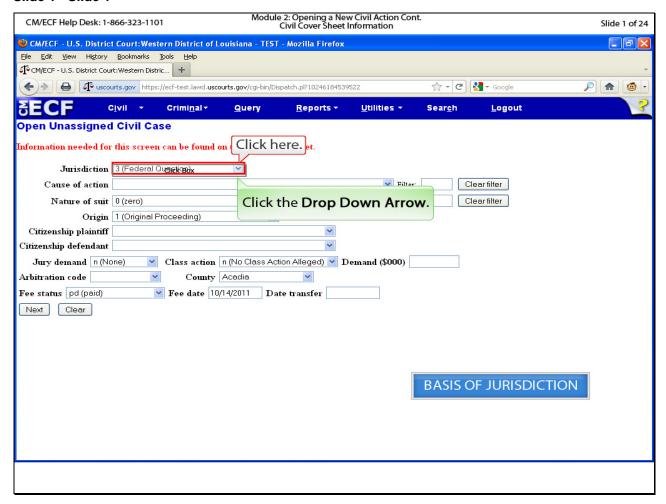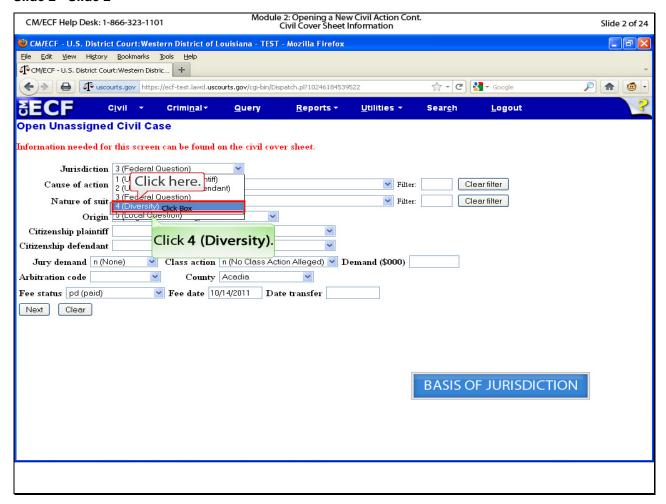**Slide 1 - Slide 1**

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.
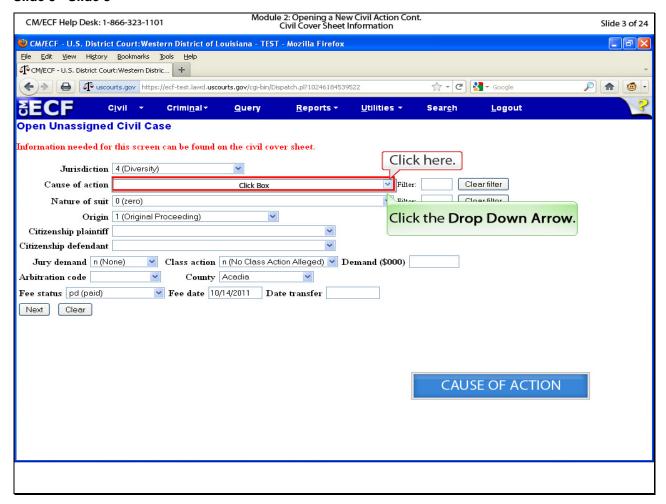
Slide 2 - Slide 2

Slide notes

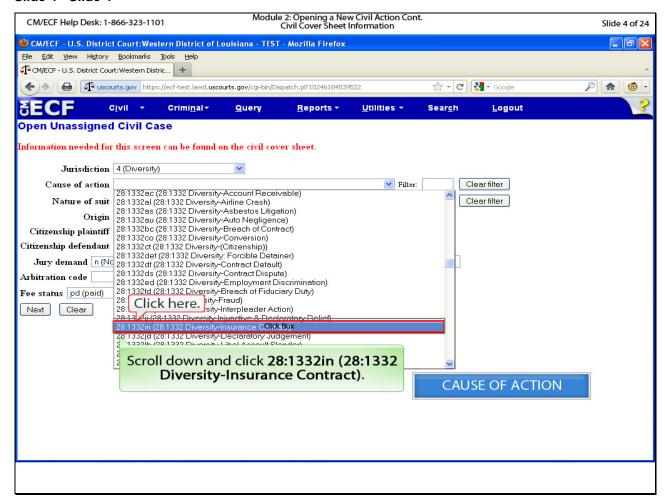The jurisdiction for our Notice of Removal is 4 – Diversity. Click Diversity.

