

## Slide 1 - Slide 1

CM/ECF Help Desk: 1-866-323-1101      Module 1: Opening a New Civil Action      Slide 1 of 19



Welcome to the Western District of Louisiana's case opening demonstration.

You may fast forward or rewind this tutorial at any time by using the **Playback Control Bar** located at the bottom of the screen.

This module has **Closed Captioning** which may be turned on and off by clicking the **CC** button to the right of the **Playback Control Bar**.

[CONTINUE](#)

Click here.

## Slide notes

Welcome to the Western District of Louisiana's case opening demonstration. You may fast forward or rewind this tutorial at any time by using the Playback Control Bar located at the bottom of the screen. This module has Closed Captioning which may be turned on and off by clicking the CC button to the right of the Playback Control Bar. Click continue.

## Slide 2 - Slide 2

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## OBJECTIVES

In this demonstration, you will learn to:

- Electronically open a civil case;
- Supply the civil cover sheet information;
- Add parties to the database;
- File a case opening document; and
- Pay the filing fee.

[CONTINUE](#)

Click here.

**Slide notes**

During this demonstration, you will learn to electronically open a civil case, supply the civil cover sheet information, add parties to the database, file a case opening document, and pay the filing fee. Click continue.

## Slide 3 - Slide 3

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Before filing a new civil case, you should complete these steps:

- Prepare all pleadings to be filed and save them as PDFs;
- Complete the civil cover sheet;
- Scan any exhibits and the civil cover sheet;
- Have your login and password for both CM/ECF and PACER available;

and

- Have your credit card ready.

CONTINUE

Click here.

## Slide notes

Before attempting to log into CM/ECF, you should follow these steps: prepare all pleadings to be filed and save them as PDFs, complete the civil cover sheet, scan any exhibits and the cover sheet if not already in PDF, locate your login and password for both CM/ECF and PACER, and have your credit card ready for payment. Click continue.

## Slide 4 - Slide 4

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Case Opening happens in 2 phases:

In Phase 1, the information from the civil cover sheet and the parties are input prompting a case number to be generated automatically. A shell is created which will become the docket sheet.

CONTINUE

Click here.

**Slide notes**

There are two phases to case opening. Phase 1 includes civil cover sheet information and the input of parties. The system then generates a unique case number for your new suit, and a shell is created which will become the docket sheet. Click continue.

## Slide 5 - Slide 5

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Phase 2

In Phase 2, the case opening document is filed; a link is created between the filer and their attorney, and the filing fee is paid.

**NOTE:** The Western District of Louisiana has adopted a mandatory online payment policy for filing fees. If unable to pay the filing fee, a motion to proceed in forma pauperis should be filed in conjunction with the new civil suit.

[CONTINUE](#)

Click here.

**Slide notes**

In Phase 2, the case opening document is filed, a link is created between the filer and their attorney, and the filing fee is paid. Please note that the Western District of Louisiana has adopted a mandatory online payment policy for filing fees. If unable to pay the filing fee, a motion to proceed in forma pauperis should be filed in conjunction with the new civil suit. For the purpose of this demonstration, we will be filing a notice of removal. Click continue.

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CM/ECF - U.S. District Court:Western District of Louisiana - TEST-logjn - 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/login.pl

Google

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

Click Civil.      Click here.



**U.S. District Court  
Western District of Louisiana - TEST  
Official Court Electronic Document Filing System**

This message is contained in the file OperationNotice.htm.  
You may use this file to alert users to current CM/ECF operational issues.

---

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

---

Welcome to the U.S. District Court for the Western District of Louisiana - TEST Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option listed below.

[PDF Settings](#)

Last login: 10-14-2011 10:05

22July2011

Slide notes

This is the home screen for CM/ECF. It is the screen you should see after logging in. To begin opening a civil case, please click the word "Civil" on the blue menu bar.

## Slide 7 - Slide 7

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CM/ECF - U.S. District Court:Western District of Louisiana - TEST-Civil Events - 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/DisplayMenu.pl?CivilEvents

ECF Civil Criminal Query Reports Utilities Search Logout

Civil Events

Case Assignment - **Click here.** Open a Case

Civil Case - Unassigned

Civil Case - Unassigned (Sealed)

Other Filings

Discovery Documents

Notices

Initial Pleading **Click Civil Case - Unassigned.** (Bkcy, 5th Circ)

Complaints and

Service of Process

Answers to Complaints

Other Answers

Motions and Related Filings

Motions

Responses and Replies

NOTE: (Sealed) should only be used when the entire case should be sealed.

