United States District Court
District of Connecticut

Attorney Civil Case Opening Instructions

Revised October 2, 2019

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I. Introduction

Attorneys may electronically file new civil cases, which are initiated with a Complaint, a Notice of Removal, a Petition for Writ of Habeas Corpus, and a Petition to Quash IRS Summons.

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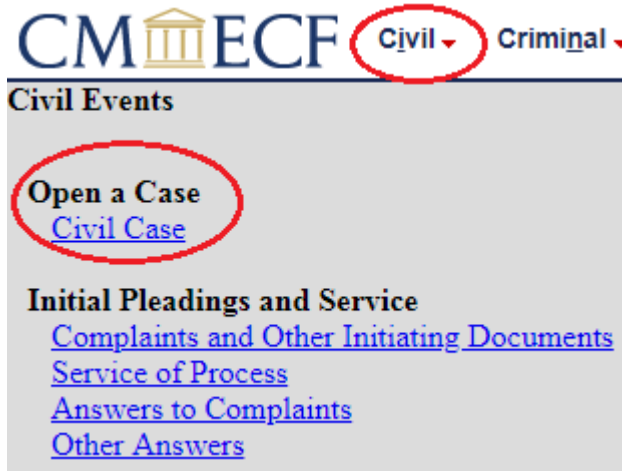
- Bridgeport   (203) 579-5861
- Hartford   (860) 240-3200
- New Haven   (203) 773-2140

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:
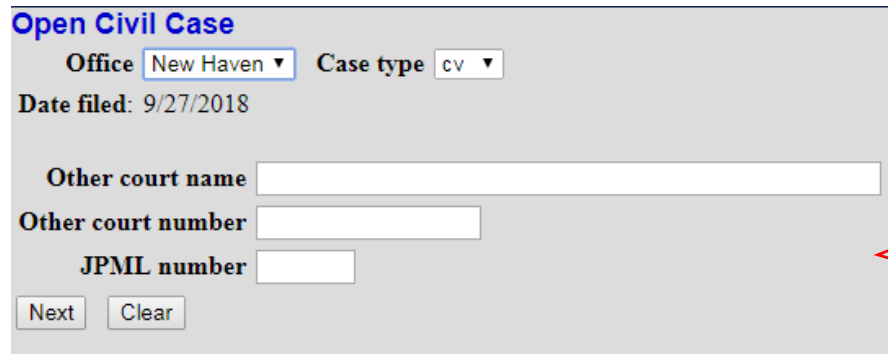
Open Civil Case

ATTENTION:
ON THE NEXT SCREEN KEEP NEW HAVEN AS THE OFFICE.

Next   Clear

Select Next. Do not make any changes to the next screen. Select Next.

Open Civil Case

Office New Haven ▾ **Case type** cv ▾
Date filed: 9/27/2018

Other court name [   ]
Other court number [   ]
JPML number [   ]

Next   Clear

Do not make any changes to this screen.

If you have a related case, file a Notice of Related case after filing the initiating document.

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	▼ Filter: [ ] [Clear filter]
Nature of suit	0 (zero) ▼ Filter: [ ] [Clear 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** 9/27/2018 **Date transfer** [ ]

[Next] [Clear]

Jurisdiction	1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant) 3 (Federal Question) default 4 (Diversity) must enter citizenship 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.
Nature of suit	Select the primary nature of suit from the drop down list. (Refer to Civil Cover Sheet for guidance; do not use 990).
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 this field only if the selected jurisdiction is diversity.
Jury demand	Complete this field only if the jury demand is contained in the initiating document.
Class action	n = no (No Class Action Alleged) y = yes (Class Action Alleged)
Demand ($000)	Dollar amount demanded in thousands, e.g. $100,000 = 100; complete this field only if dollar demand is contained in the initiating document or on the civil cover sheet. Leave blank for Notice of Removal.
Arbitration code	Leave blank
County	County is a statistical code for the county of residence of the first listed plaintiff in all actions except U.S. government plaintiff actions. If the U.S. government is the plaintiff, enter the statistical code for the county of residence of the first listed defendant.
Fee status	Leave default (paid); for government plaintiff set fee status to none (no fee required); for IFP plaintiffs, 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](), search for each party listed in the caption of your initiating document. Choose the appropriate party from the list and select "Select Party." If the appropriate party does not appear in the list, select "Create New Party."

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.

Select **Add Party**.

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. 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.

Social Security Cases – Enter the parties as they are captioned in the initiating document. In addition, enter the party "Social Security Administration" (unabbreviated) as an **Interested Party**. This will enable the General Counsel's Office and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

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:

      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 as shown below. To delete an alias, click on the icon.

Alias Types	Description
agent	agent of
aka	also known as
aso	as subrogee of
dba	doing business as
fdba	formally doing business as
fka	formerly known as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
suc	successor
ta	trading as

Select [Create Case] only when you are finished adding all parties and have reviewed the Participant Tree. Select Yes on the screen below. 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.

VII. Docketing Lead Event

User will be prompted:

Open Civil Case

Case Number 18-31 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?**, select the appropriate event. Select Next.

Complaints and Other Initiating Documents

Available Events (click to select an event)

Amended Complaint
Apportionment Complaint
Arbitration Petition
Complaint
Counterclaim
Crossclaim
Intervenor Complaint
Notice of Removal
Petition for Writ of Habeas Corpus
Petition to Quash IRS Summons
Third Party Complaint

Next   Clear

Selected Event

Complaint

Select Next.

Complaints and Other Initiating Documents

Civil Case Number

3:18-cv-31

Next   Clear

Verify short caption. Select Next.

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company

Next   Clear

Select Next.

Select the filer.

