

ELECTRONIC CASE FILING CM/ECF



User's Manual

How to File a New Civil Case

Southern District of California
(Revised May 2013)

CIVIL CASE OPENING BY ATTORNEYS

Effective October 12, 2010, attorneys may electronically open civil cases using a master case and new credit card module, Pay.gov, in CM/ECF to pay the required fee. The Clerk's Office will review the master case for new electronic filings and open the civil and miscellaneous cases in CM/ECF. A notice including the judge assignment and permanent case number will be sent electronically. The following filings have a required fee which can be paid with Pay.gov:

- New civil complaints
- Notice of Removal complaints
- Petitions for Writ of Habeas Corpus
- Miscellaneous case filings
- Notice of appeal in civil and criminal cases

This manual provides instructions for attorneys on how to use the CM/ECF system to open cases in the U. S. District Court for the Southern District of California. This chapter will cover how to:

E-file a new complaint with a Civil Cover Sheet Electronically pay the filing fee utilizing the Pay.gov functionality.

Help Desk

If you need assistance with this process please contact the Clerk's Office:

- Call the Clerk's Office (619-557-6361) between the hours of 8:30 A. M. and 4:30 P. M., Pacific Time, Monday through Friday.
- Sign up for hands on Case Opening classes for attorneys and support staff. On the court's web site click on the CM/ECF tab and click on the 'Register for CM/ECF Training Classes' blackboard.

Important Notes - Things you need before you begin to file a new civil case:

Complaint	Notice of Removal	Miscellaneous Case
1. Complaint saved to PDF	1. Notice of Removal saved to PDF	1. Copies of all documents saved to PDF
2. Civil Case Cover Sheet saved to PDF and attached to Complaint	2. Civil Case Cover Sheet saved to PDF and attached to the Notice of Removal	2. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office
3. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office	3. Copies of documents filed in the state court, saved to PDF: a) Complaint b) Summons served in State Court c) Any Answers d) Any Pending Motions	3. Credit Card information for Pay.gov
4. Credit Card Information for Pay.gov	4. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office	
	5. Credit Card information for Pay.gov	

- ✓ Pursuant to the court's Electronic Case Filing Administrative Policies and Procedures, Section 2, f., registered attorneys must electronically sign the Complaint, or Notice of Removal, Miscellaneous cases and the Civil Cover Sheet with an s/attorney name.
- ✓ Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2.e. for documents exceeding 20 pages.
- ✓ Individual PDF documents must not exceed ten (10) megabytes (MB). PDF documents larger than ten (10) megabytes must be submitted in multiple segments, not to exceed ten (10) megabytes.
- ✓ Once you start the payment portion of the transaction, **do not** utilize the BACK button on your browser.
- ✓ After the case has been opened the **Clerk's Office will issue the summons and provide you the judge assignment and case number** information if appropriate. If you need these documents right away, please contact the Clerk's office.
- ✓ Do not attach a completed summons form.
- ✓ A Civil Cover Sheet is not required for Miscellaneous Cases.

To Begin Filing a New Civil Case

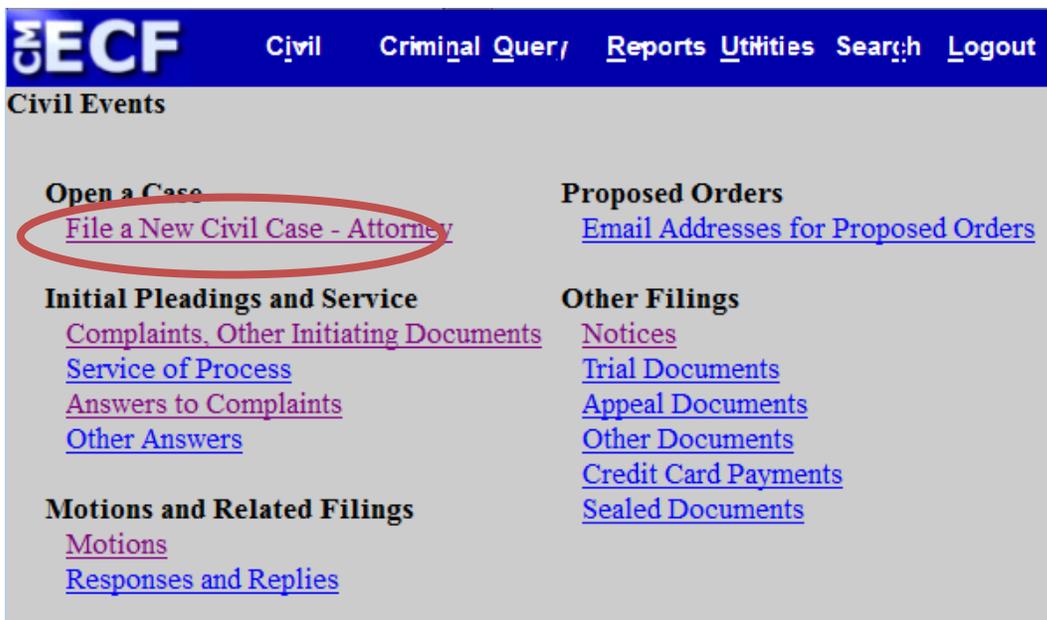
Please Note:

- All initial case filings in civil and miscellaneous actions must be submitted by electronically filing the initiating documents in a master case. The Clerk's Office will review the master case for new electronic filings and open the civil and miscellaneous cases. A Notice of Electronic Filing (NEF) including the judge assignment and permanent case number will be sent electronically.
- Sealed cases must still be submitted in paper.

To begin filing a new Civil Case, click on **Civil** on the Main ECF menu bar.



Select **File Civil Case - Attorney** from the Civil Events list.



Please read this screen carefully then click **NEXT** to continue.

