

**READ THIS BEFORE**  
**attempting to file a miscellaneous case.**

### Miscellaneous Cases

These instructions are appropriate for filing a miscellaneous civil case, only. Listed below are examples of miscellaneous civil cases. Be aware that there are others types of miscellaneous cases.

- ✓ Motion to Quash Subpoena
- ✓ Notice to Take Foreign Deposition
- ✓ Petition to Enforce Summons
- ✓ Petition to Perpetuate Testimony
- ✓ Registration of Foreign Judgment

### Filing Process

Filing a miscellaneous case is a four-part process: 1) open the case, 2) file the initiating document, 3) file the civil cover sheet, and 4) file the attorney appearance. Instructions for completing each of these tasks are provided in this document.

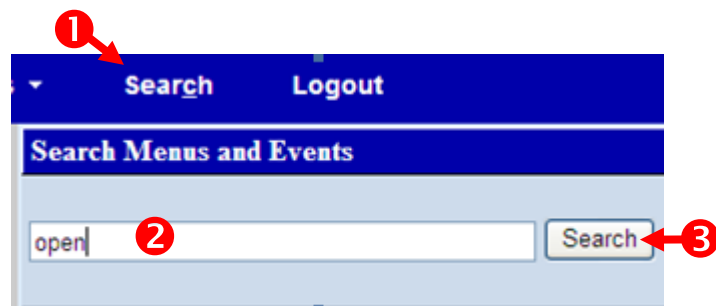
### Payment of Filing Fees

- ✓ Review the General Order regarding refund of filing fees paid electronically. The full order is available at [https://www.ilnd.uscourts.gov/assets/documents/forms/clerksoffice/rules/admin/pdf-orders/General\\_Order\\_16-0020.pdf](https://www.ilnd.uscourts.gov/assets/documents/forms/clerksoffice/rules/admin/pdf-orders/General_Order_16-0020.pdf). The applicable excerpt is provided at the end of this document.
- ✓ Payment for filing fees will be made through **Pay.gov**, a service used by the District Court to process filing fees. Pay.gov is **NOT** a department of, or managed by the District Court.
- ✓ Pay.gov accepts Visa<sup>®</sup>, MasterCard<sup>®</sup>, Discover<sup>®</sup>, American Express<sup>®</sup> and Diners Club International<sup>®</sup>. **Debit cards are not accepted for payment at this time.**

## Miscellaneous

- ✓ **Do not test or practice** opening a civil case in the CM/ECF Live database. If you want to practice, contact Nicole Fratto at [Nicole\\_Fratto@ilnd.uscourts.gov](mailto:Nicole_Fratto@ilnd.uscourts.gov) for access to the training database.
- ✓ If you are experiencing a problem, exit the case opening sequence before completing the process and call us at 312-582-8727.
- ✓ **If you have opened a case incorrectly, do not open another case. Call the Help Desk at 312-582-8727 and we will resolve any issues with the case.**
- ✓ The Clerk's Office will designate a judge and designate a magistrate judge once an attorney opens a case. The filing attorney will receive an electronic notification of the assignment.
- ✓ Do not e-file a summons when opening a case. Email the summons to intake\_ilnd@ [ilnd.uscourts.gov](mailto:ilnd.uscourts.gov) **AFTER** you receive notification of the judge assignment.
- ✓ If you are not sure how to open a civil case, please call us at 312-582-8727 or you can review a short training video at <http://www.ilnd.uscourts.gov/home/CMECF.aspx>

- 
1. Click **Search** on the menu bar.
  2. Type **Open** in the box.
  3. Click the **Search** button.



- 
4. Click **Attorney Open Civil Case**.



5. Select the division (office) that you are filing the case in. In this example, the case is being filed in Chicago.
6. Click **Next**.

