



**United States District Court**  
District of Connecticut

# Attorney Civil Case Opening Instructions

**Revised DECEMBER 1, 2020**

# Attorney Civil Case Opening Instructions

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# Attorney Civil Case Opening Instructions

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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, a Petition to Quash IRS Summons and an Application for Letter Rogatory/Discovery Pursuant to 28 USC 1782.

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

# Attorney Civil 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.



The following display message will appear:

Open Civil Case

**ATTENTION:**

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

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

**Open Civil Case**

Office  Case type

Date filed: 9/27/2018

Other court name

Other court number

JPML number

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.

# Attorney Civil 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** \_\_\_\_\_ ▼ 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

<b>Jurisdiction</b>	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
<b>Cause of action</b>	Select the U.S. Civil Statute under which you are filing, as cited in the initiating document.
<b>Nature of suit</b>	Select the primary nature of suit from the drop down list. (Refer to <a href="#">Civil Cover Sheet</a> for guidance; do not use 990).
<b>Origin</b>	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
<b>Citizenship</b>	Complete this field only if the selected jurisdiction is diversity.
<b>Jury demand</b>	Complete this field only if the jury demand is contained in the initiating document.
<b>Class action</b>	n = no (No Class Action Alleged) y = yes (Class Action Alleged)
<b>Demand (\$000)</b>	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.
<b>Arbitration code</b>	Leave blank
<b>County</b>	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.
<b>Fee status</b>	Leave default (paid); for government plaintiff set fee status to none (no fee required); for IFP plaintiffs, set fee status to in forma pauperis.
<b>Fee date</b>	Leave default
<b>Date transfer</b>	Leave blank

# Attorney Civil 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.

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."

**Open Civil Case**

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

3:18-cv-?????

**Search for a party**

Last / Business Name  First Name  Middle Name

**Search Results**

Smith, John  
Smith-Jones, John

**Open Civil Case**

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

3:18-cv-?????

**Search for a party**

Last / Business Name  First Name  Middle Name

**Search Results**

Smith, John  
Smith-Jones, John

*Matching Party*

# Attorney Civil Case Opening Instructions

## 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**.

**Open Civil Case**

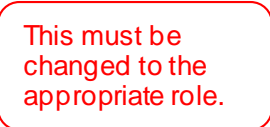
[Add New Party](#) [Create Case](#)

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

3:18-cv-?????

**Party Information**  
John Smith

Title

Role  

Pro se

Prisoner Id  Unit

Office

Address1

Address 2   Show this address on the docket sheet

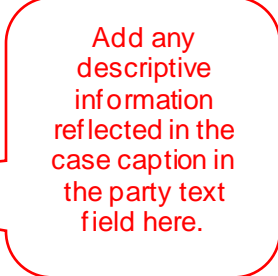
Address 3  City

State  Zip  Country

Prison

Phone  Fax

E-mail

Party text  

Start date  End date

Corporation  Notice

[Add Party](#) [Start a New Search](#)

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.

**Open Civil Case**

[Add New Party](#) [Create Case](#)

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

3:14-cv-?????

**Search for a party**

Last / Business Name  First Name  Middle Name

John Smith pla

Alias

Corporate Parent or other affiliate

Attorney

ABC Company dft.

Alias

Corporate Parent or other affiliate

Attorney










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.

# Attorney Civil Case Opening Instructions

## 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  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.

**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.



# Attorney Civil Case Opening Instructions

## 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.

# Attorney Civil Case Opening Instructions

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.

# Attorney Civil Case Opening Instructions

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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

Complaint Form.pdf

Attachments	Category	Description
1. <input type="button" value="Choose File"/> JS_044.pdf	Civil Cover Sheet ▼	<input type="text"/>
2. <input type="button" value="Choose File"/> No file chosen	▼	<input type="text"/>

Verify your case number. Select Next.

## Complaints and Other Initiating Documents

[3:18-cv-00031 Smith v. ABC Company](#)

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.

# Attorney Civil Case Opening Instructions

## 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

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: \$402

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 \*   
Password \*   
    
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.

# Attorney Civil Case Opening Instructions

## 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>	7032782
<b>Username</b>	ctdbellaarnold
<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 \* **\$402.00**

**Select a Payment Method**

   
Bella Arnold  
XXXXXXXXXXXX4747  
03/2022

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

Select Next.

## Attorney Civil 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="3:18cv31"/>

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.

# Attorney Civil Case Opening Instructions

## 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 \$402 receipt number ACTXDC-179790. ), filed by John Smith. (Arnold, Bella)

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 \$402 receipt number ACTXDC-179790. ), filed by John Smith.(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\SEALED MATTER.pdf pages: 1

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 11/9/2020 at 1:41 PM EST and filed on 11/9/2020

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 \$402 receipt number ACTXDC-179790. ), filed by John Smith.(Arnold, Bella)

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

Bella Arnold ctdbellaarnold@gmail.com, ctdpetergabriel@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 deecfStamp\_ID=1034868047 [Date=11/9/2020] [FileNumber=90179-0]  
[9fc8368ed4ded0470b1fa931a1a5b9fc61d034ac63a17d94c53623daf56db51e83539  
ffd0e5e876b678a40d872e8f2551bc9a037394fb56771dbfa85a39551bf]]

## Attorney Civil Case Opening Instructions

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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.