INSTRUCTIONS FOR ATTORNEYS FILING NEW CASES

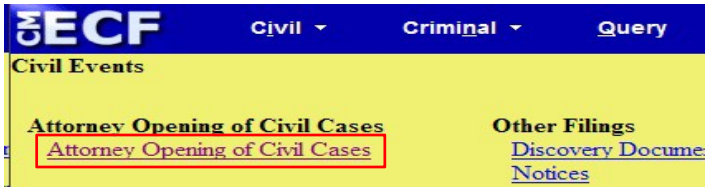
These instructions are for use by attorneys who are wanting to file a new complaint and are paying via credit card.

IMPORTANT NOTE: Please avoid using your browser back button when navigating through case opening. Doing so can result in errors in the opening of your case. Before you begin, please be sure your complaint or notice of removal, civil cover sheet and any attachments are available in .pdf format and that your credit card information is at hand.

1. Login into CM/ECF system using your login and password, making sure to check the box regarding redaction rules.

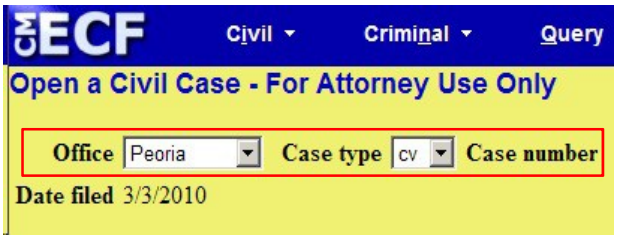
2. Click on Civil in the blue tool bar located at the top of the page.

3. Click on Attorney Opening of Civil Cases.



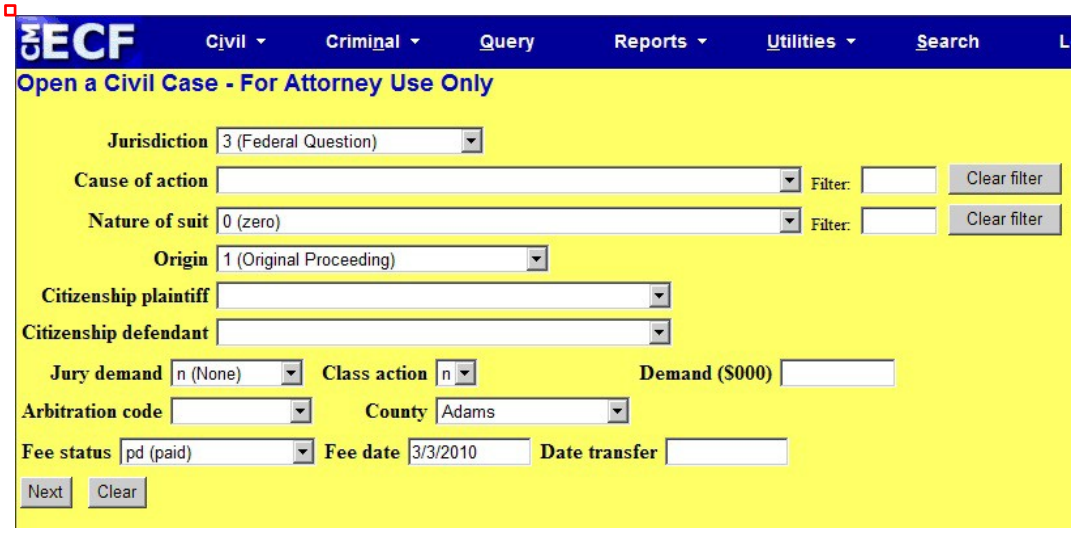
4. Choose correct office for filing from drop down box. Verify that the Case type is cv. (Note: If you are not sure which office is applicable, please refer to the Local Rules to determine correct location). DO NOTHING ELSE ON THIS SCREEN.

Click Next



5. You will now see a screen which asks for specific statistical information regarding your case. This information is the same information that you provide on your civil cover sheet. Please refer to your completed civil cover sheet for information. Selections can be made by clicking on the down arrow located at the end of each informational box. Informational boxes citizenship plaintiff/defendant, arbitration code and date transfer are optional boxes and may not be applicable to your case and can be left blank. ALL OTHER BOXES MUST BE FILLED IN. EVEN IF THE BOX DEFAULTED TO THE CORRECT SELECTION, PLEASE CLICK ON THAT SELECTION AGAIN TO LOCK IN THE INFORMATION. NOTE: The county of the **FIRST LISTED PLAINTIFF** should be chosen from the drop down box in the county informational box.