**Open a Civil Case**

Office  Case type  Case number

Date filed 10/29/2009

Other court name

Other court number

To view the divisional map, click the link below.  
[http://www.ilnd.uscourts.gov/CLERKS\\_OFFICE/GeneralInfo/Districtmap.htm](http://www.ilnd.uscourts.gov/CLERKS_OFFICE/GeneralInfo/Districtmap.htm)

7. Select the appropriate responses. Your responses should reflect the Civil Cover Sheet.
8. Click **Next**.

**Open a Civil Case**

Jurisdiction

Cause of action  Filter:

Nature of suit  Filter:

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand  Class action  Demand (\$000)

Arbitration code  County

Fee status  Fee date  Date transfer

9. Enter the filing party name. If the party is a business, enter the complete business name in the **Last/Business Name** field.
10. Click **Next**.

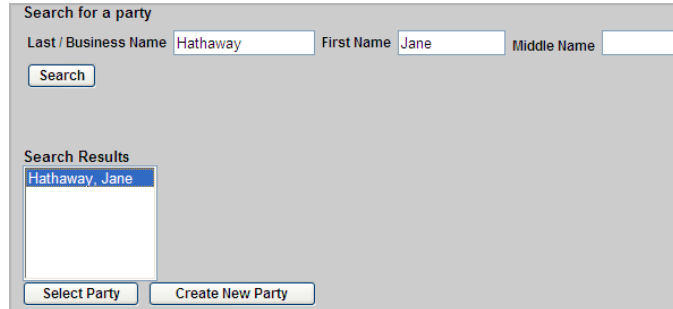
Search for a party

Last / Business Name  First Name  Middle Name

**Do not use all uppercase. Only the first initial of each name should be uppercase, as illustrated in the above example.**

11. Select the name of the filing party and click **Select Party**.

If the party does not exist, click **Create new party** and go to step 15.

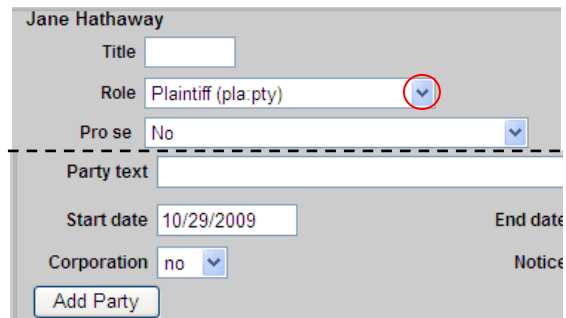


12. A. Verify that the party name is correct. If incorrect, click **BACK** and re-enter.


B. Select the party role.


C. Enter any descriptive text if desired. For example, “President of an Illinois Corporation”.

D. Click **Add Party**.

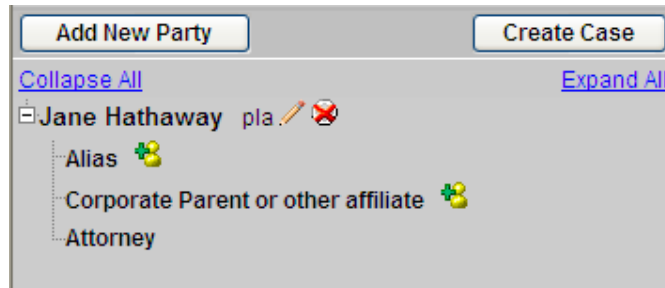


13. The party name displays on the party tree in the left pane.

If this party was added in error, click  next to the party name.

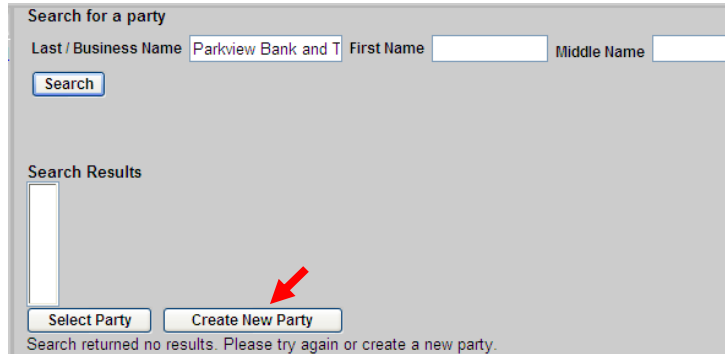
To add an alias for this party click  next to the party name.

