

Slide 1 - Slide 1

CM/ECF Help Desk: 1-866-323-1101 Module 3: Opening a New Civil Action Cont.
Adding Parties Slide 1 of 28



We will be adding the following parties to our suit:

- John Q Public (plaintiff)
- Presidents Corp (defendant)
 - Presidents Ins Co L L C (alias – “d/b/a”)
Click Box

[CONTINUE](#)

Click here.

Slide notes

In this module, we will add the case participants. Our notice of removal includes John Q Public as the plaintiff and Presidents Corporation as the defendant. Click Continue to proceed.

Slide 2 - Slide 2

The screenshot displays a Mozilla Firefox browser window. The address bar shows the URL: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?556060064776529>. The page header includes the text "CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox" and "Module 3: Opening a New Civil Action Cont. Adding Parties". The main content area features a blue navigation bar with the ECF logo and menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". Below the navigation bar, the text "Open Unassigned Civil Case" is followed by a red-bordered callout box containing the text "Click here." pointing to a link. Below this, there is a line of text: "Use this link for: [Guidelines for Adding Parties](#)". A second red-bordered callout box points to this link with the text "Click the Guidelines for Adding Parties link." Below the text are two buttons: "Next" and "Clear". At the bottom right of the page, there is a blue button labeled "ADDING PRINCIPAL PARTIES". A footer at the bottom left shows the URL: http://www.lawd.uscourts.gov/Court_Operations/guidelinesAddingParties.pdf. The slide title "Slide 2 of 28" is visible in the top right corner.

Slide notes

Our court has special guidelines for adding parties. Please click the Guidelines for Adding Parties hyperlink.

Slide 3 - Slide 3

CM/ECF Help Desk: 1-866-323-1101 Module 3: Opening a New Civil Action Cont. Adding Parties Slide 3 of 28

Click here. Back button.

When printing a PDF document in Adobe, use the Adobe print button.

**WESTERN DISTRICT OF LOUISIANA
STANDARD GUIDELINES FOR ADDING PARTIES**
(You may contact our Help Desk at 1-866-323-1101 for additional guidance if needed)

SEARCH BEFORE ADDING!!!

- **ALWAYS search thoroughly** for party names before adding a name to the database. **DO NOT** create new party names without first expanding your search to be sure the name does not already exist in the database.
- Begin the search by completely typing only the first word of a company name.
- There are many company names that are very common and will already be in the database (for example: Willis-Knighton, Wal-Mart, GlaxoSmithKline, etc). For companies that may contain dashes, hyphens, parentheses, numbers, or slashes (i.e. Noram (U S A) Inc; Blue Cross/Blue Shield Insurance Co; Valve-O-Matic; A-1 Transport), **search both with and without** the special characters.
- A question mark may be used as a “**wild card**” in place of a character when unsure how the name should be entered, i.e. “Wal?Mart” would find both Wal-Mart and Wal Mart.
- An asterisk may be also be used as a “**wild card**” at the beginning of a search when only part of the name is known, i.e. “* Succession” will find all names containing “Succession”

Slide notes

When actually filing a new suit in our court, you will need to follow these guidelines when adding parties to our database. NOTE that you should use the Adobe Print button when attempting to print this document. Click the Back button to return to CM/ECF.

Slide 4 - Slide 4

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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?556060064776529

Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Use this link for [Guidelines for Adding Parties.](#)
Use [Click here.](#) **TON** to return to this screen.

Next Clear

Click Next.

ADDING PRINCIPAL PARTIES

Slide notes

Click Next to proceed.