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

## Slide notes

Click "Civil Case – Unassigned" to open a new case. Please note that "Civil Case – Unassigned (SEALED)" should only be used if the entire case should be sealed. In order to file a document or case under seal, your filing should be accompanied by a motion and order to seal for the judge's review. Click "Civil Case – Unassigned" to proceed.

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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?OpenUnasgrnCvCase

ECF Civil Criminal Query Reports Utilities Search Logout

### Open Unassigned Civil Case

If you require assistance while opening this case, please call 1-866-323-1101 during normal business hours.

The Case initiating document MUST be filed the same date the case is opened. After completion of case opening and display of the case number, enter the initiating document (i.e. Complaint, Notice of Removal, etc...) by clicking on **DOCKET LEAD EVENT**.

See [Click here.](#) Federal Rules of Civil Procedure.

**Click Next.**

Slide notes

Please note our CM/ECF help desk number for any electronic filing questions you may have. Also note that once you open your civil case, YOU MUST file the case opening document on the same day. Click next.

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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?485490101402605

Google

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

### Open Unassigned Civil Case

On the following screen you must select an office/division from a drop down menu.  
The Office/Division selections are Alexandria, Lake Charles, Monroe, Shreveport or Lafayette.

The office/division selection should be determined by one of the following:

- \*\*The parish in which the action arose;
- \*\*The parish where a preponderance of the parties are located;
- \*\*The parish domicile of the plaintiff; or
- \*\*The parish where the ~~action~~ **action** is pending if filing a Notice of Removal.

Please use the following **Click here.** link to determine parish and division locations:

[Parish and Division Information](#)

After viewing the above information, click the **BACK BUTTON** to **Click Parish and Division Information.**

Next Clear

[http://www.lawd.uscourts.gov/General\\_Info/Court\\_Locations/court\\_locations.html](http://www.lawd.uscourts.gov/General_Info/Court_Locations/court_locations.html)

Slide notes

Before proceeding we need to determine the division in which your new case should be filed. Please review the criteria on this page and then click the hyperlink for "Parish and Division Information."

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Court Locations - Mozilla Firefox

Click here.      Bookmarks      Tools      Help

Click Back.

www.lawd.uscourts.gov/General\_Info/Court\_Locations/court\_locations.html

PARISH MAPS and DIVISIONS

USDC Home  
General Info  
Court Locations  
  Alexandria  
  Lafayette  
  Lake Charles  
  Monroe  
  Shreveport  
  JOBS  
  General FAQ  
  Links  
  Search

Shreveport Parishes

Alexandria Parishes

Click here.

Slide notes

This information is on our website. Review the parish and division map to determine that our case should be in the Shreveport division because the case is being removed from the 1st Judicial District Court in Caddo Parish. Click the Back button to return to CM/ECF.

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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?485490101402605

Google

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

### Open Unassigned Civil Case

On the following screen you must select an office/division from a drop down menu.  
The Office/Division selections are Alexandria, Lake Charles, Monroe, Shreveport or Lafayette.

The office/division selection should be determined by one of the following:

- \*\*The parish in which the action arose;
- \*\*The parish where a preponderance of the parties are located;
- \*\*The parish domicile of the plaintiff; or
- \*\*The parish where the state court action is pending if filing a Notice of Removal.

Please use the following link to determine parish and division locations:  
[Parish and Division Information](#).

After clicking the link and to continue with case opening, use the *BAC* link and to continue with case opening, use the *turn to this screen*.

Click here.

Case Box    Clear

Click Next.

Slide notes

Click the next button.

Slide 12 - Slide 12

Slide notes

Since we determined that our case belongs in the Shreveport division, click the dropdown arrow.

Slide 13 - Slide 13

The screenshot shows a Mozilla Firefox browser window displaying the 'Open Unassigned Civil Case' form on the CM/ECF website. The browser's address bar shows the URL: https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?116186180938466. The form includes several dropdown menus: 'Office' (set to Alexandria), 'Case type' (set to cv), and 'Other court' (with a dropdown menu open showing options like Alexandria, Lake Charles, Monroe, Opelousas, Shreveport, Lafayette, and Ft. Polk). A red box highlights the 'Shreveport' option in the 'Other court' dropdown, with a red callout bubble pointing to it that says 'Click here.'. A green callout bubble with the text 'Click Shreveport.' is positioned below the dropdown menu. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Slide notes

And select Shreveport.

