

# CM/ECF Electronic New Civil Case Opening

A Guide to Filing New Cases Electronically for Attorneys and Law Firm Staff



United States District Court, Southern District of Florida  
April 2, 2010

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# I. Attorney Checklist

## Before Opening a New Civil Case:

- Read all instructions on the CM/ECF Electronic New Civil Case Opening Guide.**
- Prepare the following documents (if applicable) to file and convert to PDF format:**
  - Initiating Document (i.e. Complaint, Notice of Removal, etc.)
  - Civil Cover Sheet (JS-44)
  - Summons(es) or Motion to Proceed In Forma Pauperis (IFP)
- Have all payment information readily available.** Payment by credit card or bank account debit are the only acceptable methods of payment for remote case filing. The payment information is not required if you are filing a motion to proceed in forma pauperis (IFP) or representing the USA.

## Opening a New Civil Case:

- Enter all necessary information on CM/ECF screens.**
  - Enter all the statistical information.
  - Enter all the parties in the exact order they are listed on the complaint.
  - Do not enter any address information.
  - Modify the party role type to the correct role (defaults to defendant).
- Docket the lead event.**
  - Select the appropriate lead event and attach the signed initiating document.
  - Attach the completed and signed civil cover sheet as a separate attachment and describe it properly.
  - Attach any supporting documentation as a separate attachment (i.e. exhibits).
  - Attach any summons(es), warrant(s) of arrest in rem, or motion to proceed IFP as a separate attachment.

## Subsequent Documents:

- Proceed to file all subsequent filings upon receipt of the judge assignment notification.**

If you have any questions or need assistance during the case opening process, please contact the Help Desk at 1-888-318-2260.

## II. Attorney Electronic Civil Case Opening

### A) ELECTRONICALLY FILING NEW CASES

Effective January 1, 2010 attorneys can electronically file civil cases in CM/ECF if...

- (1) The attorney has a valid USDC Southern FL login and password.
- (2) The required filing fee is paid with a credit card or bank account debit through pay.gov;
- (3) The case is being filed in forma pauperis; or
- (4) The filing fee is waived (i.e. cases filed by the U.S. government, 2255 Cases, etc.)

### B) REQUIREMENTS TO PROCESS NEW CASES

**To successfully process the case:**

- Complete the entire process as instructed in this Case Opening Guide.
- Enter all necessary information on the CM/ECF screens.
- Docket the lead event and upload all pdf documents.
- Enter all necessary information on the pay.gov screens.
- **DO NOT click the back button** once you begin the process.
- DO NOT attempt to open the same case twice.

### C) OPEN A NEW CIVIL CASE

Click **[Civil]** on the [blue](#) menu bar at the top of the CM/ECF screen.

Select **[Civil Case - Aty]** under the *Open a Case* category.



## D) SELECT THE DIVISIONAL OFFICE & CASE TYPE

On the next screen, select the Office and Case type. The Date filed is automatically displayed on the screen and cannot be modified.

### Open a Civil Case

Office  Case type

Date filed 11/2/2009

The office is determined by:

1. the county in which the incident occurred occasioning the law suit (If not applicable, then 2)
2. the county of the residence of first listed plaintiff (If not applicable, then 3)
3. the county of residence of first listed defendant

The District is divided into five divisions:

1. **Ft. Pierce** Division: Highlands, Indian River, Martin, Okeechobee and St. Lucie Counties
2. **West Palm Beach** Division: Palm Beach County
3. **Fort Lauderdale** Division: Broward County
4. **Miami** Division: Miami-Dade County
5. **Key West** Division: Monroe County

Select the appropriate divisional office from the drop-down menu.

CECF Civil Criminal

### Open a Civil Case

Office  Case type

Date filed   
Miami  
Ft. Pierce  
Key West  
West Palm Beach

## E) AVAILABLE CASE TYPES

Select the case type from the drop-down menu according to the table below.

