

Slide 1 - Slide 1

CM/ECF Help Desk: 1-866-323-1101      Module 4: Filing Notice of Removal      Slide 1 of 27

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?cmp

ECF    Civil    Criminal    Query    Reports    Utilities    Search    Logout

**Complaints and Other Initiating Documents**

Start typing to find an event.

Available Events (click to select events)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Third Party Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Complaint
- Counterclaim
- Crossclaim
- District Transf
- Intervenor Cor
- Notice of Condemnation
- Notice of Removal      Click Box
- Notice to Take Foreign Deposition

Selected Events (click to remove events)

Type to search or scroll through the available events.

Click here.

Select the Notice of Removal event.

Slide notes

In this module, we will begin filing the case opening document which, in our case, will be the a notice of removal. Click Notice of Removal in the event list. Note that you can also type the name of an event to filter the available events.

Slide 2 - Slide 2

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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?cmp

ECF Civil Criminal Query Reports Utilities Search Logout

### Complaints and Other Initiating Documents

Start typing to find another event.

**Available Events** (click to select events)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Third Party Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Complaint
- Counterclaim
- Crossclaim
- District Transfer In
- Intervenor Complaint
- Notice of Deposition
- Notice to Take Foreign Deposition

**Selected Events** (click to remove events)

- Notice of Removal

Click here.

Click Next.

Click Next.      Clear

Slide notes

Any selected event will show in the Selected Events box. Click next.

Slide 3 - Slide 3

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website. The browser's address bar shows the URL: https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?734969819127348. The website header includes the CM/ECF logo and navigation links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Complaints and Other Initiating Documents" and features a "Civil Case Number" input field. A red box highlights the input field with a callout bubble that says "Click here." Below the input field are "Click Next" and "Clear" buttons. A green callout bubble points to the "Click Next" button with the text "Click Next." A larger green callout bubble contains the text: "The new case number should automatically appear here. If this is not your case number, you will need to enter the correct number." The browser's status bar at the top shows "CM/ECF Help Desk: 1-866-323-1101", "Module 4: Filing Notice of Removal", and "Slide 3 of 27".

Slide notes

If you are proceeding directly from case opening, the case number should automatically appear here. If not, enter the case number you were given by CM/ECF after case opening, and click Next.

Slide 4 - Slide 4

The screenshot displays a Mozilla Firefox browser window with the following elements:

- Page title: CM/ECF Help Desk: 1-866-323-1101
- Page subtitle: Module 4: Filing Notice of Removal
- Page indicator: Slide 4 of 27
- Browser address bar: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?950418511849422>
- ECF System Navigation: Civil, Criminal, Query, Reports, Utilities, Search, Logout
- Section Header: **Complaints and Other Initiating Documents**
- Case Link: [5:11-cv-01650 Public v Presidents Corp](#) (highlighted with a red box)
- Annotation: "Click here." (green callout box pointing to the case link)
- Annotation: "Verify this is the correct case." (green callout box pointing to the case link)
- Buttons: ClickBlox, Clear
- Annotation: "Click Next." (green callout box pointing to the Click Next button)

Slide notes

Verify that the case number is correct by looking at the hyperlink. Click Next.

Slide 5 - Slide 5

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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?735900573602979

Google

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**

5:11-cv-01659 Public v. Presidents Corp

Pick Filer

Collapse All Expand All

Presidents Corp dft

John Q Public pla

Select the FILER.

Click here.

Select the party.

Presidents Corp [dft]

Public, John Q [pla]

Select Presidents Corp [dft].

Next Clear New Filer

CM/ECF needs to know which party is filing the document.

CM/ECF Help Desk  
1-800-323-1101  
Monday - Friday  
8:00 - Noon & 1:00 - 5:00

Slide notes

The filer of the notice of removal is the defendant, Presidents Corp. If the filer does not appear in this box, please call our CM/ECF Help Desk at 1-800-323-1101 and ask for assistance. Click Presidents Corp. to highlight it.

Slide 6 - Slide 6

The screenshot shows a Mozilla Firefox browser window displaying the ECF (Electronic Case Filing) system. The browser's address bar shows the URL: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?735900573602979>. The page title is "Complaints and Other Initiating Documents" for case "5:11-cv-01659 Public v. Presidents Corp".

