

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

Summary of Changes	4
Attorney Checklist	5
Getting Started	6
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
Civil Case Opening	8
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 - See Appendix F for Additional Information on Adding John/Jane doe Parties)	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

Docket Lead Event/Filing the Initiating Document	22
Select the Filer of the Initiating Document	23
Party Association	24
Attaching the Initiating Documents	24
Attaching Other Documents	25
Paying the Filing Fee	25
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
Summonses	31
Subsequent Filings	31
Appendix A Use of Filters to Search Nature of Suit and Cause of Action Codes ...	32
Appendix B Notice of Removal	35
Appendix C Entering Party Information	36
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
Appendix D Miscellaneous Matters	42
Appendix E Corporate Disclosure Statement and Corporate Parents	43
Appendix F Adding John/Jane Doe Parties	50

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 303-335-20510 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 Appendix 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">1. Petition for Writ of Mandamus2. Application to Confirm Arbitration Award against XYZ Corporation <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 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 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	(303) 335-2050
Toll Free in Colorado	1-866-365-6381
Email	cod_cmecf@cod.uscourts.gov
ECF Web site	https://ecf.cod.uscourts.gov
District of Colorado Web site	http://www.cod.uscourts.gov

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 for the information contained herein and neither replaces nor supplements 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 indexing the civil docket sheet. (SEE INSTRUCTIONS ON REVERSE SIDE 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 <input type="checkbox"/> DEF	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Incorporated or Principal Place of Business in This State	<input type="checkbox"/> PTF <input type="checkbox"/> DEF	<input type="checkbox"/> 3 <input type="checkbox"/> 4
Citizen of Another State	<input type="checkbox"/> PTF <input type="checkbox"/> DEF	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Incorporated and Principal Place of Business in Another State	<input type="checkbox"/> PTF <input type="checkbox"/> DEF	<input type="checkbox"/> 3 <input type="checkbox"/> 4
Citizen or Subject of a Foreign Nation	<input type="checkbox"/> PTF <input type="checkbox"/> DEF	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Foreign Nation	<input type="checkbox"/> PTF <input type="checkbox"/> DEF	<input type="checkbox"/> 3 <input type="checkbox"/> 4