Slide 3 - Slide 3

Slide notes

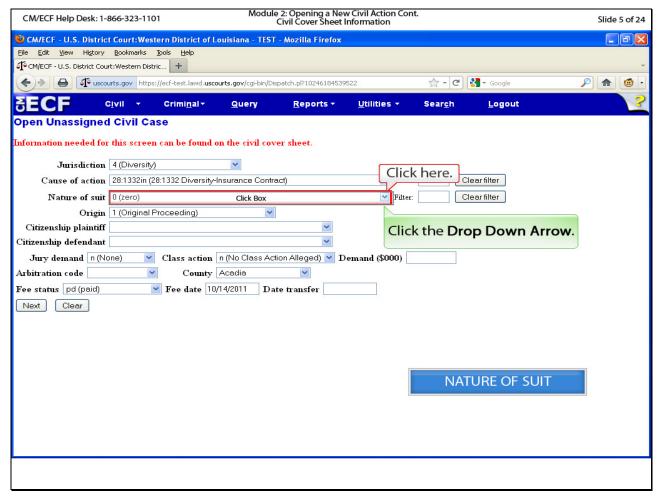Next is the cause of action. Click the drop down arrow to see all available causes of action.

Slide 4 - Slide 4

Slide notes

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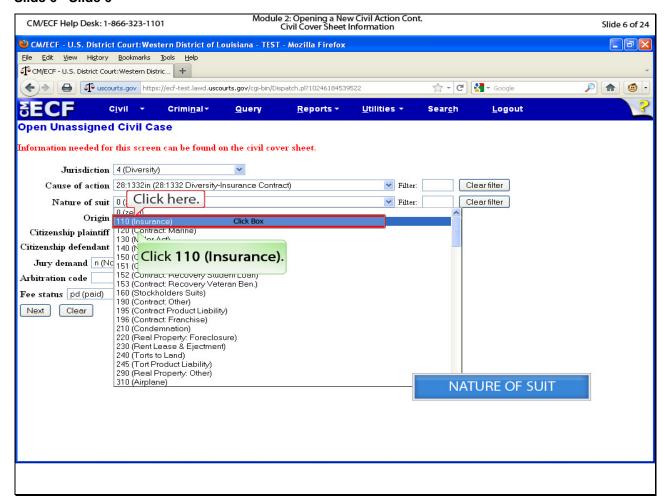Insurance Contract.

Slide 5 - Slide 5

Slide notes

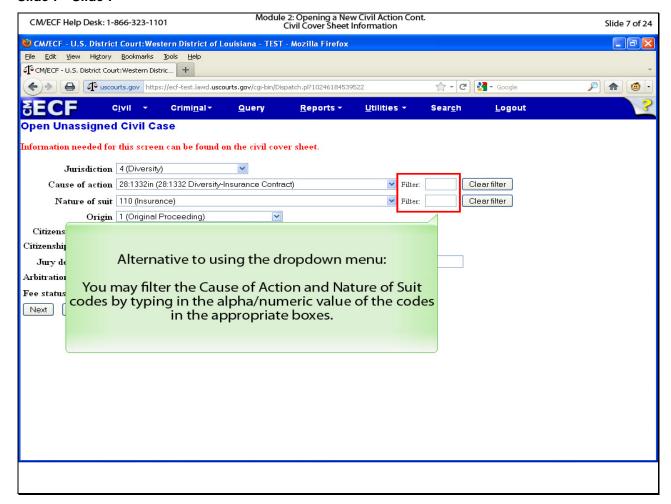Next we need to select the Nature of Suit. Click the drop down arrow to view the available nature of suit codes.

