

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

NOTICE OF REMOVAL



DOCKETING THE NOTICE OF REMOVAL

Select **NOTICE OF REMOVAL** 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 "Notice of Removal" is highlighted with a blue background and a red border. On the right, under the heading "Selected Event", the text "Notice of Removal" is displayed in a red-bordered box. A red arrow points from the selected item in the list to the "Selected Event" field. At the bottom of the interface are two buttons: "Next" and "Clear".

The screenshot shows a "Pick Filer" screen. On the left, there is a "Participant Tree" with a red border containing two entries: "John Q Public dft" and "Widget Company pla". Below this tree is a red-bordered box with 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 "Select the Party:" dropdown menu with "Public. John Q [dft]" selected. At the bottom 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*.

John Q Public (pty:dft) 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 that 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 Plaintiffs*), 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 is open, displaying a list of parties: 'Widget Company pla' and 'John Q Public dft'. The 'Widget Company pla' entry is expanded. On the right, a larger yellow box contains the instruction 'Please select the party that this filing is against.' Below this, there are two columns: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' column contains a list box with 'Widget Company [pla]' and 'Public, John Q [dft]' selected. The 'Select a Group:' column contains four radio button options: 'No Group', 'All Defendants', 'All Plaintiffs' (which is selected), 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

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**.



UPLOAD YOUR DOCUMENTS

On the next screen, you will upload your Notice of Removal and its attachments.

THE NOTICE OF REMOVAL MUST CONTAIN A CERTIFICATE OF SERVICE which lists all counsel with their contact information including their email addresses and any pro se parties who have appeared in State court along with their addresses and phone numbers (if known).

Possible attachments include:

- Civil Cover Sheet (*required*)
- Trademark, Patent and/or Copyright forms (*required, if filing this type of case*)
- Copy of the operative complaint described as “Complaint” or “Amended Complaint”
- Copy of any Jury Demand filed by Plaintiff(s) in the State court described as “Jury Demand”

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.



UPLOAD DOCUMENTS TO BE FILED AFTER REMOVAL

Verification of State Record – per LCR 101(c)

The removing defendant(s) shall, within fourteen days of filing the notice of removal, file all additional records and proceedings in the state court, together with defendant's or defense counsel's verification that they are true and complete copies of all the records and proceedings in the state court proceeding. Records and proceedings in state court, filed with the notice of removal, need not be refiled.

Select **Verification of State Court Records** from the **Available Events** menu located under **Other Filings – Other Documents**.

Available Events (click to select an event)	Selected Event
Response to Order to Show Cause	Verification of State Court Records
Return & Status Report	
Satisfaction of Judgment	
Selection of Mediator	
Statement	
Status Memorandum	
Status Report	
Stipulation	
Supplement	
Transcript - Notice of Filing of Official Transcript	
Transcript - Redacted	
Transcript Designation/Order Form	
Transcript	
Verification of State Court Records	
Waiver	