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

CONTRACT	TORTS	PROPERTY RIGHTS	LABOR	SOCIAL SECURITY	OTHER STATUTES
<input type="checkbox"/> 110 Insurance	<input type="checkbox"/> 100 Negligence	<input type="checkbox"/> 300 Real Estate	<input type="checkbox"/> 710 Labor Union	<input type="checkbox"/> 800 Social Security	<input type="checkbox"/> 310 False Claim Act
<input type="checkbox"/> 120 Marine	<input type="checkbox"/> 105 Airplane	<input type="checkbox"/> 310 Real Estate	<input type="checkbox"/> 720 Labor Mgmt. Relations	<input type="checkbox"/> 810 Tax (U.S. Plaintiff or Defendant)	<input type="checkbox"/> 400 State Reapportionment
<input type="checkbox"/> 130 Motor Act	<input type="checkbox"/> 110 Airplane Product Liability	<input type="checkbox"/> 320 Real Estate	<input type="checkbox"/> 730 Labor Mgmt. Relations - Labor Act	<input type="checkbox"/> 820 Copyright	<input type="checkbox"/> 410 Antitrust
<input type="checkbox"/> 140 Negligence - Automobile	<input type="checkbox"/> 115 Airplane - Personal Injury	<input type="checkbox"/> 330 Real Estate	<input type="checkbox"/> 740 Railway Labor Act	<input type="checkbox"/> 830 Patent	<input type="checkbox"/> 420 Bank and Banking
<input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment	<input type="checkbox"/> 120 Aircraft, Land & Structure	<input type="checkbox"/> 340 Real Estate	<input type="checkbox"/> 750 Family and Medical Leave Act	<input type="checkbox"/> 840 Trademark	<input type="checkbox"/> 430 Consumer
<input type="checkbox"/> 151 Medicare Act	<input type="checkbox"/> 125 Federal Employees' Liability	<input type="checkbox"/> 350 Real Estate	<input type="checkbox"/> 760 Other Labor Litigation	<input type="checkbox"/> 850 Securities	<input type="checkbox"/> 435 Consumer - Automobile Subleased and
<input type="checkbox"/> 152 Recovery of Delinquent Student Loans	<input type="checkbox"/> 130 Motor Vehicle Liability	<input type="checkbox"/> 360 Real Estate	<input type="checkbox"/> 770 Empl. Ret. Inc. Security Act	<input type="checkbox"/> 860 Securities - Commodities/Exchange	<input type="checkbox"/> 440 Consumer Credit
<input type="checkbox"/> 153 Recovery of Overpayment of Veterans' Benefits	<input type="checkbox"/> 135 Motor Vehicle - Product Liability	<input type="checkbox"/> 370 Real Estate		<input type="checkbox"/> 870 Texas (U.S. Plaintiff or Defendant)	<input type="checkbox"/> 450 Cellular TV
<input type="checkbox"/> 160 Stockholders' Suits	<input type="checkbox"/> 140 Motor Vehicle - Personal Injury	<input type="checkbox"/> 380 Real Estate		<input type="checkbox"/> 875 Securities - Commodities/Exchange	<input type="checkbox"/> 455 Consumer - Automobile
<input type="checkbox"/> 165 Other Contract	<input type="checkbox"/> 145 Motor Vehicle - Property Damage	<input type="checkbox"/> 390 Real Estate		<input type="checkbox"/> 880 Other Statutory Actions	<input type="checkbox"/> 460 Agricultural Acts
<input type="checkbox"/> 170 Contract Product Liability	<input type="checkbox"/> 150 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 400 Real Estate		<input type="checkbox"/> 890 Environmental Matters	<input type="checkbox"/> 465 Freedom of Information Act
<input type="checkbox"/> 180 Franchise	<input type="checkbox"/> 155 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 410 Real Estate		<input type="checkbox"/> 895 Arbitration	<input type="checkbox"/> 470 Freedom of Information Act
	<input type="checkbox"/> 160 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 420 Real Estate		<input type="checkbox"/> 900 Administrative Procedure Act Review or Appeal of Agency Decision	
	<input type="checkbox"/> 165 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 430 Real Estate		<input type="checkbox"/> 905 Continuity of State Statutes	
	<input type="checkbox"/> 170 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 440 Real Estate			
	<input type="checkbox"/> 175 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 450 Real Estate			
	<input type="checkbox"/> 180 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 460 Real Estate			
	<input type="checkbox"/> 185 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 470 Real Estate			
	<input type="checkbox"/> 190 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 480 Real Estate			
	<input type="checkbox"/> 195 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 490 Real Estate			
	<input type="checkbox"/> 200 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 500 Real Estate			
	<input type="checkbox"/> 205 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 510 Real Estate			
	<input type="checkbox"/> 210 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 520 Real Estate			
	<input type="checkbox"/> 215 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 530 Real Estate			
	<input type="checkbox"/> 220 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 540 Real Estate			
	<input type="checkbox"/> 225 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 550 Real Estate			
	<input type="checkbox"/> 230 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 560 Real Estate			
	<input type="checkbox"/> 235 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 570 Real Estate			
	<input type="checkbox"/> 240 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 580 Real Estate			
	<input type="checkbox"/> 245 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 590 Real Estate			
	<input type="checkbox"/> 250 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 600 Real Estate			
	<input type="checkbox"/> 255 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 610 Real Estate			
	<input type="checkbox"/> 260 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 620 Real Estate			
	<input type="checkbox"/> 265 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 630 Real Estate			
	<input type="checkbox"/> 270 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 640 Real Estate			
	<input type="checkbox"/> 275 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 650 Real Estate			
	<input type="checkbox"/> 280 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 660 Real Estate			
	<input type="checkbox"/> 285 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 670 Real Estate			
	<input type="checkbox"/> 290 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 680 Real Estate			
	<input type="checkbox"/> 295 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 690 Real Estate			
	<input type="checkbox"/> 300 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 700 Real Estate			
	<input type="checkbox"/> 305 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 710 Real Estate			
	<input type="checkbox"/> 310 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 720 Real Estate			
	<input type="checkbox"/> 315 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 730 Real Estate			
	<input type="checkbox"/> 320 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 740 Real Estate			
	<input type="checkbox"/> 325 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 750 Real Estate			
	<input type="checkbox"/> 330 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 760 Real Estate			
	<input type="checkbox"/> 335 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 770 Real Estate			
	<input type="checkbox"/> 340 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 780 Real Estate			
	<input type="checkbox"/> 345 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 790 Real Estate			
	<input type="checkbox"/> 350 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 800 Real Estate			
	<input type="checkbox"/> 355 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 810 Real Estate			
	<input type="checkbox"/> 360 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 820 Real Estate			
	<input type="checkbox"/> 365 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 830 Real Estate			
	<input type="checkbox"/> 370 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 840 Real Estate			
	<input type="checkbox"/> 375 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 850 Real Estate			
	<input type="checkbox"/> 380 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 860 Real Estate			
	<input type="checkbox"/> 385 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 870 Real Estate			
	<input type="checkbox"/> 390 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 880 Real Estate			
	<input type="checkbox"/> 395 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 890 Real Estate			
	<input type="checkbox"/> 400 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 900 Real Estate			
	<input type="checkbox"/> 405 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 910 Real Estate			
	<input type="checkbox"/> 410 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 920 Real Estate			
	<input type="checkbox"/> 415 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 930 Real Estate			
	<input type="checkbox"/> 420 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 940 Real Estate			
	<input type="checkbox"/> 425 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 950 Real Estate			
	<input type="checkbox"/> 430 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 960 Real Estate			
	<input type="checkbox"/> 435 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 970 Real Estate			
	<input type="checkbox"/> 440 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 980 Real Estate			
	<input type="checkbox"/> 445 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 990 Real Estate			
	<input type="checkbox"/> 450 Personal Injury - Negl. Malpractice	<input type="checkbox"/> 1000 Real Estate			

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 Multi-district 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 OFF _____ 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

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: [Filter] [Clear filter]

Citizenship defendant: [Filter] [Clear filter]

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

Arbitration code: [Filter] [Clear filter] 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) Fe
 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.

