

LOG INTO CM/ECF

Authentication

Login:

Password:

client code:

Log into CM/ECF with your CM/ECF login and password.



Click on Civil

OPEN A NEW CIVIL CASE - GETTING STARTED



Click on Open a civil case

Open a Civil Case

Office Case type Case number

Date filed 5/27/2011

Lead case number

Association type

Other court name

Other court number

Related cases

The Open a Civil Case screen appears and displays initial case filing information.

Select the office name by clicking the pull down arrow

You must select the correct office based on the county you are filing your new civil case under. The office selections are Buffalo and Rochester. If you are unsure of your office selection, please refer to our attorney checklist located on our web site.

The Case type field is set to default at **cv** which represents a civil case.

Do not select any of the other options on this screen unless you are filing a Notice of Removal. For a removal case, you will enter the name of the county court in the **Other court name** field and the county case number in the **Other court number** field.

Click the **[Next]** button.

ENTER THE CIVIL COVER SHEET INFORMATION

Open a Civil Case

Jurisdiction

Cause of action Filter:

Nature of suit Filter:

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand Class action Demand (\$000)

Arbitration code County

Fee status Fee date Date transfer

A new screen appears and displays multiple fields for entry of information found on the civil cover sheet (JS-44)

Select from the options displayed from the pull down arrows or fill in the necessary fields.

In addition from choosing options from the drop down arrows, you must select from the drop down boxes the:

- jury demand
- whether the case is a class action
- the county you are filing the case under
- the fee status. This field defaults to paid, but you should select wv (waived_ or pend (if pending) if applicable
- You should also enter your demand dollar amount.

After entering all information, click the **[Next]** button.

The system will verify the accuracy of combinations entered on this screen. For example, if an invalid nature of Suit and Jurisdiction combination is selected, a screen will appear stating:

Invalid Nature of Suit/Jurisdiction combination [440/4]. Valid Jurisdiction code(s) for Nature of Suit [440] are [1,2,3]

If you receive this error message, click **[OK]** and select valid combinations as suggested.

ADD PARTY NAMES

The next screen is the participant entry screen where you enter all parties to the case. The participant entry screen is split into two sides. The right side is used for searching/creating parties and the left side displays what parties have been added to the case.

Open a Civil Case

Add New Party

Create Case

Collapse All

Search for a party

Last / Business Name

First Name

Middle Name

Search

Before adding a party, you should first search to see if the party has already been entered into the CM/ECF party data base.

Note: Standard Party Guidelines for the entry of party names can be located on our web site.

In the Last/Business Name field, enter the first few letters of the last name of the individual, or the business name of the party you wish to add. Click **[Search]**. After you click the search button, the system will look for any matches to your party name entry.

If the correct party name is found, click **Select Party**.
 If the correct party name is not found, click **Create New Party**.

The party information screen expands to allow the entry of more information

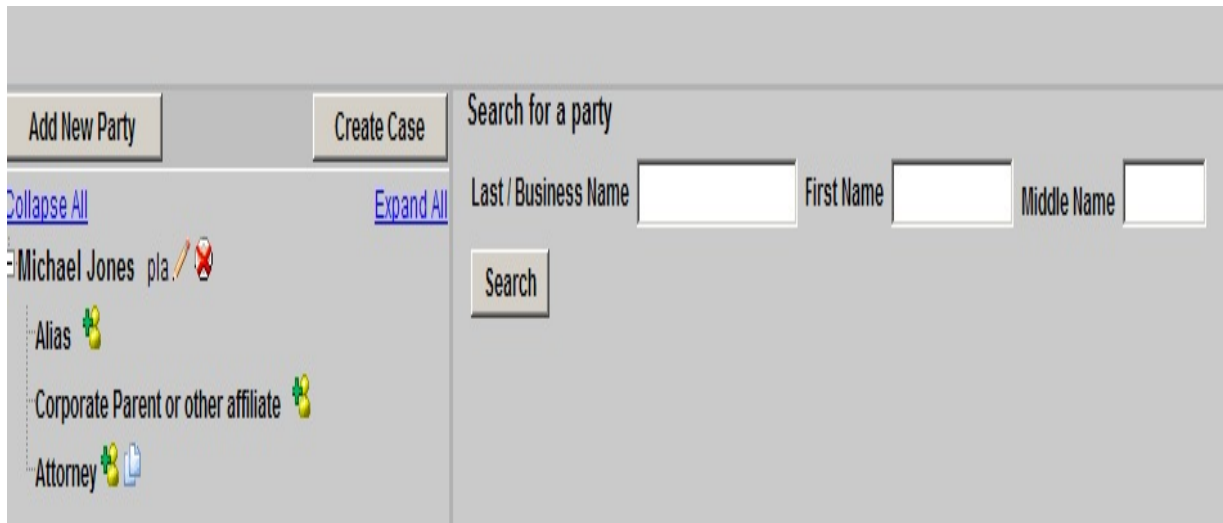
When entering a company name, the entire name is entered in the Last Name field.