Slide 5 - Slide 5

The screenshot shows the CM/ECF web application interface. At the top, it displays 'CM/ECF Help Desk: 1-866-323-1101', 'Module 3: Opening a New Civil Action Cont. Adding Parties', and 'Slide 5 of 28'. The browser address bar shows 'https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755'. The main navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The page title is 'Open Unassigned Civil Case'. On the left, there are buttons for 'Add New Party' and 'Create Case'. The search form has fields for 'Last Name', 'First Name', and 'Middle Name'. A 'Search' button is highlighted with a red box and a callout 'Click here.'. A 'Clear' button is also visible. A large blue button at the bottom right says 'ADDING PRINCIPAL PARTIES'. Three green callout boxes provide instructions: 'You must first search the database for the party names.', 'Search individuals by last name and first initial. Search for businesses by the first word of the name (with the exception of "a, and or the").', and 'Always start with a broad search and narrow it down by entering more of the party name if the results are too voluminous.'. Red callouts indicate 'Type "Public".' in the 'Last Name' field and 'Type "J".' in the 'First Name' field. A green callout says 'Type Public and press the Tab key.' pointing to the 'Search' button.

Slide notes

You must first search the database for the party names. It is very possible that the parties in your new suit are already in our system. For the purpose of this demonstration and to show you how to add a new party, the parties in our notice of removal are not in the database. Search individuals by last name and first initial. Search for businesses by the first word of the business name (with the exception of the articles "a, and/or the"). Always start with a broad search and narrow it down by entering more of the party name if the results are too voluminous. We will begin by adding the plaintiff. In the "Last/Business Name" field, type Public and press the Tab key. In the "First Name" field type the letter J and then click Search.

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

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uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755

Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

Search for a party

Last / Business Name Public First Name J Middle Name

Search

Search Results

Select Party Create New Party

Search returned no results. Please try again or create a new party.

Click here.

Click Create New Party.

ADDING PRINCIPAL PARTIES

Slide notes

The search results will appear. If you find a name that is an exact match, click the name to highlight it, and then click Select Party. If no match, click the Create New Party button. Since our search returned no results, click the Create New Party button.

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Module 3: Opening a New Civil Action Cont. Adding Parties

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uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

Party Information

Last name Public

First name J

Middle name

Title

Role SELECTION REQUIRED (selreq.pty)

Pro se No

Prisoner Id

Office

Address 1

Address 2

Address 3

State Zip

City

Country

Prison

Phone Fax

E-mail

Party text

Start date 10/14/2011

End date

Corporation no

Notice yes

Add Party

ADDING PRINCIPAL PARTIES

Type "ohn"

Click inside the text box and position your cursor after the "J." Type "ohn" and press the Tab key.

Finish entering the name. Refer to the Guidelines for Adding Parties for instructions regarding proper capitalization and punctuation.

Slide notes

Since we only searched with the last name and the first initial, we need to finish typing in the first name. Click inside the "First Name" field behind the letter "J" and type the letters o, h and n to complete the first name of John, and press the Tab key.

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uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

Party Information

Last name Public First name John

Middle name Generation

Type "Q" Type "Q" and press the Tab key.

Pro se No

Prisoner Id Unit

Office

Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date 10/14/2011 End date

Corporation no Notice yes

Add Party

ADDING PRINCIPAL PARTIES

Slide notes

Next, we need to select the party role. Since John Q Public is the plaintiff, click the drop down arrow to see the options.

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uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

Select the role.

Party Information

Last name Public First name John

Middle name Q Gen

Title

Role SELECTION REQUIRED (selreq.pty) Click here.

Pro se No

Prison Click the Drop Down Arrow. Unit

Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date 10/14/2011 End date

Corporation no Notice yes

Add Party ADDING PRINCIPAL PARTIES

Slide notes

Next, we need to select the party role. Since John Q Public is the plaintiff, click the drop down arrow to see the options.

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

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uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

Select the role.

Party Information

Last name Public First name John

Middle name Q Generation

Title

Role SELECTION REQUIRED (selreq:pty)

Pro se Custodian (cust:pty)

Prisoner Id Debtor-in-Possession (dbpos:pty)

Office Defendant (dft:pty)

Address 1 Garnishee (gar:pty)

Address 2 In Re (inre:pty)

Address 3 Interested Party (ip:pty)

State Interpleader (intpl:pty)

Prison Intervenor (intv:pty)

Phone Intervenor Defendant (intvd:pty)

E-mail Intervenor Plaintiff (intvp:pty)

Party text Material Witness (mw:pty)

Start date Mediator (med:pty)

Corporation Movant (mov:pty)

no voice yes

Click here.