CECF Civil Criminal Queen

### Open a Civil Case

Office  Case type   
CV  
MC

Date filed 11/10/2009

Below is a table of available events for each case type.

| CV   | MC  |
|--|---|
| Complaint  | Application for Extradition   |
| Complaint RE: Seaman   | Application for Judicial Assistance/Letter Rogatory                               |
| Complaint for Forfeiture                                       | Application for Stay of Execution   |
| Interpleader Complaint   | Bankruptcy Motion (Complaint) for Stay and Other Intermediate Requests for Relief |
| Motion (Complaint) for Writ of Error Corum Nobis               | Motion (Complaint) RE: Property of Dead Seaman                                    |
| Motion (Complaint) to Enforce/Quash/COMPEL Arbitration Award   | Motion (Complaint) for Appointment of Counsel (Capital Cases)                     |
| Motion (Complaint) to Vacate/Set Aside/Correct Sentence (2255) | Motion (Complaint) to CONFIRM Arbitration Award                                   |
| Notice of Condemnation   | Motion (Complaint) to Extend Time to File CAFRA Case                              |
| Notice of Removal  | Order (Complaint) for Appointment of Receiver                                     |
| Petition (Complaint) by Prisoner for Writ of Mandamus          | Petition (Complaint) for Protection of a Juror                                    |
| Application/Petition (Complaint) for Writ of Habeas Corpus     | Petition (Complaint) to Enforce RE: Government Agency                             |
|  | Petition (Complaint) to Perpetuate Testimony                                      |
|  | Petition/Motion (Complaint) RE: Subpoena from Another District                    |
|  | Registration of Foreign Judgment  |
|  |   |

Once all the information has been selected click **[Next]**.

## F) STATISTICAL SCREEN

All information on this screen should be obtained from the **Civil Cover Sheet (JS-44)**.

The screenshot shows the 'Open a Civil Case' form in the ECF system. The navigation bar at the top includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. The form fields are as follows:

- Jurisdiction:** 3 (Federal Question)
- Cause of action:** [Empty dropdown]
- Nature of suit:** 0 (zero)
- Origin:** 1 (Original Proceeding)
- Citizenship plaintiff:** [Empty dropdown]
- Citizenship defendant:** [Empty dropdown]
- Jury demand:** n (None)
- Class action:** n
- Demand (\$000):** [Empty text box]
- County:** [Empty dropdown]

Buttons for 'Next' and 'Clear' are located at the bottom left of the form.

Completing the statistical screen:

- 1) **Jurisdiction:** There are five options.
  1. U.S. Government Plaintiff
  2. U.S. Government Defendant
  3. Federal Question (system default)
  4. Diversity (Citizenship fields required for both plaintiff & defendant)
  5. Local Question
- 2) **Cause of action:** Select the appropriate code from the drop-down list or use alpha-numeric codes in the filter fields.
- 3) **Nature of suit:** Select the appropriate code from the drop-down list or use alpha-numeric codes in the filter fields.
- 4) **Origin:** Select either 1 (Original Proceeding) when filing an original Complaint or 2 (Removal from State Court) when filing a Notice of Removal. All additional options are for COURT USE ONLY.
- 5) **Citizenship plaintiff/Citizenship defendant:** Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).
- 6) **Jury Demand:** Select the appropriate code from the drop-down list.
  - n (None): if plaintiff does not want a Jury Trial
  - p (Plaintiff): if plaintiff wants a Jury Trial
  - b (Both): Notice of Removal cases only, if both parties have requested jury trial in either court
  - d (Defendant): Notice of Removal cases only, if only the defendant has requested jury trial
- 7) **Class Action:** Skip this option.
- 8) **Demand (\$000):** Leave blank.
- 9) **Arbitration Code:** Leave blank.
- 10) **County:** Select the county corresponding with the Office Code selected under divisional office (*previous*) screen.
- 11) **Fee Status:**
  - fp (in forma pauperis): for COURT USE ONLY
  - none (no fee required): for US Attorney use only
  - pd (Paid): if being paid electronically with this filing, through pay.gov
  - pend (IFP pending): if submitting a motion to proceed in forma pauperis with filing
  - wv (waived): for 28USC2255 cases only
- 12) **Fee Date:** System generated. Do not modify.

Once all the information has been selected click **[Next]**.

## G) ADDING PARTIES

### 1) Party

Add all parties in the order in which they appear on your charging document. On the right pane of the screen, the search for a party option appears.

To add a new party, type in the party's last name, or if a business, the business name in the "Last/Business Name" field. Complete the "First Name" and "Middle Name" fields, as applicable.

***Note: Use upper and lower case letters to input names (i.e. Jane Doe or ABC Corporation)***

Please refer to the "**CM/ECF Format for Adding Parties for Attorneys**" guide on our website <http://www.flstd.uscourts.gov/CMECF/> for instructions to properly enter party names.

