



**Welcome to the Civil Case Opening**  
Electronic Learning Module presented by the  
**U. S. District Court,**  
**Southern District of California**

Opening Civil Cases  
in CM/ECF



Slide notes:

Welcome to the Civil Case Opening Electronic Learning Module presented by the U. S. District Court, Southern District of California.  
Opening Civil Cases in CM/ECF.

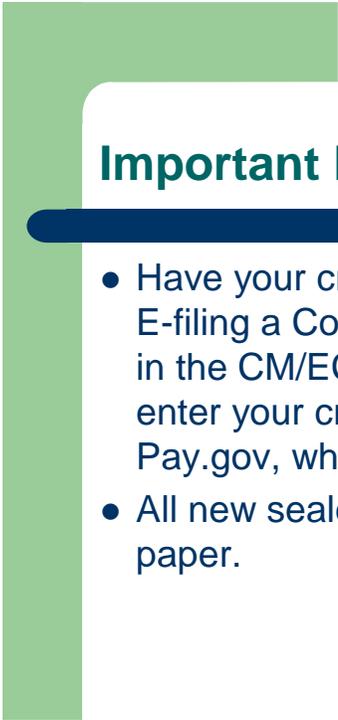
## Important Notes

- Before you open your new civil case electronically, you must complete and save all documents in PDF (Examples: the Complaint or the Notice of Removal, the JS-44 Civil Cover Sheet).
- The Civil Cover Sheet must be attached as the last page of the Complaint or the Notice of Removal.
- 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.

Slide notes:

### Important Notes

- Before you open your new civil case electronically, you must complete and save all documents in PDF (Examples: the Complaint or the Notice of Removal, the JS-44 Civil Cover Sheet).
- The Civil Cover Sheet must be attached as the last page of the Complaint or the Notice of Removal.
- 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.



## Important Notes (Continued)

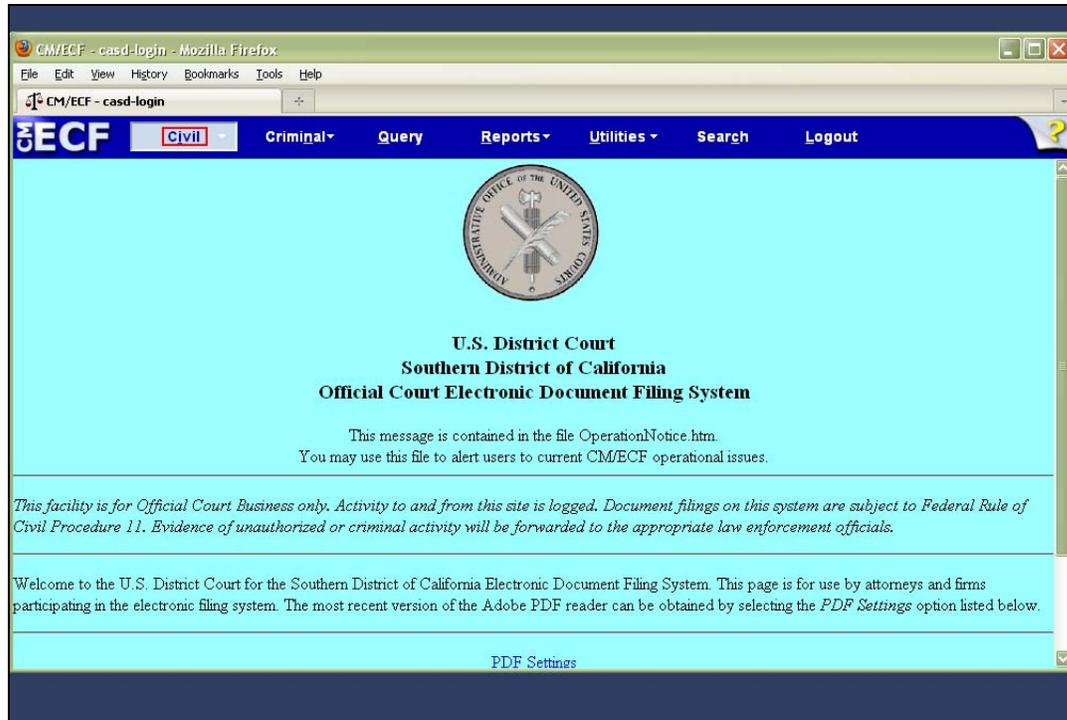
---

- Have your credit card information ready. E-filing a Complaint or a Notice of Removal in the CM/ECF system will require you to enter your credit card information using Pay.gov, which is built into the event.
- All new sealed civil cases must be filed in paper.

Slide notes:

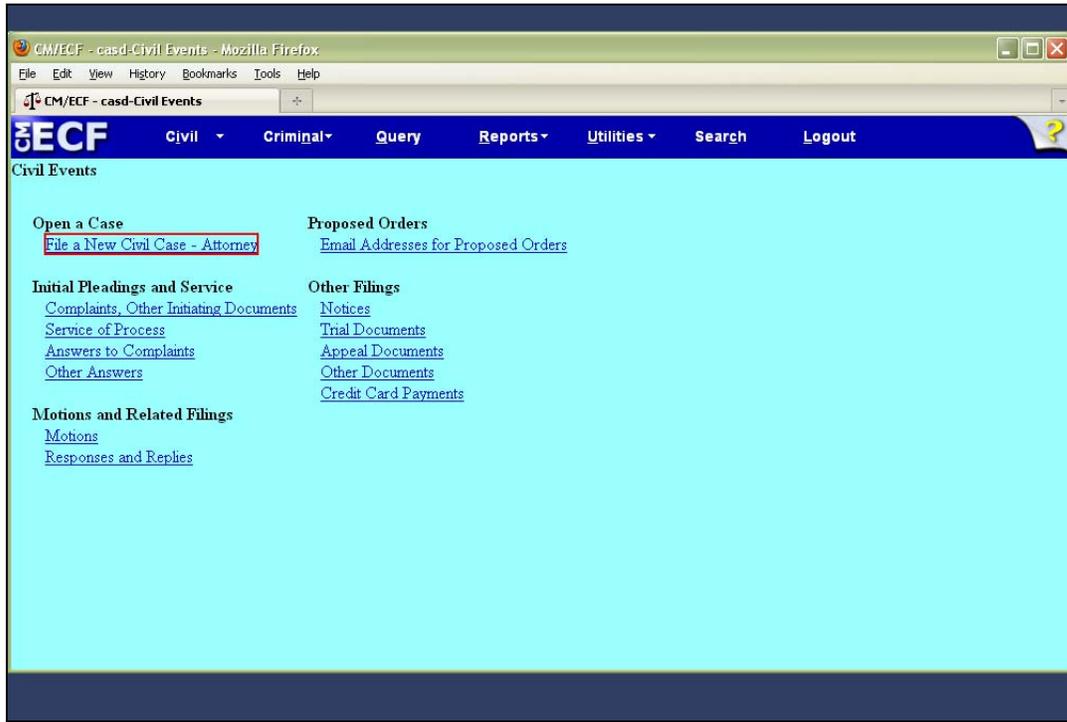
Important Notes (Continued)

- Have your credit card information ready. E-filing a Complaint or a Notice of Removal in the CM/ECF system will require you to enter your credit card information using Pay.gov, which is built into the event.
- All new sealed civil cases must be filed in paper.



Slide notes:

To file a new case, click on Civil on the Main CM/ECF Menu bar.



Slide notes:

Click on the File a New Civil Case - Attorney hyperlink.



Slide notes:

Read the user messages carefully.

**\*\*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 Next to continue.

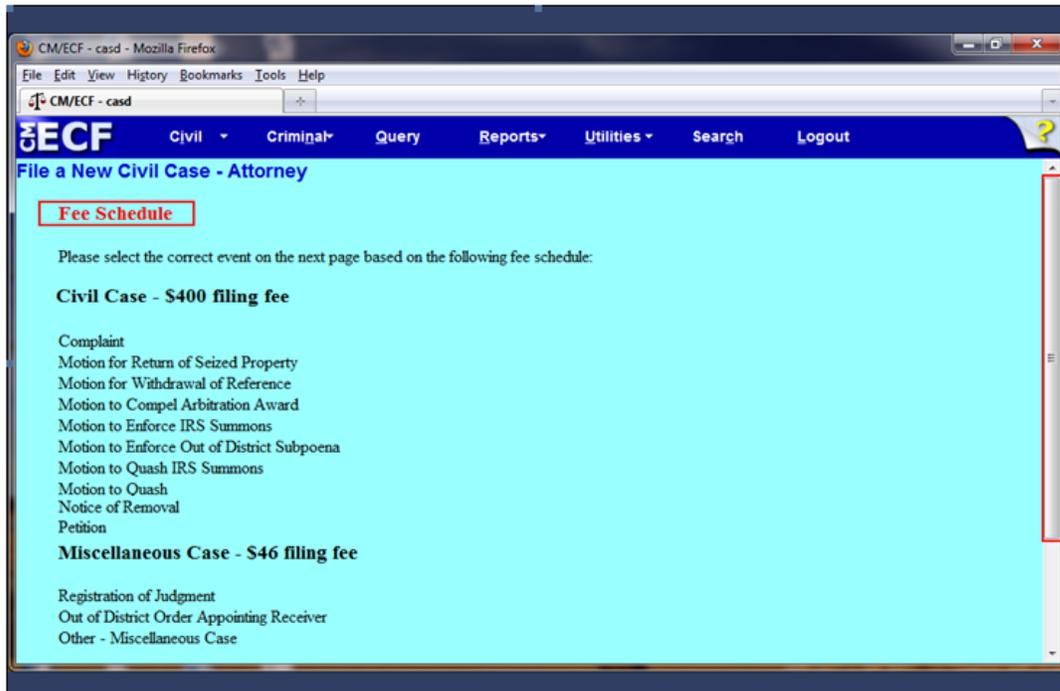
The screenshot shows a web browser window with the following elements:

- Browser title: CM/ECF - casd - Mozilla Firefox
- Address bar: CM/ECF - casd
- Navigation menu: Civil, Criminal, Query, Reports, Utilities, Search, Logout
- Page title: File a New Civil Case - Attorney
- Page URL: 3:10-cv-99999 Plaintiffs v. Defendants
- Form fields:
  - Please enter First Plaintiff Name:
  - Please enter First Defendant Name:
- Buttons:  and

Slide notes:

