

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

PETITION FOR WRIT OF
HABEAS CORPUS



DOCKETING THE PETITION FOR WRIT OF HABEAS CORPUS

Select **PETITION FOR WRIT OF HABEAS CORPUS** from the **AVAILABLE EVENTS** menu.

Once it is displayed in the **SELECTED EVENT** field, click **NEXT**.

| Available Events (click to select an event) | Selected Event |
|--|------------------------------------|
| Complaint | Petition for Writ of Habeas Corpus |
| 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 | |

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.

The screenshot shows a web interface for selecting a party. On the left, a 'Pick Party' window is open, displaying a list of parties: 'Jane Doe pet' and 'John Doe res'. 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 columns of options: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' column has a dropdown menu with 'Doe. Jane [pet]' and 'Doe. John [res]' selected. The 'Select a Group:' column has four radio button options: 'No Group' (selected), 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom of the right panel 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

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 for Writ of Habeas Corpus. No attachments are required when filing this type of case.

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.