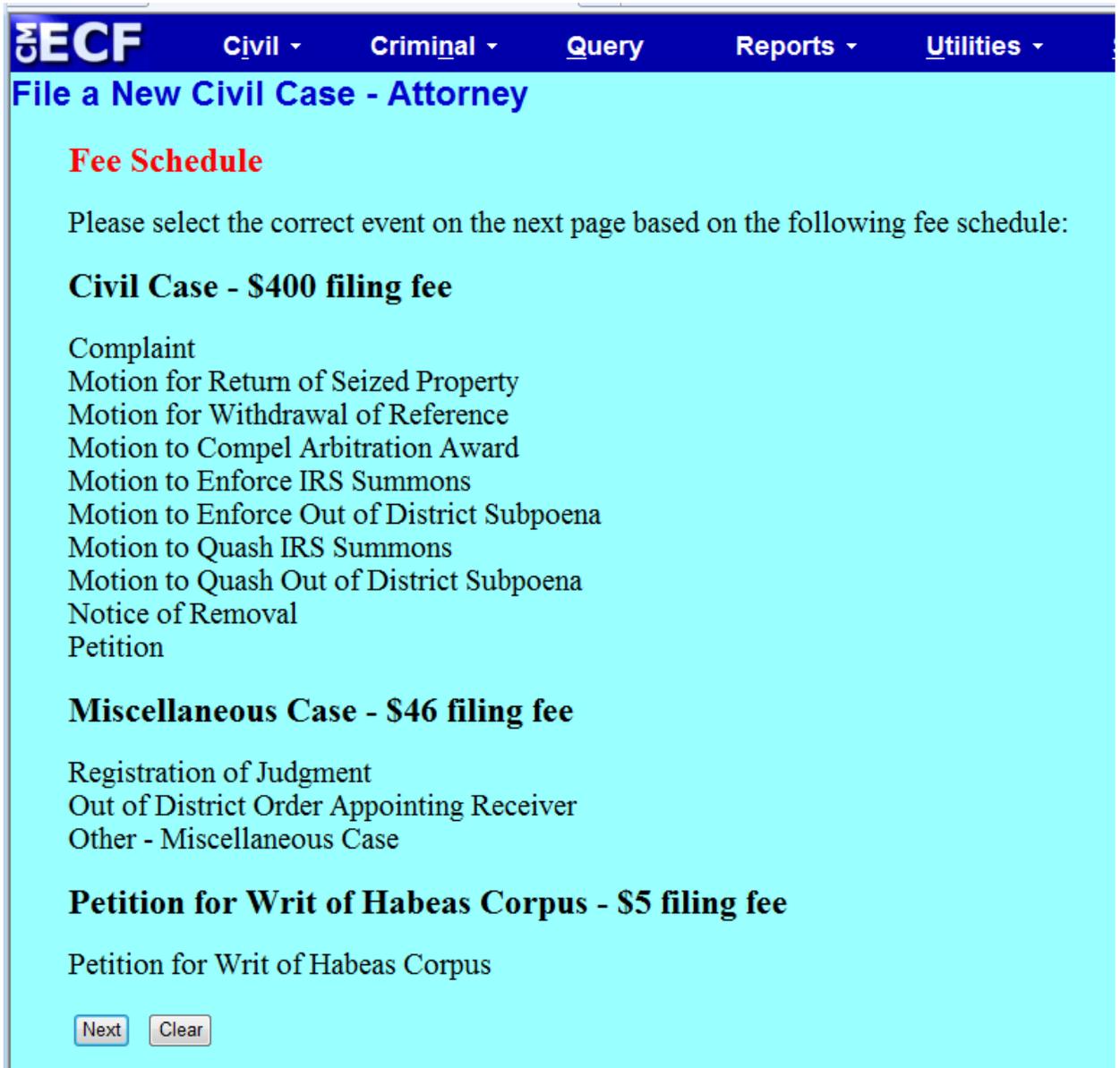
The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "File a New Civil Case - Attorney". Below this, there is a red "*** IMPORTANT ***" notice. The text explains that attorneys must submit documents to the "master" case following specific prompts, with the filing date being the submission date and the filing fee paid through Pay.gov. It emphasizes that the submission must consist of one entry, with all attachments made to the case initiating docket entry (including Civil cover sheet, declarations, and state court documents). It also warns not to make other entries, add parties, or attorneys to the Master Case, and notes a 10MB size limit for documents. A link is provided to view an on-line demonstration of "How to File a New Civil Case". At the bottom, there are "Next" and "Clear" buttons.

Adding Parties

Enter the first name and last name of the first plaintiff and the first defendant. The Clerk's Office will add additional named parties to the case based on the complaint PDF. Then click **NEXT** to continue.

This screenshot shows the same ECF interface as the previous one, but with case details and input fields. The header includes the ECF logo and links for Civil, Criminal, and Query. The heading is "File a New Civil Case - Attorney". Below the heading, the case number "3:13-cv-99999" and the parties "Plaintiffs v. Defendants" are displayed. There are two input fields: "Please enter First Plaintiff Name:" with the text "John Doe" and "Please enter First Defendant Name:" with the text "Roes Corporation". At the bottom, there are "Next" and "Clear" buttons.

This screen provides the correct fee information for the three civil case opening events – Civil Case, Miscellaneous Case and Petition for Writ of Habeas Corpus. Click NEXT to continue.



The screenshot shows a web interface for filing a new civil case. At the top is a dark blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar is a light blue header area with the title "File a New Civil Case - Attorney". The main content area is white and contains a "Fee Schedule" section. It instructs the user to select an event on the next page based on the following fee schedule:

- Civil Case - \$400 filing fee**
 - Complaint
 - Motion for Return of Seized Property
 - Motion for Withdrawal of Reference
 - Motion to Compel Arbitration Award
 - Motion to Enforce IRS Summons
 - Motion to Enforce Out of District Subpoena
 - Motion to Quash IRS Summons
 - Motion to Quash Out of District Subpoena
 - Notice of Removal
 - Petition
- Miscellaneous Case - \$46 filing fee**
 - Registration of Judgment
 - Out of District Order Appointing Receiver
 - Other - Miscellaneous Case
- Petition for Writ of Habeas Corpus - \$5 filing fee**
 - Petition for Writ of Habeas Corpus

At the bottom of the form are two buttons: "Next" and "Clear".

Available Events

Click on your case opening event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click **NEXT** to continue.

ECF Civil Criminal Query Reports Utilities

File a New Civil Case - Attorney

Available Events (click to select an event)

- Civil Case
- Miscellaneous Case
- Petition for Writ Of Habeas Corpus

Selected Event: Civil Case

Next Clear

Adding Documents

The next screen will allow you to Browse in your saved documents and navigate to the appropriate folder, click on the PDF document to select it, and Click the Open button to put the document's path and file name in the Main Document field.