Slide 6 - Slide 6

Slide notes

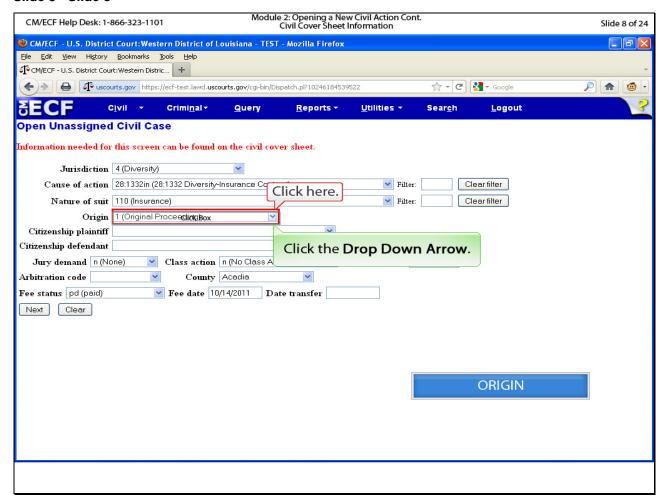Our notice of removal involves insurance, so select the insurance nature of suit code.

Slide 7 - Slide 7

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.
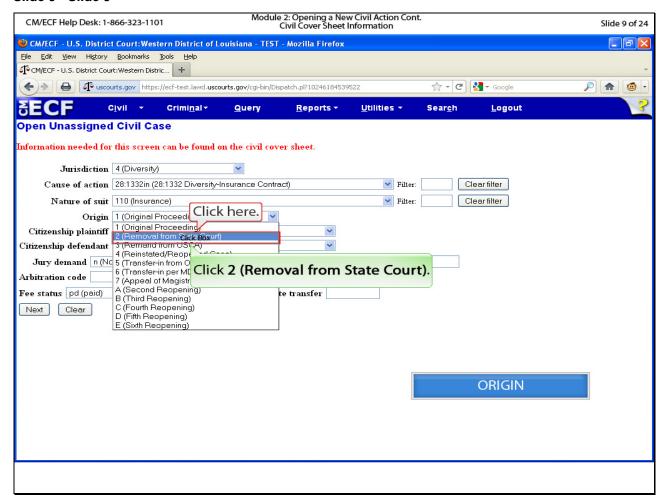
Slide 8 - Slide 8

Slide notes

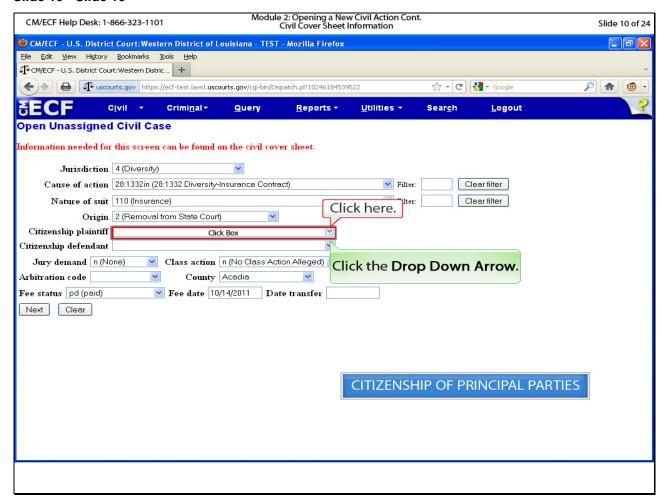Next is the Origin of the new suit. Click the drop down arrow.