The main content area is titled "Select the FILER." and "Select the Party:". A list of filers is shown on the left, including "Presidents Corp [dft]" and "John Q Public [pla]". A dropdown menu is open, showing "Presidents Corp [dft]" and "Public, John Q [pla]". A red box highlights the "Click here." text next to the dropdown, and a green callout box says "Click Next." below it. Another green callout box says "If there are multiple filers, hold the [Ctrl] key, and click each filer." pointing to the dropdown menu. Below the dropdown are buttons for "Click:Box", "Clear", and "New Filer".

Slide notes

If there are multiple filers, you may hold down the CTRL key and click on each filer. Click Next.

Slide 7 - Slide 7

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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?417423941026673

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

5:11-cv-01659 Public v. Presidents Corp

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

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *not* checked.

Presidents Corp (pty.dft) represented by C Whiddenaty (aty)  Lead  Notice

Next Clear

Click here.

Click inside the check box to indicate that the filing attorney is the lead or trial attorney.

At this screen, the association between the attorney electronically filing and the party they represent is made.

Slide notes

This page is telling you that there is currently no association with your login and this party (Presidents Corp). Since you are logged in as the attorney who represents this party, you need to make the association by ensuring the check box next to the party name is checked. Since you are the trial or lead attorney for this party, check the box next to the word "lead." Always leave the box next to the word notice checked. If you uncheck this box, you will not receive notification of any activity in this case.

Slide 8 - Slide 8

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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?417423941026673

Google

**ECF** Civil Criminal Query Reports Utilities Search Logout

### Complaints and Other Initiating Documents

[5:11-cv-01659 Public v. Presidents Corp](#)

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

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

**Click here.**

(at) represented by C Whiddenaty (aty)  Lead  Notice

**Click Next.**

Slide notes

Click Next.

Slide 9 - Slide 9

The screenshot shows a web browser window displaying the CM/ECF system. The browser title is "CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox". The address bar shows the URL "https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?592195557160623". The page header includes "CM/ECF Help Desk: 1-866-323-1101", "Module 4: Filing Notice of Removal", and "Slide 9 of 27". The main navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The page title is "Complaints and Other Initiating Documents" with the case number "5:11-cv-01659 Public v. Presidents Corp".

On the left side, there is a "Pick Party" section with a list of parties: "Presidents Corp dft" and "John Q Public pla". A green callout box next to this list contains the text: "NOTE: Notice of Removals are filed by defendants against defendants. Complaints are filed by plaintiffs against the defendants."

The main content area has the heading "Select the party that the claim is AGAINST." and "Select the Party: OR Select a C". A red box highlights the text "Click here." above a dropdown menu. The dropdown menu shows "Presidents Corp [dft]" selected, with "Public, John Q [pla]" and "No Group" as other options. A green callout box points to the selected item with the text: "Select Presidents Corp [dft]."

Another green callout box at the top right of the main content area says: "All defendants must be selected. If more than one defendant was named, use the [Ctrl] key to select OR click the All Defendants radio button." Below the dropdown menu are buttons for "Next", "Clear", and "New Party".

A final green callout box at the bottom of the main content area states: "CM/ECF needs to know the party or parties to whom the filing is against."

Slide notes

This page would like to know who the plaintiff's complaint is against. Again, you would select all applicable defendants. Click Presidents Corp. to highlight it.

Slide 10 - Slide 10

The screenshot displays the CM/ECF web application interface. At the top, it shows 'CM/ECF Help Desk: 1-866-323-1101', 'Module 4: Filing Notice of Removal', and 'Slide 10 of 27'. The browser window title is 'CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox'. The address bar shows 'https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?592195557160623'. The navigation menu includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Complaints and Other Initiating Documents' with a sub-link for '5:11-cv-01659 Public v. Presidents Corp'. The 'Pick Party' section is active, showing a list of parties: 'Presidents Corp [df]' and 'John Q Public [pla]'. The main form area is titled 'Select the party that the claim is AGAINST.' and contains a dropdown menu with 'Presidents Corp [df]' and 'Public, John Q [pla]'. Below the dropdown are radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. A red callout box points to the dropdown with the text 'Click here.'. Below the form are buttons for 'Click:Box', 'Clear', and 'New Party'. A green callout box at the bottom of the form area says 'Click Next for information on uploading your documents.'

