustrate the following ECF related features:

Maintain Your E-Mail (Add/Delete/Modify email addresses)  
View your Transaction Log

Maintain Your Login/Password  
Mailings

Frame 8-2 Maintain Your E-Mail Account

Maintain Your E-mail  
When you click on the [Maintain Your E-mail](#) link, the e-mail information screen is displayed. The e-mail display has two panes, the **Registered e-mail address** pane (on the left), and the **Configuration options** pane (on the right.)  
From this screen, you can delete, modify, and add e-mail addresses. There are numerous options and possibilities that can be set for each **specific e-mail address**.  
To access the configuration options for **existing e-mail addresses** (listed on the left side of the screen), the user should **click** on the **e-mail address** on the left.

Frame 8-3 Maintain Your E-Mail Account

After entering a new e-mail address or clicking on an existing e-mail address, a number of configuration prompts and displays are shown in the right pane.

Options are now presented to the user for each e-mail address. Cutting and pasting multiple case numbers from one delivery method to another is now allowed.

Each e-mail address under the attorney's account is configured independently and does not need to mimic the primary e-mail address configuration.

### Frame 8-4 Maintain Your E-Mail Account – Configuration Options

jack\_yee@cod.uscourts.gov

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

a. Based upon the Case Specific options, this prompt may be displayed in the prompt list.

### E-mail configuration options

1. Text entry box for the e-mail address. The e-mail address box can be typed over with a different e-mail address or cleared to actually remove the e-mail address.  
**NOTE: If the e-mail address is the "primary", you MUST have a valid e-mail address in order for noticing to work properly.**
2. Prompt is asking if the e-mail address should receive notices. **DO NOT SELECT 'NO' FOR THE PRIMARY E-MAIL ADDRESS AS IT WILL TURN OFF NOTICING FOR ALL CASES AND ALL SECONDARY E-MAIL ADDRESSES!!!!**
3. The third prompt is to ask if the e-mail address should be receiving individual NEFs (Per Filing) or a Summary Report (one e-mail at the end of the day (midnight)).
4. The fourth prompt is for the format of the NEF e-mail. It should always be HTML, unless your e-mail is text based.
5. The fifth prompt is to ask if the e-mail address should receive general e-mail announcements sent by the court.

### Frame 8-5 Maintain Your E-Mail Account – Configuration Options - continued

Show all cases for this e-mail address (Copy case lists from here)

https://ecf-test.cod.uscourts.gov/ - Case list for jy-atty-test email address jack\_yee@cod.u...

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

After all of the radio button prompts, there is a rectangular button with the display of, "Show all cases for this e-mail address".

Clicking on the button will bring a pop-up display box of all of the cases for which the user is linked to and will receive NEFs. The **pop-up** display will list all the cases configured.

The list can be used to verify cases and you can copy the information from the pop-up for other purposes.

### Fame 8-6 Maintain Your E-Mail Account – Configuration Options – Case-specific options

#### Add additional cases for noticing

#### Add additional cases for noticing

1:07-cv-902 (closed 10/19/2007)

Add case(s)

#### Add additional cases for noticing

7-904, 7-905 Find This Case

#### Add additional cases for noticing

1:07-cv-904 (closed 04/25/2008)

1:07-cv-905 (closed 01/08/2008)

Add case(s)

#### These cases will send notice *per filing*. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP

1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones

1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)

1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases

Change selected cases to notice as a summary report

The **Case specific options** are on the bottom half of the right pane. These are option settings which allow you configure the following:

Add additional cases for noticing that the attorney is not a party to,

Move cases from the default notification method to the alternate method,

Move cases back from the alternate noticing method back to the default method.

Add cases the attorney is not a party of record to for noticing.

**REMINDER!!!** Any "additional cases" set up for NEF notification will **not** have a "Free look." ALL of the documents from these additional NEFs will be charged the current PACER fees when viewed. When the case is added to the list, there's a notation "(interest)" displayed next to the case so PACER charges can be billed.

In the "Add additional cases for noticing" text box, enter the case number(s) you want to be noticed on. You can add multiple case numbers by separating them by commas.

When the case number is entered, the "Find this Case" button is displayed. Clicking on Find this Case" button will verify the case(s) are valid. If the case number(s) entered is valid, another button "Add case(s)" is displayed.