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company

Pick Filer

Collapse All   Expand All
ABC Company dft
John Smith pla

Select the filer.

Select the Party:

ABC Company [dft]
Smith, John [pla]

Next   Clear   New Filer

> 💡 If you forgot to add a 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.

Select Next.

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

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company
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*<

☑ John Smith (pty:pla) represented by Bella Arnold (aty)
Next   Clear

Select the appropriate party that this filing is against. If you are filing a Notice of Removal, this filing is against the plaintiff. Select Next.

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company

Pick Party

Collapse All   Expand All
⊞ John Smith pla
ABC Company dft

Please select the party that this filing is **against**.

Select the Party: OR   **Select a Group:**

Smith, John [pla]
ABC Company [dft]

○ No Group
○ All Defendants
○ All Plaintiffs
○ All Parties

Next   Clear   New Party

> 💡 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 choose the All Defendants radio button, or, for Notices of Removal, the All Plaintiffs radio button.

Browse for your PDF document, right click and open the document to verify the correct file, click open to upload and proceed to add any attachments. If you would like to upload your civil cover sheet, please upload it as an attachment. 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
3:18-cv-00031 Smith v. ABC Company
Select the PDF document and any attachments.

Main Document
Choose File Complaint Form.pdf

Attachments	**Category**	**Description**	
1. Choose File JS_044.pdf	Civil Cover Sheet ▼		Remove
2. Choose File No file chosen	▼		

Next   Clear

Verify your case number. Select Next.

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company
Next   Clear

The following display message will appear. Select Next.

AFTER you successfully efile your complaint and receive your notice of electronic filing, if you require a summons, please submit your request using the event *REQUEST TO ISSUE SUMMONS* located in the service of process group.

VIII. Filing Fee Information

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

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company
Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this application filed on behalf of the USA?
☐ 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
3:18-cv-00031 Smith v. ABC Company
Fee: $400

[Next] [Clear]

The following message will appear:

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

At this point, the Pacer login screen will appear and you will be prompted to enter your login and password.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information
Username *   ctdbellaarnold
Password *   . . . .|

[Login]   [Clear]   [Cancel]

Not ctdbellaarnold? Click here to login as a different user

Need an Account? | Forgot Your Password? | Forgot Username?

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

IX. Entering Payment Information

- 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.

MANAGE MY ACCOUNT

Welcome, Bella Arnold   Logout

Account Number	7032782
Username	ctdbellaarnold
Account Balance	$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Connecticut District Court (test) - NextGen

* Required Information

Payment Amount

Amount Due * $400.00

Select a Payment Method

○ VISA ⟵

Bella Arnold
XXXXXXXXXXXX4747
03/2020

○ Enter a credit card

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next   Cancel

Select Next.

Court Specific

Attorney Completing Transaction *	Bella Arnold
Attorney Name *	Bella Arnold
Attorney Phone *	(203)777-1234
Case Number	3:18cv31

Email Receipt

Email	ctdbellaarnold@gmail.com
Confirm Email	ctdbellaarnold@gmail.com
Additional Email Addresses	

Authorization

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

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Submit] [Back] [Cancel]

Select Submit.

A receipt will be issued by pay.gov and the transaction will be viewable in your Pacer account.

X. Completing Your Transaction

It is not necessary to add any additional text. Select Next.

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company

Docket Text: Modify as Appropriate.
COMPLAINT [   ] against ABC Company (Filing fee $400 receipt number ACTXDC-173622.) , filed by John Smith. (Attachments: # (1) Civil Cover Sheet)
(Arnold, Bella)

Next   Clear

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

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company

Docket Text: Final Text
COMPLAINT against ABC Company (Filing fee $400 receipt number ACTXDC-173622.), filed by John Smith. (Attachments: # (1) Civil Cover Sheet)(Arnold, Bella)

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):
C:\fakepath\Complaint Form.pdf   pages: 1
C:\fakepath\JS_044.pdf   pages: 2

Next   Clear

Notice of Electronic Filing is generated.

Complaints and Other Initiating Documents
3:18-cv-00031 Smith v. ABC Company

U.S. District Court

District of Connecticut TEST DATABASE

Notice of Electronic Filing

The following transaction was entered by Arnold, Bella on 9/27/2018 at 3:00 PM EDT and filed on 9/27/2018
Case Name: Smith v. ABC Company
Case Number: 3:18-cv-00031
Filer: John Smith
Document Number: 1
Judge(s) Assigned: None (please contact the court)

Docket Text:
COMPLAINT against ABC Company (Filing fee $400 receipt number ACTXDC-173647.), filed by John Smith. (Attachments: # (1) Civil Cover Sheet)(Arnold, Bella)

3:18-cv-00031 Notice has been electronically mailed to:

Bella Arnold   ctdbellaarnold@gmail.com

3:18-cv-00031 Notice has been delivered by other means to:

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=9/27/2018] [FileNumber=85904-0]
[1d7ae5ebcd4894026f52fff35ad82f9b32c83ae79e84231470d0771df1058029c751e
cd6970f2bf4de3e150504749cc32cac8474b6f260d6ec80c190ab483e3e]]
Document description: Civil Cover Sheet
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1034868047 [Date=9/27/2018] [FileNumber=85904-1]
[3f3c2c98f59e8d68d0b11db26af07a8ae542dfde205230db35a69dfc5084a1ea97f20

If you would like the Clerk to issue a summons, please remember to docket your Request to Issue Summons located in the Service of Process group.

The Clerk's office will notify you of the random judge assignment. All standard case opening orders and requested summonses will be issued electronically after the judge has been assigned.

For cases filed with a Motion to Proceed In Forma Pauperis, requested summonses will be issued electronically after the granting of the Motion.