Slide notes

Click Next to proceed to the document upload page.

## Slide 11 - Slide 1

CM/ECF Help Desk: 1-866-323-1101      Module 4: Filing Notice of Removal      Slide 11 of 27



**For each document you are uploading, you will need to follow the same basic steps:**

- **Browse** to navigate to a previously saved PDF document,
- **Open and View** the PDF document to verify it is the correct document,
- Enter a **category and/or description** Click Box for each attachment, and
- **Attach** the document.

[Continue](#)

**Slide notes**

For each document you are uploading, you will need to follow the same basic steps: 1) Browse to navigate to a previously saved PDF document (the document you wish to file); 2) Open and view the PDF document to verify it is the correct document; 3) Enter a category and/or description for each attachment; and 4) attach the document. Click Continue.

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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?124064405226683

ECF    Civil    Criminal    Query    Reports    Utilities    Search    Logout

### Complaints and Other Initiating Documents

5:11-cv-01659 Public v. Presidents Corp

Please add Exhibits (including clearly identified applicable state court pleadings) and the Civil Cover Sheet as *separate attachments* to this Notice of Removal.

ATTENTION: The electronic filing system will only notice attorneys entered in this case at the time of filing. The attorneys appearing in the state court action will not be electronically noticed with this filing. Counsel should ensure that all attorneys are notified of the state court removal.

Select the pdf document and any attachments

Main Document

Import the main document first.  
This should be the Notice of Removal.

To properly identify your attachments, click the **Category** drop-down box. Further identify exhibits by entering a brief **Description**, i.e., A-Deposition of John Smith.

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

Slide notes

This is the document upload page. Please carefully read the information in the pink instructional box. The main document will be the actual notice of removal. Click the browse button to navigate to the location where you saved the notice of removal in PDF.



Slide 14 - Slide 14

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website. The browser's address bar shows the URL: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?124064405226683>. The website header includes navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Complaints and Other Initiating Documents" and features a "File Upload" window. This window shows a file explorer view of a folder named "nEW" containing several files, including "Exhibit 1.pdf", "Exhibit 1.wpd", "Exhibit 2.pdf", and "Exhibit 2.wpd". A context menu is open over the "Exhibit 1.pdf" file, with the "Open with Acrobat 8." option highlighted. Annotations include a red box around the "Open with Acrobat 8." option with the text "Click here.", a green callout box stating "The best practice is to open and review the PDF prior to importing it.", and another green callout box stating "Select Open with Acrobat 8.". The browser window also displays a sidebar with instructions: "Please add Exhibits (including the Civil Cover Sheet as separate attachments) to the case at the time of filing. The attorney electronically notified with this filing is notified of the state court removal." and "To properly identify your attachments, further identify exhibits by Attachments".

Slide notes

To be sure this is the correct PDF, we want to open and view it. Click Open with Acrobat 8. Note, your option may be different depending on the software installed on your computer.



Slide 16 - Slide 16

The screenshot displays a Mozilla Firefox browser window with the URL <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?124064405226683>. The page title is "Complaints and Other Initiating Documents" and the breadcrumb trail shows "5:11-cv-01659 Public v. President". A "File Upload" dialog box is open, showing a file list in the "nEW" folder. The file "Notice of Removal.pdf" is selected. A red box highlights the "Click Open" button, with a callout bubble saying "Click here." and another bubble saying "Click Open." pointing to the button. The background page contains instructions: "Please add Exhibits (including the Civil Cover Sheet as separate attachments) to the case at the time of filing. The attorney electronically notified with this filing is notified of the state court removal." and "To properly identify your attachments, further identify exhibits by Attachments".

Slide notes

Click Open to insert the path and file name into CM/ECF.

Slide 17 - Slide 17

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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?124064405226683

ECF Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**  
 5:11-cv-01659 Public v. Presidents Corp

Please add Exhibits (including clearly identified applicable state court pleadings) and the Civil Cover Sheet as *separate attachments* to this Notice of Removal.

ATTENTION: The electronic filing system will only notice attorneys entered in this case at the time of filing. The attorneys appearing in the state court action will not be electronically noticed with this filing. Counsel should ensure that all attorneys are notified of the state court removal.