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The screenshot shows a web browser window with the following elements and callouts:

- Page Header:** CM/ECF Help Desk: 1-866-323-1101 | Module 1: Opening a New Civil Action | Slide 14 of 19
- Browser Title Bar:** CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox
- Address Bar:** https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?116186180938466
- Form Fields:**
  - Office:** Shreveport
  - Case type:** cv
  - Date filed:** 10/14/2011
  - Other court:** (Red box around the label)
  - Other court nu:** (Red box around the label)
- Buttons:** Next, Clear
- Callouts:**
  - Green callout: Leave case type as "cv" for all civil cases.
  - Green callout: Enter the name and parish of the state court from which the case is removed. Type: 1st JDC Caddo Parish and press the Tab key.
  - Green callout: The date filed defaults to the present date and cannot be changed.
  - White callout: Type - 1st JDC Caddo Parish
  - White callout: Type - 123,456 e s
  - Green callout: Type: 123,456 and press the Tab key.

Slide notes

Leave the case type as "CV" for civil. Note that there is also an "MC" case type for miscellaneous cases. The date filed is automatically set for the current date. Since our case is a notice of removal, we should enter the other court information. We are removing the case from the 1st Judicial District Court in Caddo Parish. Type 1st JDC Caddo Parish as listed on your screen and press the Tab key. Then type the 1st JDC case number which is 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?116186180938466

Google

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

**Open Unassigned Civil Case**

Office  Case type

Date filed: 10/14/2011

Other court name  **Click here.**

Other court number

Related cases

Next Clear

**Click the check box since this case is related to another federal suit filed in the Western District of Louisiana.**

Slide notes

In addition to the state court information, we also know of a related federal case in this court. Check the box next to Related Cases.

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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?116186180938466

Google

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

**Open Unassigned Civil Case**

Office: Shreveport    Case type: cv

Date filed: 10/14/2011

Out:

Out:

**Click Next to continue.**

  

**Click here.**

Slide notes

Click next.

Slide 17 - Slide 17

The screenshot shows a web browser window displaying the CM/ECF interface. The browser's address bar shows the URL: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?110769541461292>. The page header includes "CM/ECF Help Desk: 1-866-323-1101", "Module 1: Opening a New Civil Action", and "Slide 17 of 19". The main navigation bar contains "Civil", "Query", "Reports", "Utilities", "Search", and "Logout". The "Open Unassigned Cases" section features a search form with the following elements: a "Related case number" input field containing "10-2", a "Find This Case" button, a "Relation type" dropdown menu set to "Related", a "More related cases" checkbox, and "Next" and "Clear" buttons. Annotations include a green callout box "Type 10-2." pointing to the input field, a red callout box "Click here." pointing to the "Find This Case" button, a red callout box "Type - 10-2" pointing to the "Relation type" dropdown, and a green callout box "Click Find This Case." pointing to the "Find This Case" button.

Slide notes

This screen allows us to search the CM/ECF database for the related case. Since we know the case number is 10 dash 2, type 10 dash 2 and click "Find this Case."

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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?110769541461292

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Hide Case List

Click here.

Related case number

- 5:10-cv-00002-TS-MLH Moss v. Unum Group Corp et al
- 5:10-mc-00002-TISA v. Crossbow Venture Partners L P (closed 01/11/2010)
- (closed 01/28/2010)

Relation type

More related cases

Next Clear

Slide notes

The cases that match that number will appear in yellow. We know that the actual related case number is five colon ten C-V zero zero zero zero two. Moss vs. Unum Group Corporation et al. Check the box next to that case.

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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?110769541461292

Google

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

### Open Unassigned Civil Case

5:10-cv-2      Hide Case List

Select a case:

Related case number  5:10-cv-00002-TS-MLH Moss v. Unum Group Corp et al

5:10-mc-00002 USA v. Crossbow Venture Partners L P (closed 01/11/2010)

7:10-cr-00002-KK USA v. Boyt (closed 01/28/2010)

Related

More related cases

Click here.

Click:Box      Clear

Click Next to continue to the next module.

Slide notes

Click next to proceed to the next module where you will begin entering the civil cover sheet information.