



United States District Court
Southern District of Illinois

Attorney Civil Case Opening Instructions

Effective: February 2, 2015

Attorney Civil Case Opening Instructions

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I. Introduction

Attorneys must file new civil cases electronically, initiated with a complaint, a notice of removal, a petition for writ of habeas corpus, or a petition to quash IRS summons. All documents filed must comply with the requirements of the Federal Rules of Civil Procedure and the Local and ECF Filing Rules for the Southern District of Illinois. Please refer to the ECF User Manual for filing questions and requirements.

Qui Tam (false claims) cases and applications for stay of execution are NOT to be opened via CM/ECF. Please contact the clerk's office to file these cases.

If you realize you have made a mistake and it is during business hours, do not proceed further. Contact the clerk's office for assistance. If you have made a mistake during the case opening process and it is outside of business hours, please continue to docket the lead event to maintain/preserve the file date, and send an e-mail to Intake@ilsd.uscourts.gov explaining the circumstances. A representative will respond during business hours.

- East St. Louis (618) 482-9371
- Benton (618) 439-7760

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II. Case Opening Screen

Begin by logging into CM/ECF at: <https://ecf.ilsd.uscourts.gov>

Select *Civil* from the blue menu bar. Under *Open a Case*, select *Civil Case (Attorney)*.



The following screen will appear:



Please review the "ATTENTION" and additional information.

Select *Next* to proceed to the next screen.

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Complete the fields on this screen using the guidelines provided in the table below.

Open a Civil Case

Office Case type

Date filed: 12/19/2014

Lead case number

Association type

Other court name

Other court number

JPML number

Related cases

Office:	Leave default (East St. Louis)
Case type:	Select the appropriate <i>Case type</i> . cv = regular civil case px = Pradaxa multi-district litigation yz = Yaz multi-district litigation
Lead case number:	It is not necessary to populate this field unless you are filing a member case to a multi-district litigation. If filing a case related to the Yaz or Pradaxa multi-district litigations, enter the lead case number as appropriate. Yaz – 09-2100; Pradaxa – 12-2385. Select <i>Find This Case</i> to proceed.
Association type:	consolidated = regular civil case filing Multi-District Litigation = Yaz and Pradaxa related cases
Other court name:	If filing a notice of removal, enter the state court name from which the complaint originated.
Other court number:	If filing a notice of removal, enter the state court case number from the state court complaint.
JPML number:	If filing a case related to the Yaz or Pradaxa multi-district litigations, enter the last four digits of the lead case. Yaz - 2100; Pradaxa – 2385.
Related cases:	Leave default, no selection

Select *Next* to proceed to the next screen.

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III. Entering Civil Case Statistical Information

Complete the fields on this screen using the guidelines provided in the table below.

The screenshot shows the 'Open Civil Case' form in the ECF system. The form includes the following fields and values:

- Jurisdiction:** 3 (Federal Question)
- Cause of action:** [Empty] Filter: [Empty] Clear filter
- Nature of suit:** 0 (zero) Filter: [Empty] Clear filter
- Origin:** 1 (Original Proceeding)
- Citizenship plaintiff:** [Empty]
- Citizenship defendant:** [Empty]
- Jury demand:** n (None)
- Class action:** n (No Class Action Alleged)
- Demand (\$000):** [Empty]
- Arbitration code:** [Empty]
- County:** Adams
- Fee status:** pd (paid)
- Fee date:** 11/8/2014
- Date transfer:** [Empty]

Buttons: Next, Clear

Jurisdiction:

- 1 (U.S. Government Plaintiff)
- 2 (U.S. Government Defendant)
- 3 (Federal Question) default
- 4 (Diversity) must enter citizenship of parties for diversity case
- 5 (Local Question) court use only

Cause of action: Select the U.S. civil statute under which you are filing, as cited in the initiating document. You may use the *Filter* option by typing the digits of the statute, which will populate the field and allow use of the drop down for proper selection.

Nature of suit: Select the primary nature of suit from the drop down list (refer to the [Civil Cover Sheet](#) for guidance). You may use the *Filter* option by typing the digits of the statute, which will populate the field and allow use of the drop down for proper selection.

Origin:

- 1 (Original Proceeding) used when filing an original complaint
- 2 (Removal from State Court) used when filing a notice of removal

All other codes are for court use only

Citizenship: Complete these fields only if the selected jurisdiction is diversity.

