

Slide 1 - Slide 1

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 1 of 24

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on [Click here.](#), et.

Jurisdiction **3 (Federal Question)**

Cause of action Filter

Nature of suit 0 (zero) Filter

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

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

Arbitration code County Acadia

Fee status pd (paid) Fee date 10/14/2011 Date transfer

Slide notes

In this module, we will input the information contained in the civil cover sheet. Begin by clicking the drop down arrow for the Jurisdiction selection.

Slide 2 - Slide 2

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 2 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 3 (Federal Question)

Cause of action: 1 (Unfiled Plaintiff) **Click here.**

Nature of suit: 3 (Federal Question) **4 (Diversity) Click Box**

Origin: 3 (Local Question)

Citizenship plaintiff: []

Citizenship defendant: [] **Click 4 (Diversity).**

Jury demand: In (None) Class action: In (No Class Action Alleged) Demand (\$000): []

Arbitration code: [] County: Acadia

Fee status: pd (paid) Fee date: 10/14/2011 Date transfer: []

Next Clear

BASIS OF JURISDICTION

Slide notes

The jurisdiction for our Notice of Removal is 4 – Diversity. Click Diversity.

Slide 3 - Slide 3

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 3 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 4 (Diversity) Cause of action Click Box Filter: Clear filter

Nature of suit 0 (zero) Origin 1 (Original Proceeding) Filter: Clear filter

Citizenship plaintiff Citizenship defendant

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

Arbitration code County Acadia

Fee status pd (paid) Fee date 10/14/2011 Date transfer

Next Clear

CAUSE OF ACTION

Slide notes

Next is the cause of action. Click the drop down arrow to see all available causes of action.

Slide 4 - Slide 4

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 4 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 4 (Diversity)

Cause of action 28:1332ac (28:1332 Diversity-Account Receivable) Filter: Clear filter

Nature of suit 28:1332al (28:1332 Diversity-Airline Crash) Clear filter

Origin 28:1332as (28:1332 Diversity-Asbestos Litigation)

Citizenship plaintiff 28:1332au (28:1332 Diversity-Auto Negligence)

Citizenship defendant 28:1332bc (28:1332 Diversity-Breach of Contract)

Jury demand n (No) 28:1332cc (28:1332 Diversity-Conversion)

Arbitration code 28:1332ct (28:1332 Diversity-Citizenship)

Fee status pd (paid) 28:1332det (28:1332 Diversity-Forcible Detainer)

Next Clear 28:1332df (28:1332 Diversity-Contract Default)

28:1332ds (28:1332 Diversity-Contract Dispute)

28:1332ed (28:1332 Diversity-Employment Discrimination)

28:1332fd (28:1332 Diversity-Breach of Fiduciary Duty)

28:1332fr (28:1332 Diversity-Fraud)

28:1332gi (28:1332 Diversity-Injunctive & Declaratory Relief)

28:1332in (28:1332 Diversity-Insurance Contract) Click here.

28:1332jd (28:1332 Diversity-Declaratory Judgement)

28:1332lk (28:1332 Diversity-Libel Assault Slander)

Scroll down and click 28:1332in (28:1332 Diversity-Insurance Contract).

CAUSE OF ACTION

Slide notes

Our notice of removal involves an insurance contract. Select the cause of action regarding Diversity – Insurance Contract.

Slide 5 - Slide 5

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 5 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity) [v]

Cause of action: 28:1332in (28:1332 Diversity-Insurance Contract) [Clear filter]

Nature of suit: 0 (zero) [Click Box] [v] [Filter: [] [Clear filter]]

Origin: 1 (Original Proceeding) [v]

Citizenship plaintiff: [v]

Citizenship defendant: [v]

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

Arbitration code: [v] County: Acadia [v]

Fee status: pd (paid) [v] Fee date: 10/14/2011 Date transfer: []

[Next] [Clear]

NATURE OF SUIT

Slide notes

Next we need to select the Nature of Suit. Click the drop down arrow to view the available nature of suit codes.