After clicking the "Add cases(s) button, the case is added to the "**default method**" case list box with the "(interest)" notation at the end. The "(interest)" notation is added to inform PACER these are chargeable items and to let you know you are not actually a party in the case.

### Fame 8-7 Maintain Your E-Mail Account – Configuration Options – Case-specific options - continued

jack\_yee@cod.uscourts.gov

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

Show all cases for this e-mail address  (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice **per filing. (default method)**

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice **as a summary report. (alternate method)**

Remove selected cases Change selected cases to notice per filing

The two boxes below the "Add additional cases for noticing" will be populated based upon the selection made for noticing in the top "configuration options" section.

The "initial" state of the top section display is to have **all** cases linked to the attorney using the "default" notification method.

**All** cases where the attorney is a party to or any cases added for noticing will **always** populate the first box as it contains cases for the **default** noticing method; per filing or summary.

The "initial" state of the "alternate" delivery method should not have any cases displayed. If any cases are moved to the alternate noticing meth

**Per Filing** CM/ECF will send a NEF each time a filing is docketed in the case. It is real time and is sent as soon as the filing is completed -

**Summary Report** CM/ECF will tag the NEF to be sent as a daily summary. At the end of the day, (Midnight), a single e-mail is sent for each docketed entry in cases the attorney is a party to. In the Summary e-mail, the recipient will have a "free look" for entries the attorney is a party to. If the NEF is for a case added to receive NEFs, PACER charges will apply and will require the customer to login with their PACER account.

**Moving cases from one method of delivery to the other.**

When case(s) are selected, they are highlighted and the **[Remove selected cases]** and the **[Change selected cases to notice as a summary report]** (Note: the button will change to reflect the opposite of which is selected in the "How should notices be sent to this e-mail address?" prompt. The opposite would say **[Change selected cases to notice per filing]**).

When case(s) are selected and the change button clicked, those cases will be removed from the box they were (default method box) into the box below (alternate method box.)

If you changed a case notification by mistake, you just select it from the box it's in and click on the **{Change .....}** button.

### Frame 8-8 Case specific options

**Case-specific options**

Add additional cases for noticing

These cases will send notice **per filing. (default method)**

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

### Frame 8-8a

**Case-specific options**

Add additional cases for noticing

These cases will send notice **per filing. (default method)**

1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice **as a summary report. (alternate method)**

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

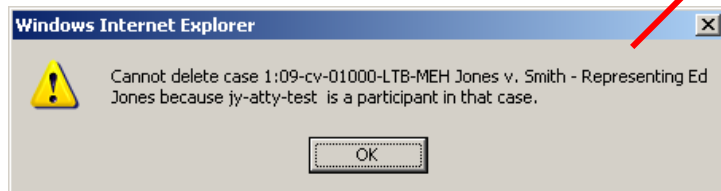
Remove selected cases Change selected cases to notice per filing

### Frame 8-9 Case specific options

Cases for the **primary e-mail address CANNOT** be removed from noticing. If you select a case or several cases, both the **“Remove”** and **“Change selected cases to notice as a summary report”** are active.

If you click on the **“Remove selected cases”** button, an error dialog box is displayed, indicating you cannot remove this case as this is the attorney’s e-mail address and he/she is a participant in the case. Click the **[OK]** button. The case will not be removed from noticing.

**NOTE: IF the attorney does not want to receive notice, they must follow the ECF procedures on noticing**



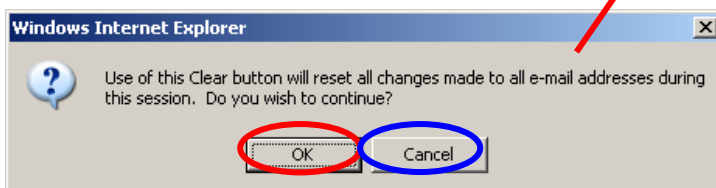
### Frame 8-9a Case specific options

Back on the **Registered e-mail address** pane (on the left), there are two buttons, **“Clear”** and **“Submit all changes.”**

If you click on the **Clear** button, a warning dialog box is displayed indicating the use of the Clear button will reset **ALL** changes made to **ALL** e-mail addresses during this session. A question is displayed to ask if you wish to continue with the Clear process. Clicking the **[OK]** button proceeds with the clear. Clicking on the **[Cancel]** button will not clear changes made.

