



Attorney's Guide to Opening a Civil Case: Complete and Enter Civil Cover Sheet Information

5.1 Entering Case Information

The following screens will ask for information that can be found on the civil cover sheet and initiating document. Have them available so you can refer to them during this process.

1. After logging into CM/ECF, select **Civil** on the CM/ECF menu.

2. To begin the case opening process, select **Attorney Case Opening**.

Civil Events

Open A Case
Attorney Case Opening

Other Filings
[Discovery Documents](#)
[Notices](#)

3. The next screen will give you information on how to find help throughout the filing process. To continue, select **Next**.

4. Enter your case-specific information in the numbered fields. Use [Table A](#) as a reference.

a. If you need to start over on this page, select **Clear** to erase all of your entries.

Open a Civil Case

1 Office 2 Case type

Date filed: 8/29/2019

Office selection is determined by the county in which:

- defendants reside, or
- defendants have their principal places of business, or
- the claim arose

Exception: In cases removed from state court, office selection is determined by the county where the action is pending.

Refer to [LCR 3\(e\)](#) for further information and see [map](#) for county divisions.

If this is a Removal Case, enter the name and case number of the originating court below:

3 Other court name
(e.g., King County Superior Court)

4 Other court number
(e.g., 09-2-000-0-SEA)

Note: If this is a removal case, enter the name and case number of the originating court; otherwise, leave these fields blank.
Example
Other court name: King County Superior Court
Other court number: 09-2-000-0-SEA



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TABLE A

Field	Description
1 Office	<p>Either Seattle or Tacoma. The correct office is determined by:</p> <ul style="list-style-type: none">• where the claim arose, or• where the defendant(s) reside or have their principal places of business. <p>Exceptions:</p> <ul style="list-style-type: none">• Social Security and Nature of Suit 462 (Naturalization Application) cases should be filed based on where the plaintiff(s) resides• Habeas cases with the Nature of Suit 463 (Alien Detainee) should be filed in Seattle even if petitioner is detained at the Tacoma Northwest Detention Center• Notice of Removal cases: see the Attorney's Guide: Opening a Notice of Removal Civil Case for more details. <p>See our Local Rules to determine which counties pertain to each office.</p>
2 Case Type	Select cv for civil case.
3 and 4 Other court name and number	These fields are only used for removal cases. (See Attorney's Guide: Opening a Notice of Removal Civil Case)
5. When you finish entering your case information, select Next to continue.	



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5.3 Entering Statistical Case Data

The next screen asks for information that can be taken directly from the Civil Cover Sheet for the case. Have it available so you can refer to it during this process. Use [Table B](#) as a reference. If you need to start over on this page, select **Clear** to erase all of your entries.

Open a Civil Case

1 **Jurisdiction** 3 (Federal Question) ▾

2 **Cause of action** ▾ Filter:

3 **Nature of suit** 0 (zero) ▾ Filter:

4 **Origin** 1 (Original Proceeding) ▾

Citizenship plaintiff ▾

Citizenship defendant ▾ 5

Jury demand n (None) ▾ 6 **Class action** n (No Class Action Alleged) ▾ 7

County Clallam ▾ 8

County is determined by the residence of the *first listed plaintiff* in all actions except for U.S. plaintiff and land condemnation cases.

- If the U.S. government is the plaintiff, use the county of residence of the *first listed defendant*
- In land condemnation cases, use the location of the tract of land involved

Fee status pd (paid) ▾ 9 **Fee date** 9/9/2019 10

Please leave the fee status PAID unless this case relates to the Jones Act or includes filing an IFP.

If you are from a federal agency, no fee is required.

TABLE B

Field	Description	
1 Jurisdiction	Select the case jurisdiction. This field defaults to 3 (Federal Question) . For those civil actions where more than one jurisdiction code can be applied, the preference should be in the numerical order listed (i.e., U.S. Government Plaintiff as highest priority and Local Question as lowest).	<div style="border: 1px solid black; padding: 5px;"> <p>Open a Civil Case</p> <p>Jurisdiction</p> <ul style="list-style-type: none"> 1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant) <li style="background-color: #0070c0; color: white;">3 (Federal Question) 4 (Diversity) 5 (Local Question) </div>



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TABLE B

Field	Description
2	<p>Cause of action</p> <p>Select the cause of action. If your specific cause of action is not listed, you may use a more generic one (e.g., Fed. Question), or look through the Jurisdiction Language of the initiating document for additional jurisdictional citations.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Jurisdiction 3 (Federal Question) ▼</p> <p>Cause of action 28:1441pd (28:1441 Petition for Removal- Property Damage) 28:1441pi (28:1441 Petition for Removal- Personal Injury) 28:1441pl (28:1441 Petition for Removal- Product Liability) 28:1441pr (28:1441 Petition for Removal)</p> </div>
3	<p>Nature of suit</p> <p>Select the nature of suit.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Cause of action _____</p> <p>Nature of suit 130 (Miller Act) 140 (Negotiable Instrument) 150 (Contract: Recovery/Enforcement) 151 (Contract: Recovery Medicare) 152 (Contract: Recovery Student Loan)</p> </div> <p>See the Nature of Suit Code Descriptors for more details on each code.</p>
4	<p>Origin</p> <p>For all cases except Notice of Removals select 1 (Original Proceeding).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Nature of suit 315 (Airplane Product Liability)</p> <p>Origin 1 (Original Proceeding) 2 (Removal from State Court)</p> </div>
5	<p>Citizenship plaintiff and Citizenship defendant</p> <p>These fields are only used if you have selected (4) Diversity as your Jurisdiction. See LCR 8.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Origin 2 (Removal from State Court)</p> <p>Citizenship plaintiff 1 (Citizen of This State) ▼</p> <p>Citizenship defendant 1 (Citizen of This State) 2 (Citizen of Another State) 3 (Citizen or Subject of a Foreign Country) 4 (Incorporated/Principal Place of Business-This State) 5 (Incorporated/Principal Place of Business-Other State) 6 (Foreign Nation)</p> </div>
6	<p>Jury Demand</p> <p>Select the party demanding the jury if:</p> <ul style="list-style-type: none"> • the words "Jury Demand" are on the Complaint caption <p>See LCR 38.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Jury demand b (Both) d (Defendant) n (None) p (Plaintiff)</p> </div>
7	<p>Class action</p> <p>Select whether Class Action is Alleged.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Class action n (No Class Action Alleged) y (Class Action Alleged)</p> </div>



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TABLE B

Field	Description										
8 County	Select the county wherein the <i>Plaintiff</i> resides, or where <i>Plaintiff's Place of Business</i> is located.										
	This field defaults to pd (paid) . Leave as paid, unless you are: <ul style="list-style-type: none">a US Attorney: none (no fee required)filing the case in forma pauperis: pend (IFP pending)filing a Jones Act case: wv (waived)										
9 Fee status	<table border="1"><thead><tr><th>Fee status</th><th></th></tr></thead><tbody><tr><td></td><td>none (no fee required)</td></tr><tr><td></td><td>pd (paid)</td></tr><tr><td></td><td>pend (IFP pending)</td></tr><tr><td></td><td>wv (waived)</td></tr></tbody></table>	Fee status			none (no fee required)		pd (paid)		pend (IFP pending)		wv (waived)
Fee status											
	none (no fee required)										
	pd (paid)										
	pend (IFP pending)										
	wv (waived)										
10 Fee date	This field is populated automatically and should not be altered.										

When you finish entering your case information, select **Next** to continue.