The court prefers that you not enter addresses for parties.
 Please remember to select the proper role (plaintiff, defendant, etc.) from the drop down list.

The Party text field is used to enter additional descriptive information that does not belong in the Last/First Name fields. For example, if a company name is added, the party text might be “A New York corporation.”

After entering all necessary party information, click **[Add Party]**.

The party name will appear on the left side of the screen. All participants (parties, aliases, attorneys and corporate parents) that are added to the case are displayed in a tree with icons to edit, add and delete participants.

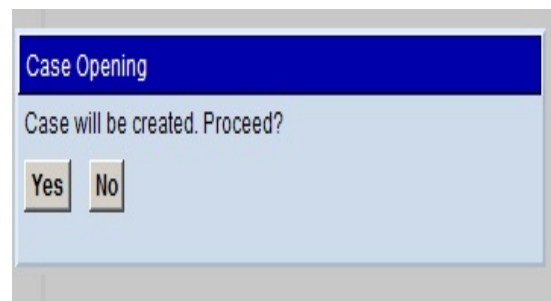


Continue searching for/adding all parties to the case. To add an **alias or corporate parent** to the party in the case, simply click the + sign next to the Alias or Corporate Parent icon in the case participant tree. Please note that attorneys cannot add other attorneys to a case.

Once all participants have been added, click the **[Create Case]** button near the top on the left half of the screen.

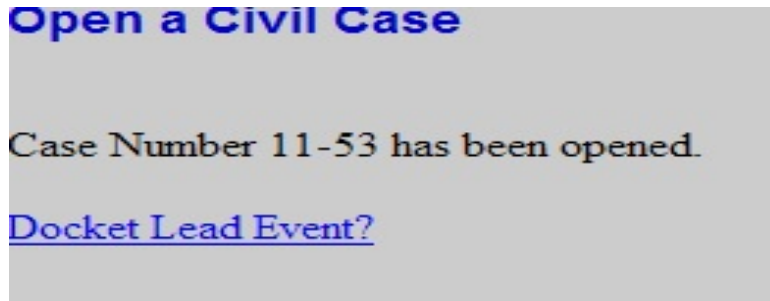


The following message will appear. Always click **[Yes]** to continue with case opening (even if errors have occurred. The Clerks Office will assist in correcting the case)



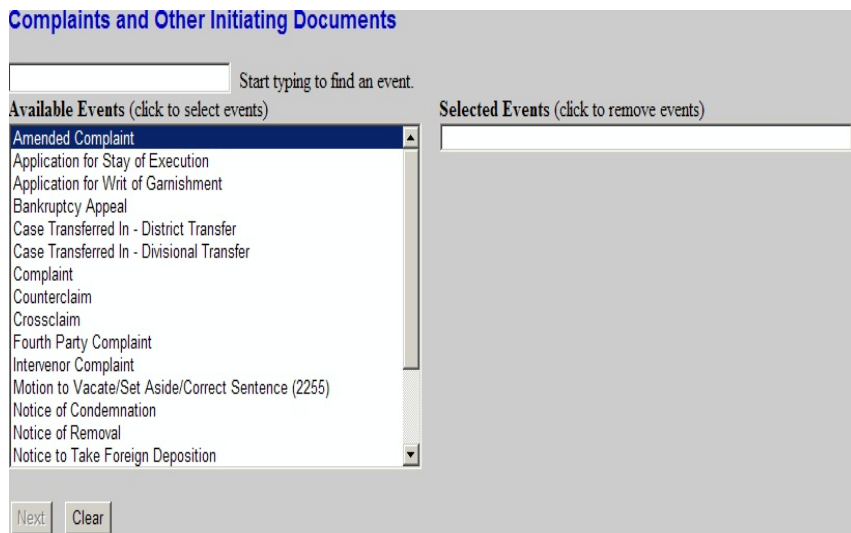
IMPORTANT NOTE: The case number has been assigned at this point, but it will not be displayed until **after** you select which initiating document will be filed. If you start over again, you will be assigning two case numbers to your actions.