To **effect** any changes made to the e-mail address and noticing selections, they must be submitted.

To submit **ALL** changes made to the primary and secondary e-mail addresses, **click** on the **“Submit all changes.”** Button.



### Frame 8-10 E-mail update confirmation

Updating person record...  
Update Person Prid: 868662

The update was successful.... prid 868662 - jy-atty-test

The update was successful....

E-mail configuration:

Primary e-mail address: **jack\_yee@cod.uscourts.gov**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **cod\_aty@yahoo.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will not receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **jack@gmail.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the summary provided.

For **each e-mail address**, CM/ECF displays the final results of the changes you applied.

It displays:

1. Whether the e-mail will/will not receive NEFs.
  2. Whether the e-mail will receive individual NEFs or a summary NEF.
  3. What the format of the NEF e-mail will be.
  4. Whether the e-mail will accept general announcement e-mails from the court.
  5. If the e-mail will receive notices for all of the cases the attorney is set to receive NEFs.
- A link to view/hide the case list of how NEFs are set up for delivery.

### Frame 8-10 E-mail update confirmation with view expanded

Updating person record...  
Update Person Prid: 868662

The update was successful.... prid 868662 - jy-atty-test

The update was successful....

E-mail configuration:

Primary e-mail address: **jack\_yee@cod.uscourts.gov**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)  
These cases will send notice to this address on a per filing basis.  
[1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al \(Closed on 04/25/2008\)](#)  
[1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez \(Closed on 01/08/2008\)](#)  
[1:09-cv-01000-LTB-MEH Jones v. Smith](#)  
These cases will send notice to this address as a summary report.  
[1:07-cv-01985-WYD-MIW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al](#)  
[1:10-cv-00101-DME-CBS Mid State Co v. New Line Co](#)

Secondary e-mail address: **cod\_aty@yahoo.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will not receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **jack@gmail.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Same confirmation screen with the view/hide case list in view mode.

Each of the cases is shown for the default delivery method and the alternate method.

The cases are hyperlinks to the query for that case.

**NOTE: PACER login will be required and PACER charges will apply if you click on a link.**

Frame 8-11 Secondary e-mail addresses

The **initial** state of the e-mail information screen is a minimum of one e-mail address, the primary, for each attorney account.

You may add several secondary e-mail addresses to the attorney account by clicking on the “**add new e-mail address**” link.

In the right pane, a new text entry box is displayed to enter a new e-mail address.

Each secondary e-mail address can be configured for different notification options.

Frame 8-11 Secondary e-mail addresses

Similar to the primary e-mail address and options, the first four prompts function the same way as they do for the primary e-mail address.

However, **for all secondary e-mail addresses**, there is a prompt asking “Should this e-mail address receive notice for all cases in which this individual is a participant?”

The default is “Yes” and will set the secondary e-mail address to get NEFs for all cases the attorney is linked to.

If the prompt is set to “No”, it allows the removal of cases from the case list(s) in the “Case Specific Options” section so the e-mail address will NOT get NEFs for the removed cases.

A prompt asking “**Should this e-mail receive a “no activity” notice when no summary noticing occurs?**” will be displayed if the e-mail is configured to have any summary notification.

### Frame 8-11 Secondary e-mail addresses

**NOTE:** For each secondary e-mail account, additional cases may be added. Any cases added are for the specific e-mail address ONLY. If the case should be added for other e-mail recipients, they must be added **individually** to each e-mail on the account. Please refer to frame xxx for detailed instructions.

**Initially**, all cases the attorney is set to get notices will be displayed in the “**default method**” box for the secondary e-mail address. In the initial state, the “**alternate method**” box will not have any cases displayed. After any updates, the display boxes will retain the last updated configuration.

### Frame 8-14 Secondary e-mail addresses

When any cases are selected in the display box, both buttons **[Remove selected cases]** and **[Change selected cases to notice as a summary report]** are darkened to become functional.

Since both buttons are active, you can click on either button.

