



**United States District Court**  
District of Connecticut

**APPLICATION FOR LETTER  
ROGATORY/DISCOVERY  
PURSUANT TO 28 USC 1782**

**Revised: DECEMBER 1, 2020**

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## **I. Introduction**

Attorneys may electronically file new miscellaneous civil cases which are initiated with an Application for Letter Rogatory/Discovery Pursuant to 28 USC 1782. Applications for Letters Rogatory may be filed to request an order of this court to depose a person/entity or obtain documents from a person/entity located within the District of Connecticut for use in a matter pending in a foreign tribunal.

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.

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

## 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](#)

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

**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](#)

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: 11/16/2020

Other court name

Other court number

JPML number

Next Clear

### III. Entering Civil Case Statistical Information

**Open Civil Case**

**Jurisdiction** 3 (Federal Question)

**Cause of action** 28:1782 (28:1782 Letter rogatory appointment)

**Nature of suit** 890 (Other Statutory Actions)

**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** 11/16/2020 **Date transfer**

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

<b>Jurisdiction</b>	1 (U.S. Government Plaintiff) 3 (Federal Question) default setting
<b>Cause of action</b>	28:1782 (28:1782 Letter rogatory - appointment)
<b>Nature of suit</b>	890
<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

## V. 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**

Add New Party
Create Case

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

3:20-mc-?????

Search for a party

Last / Business Name  First Name  Middle Name

Search Results

- Smith, David
- Smith, Don
- smith, douglas

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 person or company and change the party role to In Re (inre:pty). Any remaining information should be entered as party text.
- Add the movant and change the party role to Movant (mov:pty).
- 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.

**Open Civil Case**

Add New Party
Create Case

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

3:20-mc-?????

- David Smith pla
- Alias
- Corporate Parent or other affiliate
- Attorney
- Jane Jones dft
- Alias
- Corporate Parent or other affiliate
- Attorney
- Quinn Clark mov
- Alias
- Corporate Parent or other affiliate
- Attorney

Party Information  
Christopher Davis

Title

Role  This must be changed to the appropriate role.

Pro se

Prisoner Id  Unit

Office

Address1

Address 2   Show this address on the docket sheet

Address 3  City

State  Zip  Country

Prison

Phone  Fax

E-mail

Party text




Start date  End date




Corporation  Notice

[Start a New Search](#)

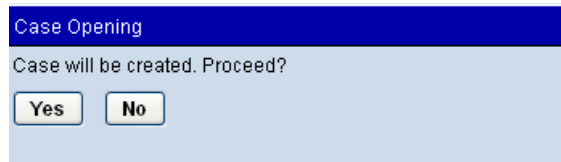
## VI. Functional Icons

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.

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.

## VII. Docketing Lead Event

User will be prompted:

### Open Civil Case

Case Number 20-1 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

Available Events (click to select an event)

Amended Complaint  
Application for Letter Rogatory/Discovery Pursuant to 28 USC 1782  
Apportionment Complaint  
Complaint  
Counterclaim  
Crossclaim  
Enforce IRS Summons  
Intervenor Complaint  
Motion Application for Letter Rogatory/Discovery Pursuant to 28 USC 1782  
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

Select Next.

### Complaints and Other Initiating Documents

Civil Case Number

3:20-mc-1

Next

Clear

Verify short caption – NOTE: If the case was opened with an “In Re” party, the Quality Control team will update the short caption during their auditing process. Select Next.

### Complaints and Other Initiating Documents

[3:20-mc-00001 Smith v. Jones](#)

Next

Clear



Select the filer. Select Next.

**Complaints and Other Initiating Documents**  
[3:20-mc-00001 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**  
[3:20-mc-00001 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 Brooke Armstrong (aty)  Lead  Notice

Next Clear

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

**Complaints and Other Initiating Documents**  
[3:20-mc-00001 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.

**APPLICATION FOR LETTER ROGATORY/DISCOVERY PURSUANT TO 28 USC 1782**

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**

[3:20-mc-00001 Smith v. Jones](#)

Select the PDF document and any attachments.