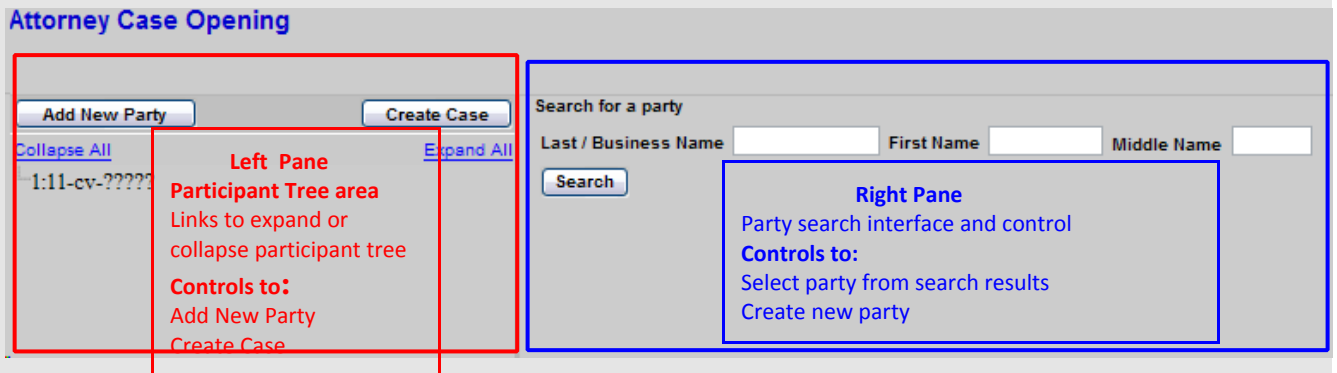
After the appropriate information has been entered, click **[Next]** to begin adding the parties to the case.

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.

- 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 "1:11-cv-?????" with a sub-entry for "International Business Machines, Inc." and a sub-entry for "Alias" with a green plus icon. On the right, there is a search box labeled "Search for an alias for International Business Machines, Inc." with the text "Last / Business Name" and "IBM" entered. Below the search box is a "Search" button. Below that is a "Search Results" list containing: 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	other	other
dba	doing business as	rec	receiver
est	estate of	rpi	real party in interest
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 circular icon allows the changing of the party name by searching for another party. You CANNOT physically change the party name.
	The pencil icon allows editing of party information, such as the party role, etc. You CANNOT 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.

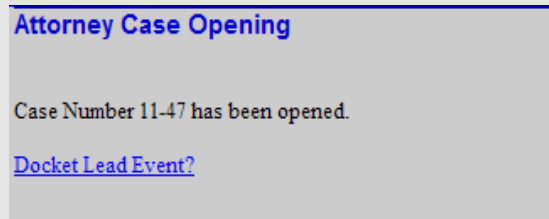
Use the **[Add New Party]** button to search and add additional parties you may have missed.

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

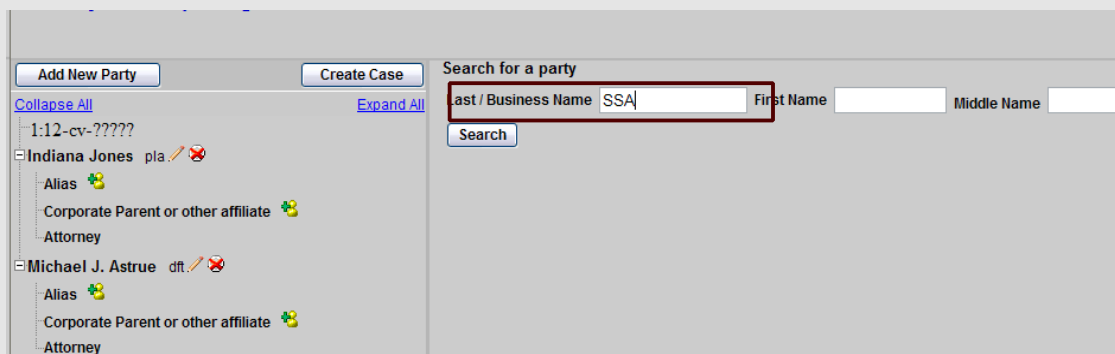
If you are opening a social security case (Nature of suit codes, 861, 862, 863, 864, and 865), you **must** also add a specific interested party to the case. The specific interested party is named **SSA Noticing**. You would perform a search for **SSA Noticing** just like any other party you wanted to 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 screenshot shows a search interface with a sidebar on the left containing a tree view of parties like 'Indiana Jones' and 'Michael J. Astrue'. The main search area has a 'Search for a party' section with a 'Last / Business Name' field containing 'SSA' and a 'Search' button circled in red. Below this is a 'Search Results' box containing 'SSA Noticing'. At the bottom are 'Select Party' and 'Create New Party' buttons.