### Frame 8-14a Secondary e-mail addresses

If the prompt “Should this e-mail address receive notice for all cases in which this individual is a participant?” is left to the defaulted “Yes” selection, when the **[Remove selected cases]** button is clicked, a message dialog box is displayed indicating the cases cannot be deleted from the notice list as the attorney is a participant. Click on the **[OK]** button.



### Frame 8-15 Secondary e-mail addresses

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

Should this e-mail address receive notice for all cases in which this individual is a participant?  Yes  No

Show all cases for this e-mail address

**Case-specific options**

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
**1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co**

These cases will send notice per filing. (alternate method)

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones

If the prompt "Should this e-mail address receive notice for all cases in which this individual is a participant?" is set to the "No" selection, cases can be removed for noticing purposes. To remove cases for noticing for **any secondary e-mail address**, the cases should be highlighted in the respective list box. Click the **[Remove selected cases]** button.

The selected cases will no longer be displayed in the list box .

### Frame 8-15b Secondary e-mail addresses

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

Should this e-mail address receive notice for all cases in which this individual is a participant?  Yes  No

Show all cases for this e-mail address

**Case-specific options**

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
**1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co**

These cases will send notice per filing. (alternate method)

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones

These cases will send notice per filing. (alternate method)

**1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co**

When any cases are selected in the display box, both buttons **[Remove selected cases]** and **[Change selected cases to notice per filing]** are darkened to become functional.

Since both buttons are active, you can click on either button.

If the **[Change selected cases to notice per filing]** button is clicked, the selected cases are moved from the default method box and are displayed in the "alternate method" box.

When the e-mail changes are submitted, the cases in the default method box will be delivered as individual NEFs. The cases in the "Alternate method" box will be delivered as a summary NEF, at midnight.

### Frame 8-15c Secondary e-mail addresses

**Registered e-mail addresses**

Primary e-mail address:  
[jack\\_yee@cod.uscourts.gov](#)

Secondary e-mail addresses:  
[cod\\_aty@yahoo.com](#)  
[add new e-mail address](#)

**Configuration options**

cod\_aty@yahoo.com

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Filing Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

Should this e-mail address receive notice for all cases in which this individual is a participant?  Yes  No

Show all cases for this e-mail address  (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones

These cases will send notice per filing. (alternate method)

1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

When all of the e-mail changes have been made, you must click the **[Submit all changes]** button in the left pane to apply all of the changes you have made.

### Frame 8-16 E-mail update confirmation

Updating person record...  
Update Person Prid: 868662

The update was successful... prid 868662 - jy-atty-test

The update was successful...

E-mail configuration:

Primary e-mail address: **jack\_yee@cod.uscourts.gov**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **cod\_aty@yahoo.com**  
This e-mail address will receive notices.  
Notice will be sent to this address as a summary report.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the summary provided.

For each e-mail address, CM/ECF displays the final results of the changes you applied.

It displays:

1. Whether the e-mail will/will not receive NEFs.
2. Whether the e-mail will receive individual NEFs or a summary NEF
3. What the format of the NEF e-mail.
4. Whether the e-mail will accept general announcement e-mails from the court.
5. If the e-mail will receive notices for all of the cases the attorney is set to receive NEFs.
6. A link to view/hide the case list of how NEFs are set up for delivery.

### Frame 8-16a E-mail update confirmation with expanded view

Updating person record...  
Update Person Prid: 868662

The update was successful... prid 868662 - jy-atty-test

The update was successful...

E-mail configuration:

Primary e-mail address: **jack\_yee@cod.uscourts.gov**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **cod\_aty@yahoo.com**  
This e-mail address will receive notices.  
Notice will be sent to this address as a summary report.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

These cases will send notice to this address as a summary report.  
[1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al](#)  
[1:09-cv-01000-LTB-MEH Jones v. Smith](#)

These cases will send notice to this address on a per filing basis.  
[1:10-cv-00101-DME-CBS Mid State Co v. New Line Co](#)

The confirmation screen shown with the view/hide case list in view mode.

Each of the cases is shown for the default delivery method and the alternate method.

The cases are hyperlinks to the query for that case.