Once all appropriate boxes are complete, click Next



6. You will now see a screen in which you may add parties. You will note that this screen is a split screen. Please pay special attention to which side of the screen you are working on, as you follow the steps below.

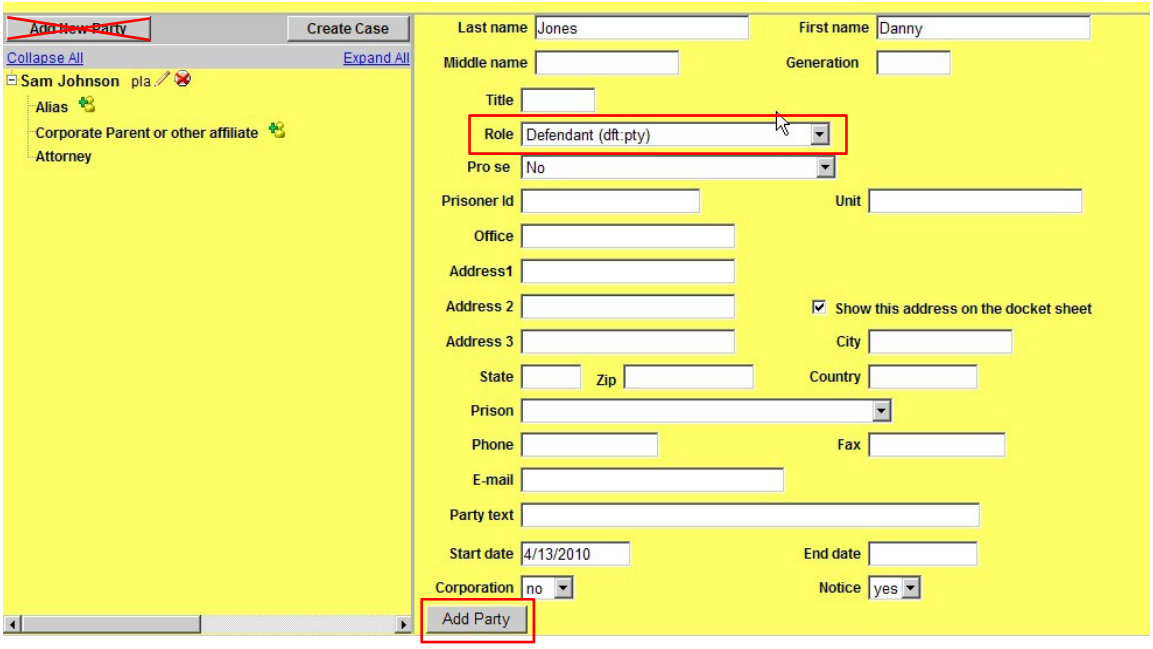
7. To add parties, type in plaintiffs first and last names in the appropriate box on the right side of your screen. Please use appropriate capitalization. Do not enter names in all CAPS. Do not add punctuation. Click Search. Please do not enter names into the database without first performing the search function. A Search Results box is displayed and below the box there are two buttons, one which says Select Party, and one which says Create New Party.

Click on Create New Party

8. The Party Information Screen now appears on the right side of your screen. Your plaintiff's name will be in the appropriate boxes in this screen. You will need to change the role of the party by hitting on the drop down box arrow, and selecting the correct role (in this case, plaintiff). Enter no other information on this screen. On the bottom of the screen is a button that says add party (you may have to use your scroll bar located on the far right hand side of your screen to be able to see the add party button).

Click on the add party [Add Party] button (located on the bottom right hand side of your screen), NOT the "add new party" button (located on the top left hand of your screen). You will note that if done correctly, your party has been added to the party tree on the left side of your screen. If you should click on the "add new party" button in error, your party will not be added to the party tree and you will need to re-enter the information on the right side of your screen. It is imperative to always check the party tree located on the left side of your screen to verify that your parties are being added. **DO NOT HIT YOUR BROWSER BACK BUTTON** in an attempt to correct errors.

You will note that your plaintiff's name has now been added to the left side.