Remember: You will need a copy of the JS-44 – Civil Cover Sheet attached to the Main Document, but you should not prepare and attach a Summons. The Clerk's Office will issue the summons after your e-filing has been reviewed.

Click on the **Browse** button. Navigate in your saved documents to the complaint saved on your computer.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Please include the Civil Cover Sheet as an attachment below.

Select the pdf document and any attachments.

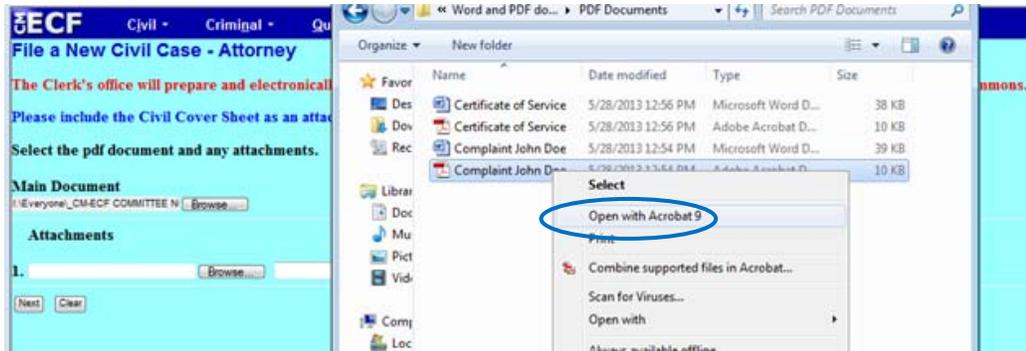
Main Document

Browse...

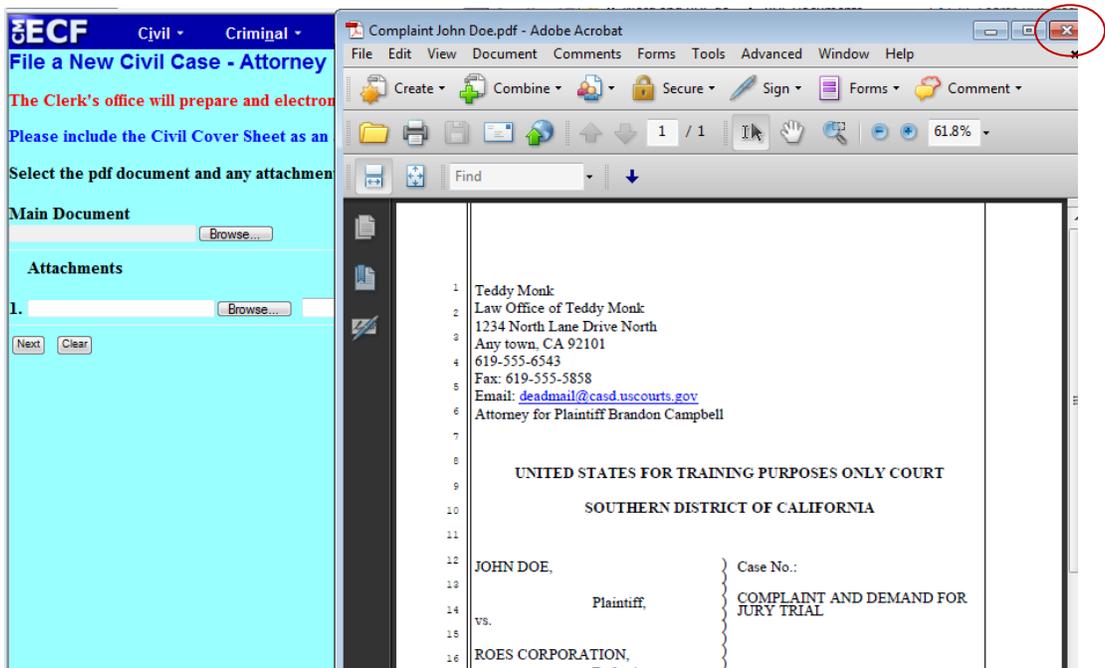
Attachments	Category	Description
1. Browse...		

Next Clear

Highlight the correct file. It is always a good idea to view the contents of the selected document to verify this is the correct image. Highlight the document and **RIGHT** click with your mouse on the saved PDF document.



The document is displayed. Verify that this is the correct document, the attorney has signed the document with the s/ signature and the Civil Cover sheet is attached as the last page of this document. If this is the correct document close the Adobe Reader window by clicking in the X in the upper right corner of the window.



To complete the document selection process, double click on the selected document or click the **Open** button. The Complaint is uploaded to CM/ECF in the Main Document field.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Please include the Civil Cover Sheet as an attachment below.

Select the pdf document and any attachments.

Main Document
 I:\Everyone\CM-ECF COMMITTEE N Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

REMEMBER: Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2.e. for documents exceeding 20 pages.

Adding Attachments

Documents downloaded into CM/ECF must be less than 10MB in size. If the complaint exceeds 10MB break in into smaller segments and follow this same process to attach each segment. Click on the **Browse** button for Attachment #1. Locate the saved PDF file, verify the image by using the mouse to **RIGHT** click on the document and open with Adobe Reader. The document will be Attachment #1.

The screenshot shows the 'File a New Civil Case - Attorney' form. The 'Attachments' section is highlighted in light blue. It contains two columns: 'Category' and 'Description'. Both columns are circled in blue. Attachment 1 has a file path 'I:\Everyone_CM-ECF COMMITTEE N' and a 'Browse...' button. Attachment 2 has a 'Browse...' button. 'Next' and 'Clear' buttons are at the bottom.

CM/ECF requires that attachments be named. Use either the Category or Description field or both to name documents. The category drop down list is primarily used for motion filings. Use the Description field to enter the name of the attached document, in this case, **Complaint, Part 2**. Then click **NEXT**.

The screenshot shows the 'File a New Civil Case - Attorney' form. The 'Attachments' section is highlighted in light blue. It contains two columns: 'Category' and 'Description'. The 'Description' field for Attachment 1 is circled in blue and contains the text 'Complaint Part 2'. 'Next' and 'Clear' buttons are at the bottom.