Select the pdf document and any attachments.

Main Document  
 C:\Documents and Settings\cwhidden\ Browse...

**To properly identify your attachment, select from the Category drop-down box. Further identify exhibits by entering an accurate but brief Description, i.e., A-Deposition of John Smith.**

Attachments	Category	Description
1. <input type="text" value="Exhibit A"/>	<input type="text" value="Exhibits"/>	<input type="text"/>

Next Clear

Click here.

Click Browse.

All new suits should have at least one attachment - the civil cover sheet.

Attachments to complaints should include any exhibits and the civil cover sheet.

Notices of removal should include the state court pleadings, including the petition, any service documents, answers, etc., and the civil cover sheet.

Now, we need to add any attachments to our Notice of Removal.

Slide notes

All new suits should have at least one attachment, the civil cover sheet. Additionally, complaints should be accompanied by any exhibits, and removals from state court should have the state court pleadings included as attachments. Our new suit has four attachments: the state court petition, 2 exhibits and the civil cover sheet. They should be added as separate attachments. To begin, click the browse button to locate the state court petition.

Slide 18 - Slide 18

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website. The page title is "Complaints and Other Initiating Documents" and the URL is "https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?124064405226683". A "File Upload" dialog box is open, showing a file list with "State Court Petition.pdf" highlighted. A red box around the filename has a red arrow pointing to it with the text "Click here.". A green callout box says "Click State Court Petition.pdf.". Another green callout box says "The best practice is to review the PDF before it is imported; however, for the remainder of the tutorial, we will skip that step." The browser window also shows a sidebar with instructions: "Please add Exhibits (including the Civil Cover Sheet as separate attachments) to the case at the time of filing. The attorney electronically notified with this filing is notified of the state court removal." and "Select the pdf document and any attachments." There are "Next" and "Clear" buttons at the bottom of the page.

Slide notes

Click the state court petition.pdf. Normally, you would open each PDF to make sure it is the correct document; however, in the interest of time, we will skip this step.

Slide 19 - Slide 19

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website. The browser's address bar shows the URL: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?124064405226683>. The website header includes navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Complaints and Other Initiating Documents" and shows a "File Upload" dialog box. The dialog box lists several files, with "State Court Petition.pdf" selected. A red callout bubble points to the "Click here." text next to the file name. A green callout bubble points to the "Click Open." button. The background of the website contains instructional text, including "Please add Exhibits (including the Civil Cover Sheet as separate attachments) to the case at the time of filing. The attorney electronically notified with this filing is notified of the state court removal." and "To properly identify your attachments, further identify exhibits by Attachments".

Slide notes

Click Open to insert the path and file name into CM/ECF.

Slide 20 - Slide 20

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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?124064405226683

ECF Civil Criminal Query Reports Utilities Search Logout

### Complaints and Other Initiating Documents

5:11-cv-01659 Public v. Presidents Corp

Please add Exhibits (including clearly identified applicable state court pleadings) and the Civil Cover Sheet as *separate attachments* to this Notice of Removal.

ATTENTION: The electronic filing system will only notice attorneys entered in this case at the time of filing. The attorneys appearing in the state court action will not be electronically noticed with this filing. Counsel should ensure that all attorneys are notified of the state court removal.

Select the pdf document and any attachments.

Main Document  
C:\Documents and Settings\pwhidden\ Browse...

**To properly identify your attachment, select from the *Category* drop-down box.**  
**Further identify *exhibits* by entering an accurate but brief *Description*, i.e., *A-Deposition of John Smith*.**

Attachments	Category	Description
1. C:\Documents and Settings\pwhidden\ Browse...	Click Box	Click here.
2. Browse...		

Next Clear

A category AND/OR a description must be entered for each attachment.

Click the Drop Down Arrow.

Slide notes

A category and/or a description must be entered for each attachment. There is a category for the state court petition. Click the drop down arrow.

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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?124064405226683

**ECF**    Civil    Criminal    Query    Reports    Utilities    Search    Logout

**ATTENTION: The electronic filing system will only notice attorneys entered in this case at the time of filing. The attorneys appearing in the state court action will not be electronically noticed with this filing. Counsel should ensure that all attorneys are notified of the state court removal.**

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\cwhidden\ Browse...

