

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

PETITION (OTHER)



DOCKETING THE PETITION (OTHER)

Select **PETITION (OTHER)** from the **AVAILABLE EVENTS** menu.

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

The screenshot shows a web interface with two main sections. On the left, under the heading "Available Events (click to select an event)", there is a scrollable list of legal events. The event "Petition (Other)" is highlighted with a blue background. On the right, under the heading "Selected Event", there is a text input field containing "Petition (Other)". A red arrow points from the highlighted "Petition (Other)" in the list to the "Selected Event" field. Below the list are two buttons: "Next" and "Clear".

The screenshot shows a web interface for selecting a filer. On the left, under the heading "Pick Filer", there is a list of parties: "Jane Doe pet" and "John Doe res". Below this list is a red-bordered box containing the text: "NOTE: Parties in the Participant Tree are listed alphabetically by last name, not in party order." On the right, under the heading "Select the filer.", there is a section titled "Select the Party:" with a selection box containing "Doe, Jane [pet]" and "Doe, John [res]". Below the selection box are three buttons: "Next", "Clear", and "New Filer".

On the next screen, select the Petitioner as the filer (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*.

Jane Doe (pty:pet) 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 Defendants or Plaintiffs, you may use the **SELECT A GROUP** radio buttons to select an entire group. If the filing is against another party type (e.g., *Respondent*), you must select each party individually in the **SELECT THE PARTY** box.

The screenshot shows a web interface for selecting a party. On the left, under the 'Pick Party' tab, there are two expandable groups: 'Jane Doe pet' and 'John Doe res'. On the right, a yellow box contains the instruction 'Please select the party that this filing is against.' Below this, there are two options: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' option has a dropdown menu with 'Doe, Jane [pet]' and 'Doe, John [res]' selected. The 'Select a Group:' option has four radio buttons: 'No Group' (selected), 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom of the yellow box are three buttons: 'Next', 'Clear', and 'New Party'.

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

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 Petition and its attachments.

Possible attachments include:

- 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 pay the filing fee and continue opening your case.

