



United States District Court
District of Connecticut

MOTION TO QUASH and MOTION TO COMPEL CASE OPENING INSTRUCTIONS

Effective: JUNE 14, 2016

Motion to Quash/Motion to Compel Case Opening Instructions

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Motion to Quash/Motion to Compel Case Opening Instructions

I. Introduction

Attorneys may electronically file new miscellaneous civil cases which are initiated with a Motion to Quash or a Motion to Compel a foreign subpoena. Foreign subpoenas are deposition subpoenas issued to individuals requesting their appearance for a deposition, and/or for production of documents in the District of Connecticut in a case pending in another district.

These instructions are designed to help you through the case opening process. Please have your documents in pdf format and your credit card readily available to complete the process.

Do not open the case online if the motion relates to a grand jury subpoena.

If you realize you made a mistake and it is during normal business hours, do not proceed further. Contact the Clerk's Office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

- Bridgeport (203) 579-5861
- Hartford (860) 240-3200
- New Haven (203) 773-2140

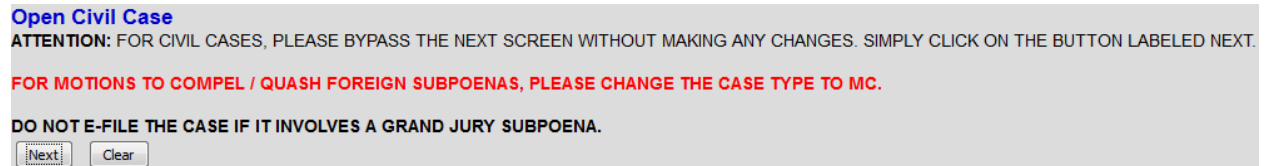
II. Case Opening Screen

Begin with logging into [CM/ECF](#)

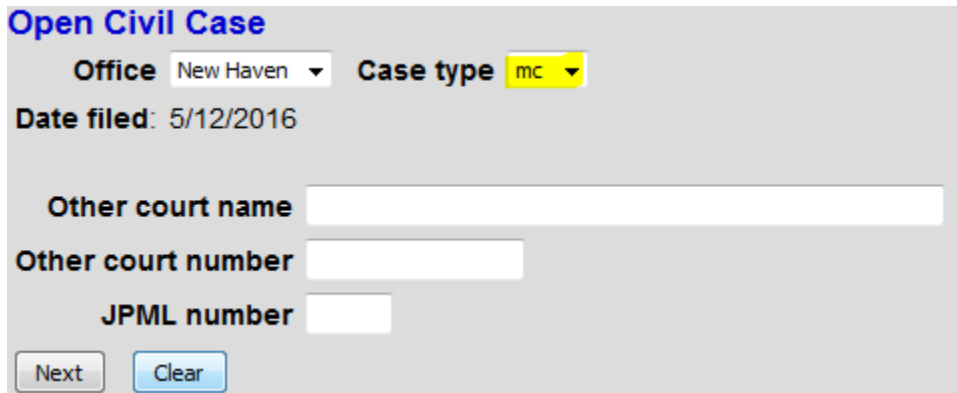
Select Civil from the blue menu bar >Civil>Open a Case>Civil Case.



The following display message will appear:



Select Next. **Change only the case type to MC.** Do not make any other changes to this screen. Select Next.



Motion to Quash/Motion to Compel Case Opening Instructions

III. Entering Civil Case Statistical Information

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

Open Civil Case

Jurisdiction 3 (Federal Question)

Cause of action motcomp (Motion to Compel) Filter:

Nature of suit 990 (Other) Filter:

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None) **Class action** n (No Class Action Alleged) **Demand (\$000)**