Click Plaintiff (pla.pty).

ADDING PRINCIPAL PARTIES

Slide notes

Click Plaintiff.

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

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uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

Party Information

Last name Public First name John

Middle name Q Generation

Title

Role Plaintiff (pla.pt)

Pro se No

Prisoner Id Unit

Office

Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date 10/14/2011 End date

Incorporation no Notice yes

Add Party

ADDING PRINCIPAL PARTIES

Click Add Party

Click here.

Slide notes

Leave the remaining fields on this page as they are and click Add Party. The court will add this information or add the plaintiff's attorney at a later time.

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

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CM/ECF - U.S. District Court:Western Distric... uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case Search Last Name First Name Middle Name

Click here. Type "Presidents"

Click Search. Type Presidents and press the Tab key.

The party name appears in the Party Tree pane here.

The only words that should be abbreviated are Co, Corp, Inc and &. Do NOT use punctuation.

ADDING PRINCIPAL PARTIES

Slide notes

The plaintiff should appear on the left pane. If you had additional plaintiffs, you would continue to add them at this time; however, our notice of removal only contains one plaintiff. Now it is time to add the defendant, Presidents Corporation. Type the word Presidents in the "Last / Business name" field and press the Tab Key. Then click Search. Note if you choose to enter more of the defendant's name at this point, our court abbreviates the words company, corporation and incorporated. Please following the guidelines for adding parties for more information.

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Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla

- Alias
- Corporate Parent or other affiliate
- Attorney

Search for a party

Last / Business Name Presidents First Name Middle Name

Search

Search Results

Select Party Create New Party

Search returned no results. Please try again or create a new party.

Click here.

Click the Create New Party button.

ADDING PRINCIPAL PARTIES

Slide notes

The search returns with no results. Click the Create New Party button.

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Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla

Alias

Corporate Parent or other affiliate

Attorney

Party Information

Presi **Type Corp**

Last name First name

Middle name Generation

Title

Role SELECTION **Type: Corp and press the Tab key.**

Pro se No

Prisoner Id Unit

Office

Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date 10/14/2011 End date

Corporation no Notice yes

Add Party

ADDING PRINCIPAL PARTIES

Slide notes

Type the abbreviation Corp after the word Presidents in the "Last name" field and press the Tab key.

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Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla

Alias

Corporate Parent or other affiliate

Attorney

Party Information

Last name Presidents Corp First name

Middle name Gen

Title

Role SELECTION REQUIRED (selreq.pty) Click here.

Pre se No

Prison Unit

Click the Drop Down Arrow.

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 10/14/2011 End date

Corporation no Notice yes

Add Party

ADDING PRINCIPAL PARTIES

Slide notes

To select the party role, click the Drop Arrow to view the selections.

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

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

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Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla. [edit] [delete]

Alias [add]

Corporate Parent or other affiliate [add]

Attorney

Party Information

Last name Presidents Corp First name

Middle name Generation

Title

Role SELECTION REQUIRED (selreq:pty) [v] Click here [red box]

Pro se Custodian (c:pty)

Prisoner Id Debtor-in-Possession (dbpos:pty)

Defendant (dft:pty) [red box] Click Box Unit

Garnishee (gar:pty)

Office In Re (inre:pty)

Address 1 Interested Party (intp:pty)

Address 2 Interpleader (intpl:pty)

Address 3 Intervenor (intv:pty) Intervenor Defendant (intvd:pty) Intervenor Plaintiff (intvp:pty) Material Witness (mw:pty) Mediator (med:pty) Movant (mov:pty) Notice only (ntc:pty) Objector (obj:pty) Petitioner (pet:pty) Plaintiff (pla:pty) Receiver (rc:pty) Respondent (res:pty) SELECTION REQUIRED (selreq:pty) Click Defendant (dft.pty). [green box]

City

Country

Fax

Start date 10/14/2011 End date

Corporation no [v] Notice yes [v]

Add Party

ADDING PRINCIPAL PARTIES

Slide notes

Click Defendant.