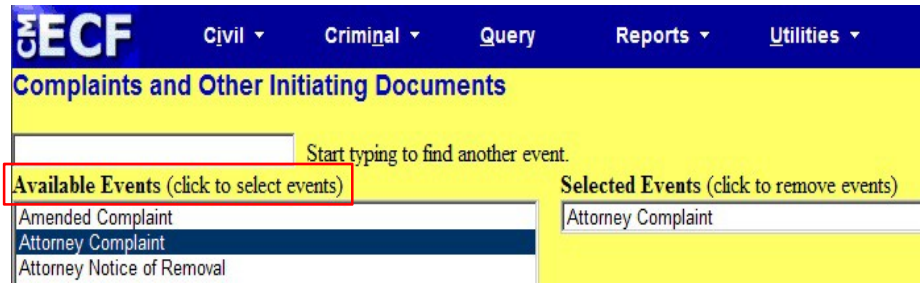
9. You are now ready to enter another party. To do this you once again go to the right side of your screen, and follow steps 7 and 8 above, making note to change your role types as appropriate. As you continue to add parties following steps 7 and 8 above, the names will appear on the left side of the screen also.

10. Once all parties have been entered, you will notice on the left side of your screen, above the party names a button that says “Create Case”. Click on this button. A screen appears that says “Case will be created. Proceed?” If you have entered your parties correctly, have your credit card ready, and have your complaint ready to attach (in pdf format) click ‘Yes’ to proceed. Your case has now been created and a case number is assigned.

<u>NOTE</u>: Once you have clicked the “create case” button , **DO NOT HIT YOUR BROWSER BACK BUTTON** in hopes of correcting any errors to your case. Please contact the clerk’s office with any questions.

11. You will notice that this screen displays your case number and asks if you would like to docket lead event. Click on the link “Docket Lead Event”.

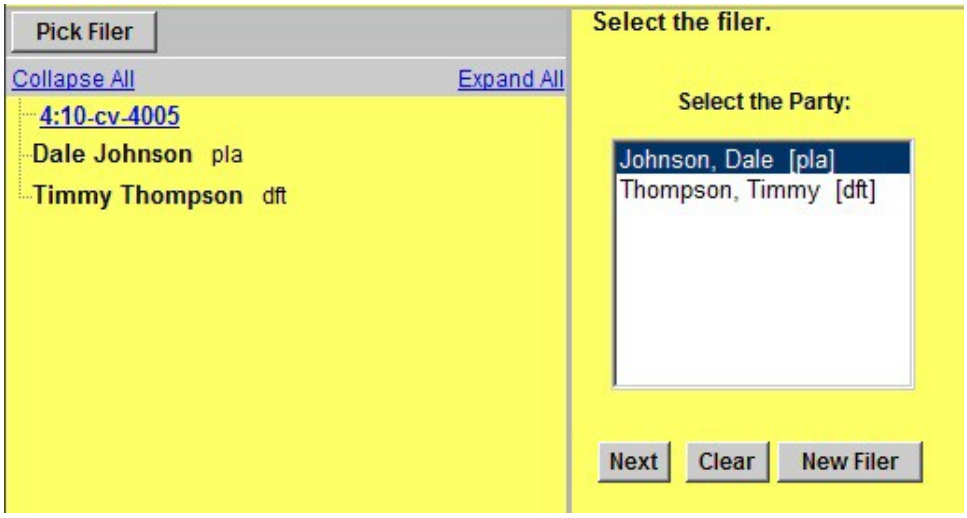
12. From this screen choose “Attorney Complaint” or “Attorney Notice of Removal” (whichever is appropriate) from the list of ‘Available Events’ and click Next