Slide 9 - Slide 9

Slide notes

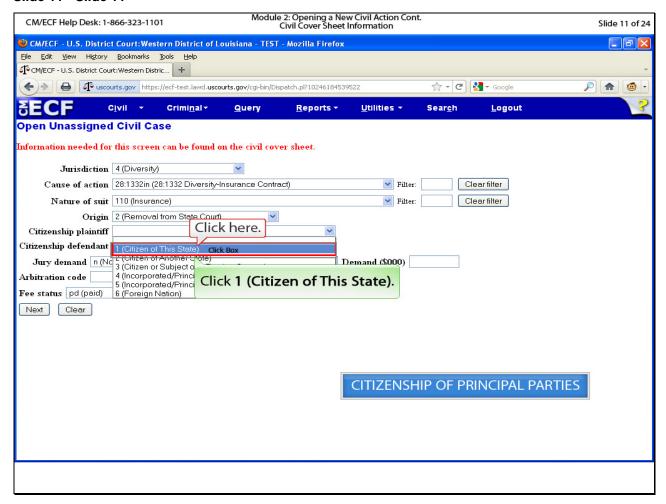Since we are filing a notice of removal, select Removal from State Court.

Slide 10 - Slide 10

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 citizen ship codes should remain blank. Click the drop down arrow to view the citizenship codes for the plaintiff.
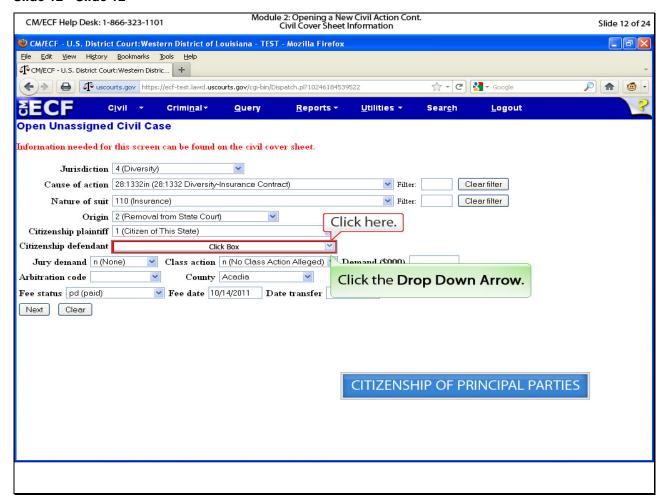
Slide 11 - Slide 11

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.

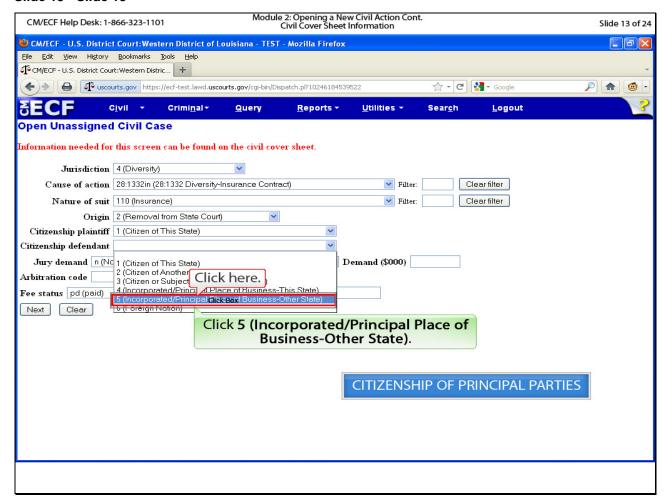**Slide 12 - Slide 12**

Slide notes

Next we need to select the citizenship for the defendant. Click the drop down arrow.
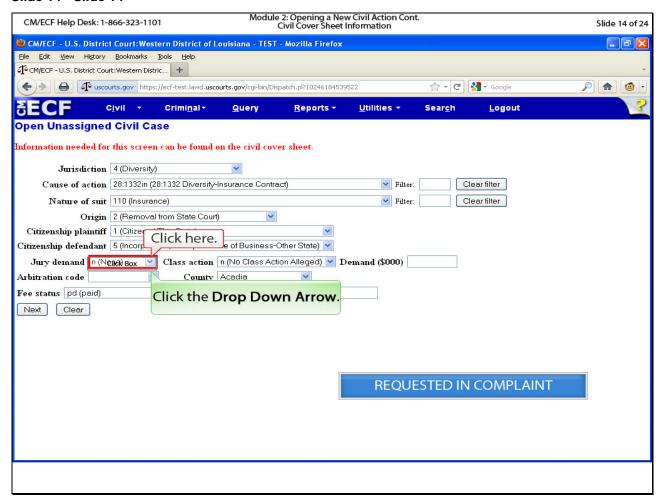
Slide 13 - Slide 13

