



**United States District Court**  
District of Connecticut

# **MOTION TO QUASH and MOTION TO COMPEL CASE OPENING INSTRUCTIONS**

**Revised: OCTOBER 2, 2019**

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# Motion to Quash/Motion to Compel Case Opening Instructions

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# Motion to Quash/Motion to Compel Case Opening Instructions

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## 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](mailto: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

# Motion to Quash/Motion to Compel Case Opening Instructions

## II. Case Opening Screen

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

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

CM/ECF Civil Criminal Query Reports Utilities Search

Civil Events

**Open a Case**  
[Civil Case](#)

**Initial Pleadings and Service**  
[Complaints and Other Initiating Documents](#)  
[Service of Process](#)  
[Answers to Complaints](#)  
[Other Answers](#)

**Motions and Related Filings**  
[Motions](#)  
[Responses, Replies and Supporting Documents](#)

**Other Filings**  
[Notices](#)  
[Trial Documents](#)  
[Appeal Documents](#)  
[Other Documents](#)

The following display message will appear:

Open Civil Case

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

Next Clear

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

Open Civil Case

Office New Haven Case type mc

Date filed: 10/3/2018

Other court name

Other court number

JPML number

Next Clear

# 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: motc Clear filter

**Nature of suit** 990 (Other) ▼ Filter: 990 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** 10/3/2018 **Date transfer**

<b>Jurisdiction</b>	1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant) 3 (Federal Question) default setting
<b>Cause of action</b>	motquash - motion to quash (or motion for protective order) motcomp – motion to compel (or motion to perpetuate testimony)
<b>Nature of suit</b>	990
<b>Origin</b>	1 (Original Proceeding)
<b>Citizenship</b>	Leave blank
<b>Jury demand</b>	Leave default (none)
<b>Class action</b>	Leave default (no class action alleged)
<b>Demand (\$000)</b>	Leave blank
<b>Arbitration code</b>	Leave blank
<b>County</b>	Leave default
<b>Fee status</b>	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.
<b>Fee date</b>	Leave default
<b>Date transfer</b>	Leave blank

# Motion to Quash/Motion to Compel Case Opening Instructions

## 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.

### Open Civil Case

The screenshot shows the 'Open Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', and a participant tree with 'Collapse All' and 'Expand All' links. The main area is titled 'Search for a party' and contains input fields for 'Last / Business Name' (Smith), 'First Name' (d), and 'Middle Name'. A 'Search' button is below these fields. The 'Search Results' section shows a list with 'Smith, David' selected and 'Smith, Don' below it. At the bottom of the search results are 'Select Party' and 'Create New Party' buttons.

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.

The screenshot shows the 'Open Civil Case' interface with the 'Party Information' screen for Christopher Davis. The left pane shows the participant tree with 'Christopher Davis' selected. The main area is titled 'Party Information' and contains various fields for 'Christopher Davis'. A red callout box points to the 'Role' dropdown menu, which is currently set to 'Material Witness (mw:pty)'. The callout text reads: 'This must be changed to the appropriate role.' Other fields include 'Title', 'Pro se', 'Prisoner Id', 'Unit', 'Office', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'Country', 'Prison', 'Phone', 'Fax', 'E-mail', 'Party text', 'Start date' (10/3/2018), 'End date', 'Corporation' (no), and 'Notice' (yes). There are 'Add Party' and 'Start a New Search' buttons at the bottom.

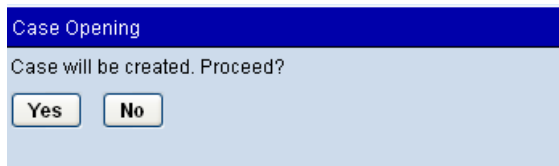
### V. Functional Icons

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


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.



Case Opening

Case will be created. Proceed?

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](mailto: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 18-21 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

3:18-mc-21

Next Clear

Verify short caption. Select Next.

**Complaints and Other Initiating Documents**

[3:18-mc-00021 Smith v. Jones](#)

Next Clear



## Motion to Quash/Motion to Compel Case Opening Instructions

Select the filer. Select Next.

**Complaints and Other Initiating Documents**  
[3:18-mc-00021 Smith v. Jones](#)

Pick Filer

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


- Quinn Clark mov
- Christopher Davis mw
- Jane Jones dft
- David Smith pla

Select the filer.

Select the Party:

- Clark, Quinn [mov]
- Davis, Christopher [mw]
- Jones, Jane [dft]
- Smith, David [pla]

Next Clear New Filer

 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.

