ATTORNEY'S GUIDE TO OPENING A CIVIL CASE

ADDING CASE PARTICIPANTS – 2

BEFORE YOU BEGIN, REMEMBER. . .

✓ You must enter <u>all</u> attorneys associated with this case. Because you are logged into ECF as the attorney filing this case, you do not need to enter your name as attorney of record.

✓ **ONLY** add those attorneys who have properly signed the Complaint or Notice of Removal in addition to any attorneys who have appeared on behalf of the Plaintiff(s) in State court when filing a removal case.
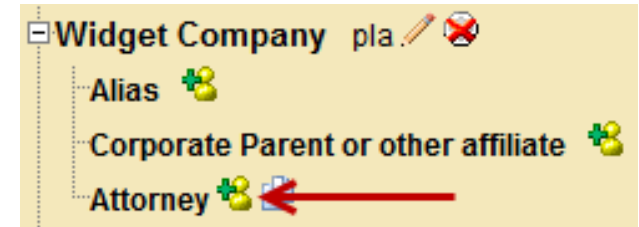
✓ **NEVER ENTER PRO HAC VICE ATTORNEYS.**

⚠ **DO NOT USE THE BROWSER BACK BUTTON AT ANY TIME** during this process. You will lose your entire work product. If you need to make changes or corrections to your party, see Icons in the Participant Tree for instructions.

ADDING AN ATTORNEY

To add an attorney to a party, click the icon next to **ATTORNEY**.

Enter the attorney's bar number or name in the **SEARCH FOR AN ATTORNEY** screen and click **SEARCH.**

Only attorneys in the ECF database are provided in the search results.

Once you have found the correct attorney, click **SELECT ATTORNEY** to display the **ATTORNEY INFORMATION** screen.

ATTORNEY INFORMATION SCREEN

DO NOT ALTER ANY INFORMATION ON THIS SCREEN.

Click **ADD ATTORNEY** to add him/her to the case.

Notice the attorney's name has been added to the Participant Tree under the party you selected.

Repeat this process until attorneys are entered.

ADDING AN ALIAS

If your Complaint caption indicates an alias, select the [icon] icon next to **ALIAS** for the appropriate party in the Participant Tree.

Enter the alias name in the **SEARCH FOR AN ALIAS** screen and click **SEARCH.**

If a match is found, highlight the name and click **SELECT ALIAS**; otherwise, click **CREATE NEW ALIAS.**
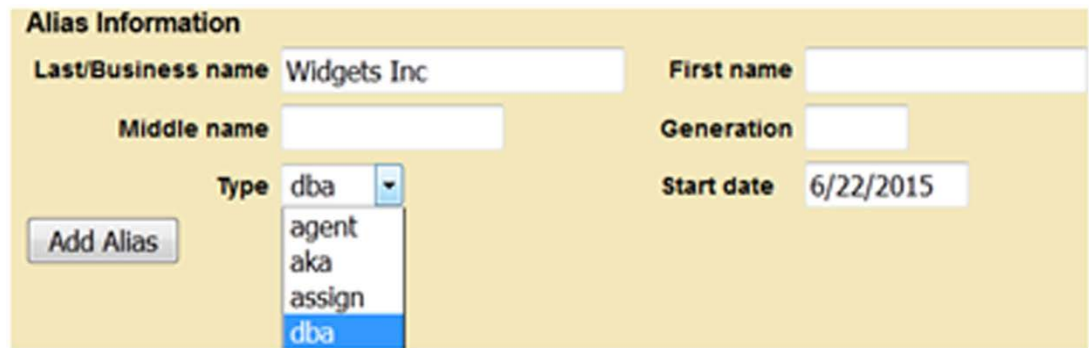
ALIAS INFORMATION SCREEN

In the **ALIAS INFORMATION** screen, enter the alias and select a **TYPE** from the dropdown menu.