Slide notes

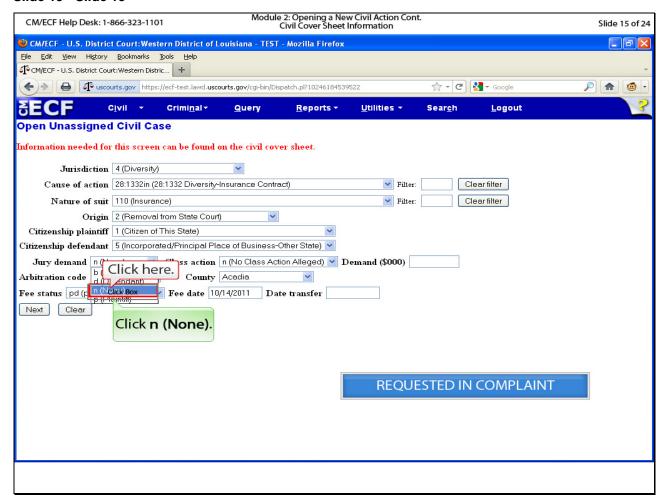Click the code for Incorporated/Principal Place of Business-Other State.

Slide 14 - Slide 14

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.
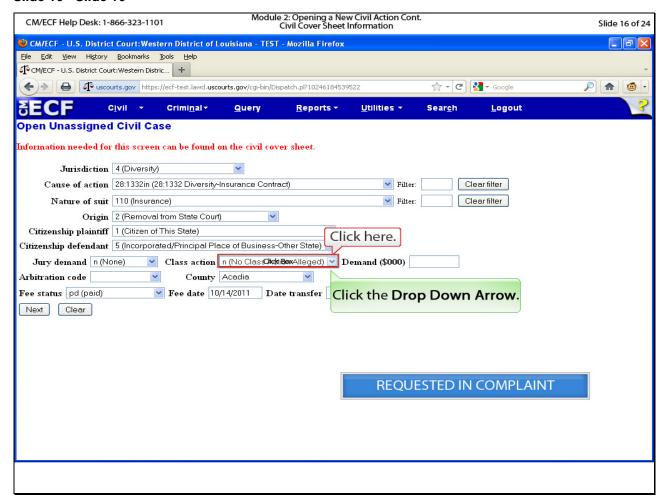
Slide 15 - Slide 15

Slide notes

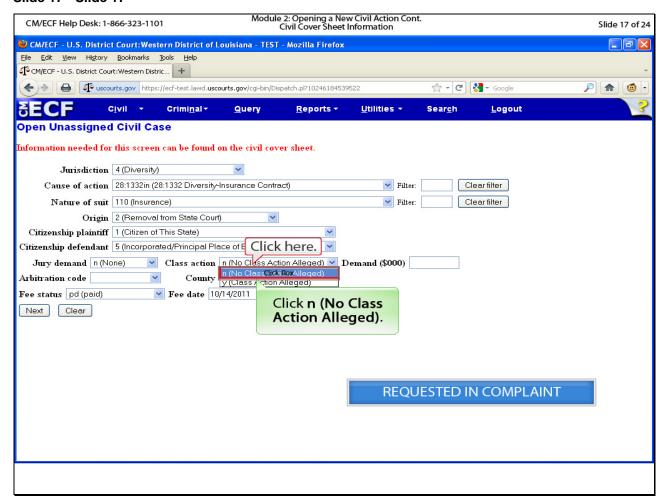Since we are not requesting a jury, click the choice for none.