13. An informational screen appears with the case number that has been assigned to your case.

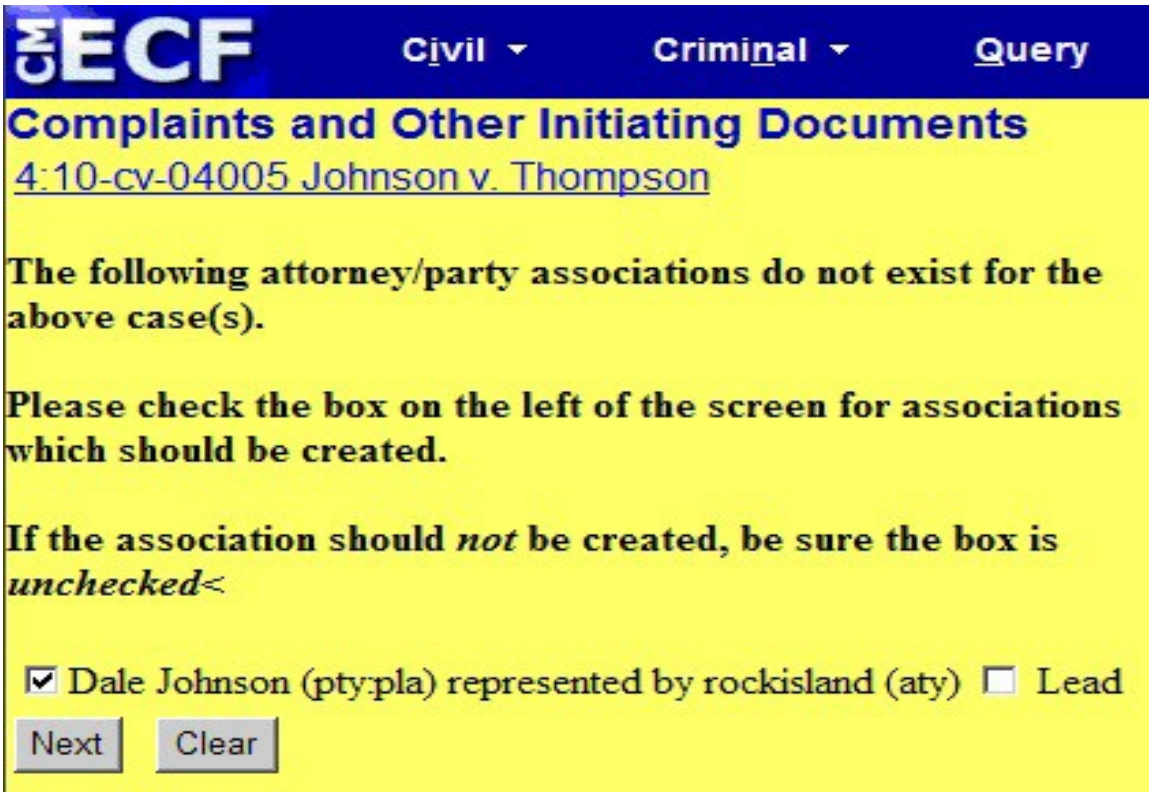
Click Next

14. On this screen you will see that you once again have a split screen. On the left side of your screen you will see the plaintiff(s) and defendant(s) that you have entered. On the right hand of the screen all parties appear in a box. At the top of the split screen on the right hand side you will see that you are being asked to 'Select the filer' .
YOU ARE THE FILER - If you are filing a complaint, you will want to choose the plaintiff(s) from the box on the right hand side of the screen by clicking on the name (it will turn blue) and then clicking next, if you are filing a notice of removal, you will want to choose the defendant from the box on the right hand side of the screen by clicking on the name (it will turn blue) and then clicking Next

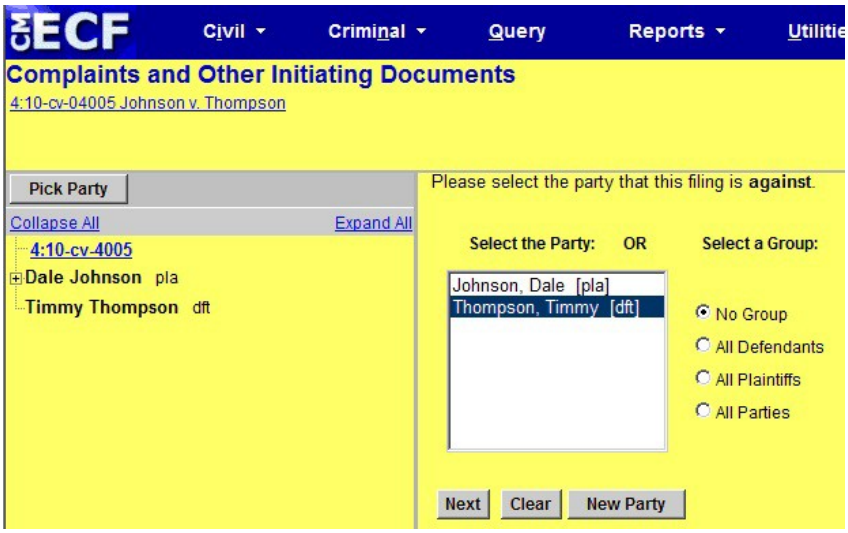


15. A screen appears that tells you that an attorney/party association does not exist for this party and yourself, and would you like to make this association. The box is already checked by default. You will also notice that at there is a box that can be marked if you are the lead attorney. Local Rule 11.2 - Designation of Lead Counsel on Initial Pleading states: "When a party's initial pleading is filed, counsel must designate as lead counsel the attorney who will be responsible for receipt of telephone conference calls. Only one may be designated." If you are the lead counsel, mark this box.