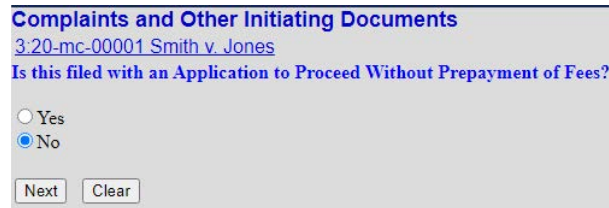
**Main Document**

Application - ...ogatory.pdf

<b>Attachments</b>	<b>Category</b>	<b>Description</b>
1. <input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>

## VIII. 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.

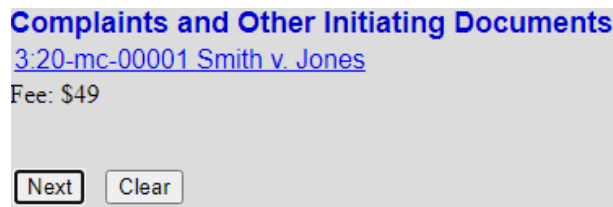


**Complaints and Other Initiating Documents**  
[3:20-mc-00001 Smith v. Jones](#)  
Is this filed with an Application to Proceed Without Prepayment of Fees?  
 Yes  
 No  
Next Clear

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.



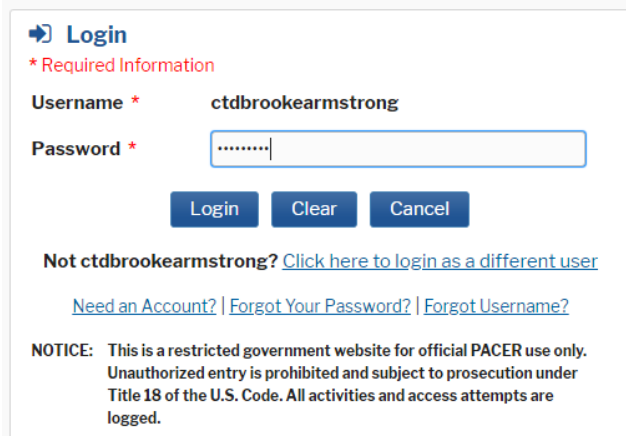
**Complaints and Other Initiating Documents**  
[3:20-mc-00001 Smith v. Jones](#)  
Fee: \$49  
Next Clear

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.

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 \* ctdbrookearmstrong  
Password \* .....  
Login Clear Cancel  
Not ctdbrookearmstrong? [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.

<b>Account Number</b>	7032791
<b>Username</b>	ctdbrookearmstrong
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account



**Pay Filing Fee for Connecticut District Court (test)**

**\* Required Information**

**Payment Amount**

Amount Due \* **\$49.00**

**Select a Payment Method**

   
Brooke Armstrong  
XXXXXXXXXXXX4747  
03/2023

Enter a credit card

Enter an ACH account

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

**Next** **Cancel**

Court Specific	
Attorney Completing Transaction *	Brooke Armstrong
Attorney Name *	Brooke Armstrong
Attorney Phone *	(203) 777-1234
Case Number	3:20mc1

Email Receipt	
Email	ctdbrookearmstrong@gmail.com
Confirm Email	ctdbrookearmstrong@gmail.com
Additional Email Addresses	

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.

Verify your case number. Select Next.

### Complaints and Other Initiating Documents

[3:20-mc-00001 Smith v. Jones](#)

Next

Clear

## X. Completing Your Transaction

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

### Complaints and Other Initiating Documents

[3:20-mc-00001 Smith v. Jones](#)

Docket Text: Final Text

Application for Letter Rogatory/Discovery Pursuant to 28 USC 1782 by Quinn Clark ( Filing fee \$ 49 receipt number ACTXDC-179818), filed by Quinn Clark.(Armstrong, Brooke)

**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\Application - Letter Rogatory.pdf pages: 1

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

### Complaints and Other Initiating Documents

[3:20-mc-00001 Smith v. Jones](#)

U.S. District Court  
District of Connecticut TEST DATABASE

#### Notice of Electronic Filing

The following transaction was entered by Armstrong, Brooke on 11/16/2020 at 3:42 PM EST and filed on 11/16/2020

Case Name: Smith v. Jones

Case Number: [3:20-mc-00001](#)

Filer: Quinn Clark

Document Number: 1

Docket Text:

Application for Letter Rogatory/Discovery Pursuant to 28 USC 1782 by Quinn Clark ( Filing fee \$ 49 receipt number ACTXDC-179818), filed by Quinn Clark.(Armstrong, Brooke)

3:20-mc-00001 Notice has been electronically mailed to:

Brooke Armstrong ctdbrookearmstrong@gmail.com, legalchick@aol.com

3:20-mc-00001 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 dcecfStamp\_ID=1034868047 [Date=11/16/2020] [FileNumber=90185-0]  
[59b52223c4bbb6a18dc4b67d722baa39b82918eabc5a83658972c42338c5e0debacc  
fe91822fa6473ce2f8f341f3570b1060dc367cb905b810b327bfc1992c60]]