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla. [edit] [delete]

Alias [add]

Corporate Parent or other affiliate [add]

Attorney

Party Information

Last name Presidents Corp First name

Middle name Generation

Title

Role Defendant (dft:pty)

Pro se No

Prisoner Id Unit

Office

Address 1 Show this address on the docket sheet

Address 2 City

Address 3 Country

State Zip Country

Prison

Phone Fax

E-mail

text

End date

Notice yes

Click the Add Party button

Click here.

ADDING PRINCIPAL PARTIES

Slide notes

Leave the remaining section of this page as it is. The contact information for the defendant will be the attorney's (your) information which will be added when we actually file the Notice of Removal. Click Add Party.

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John Q Public pla. [edit] [delete]

- Alias [plus]
- Corporate [plus]
- Attorney [plus]

Presidents Corp. dtf. [edit] [delete]

- Alias [plus]
- Corporate [plus]
- Parent or other affiliate [plus]
- Attorney [plus]

Search for a party

Last / Business Name First Name Middle Name

Search

Click here.

Click the Plus sign (+) next to Alias.

ADDING AN ALIAS

Slide notes

Presidents Corp now appears on the left pane along with John Q Public. Since Presidents Corp was identified doing business as Presidents Insurance Company L L C in the plaintiff's complaint, we need to add this entity as an alias. Click the plus sign next to Alias for Presidents Corp.

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File Edit View History Bookmarks Tools Help

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case Search for an alias for Pres

5:11-cv-????? Collapse All Expand All

John O Public pla. Alias Corporate Parent or other affiliate Attorney

Presidents Corp dft. Alias Corporate Parent or other affiliate Attorney

Last / Business Name Search

Type "Presidents Ins"

Type: Presidents Ins and press the Tab key.

ADDING AN ALIAS

Slide notes

Type Presidents Ins in the "Last / Business Name" field. And press the Tab key.

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla. [edit] [delete]

- Alias
- Corporate Parent or other affiliate
- Attorney

Presidents Corp dft. [edit] [delete]

- Alias
- Corporate Parent or other affiliate
- Attorney

Search for an alias for Presidents Corp

Click here.

Last business name Presidents Ins

Click Here

Click Search.

ADDING AN ALIAS

Slide notes

Click Search.

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-????

- John O Public pla.
- Alias
- Corporate Parent or other affiliate
- Attorney

Presidents Corp dtf.

- Alias
- Corporate Parent or other affiliate
- Attorney

Search for an alias for Presidents Corp

Last / Business Name Presidents Ins

Search

Search Results

Select Alias **Create New Alias**

Search returned no results. Please try again or create a new alias.

Click here.

Click Create New Alias.

ADDING AN ALIAS

Slide notes

The search returned no results. Click Create new Alias.

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ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla. Alias Corporate Parent or other affiliate Attorney

Presidents Corp dft. Alias Corporate Parent or other affiliate Attorney

Alias Information Type agent

Last Business name First name Middle name Generation

Add Alias

Type "Co L L C"

Type: Co L L C and press the Tab key.

ADDING AN ALIAS

Slide notes

Since we only searched Presidents Ins, we need to complete the alias name. Type the abbreviations Co L L C with a space between the letters L L and C, and press the Tab key.

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Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla.

- Alias
- Corporate Parent or other affiliate
- Attorney

Presidents Corp dtf.

- Alias
- Corporate Parent or other affiliate
- Attorney

Alias Information

Last Business name Presi First name

Middle name Generation

Type **Click Box** Start date 10/14/2011

Add Alias

Click here.

Click the Drop Down Arrow.

ADDING AN ALIAS

Slide notes

Click the dropdown arrow to view the types of aliases.