Jury demand: Modify this field only if the jury demand is contained in the initiating document.

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Class action:	n = no (No Class Action Alleged) y = yes (Class Action Alleged)
Demand:	Leave blank
Arbitration code:	Leave blank
County:	County is a statistical code for the county of residence of the first listed plaintiff in all actions except United States plaintiff actions. If the United States is the plaintiff, enter the statistical code for the county of residence of the first listed defendant.
Fee status:	Leave default (paid); for United States plaintiffs, set fee status to none (no fee required); for in forma pauperis plaintiffs, set fee status to pend (IFP pending).
Fee date:	Leave default
Date transfer:	Leave blank

Select *Next* to proceed to the next screen.

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IV. Adding Parties

The left pane contains the controls to *Add New Party* and *Create Case*; this section is the participant tree. Since no participants exist for this new case, the participant tree is empty.

The right pane contains the fields to *Search for a party*. Using the court's [Instructions for Searching and Adding Parties](#), search for each party listed in the caption of your initiating document. Choose the appropriate party from the list and click *Select Party*. If the appropriate party does not appear in the list, select *Create New Party*.

The screenshot displays the 'Open Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', along with 'Collapse All' and 'Expand All' links. Below these is a participant tree showing a single entry: '3:14-cv-?????'. The right pane is titled 'Search for a party' and contains input fields for 'Last / Business Name' (Smith), 'First Name' (John), and 'Middle Name'. There is also a 'Prisoner ID' field and a 'Search' button. Below the search fields is a 'Search Results' list box containing the following entries: 'Smith, John R', 'Smith, John Paul', 'Smith, John E', 'Smith, John', 'Smith, John A', and 'Smith, John G, Jr'. At the bottom of the right pane are buttons for 'Select Party' and 'Create New Party'.

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V. Participant Screen

The *Role* field is defaulted to *Defendant* as shown below. This must be changed to the appropriate role.

If you have descriptive information for a party as reflected in the case caption, enter the description in the *Party text* field. Leave all other fields blank. Do not enter address information.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there are two buttons: "Add New Party" and "Create Case". The main content area is divided into two sections. On the left, there is a participant tree with a single entry: "3:14-cv-?????". On the right, the "Party Information" form is displayed. The form includes the following fields: Last name (Andrews), First name (Cade), Middle name, Generation, Title, Role (Defendant (dft:pty)), Pro se (No), Prisoner Id, Unit, Office, Address 1, Address 2, Address 3, City, State, Zip, Country, Prison, Phone, Fax, E-mail, Party text, Start date (12/21/2014), End date, Corporation (no), and Notice (yes). There is also a checkbox for "Show this address on the docket sheet" and an "Add Party" button at the bottom.

Select *Add Party*. When the *Add Party* feature is selected on the *Party Information* screen, the party will be added to the participant tree on the left side of the screen.

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The screenshot shows the ECF system interface for opening a civil case. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Open a Civil Case'. Below this, there are buttons for 'Add New Party' and 'Create Case'. The interface is divided into two panes. The left pane displays a tree view of parties for a case identified as '3:14-cv-?????'. It lists two main parties: 'Cade Andrews' (plaintiff) and 'Nordstrom' (defendant). Each party has sub-entries for 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The right pane is titled 'Search for a party' and contains three input fields: 'Last / Business Name', 'First Name', and 'Middle Name', along with a 'Search' button.

The right pane of the screen returns to *Search for a party*. Continue to add all parties as they appear in the caption of your initiating document.

IMPORTANT: Social Security Cases – Enter the parties as they are captioned in the initiating document. The defendant in a social security case is ALWAYS added as “Commissioner of Social Security”. In addition, enter the party “SSAOGC” as an *Interested Party*. This will enable the Social Security Administration General Counsel’s Office and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

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VI. Functional Icons

Once all parties are added to the participant tree, please review the information for accuracy. The functional icons displayed next to a participant's name allow you to make the following modifications at this point in the case opening process:

-  = Edit the party
-  = Delete the party in its entirety
-  = Add Alias, Corporate Parent, or other affiliate for the selected party

To make changes to the *Role* or *Party text* fields, click on the  icon.

To delete an inadvertently added party, click on the  icon.