**NOTE: PACER login will be required and PACER charges will apply if you click on a link.**

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO  
901 19th Street, Room A105  
Denver, Colorado 80294-3589  
303-335-2526 Fax: 303-335-2714

**SINGLE TRANSACTION CREDIT CARD AUTHORIZATION FORM**

(NOTE: THIS FORM CANNOT BE USED FOR FUTURE CHARGES. A NEW CREDIT CARD AUTHORIZATION FORM MUST BE COMPLETED FOR EACH CHARGE.)

This credit card authorization form can be used to pay the court's bar application fee, pay a filing fee for a submission of a sealed case or miscellaneous matter, or miscellaneous fees. Please check the appropriate check box:

Bar membership application fee(s) for:  
Attorney name: \_\_\_\_\_  
Attorney name: \_\_\_\_\_  
Attorney name: \_\_\_\_\_

Filing fee(s) for a sealed case or miscellaneous matter  
Case title: \_\_\_\_\_

Miscellaneous fee for \_\_\_\_\_

**Please Print Credit Card Information:**

Full Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ V-CODE (3 or 4 digit # on back of card) \_\_\_\_\_

I hereby authorize the use of this credit card for a one-time charge for the payment noted above. The information will not be used for any other charges.

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Name)

**COMPLAINT 10**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO**

Civil Action No. 18-cv-

---

Plaintiff,

v.

**I.B.M., Incorporated,**

Defendant.

---

Complaint

---

**Jurisdiction:** 4 (Diversity)

**Cause of Action:** 28:1332ds (28:1332 Diversity - Contract Dispute)

**Nature of Suit:** 140 (Negotiable Instrument)

**Origin:** 1 (Original Proceeding)

**Citizenship plaintiff:** 5 (Incorporated/Principal Place of Business-Other State)

**Citizenship defendant:** 5 (Incorporated/Principal Place of Business-Other State)

**Jury demand:** n (None)

**Class action:** n (No Class Action Alleged)

**Demand (\$000):** 15,000.00

**Arbitration code:** blank

**County:** Clear Creek

**Fee status:** paid - Filing Fee Paid With This Filing

**Fee date:** todays date

**Date transfer:** blank

**Credit Card Type:** MC

**Credit Card No. :** 5111111111111118 (14 #1s)

**Security Code:** 998

**Expiration Date:** 12/2019

# CIVIL COVER SHEET

The JS 44 civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. (SEE INSTRUCTIONS ON NEXT PAGE OF THIS FORM.)

## I. (a) PLAINTIFFS

(b) County of Residence of First Listed Plaintiff \_\_\_\_\_  
(EXCEPT IN U.S. PLAINTIFF CASES)

(c) Attorneys (Firm Name, Address, and Telephone Number)

## DEFENDANTS

County of Residence of First Listed Defendant \_\_\_\_\_  
(IN U.S. PLAINTIFF CASES ONLY)

NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED.

Attorneys (If Known)

## II. BASIS OF JURISDICTION (Place an "X" in One Box Only)

- 1 U.S. Government Plaintiff ' 3 Federal Question (U.S. Government Not a Party)
- 2 U.S. Government Defendant ' 4 Diversity (Indicate Citizenship of Parties in Item III)

## III. CITIZENSHIP OF PRINCIPAL PARTIES (Place an "X" in One Box for Plaintiff and One Box for Defendant)

	PTF	DEF		PTF	DEF
Citizen of This State	' 1	' 1	Incorporated or Principal Place of Business In This State	' 4	' 4
Citizen of Another State	' 2	' 2	Incorporated and Principal Place of Business In Another State	' 5	' 5
Citizen or Subject of a Foreign Country	' 3	' 3	Foreign Nation	' 6	' 6

## IV. NATURE OF SUIT (Place an "X" in One Box Only)

Click here for: [Nature of Suit Code Descriptions.](#)

