

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

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PETITION (OTHER)

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# 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)

- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership
- Notice of Removal
- Petition (Other)**
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Registration of Foreign Judgment
- Request for Determination
- Third Party Complaint

Selected Event: **Petition (Other)**

Next Clear

Pick Filer

Collapse All Expand All

- Jane Doe pet
- John Doe res

**NOTE: Parties in the Participant Tree are listed alphabetically by last name, not in party order.**

Select the filer.

Select the Party:

Doe, Jane [pet]  
Doe, John [res]

Next Clear New Filer

On the next screen, select the Petitioner as the filer (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:pet) 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 you are filing **against**.



# 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.

Pick Party

[Collapse All](#) [Expand All](#)

- Jane Doe pet
- John Doe res

Please select the party that this filing is against.

Select the Party: OR Select a Group:

Doe, Jane [pet]  
Doe, John [res]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear 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

**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 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.