#### Open a Civil Case

The screenshot shows a web interface with a yellow background. At the top left, there are two buttons: "Add New Party" and "Create Case". Below "Add New Party" is a link "Collapse All" and below "Create Case" is a link "Expand All". To the right, under the heading "Search for a party", there are three input fields: "Last / Business Name", "First Name", and "Middle Name". A "Search" button is located below these fields.

Click **[Search]**.

If the system finds the correct name, highlight the name already in the database to eliminate different versions of the same party name and then click **[Select Party]**.

If no match is found, click the **[Create New Party]** button.

The screenshot shows the search results section of the interface. It has a yellow background. At the top, under "Search for a party", the "Last / Business Name" field contains "Smith", the "First Name" field contains "Bob", and the "Middle Name" field is empty. A "Search" button is below. Below this, under "Search Results", there is a box containing the text "Smith, Bob". At the bottom, there are two buttons: "Select Party" and "Create New Party".

Verify the "Last/Business Name", "First Name" and "Middle Name" fields. Complete the "Generation" fields, if applicable.

***Note: Do not enter the party's address or contact information.***

### 2) Role

Select the correct "Role" of the party; the role defaults to defendant.

### 3) Party Text

Enter any "Party text" information (i.e. individually, a Florida corporation, etc).

**Note: Do not enter any alias, corporate parent or other affiliate information in this field (see adding alias, corporate parent, or other affiliate information under Party Icons section).**

The screenshot shows a "Party Information" form with the following fields and values:

- Last name: Smith
- First name: Bob
- Middle name: (empty)
- Generation: (empty)
- Title: (empty)
- Role: Defendant (dft:pty) [Red arrow points to this dropdown]
- Pro se: No
- Prisoner Id: (empty)
- Unit: (empty)
- Office: (empty)
- Address1: (empty)
- Address2: (empty)
- Address3: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Country: (empty)
- Prison: (empty)
- Phone: (empty)
- Fax: (empty)
- Party text: individually [Red arrow points to this text field]
- Start date: 2/5/2010
- End date: (empty)
- Corporation: no

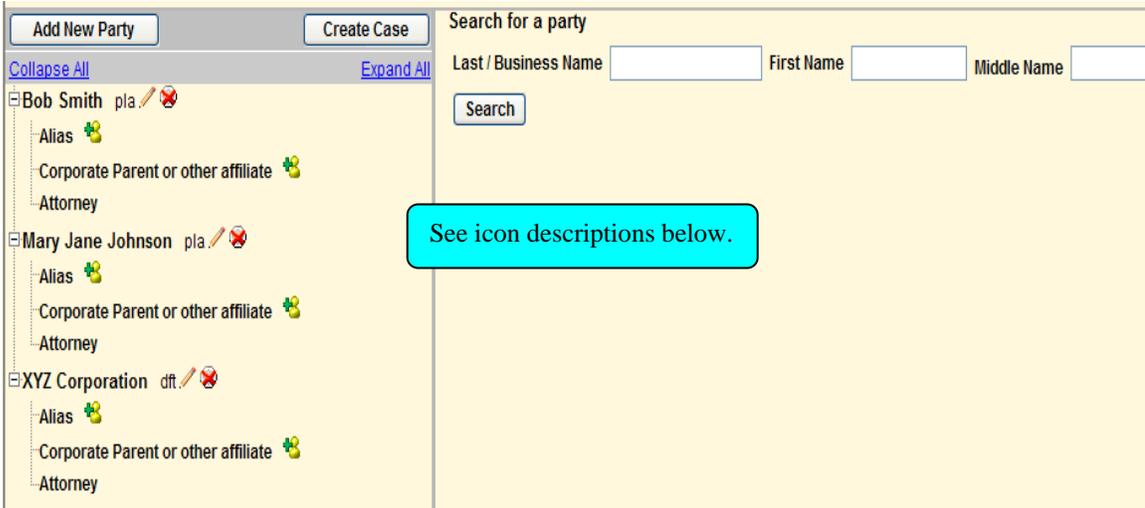
A red arrow points to the "Party text" field. A blue callout box contains the text: "Note: Do not add any address information." An "Add Party" button is located at the bottom left of the form.

Click the **[Add Party]** button.