If this is a Removal Case from Superior Court add the documents filed in Superior Court as attachments. For example, Answers, Orders and other pleadings would be filed as attachments to the Main Document.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.
Please include the Civil Cover Sheet as an attachment below.
Select the pdf document and any attachments.

Main Document
I:\Everyone_CM-ECF COMMITTEE N

Attachments	Category	Description
1. I:\Everyone_CM-ECF COMMITTEE N <input type="button" value="Browse..."/>	<input type="text" value="State Court Complaint"/>	State Court Complaint <input type="button" value="Remove"/>
2. I:\Everyone_CM-ECF COMMITTEE N <input type="button" value="Browse..."/>	<input type="text" value="State Court Answer"/>	State Court Answer <input type="button" value="Remove"/>
3. I:\Everyone_CM-ECF COMMITTEE N <input type="button" value="Browse..."/>	<input type="text" value="Civil Cover Sheet"/>	Civil Cover Sheet <input type="button" value="Remove"/>
4. <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If there is a Motion to Proceed In Forma Pauperis, or Motion for TRO/Preliminary Injunction attach those documents on this screen. Remember to **E-Mail the proposed order to chambers** after the Clerk's Office notifies you of the case number and judge assignment.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.
Please include the Civil Cover Sheet as an attachment below.
Select the pdf document and any attachments.

Main Document
I:\Everyone_CM-ECF COMMITTEE N

Attachments	Category	Description
1. I:\Everyone_CM-ECF COMMITTEE N <input type="button" value="Browse..."/>	<input type="text" value="Motion for IFP"/>	Motion for IFP <input type="button" value="Remove"/>
2. I:\Everyone_CM-ECF COMMITTEE N <input type="button" value="Browse..."/>	<input type="text" value="Motion for Preliminary Injunction"/>	Motion for Preliminary Injunction <input type="button" value="Remove"/>
3. I:\Everyone_CM-ECF COMMITTEE N <input type="button" value="Browse..."/>	<input type="text" value="Civil Cover Sheet"/>	Civil Cover Sheet <input type="button" value="Remove"/>
4. <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Click **NEXT** to continue.

Please read the following screens carefully, and notice that the defaults are set to ‘No’, or ‘NONE’. Select *the correct radio button then click NEXT to continue.*



CM/ECF Civil Criminal Query

File a New Civil Case - Attorney

Are you requesting a Temporary Restraining Order?

Yes

No

Next Clear

Paying Filing Fees

The next process is the payment of filing fees. Review the radio buttons regarding special circumstances for paying filing fees. The default is ‘NONE of the above.’ If any of the other special circumstances are appropriate, change the radio button and continue by clicking **NEXT**. For this example, we are going to pay the filing fee.



CM/ECF Civil Criminal Query Reports

File a New Civil Case - Attorney

If any of the following special circumstances apply please select it below.

Otherwise select **NONE of the above.**

All cases will be reviewed for compliance with filing fees.

I am a US Attorney

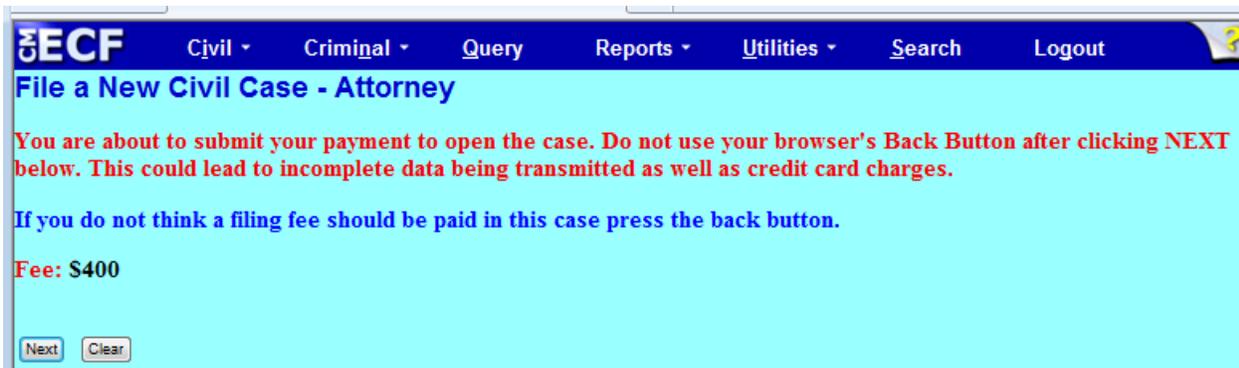
I am filing with an an Application to Proceed Without Prepayment of Fees

NONE of the above

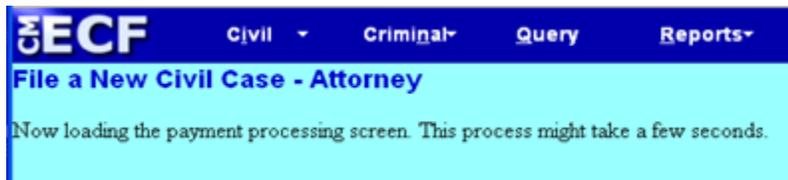
Next Clear

CM/ECF will display the user message warning. Proceeding to the next screen will initiate Pay.gov. You must use your credit card to pay the filing fee for the complaint, however, **DO NOT USE** the browser’s back button after this screen. Incomplete data will be transmitted, and your credit card will be charged the filing fee.

This screen displays the amount of the filing fee. Click *NEXT* to continue.



CM/ECF displays the following screen. The next screen will start the payment process.



Pay.gov

You are now on the first of two secure Pay.gov website screens. The items marked with **red asterisks** are required fields. The name on the credit card and the billing address do not need to be that of the attorney filing the case.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: attytrain100 *

Payment Amount: \$400.00

Billing Address: 503 North Fifth Avenue *

Billing Address 2: *

City: *

State / Province: ----- *

Zip / Postal Code: 95555 *

Country: United States *

Card Type: Master Card *

Card Number: 5111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 998 * [Help finding your security code](#)

Expiration Date: 04 / 2014 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Complete the Account Name and Billing Address information, and complete the credit card information.