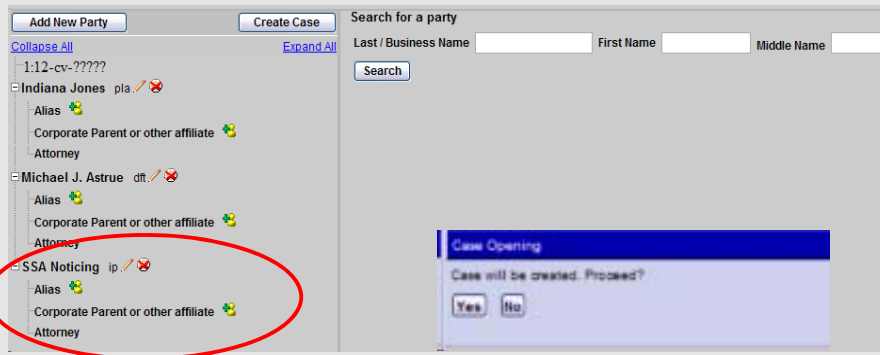
The Party Information box is displayed in the right pane. Like any party selected, the default role type is “Defendant.” Click on the drop down list to find and select **Interested Party**.

The screenshot shows the 'Party Information' form for 'SSA Noticing'. The 'Role' dropdown menu is open, displaying a list of roles including 'Defendant (dft:pty)', 'Creditor (cr:pty)', 'Cross Claimant (crc:pty)', 'Cross Defendant (crd:pty)', 'Custodian (cust:pty)', 'Debtor (db:pty)', 'Debtor-in-Possess (dbpos:pty)', 'Defendant (dft:pty)', 'Garnishee (gar:pty)', 'In Re (inre:pty)', 'Interested Party (ip:pty)', 'Interpleader (intpl:pty)', 'Intervenor (intv:pty)', 'Intervenor Defendant (intvd:pty)', 'Intervenor Plaintiff (intvp:pty)', 'Material Witness (mw:pty)', 'Mediator (med:pty)', 'Movant (mov:pty)', 'Objector (obj:pty)', 'Petitioner (pet:pty)', 'Plaintiff (pla:pty)', and 'Receiver (rc:pty)'. 'Interested Party (ip:pty)' is highlighted. The main form fields include Title, Role, Pro se, Prisoner Id, Office, Address, State, Zip, Country, Prison, Phone, Fax, E-mail (pre-filled with 'odar.oao.court.2_ssa.gov@example.cc'), Party text, Start date, End date, Corporation, and Notice.

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.

This screenshot is similar to the previous one, but the 'Role' dropdown menu is now set to 'Interested Party (ip:pty)'. The 'Add Party' button is visible at the bottom of the form.

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-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

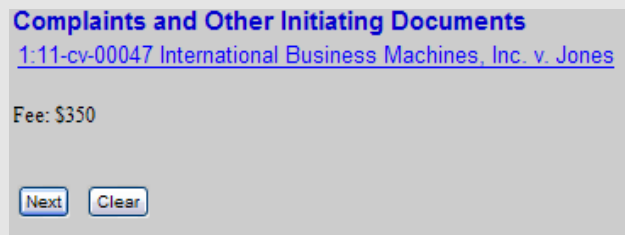
Clicking on the "**Yes**" radio button will bypass the Pay.gov payment screens.

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.*

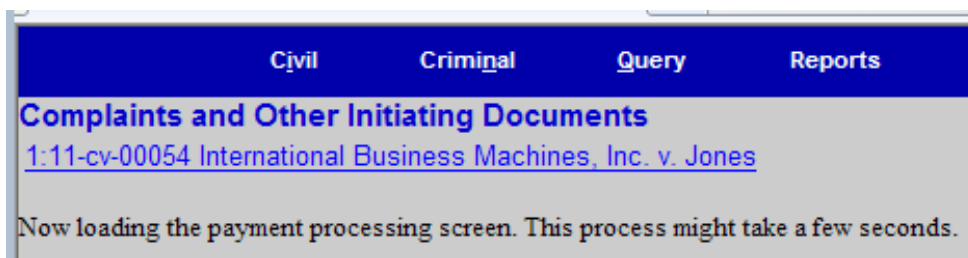
Click on the appropriate radio button and click **[Next]** to continue.

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



Complaints and Other Initiating Documents
[1:11-cv-00047 International Business Machines, Inc. v. Jones](#)
Fee: \$350

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.



Civil **Criminal** **Query** **Reports**

Complaints and Other Initiating Documents
[1:11-cv-00054 International Business Machines, Inc. v. Jones](#)
Now loading the payment processing screen. This process might take a few seconds.

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

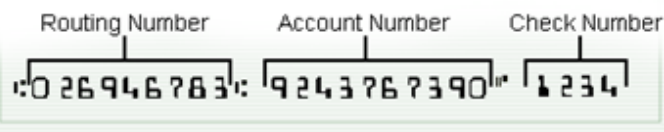
Account Type: *

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: jy-atty-test *

Payment Amount: \$350.00

Billing Address: 901 19th St *

Billing Address 2:

City:

State / Province: Colorado - CO

Zip / Postal Code: 80294

Country: United States *

Card Type: Visa *

Card Number: 4222222222222222 * (Card number value should not contain spaces or dashes)

Security Code: 999 * [click here to find your security code](#)

Expiration Date: 01 / 2012 *

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

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.