To add an Alias for a party, click on the  icon.

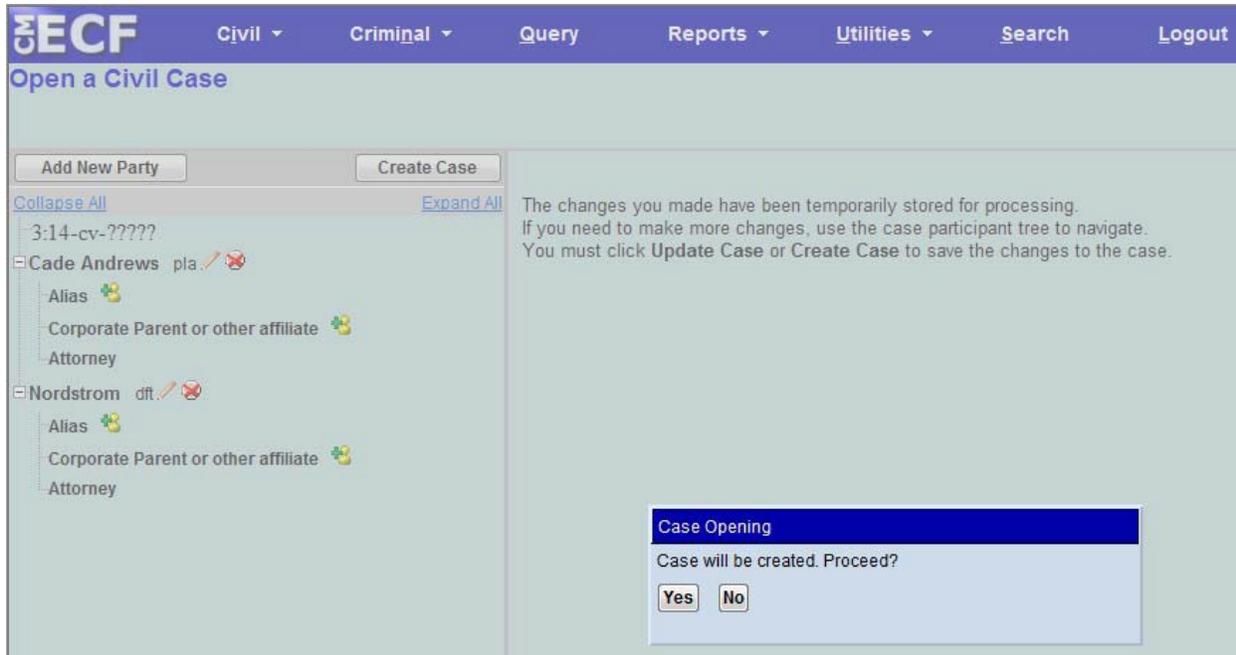
Alias Types	Translation
agent	agent of
aka	also known as
dba	doing business as
est	estate of
fdba	formerly doing business as
fka	formerly known as
gal	guardian ad litem
nee	born
nfr	next friend
nka	now known as
obo	on behalf of
other	other
rec	receiver
rpi	real party in interest
suc	successor
ta	trading as

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VII. Creating Case

Once you have verified all parties and added the necessary associations to the participant tree, click on *Create Case*.

The following message will appear:



Select *Yes*.

Notes:

If you inadvertently failed to add all applicable parties to the case, you will be given another opportunity to do so when filing the initiating document.

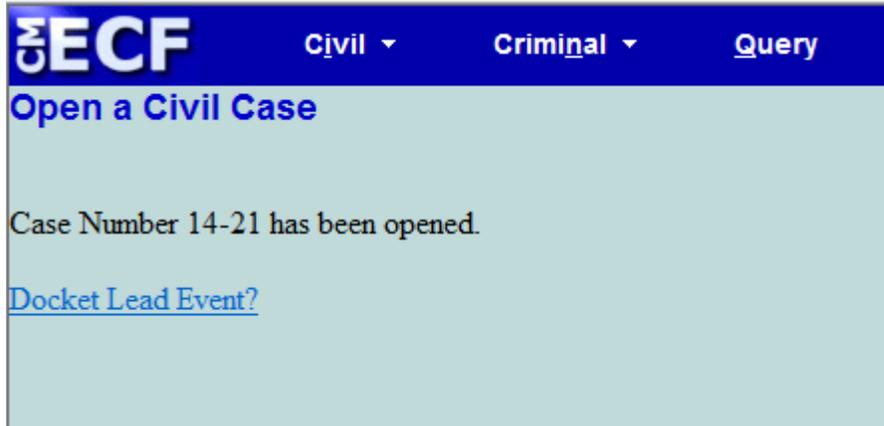
Once the case has been created, it is too late to click the back button on your browser. If you realize you made a mistake and it is during business hours, do not continue. Contact the clerk's office for assistance. If you made a mistake during the case opening process and it is outside of business hours, please continue to docket the event to maintain/preserve the file date and send an e-mail to Intake@ilsd.uscourts.gov explaining the circumstances. A representative will respond during business hours.