Remember: Please avoid navigating away from this site using your browser's **Back Button** – this may lead to incomplete data being transmitted. Additionally your card might be charged the filing fee amount and the case is still not opened.

When all the required fields are completed, click on the **Continue with Plastic Card Payment** button.

The next step of the process is to authorize the electronic payment. Review the Account Information at the top of the screen. If any of this information is incorrect, click the Edit this Information link to return to the previous screen.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: attytrain100 Billing Address: 503 North Fifth Avenue Billing Address 2: City: State / Province: Zip / Postal Code: 95555	Card Type: Master Card Card Number: *****1118	Payment Amount: \$400.00 Transaction Date and Time: 04/03/2013 16:06 EDT

DO NOT use the browser's back button.

Complete the e-mail address to receive an e-mailed receipt. This e-mail address does not need to be that of the attorney filing the complaint.

You may also insert additional e-mail addresses in the CC section.

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
CC:	<input type="text"/> <small>Separate multiple email addresses with a comma</small>

You must check the box to authorize the electronic payment.

To complete the transaction click the **Submit Payment** button.

Authorization and Disclosure

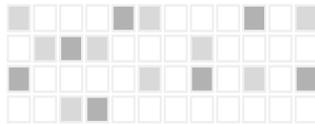
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Wait while your electronic payment is being recorded. The following message will be displayed: "Your request is being processed. Please wait."

Your request is being processed. Please wait.

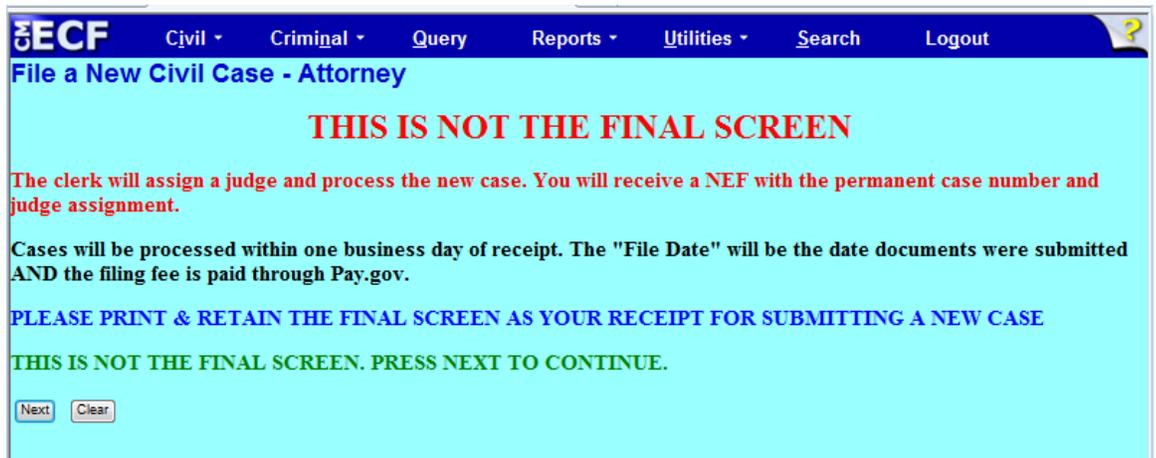


If the information on this screen does not match, or if you entered an invalid credit/debit card number, you will get this error message.

Your request could not be completed:

- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.
- The email address entered does not match the confirmation.

Please read the following screen for important information. Click **NEXT** to continue.

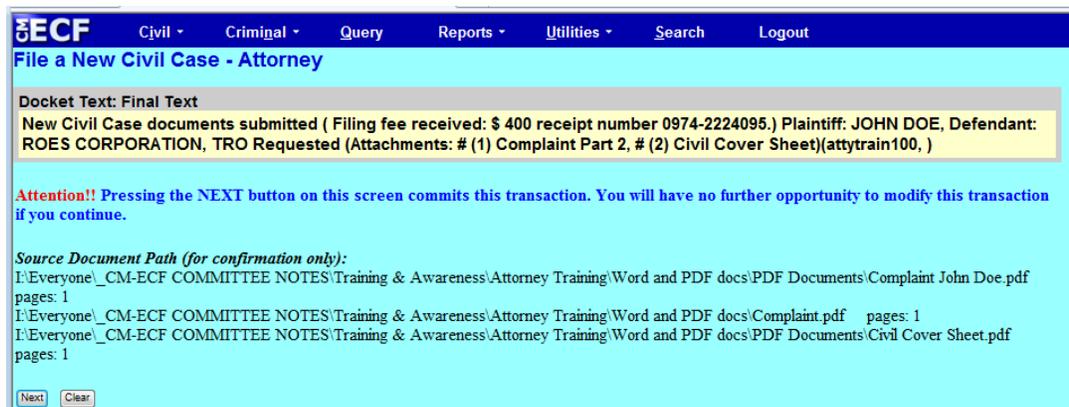


Final Docket Text

The Final Text of the complaint is displayed. The automatic text will reflect the amount and payment of the filing fee as the credit card transaction receipt number, assigned by Pay.gov. If for some reason you need to cancel this filing, you will need to contact the Clerk's Office.

This is the final screen before committing the transaction to CM/ECF.

You also see the Source Documents included in this filing. Click **NEXT** to complete the filing of the case.



Notice of Electronic Filing

The Notice of Electronic Filing, also known as the “NEF”, is displayed. The NEF serves as notification that the event has been accepted by the court’s database. **Because this case was entered into the Master Case you will not receive a NEF by e-mail. Print and/or save this NEF as your receipt of filing a new civil case.**

File a New Civil Case - Attorney

U.S. District Court
Southern District of California

Notice of Electronic Filing

The following transaction was entered by attytrain100, on 5/28/2013 at 3:13 PM PDT and filed on 5/28/2013

Case Name: Plaintiffs v. Defendants
Case Number: [3:13-cv-99999](#)
Filer:
Document Number: [26](#)

Docket Text:
New Civil Case documents submitted (Filing fee received: \$ 400 receipt number 0974-2224095.) Plaintiff: JOHN DOE, Defendant: ROES CORPORATION, TRO Requested (Attachments: # (1) Complaint Part 2, # (2) Civil Cover Sheet)(attytrain100,)