A new search screen will be displayed from which the user then can search for and add additional party(s). Repeat the above process until ALL parties have been entered.

## H) PARTY ICONS

After searching for, selecting, and adding all parties, the parties' names appear on the left pane, in the participant tree. Parties that are added to civil cases will have control icons in the participant tree so the user can add aliases, corporate parents, etc. for the party during this process.



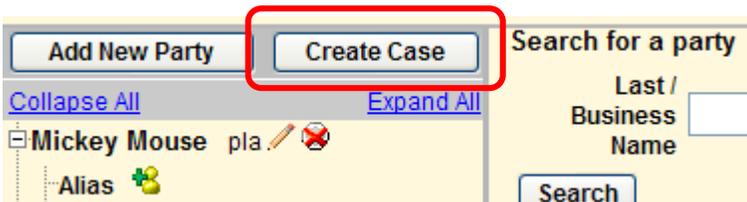
### 1) Alias(es) or Corporate Parent(s)

The user can either:

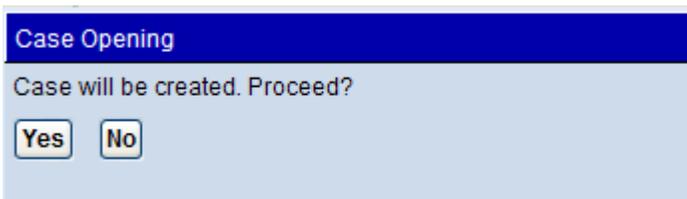
- add an **alias** or **corporate parent** by clicking on the corresponding  “add” icon,
- **edit** the party information by clicking on the pencil  “edit” icon,
- **delete** the party by clicking the red X  “delete” icon,
- **add** a new party by clicking on the **[Add New Party]** button at the top left of the screen.

## I) CREATING THE CASE

Once all parties have been entered, click **[Create Case]**.



Click **[Yes]** to proceed with the case opening or **[No]** to return to the party screen.



## J) DOCKETING THE LEAD EVENT

Click **[Please Click Here to Docket the Lead Event Now]** to proceed to docket your initiating document.

### Open a Civil Case

Case Number 0:10cv60015 has been opened.

You **MUST** docket the lead event now to complete the E-Filing of a New Case, otherwise the case you just opened will be closed.

[Please Click Here to Docket the Lead Event Now](#)

Select the appropriate lead event from the list and click **[Next]**. (For the full list of lead events refer to the table of available events for each case type in the Available Case Types section.)

**Complaints and Other Initiating Documents**

**DO NOT use these events to file any SEALED or EMERGENCY case documents electronically. These MUST be filed CONVENTIONALLY in accordance with CM/ECF Administrative Procedures.**

Start typing to find an event.

**Available Events** (click to select events)

- Application for Extradition
- Application for Judicial Assistance/Letter Rogatory
- Application for Stay of Execution
- Application/Petition (Complaint) for Writ of Habeas Corpus
- Bankruptcy Motion (Complaint) for Stay and Other Intermediate R
- Complaint
- Complaint NEW JMB
- Complaint RE: Seaman
- Complaint for Forfeiture
- Interpleader Complaint
- Motion (Complaint) RE: Property of Dead Seaman
- Motion (Complaint) for Appointment of Counsel (Capital Cases)
- Motion (Complaint) for Writ of Error Corum Nobis
- Motion (Complaint) to CONFIRM Arbitration Award
- Motion (Complaint) to Enforce/Quash/COMPEL Arbitration Award

**Selected Events** (click to remove events)

## K) CASE NUMBER

The case number assigned will be displayed.

### Complaints and Other Initiating Documents

**Civil Case Number**

Click **[Next]** on this screen. Do not alter any information or click the [Clear] button.

## L) SELECTING THE FILER(S)

Select the filer by clicking on the party's name. To select multiple filers, hold the [Ctrl] key on your keyboard down and click all applicable filers.

Pick Filer

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

- ...Mary Jane Johnson pla
- ...Bob Smith pla
- ...XYZ Corporation dft

Select the filer.

Select the Party:

- Johnson, Mary Jane [pla]
- Smith, Bob [pla]
- XYZ Corporation [dft]

Click **[Next]** to proceed.