CONTRACT	TORTS	FORFEITURE/PENALTY	BANKRUPTCY	OTHER STATUTES
<input type="checkbox"/> 110 Insurance <input type="checkbox"/> 120 Marine <input type="checkbox"/> 130 Miller Act <input type="checkbox"/> 140 Negotiable Instrument <input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment <input type="checkbox"/> 151 Medicare Act <input type="checkbox"/> 152 Recovery of Defaulted Student Loans (Excludes Veterans) <input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits <input type="checkbox"/> 160 Stockholders' Suits <input type="checkbox"/> 190 Other Contract <input type="checkbox"/> 195 Contract Product Liability <input type="checkbox"/> 196 Franchise	<b>PERSONAL INJURY</b> <input type="checkbox"/> 310 Airplane <input type="checkbox"/> 315 Airplane Product Liability <input type="checkbox"/> 320 Assault, Libel & Slander <input type="checkbox"/> 330 Federal Employers' Liability <input type="checkbox"/> 340 Marine <input type="checkbox"/> 345 Marine Product Liability <input type="checkbox"/> 350 Motor Vehicle <input type="checkbox"/> 355 Motor Vehicle Product Liability <input type="checkbox"/> 360 Other Personal Injury <input type="checkbox"/> 362 Personal Injury - Medical Malpractice	<input type="checkbox"/> 625 Drug Related Seizure of Property 21 USC 881 <input type="checkbox"/> 690 Other	<input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Withdrawal 28 USC 157 <b>PROPERTY RIGHTS</b> <input type="checkbox"/> 820 Copyrights <input type="checkbox"/> 830 Patent <input type="checkbox"/> 835 Patent - Abbreviated New Drug Application <input type="checkbox"/> 840 Trademark <b>SOCIAL SECURITY</b> <input type="checkbox"/> 861 HIA (1395ff) <input type="checkbox"/> 862 Black Lung (923) <input type="checkbox"/> 863 DIWC/DIWW (405(g)) <input type="checkbox"/> 864 SSID Title XVI <input type="checkbox"/> 865 RSI (405(g))	<input type="checkbox"/> 375 False Claims Act <input type="checkbox"/> 376 Qui Tam (31 USC 3729(a)) <input type="checkbox"/> 400 State Reapportionment <input type="checkbox"/> 410 Antitrust <input type="checkbox"/> 430 Banks and Banking <input type="checkbox"/> 450 Commerce <input type="checkbox"/> 460 Deportation <input type="checkbox"/> 470 Racketeer Influenced and Corrupt Organizations <input type="checkbox"/> 480 Consumer Credit <input type="checkbox"/> 490 Cable/Sat TV <input type="checkbox"/> 850 Securities/Commodities/Exchange <input type="checkbox"/> 890 Other Statutory Actions <input type="checkbox"/> 891 Agricultural Acts <input type="checkbox"/> 893 Environmental Matters <input type="checkbox"/> 895 Freedom of Information Act <input type="checkbox"/> 896 Arbitration <input type="checkbox"/> 899 Administrative Procedure Act/Review or Appeal of Agency Decision <input type="checkbox"/> 950 Constitutionality of State Statutes
REAL PROPERTY	CIVIL RIGHTS	PRISONER PETITIONS	LABOR	FEDERAL TAX SUITS
<input type="checkbox"/> 210 Land Condemnation <input type="checkbox"/> 220 Foreclosure <input type="checkbox"/> 230 Rent Lease & Ejectment <input type="checkbox"/> 240 Torts to Land <input type="checkbox"/> 245 Tort Product Liability <input type="checkbox"/> 290 All Other Real Property	<input type="checkbox"/> 440 Other Civil Rights <input type="checkbox"/> 441 Voting <input type="checkbox"/> 442 Employment <input type="checkbox"/> 443 Housing/Accommodations <input type="checkbox"/> 445 Amer. w/Disabilities - Employment <input type="checkbox"/> 446 Amer. w/Disabilities - Other <input type="checkbox"/> 448 Education	<b>Habeas Corpus:</b> <input type="checkbox"/> 463 Alien Detainee <input type="checkbox"/> 510 Motions to Vacate Sentence <input type="checkbox"/> 530 General <input type="checkbox"/> 535 Death Penalty <b>Other:</b> <input type="checkbox"/> 540 Mandamus & Other <input type="checkbox"/> 550 Civil Rights <input type="checkbox"/> 555 Prison Condition <input type="checkbox"/> 560 Civil Detainee - Conditions of Confinement	<input type="checkbox"/> 710 Fair Labor Standards Act <input type="checkbox"/> 720 Labor/Management Relations <input type="checkbox"/> 740 Railway Labor Act <input type="checkbox"/> 751 Family and Medical Leave Act <input type="checkbox"/> 790 Other Labor Litigation <input type="checkbox"/> 791 Employee Retirement Income Security Act	<input type="checkbox"/> 870 Taxes (U.S. Plaintiff or Defendant) <input type="checkbox"/> 871 IRS—Third Party 26 USC 7609