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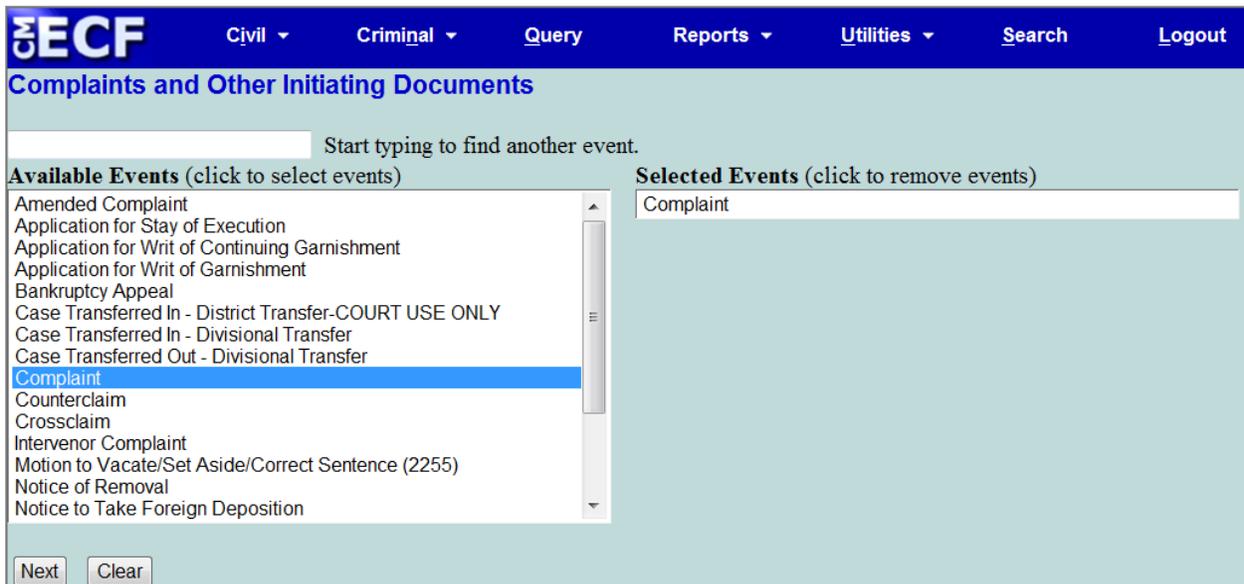
VIII. Docketing Lead Event

Place the assigned case number on your documents before filing in CM/ECF. You are now ready to begin the docketing process.

User will be prompted to docket the lead event as shown below:



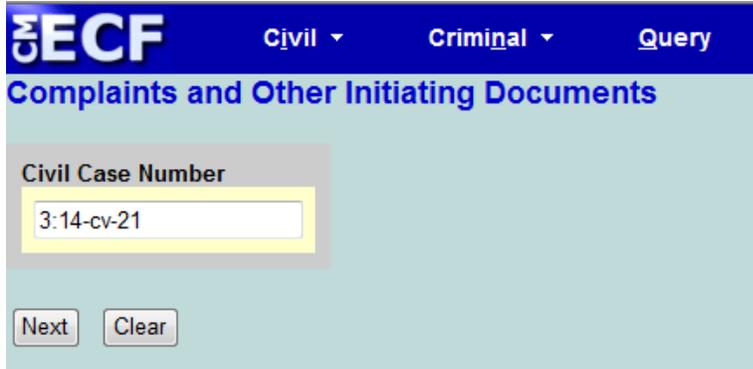
Click on the link [Docket Lead Event?](#) at this time.