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 *

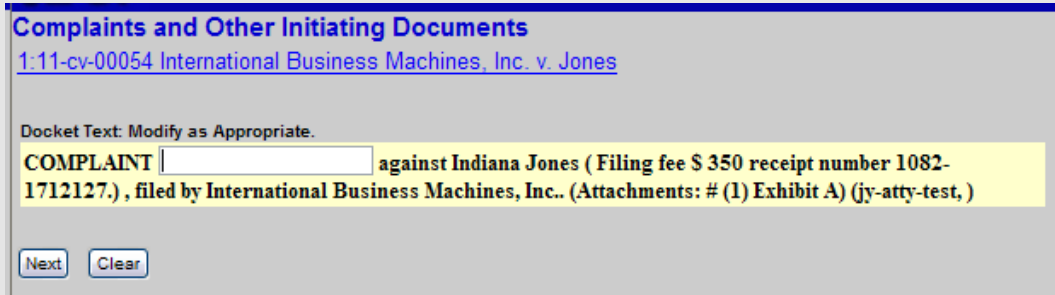
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

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.

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.



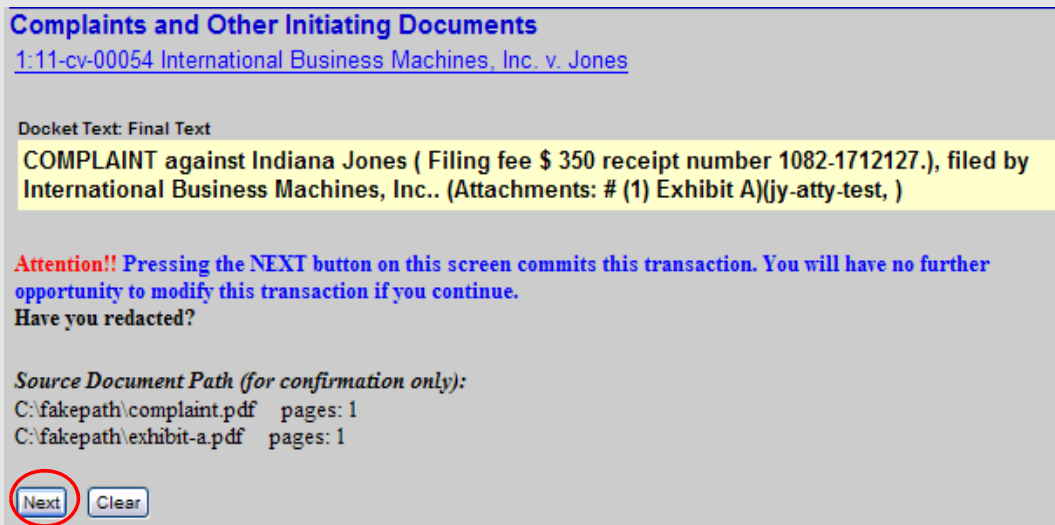
Complaints and Other Initiating Documents
[1:11-cv-00054 International Business Machines, Inc. v. Jones](#)

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

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.)

