

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

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## UPLOADING DOCUMENTS

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# DOCKETING THE LEAD EVENT

When docketing your lead event, you will be asked to upload your initiating document and its attachments. Before proceeding. . .

## **REMEMBER**

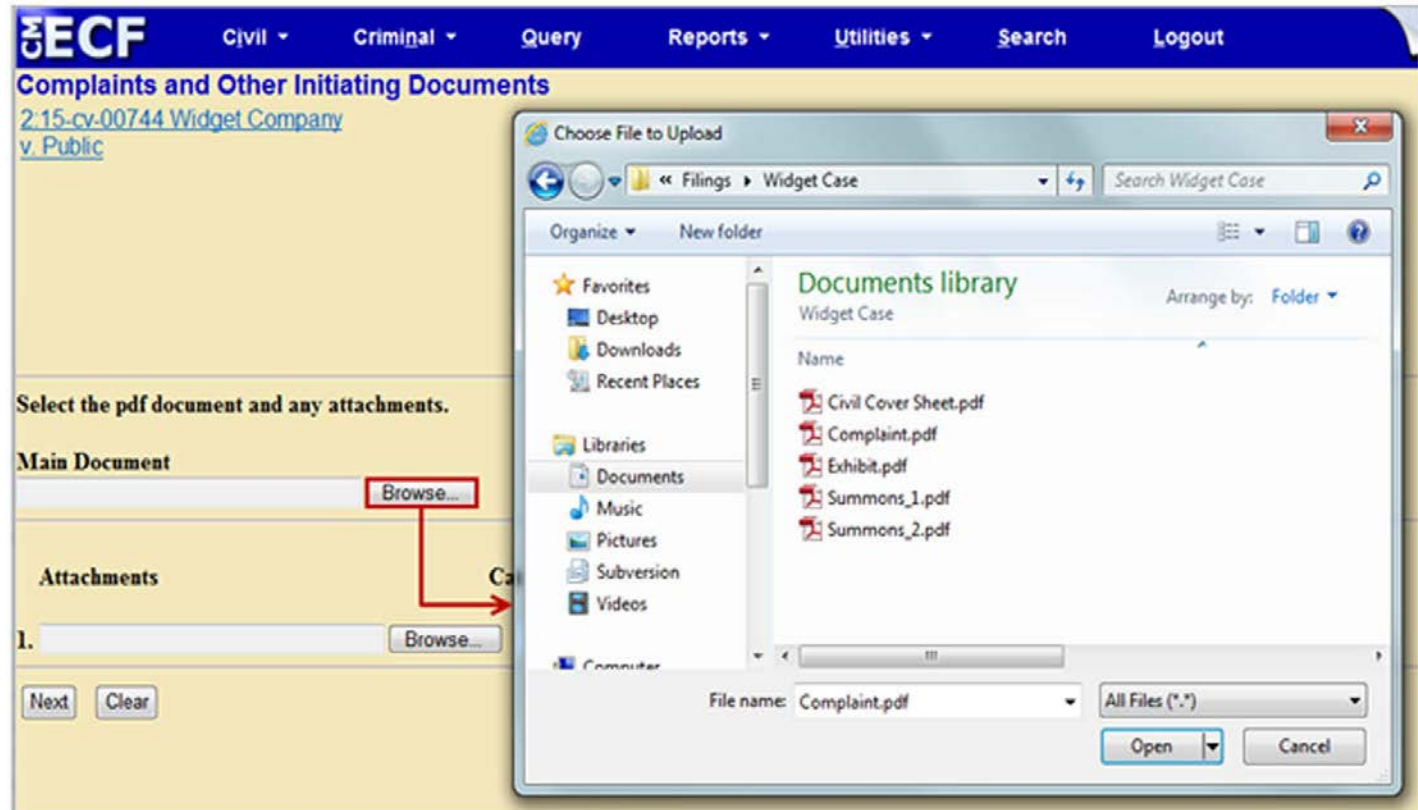
- ✓ All documents must be properly redacted pursuant to our Local Rules
- ✓ Documents should be easily accessible for the uploading process
- ✓ Each document must be converted to PDF and be under 35MB in size



# MAIN DOCUMENT

Starting with the **MAIN DOCUMENT**, click **BROWSE**.

This will launch the file upload window, which allows you to locate the file on your computer.