If not, leave it blank. Click Next



16. A split screen once again appears. On the right side of this screen it is asking - "Please select the party that this filing is against". You will want to pick the appropriate party (defendant if filing complaint; plaintiff if filing notice of removal) from the box by clicking on the name (it will turn blue), and then clicking on Next



17. A screen appears in which you are to attach your complaint or notice of removal (required) and any attachments(i.e. summons, exhibits).To do this, next to the main document box there is a browse button(the main document will always be either the complaint or notice of removal) . Browse for your complaint or notice of removal (that you have in pdf format). Once you have selected this document, the link will appear in the box under "main document". Follow the same steps for the attachment boxes by browsing for your remaining documents (i.e., civil cover sheet, summons), making sure to put either a category or description to these documents.

Once finished, hit Next

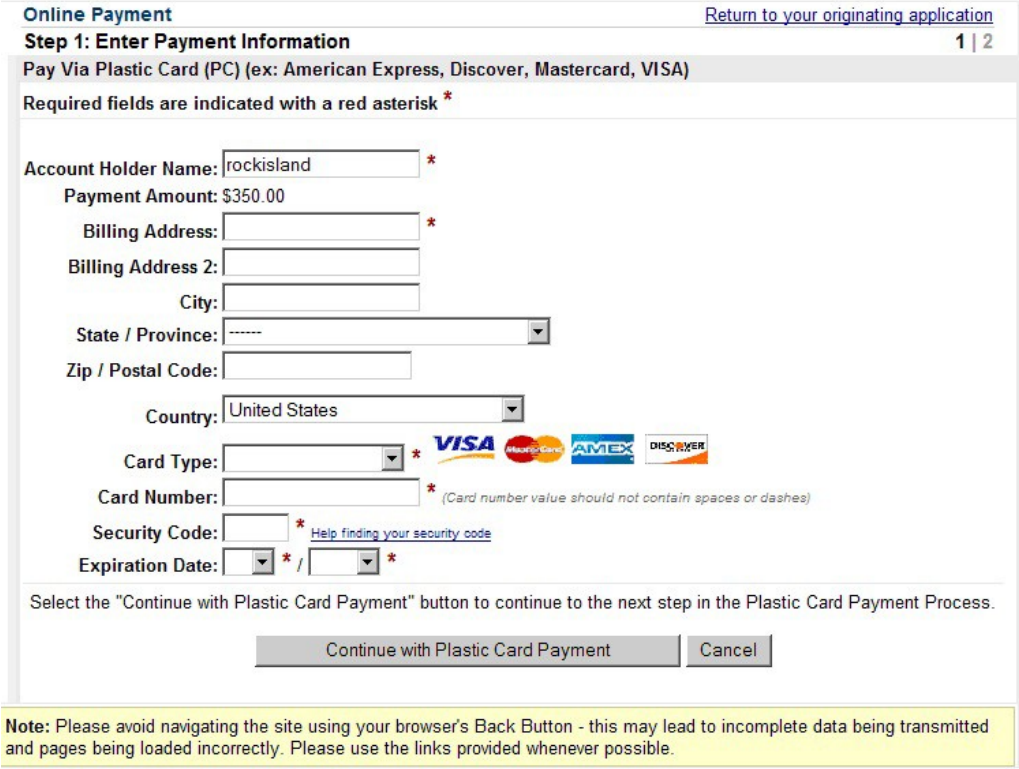
(IMPORTANT - If you are seeking ifp status, DO NOT attach your motion for ifp to this transaction. Once your case has been opened, and complaint filed, you may proceed in filing your motion for ifp by logging into the CM/ECF system; click civil on the blue tool bar; select motions/petitions, pick proceed in forma pauperis from the drop down box, hit next; follow the interactive screens to complete filing).