The screen below will appear:



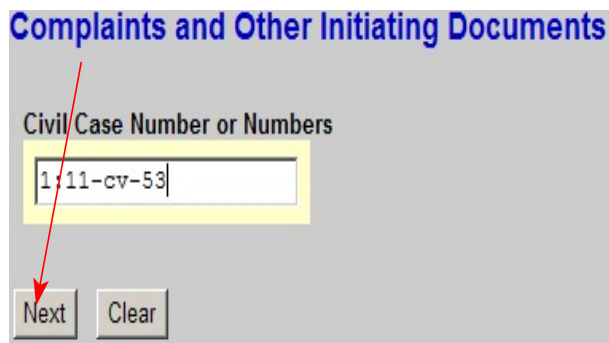
Click on
Docket Lead Event

FILE THE INITIATING DOCUMENT/PLEADING



Highlight the name of the document you are filing from the drop down box.

Click the **[Next]** button



The assigned case number appears in the Case Number box.

Click the **[Next]** button

Complaints and Other Initiating Documents

[1:11-cv-00053 Jones v. Doe](#)

Click the **[Next]** button

Complaints and Other Initiating Documents

[1:11-cv-00053 Jones v. Doe](#)

John Doe dft
Michael Jones pla

Select the filer.

Select the Party:

Doe, John [dft]
Jones, Michael [pla]

Highlight the party filing the opening document (if there is more than one party filer, click the names while pressing down the Control key)

Click the **[Next]** button

Complaints and Other Initiating Documents

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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*.

Michael Jones (pty:pla) represented by Zazu McCarthy (aty) Lead Notice

This screen is creating an association with you and the party you are filing the document for. This association will cause your name to be added to the docket as representing the party you are filing on behalf of. **Do not** remove the ✓.

Click the **[Next]** button

Complaints and Other Initiating Documents
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Pick Party

Please select the party that this filing is against.

Select the Party: OR Select a Group:

No Group
 All Defendants
 All Plaintiffs
 All Parties

Highlight the party that this filing is against. (If there is more than one defendant, you would click the names while pressing down the Control key or you may click on the radio button next to All Defendants)

Click the **[Next]** button

IMPORTANT NOTE: Please upload the civil cover sheet and summons as separate attachments to the complaint along with exhibits and US Marshal forms if applicable.

Complaints and Other Initiating Documents
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Select the pdf document and any attachments.

Main Document
 C:\Documents and Settings\JMcCarMy C Browse...

Attachments	Category	Description
1. C:\Documents and Settings\JMcCarMy C Browse...	Civil Cover Sheet	<input type="text"/> Remove
2. C:\Documents and Settings\JMcCarMy C Browse...		Summons Remove
3. <input type="text"/> Browse...		<input type="text"/>

In the Main Document sections, click **[Browse]** to find the PDF document on your computer. Clicking the **[Browse]** button takes you to your local hard drive or network server.

To avoid the chance of erroneously uploading the wrong document, filers are strongly encouraged to use the **[Browse]** button to locate the file and then right click on the file name and select Open with Acrobat. This will open the PDF and allow you to confirm it is the correct document before filing.

Once you have found the correct main document (complaint, notice of removal, etc.), you can begin uploading the attachments (civil cover sheet, summons, exhibits, etc.) When filing a complaint with no exhibits, your screen should appear as above with your civil cover sheet as the first attachment and your summons as the second attachment.