Slide 6 - Slide 6

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 6 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 0 (Click here. Filter: Clear filter

Origin: 110 (Insurance) Click Box

Citizenship plaintiff: 120 (Contract Marine)

Citizenship defendant: 130 (140 (150 (151 (

Jury demand: n (No)

Arbitration code: 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) 310 (Airplane)

Fee status: pd (paid) Next Clear

NATURE OF SUIT

Slide notes

Our notice of removal involves insurance, so select the insurance nature of suit code.

Slide 7 - Slide 7

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 7 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 4 (Diversity) [v]

Cause of action 28:1332in (28:1332 Diversity-Insurance Contract) [v] Filter: Clear filter

Nature of suit 110 (Insurance) [v] Filter: Clear filter

Origin 1 (Original Proceeding) [v]

Citizenship [v]

Jury de [v]

Arbitration [v]

Fee status [v]

Next

Alternative to using the dropdown menu:

You may filter the Cause of Action and Nature of Suit codes by typing in the alpha/numeric value of the codes in the appropriate boxes.

Slide notes

Please note that, instead of using the drop down arrows, you may use the filter option by typing the alpha/numeric value of the codes in the appropriate fields.

Slide 8 - Slide 8

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 8 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

Cause of action: 28:1332in (28:1332 Diversity-Insurance Co... Filter: Clear filter

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 1 (Original Proceeding) **Click here.**

Citizenship plaintiff

Citizenship defendant

Jury demand: n (None) Class action: n (No Class A...

Arbitration code County: Acadia

Fee status: pd (paid) Fee date: 10/14/2011 Date transfer:

Next Clear

Click the Drop Down Arrow.

ORIGIN

Slide notes

Next is the Origin of the new suit. Click the drop down arrow.

Slide 9 - Slide 9

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 9 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 1 (Original Proceeding) **Click here.**

Citizenship plaintiff: 2 (Removal from State Court)

Citizenship defendant: 3 (Remand from USC A)

Jury demand: In (No)

Arbitration code: []

Fee status: pd (paid) Fee transfer: []

Next Clear

A (Second Reopening)
B (Third Reopening)
C (Fourth Reopening)
D (Fifth Reopening)
E (Sixth Reopening)

Click 2 (Removal from State Court).

ORIGIN

Slide notes

Since we are filing a notice of removal, select Removal from State Court.

Slide 10 - Slide 10

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 10 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 4 (Diversity)

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

Nature of suit 110 (Insurance) Filter: Clear filter

Origin 2 (Removal from State Court)

Citizenship plaintiff Click Box

Citizenship defendant

Jury demand n (None) Class action n (No Class Action Alleged)

Arbitration code County Acadia

Fee status pd (paid) Fee date 10/14/2011 Date transfer

Next Clear

Click here.

Click the Drop Down Arrow.

CITIZENSHIP OF PRINCIPAL PARTIES

Slide notes

Since our notice of removal has a diversity jurisdiction, we will select a code for the citizenships of both the plaintiff and defendant. NOTE that citizenship codes should ONLY be selected if the new suit has a diversity jurisdiction. For all other jurisdictions, the citizenship codes should remain blank. Click the drop down arrow to view the citizenship codes for the plaintiff.

Slide 11 - Slide 11

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont.
Civil Cover Sheet Information Slide 11 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff:

Citizenship defendant: 1 (Citizen of This State) **Click here.**

Jury demand: in (No) Demand (\$000)

Arbitration code:

Fee status: pd (paid)

Next Clear

CITIZENSHIP OF PRINCIPAL PARTIES

Slide notes

The plaintiff is a citizen of this state. Please click the code for citizen of this state. If you have more than one plaintiff, you will select the citizenship for the first named plaintiff.