Select the appropriate initiating event.

Select *Next* to proceed to the next screen.

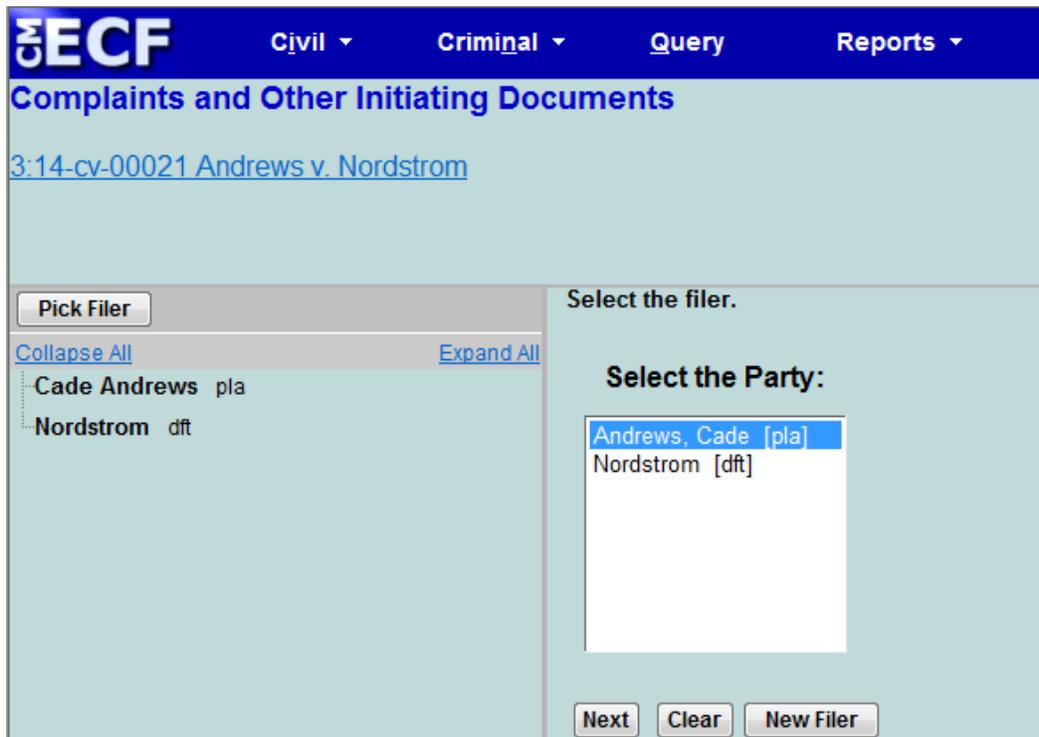
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The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and dropdown menus for 'Civil', 'Criminal', and 'Query'. Below the navigation bar, the title 'Complaints and Other Initiating Documents' is displayed. A form field labeled 'Civil Case Number' contains the text '3:14-cv-21'. Below the form field are two buttons: 'Next' and 'Clear'.

Verify that the populated case number corresponds with the number placed on your initiating documents.

Select *Next* to proceed to the next screen.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and dropdown menus for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the navigation bar, the title 'Complaints and Other Initiating Documents' is displayed. The case number '3:14-cv-00021 Andrews v. Nordstrom' is shown. A 'Pick Filer' button is present. Below it, there is a list of filers: 'Cade Andrews pla' and 'Nordstrom dft'. To the right, there is a 'Select the Party:' dropdown menu with two options: 'Andrews, Cade [pla]' and 'Nordstrom [dft]'. At the bottom, there are three buttons: 'Next', 'Clear', and 'New Filer'.

Select the appropriate filer of the initiating document.

Note: If you inadvertently failed to add a filer during the *Adding Parties* instruction, you may do so here by selecting *New Filer* and adding the additional party. The new party will then appear in the participant tree and in the *Select the Party* list.

Select *Next* to proceed to the next screen.

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The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo on the left and four menu items: 'Civil', 'Criminal', 'Query', and 'Reports', each with a downward arrow. Below the navigation bar, the page title is 'Complaints and Other Initiating Documents' in blue. Underneath, the case number and name are displayed: '3:14-cv-00021 Andrews v. Nordstrom'. The main content area has a light blue background and contains the following text: '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*'. Below this text, there is a single line of input: a checked checkbox followed by the text 'Cade Andrews (pty:pla) represented by attorney15 (aty)' and an unchecked checkbox followed by the text 'Lead'. At the bottom of this section, there are two buttons: 'Next' and 'Clear'.