Slide 16 - Slide 16

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.
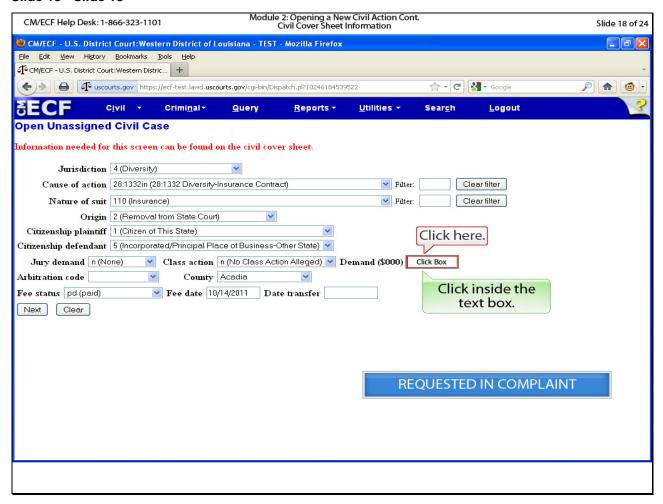
Slide 17 - Slide 17

Slide notes
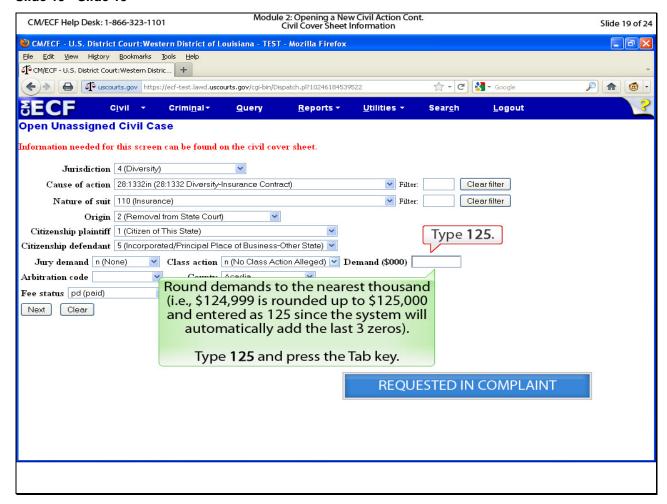
Click No Class Action Alleged.

Slide 18 - Slide 18

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.
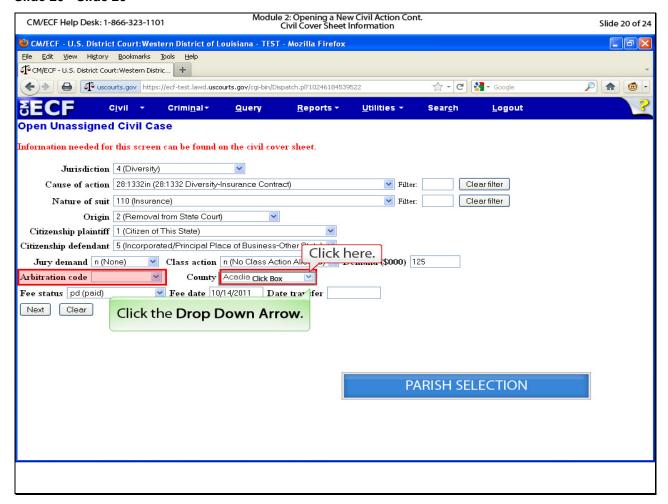
Slide 19 - Slide 19

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.