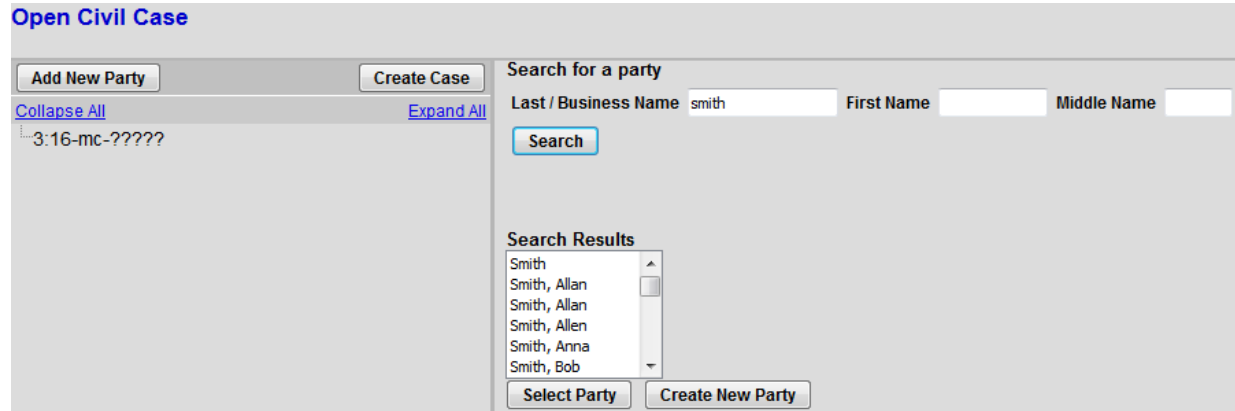
Arbitration code **County** Fairfield

Fee status pd (paid) **Fee date** 5/12/2016 **Date transfer**

Jurisdiction	1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant) 3 (Federal Question) default setting
Cause of action	motquash - motion to quash (or motion for protective order) motcomp – motion to compel (or motion to perpetuate testimony)
Nature of suit	990
Origin	1 (Original Proceeding)
Citizenship	Leave blank
Jury demand	Leave default (none)
Class action	Leave default (no class action alleged)
Demand (\$000)	Leave blank
Arbitration code	Leave blank
County	Leave default
Fee status	Leave default (paid) if paying the filing fee; for government plaintiff, set fee status to none (no fee required); for IFP movants, set fee status to in forma pauperis.
Fee date	Leave default
Date transfer	Leave blank

IV. Adding Parties

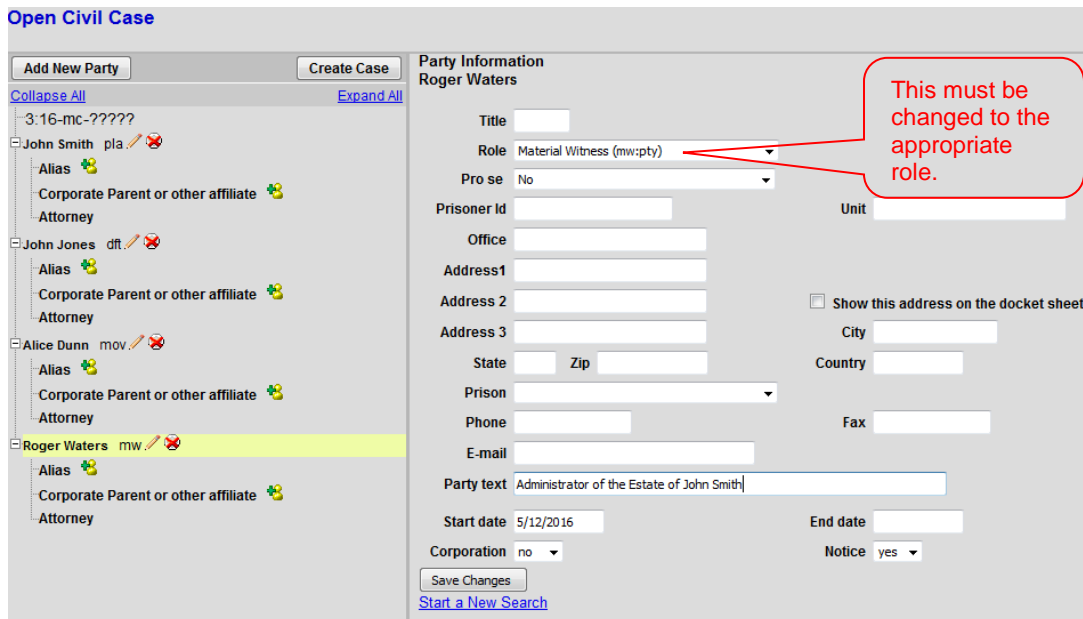
The left pane contains the controls to **Add New Party** and **Create Case**. This section is the participant tree. Since no participants exist for this new case, the participant tree is empty.



The right pane contains the fields to **Search for a party**. Using the Court's [Instructions for Searching and Adding Parties](#), add the parties with their appropriate roles as listed below:




- Add the plaintiff and defendant choosing the appropriate roles. If the case is captioned as In re: XXXX, add the In re: party and change the party role to In Re (inre:pty).
- If not already a party, add the movant and change the party role to Movant (mov:pty).
- If not already a party, add the witness and change the party role to Material Witness (mw:pty).




When the user clicks the **Add Party** button on the Party Information screen, the party will be added to the Participant Tree on the left side of the screen as shown above.