The check box shown to the left of the party filer's name is auto populated to associate your appearance with the party. Please do not uncheck this box.

Select *Next* to proceed to the next screen.

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The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below this is the title "Complaints and Other Initiating Documents" and the case number "3:14-cv-00021 Andrews v. Nordstrom".

The main area is divided into two sections. On the left, there is a "Pick Party" section with a "Collapse All" and "Expand All" link. Below these links is a tree view showing the parties: "Cade Andrews pla" and "Nordstrom dft".

On the right, there is a section titled "Please select the party that this filing is against." Below this title are two options: "Select the Party:" and "Select a Group:". Under "Select the Party:" is a dropdown menu with "Andrews, Cade [pla]" and "Nordstrom [dft]" as options. Under "Select a Group:" are three radio buttons: "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties".

At the bottom of the right section are three buttons: "Next", "Clear", and "New Party".

Select the appropriate party that this filing is against. If you are filing a notice of removal, this filing is against the plaintiff. You may select the *All Defendants* radio button or, for notices of removal, the *All Plaintiffs* radio button.

Note: If you inadvertently failed to add a party that this filing is against during the *Adding Parties* instruction, you may do so here by selecting *New Filer* and adding the additional party. The new party will then appear in the participant tree and in the *Select the Party* list.

Select *Next* to proceed to the next screen.

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ECF Civil Criminal Query Reports Utilities Search

Complaints and Other Initiating Documents

[3:14-cv-00021 Andrews v. Nordstrom](#)

Select the pdf document and any attachments.

Main Document
C:\Users\lobucina\Desktop\Complaint.pdf

Attachments	Category	Description
1. C:\Users\lobucina\Desktop\Civil Cover She <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="button" value="Remove"/>
2. C:\Users\lobucina\Desktop\Summons.pdf <input type="button" value="Browse..."/>	Summons	<input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>		

Under *Main Document*, click *Browse* to search for your PDF document. Right click and open the document to verify the file, click *Open* to upload, and proceed to add any attachments.

If filing a notice of removal, upload the state court complaint under *Attachments* and select the appropriate *Category* from the drop down menu. The following screen will prompt for entry of the *Name of other court* and *Case number in other court*. Enter the court information as referenced on the state court complaint.

Under *Attachments*, upload your civil cover sheet and select the appropriate *Category* from the drop down menu.

If summons is requested at the time of case filing, upload the proposed summons completed in its entirety, and select the appropriate *Category* from the drop down menu.

When you are finished adding all attachments, select *Next* to proceed to the next screen.

IX. Filing Fee Information

ECF Civil Criminal Query Reports

Complaints and Other Initiating Documents
[3:14-cv-00021 Andrews v. Nordstrom](#)

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

or

Is this application filed on behalf of the USA?

or

Has the filing fee for this complaint already been paid?

Yes
 No

Next Clear

Select *Yes* or *No* according to the specifics of the case filing.

Selecting *Yes* on this screen will bypass the payment information screens. Skip to section XII. Completing Your Transaction.

Selecting *No* on this screen will prompt payment information screens as shown below:

ECF Civil Criminal Query

Complaints and Other Initiating Documents
[3:14-cv-00021 Andrews v. Nordstrom](#)

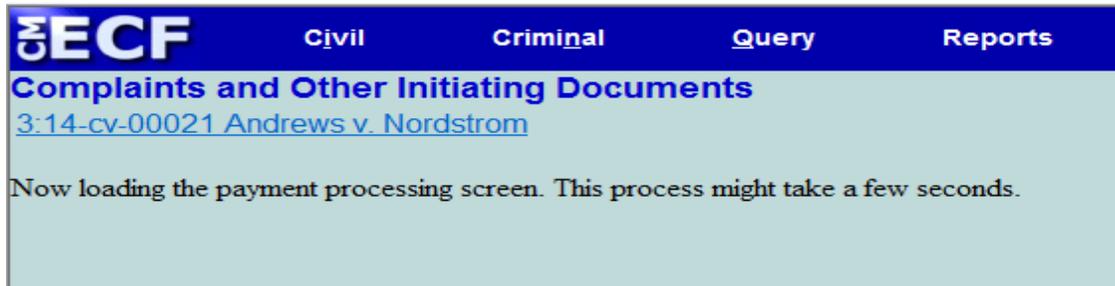
Fee: \$400

Next Clear

After reviewing the fee due amount, select *Next* to proceed to the payment screen.