If filing your complaint *in forma pauperis*, do not attach the motion/application to proceed in forma pauperis to the complaint. You must file it as a separate document using the appropriate motion event.

The corporate disclosure statement should also be filed as a separate entry and should not be uploaded as an attachment to the complaint.

PAYMENT OF THE FILING FEE

Complaints and Other Initiating Documents

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Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this application filed on behalf of the USA?

- Yes
 No

If filing informa paupers or if exempt from the filing fee, answer **Y** to the question. This screen always defaults to **N**.

Filers answering Y will bypass all payment screens and will be taken to the final docket text screen to complete the filing.

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Fee: \$350

Filers answering **N** will see this screen.

Click the **[Next]** button

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *





Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

The filer cannot continue without paying the filing fee by credit card. Fill in the required information. Fields with a red asterisk are required.

Click **[Continue with Plastic Card Payment]** button.

****Please do not hit the back button once you have filled in credit card information. Doing so may result in duplicate charges. Complete the transaction and contact the Clerks Office for assistance.**

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Zazu McCarthy Billing Address: PO 222 Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Discover Card Number: *****9019	Payment Amount: \$350.00 Transaction Date 05/27/2011 12:43 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button; this may lead to incomplete data being transmitted.

Enter your email address if you wish to have confirmation sent to you upon completion of the transaction.

Check the box authorizing a charge to your credit card.

Finish the payment transaction by clicking **[Submit Payment]** button.

COMPLETING THE FILING AND CASE OPENING PROCESS

After payment has been processed, or after indicating IFP or exempt status, you will be taken to the final docket text screen.

Complaints and Other Initiating Documents

[1:11-cv-00053 Jones v. Doe](#)

Docket Text: Modify as Appropriate.

COMPLAINT against John Doe (Filing fee \$ 350 receipt number 0209-13867.), filed by Michael Jones. (Attachments: # (1) Civil Cover Sheet, # (2) Summons) (McCarthy, Zazu)

Next

Clear

Enter any additional language in the text box, if appropriate. Pay.gov generates the receipt number appearing in the docket text.

Click the **[Next]** button

Complaints and Other Initiating Documents

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Docket Text: Final Text

COMPLAINT against John Doe (Filing fee \$ 350 receipt number 0209-13867.), filed by Michael Jones. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(McCarthy, Zazu)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

C:\Documents and Settings\JMcCar\My Documents\11.pdf pages: 1

C:\Documents and Settings\JMcCar\My Documents\12.pdf pages: 1

C:\Documents and Settings\JMcCar\My Documents\13.pdf pages: 2

Next

Clear

CM/ECF presents the final version of the docket text.

Click the **[Next]** button to complete the filing.

CM/ECF issues a receipt confirming the filing of the document.

Complaints and Other Initiating Documents
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U.S. DISTRICT COURT
U.S. District Court, Western District of New York [TEST]

Notice of Electronic Filing

The following transaction was entered by McCarthy, Zazu on 5/27/2011 at 1:00 PM EDT and filed on 5/27/2011

Case Name: Jones v. Doe
Case Number: [1:11-cv-00053-RJA](#)
Filer: Michael Jones
Document Number: [1](#)
Judge(s) Assigned: Richard J. Arcara (presiding)

Docket Text:
COMPLAINT against John Doe (Filing fee \$ 350 receipt number 0209-13867.), filed by Michael Jones. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(McCarthy, Zazu)

1:11-cv-00053-RJA Notice has been electronically mailed to:

Zazu McCarthy jeanmarie_mccarthy@nywd.uscourts.gov

1:11-cv-00053-RJA Notice has been delivered by other means to:

The following document(s) are associated with this transaction:

If applicable, file additional documents with the appropriate events.

Examples: Motion to proceed in forma pauperis, Corporate Disclosure Statement, etc.

ASSIGNMENT OF JUDGE/ISSUANCE OF SUMMONS
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Clerk's Office staff will receive electronic notification of the filing and will assign a Judge. An electronic notice will be issued to counsel notifying them of the judge assigned to the case.

Clerk's Office staff will issue the summons and return them to the attorney electronically.

REMINDER - to print electronically issued summons, the Adobe print settings should be set to "Documents and Stamps."