## M) ATTORNEY/PARTY ASSOCIATION SCREEN

Ensure that you associate yourself as counsel of record by verifying that the first box and Notice box are checked for each party you are representing. Only the attorney whose login is used to electronically file the case will be associated. Co-counsel is required to file a notice of attorney appearance electronically after the Judge assignment has been completed by the Clerk's office.

**The following attorney/party associations do not exist for the above case (s). 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*.**

\*\*\* The first box must be checked to associate yourself as counsel of record. To receive notices in this case you must be associated as counsel of record AND you must check the 'Notice' box. \*\*\*

\*\*\* The first box must be checked to associate yourself as counsel of record. To receive notices in this case you must be associated as counsel of record AND you must check the 'Notice' box. \*\*\*

Mary Jane Johnson (pty:pla) represented by Juan Abogado (aty)  Lead  Notice  
 Bob Smith (pty:pla) represented by Juan Abogado (aty)  Lead  Notice  
 Select all

Click **[Next]** to proceed.

## N) SELECTING PARTY(IES) THAT FILING IS AGAINST

Select the party that this filing is against by clicking on the party's name. To select multiple filers, hold the [Ctrl] key on your keyboard down and click all applicable filers under the "Select the Party" box or use one of the options under the "Select a Group" section.

The screenshot shows a web interface for selecting a party. On the left, under the 'Pick Party' header, there are links for 'Collapse All' and 'Expand All'. Below these are three party entries: 'Bob Smith pla', 'Mary Jane Johnson pla', and 'XYZ Corporation dft'. On the right, a larger panel titled 'Please select the party that this filing is against.' contains a 'Select the Party:' section with a list box showing 'Smith, Bob [pla]', 'Johnson, Mary Jane [pla]', and 'XYZ Corporation [dft]'. To the right of this list box is a 'Select a Group:' section with four radio button options: 'No Group' (which is selected), 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom of the right panel are three buttons: 'Next', 'Clear', and 'New Party'.

Click **[Next]** to proceed.

## O) UPLOADING PDF DOCUMENTS & ATTACHMENTS

- 1) **Main Document: Complaint/Notice of Removal**  
Under *Main Document*, click **[Browse]** to select the initiating PDF document.
- 2) **Attachment #1: Civil Cover Sheet**  
Under *Attachments*, line #1, click **[Browse]** to select the civil cover sheet PDF and select "Civil Cover Sheet" under the Category drop-down.
- 3) **Attachment #2: Proposed Summons(es)/ Warrant(s) of Arrest in Rem/ Motion IFP**  
Under line #2, click **[Browse]** to select the Summons PDF and select "Summons(es)" under the Category drop-down or click **[Browse]** to select the Warrant PDF and select "Warrant" under the Category drop-down or click **[Browse]** to select the Motion to Proceed in Forma Pauperis (IFP) PDF and type "Motion to Proceed IFP in the Description box.  
(Note: If you are filing multiple proposed summonses, attach them all as a single attachment under line #2. It is not necessary to include the proof of service page. )
- 4) **Attachment #3: Exhibits**

Use the remaining lines, beginning at line #3, to add any additional attachments (i.e. Exhibits, State Court Records, etc.)

**Note:** Attachments will be numbered in the order in which they are uploaded.  
Each PDF document may be up to 5MB in size.

**Complaints and Other Initiating Documents**  
[0:10-cv-60015-XXXX Smith et al v. XYZ Corporation](#)

**ATTENTION FILERS!!! You must:**  
**BROWSE** for your Initiating Document.  
**ATTACH** your Civil Cover Sheet (Category).  
**ATTACH** either Summons (Category) *OR* your Motion to Proceed in Forma Pauperis (Description).

Select the pdf document and any attachments.

**Main Document**

| Attachments             | Category                                 | Description   |
|-------------------------|--|---|
| 1. <input type="text"/> | <input type="button" value="Browse..."/> | <input type="text"/> <input type="button" value="v"/> |

Verify that all pdf documents have been added to your entry.

**Complaints and Other Initiating Documents**  
[0:10-cv-60024-XXXX Smith et al v. XYZ Corporation](#)

**ATTENTION FILERS!!! You must:**  
**BROWSE** for your Initiating Document.  
**ATTACH** your Civil Cover Sheet (Category).  
**ATTACH** either Summons (Category) *OR* your Motion to Proceed in Forma Pauperis (Description).

Select the pdf document and any attachments.