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The following message will appear:



After paying the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

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X. Entering Payment Information

The following screen is the first of two screens in the Pay.gov process. Note that all fields marked with an asterisk are required to be completed.

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: attorney15 *

Payment Amount: \$400.00

Billing Address: *

Billing Address 2:

City:

State / Province: -----

Zip / Postal Code:

Country: United States

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.

- This is a secure site administered by Pay.gov.
- The account holder does not need to be the same as the attorney filer. For example, the credit card being used could be that of the law firm. Enter the account holder name as it appears on the credit card.
- Following payment of the filing fee, you MUST continue with the docket transaction until its completion. Failure to continue will result in the credit card being charged, with no record of your entry on the docket.

Select *Continue with Plastic Card Payment*.

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XI. Authorizing Payment Information

The final payment screen provides the filer with an opportunity to authorize the payment.

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: attorney15 150 Hickory Billing Address: Lane Billing Address 2: City: East St Louis State / Province: IL Zip / Postal Code: 62201 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$400.00 Transaction Date and Time: 12/21/2014 14:45 EST

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 and pages being loaded incorrectly. Please use the links provided whenever possible.

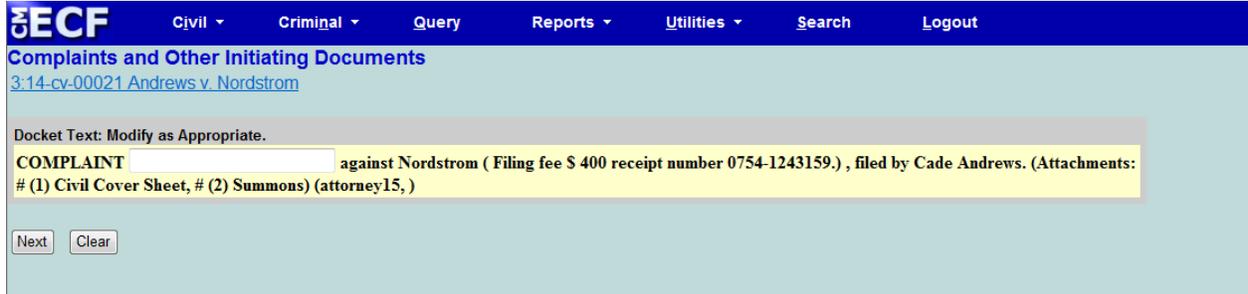
- The only required field on this screen is the *Authorization and Disclosure* check box. If you fail to check the box, the transaction will not be completed and Pay.gov will return to this screen until the authorization is marked.
- The e-mail confirmation receipt does not need to be the same e-mail address as the attorney filer. For example, the user may request the credit card receipt to be e-mailed to his/her finance office. The *Email Confirmation Receipt* field is not a required field. If it is left blank, no e-mail receipt will be generated from Pay.gov.

Select *Submit Payment*.

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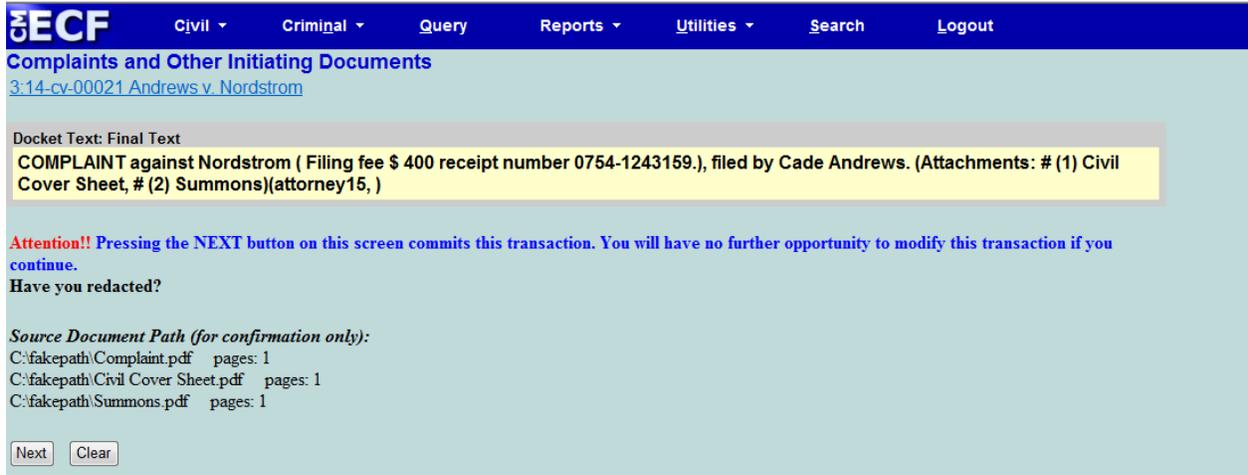
XII. Completing Your Transaction

