ATTORNEY'S GUIDE TO OPENING A CIVIL CASE

MOTION FOR LEAVE TO PROCEED IN FORMA PAUPERIS (IFP)

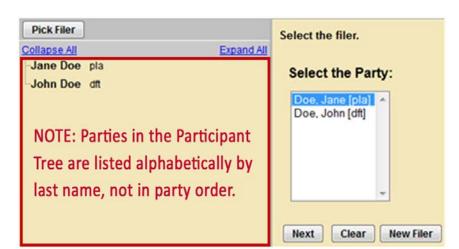


DOCKETING THE MOTION FOR LEAVE TO PROCEED IFP

Select **MOTION FOR LEAVE TO PROCEED IN FORMA PAUPERIS** from the **AVAILABLE EVENTS** menu.

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

| Available Events (click to select an event) | Selec | ted Event |
|---|-------|--|
| 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 | Motio | n for Leave to Proceed In Forma Pauperis |
| Motion for Leave to Proceed In Forma Pauperis Motion to Vacate/Set Aside/Correct Sentence (2255) Notice of Receivership Notice of Removal Petition (Other) Petition for Writ of Habeas Corpus | - | |
| | * | |



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





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.

✓ Jane Doe (pty:pla) represented by Test Attorney (aty) ✓ Notice

Next Clear

<u>Leave all fields checked</u> 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 **<u>against</u>**.



SELECT PARTY THIS FILING IS AGAINST

If there are multiple Please select the party that this filing is against **Pick Party** parties, you may use the Collapse All Expand All Select the Party: OR Select a Group: Jane Doe pla **SELECT A GROUP** radio John Doe dft Doe, Jane [pla] buttons to select an oe John (dt) No Group entire group (e.g., All All Defendants All Plaintiffs Defendants), or select All Parties each party individually in the **SELECT THE PARTY** New Party Next Clear box.

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

NOTETo select more than one party from the SELECT THENOTEPARTY box, hold down Ctrl (Windows) or Command/
第 (Mac) and click on each of the desired parties.



FINISH ADDING PARTIES

On the next screen, the following question is displayed:

| E | Iave you added all parties named in this filing? |
|---|--|
| (| ○ YES |
| 0 | • NO |
| | |
| ſ | Next Clear |
| C | |

IF YOU FAILED TO ADD <u>ALL</u> **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.**

NOTETHE IFP DOES NOT RECEIVE A NOTING DATE;
therefore, you will not see a request to note your
motion.



UPLOAD YOUR DOCUMENTS

On the next screen, you will upload your IFP Application. The Complaint and any additional documents will be filed as attachments.

Possible attachments include:

- Complaint (*required*)
- Civil Cover Sheet (*required*)
- 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 continue opening your case.