Slide 12 - Slide 12

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 12 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of This State)

Citizenship defendant: **Click Box** *Click here.*

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

Arbitration code: County: Acadia *Click the Drop Down Arrow.*

Fee status: pd (paid) Fee date: 10/14/2011 Date transfer:

Next Clear

CITIZENSHIP OF PRINCIPAL PARTIES

Slide notes

Next we need to select the citizenship for the defendant. Click the drop down arrow.

Slide 13 - Slide 13

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 13 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric...
uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of This State)

Citizenship defendant:

Jury demand: In (No) Out (Yes)

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

Fee status: pd (paid) (blank)

Demand (\$000):

Click here.

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

CITIZENSHIP OF PRINCIPAL PARTIES

Slide notes

Click the code for Incorporated/Principal Place of Business-Other State.

Slide 14 - Slide 14

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 14 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of State)

Citizenship defendant: 5 (Incorporated in State of Business-Other State)

Jury demand: **in (None)** **Click here.** Class action: in (No Class Action Alleged) Demand (\$000):

Arbitration code: County: Acadia

Fee status: pd (paid)

Next Clear

Click the Drop Down Arrow.

REQUESTED IN COMPLAINT

Slide notes

Next is jury demand. For our demonstration, we are not requesting a jury; however, if your client does request a jury, please ensure that you include the request in your complaint or notice of removal in conjunction with selecting the appropriate choice here. The view the choices, click the drop down arrow.

Slide 15 - Slide 15

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 15 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of This State)

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

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

Arbitration code: b (Binding) County: Acadia

Fee status: pd (Paid) Fee date: 10/14/2011 Date transfer:

Next Clear

Click here.

Click n (None).

REQUESTED IN COMPLAINT

Slide notes

Since we are not requesting a jury, click the choice for none.

Slide 16 - Slide 16

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 16 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 4 (Diversity)

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

Nature of suit 110 (Insurance) Filter: Clear filter

Origin 2 (Removal from State Court)

Citizenship plaintiff 1 (Citizen of This State)

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

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

Arbitration code County Acadia

Fee status pd (paid) Fee date 10/14/2011 Date transfer

Next Clear

Click here.

Click the Drop Down Arrow.

REQUESTED IN COMPLAINT

Slide notes

Next, we need to tell the system if we are alleging a class action. Our notice of removal does not; so click the drop down arrow to view the selections.

Slide 17 - Slide 17

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 17 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of This State)

Citizenship defendant: 5 (Incorporated/Principal Place of Business) **Click here.**

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

Arbitration code: County: n (No Class Action Alleged) y (Class Action Alleged)

Fee status: pd (paid) Fee date: 10/14/2011

Next Clear

Click n (No Class Action Alleged).

REQUESTED IN COMPLAINT

Slide notes

Click No Class Action Alleged.

Slide 18 - Slide 18

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 18 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of This State)

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

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

Arbitration code: County: Acadia

Fee status: pd (paid) Fee date: 10/14/2011 Date transfer:

Next Clear

Click here.

Click inside the text box.

REQUESTED IN COMPLAINT

Slide notes

The demand field asks for the monetary amount requested in the complaint. Review the plaintiff's complaint to determine the amount, if any, in the relief requested section. Please note that the system automatically appends three zeros to the end of the amount entered in the box. For example, if the plaintiff is requesting a relief of two-hundred and fifty thousand dollars, you would simply type the numbers two-five-zero in the box. Click inside the box.

Slide 19 - Slide 19

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont.
Civil Cover Sheet Information Slide 19 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 4 (Diversity)

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

Nature of suit 110 (Insurance) Filter: Clear filter

Origin 2 (Removal from State Court)

Citizenship plaintiff 1 (Citizen of This State)

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

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

Arbitration code Country Acadia

Fee status pd (paid)

Next Clear

Type 125.

Round demands to the nearest thousand (i.e., \$124,999 is rounded up to \$125,000 and entered as 125 since the system will automatically add the last 3 zeros).

Type 125 and press the Tab key.