18. This screen asks you if you are requesting ifp status or filing on behalf of the USA. Fill in the appropriate response. If you are filing on behalf of the USA or are requesting IFP status, you would enter “y” in this box and hit next. If you have chosen “y”, please proceed to instruction number 23.
If not, and are ready to pay by credit card, you would put a “n” in the box, and then click Next

19. The next screen is a reminder that the fee for filing a new complaint is $350.

Click Next

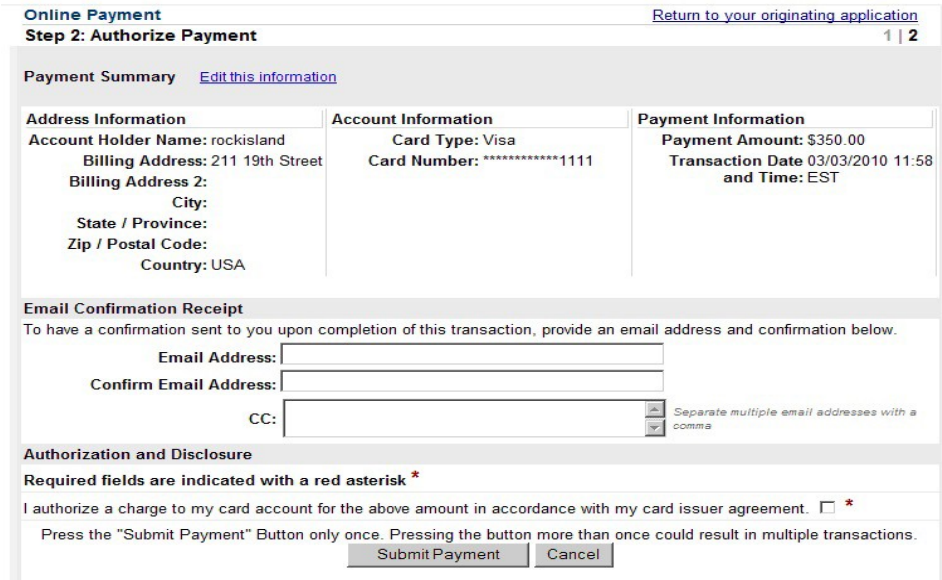
20. A screen now appears that asks for your credit card information. Fill in the appropriate boxes, verify, and then click on “continue with plastic card payment”.



21. An Authorize Payment screen now appears. Verify the information on this page. If you would like confirmation of this payment sent to you, enter your email address in the appropriate boxes. Once you have filled in all appropriate boxes, mark the authorization box at the bottom of the page by clicking in the box,

and then click on Submit Payment

WARNING: Once you have clicked on the "submit payment" button, your credit card has been charged the $350 filing fee, regardless of whether you finish the transaction. **DO NOT HIT YOUR BROWSER BACK BUTTON** in an attempt to make corrections to your case. Doing so may result in double charges to your credit card.



22. If your payment is accepted, you will get a screen that shows you: Complaint against "your defendant" (Filing fee $350, receipt number *******), filed by "your plaintiff".

If all appears correct, his next. Click on Next

Complaints and Other Initiating Documents
4:10-cv-04005 Johnson v. Thompson

Docket Text: Final Text

COMPLAINT against Timmy Thompson (Filing fee $ 350 receipt number 0753-698980.), filed by Dale Johnson.(rockisland,)

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):
P:\CMECF\RI\Denise\09-40094 Davis Guideline Order.pdf pages: 1

Next Clear

23. A final docket text screen appears. Click on Next to commit this transaction.

Complaints and Other Initiating Documents
4:10-cv-04005 Johnson v. Thompson

U.S. District Court

United States District Court for the Central District of Illinois

Notice of Electronic Filing

The following transaction was entered by rockisland, on 3/3/2010 at 11:07 AM CST and filed on 3/3/2010
Case Name: Johnson v. Thompson
Case Number: 4:10-cv-04005-JBM-JAG
Filer: Dale Johnson
Document Number: 1
Judge(s) Assigned: Joe Billy McDade (presiding), John A. Gorman (referral)

Docket Text:
COMPLAINT against Timmy Thompson (Filing fee $ 350 receipt number 0753-698980.), filed by Dale Johnson.(rockisland,)

24. A Notice of Electronic filing now appears. Please note that the Notice of Electronic filing informs you of the judges which have been assigned to your case.

CONGRATULATIONS!! You have now successfully filed a case with the US District Court, Central District of Illinois.

The Clerk's office will be automatically notified of this filing. They will review your case for accuracy and notify you if additional information is required. If you should have any questions, please do not hesitate to call the clerk's office help desk during normal office hours for assistance.

Office Hours: 8:00 a.m. to 5:00 p.m.

Peoria Division:	309.671.7117
Urbana Division:	217.373.5830
Springfield Division:	217.492.4020
Rock Island Division:	309.793.5778