Slide 24 - Slide 24

CM/ECF Help Desk: 1-866-323-1101 Module 3: Opening a New Civil Action Cont. Adding Parties Slide 24 of 28

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?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

5:11-cv-?????

John O Public pla

- Alias
- Corporate Parent or other affiliate
- Attorney

Presidents Corp dft

- Alias
- Corporate Parent or other affiliate
- Attorney

Alias Information

Last Business name Presidents Ins Co LLC First name

Middle name

Type **Click here.**

Add Alias **Click Box.** **Click dba.**

ak
ndi
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ne
ob
oth
rpi
ta

ADDING AN ALIAS

Slide notes

Click DBA for doing business as.

Slide 25 - Slide 25

CM/ECF Help Desk: 1-866-323-1101 Module 3: Opening a New Civil Action Cont. Adding Parties Slide 25 of 28

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?255096606013755

Google

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party **Create Case**

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

- 5:11-cv-?????
- John O Public pla.

 - Alias
 - Corporate Parent or other affiliate
 - Attorney

- Presidents Corp dtf.

 - Alias
 - Corporate Parent or other affiliate
 - Attorney

Alias Information

Last Business name Presidents Ins Co LLC First name

type Generation

Start date 10/14/2011

Click here.

Click Add Alias.

ADDING AN ALIAS

Slide notes

Click Add Alias.

Slide 26 - Slide 26

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?255096606013755". The page header includes "CM/ECF Help Desk: 1-866-323-1101", "Module 3: Opening a New Civil Action Cont. Adding Parties", and "Slide 26 of 28". The main navigation bar has tabs for "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The page content includes a "Create Case" button, a search field for "Presidents Corp", and a list of parties on the left. A red box highlights the "Create Case" button, and a red callout bubble points to it with the text "Click here.". Another red box highlights the "Presidents Ins Co L.L.C." entry in the party list. A green callout bubble points to the "Create Case" button with the text "Click Create Case.". A large blue button labeled "CREATE A CASE" is located at the bottom right of the page.

Slide notes

The alias should appear on the left pane. Now that all parties are entered, it is time to create the case and receive a case number. Click Create Case.

Slide 27 - Slide 27

CM/ECF Help Desk: 1-866-323-1101

Module 3: Opening a New Civil Action Cont.
Adding Parties

Slide 27 of 28

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?255096606013755

ECF Civil Criminal Query Reports Utilities Search Logout

Open Unassigned Civil Case

Add New Party [Create Case]

Collapse All Expand All

5:11-cv-????

John O Public pla. [edit] [delete]

- Alias
- Corporate Parent or other affiliate
- Attorney

Presidents Corp dtf. [edit] [delete]

- Alias
- Presidents Ins Co LLC [edit] [delete]
- Corporate Parent or other affiliate
- Attorney

Search for an alias for Presidents Corp

Last / Business Name

Search

Click here.

Case will be created. Proceed?

Yes No

Click Yes to proceed.

Slide notes

Click yes.

Slide 28 - Slide 28

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?635812845231717>. The page title is "CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox".

The main content area of the browser shows the ECF logo and navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation is a section titled "Open Unassigned Civil Case".

Two callout boxes are present:

- Left Callout:** A green box with the text: "Click **Docket Lead Event?** to proceed with filing the initiating document and to the next module. The case initiating document **MUST** be filed the same day this case is opened." A red box highlights the "Docket Lead Event?" link in the interface.
- Right Callout:** A green box with the text: "Phase 1 is now complete. You have opened the case shell and a case number has been assigned. Make note of the case number to be placed on all future pleadings. In the next two modules, we will file the notice of removal and pay the filing fee to complete Phase 2." A red box highlights the "Case Number" field in the interface.

Slide notes

Phase 1 is now complete. You have opened the case shell and a case number has been assigned. Please add the case number to all future pleadings. In the next 2 modules, we will file the notice of removal and pay the filing fee to complete Phase 2. Click Docket Lead Event? to proceed to the next module. Please note that the case initiating document (the notice of removal in our case) must be filed the same day the case is opened.