No public notice (electronic or otherwise) sent because the entry is private
The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1106146653 [Date=5/28/2013] [FileNumber=3838057-0] [727c6b55d6dc1d96460222bc5a93cbe67cb87f6782420874703dcb019e63ff7b5afcbb123977fe56b01906dbccaeffa7a7beab3489caab901a363f0c37d8fc]]

Document description: Complaint Part 2
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1106146653 [Date=5/28/2013] [FileNumber=3838057-1] [1638b23878f0b991b0ebdf26473af599c97654eaeedffc880d5ecc44100a9dda2d9c1176943c8b04d3bdaca52b4995e07328f1b21aed0359dd29726f1dc1478b]]

Document description: Civil Cover Sheet
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1106146653 [Date=5/28/2013] [FileNumber=3838057-2] [8453bda8c75bfcd20d68ef4e50ae346866eb9a33a4c85d6a2e64060750058c4054a8ca9af0fa18bb035c5c31e6b2b7f6fdeaae6d02fcb1eed0ff5a7bcc492290]]

If for some reason you need to cancel this filing, or an error has been made relative to parties or attached documents, or you have an issue regarding the payment, you will need to contact the court at 619-557-6361.

The Clerk’s Office will review your filing and send a Notice which will include the case number and the name of the randomly assigned district judge and magistrate judge, and any pertinent information relative to the electronic filing. A summons will be issued by the court and electronically sent to the plaintiff’s attorney.

MISCELLANEOUS CASES

To begin filing a new Miscellaneous Case, click on **Civil** on the Main ECF menu bar.



Select **File Civil Case - Attorney** from the Civil Events list.



Please read this screen carefully then click **NEXT** to continue.

The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is light blue and titled "File a New Civil Case - Attorney". It contains the following text:

***** IMPORTANT *****

Attorneys are required to submit case initiating documents to the "master" case by following the prompts below.
The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

Your case submission **MUST** consist of **ONE ENTRY**.
ALL attachments **MUST** be made to the case initiating docket entry (Civil cover sheet, declarations, state court documents, motions, etc).

DO NOT make any other entries to the Master Case.
DO NOT add parties or attorneys to the Master Case.

Documents should be broken up smaller than the 10MB size limit.

[Click here to view an on-line demonstration of "How to File a New Civil Case"](#)

At the bottom are "Next" and "Clear" buttons.

Enter the first name and last name of the first plaintiff and the first defendant. The Clerk's Office will add additional named parties to the case based on the complaint PDF. Then click **NEXT** to continue.

This screenshot shows the same ECF interface as the previous one, but with the case title "3:10-cv-99999 Plaintiffs v. Defendants" and two input fields. The first field is labeled "Please enter First Plaintiff Name:" and contains the text "John Doe". The second field is labeled "Please enter First Defendant Name:" and contains the text "Roes Corporation". "Next" and "Clear" buttons are at the bottom.

This screen provides the correct fee information for the three civil case opening events – Civil Case, Miscellaneous Case and Petition for Writ of Habeas Corpus. Click NEXT to continue.

The screenshot shows the ECF interface for filing a new civil case. The header includes the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, and Utilities. The main heading is "File a New Civil Case - Attorney". Below this is a section titled "Fee Schedule" with the instruction: "Please select the correct event on the next page based on the following fee schedule:". Three categories are listed: "Civil Case - \$400 filing fee" with a list of events including Complaint, Motion for Return of Seized Property, Motion for Withdrawal of Reference, Motion to Compel Arbitration Award, Motion to Enforce IRS Summons, Motion to Enforce Out of District Subpoena, Motion to Quash IRS Summons, Motion to Quash Out of District Subpoena, Notice of Removal, and Petition; "Miscellaneous Case - \$46 filing fee" with events: Registration of Judgment, Out of District Order Appointing Receiver, and Other - Miscellaneous Case; and "Petition for Writ of Habeas Corpus - \$5 filing fee" with the event: Petition for Writ of Habeas Corpus. At the bottom are "Next" and "Clear" buttons.

Examples of Miscellaneous Cases: Registration of Judgment, Out of District Order Appointing Receiver, and Other – Miscellaneous Case. Click on the **Miscellaneous Case** event.

NOTE: the event Miscellaneous Case must appear in the **Selected Event** box for you to proceed. Click **NEXT** to continue.

This screenshot shows the same ECF interface as the previous one, but with the "Available Events" dropdown menu open. The menu lists "Civil Case", "Miscellaneous Case" (which is highlighted in blue), and "Petition for Writ Of Habeas Corpus". To the right, the "Selected Event" field now contains "Miscellaneous Case". The "Next" and "Clear" buttons remain at the bottom.

Follow the steps in Chapter 1 for attaching documents and payment of the filing fee with Pay.gov and click NEXT.

Miscellaneous cases which are Out of District Orders Appointing a Receiver will generally be filed by the United States Attorney's Office.

A Civil Cover Sheet is not required for Miscellaneous Cases.

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

File a New Civil Case - Attorney

U.S. District Court
Southern District of California

Notice of Electronic Filing

The following transaction was entered by attytrain100, on 4/3/2013 at 1:43 PM PDT and filed on 4/3/2013

Case Name: Plaintiffs v. Defendants
Case Number: [3:13-cv-99999](#)
Filer:
Document Number: [13](#)

Docket Text:
New Miscellaneous Case documents submitted (Filing fee received: \$ 46 receipt number 0974-2223510.) Plaintiff: John Doe, Defendant: Roes Corporation. (attytrain100,)

No public notice (electronic or otherwise) sent because the entry is private
The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1106146653 [Date=4/3/2013] [FileNumber=3837539-0]
[66f17de715b0ddc21b8d88fdc0ff69f527519b3e318bce72cc4ff3f8843d5633135
dad45303ba4f6e9c9aee8c6a405f70ddc4998872e85adb5ff2245e8171ac]]

Filing Cases with a Request for a Temporary Restraining Order (TRO) or a Preliminary Injunction

If the nature of the filing is such that the need for a judge's immediate attention is anticipated or desired, alert the Clerk's Office during business hours. Electronically file the complaint or petition in the Master Case and add the motion for TRO or Preliminary Injunction as attachments to the Master Case. The clerk's office will review the filing and assign a district judge and magistrate judge to the case. The attorney should then **e-mail the proposed order to chambers**.