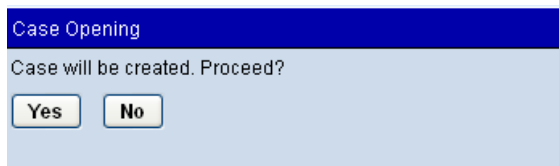
V. Functional Icons


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:

-  Delete this party from this case
-  Add new alias
-  Edit the party or alias

To delete an incorrect party, click on the  icon. Search for the correct party and add the correct party to the case. To make changes to the role or party text fields, click on the  icon. To add an alias, click on the  icon, search for the alias name and select the proper alias type.

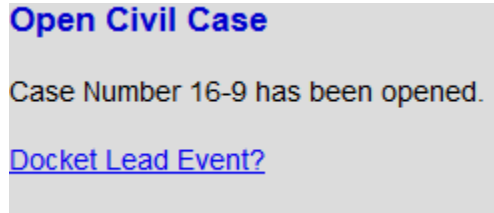
Select only when you are finished adding all parties and have reviewed the Participant Tree. Select Yes. If you forgot to add all parties, you will be given another opportunity when filing the initiating document.



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 normal business hours, do not proceed further but contact the Clerk's office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

VI. Docketing Lead Event

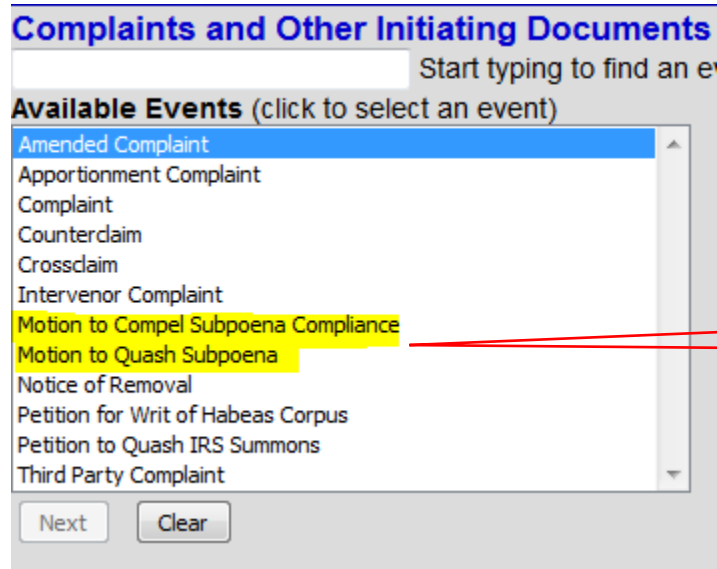
User will be prompted:



Open Civil Case
Case Number 16-9 has been opened.
[Docket Lead Event?](#)

Your new case number will be automatically generated. **Please note your new case number for subsequent filings.**

Click on the link to docket lead event now; select the appropriate event. Select Next.



Complaints and Other Initiating Documents
Start typing to find an event

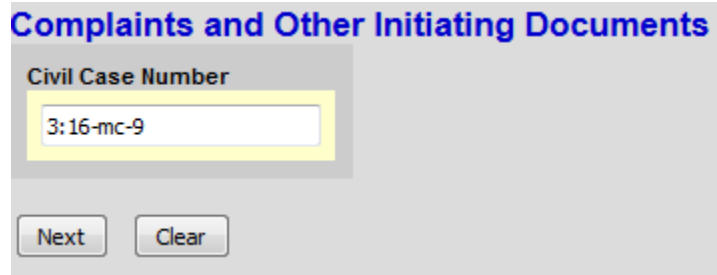
Available Events (click to select an event)

- Amended Complaint
- Apportionment Complaint
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Compel Subpoena Compliance
- Motion to Quash Subpoena
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition to Quash IRS Summons
- Third Party Complaint

Next Clear

Choose one of these events

Select Next.



Complaints and Other Initiating Documents

Civil Case Number

3:16-mc-9

Next Clear

Verify short caption. Select Next.



Complaints and Other Initiating Documents
[3:16-mc-00009 Smith v. Jones](#)

Next Clear

Motion to Quash/Motion to Compel Case Opening Instructions

Select the filer. Select Next.

Complaints and Other Initiating Documents
[3:16-mc-00009 Smith v. Jones](#)

Pick Filer

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

- Alice Dunn mov
- John Jones dft
- John Smith pla
- Roger Waters mw

Select the filer.

Select the Party:

- Dunn, Alice [mov]
- Jones, John [dft]
- Smith, John [pla]
- Waters, Roger [mw]



If you forgot to add the filer, you may do so here by selecting the New Filer button and adding the additional party. The new party will then appear in the Participant Tree and in the Select the Party list.

Check the box to the left of the party name to associate your appearance with the party. Select Next.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

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*

Alice Dunn (pty:mov) represented by pilot14 (aty)

Select the appropriate party that this filing is against. Select the party that issued the subpoena. Select Next.