**Main Document**

| Attachments  | Category                                 | Description  |
|--|--|--|
| 1. <input type="text" value="O:\TRAINING\Attorney\Civil Cover Sheet.p"/> | <input type="button" value="Browse..."/> | Civil Cover Sheet <input type="button" value="v"/> <input type="text"/>                                  |
| 2. <input type="text" value="O:\TRAINING\Attorney\Summons.pdf"/>         | <input type="button" value="Browse..."/> | Summons(es) <input type="button" value="v"/> <input type="text"/> <input type="button" value="Remove"/>  |
| 3. <input type="text" value="O:\TRAINING\Attorney\Exhibit.pdf"/>         | <input type="button" value="Browse..."/> | Exhibit <input type="button" value="v"/> Records of Patient Smith] <input type="button" value="Remove"/> |
| 4. <input type="text"/>  | <input type="button" value="Browse..."/> | <input type="text"/> <input type="button" value="v"/> <input type="text"/>                               |

Click **[Next]** to proceed.

## P) FILING FEE, MOTION IFP, OR USA FILER SCREEN

The fee will display in accordance with the lead event selected. Answer the following questions below, as follows.

If the filing included a Motion to Proceed In Forma Pauperis (IFP), change the radio button to Yes.

If the filing is being filed on behalf of the USA, change the radio button to Yes.

**Complaints and Other Initiating Documents**  
[1:10-cv-25083-XXXX Doe v. XYZ Corporation](#)

The fee for this case is

Fee: \$350.00

Please Select an option, if applicable

Filed with an Application/Motion to Proceed Without Prepayment of Fees/In Forma Pauperis  
 Complaint Filed on Behalf of the USA

**Attention filer!! NOT selecting one of these options will obligate you to pay the referenced filing fee on the following screens. Please have your payment method available to process this transaction now. Click NEXT to proceed.**

Click **[Next]** to proceed.

If the filer answers “Yes” to either question, the online payment screens will be skipped.

## Q) ONLINE PAYMENT

If you answered “No” to both questions, you will proceed to the online payment screens below. Please wait while the online payment screen appears.

**Complaints and Other Initiating Documents**  
[0:09-cv-60603-XXXX Mouse et al v. Disney World](#)

Now loading the payment processing screen. This process might take a few seconds.

The online payment screen will display. Do not click the “back button”, this may lead to incomplete data being transmitted. Complete the payment data fields as required.

*Note: Attorneys cannot create Pay.gov user accounts to make CM/ECF fee payments.*

## System Message

- The system has populated the Payment Date with the next available payment date.

### Online Payment

[Return to your originating application](#)

#### Step 1: Enter Payment Information

1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

#### Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:



Payment Date: 03/26/2010

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit 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.

#### Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

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.

Once the bank or credit card information has been entered click **[Continue with ACH Payment]** or **[Continue with Plastic Card Payment]**, as appropriate to proceed.

A payment authorization screen will appear. You may enter your email address for payment confirmation.

**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: Juan Abogado<br>123 Miami<br>Billing Address: Boulevard<br>Billing Address 2:<br>City: Miami<br>State / Province: FL<br>Zip / Postal Code: 33128<br>Country: USA | Card Type: Visa<br>Card Number: *****2222 | Payment Amount: \$350.00<br>Transaction Date 11/12/2009 12:32<br>and Time: 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.

Click the payment authorization box and the **[Submit Payment]** to proceed.

## R) SCREENS AFTER PAYMENT PROCESS COMPLETION OR IFP/USA

Once the payment process has been completed, the filer indicated that the filing included a motion to proceed IFP, or is being filed on behalf of the USA; the following CM/ECF screen will appear.

## S) DOCKET TEXT MODIFICATION SCREEN

This screen will allow a generous amount of text to further describe your entry.

## Complaints and Other Initiating Documents

[0:09-cv-60615-XXXX Mouse et al v. Disney World](#)

Docket Text: Modify as Appropriate.

COMPLAINT  against Disney World. Filing fee \$ 350.00 receipt number test-48366 , filed by Mickey Mouse, Minnie Mouse. (Attachments: # (1) Civil Cover Sheet, # (2) Summons(es), # (3) Exhibit Medical Records of Patient Goofy) (Abogado, Juan)

Next

Clear

Enter the appropriate text in the manner it should appear in the final docket text. (Note: CM/ECF does not have spell check)

## Complaints and Other Initiating Documents

[0:09-cv-60615-XXXX Mouse et al v. Disney World](#)

Docket Text: Modify as Appropriate.