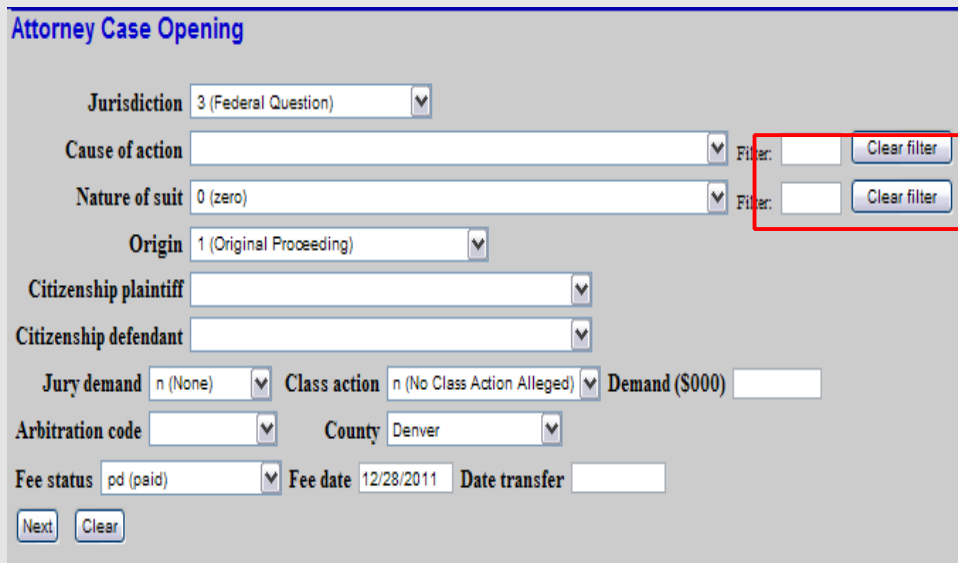
Subsequent filings

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

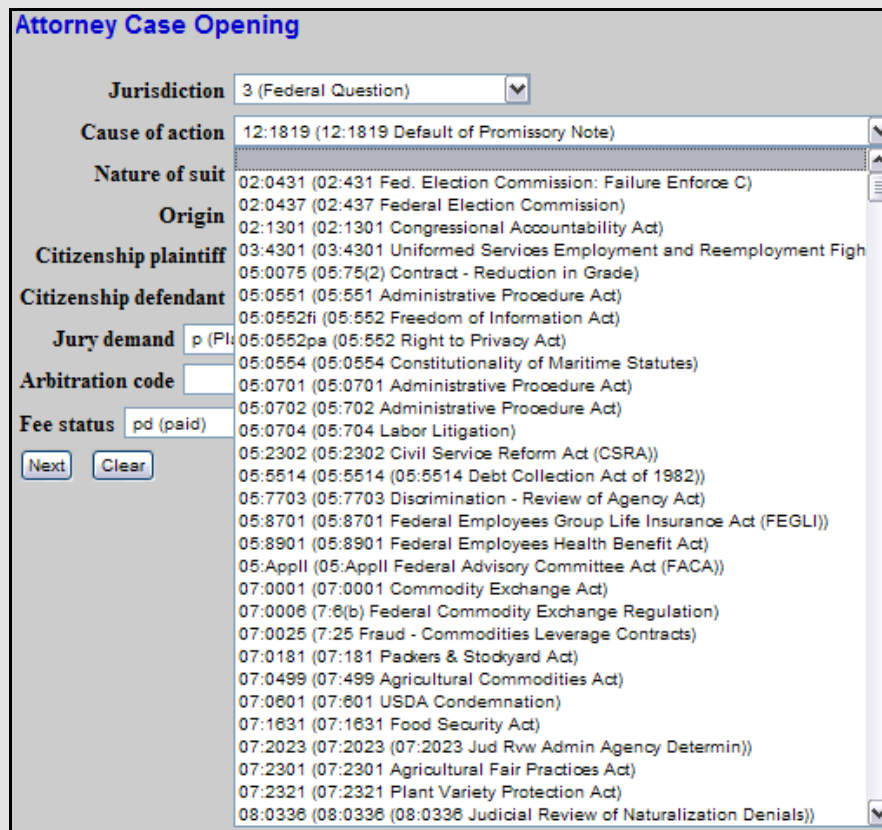
When completing the **Statistical Information** screen (Civil Cover Sheet Information), the Nature of Suit and Cause of Action codes can be selected from a drop down list for each field. CM/ECF has provided filtering capability to allow the user to “filter” both the Nature of suit code and the Cause 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' dropdown menus are highlighted with a red box. To the right of each dropdown is a 'Filter:' label and a 'Clear filter' button. The 'Cause of action' dropdown is currently empty, and the 'Nature of suit' dropdown 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 dropdown list displays a long list of codes and descriptions, including: 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)). 'Next' and 'Clear' buttons are at the bottom left.

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.

Attorney Case Opening

Jurisdiction: 3 (Federal Question)

Cause of action: 02:0437 (02:437 Federal Election Commission) Filter: federal Clear filter

Nature of suit: 02:0437 (02:437 Federal Election Commission) Filter: Clear filter

Origin: 05:8701 (05:8701 Federal Employees Group Life Insurance Act (FEGLI))

Citizenship plaintiff: 05:8901 (05:8901 Federal Employees Health Benefit Act)

Citizenship defendant: 05:ApplI (05:ApplI Federal Advisory Committee Act (FACA))

Jury demand: p (Pl)

Arbitration code:

Fee status: pd (paid)

Next Clear

300

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))
 42:6961 (42:6961 Federal Facilities Compliance Act)

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.

Attorney Case Opening

Jurisdiction: 3 (Federal Question)

Cause of action: 12:1819 (12:1819 Default of Promissory Note)

Nature of suit: 190 (Contract: Other) Filter: federal Clear filter

Origin: 0 (zero)

Citizenship plaintiff: 110 (Insurance)

Citizenship defendant: 120 (Contract: Marine)

Jury demand: p (Pl)

Arbitration code:

Fee status: pd (paid)

Next Clear

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)
 290 (Real Property: Other)

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 word "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 the "Clear filter" button is visible. 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)), "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...
City of Greenwood Police Chief Donnie Perry, individually and in his official capacity	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: City of Greenwood Police Chief , in his official capacity
City of Greenwood Police Lieutenant Joseph Harvey, individually and in his official capacity	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: City of Greenwood Police Lieutenant , in his official capacity

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	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. 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 "-")
Jerrey McGaugh and Morris Miller, by and through their Mother and Next Friend, Angelica Miller	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

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	Plaintiff last name: Zeiger Construction Company Party text: a Colorado Corporation, US ex rel
State of Colorado ex rel. L. Tim Wagner, Director of Insurance	Plaintiff last name: Wagner First name: L. Middle name: Tim Party text: Director of Insurance Relator Plaintiff last name: State of Colorado

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 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.