Complaints and Other Initiating Documents
[3:16-mc-00009 Smith v. Jones](#)

Pick Party

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

- Alice Dunn mov
- John Jones dft
- John Smith pla
- Roger Waters mw

Please select the party that this filing is against.

Select the Party: OR Select a Group:

- Dunn, Alice [mov]
- Jones, John [dft]
- Smith, John [pla]
- Waters, Roger [mw]

No Group
 All Defendants
 All Plaintiffs
 All Parties



If you forgot to add a party that this filing is against, you may do so here by selecting the New Party button and adding the additional party. The new party will then appear in the Participant Tree and in the Select the Party list.

You may also choose any of the group buttons on the right.

Motion to Quash/Motion to Compel Case Opening Instructions

Browse for your PDF document, right click and open the document to verify that the correct pdf is being uploaded then click open to upload and proceed to add and label any attachments. When you have completed adding all attachments, select Next.



Documents filed electronically must be filed in OCR text-searchable PDF format with an electronic or a scanned signature and must comply with the redaction requirements of [Fed. R. Civ. P. 5.2](#)

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

Select the pdf document and any attachments.

Main Document

TEST.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>

Verify your case number. The motion response date will automatically populate. Select Next.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

Motion to Compel Subpoena Compliance
Response Deadline 7/4/2016

VII. Filing Fee Information

Unless you are filing a Motion to Proceed In Forma Pauperis or filing on behalf of the USA, you must answer "No" on this screen. Select Next.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

Does your Motion to Compel Subpoena Compliance Include a request to waive the required fee?

Yes

No

Next

Clear

The following display message will appear. Select Next.

After payment of 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.

The required fee will be displayed. Select Next.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

Fee: \$46

Next

Clear

The following message will appear:

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

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

VIII. Entering Payment Information

- This is the first screen of the pay.gov process. There are two screens. **Note that all fields marked with the asterisk * are required to be completed.**
- The Account Holder Name 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.
- This is a secure site administered by pay.gov.
- After payment of 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.

[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: \$46.00

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.

Select Continue with Plastic Card Payment.

IX. Authorizing Payment Information

- The final payment screen provides the filer with an opportunity to authorize the payment. The only required field on this screen is the Authorization Box, which must be checked to continue. 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 wish the credit card receipt be e-mailed to your finance office.
- Note that the e-mail address is not a required field. If it is left blank, no email receipt will be generated from pay.gov.

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: pilot14 Billing Address: 141 Church Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$46.00 Transaction Date and Time: 05/13/2016 11:24 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 and pages being loaded incorrectly. Please use the links provided whenever possible.

Select Submit Payment.

Motion to Quash/Motion to Compel Case Opening Instructions

X. Completing Your Transaction

Select Next.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

Next

Clear

Enter any additional text (none is required). Select Next.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

Docket Text: Modify as Appropriate.

MOTION to Compel Subpoena Compliance (paid \$46 fee; receipt number 0205-165625) , filed by Alice Dunn. Responses due by 7/4/2016 (pilot14,)

Next

Clear

By selecting Next your transaction will be complete. Select Next.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

Docket Text: Final Text

MOTION to Compel Subpoena Compliance (paid \$46 fee; receipt number 0205-165625), filed by Alice Dunn. Responses due by 7/4/2016 (pilot14,)

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

Source Document Path (for confirmation only):

TEST-2.pdf pages: 1

Next

Clear

Notice of Electronic Filing is generated and the transaction is complete.

Complaints and Other Initiating Documents

[3:16-mc-00009 Smith v. Jones](#)

U. S. District Court

United States District Court for the District of Co

Notice of Electronic Filing

The following transaction was entered by pilot14, on 6/13/2016 at 1:13 PM EDT and filed on 6/13/2016

Case Name: Smith v. Jones
Case Number: [3:16-mc-00009](#)
Filed by: Alice Dunn
Document Number: 1

Docket Text:

MOTION to Compel Subpoena Compliance (paid \$46 fee; receipt number 0205-165625), filed by Alice Dunn. Responses due by 7/4/2016 (pilot14,)

3:16-mc-00009 Notice has been electronically mailed to:

pilot14 joann_walker@ctd.uscourts.gov

3:16-mc-00009 Notice has been delivered by other means to:

John Smith

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1034868047 [Date=6/13/2016] [FileNumber=81339-0]
[b2932ed9bdc054be5405ff5cb668bdc1336c9c8ea83048fc359517d7dc0f81f515b5
34a303a11a60de6ddd89bfaa7a2bd60daf33ccd9e06895fe58dfc0c2ba]]