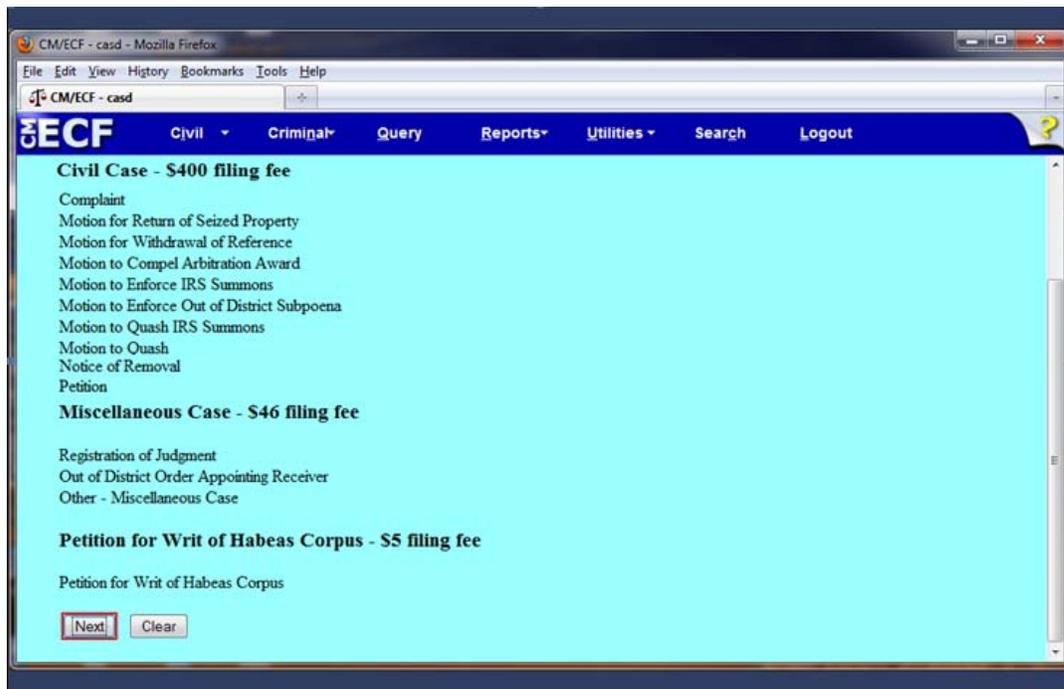
Enter the name of the first listed plaintiff and the first listed defendant.

Click Next to continue.



Slide notes:

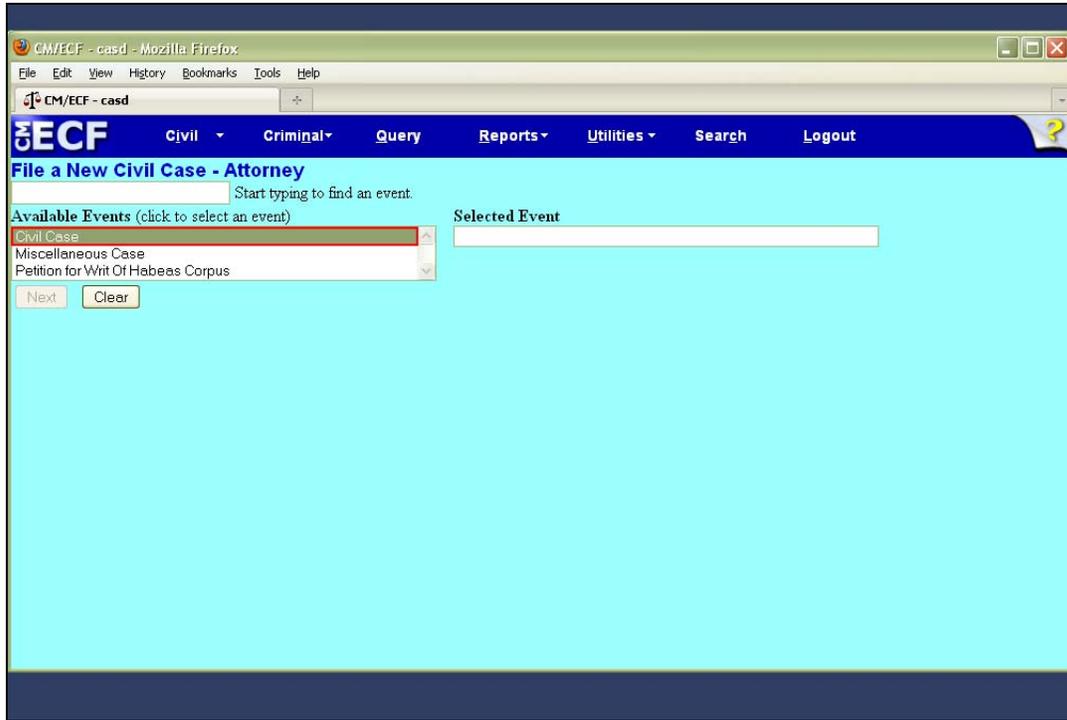
CM/ECF displays the filing fee schedule. Please read this carefully.



Slide notes:

If necessary, scroll down to read the entire fee schedule.

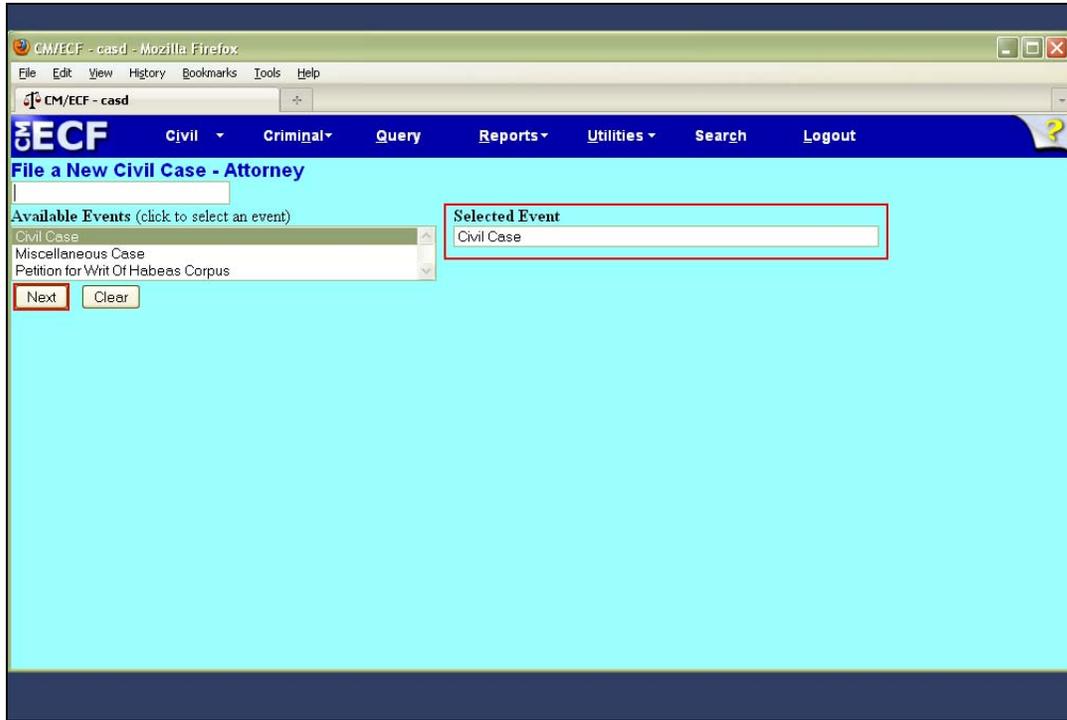
Click Next to continue.



Slide notes:

For this demonstration, you will be submitting a new civil case and will be paying the \$400.00 filing fee.

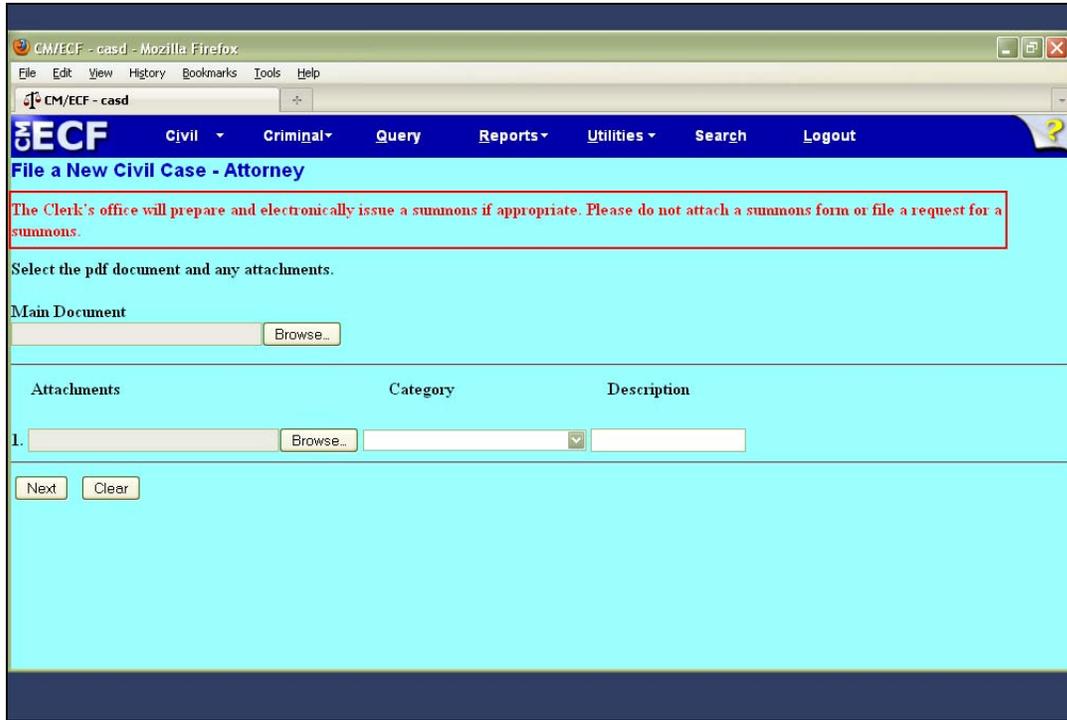
Click on the Civil Case event.