COMPLAINT for Declaratory Relief  against Disney World. Filing fee \$ 350.00 receipt number test-48366 , filed by Mickey Mouse, Minnie Mouse. (Attachments: # (1) Civil Cover Sheet, # (2) Summons(es), # (3) Exhibit Medical Records of Patient Goofy) (Abogado, Juan)

Next

Clear

Click **[Next]** to proceed.

## T) FINAL DOCKET TEXT SCREEN

The final docket text will be displayed with all attachment descriptions. Click **[Next]** to proceed.

## Complaints and Other Initiating Documents

[0:09-cv-60615-XXXX Mouse et al v. Disney World](#)

Docket Text: Final Text

COMPLAINT for Declaratory Relief against Disney World. Filing fee \$ 350.00 receipt number test-48366, filed by Mickey Mouse, Minnie Mouse. (Attachments: # (1) Civil Cover Sheet, # (2) Summons(es), # (3) Exhibit Medical Records of Patient Goofy)(Abogado, Juan)

**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):

O:\TRAINING\Attorney\Complaint.pdf pages: 1  
O:\TRAINING\Attorney\Civil Cover Sheet.pdf pages: 1  
O:\TRAINING\Attorney\Summons.pdf pages: 1  
O:\TRAINING\Attorney\Exhibit.pdf pages: 1

Next

Clear

## U) NOTICE OF ELECTRONIC (NEF)

The Notice of Electronic Filing (NEF) is displayed with all the filing information as a receipt of the transaction.

### Complaints and Other Initiating Documents

[0:09-cv-60615-XXXX Mouse et al v. Disney World](#)

U.S. District Court  
Southern District of Florida

#### Notice of Electronic Filing

The following transaction was entered by Abogado, Juan on 11/12/2009 at 12:37 PM EST and filed on 11/12/2009

Case Name: Mouse et al v. Disney World

Case Number: [0:09-cv-60615-XXXX](#)

Filer: Mickey Mouse  
Minnie Mouse

Document Number: [1](#)

#### Docket Text:

**COMPLAINT for Declaratory Relief against Disney World. Filing fee \$ 350.00 receipt number test-48366, filed by Mickey Mouse, Minnie Mouse. (Attachments: # (1) Civil Cover Sheet, # (2) Summons(es), # (3) Exhibit Medical Records of Patient Goofy)(Abogado, Juan)**

0:09-cv-60615-XXXX Notice has been electronically mailed to:

Juan Abogado JuanaB@xxxflsd.uscourts.gov, ana\_ruiz@xxx.flsd.uscourts.gov, jc@aol.com, juana\_bauza@flsd.uscourts.gov

0:09-cv-60615-XXXX Notice has not been delivered electronically to those listed below and will be provided by other means. For further assistance, please contact our Help Desk at 1-888-318-2260.:

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp\_ID=1105629215 [Date=11/12/2009] [FileNumber=22816-0]  
[9c880dc43dbe28709439ed53c8c89e68da3983c6bd48070909c6a8ffa216d7aacfda  
6e40c33ddcfc61e45fa71a834bc7cafc1b66b146e09841e03c9ab200eab4]]

Document description: Civil Cover Sheet

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp\_ID=1105629215 [Date=11/12/2009] [FileNumber=22816-1]  
[51f0d10c59e7bb84575a0cbfe9f51f24032b9569bef913c8486a2f89b74606d8b804  
923b7977a40b08a81cdeb3a93b02c9e9fb9651539b0128c6e6ceb5713db3]]

Document description: Summons(es)

Original filename: n/a

## V) JUDGE ASSIGNMENT

Upon the completion of the quality review, a NEF will be sent to the filing attorney's email with the notification of Judge assignment.

## W) ISSUANCE OF SUMMONS(ES)/ WARRANT(S) OF ARREST IN REM

Any proposed summons(es), attached during the case opening process, will be issued and entered on the docket. Upon receipt of the NEF, the filer may print the official summons(es) for service.

Any warrant(s) of arrest in rem, attached during the case opening process, will be extracted and forwarded to the US Marshals service by the Clerk's Office.

## X) SUBSEQUENT FILINGS

All subsequent filings may be submitted upon receipt of the Judge assignment notification.