

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

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MOTION FOR LEAVE TO PROCEED  
IN FORMA PAUPERIS (IFP)

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# 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**.

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 "Motion for Leave to Proceed In Forma Pauperis" is highlighted with a blue background. On the right, under the heading "Selected Event", the same event name is displayed and enclosed in a red rectangular box. A red arrow points from the bottom of the "Available Events" list to the "Selected Event" box. At the bottom of the interface are two buttons: "Next" and "Clear".

The screenshot shows a web interface for selecting a filer and a party. On the left, under the heading "Pick Filer", there is a list of filers: "Jane Doe pla" and "John Doe dtf". A red box highlights this list with a red border. Below the list, there is a red text box containing the note: "NOTE: Parties in the Participant Tree are listed alphabetically by last name, not in party order." On the right, under the heading "Select the Party:", there is a scrollable list of parties: "Doe, Jane [pla]" and "Doe, John [dtf]". Below the list are three buttons: "Next", "Clear", and "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*.**

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

Next

Clear

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 shows a web interface for selecting a party. On the left, a 'Pick Party' window contains a list of parties: 'Jane Doe pla' and 'John Doe dft'. Above the list are 'Collapse All' and 'Expand All' links. 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 'Doe, Jane [pla]' and 'Doe, John [dft]' selected. The 'Select a Group:' section has four radio button options: '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**.

## NOTE

**THE 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.