Alias Information

Last/Business name	Widgets Inc
First name	
Middle name	
Generation	
Type	dba
Start date	6/22/2015

agent
aka
assign
dba

Add Alias

Type	Description
agent	Agent of
aka	Also known as
assign	As assignee of
dba	Doing business as
div	A division of
est	Estate of
exrel	Ex Rel
fdba	Formally doing business as
fka	Formally known as
nee	Born (usually refers to maiden name)
nka	Now known as
obo	On behalf of
other	Other
pro	Personal Representative of
rpi	Real party interest
suc	Successor in interest
ta	Trading as

Once you have finished entering your alias information, click **ADD ALIAS.**

Notice the alias has been added to the Participant Tree under the party you selected.

Widget Company pla
Alias
Widgets Inc

Repeat this process until all aliases are entered.

ADDING A CORPORATE PARENT/OTHER AFFILIATE

> ⚠️ **DO NOT ADD A CORPORATE PARENT** during case opening. You are <u>required</u> to add corporate parents/other affiliates when filing a **CORPORATE DISCLOSURE STATEMENT.**
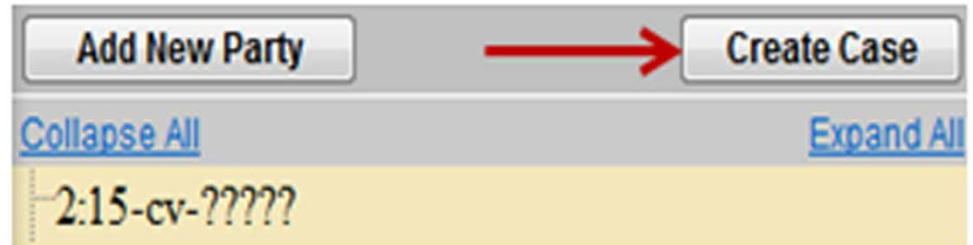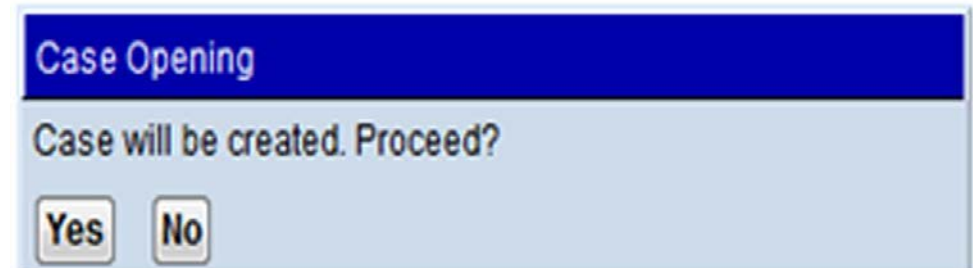
CREATING YOUR CIVIL CASE

⚠️ Before creating your case, **be sure that <u>all</u> parties have been added** and their information entered correctly.

When you are certain your case information is accurate and complete, click **CREATE CASE** at the top of the Participant Tree.

Add New Party → Create Case

Collapse All · Expand All

2:15-cv-?????

The following pop-up message will be displayed.

Case Opening

Case will be created. Proceed?

Yes · No

Click **YES** to proceed with filing the case.

CREATING YOUR CIVIL CASE

Open a Civil Case

Click on <u>Docket Lead Event</u> to continue to attach your complaint, civil cover sheet, summons and pay the filing fee.

THIS CASE IS NOT OPENED UNTIL COMPLAINT IS FILED AND FILING FEE IS PAID

You will notice ECF has now assigned a case number.

NOTE: Case number below is assigned to your CM/ECF account. Write this reference case number down, should recovery of this case number be necessary prior to your final submission of your pleading. Your account could accrue additional charges, if you lose this transaction and start over with another case number assignment.

Case Number 15-744 has been opened.

Docket Lead Event?

NOTE	Although the case is created, it will <u>NOT</u> be opened until the initiating document is filed and the filing fee is paid (if required).