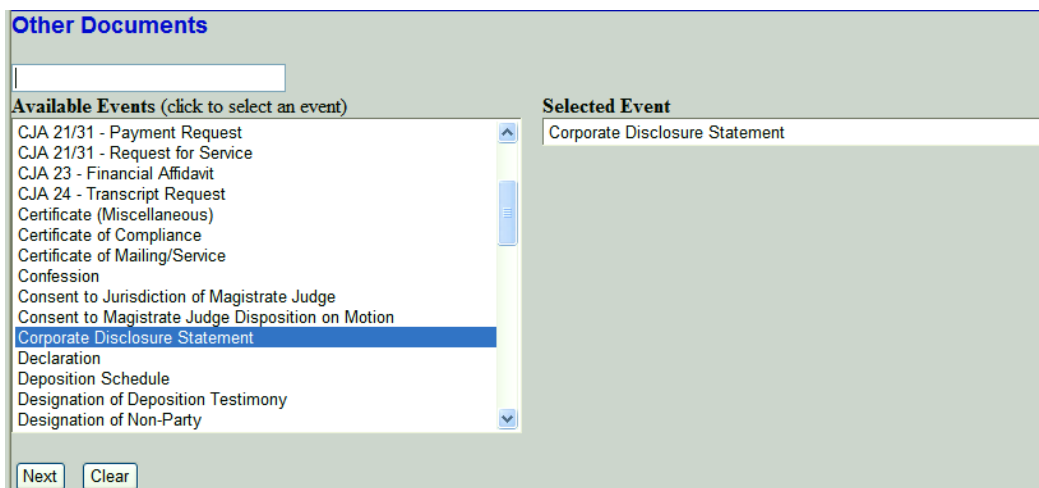
1. A party must file the disclosure statement upon its first appearance, pleading, petition, motion, response, or other request addressed to the court.
2. A party must promptly file a supplemental disclosure statement upon any change in the information that the statement requires.

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](#)
Filed: 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.

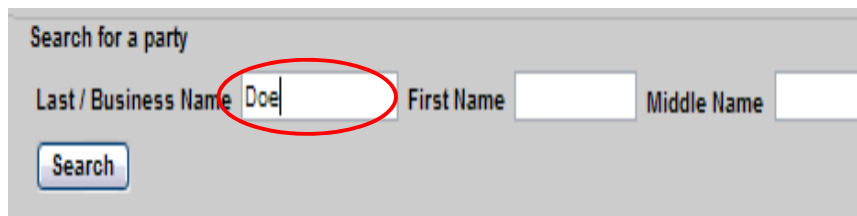
When opening a new case, plaintiffs are usually added first, followed by defendants. ECF requires you to "search" the ECF database to see if the party already exists.

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.

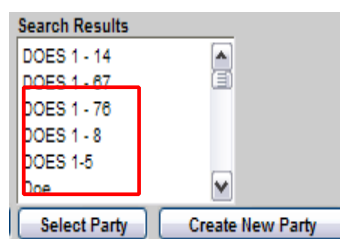
Figure A - Just the Last Name used for the search:



Search for a party

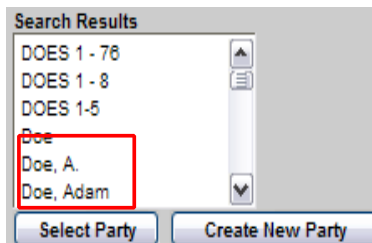
Last / Business Name First Name Middle Name

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.



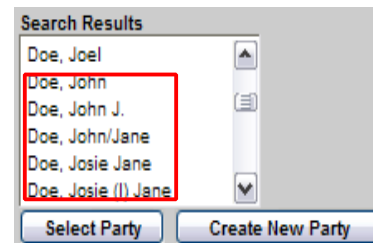
Search Results

- 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: Doe First Name: John 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 names and two buttons: 'Select Party' and 'Create New Party'.
1. Results: Doe, John; Doe, John J.; Doe, John/Jane; **Doe 1, John** (highlighted); 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).
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: Doe First Name: John 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 visible. 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. The 'John Doe 1 dft' entry is highlighted in the left pane.

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 'Doe 2, John' entry is highlighted in the search results box. The 'Select Party' button is also 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 list of parties is visible, including 'John Doe 1' and 'John Doe 2'. The right pane is titled 'Party Information' and shows details for 'John Doe 2'. The 'Role' is set to 'Defendant (dft:pty)'. The 'Pro se' field is set to 'No'. The 'Corporation' field is set to 'no' and the 'Notice' field is set to 'yes'. There are buttons for 'Add Party' and 'Start a New Search'.

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 includes 'John Doe 2' with the role 'dft'. A blue box highlights this entry. A blue callout box contains the text: 'As you can see, John Doe 1 and John Doe 2 are now parties to the case.' The right pane is now empty, showing search fields for 'Last / Business Name', 'First Name', and 'Middle Name', and a 'Search' button.

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.

The screenshot shows the "Attorney Case Opening" interface. On the left, there is a tree view of parties including "Ima Nut", "John Doe 1", and "John Doe 2". On the right, there is a search form with "Last / Business Name" set to "Doe 3". Below the search form, the "Search Results" box displays "Doe 3, Jane". A red circle highlights this result. Below the search results, there are buttons for "Select Party" and "Create New Party", with the latter highlighted by a blue box.

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.

The screenshot shows the "Party Information" form for "Doe 3". The "Last name" field is set to "Doe 3" and the "First name" field is empty. A red circle highlights these two fields. Other fields include "Middle name", "Generation", "Title", "Role" (set to "Defendant (dft.pt)"), "Pro se" (set to "No"), "Prisoner Id", "Office", "Address 1", "Address 2", "Address 3", "State", "Zip", "Country", "City", "Prison", "Phone", "Fax", "E-mail", "Party text", "Start date" (7/11/2013), "End date", "Corporation" (set to "no"), and "Notice" (set to "yes"). An "Add Party" button is at the bottom.