## V. ORIGIN (Place an "X" in One Box Only)

- ' 1 Original Proceeding
- 2 Removed from State Court
- 3 Remanded from Appellate Court
- 4 Reinstated or Reopened
- ' 5 Transferred from Another District (specify)
- 6 Multidistrict Litigation - Transfer
- 8 Multidistrict Litigation - Direct File

## VI. CAUSE OF ACTION

Cite the U.S. Civil Statute under which you are filing (Do not cite jurisdictional statutes unless diversity):

Brief description of cause:  AP Docket

## VII. REQUESTED IN COMPLAINT:

CHECK IF THIS IS A CLASS ACTION UNDER RULE 23, F.R.Cv.P. DEMAND \$

CHECK YES only if demanded in complaint:  
JURY DEMAND: ' Yes ' No

## VIII. RELATED CASE(S) IF ANY

(See instructions):

JUDGE \_\_\_\_\_ DOCKET NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF ATTORNEY OF RECORD \_\_\_\_\_

### FOR OFFICE USE ONLY

RECEIPT # \_\_\_\_\_ AMOUNT \_\_\_\_\_ APPLYING IFP \_\_\_\_\_ JUDGE \_\_\_\_\_ MAG. JUDGE \_\_\_\_\_

Print

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## INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL COVER SHEET FORM JS 44

### Authority For Civil Cover Sheet

The JS 44 civil cover sheet and the information contained herein neither replaces nor supplements the filings and service of pleading or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently, a civil cover sheet is submitted to the Clerk of Court for each civil complaint filed. The attorney filing a case should complete the form as follows:

- I.(a) Plaintiffs-Defendants.** Enter names (last, first, middle initial) of plaintiff and defendant. If the plaintiff or defendant is a government agency, use only the full name or standard abbreviations. If the plaintiff or defendant is an official within a government agency, identify first the agency and then the official, giving both name and title.
- (b) County of Residence.** For each civil case filed, except U.S. plaintiff cases, enter the name of the county where the first listed plaintiff resides at the time of filing. In U.S. plaintiff cases, enter the name of the county in which the first listed defendant resides at the time of filing. (NOTE: In land condemnation cases, the county of residence of the "defendant" is the location of the tract of land involved.)
- (c) Attorneys.** Enter the firm name, address, telephone number, and attorney of record. If there are several attorneys, list them on an attachment, noting in this section "(see attachment)".
- II. Jurisdiction.** The basis of jurisdiction is set forth under Rule 8(a), F.R.Cv.P., which requires that jurisdictions be shown in pleadings. Place an "X" in one of the boxes. If there is more than one basis of jurisdiction, precedence is given in the order shown below.  
 United States plaintiff. (1) Jurisdiction based on 28 U.S.C. 1345 and 1348. Suits by agencies and officers of the United States are included here.  
 United States defendant. (2) When the plaintiff is suing the United States, its officers or agencies, place an "X" in this box.  
 Federal question. (3) This refers to suits under 28 U.S.C. 1331, where jurisdiction arises under the Constitution of the United States, an amendment to the Constitution, an act of Congress or a treaty of the United States. In cases where the U.S. is a party, the U.S. plaintiff or defendant code takes precedence, and box 1 or 2 should be marked.  
 Diversity of citizenship. (4) This refers to suits under 28 U.S.C. 1332, where parties are citizens of different states. When Box 4 is checked, the citizenship of the different parties must be checked. (See Section III below; **NOTE: federal question actions take precedence over diversity cases.**)
- III. Residence (citizenship) of Principal Parties.** This section of the JS 44 is to be completed if diversity of citizenship was indicated above. Mark this section for each principal party.
- IV. Nature of Suit.** Place an "X" in the appropriate box. If there are multiple nature of suit codes associated with the case, pick the nature of suit code that is most applicable. Click here for: [Nature of Suit Code Descriptions](#).
- V. Origin.** Place an "X" in one of the seven boxes.  
 Original Proceedings. (1) Cases which originate in the United States district courts.  
 Removed from State Court. (2) Proceedings initiated in state courts may be removed to the district courts under Title 28 U.S.C., Section 1441. When the petition for removal is granted, check this box.  
 Remanded from Appellate Court. (3) Check this box for cases remanded to the district court for further action. Use the date of remand as the filing date.  
 Reinstated or Reopened. (4) Check this box for cases reinstated or reopened in the district court. Use the reopening date as the filing date.  
 Transferred from Another District. (5) For cases transferred under Title 28 U.S.C. Section 1404(a). Do not use this for within district transfers or multidistrict litigation transfers.  
 Multidistrict Litigation – Transfer. (6) Check this box when a multidistrict case is transferred into the district under authority of Title 28 U.S.C. Section 1407.  
 Multidistrict Litigation – Direct File. (8) Check this box when a multidistrict case is filed in the same district as the Master MDL docket.  
**PLEASE NOTE THAT THERE IS NOT AN ORIGIN CODE 7.** Origin Code 7 was used for historical records and is no longer relevant due to changes in statute.
- VI. Cause of Action.** Report the civil statute directly related to the cause of action and give a brief description of the cause. **Do not cite jurisdictional statutes unless diversity.** Example: U.S. Civil Statute: 47 USC 553 Brief Description: Unauthorized reception of cable service
- VII. Requested in Complaint.** Class Action. Place an "X" in this box if you are filing a class action under Rule 23, F.R.Cv.P.  
 Demand. In this space enter the actual dollar amount being demanded or indicate other demand, such as a preliminary injunction.  
 Jury Demand. Check the appropriate box to indicate whether or not a jury is being demanded.
- VIII. Related Cases.** This section of the JS 44 is used to reference related pending cases, if any. If there are related pending cases, insert the docket numbers and the corresponding judge names for such cases.