REMEMBER: Follow the Electronic Case Filing Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2 e for filing documents exceeding 20 pages.

Notice of Appeal

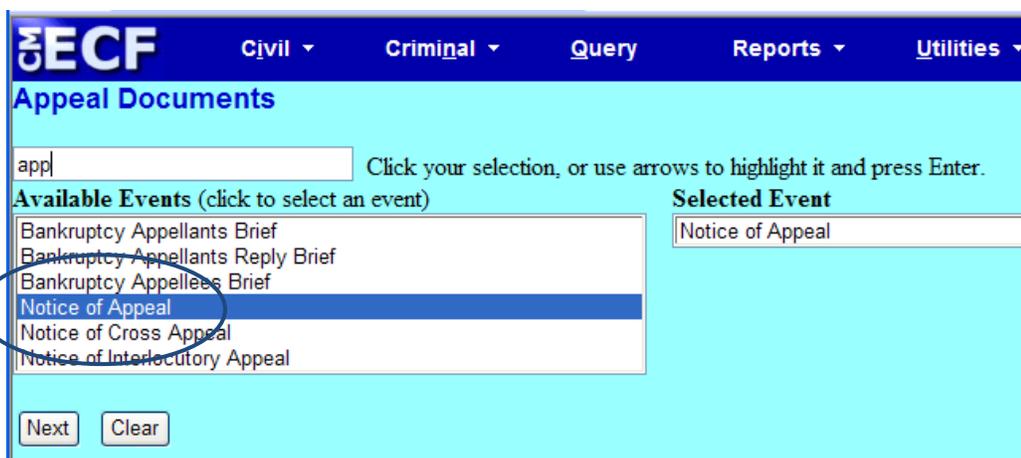
Appeal events are filed in the same manner for civil and criminal cases. A civil case will be used for this example. To begin filing a new Notice of Appeal select the Appeal Document event under the category Other Filings. **Do not Use Notices to file a Notice of Appeal.** Notices do not allow you to pay the filing fee and would be considered a significant filing error.



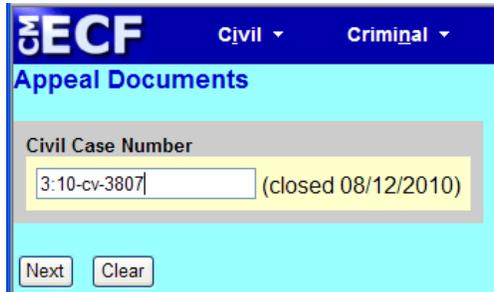
From the drop down menu select the appropriate event. Notice that there are three different initiating civil appeal types:

1. Notice of Appeal
2. Notice of Cross Appeal and
3. Notice of Interlocutory Appeal.

Select the appropriate appeal event and click **NEXT** to continue.

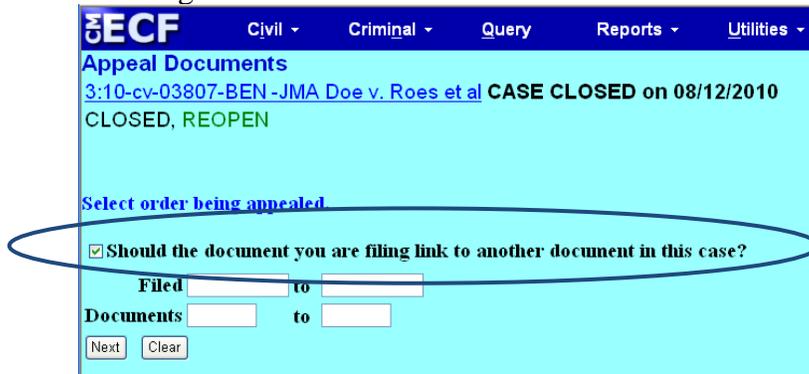


Enter the case number assigned to the case and Click Find This Case. The case number should indicate this is a closed case (unless this is an Interlocutory Appeal). Click **NEXT** to continue.



Follow the steps in Chapter 1 to add the appeal document PDF and select the parties filing the appeal.

Select the Order being appealed by clicking on the box “Should the document you are filing link to another document in this case?” Then click **NEXT** to continue.



The system will display all orders filed in the case. Select the appropriate event to which your Appeal relates. If you are unable to link to the order being appealed, please contact the Clerk’s Office at 619-557-6368 for assistance. Click **NEXT** to continue.

CM/ECF Civil Criminal Query Reports Utilities

Appeal Documents
 3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010
 APPEAL, REOPEN

Select the appropriate event(s) to which your event relates:

07/20/2010 5 ORDER granting 2 Motion to Dismiss. Signed by Judge Roger T. Benitez on 7/20/10. (jrl) (Entered: 08/12/2010)

08/12/2010 10 ORDER granting 7 Motion to Dismiss. Signed by Judge Roger T. Benitez on 8/9/10. (jrl)

Next Clear

Follow the steps in Chapter 1 for payment of the filing fee with Pay.gov. If the fee is required and is not paid at the time the Notice of Appeal is filed the Court of Appeals will notify you when the fee must be paid. 1*

CM/ECF Civil Criminal Query Reports

Appeal Documents
 3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010
 APPEAL, CLOSED, REOPEN

If any of the following special circumstances apply please select it below.
 Otherwise select **NONE** of the above.

All cases will be reviewed for compliance with filing fees.

I am filing this appeal on behalf of the USA
 I am requesting in forma pauperis status for this appeal
 I have in forma pauperis status for this appeal
 I am a Court appointed attorney
 NONE of the above

Next Clear

If the filing attorney is a CJA Attorney, a Federal Defender, or Assistant U. S. Attorney, a filing fee is not required.

1 If the appellant has been granted *in forma pauperis status* in the district court and that status has not been revoked, select "I have *In Forma Pauperis* status for this appeal." It is not necessary to file an additional motion to proceed *in forma pauperis* on appeal.