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.

The screenshot shows the "Attorney Case Opening" interface with "John Doe 3" added to the party list on the left. The "Party Information" form on the right is now empty and ready for a new search. A red box highlights the "John Doe 3" entry in the party list, and a blue circle highlights the "dft" status next to it.

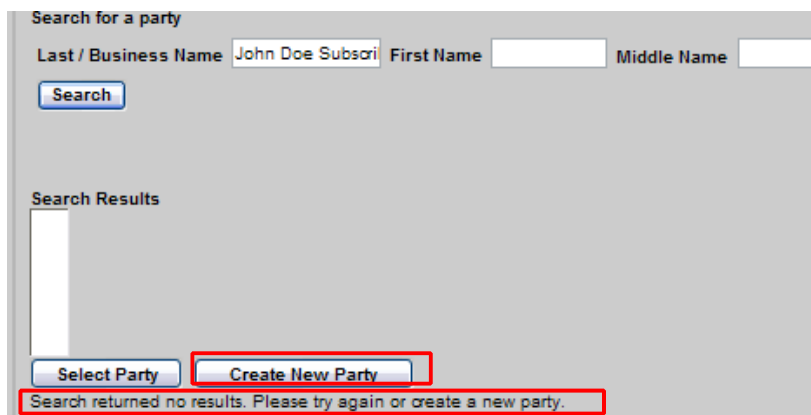
Different John Doe Designations

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"

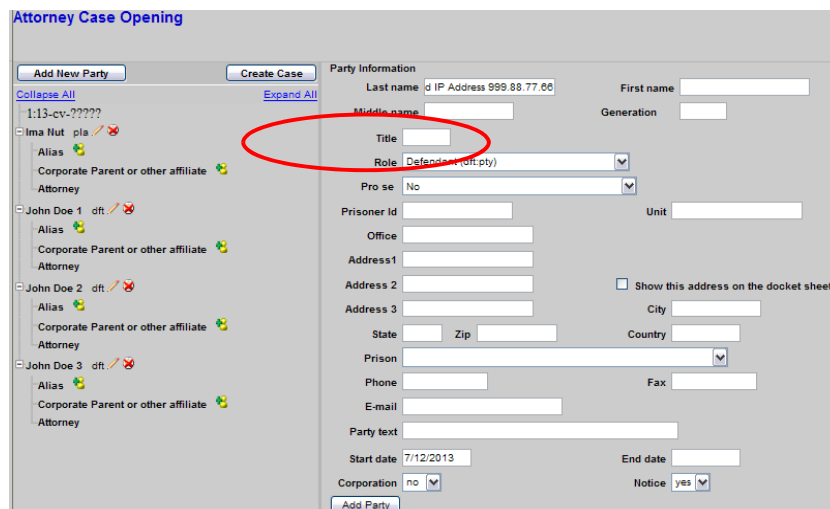
NOTE: The entire search entry is typed in the "Last Name" field, as if it was a business name. The "First Name" and "Middle Name" fields are not used.

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.

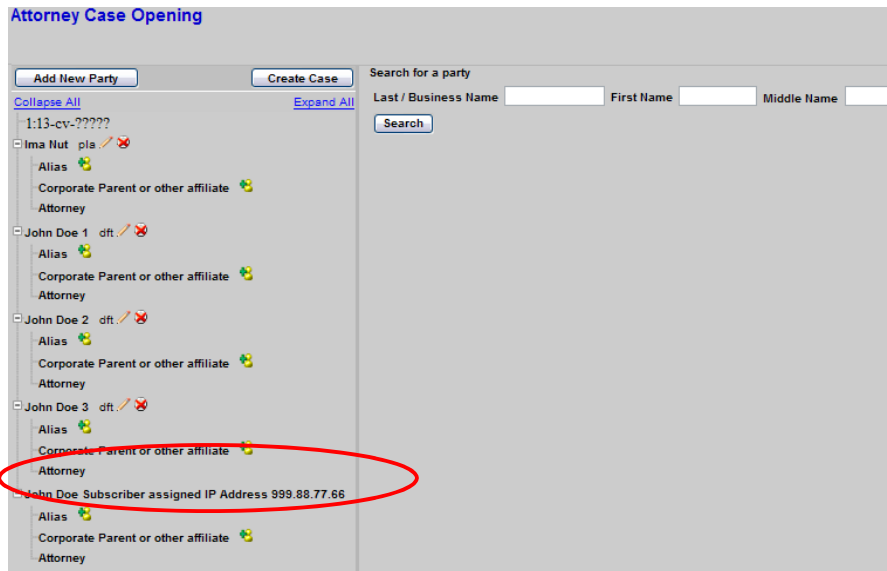


On the right pane, only the "Last Name" is shown as that was what we entered for the search. The entire "Last Name" field is not shown. I've shifted the information to the right so you can see the IP address. We do not need to add a "First Name" or a "Middle Name." Address, e-mail, phone, information **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.