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-mc-00021 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*<

Quinn Clark (pty:mov) represented by Bella Arnold (aty)

Next Clear

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

**Complaints and Other Initiating Documents**  
[3:18-mc-00021 Smith v. Jones](#)

Pick Party

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

- Quinn Clark mov
- Christopher Davis mw
- Jane Jones dft
- David Smith pla


Please select the party that this filing is against.

Select the Party: OR Select a Group:

- Clark, Quinn [mov]
- Davis, Christopher [mw]
- Jones, Jane [dft]
- Smith, David [pla]

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 also choose any of the group buttons on the right.

## Motion to Quash/Motion to Compel Case Opening Instructions

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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

[3:18-mc-00021 Smith v. Jones](#)

Select the PDF document and any attachments.

#### Main Document

MOTION-COMPEL.pdf

Attachments	Category	Description
1. <input type="button" value="Choose File"/> TEST 2.pdf	<input type="text" value=""/>	<input type="text" value="Subpoena"/> <input type="button" value="Remove"/>
2. <input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>

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

### Complaints and Other Initiating Documents

[3:18-mc-00021 Smith v. Jones](#)

*Motion to Compel Subpoena Compliance*

Response Deadline 10/24/2018

# Motion to Quash/Motion to Compel Case Opening Instructions

## 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

[3:18-mc-00021 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

[3:18-mc-00021 Smith v. Jones](#)

Fee: \$47

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 \*

Password \*

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.

### VIII. 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 \* **\$47.00**

##### Select a Payment Method



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

## Motion to Quash/Motion to Compel Case Opening Instructions

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Court Specific	
Attorney Completing Transaction *	<input type="text" value="Bella Arnold"/>
Attorney Name *	<input type="text" value="Bella Arnold"/>
Attorney Phone *	<input type="text" value="203-777-1234"/>
Case Number	<input type="text" value="3:19mc21"/>

Email Receipt	
Email	<input type="text" value="ctdbellaarnold@gmail.com"/>
Confirm Email	<input type="text" value="ctdbellaarnold@gmail.com"/>
Additional Email Addresses	<input type="text"/>

Authorization	
<input checked="" type="checkbox"/>	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.

Select Submit.

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

# Motion to Quash/Motion to Compel Case Opening Instructions

## IX. Completing Your Transaction

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

**Complaints and Other Initiating Documents**  
[3:18-mc-00021 Smith v. Jones](#)

Docket Text: Modify as Appropriate.  
**MOTION to Compel Subpoena Compliance** (paid \$47 fee; receipt number CTXDC-173675), filed by Quinn Clark. Responses due by 10/24/2018 (Attachments: # (1) Subpoena) (Arnold, Bella)

**Complaints and Other Initiating Documents**  
[3:18-mc-00021 Smith v. Jones](#)

Docket Text: Final Text  
**MOTION to Compel Subpoena Compliance (paid \$47 fee; receipt number CTXDC-173675), filed by Quinn Clark. Responses due by 10/24/2018 (Attachments: # (1) Subpoena)(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\MOTION-COMPEL.pdf pages: 2  
C:\fakepath\TEST 2.pdf pages: 1

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

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

**Complaints and Other Initiating Documents**  
[3:18-mc-00021 Smith v. Jones](#)

U.S. District Court  
District of Connecticut TEST DATABASE

**Notice of Electronic Filing**

The following transaction was entered by Arnold, Bella on 10/3/2018 at 10:48 AM EDT and filed on 10/3/2018

Case Name: Smith v. Jones  
Case Number: [3:18-mc-00021](#)  
Filer: Quinn Clark  
Document Number: [1](#)

Docket Text:  
**MOTION to Compel Subpoena Compliance (paid \$47 fee; receipt number CTXDC-173675), filed by Quinn Clark. Responses due by 10/24/2018 (Attachments: # (1) Subpoena)(Arnold, Bella)**

3:18-mc-00021 Notice has been electronically mailed to:  
Bella Arnold ctdbellaarnold@gmail.com

3:18-mc-00021 Notice has been delivered by other means to:  
David Smith

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

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
[STAMP deeciStamp\_ID=1034868047 [Date=10/3/2018] [FileNumber=85910-0] [18f361f704f080b1f501e528b64761b18ad374b59b54c1db827cbe03f1af8401606562d19348522304f615c9104454e64df5645c004557be00e1c236097213c]]

**Document description:** Subpoena  
**Original filename:** n/a  
**Electronic document Stamp:**  
[STAMP deeciStamp\_ID=1034868047 [Date=10/3/2018] [FileNumber=85910-1] [e40ba6c1e9b1c7fda709c6b595ec2552ae263f0fa538b140dc3e3b17b590a1f96b9bf d975d08bd03d29deca133a807e88298e4943c49ce705dbe83922d4a0e6a]]