CM/ECF Civil Criminal Query Reports Utilities Search Logout

Appeal Documents
3:10-cv-03807-BEN-JMA Doe v. Roes et al CASE CLOSED on 08/12/2010
APPEAL, CLOSED, REOPEN

Docket Text: Final Text
NOTICE OF APPEAL as to [10] Order on Motion to Dismiss by John Roes., IFP Filed (attytrain02,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
09cr3807 Notice of Appeal.pdf pages: 1

Next Clear

Please note that as of 12/1/2009 the Ninth Circuit no longer requires the filing of a Civil Appeals Docketing Statement. (Please see Ninth Circuit Rule 3-4). The Representation Statement may be attached to the Notice of Appeal filed in the district court. (Please see Ninth Circuit Rule 3-2).

Summons in a Civil Case

The filing attorney should not create and attach a Summons when filing a civil case in the Master Case. After the case has been filed the Clerk's Office will review the case for accuracy and send a notification of assignment of judges. The Clerk's Office will then create a summons and electronically issue the summons.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons. Please include the Civil Cover Sheet as an attachment below.

Select the pdf document and any attachments.

Main Document
I:\Everyone_CM-ECF COMMITTEE N Browse...

Attachments	Category	Description
1. I:\Everyone_CM-ECF COMMITTEE N Browse...		Civil Cover Sheet Remove
2. Browse...		

Next Clear

Counsel receiving the electronic summons should download the summons and the instruction page, make a copy for each defendant and serve in accordance with Fed.R. Civ.P 4 and LR 4.1.

To download the summons, remove the check in the box from the Document option: 'Include headers when displaying PDF documents.' This will allow you to print the summons without the header displaying the case number, document number, date filed and pages.

ECF Civil Criminal Query Reports Utilities

Docket Sheet

Case Number
3:10-cv-03807-BEN -JMA Doe v. Roes et al

Filed to

Entered to

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by Oldest date first

Run Report Clear Make these options my default. Schedule this to run

Credit Card Payment

Filing Fees are normally paid during the opening of the Civil Case, the Miscellaneous Case, the Petition for Writ of Habeas Corpus, or the Appeal to the 9th Circuit Court of Appeals. However, if the case was opened with a motion to proceed in forma pauperis and that motion was denied the payment may be made using this method.

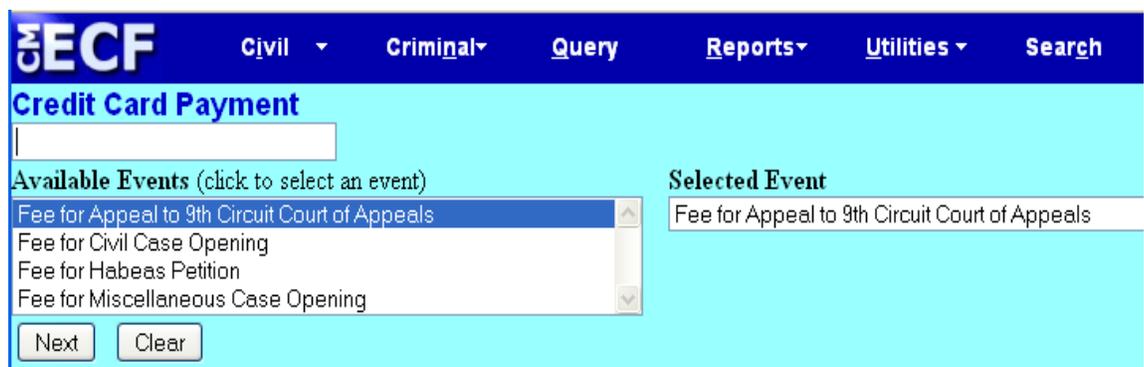
Click on the Credit Card Payments hyperlink.



The screenshot shows the CM/ECF home page with a blue header. The navigation menu includes 'Civil', 'Criminal Query', 'Reports Utilities Search', and 'Logout'. The main content area is titled 'Civil Events' and contains several sections of links:

- Open a Case**
 - [File a New Civil Case - Attorney](#)
- Initial Pleadings and Service**
 - [Complaints, Other Initiating Documents](#)
 - [Service of Process](#)
 - [Answers to Complaints](#)
 - [Other Answers](#)
- Motions and Related Filings**
 - [Motions](#)
 - [Responses and Replies](#)
- Proposed Orders**
 - [Email Addresses for Proposed Orders](#)
- Other Filings**
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
 - [Credit Card Payments](#) (circled)
 - [Sealed Documents](#)

Select the correct fee category and click **NEXT** to continue.



The screenshot shows the 'Credit Card Payment' screen. The header includes the CM/ECF logo and navigation links: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. The page title is 'Credit Card Payment'. Below the title is a search input field. The main content area is divided into two sections:

- Available Events (click to select an event)**: A dropdown menu with the following options:
 - Fee for Appeal to 9th Circuit Court of Appeals (selected)
 - Fee for Civil Case Opening
 - Fee for Habeas Petition
 - Fee for Miscellaneous Case Opening
- Selected Event**: A text box containing 'Fee for Appeal to 9th Circuit Court of Appeals'.

At the bottom of the page are two buttons: 'Next' and 'Clear'.

This screen displays the filing fee cost. Click **NEXT** to continue.

ECF Civil Criminal Query Reports Utilities Search

Credit Card Payment
3:10-cv-03807-BEN-JMA Doe v. Roes et al **CASE CLOSED on 08/12/2010**
APPEAL, CLOSED, REOPEN

**This is ONLY used to pay the \$455 filing fee for an Appeal if you have NOT previously paid the fee.
If this is not the correct amount please select a different event.**

Fee: \$455

Next Clear

Follow the steps in Chapter 1 for Pay.gov credit card payments. The final screen in the filing will be the Notice of Electronic Filing (NEF). **Print the NEF** – this is your receipt.

NOTE there is no Document Attached.

Notice of Electronic Filing

The following transaction was entered by attytrain02, on 9/20/2010 at 3:50 PM PDT and filed on 9/20/2010

Case Name: Doe v. Roes et al
Case Number: [3:10-cv-03807-BEN-JMA](#)
Filer:
WARNING: CASE CLOSED on 08/12/2010
Document Number: 12(No document attached)

Docket Text:
Fee for Appeal to 9th Circuit Court of Appeals: \$ 455, receipt number 0974-2196024, Paid on 9/20/2010. (attytrain02,)