**To properly identify your attachment, select from the *Category* drop-down box. Further identify *exhibits* by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.**

Attachments	Category	Description
1. C:\Documents and Settings\cwhidden\ Browse...	State court petition	
2. C:\Documents and Settings\cwhidden\ Browse...		Exhibit 1
3. C:\Documents and Settings\cwhidden\ Browse...		Exhibit 2
4. C:\Documents and Settings\cwhidden\ Browse...	Civil cover sheet	
5. Click here. Browse...		

Click Next.  
Click here.

Click Box    Clear

Slide notes

Again, in the interest of time, we have selected the remaining attachments, categories and/or descriptions. Note that we attached the state court petition, two exhibits and a civil cover sheet. There are categories for the state court petition and the civil coversheet; however, since the exhibits are numbered one & two, a description was needed for these attachments. Click Next to continue.

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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?118105079390392

ECF    Civil    Criminal    Query    Reports    Utilities    Search    Logout

Complaints and Other Initiating Documents

[5:11-cv-01659 Public v. Presidents Corp](#)

Enter the name of the court this action is being removed from, i.e. 1st JDC Caddo Parish:

Enter the case number from that court:

Next    Clear

Type 1st JDC Caddo Parish and press the Tab key.

Type 1st JDC Caddo Parish.

Slide notes

Enter the name of the state court from which this case is being removed. Type 1st JDC Caddo Parish in the first box, and press the Tab key.

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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?118105079390392

ECF Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating**

5:11-cv-01659 Public v. Presidents Corp

Enter the name of the court this action is being removed from, i.e. 1st JDC Caddo Parish: 1s

Enter the case number from that court:

Next Clear

Type 123,456.

Slide notes

Type the state court case number in the second box. Type one hundred twenty-three thousand, four hundred and fifty six, and press the Tab key.

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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?118105079390392

Google

**ECF**    Civil    Criminal    Query    Reports    Utilities    Search    Logout

### Complaints and Other Initiating Documents

[5:11-cv-01659 Public v. Presidents Corp](#)

Enter the name of the court this action is being removed from, i.e. 1st JDC Caddo Parish:

Enter:  om that court:

  

**Click Next.**

Slide notes

Click Next.

Slide 25 - Slide 25

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website for the U.S. District Court of the Western District of Louisiana. The page title is "Complaints and Other Initiating Documents" and the case number is "5:11-cv-01659 Public v. Presidents Corp". A green callout box highlights a paragraph of text: "Pursuant to Fed.R.Civ.P. 7.1, a corporate disclosure statement should be filed as a separate entry if this is a first appearance by a corporate party. Failure to comply will result in this matter being referred to the court for further action." Below this text, a "Click here." link is highlighted with a red box. A "Click Next." callout points to a "Click Next" button. Another callout box explains: "A corporate disclosure statement is filed as a separate document, not as an attachment to this one." The browser's address bar shows the URL: https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?64927855238757.

Slide notes

A green reminder box appears to inform us about the corporate disclosure statement requirement. After filing the notice of removal, the attorney for a corporate party is required to file a corporate disclosure statement. Click Next.

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The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website. The browser's address bar shows the URL: https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?950496273566828. The website header includes 'CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox' and navigation links for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Complaints and Other Initiating Documents' and shows a case link for '5:11-cv-01659 Public v. Presidents Corp'. Below the link is a question: 'and requested within the attached Notice of Removal?'. There are two radio buttons: 'Yes' and 'No'. A red-bordered callout box with the text 'Click here.' points to the 'Yes' radio button. A green-bordered callout box with the text 'Click the No radio button.' points to the 'No' radio button.

Slide notes

We are not requesting a jury in the notice of removal, so click the radio button next to No.

Slide 27 - Slide 27

CM/ECF Help Desk: 1-866-323-1101      Module 4: Filing Notice of Removal      Slide 27 of 27

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?950496273566828

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

5:11-cv-01659 Public v. Presidents Corp

Is there a jury demand requested within the attached Notice of Removal?

Yes

No **Click here.**

**Click Next** Clear

**Click Next to continue to the next module.**

The next module will demonstrate payment of the filing fee via pay.gov and finalizing the electronic filing.

Slide notes

Click Next to proceed to the Next module where we will pay the filing fee in pay.gov and finalize the electronic filing.