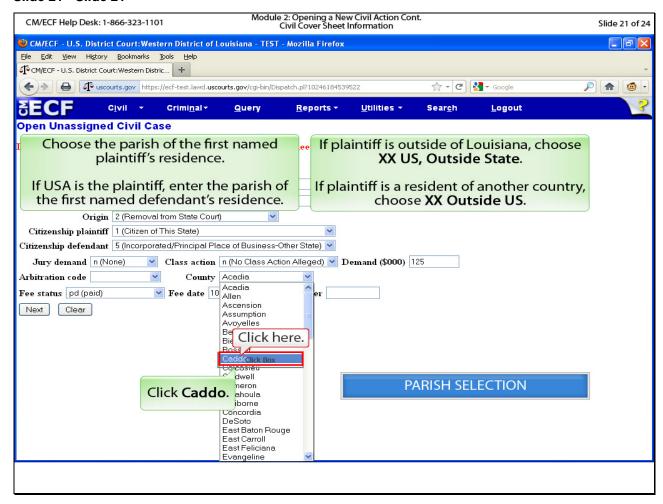**Slide 20 - Slide 20**

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.
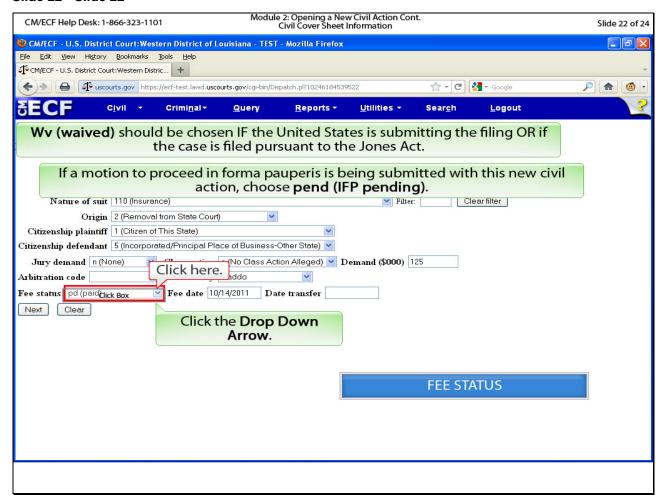
Slide 21 - Slide 21

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.
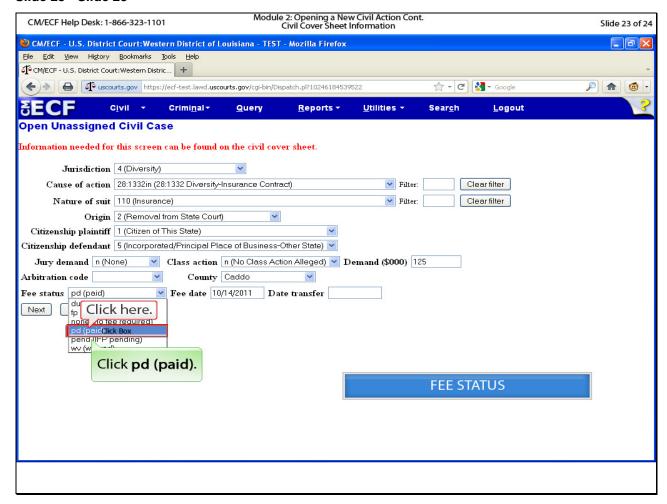
Slide 22 - Slide 22

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.
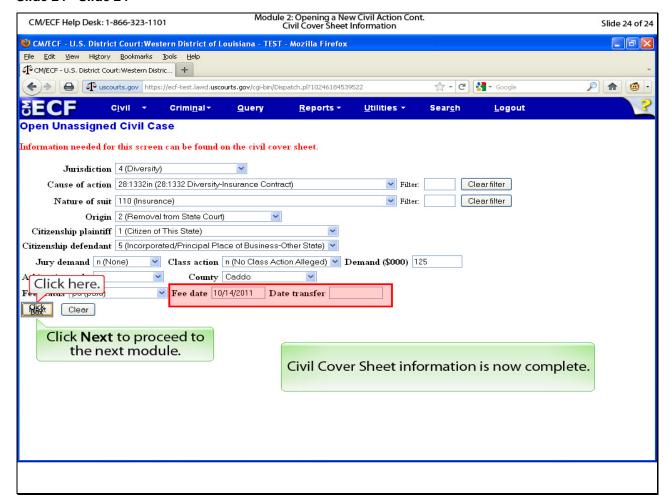
Slide 23 - Slide 23

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

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.