REQUESTED IN COMPLAINT

Slide notes

Also, when entering the amount requested, round the amount to the nearest thousand. The complaint in our case indicates the plaintiff is requesting one hundred twenty-five thousand dollars. Enter the numbers one two five in the box and press the tab key.

Slide 20 - Slide 20

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont.
Civil Cover Sheet Information Slide 20 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 4 (Diversity)

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

Nature of suit 110 (Insurance) Filter: Clear filter

Origin 2 (Removal from State Court)

Citizenship plaintiff 1 (Citizen of This State)

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

Jury demand In (None) Class action In (No Class Action Allowed) Demand (\$000) 125

Arbitration code County Acadia Click Box

Fee status pd (paid) Fee date 10/14/2011 Date transfer

Next Clear

Click the Drop Down Arrow.

Click here.

PARISH SELECTION

Slide notes

Our court does not use the Arbitration code feature, so please leave this field blank. Next, we need to select the county or parish in which the plaintiff resides. Click the drop down arrow to view the parishes.

Slide 21 - Slide 21

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 21 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Choose the parish of the first named plaintiff's residence.

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

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

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

Origin 2 (Removal from State Court)

Citizenship plaintiff 1 (Citizen of This State)

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

Jury demand In (None) Class action In (No Class Action Alleged) Demand (\$000) 125

Arbitration code County Acadia

Fee status pd (paid) Fee date 10

Next Clear

Click here.

Click Caddo.

PARISH SELECTION

Slide notes

Choose the parish of the first named plaintiff's residence. In our case, Caddo Parish. If USA is the plaintiff, enter the parish of the first named defendant's residence. If plaintiff resides outside of Louisiana, select XX US, Outside State. If plaintiff is a resident of another country, choose XX Outside US. Click Caddo.

Slide 22 - Slide 22

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 22 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

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

If a motion to proceed in forma pauperis is being submitted with this new civil action, choose **pend (IFP pending).**

Nature of suit 110 (Insurance) Filter: Clear filter

Origin 2 (Removal from State Court)

Citizenship plaintiff 1 (Citizen of This State)

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

Jury demand in (None) (No Class Action Alleged) Demand (\$000) 125

Arbitration code addo

Fee status **pd (paid)** Fee date 10/14/2011 Date transfer

Next Clear

Click here.

Click the Drop Down Arrow.

FEE STATUS

Slide notes

Next we need to select a Fee Status. A selection of Waived should be chosen IF the United States Government is submitting the new suit OR if the case is filed pursuant to the Jones Act. If a motion to proceed in forma pauperis is being submitted with this new civil action, choose the pend (IFP pending) selection. All others should pay the filing fee at the time of filing the complaint or notice of removal. Click the drop down arrow to view the selections.

Slide 23 - Slide 23

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 23 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of This State)

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

Jury demand: In (None) Class action: In (No Class Action Alleged) Demand (\$000): 125

Arbitration code: County: Caddo

Fee status: pd (paid) Fee date: 10/14/2011 Date transfer:

Next

Click here.

Click Box

Click pd (paid).

FEE STATUS

Slide notes

Since we will be paying the filing fee, select the paid option. NOTE: You will be required to pay the filing fee via Pay.Gov at the time of filing the new civil action.

Slide 24 - Slide 24

CM/ECF Help Desk: 1-866-323-1101 Module 2: Opening a New Civil Action Cont. Civil Cover Sheet Information Slide 24 of 24

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?10246184539522

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction: 4 (Diversity)

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

Nature of suit: 110 (Insurance) Filter: Clear filter

Origin: 2 (Removal from State Court)

Citizenship plaintiff: 1 (Citizen of This State)

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

Jury demand: In (None) Class action: In (No Class Action Alleged) Demand (\$000): 125

County: Caddo

Fee date: 10/14/2011 Date transfer:

Next Clear

Click here.

Click Next to proceed to the next module.

Civil Cover Sheet information is now complete.

Slide notes

Leave the Fee date and Date transfer fields as they are. Click the Next button to proceed to the next module where you will enter the parties to the case.