ATTORNEY'S GUIDE TO OPENING A CIVIL CASE

PETITION (OTHER)

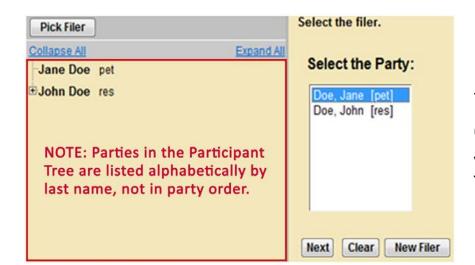


DOCKETING THE PETITION (OTHER)

Select PETITION (OTHER) from the AVAILABLE EVENTS menu.

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

Available Events (click to select an event)	Selected Event
Complaint	 Petition (Other)
Counterclaim	1
Crossclaim	
Intervenor Complaint	
Motion for Judgment Debtor Exam	
Motion for Leave to Proceed In Forma Pauperis	
Motion to Vacate/Set Aside/Correct Sentence (2255)	1
Notice of Receivership	
Notice of Removal	
Petition (Other)	E
Petition for Writ of Habeas Corpus	
Petition to Enforce IRS Summons	
Registration of Foreign Judgment	
Request for Determination	
Third Party Complaint	*
Next Clear	



On the next screen, select the Petitioner as the filer (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:pet) represented by Test Attorney (aty) ✓ Notice

Next Clear

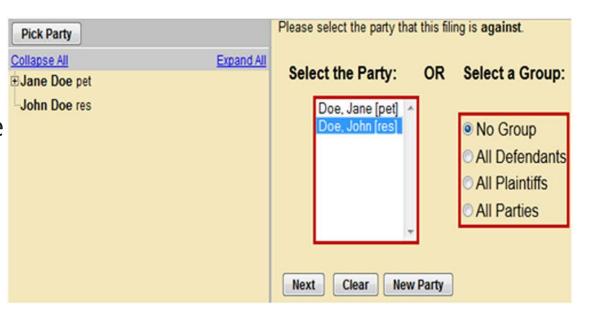
<u>Leave all fields checked</u> and click **NEXT.** This will add the attorney's information to the docket and activate electronic notice.

Next, you will select the party or parties you are filing **<u>against</u>**.



SELECT PARTY THIS FILING IS AGAINST

If there are multiple 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.



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

NOTE 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 <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.**



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.