Slide notes:

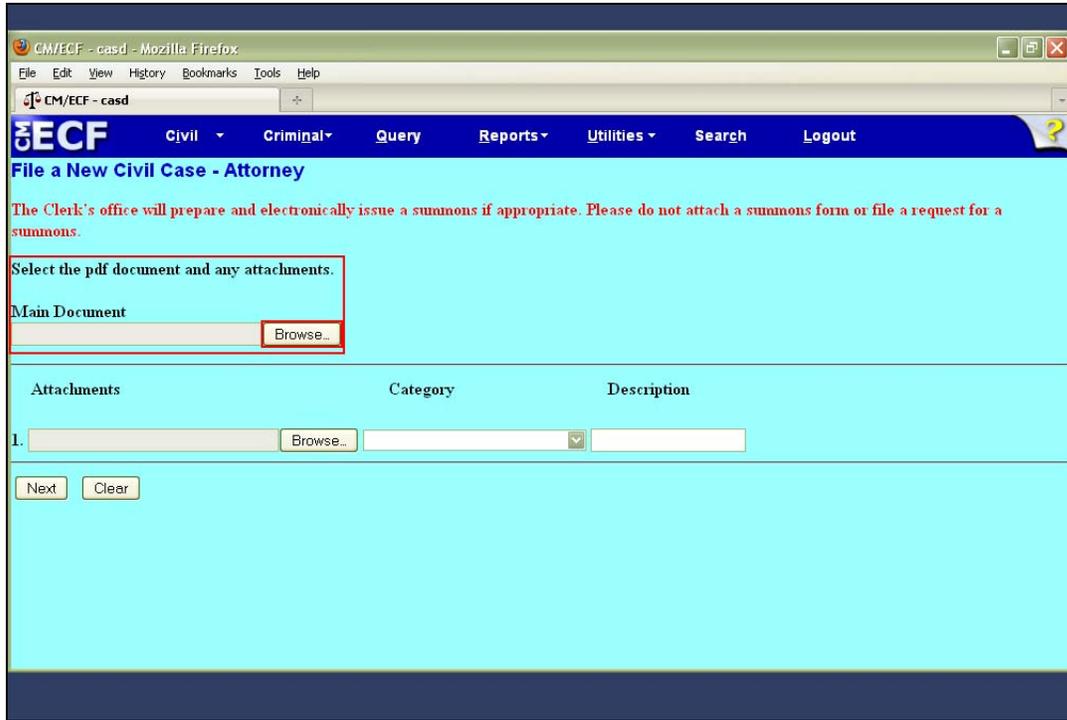
The event, Civil Case, now appears in the Selected Events field on the right.

Click Next to continue.



Slide notes:

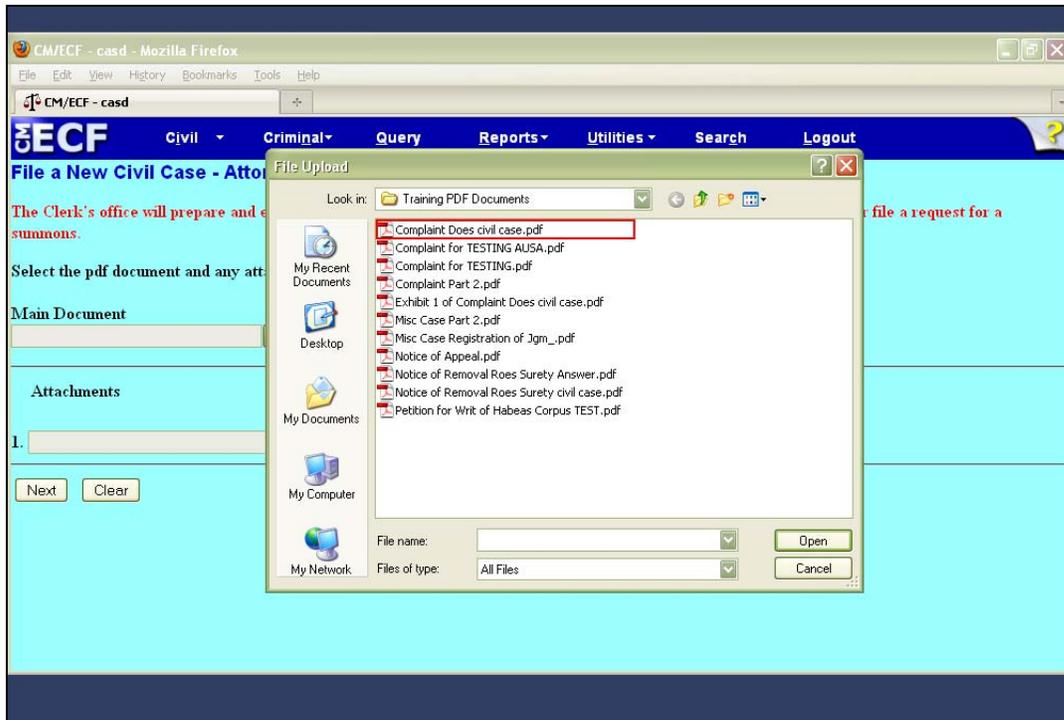
The Clerk's Office will prepare and electronically issue a summons, if appropriate. Please do not attach a summons form or file a request for a summons.



Slide notes:

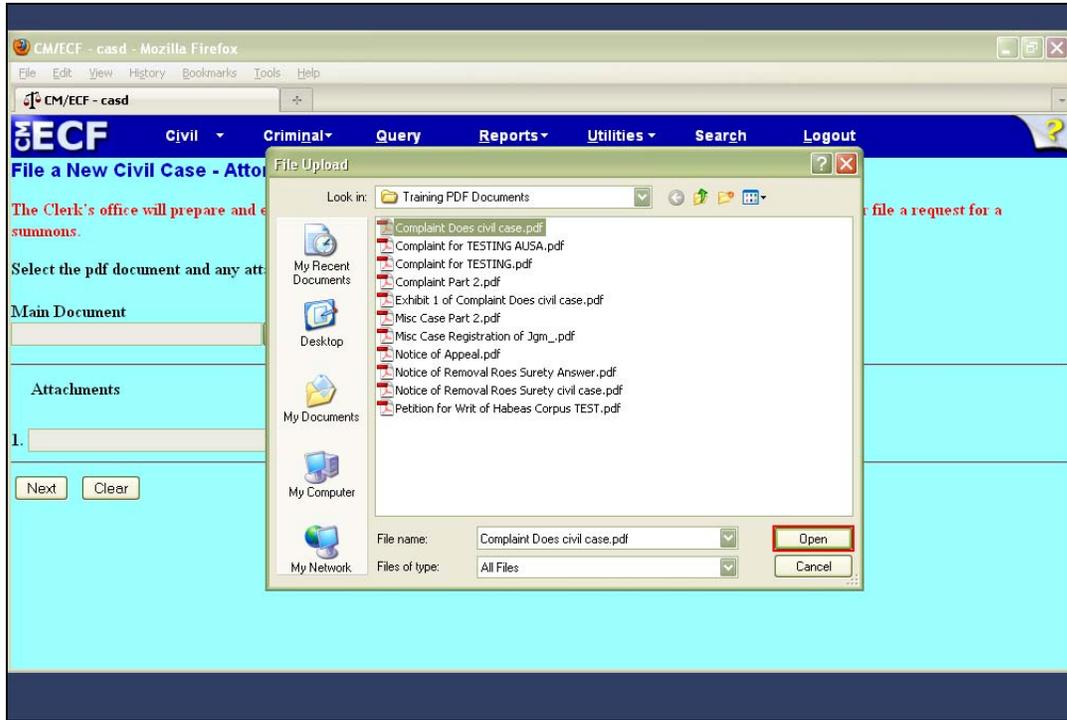
This screen allows you to Browse and navigate to the PDF document of your complaint.

Click on the Browse button to navigate to the PDF document of the complaint.



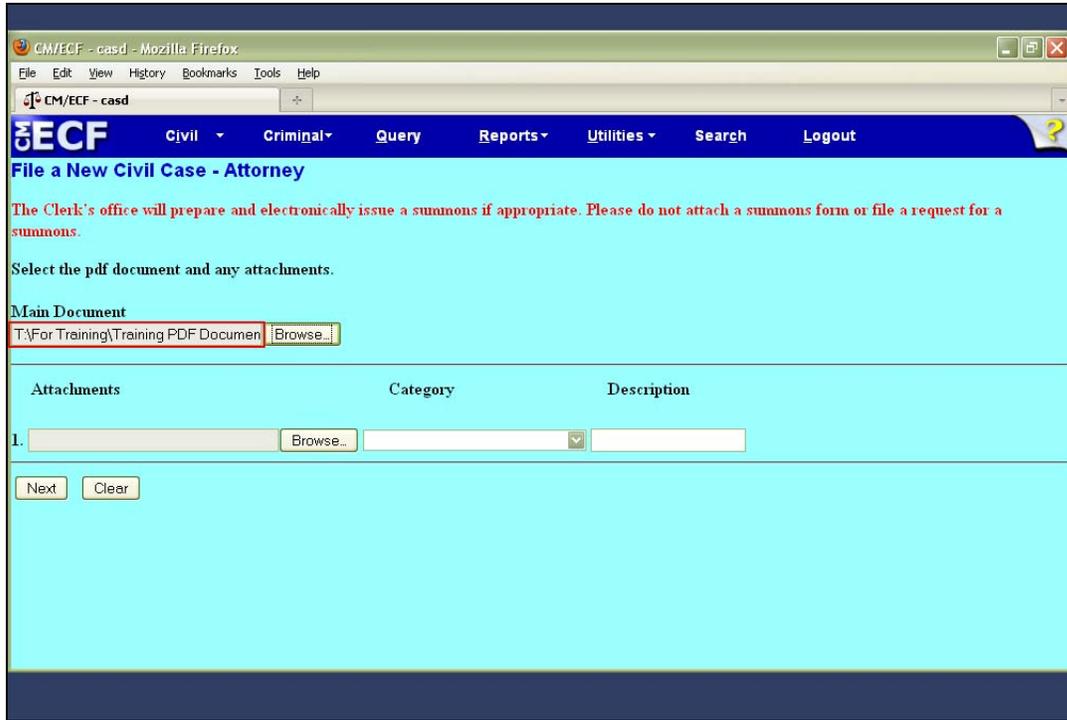
Slide notes:

Click on the PDF document of the complaint to select it.



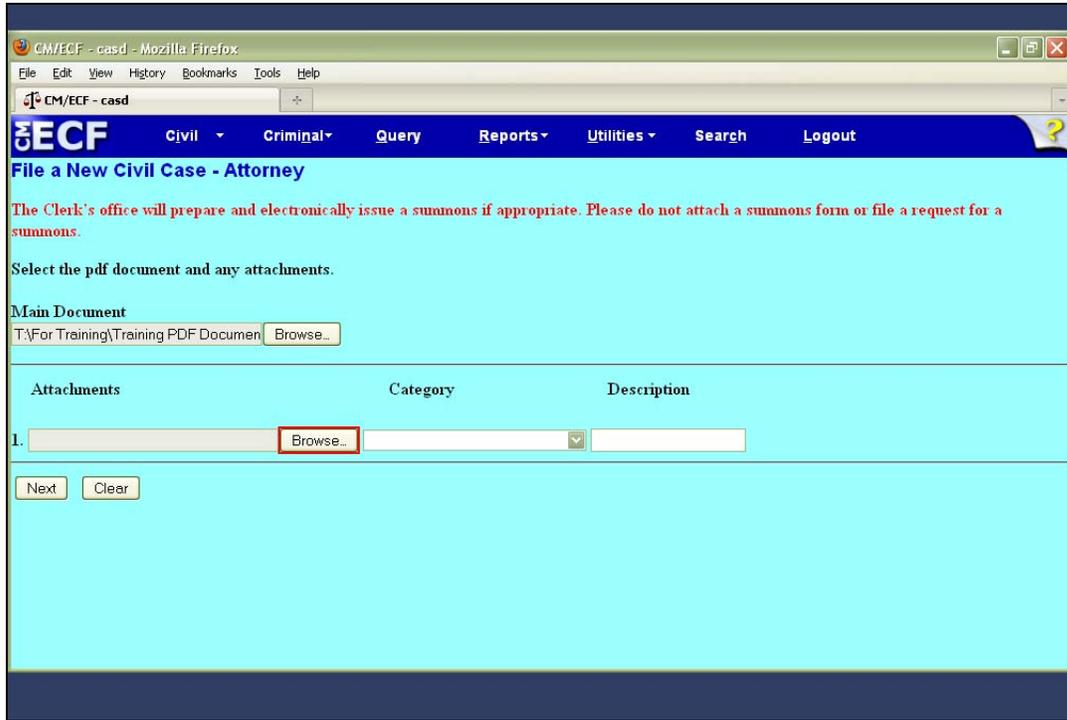
Slide notes:

Click the Open button to select the PDF document of the complaint.



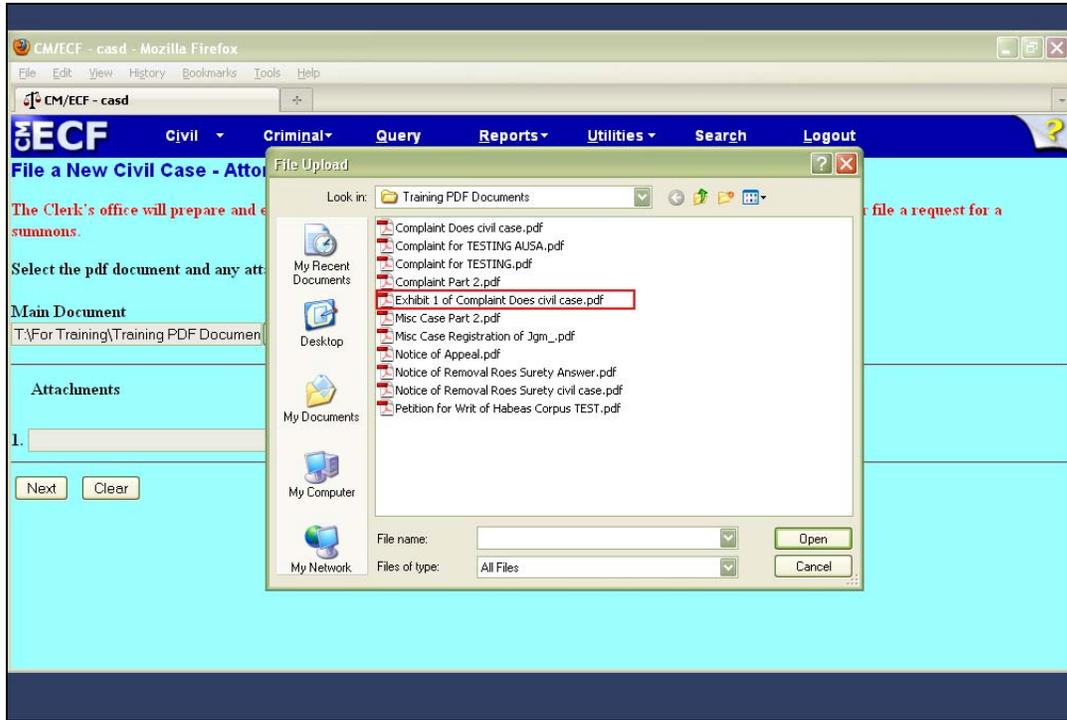
Slide notes:

The path of the PDF document and file name appear in the Main Document field.



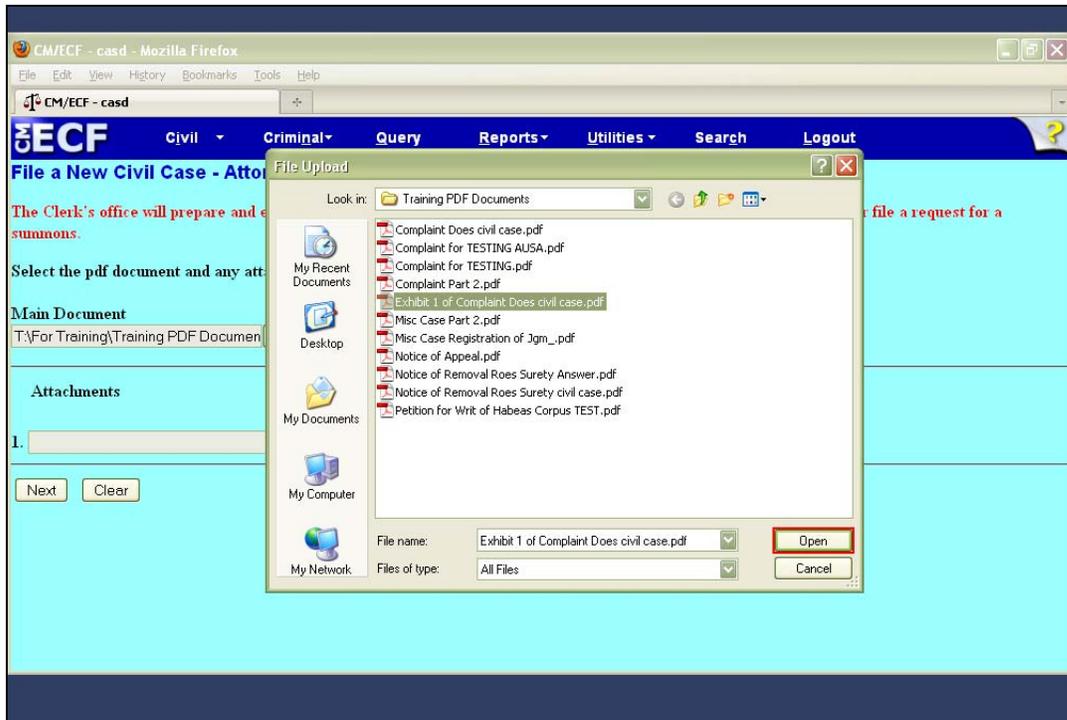
Slide notes:

In this demonstration, we will attach Exhibit 1 of the complaint. Click on the Browse button next to the field on the Attachments 1 line.



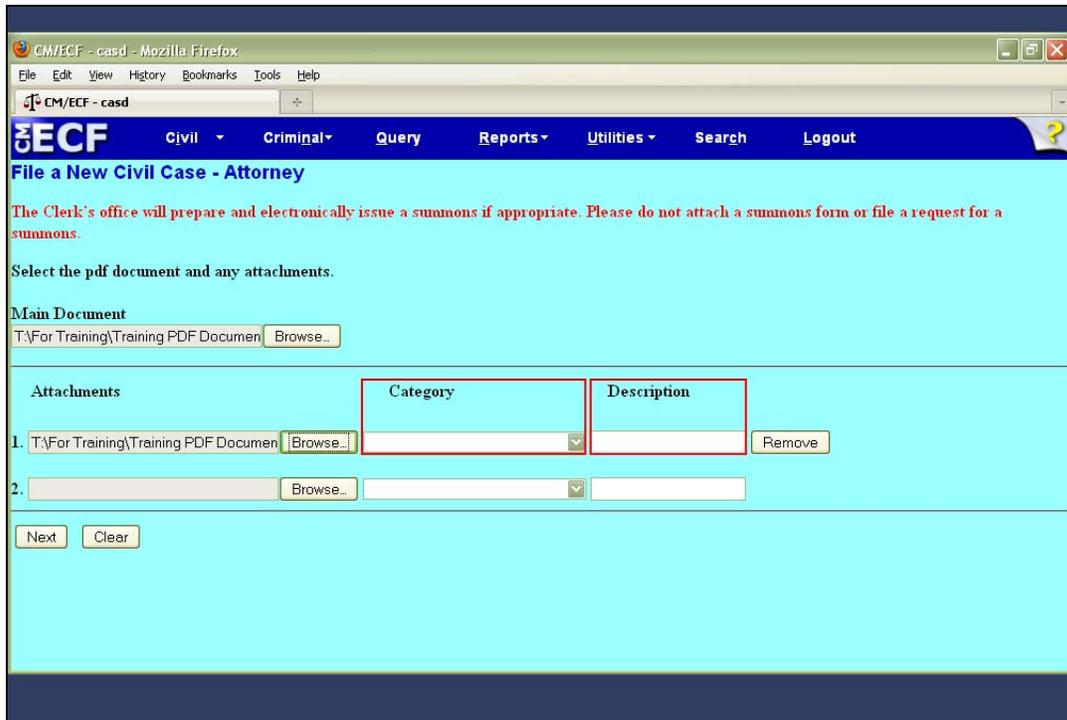
Slide notes:

Click on the PDF document of Exhibit 1 of the complaint to select it.



Slide notes:

Click the Open button to select the PDF document of Exhibit 1 of the complaint.



Slide notes:

Since an attachment is being added, you must select a Category or enter a description.

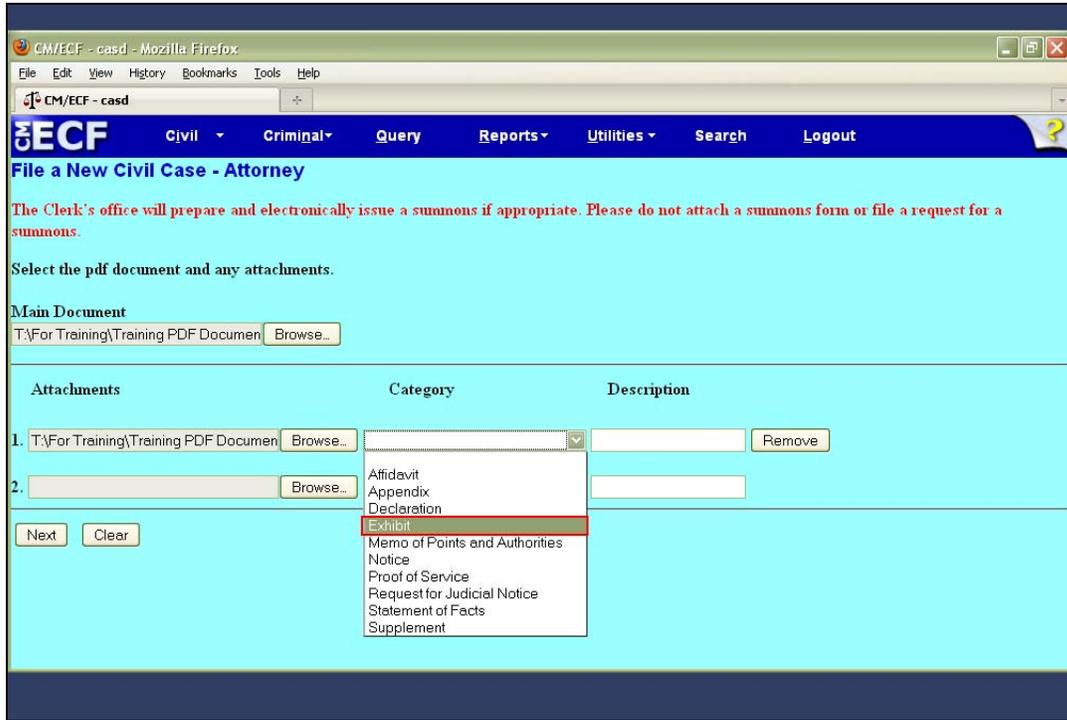
The screenshot shows a web browser window titled "CM/ECF - casd - Mozilla Firefox". The address bar shows "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "File a New Civil Case - Attorney". A red warning message states: "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." Below this, it says "Select the pdf document and any attachments." Under "Main Document", there is a text input field containing "T:\For Training\Training PDF Documen" and a "Browse..." button. Below that is a table for attachments:

Attachments	Category	Description
1. T:\For Training\Training PDF Documen	<input type="text" value=""/>	<input type="text" value=""/>
2. <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Each row in the table has a "Browse..." button and a "Remove" button. At the bottom of the form are "Next" and "Clear" buttons.

Slide notes:

Click on the Category select list.



Slide notes:

Select Exhibit from the Category select list.

The screenshot shows a web browser window titled "CM/ECF - casd - Mozilla Firefox". The address bar shows "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "File a New Civil Case - Attorney". A red notice states: "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." Below this, it says "Select the pdf document and any attachments." Under "Main Document", there is a text input field containing "T:\For Training\Training PDF Documen" and a "Browse..." button. Below that is a table for attachments:

Attachments	Category	Description
1. T:\For Training\Training PDF Documen <input type="button" value="Browse..."/>	Exhibit	<input type="text" value=""/>
2. <input type="text" value=""/> <input type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>

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

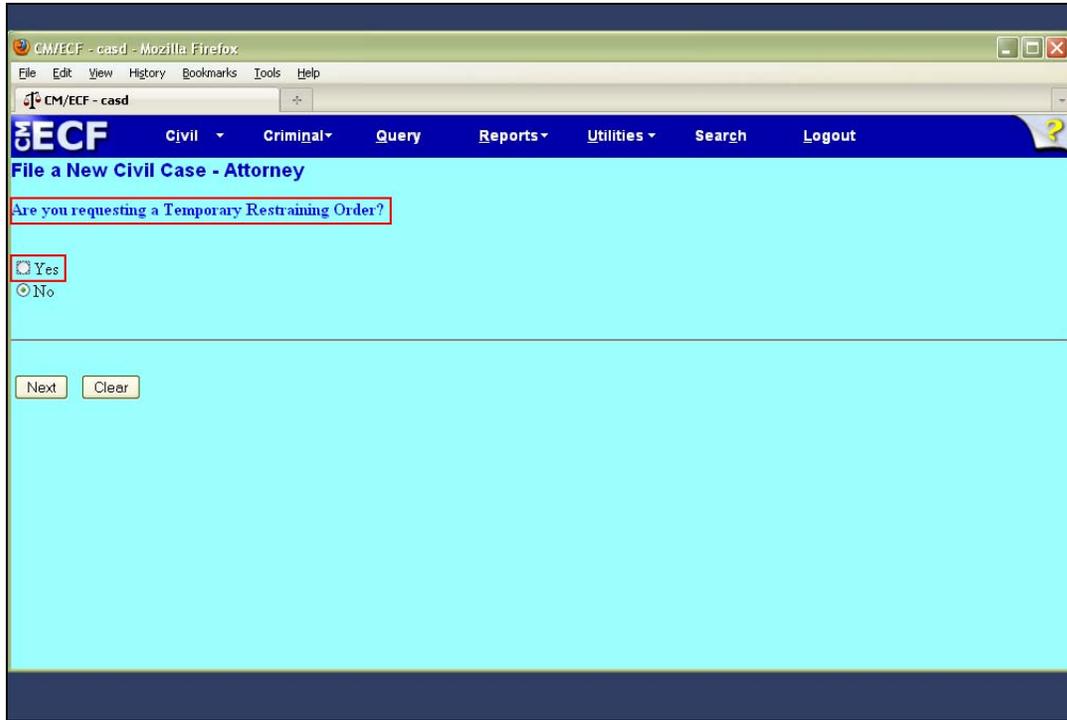
Slide notes:  
Type '1' in the Description field.

The screenshot shows a web browser window titled "CM/ECF - casd - Mozilla Firefox". The address bar shows "CM/ECF - casd". The navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "File a New Civil Case - Attorney". Below this, there is a red warning: "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." The instruction "Select the pdf document and any attachments." is followed by a "Main Document" section with a text input field containing "T:\For Training,Training PDF Documen" and a "Browse..." button. Below this is an "Attachments" table with columns for "Attachments", "Category", and "Description". The table contains two rows: the first row has a file path, a "Browse..." button, the category "Exhibit", and the number "1", with a "Remove" button; the second row is empty with a "Browse..." button. At the bottom of the form are "Next" and "Clear" buttons.

Attachments	Category	Description
1. T:\For Training,Training PDF Documen <input type="button" value="Browse..."/>	Exhibit	1 <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/>		

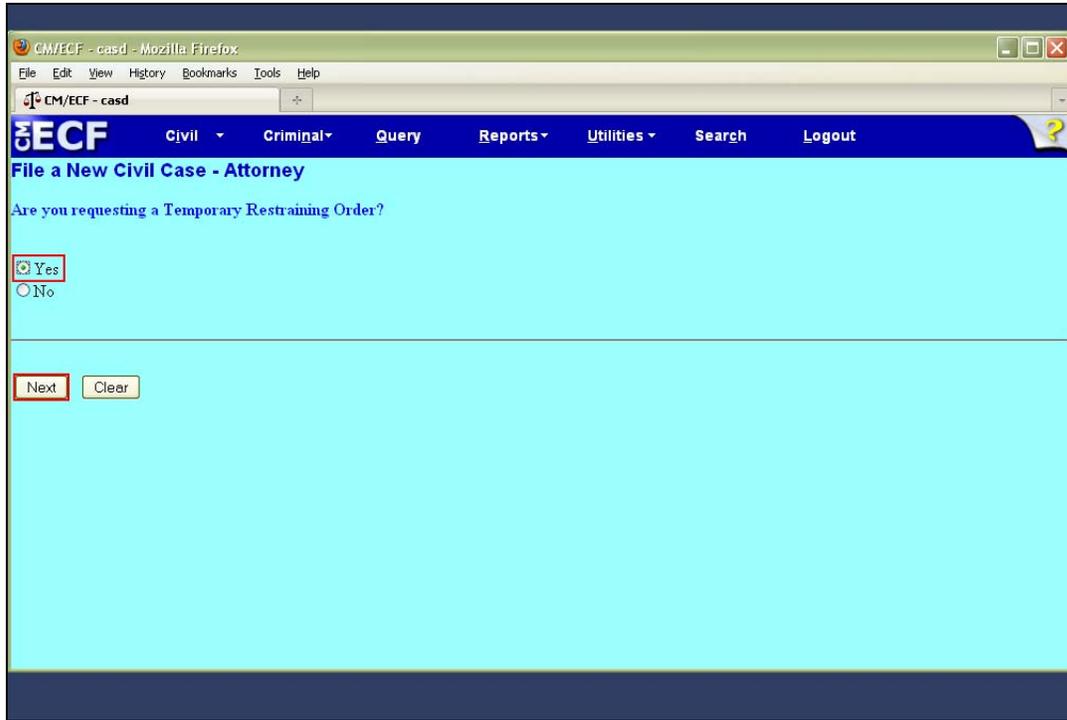
Slide notes:

Click Next to continue.



Slide notes:

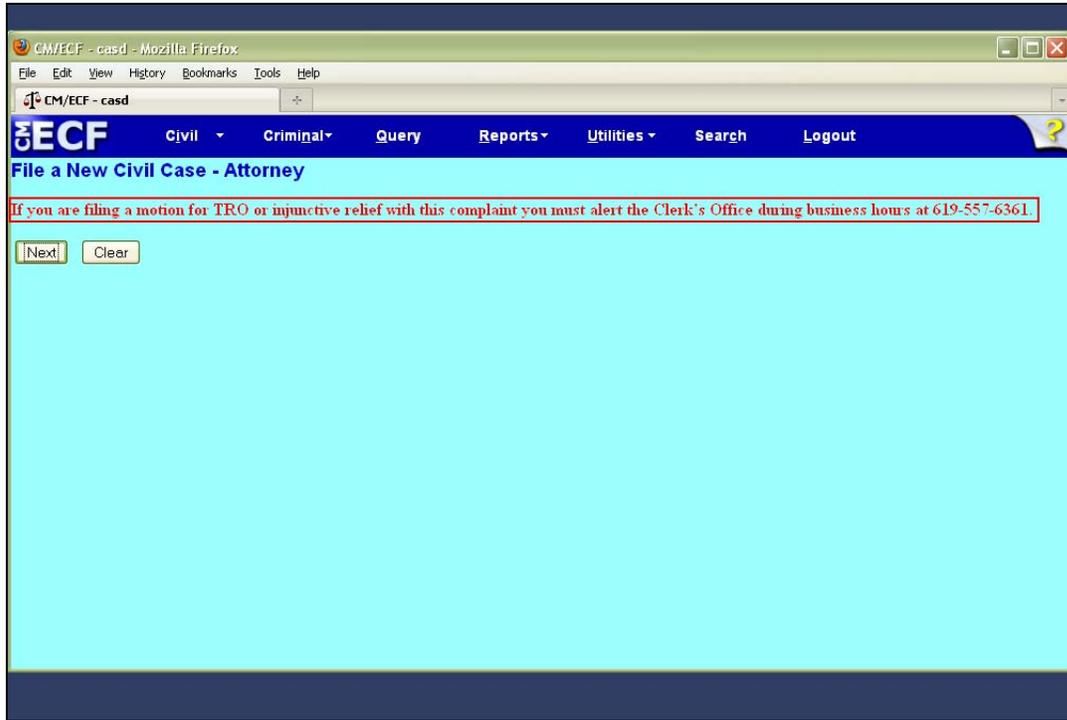
If you are requesting a Temporary Restraining Order, you must click the 'Yes' radio button.



Slide notes:

For purposes of this demonstration, the 'Yes' radio button will be selected.

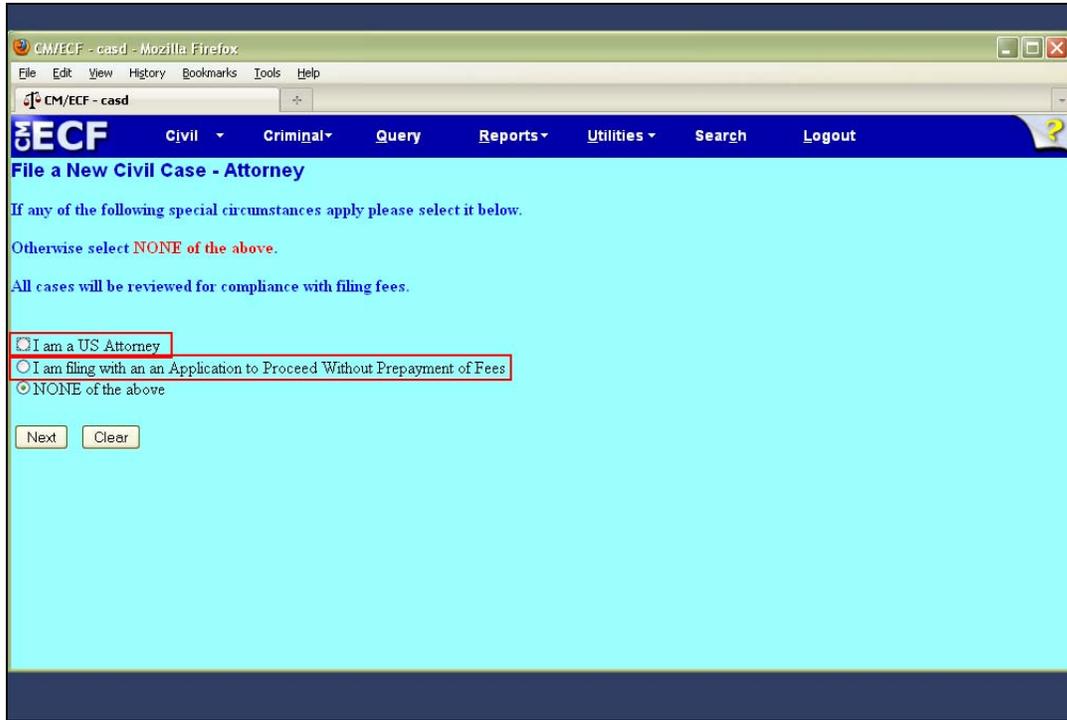
Click Next to continue.



Slide notes:

If you are filing a motion for TRO or injunctive relief with this complaint, you must alert the Clerk's Office during business hours at 619-557-6361.

Click Next to continue.



Slide notes:

Three selections are listed.

I am a US Attorney.

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

CM/ECF - casd - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - casd

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

### 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

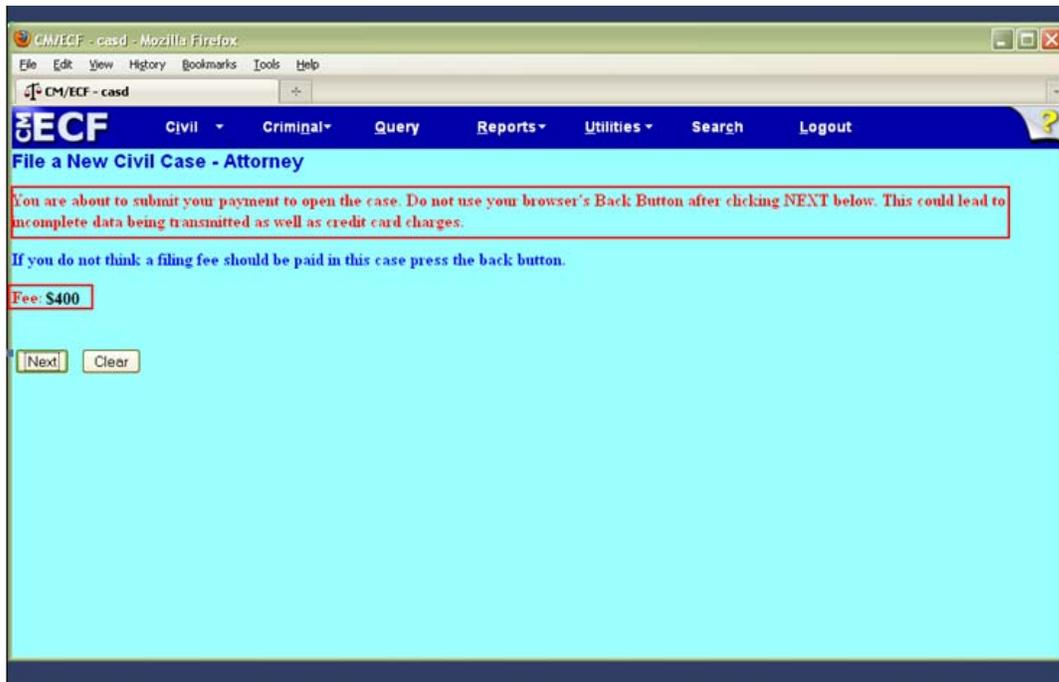
Slide notes:

And None of the above, which is selected.

You will be paying the filing fee electronically.

Leave the radio button selected.

Click Next to Continue.



Slide notes:

This screen instructs you to avoid using the Back Button after clicking the Next button.

The filing fee amount is also displayed.

Click Next to continue.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Online Payment

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: attytrain10 \*

Payment Amount: \$400.00

Billing Address: 1010 Main Street \*

Billing Address 2:

City:

State / Province: —

Zip / Postal Code: 92101

Country: United States \*

Card Type: \*

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

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

Expiration Date: / \*

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

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

Slide notes:

You are now in the secure Pay.gov website.

The items marked with red asterisks are required fields.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Online Payment

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: attytrain10 \*

Payment Amount: \$400.00

Billing Address: 1010 Main Street \*

Billing Address 2:

City: Anytown

State / Province: California - CA

Zip / Postal Code: 92101

Country: United States \*

Card Type: Visa \*

Card Number: \*\*\*\*\*1118 \* (Card number value should not contain spaces or dashes)

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

Expiration Date: 02 / 2011 \*

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

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.

Slide notes:

Make sure that all of the required fields are completed.

Enter your credit card information.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Online Payment

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: ettytrain10 \*

Payment Amount: \$400.00

Billing Address: 1010 Main Street \*

Billing Address 2:

City: Anytown

State / Province: California - CA

Zip / Postal Code: 92101

Country: United States \*

Card Type: Visa \*

Card Number: \*\*\*\*\*1118 \* (Card number value should not contain spaces or dashes)

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

Expiration Date: 02 / 2011 \*

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

**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.

Slide notes:

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

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Online Payment

Return to your originating application

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> attytrain10 1010 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Anytown State / Province: CA Zip / Postal Code: 92101 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date:</b> 09/22/2010 18:04 and Time: EDT

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

**Email Address:**

**Confirm Email Address:**

**CC:**  Separate multiple email addresses with a comma

**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.

Slide notes:

Step 2 of the process is to authorize the electronic payment.

Review the Account Information at the top of the screen.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Online Payment

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

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> attytrain10 1010 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Anytown <b>State / Province:</b> CA <b>Zip / Postal Code:</b> 92101 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date:</b> 09/22/2010 18:04 and Time: EDT

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

**Email Address:**

**Confirm Email Address:**

CC:  Separate multiple email addresses with a comma

**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.

Slide notes:

If any of this information is incorrect, click the Edit Information link to return to the previous screen.

Do not use the browser back button.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Online Payment

[Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> attytrain10 1010 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Anytown State / Province: CA Zip / Postal Code: 92101 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date:</b> 09/22/2010 18:04 and Time: EDT

**Email Confirmation Receipt**

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

**Email Address:**

**Confirm Email Address:**

**CC:**  Separate multiple email addresses with a comma.

**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.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted

Slide notes:

Complete the e-mail address fields to receive a receipt of the electronic payment.

This E-mail address does not need to be that of the attorney filing the complaint.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

**Online Payment** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> attytrain10 1010 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Anytown State / Province: CA Zip / Postal Code: 92101 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date:</b> 09/22/2010 18:04 and Time: EDT

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

**Email Address:** johndoe@test.com

**Confirm Email Address:**

CC:  Separate multiple email addresses with a comma

**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.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted

Slide notes:

Confirm the E-mail address.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

**Online Payment** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> attytrain10 1010 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Anytown State / Province: CA Zip / Postal Code: 92101 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date:</b> 09/22/2010 18:04 and Time: EDT

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

**Email Address:** johndoe@test.com  
**Confirm Email Address:** johndoe@test.com  
**CC:**  Separate multiple email addresses with a comma

**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.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted

Slide notes:

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

Scroll down.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

**Online Payment**

<b>Account Holder Name:</b> attytrain10 <b>Billing Address:</b> Street 1010 Main <b>Billing Address 2:</b> City: Anytown State / Province: CA Zip / Postal Code: 92101 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date:</b> 09/22/2010 18:04 <b>and Time:</b> EDT
--	---	--

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

**Email Address:** johndoe@test.com  
**Confirm Email Address:** johndoe@test.com  
**CC:**  Separate multiple email addresses with a comma

**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.

**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.

Slide notes:

You must check the box to authorize the electronic payment.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Online Payment

<b>Account Holder Name:</b> attytrain10 1010 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Anytown State / Province: CA Zip / Postal Code: 92101 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date and Time:</b> 09/22/2010 18:04 EDT
--	---	---

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

**Email Address:** johndoe@test.com  
**Confirm Email Address:** johndoe@test.com  
CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

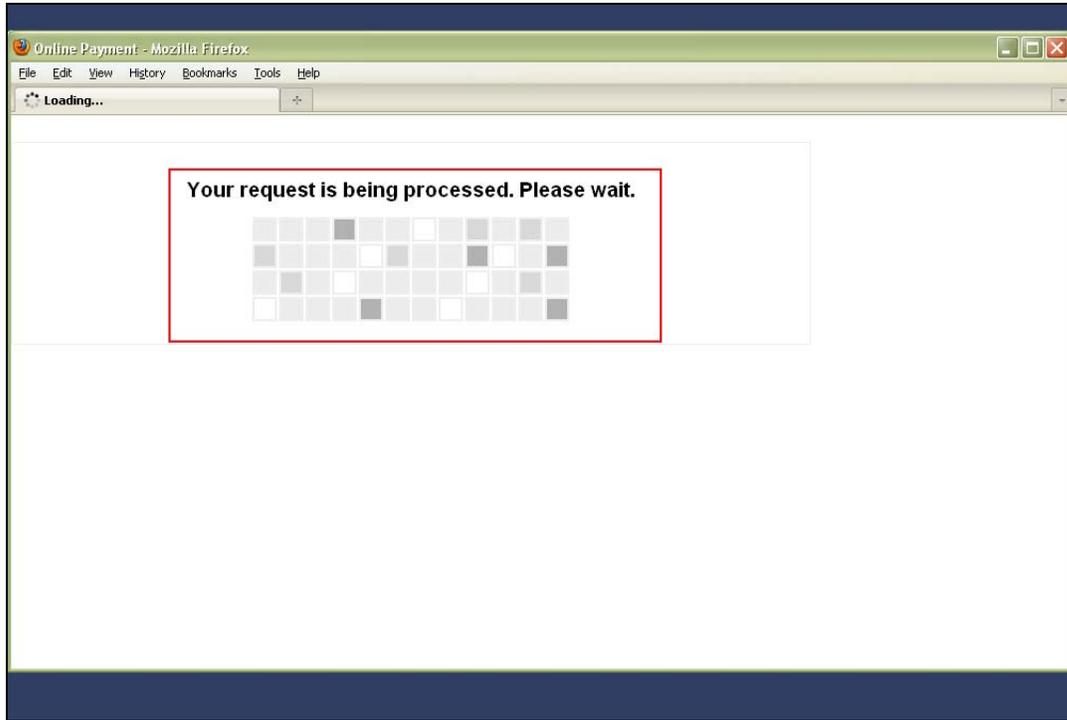
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

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

**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.

Slide notes:

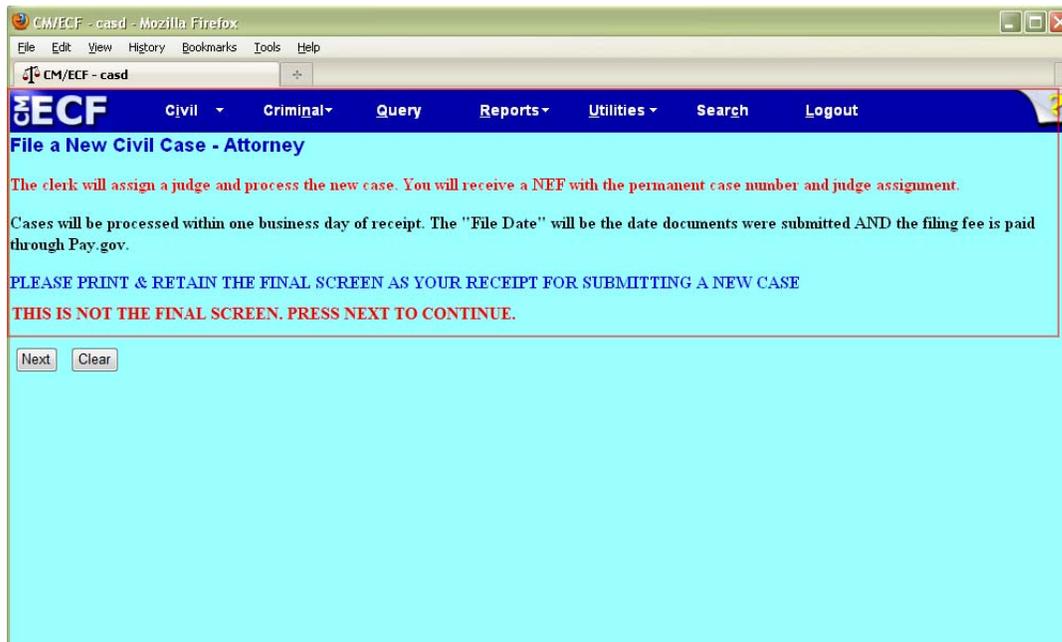
To complete the transaction click the Submit Payment Button.



Slide notes:

Wait while your electronic payment is being processed.

The following message will be displayed: "Your request is being processed. Please wait."



Slide notes:

After the electronic payment is accepted, you will return to CM/ECF.

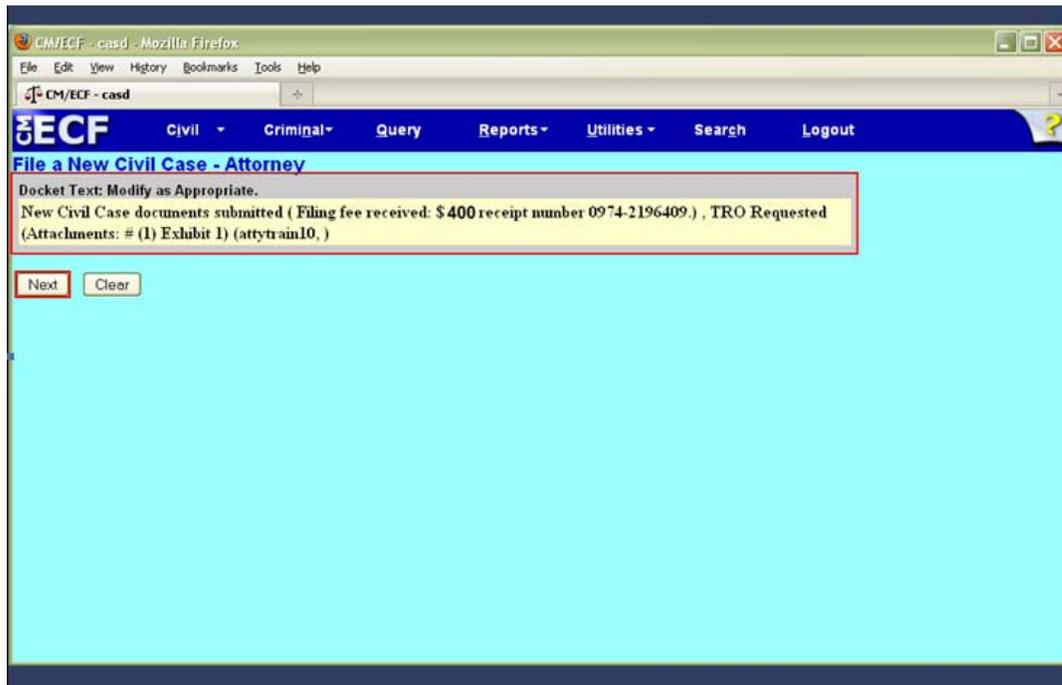
The Clerk will assign a judge and process the new case. You will receive a Notice of Electronic Filing with the permanent case number and judge assignment.

Cases will be processed within one business day of receipt. The "File Date" will be the date the documents were submitted and the filing fee is paid through Pay.gov.

Please print & retain the final screen as your receipt for submitting a new case.

This is not the final screen.

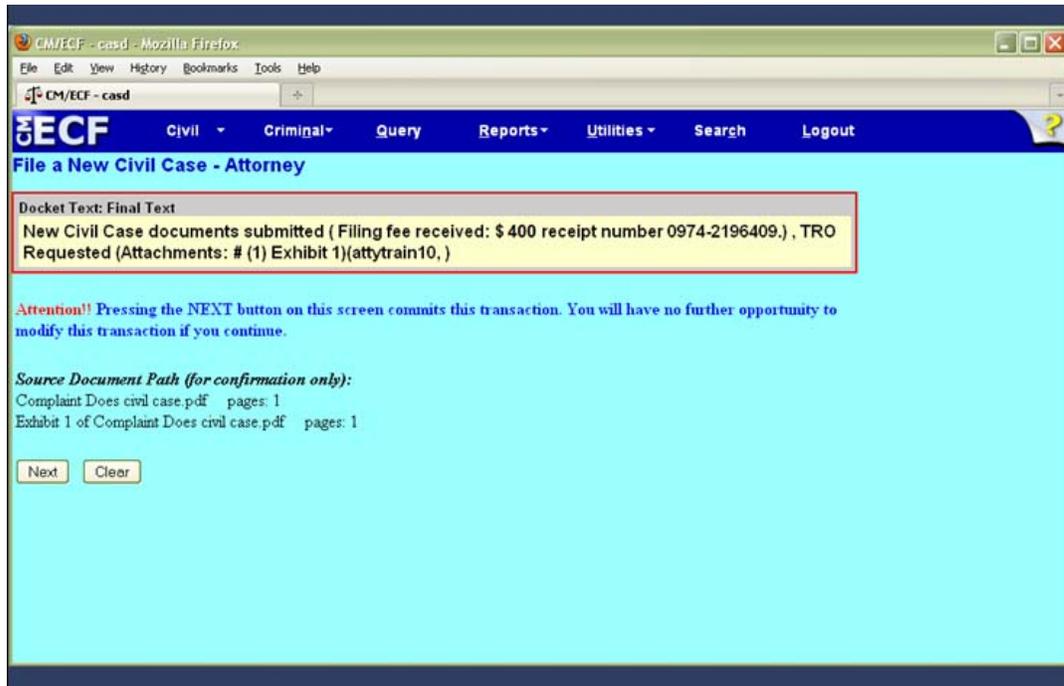
Press Next to continue.



Slide notes:

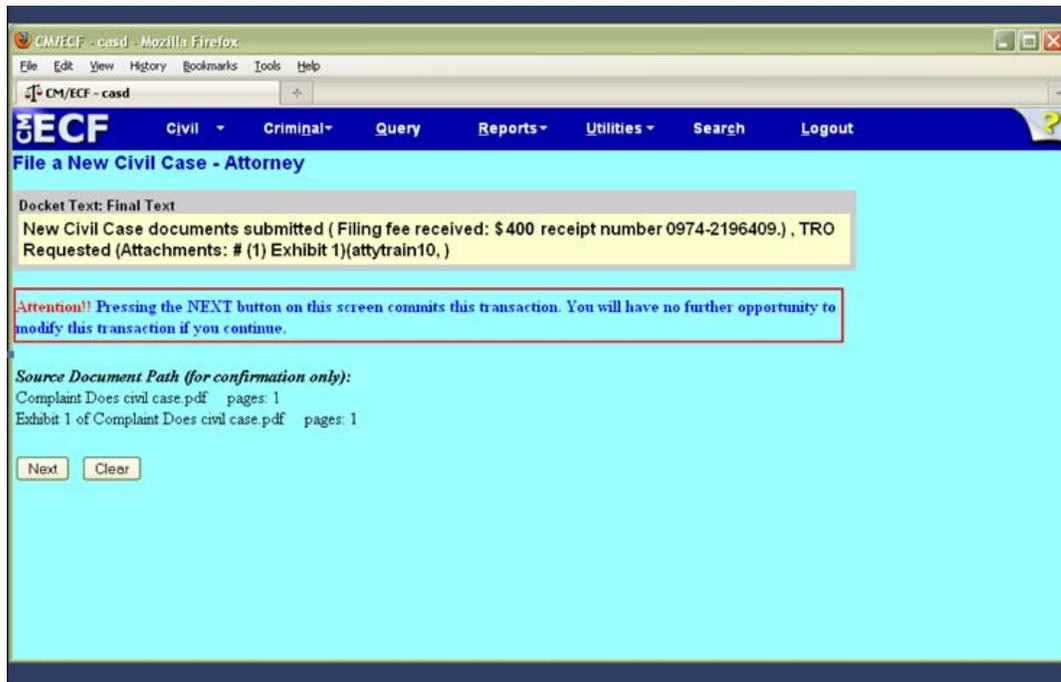
The Docket Text window is displayed.

