

# CM/ECF CIVIL MENU FOR ATTORNEYS

Last Revision Date 3/6/07

## Civil Events

### Initial Pleadings and Service

**Complaints and Other Initiating Documents-  
prompt added re: adding/terminating parties for  
attorneys to let the Clerk's Office add or delete**

Amended Complaint  
Counterclaim  
Crossclaim  
Intervener Complaint  
Motion to Vacate/Set Aside/Correct  
Sentence (2255)  
Notice to Take Foreign Deposition  
Petition to Perpetuate Testimony  
Petition to Proceed In Forma Pauperis  
Registration of Foreign Judgment  
Third Party Complaint

### Service of Process

Acknowledgment of Service  
Affidavit of Service  
Certificate of Service  
Request for Waiver of Service & Notice of  
Lawsuit  
Service by Publication  
Return of Service Executed (Habeas Cases)  
Summons Returned Executed (20 days to  
answer)  
Summons Returned Executed as to USA  
Summons Returned Unexecuted  
Waiver of Service Executed  
Waiver of Service Unexecuted  
Writ of Habeas Corpus Executed  
Writ of Habeas Corpus Unexecuted

### Answer to Complaints-will now ask if

**Affirmative Defenses are included in Answer**

### Other Answers

Affidavit in Opposition  
Affidavit in Support  
Affirmative Defenses  
Amended Answer to Complaint  
Answer to Complaint (Notice of Removal)  
**Other Answers (Continued)**

Answer to Writ of Garnishment  
Claim  
Withdrawal of Claim

## Motions

### Motions/Petitions

Alter Judgement  
Amend/Correct  
Appeal in Forma Pauperis  
Appear  
Appoint Counsel  
Appoint Guardian/Attorney ad Litem  
Appoint Receiver  
Approve Consent Judgment  
Attorney Fees  
Bifurcate  
Bill of Costs  
Bond  
Certificate of Appealability  
Certify Class  
Change Venue  
Citation to Discover Assets  
Cite Authority  
Compel  
Consolidate Cases  
Continue  
Declaration of Mistrial  
Declaratory Judgment  
Default Judgment  
Deposit Funds  
Directed Verdict  
Disbursement of Funds  
Disclosure  
Dismiss  
Dismiss/Lack of Jurisdiction  
Dismiss/Lack of Prosecution  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Enforce Judgment  
Entry of Default  
**Motions /Petitions (Continued)**  
Expedite

Extension of Time to File Answer  
Extension of Time to File Document  
Extension of Time to File Response/Reply  
File Excess Pages  
Forfeiture/Foreclosure  
Hearing  
In Limine  
Intervene  
Issuance of Warrant in rem  
Judgment NOV  
Judgment as a Matter of Law  
Judgment of Forfeiture/Foreclosure  
Judgment on Partial Findings  
Judgment on the Pleadings  
Judgment under Rule 54(b)  
Leave to Appeal  
Leave to File Document  
Letters Rogatory  
Lift Stay  
Miscellaneous Relief  
More Definite Statement  
New Trial  
Order  
Partial Summary Judgment  
Permanent Injunction  
Preliminary Injunction  
Proceed in Forma Pauperis  
Produce  
Protective Order  
Quash  
Reassign Case  
Reconsideration  
Recusal  
Release of Bond Obligation  
Release of Funds  
Remand  
Reopen Case  
Return of Property  
Sanctions  
Seal  
Seal Case

### **Motions /Petitions (Continued)**

Seal Document  
Service by Publication  
Set Aside  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Verdict  
Settlement  
Sever  
Show Cause  
Stay  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
Supplement  
Take Deposition  
Taxation of Costs  
Temporary Restraining Order  
Transfer Case  
Unseal Case  
Unseal Document  
Vacate  
Waive  
Withdraw  
Withdraw Reference  
Withdraw as Attorney  
Writ  
Writ of Garnishment (Application for/Motion for/Petition for)  
Writ of Habeas Corpus

### **Responses and Replies**

Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Memorandum in Opposition to Motion  
Memorandum in Support of Motion  
Reply to Response to Motion  
Response to Motion  
Traverse

### **Other Filings**

#### **Discovery Documents**

Deposition  
Notice to Take Deposition

#### **Notices**

Certificate of Service/Counsel  
Notice (Other)  
Notice of Appearance of Attorney  
Notice of Change of Address  
Notice of Foreclosure  
Notice of Lis Pendens  
Notice of Removal  
Notice of Voluntary Dismissal  
Notice to Take Deposition

#### **Trial Documents**

Exhibit List  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Voir Dire  
Trial Brief  
Witness List

#### **Appeal Documents**

Appeal Transcript Request  
Appeal of Magistrate Judge Decision to District Court  
Appellant's Brief  
Appellants Reply Brief  
Appellees Brief  
Designation of Record on Appeal  
Jurisdictional Statement  
Notice of Appeal  
Notice of Cross Appeal  
Notice of Interlocutory Appeal

#### **Other Documents**

Affidavit  
Amended Document (NOT Motion)  
Amicus Curiae Appearance

#### **Other Documents (Continued)**

Appendix  
Application for Writ  
Bill of Costs  
Brief  
Certificate

Certificate of Interest  
Designation of Lead Counsel  
Ex Parte Document  
Financial Affidavit  
Jury Demand  
Memorandum  
Objection  
Objection to Magistrate Judge's Report and Recommendations  
Objections to Answer to Writ  
Offer of Proof  
Pretrial Memorandum  
Proposed Bill of Costs  
Proposed Pretrial Order  
Receipt  
Redacted Document  
Redaction Index +  
Reply (NOT related to a motion/petition)  
Report of Rule 26(f) Planning Meeting  
Report of Sale  
Report re Patent/Trademark/Copyright Action  
Response (NOT to a motion/petition)  
Response to Order to Show Cause  
Satisfaction of Judgment  
Sealed Document +  
Settlement Agreement  
State Court Record/Other Record Received  
Statement of Facts  
Status Report  
Stipulation  
Stipulation of Dismissal  
Subpoena  
Suggestion of Bankruptcy  
Suggestion of Death  
Transcript Request  
Waiver