**Date and Attorney Signature.** Date and sign the civil cover sheet.

In the United States District Court  
for the District of Colorado

Case No YY-cv-NNNNN

Jane Smith, Plaintiff

vs

Oliver, Smith, Defendant

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**Exhibit A**

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Exhibit A, Exhibit A, Exhibit A.

XX  
XX  
XXX.

XX  
XX.

YY  
YY  
YY  
YY.

ZZ  
ZZ  
ZZ  
ZZZZ.

s/Jack Yee \_\_\_\_\_  
Jack Yee, Esq.  
Law Office of Jack Yee  
124 Main Street  
Denver, Co. 80202



UNITED STATES DISTRICT COURT

for the

District of Colorado

Jack Yee

Plaintiff

v.

I.B.M., Incorporated

Defendant

)
)
)
)
)
)
)

Civil Action No.

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address) I.B.M., Incorporated
901 19th Street
Room A-105
Denver, Colorado 80294

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

Jack Yee
22222 Lakeview Drive
Suite 100
Aurora, Colorado 80010

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

CLERK OF COURT

Date: \_\_\_\_\_

Signature of Clerk or Deputy Clerk

Civil Action No. \_\_\_\_\_

**PROOF OF SERVICE**

*(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))*

This summons for *(name of individual and title, if any)* \_\_\_\_\_  
was received by me on *(date)* \_\_\_\_\_.

I personally served the summons on the individual at *(place)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_; or

I left the summons at the individual's residence or usual place of abode with *(name)* \_\_\_\_\_  
\_\_\_\_\_, a person of suitable age and discretion who resides there,  
on *(date)* \_\_\_\_\_, and mailed a copy to the individual's last known address; or

I served the summons on *(name of individual)* \_\_\_\_\_, who is  
designated by law to accept service of process on behalf of *(name of organization)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_; or

I returned the summons unexecuted because \_\_\_\_\_; or

Other *(specify)*: \_\_\_\_\_

My fees are \$ \_\_\_\_\_ for travel and \$ \_\_\_\_\_ for services, for a total of \$ \_\_\_\_\_ 0.00 \_\_\_\_\_.

I declare under penalty of perjury that this information is true.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Server's signature*

\_\_\_\_\_  
*Printed name and title*

\_\_\_\_\_  
*Server's address*

Additional information regarding attempted service, etc: