

# **ATTORNEY'S** GUIDE TO **OPENING A CIVIL CASE**

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## COMPLAINT

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# DOCKETING THE COMPLAINT

Select **COMPLAINT** from the **AVAILABLE EVENTS** menu.

Once it is displayed in the **SELECTED EVENT** field, click **NEXT**.

Available Events (click to select an event)

- Amended Counterclaim
- Amended Crossclaim
- Amended Petition
- Application and Affidavit for Seizure Warrant
- Application for Stay of Execution
- Application for Writ of Garnishment
- Complaint**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership
- Notice of Removal

Selected Event: Complaint

Next Clear

Pick Filer

Collapse All Expand All

- John Q Public dft
- Widget Company pla

**NOTE: Parties in the Participant Tree are listed alphabetically by last name, not in party order.**

Select the filer.

Select the Party:

- Public, John Q [dft]
- Widget Company [pla]**

Next Clear New Filer

On the next screen, select the party filing the document (the party represented by you).

Click **NEXT**.



# ATTORNEY ASSOCIATION

When an attorney appears in a case for the first time, the following screen is displayed.

**The following attorney/party associations do not exist for the above case(s).**

**Please check the box on the left of the screen for associations which should be created.**

**If the association should *not* be created, be sure the box is *unchecked*.**

Widget Company (pty:pla) represented by Test Attorney (aty)  Notice

Leave all fields checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Next, you will select the party or parties you are filing **against**.



# SELECT PARTY THIS FILING IS AGAINST

If there are multiple parties, you may use the **SELECT A GROUP** radio buttons to select an entire group (e.g., *All Defendants*), or select each party individually in the **SELECT THE PARTY** box.

The screenshot displays a web interface for selecting a party. On the left, a 'Pick Party' window is open, showing a tree view with 'Widget Company pla' and 'John Q Public dft'. The 'Expand All' button is highlighted. On the right, a larger panel titled 'Please select the party that this filing is against.' contains two sections: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' section has a list box with 'Widget Company [pla]' and 'Public, John Q [dft]'. The 'Select a Group:' section has four radio buttons: 'No Group', 'All Defendants' (which is selected), 'All Plaintiffs', and 'All Parties'. At the bottom of the right panel are 'Next', 'Clear', and 'New Party' buttons.

Once all parties are selected, click **NEXT**

## NOTE

To select more than one party from the **SELECT THE PARTY** box, hold down Ctrl (Windows) or Command/ ⌘ (Mac) and click on each of the desired parties.



# FINISH ADDING PARTIES

On the next screen, the following question is displayed:

Have you added all parties named in this filing?

YES

NO

Next

Clear

**IF YOU FAILED TO ADD ALL PARTIES** during the initial case opening process, select **NO** and click **NEXT**.

- This will take you back to the **SEARCH FOR A PARTY** screen.
- Add any remaining parties using the instructions covered in **\*\*Adding Case Participants - 1\*\***.

If you are confident that you have added all parties named in this filing, select **YES** and click **NEXT**.



# UPLOAD YOUR DOCUMENTS

On the next screen, you will upload your Complaint and its attachments.

Possible attachments include:

- Civil Cover Sheet (*required*)
- Trademark, Patent and/or Copyright forms (*required, if filing this type of case*)
- Summons (*not required to be filed at this time*)

See **\*\*Uploading Documents\*\*** for more detailed instructions.

Once you have uploaded all documents, click **NEXT** to pay the filing fee and continue opening your case.