The following screen will appear:



The screenshot shows the ECF system interface. At the top is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title 'Complaints and Other Initiating Documents' and the case number '3:14-cv-00021 Andrews v. Nordstrom'. The main content area displays 'Docket Text: Modify as Appropriate.' followed by a yellow highlighted box containing the text: 'COMPLAINT [redacted] against Nordstrom (Filing fee \$ 400 receipt number 0754-1243159.), filed by Cade Andrews. (Attachments: # (1) Civil Cover Sheet, # (2) Summons) (attorney15,)'. At the bottom of the highlighted box are two buttons: 'Next' and 'Clear'.

It is not necessary to add any additional text. Select *Next* to proceed to the next screen.



The screenshot shows the ECF system interface. At the top is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title 'Complaints and Other Initiating Documents' and the case number '3:14-cv-00021 Andrews v. Nordstrom'. The main content area displays 'Docket Text: Final Text' followed by a yellow highlighted box containing the text: 'COMPLAINT against Nordstrom (Filing fee \$ 400 receipt number 0754-1243159.), filed by Cade Andrews. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(attorney15,)'. Below the highlighted box is a red warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' followed by the question 'Have you redacted?'. Below that is the text 'Source Document Path (for confirmation only):' followed by three lines of file paths: 'C:\fakepath\Complaint.pdf pages: 1', 'C:\fakepath\Civil Cover Sheet.pdf pages: 1', and 'C:\fakepath\Summons.pdf pages: 1'. At the bottom of the page are two buttons: 'Next' and 'Clear'.

Review the docket text and attached documents in the final screen.

Select *Next* to finalize the transaction.

If you notice an issue with the filing, proceed by selecting *Next* and contact the clerk's office at 618-482-9371 or 618-439-7760 for assistance.

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The following Notice of Electronic Filing is generated.

The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" with a link to "3:14-cv-00021 Andrews v. Nordstrom". The court information is "U.S. District Court Southern District of Illinois". The main heading is "Notice of Electronic Filing". The text states: "The following transaction was entered by attorney15, on 12/21/2014 at 1:54 PM CST and filed on 12/21/2014". Case details include: Case Name: Andrews v. Nordstrom; Case Number: 3:14-cv-00021; Filer: Cade Andrews; Document Number: 1; Judge(s) Assigned: None (please contact the court). The Docket Text reads: "COMPLAINT against Nordstrom (Filing fee \$ 400 receipt number 0754-1243159.), filed by Cade Andrews. (Attachments: # (1) Civil Cover Sheet, # (2) Summons) (attorney15,)". Below this, it states: "3:14-cv-00021 Notice has been electronically mailed to:" and "3:14-cv-00021 Notice has been delivered by other means to:" followed by "attorney15" and "Christa Obucina". The final section lists associated documents: "The following document(s) are associated with this transaction:" with two entries: "Document description: Main Document" and "Document description: Civil Cover Sheet", both with "Original filename: n/a" and "Electronic document Stamp" containing a long alphanumeric string.

Judge Assignment and Summons Request

The filing attorney will receive an e-mail notification of the judge assignment from the clerk's office within one business day. Any requested summonses will be issued after the judge assignment. Issued summons will be mailed to the requesting attorney for service. If a motion to proceed in forma pauperis has been filed, the summons will not be issued until the motion is granted.