## NOTE

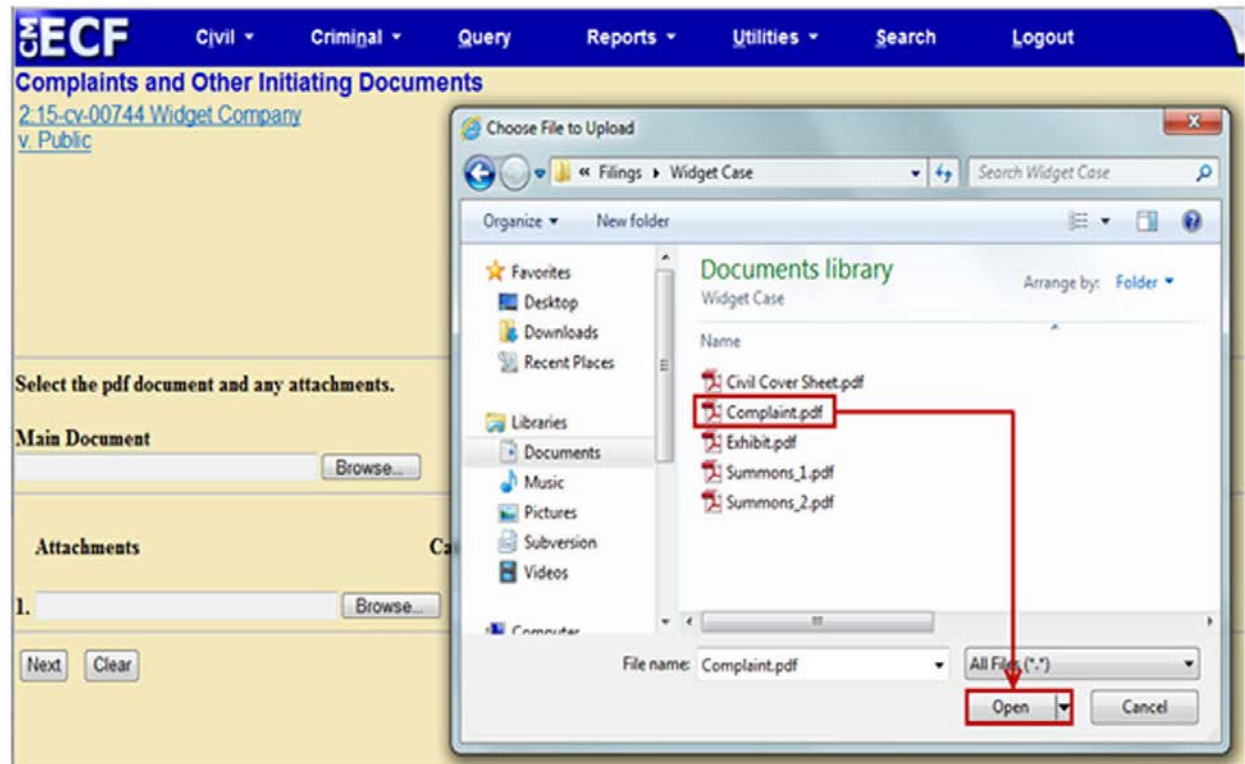
The file upload window may look different depending on your operating system and Internet browser.



# MAIN DOCUMENT

Navigate to the appropriate directory on your computer and find the file you wish to upload.

Once you have located the correct document for your case, highlight the file and click **OPEN** (or simply double-click the file).



The name of your document will now appear in the **MAIN DOCUMENT** field.

**Main Document**

uments\Filings\WidgetCase\Complaint.pdf



# ATTACHMENTS

Next, you will add all applicable **ATTACHMENTS**. Locate and add each attachment in the same manner as the Main Document.

You are also required to describe each attachment using one of the options in the **CATEGORY** dropdown menu or by entering a description in the text box.

Attachments	Category	Description	
1. \Filings\WidgetCase\Civil Cover Sheet.pdf <input type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Remove"/>
2. <input type="text" value=""/> <input type="button" value="Browse..."/>	Application for Court-Appointed Counsel Certificate of Service Citation <b>Civil Cover Sheet</b> Complaint Exhibit Proposed Acceptance of Plea Proposed Order Proposed 1983 Prisoner Civil Rights Complaint Proposed 2241 Petition for Writ Of Habeas Corpus Proposed 2254 Petition for Writ Of Habeas Corpus Report on Copyrights (AO Form 121)	<input type="text" value=""/>	<input type="text" value=""/>

## NOTE

Two **ATTACHMENT** lines are displayed as default; however, more lines will be displayed as you add each attachment.



# FILING A SUMMONS

If you are requesting a summons to be issued by the Court, download and save the summons form found on the Court's website. Use this fill-able form each time you post a summons to the court docket.

## REMEMBER

- ✓ Each summons must be filed as a separate attachment
- ✓ Summonses will be issued electronically by the court the following day
- ✓ You will receive a Notice of Electronic Filing (NEF) of the issued summons when the Clerk's Office enters it on the docket
- ✓ Use the NEF hyperlink to retrieve the issued summons to effect service of process

Locate and add each summons in the same manner as all other attachments. Select **SUMMONS** from the **CATEGORY** dropdown menu. If desired, you may also add a description in the text box.

Attachments	Category	Description
1. \Filings\WidgetCase\Civil Cover Sheet.pdf <input type="button" value="Browse..."/>	Civil Cover Sheet	
2. ents\Filings\WidgetCase\Summons_1.pdf <input type="button" value="Browse..."/>	Summons	Smith