Click Next to continue.



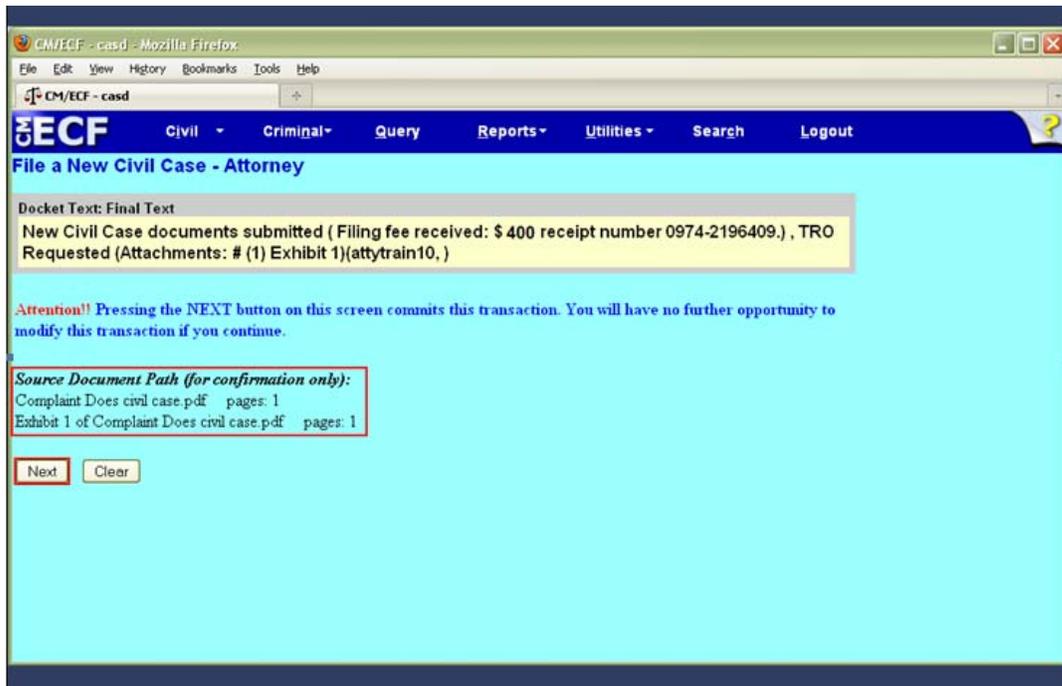
Slide notes:

This screen shows the final docket text, which includes the filing fee amount and the credit card transaction receipt number.



Slide notes:

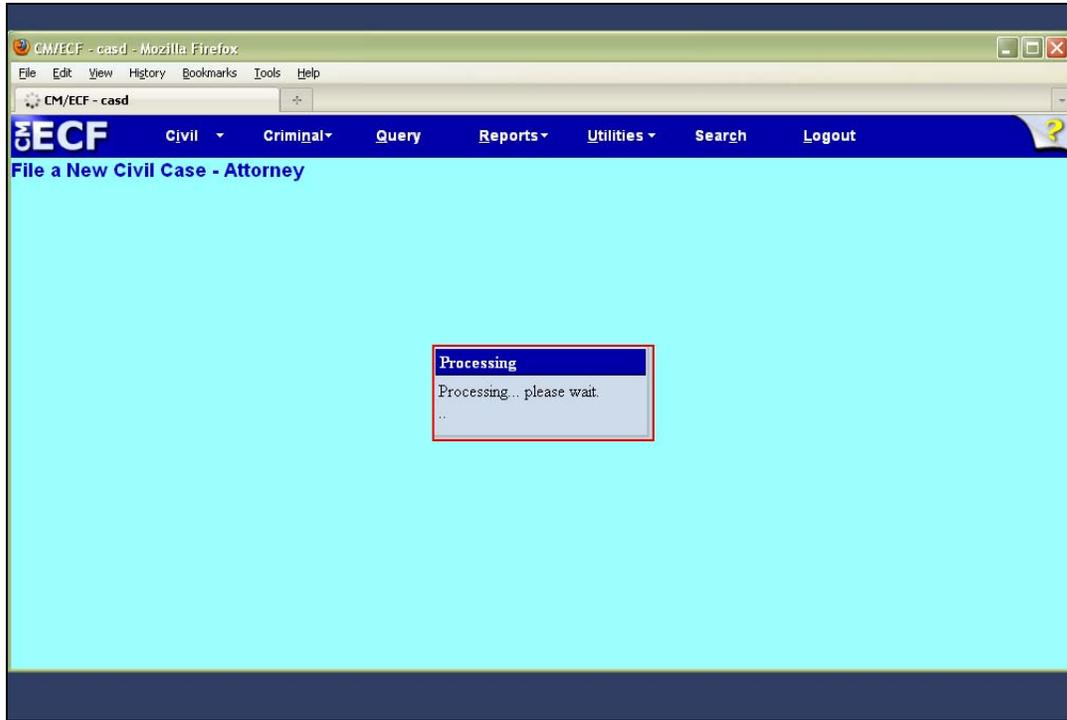
This is the final screen before committing the transaction to CM/ECF.



Slide notes:

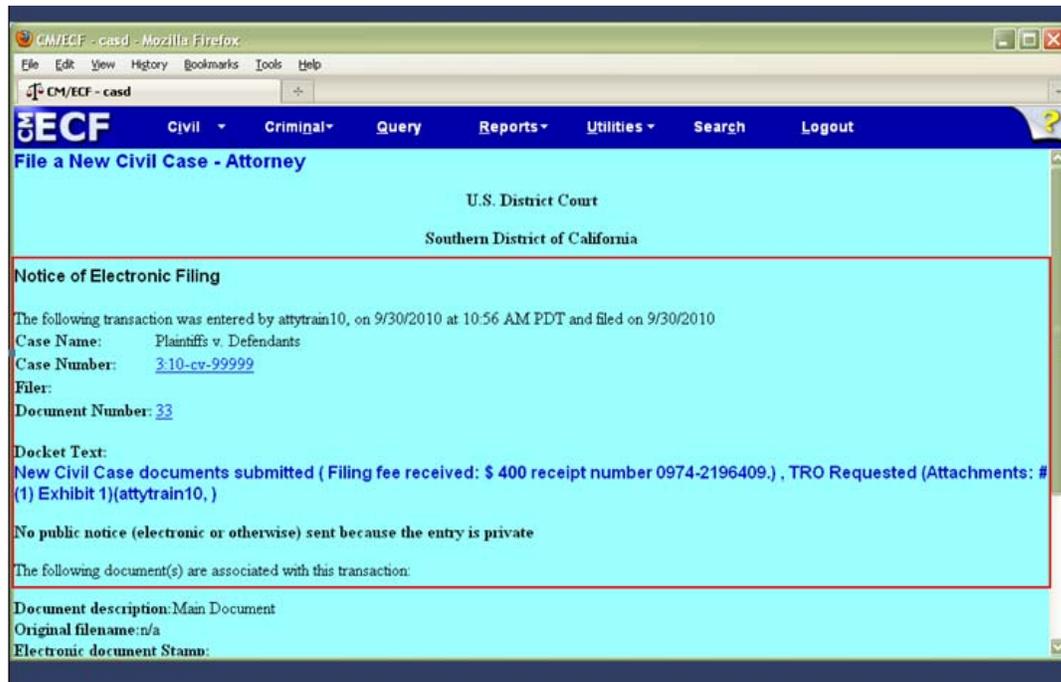
You also see which documents are included in this filing.

Click Next to complete the submission of the case.



Slide notes:

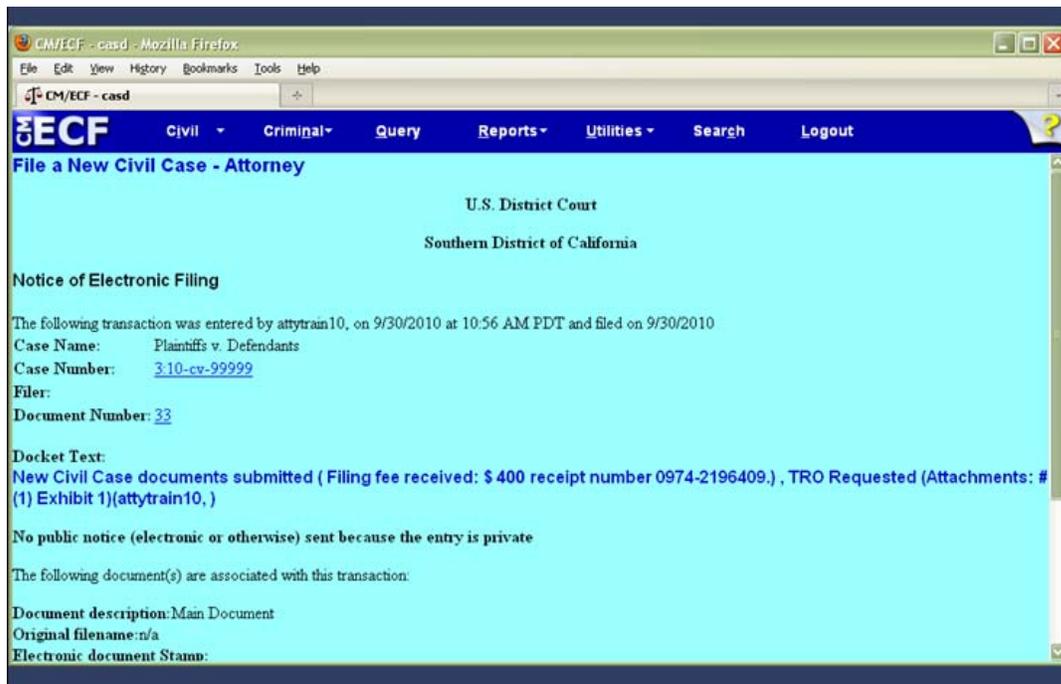
CM/ECF will process this transaction.



Slide notes:

The Notice of Electronic Filing, also known as the "NEF", is displayed.

The NEF serves as notification that this case has been submitted in CM/ECF.



Slide notes:

Please print and retain this final screen, the NEF, as your receipt for submitting a new case.



## Conclusion of Civil Case Opening in CM/ECF



If you made any case opening errors,  
you can contact the Clerk's Office at  
**(619) 557-6361** during normal business  
hours (8:30 a.m. - 4:30 p.m., M-F).

Slide notes:

This is the Conclusion of Civil Case Opening in CM/ECF.

If you made any case opening errors, you can contact the Clerk's Office at (619) 557-6361 during normal business hours, (8:30 a.m. - 4:30 p.m., M-F).

## Conclusion of Civil Case Opening in CM/ECF - continued

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

Slide notes:

Conclusion of Civil Case Opening in CM/ECF – continued

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