14. Repeat steps 9-12 to add additional parties.



### Create a New Party

15. Click **Create new party**.

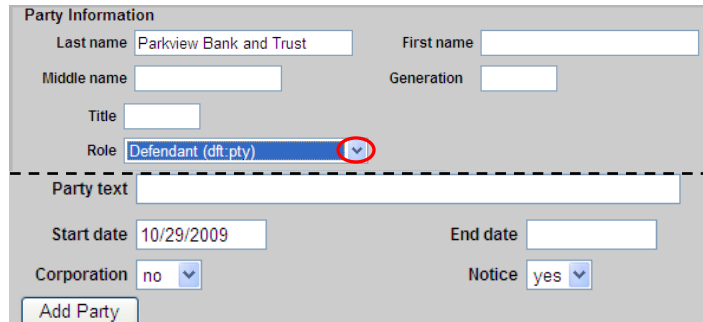


In this example, we are searching for **Parkview Bank and Trust**. **Parkview** is not in the database and must be added.

16. The name you searched for displays.  
Make any necessary corrections to the spelling of the name.

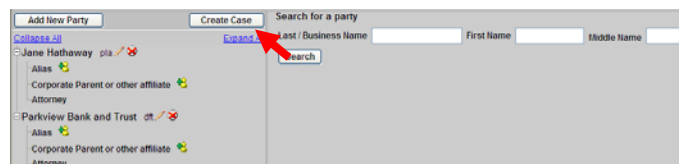
17. A. Select the **Role**

B. Enter any descriptive text if desired. For example, “President of an Illinois Corporation”.

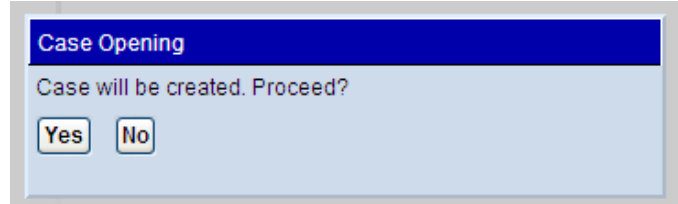


18. Click **Add Party**.

19. Click **Create Case** once all parties are added to the case.



20. Click **Yes**.



21. The case is now open and CM/ECF assigns the case number.

**WRITE DOWN** the case number shown on the screen for future reference.



***If you have opened a case incorrectly***

***STOP***

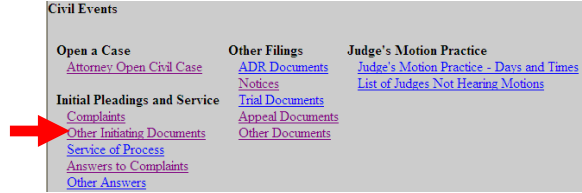
***DO NOT OPEN ANOTHER CASE.***

***Call the Help Desk at 312-582-8727.***

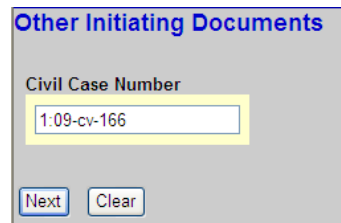
***We will resolve the issues with the case.***

## Filing a Miscellaneous Case Part II – File the Initiating Document

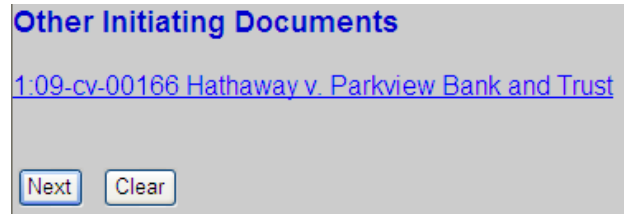
1. Click **CIVIL** on the menu bar.
2. Click **Other Initiating Documents**.



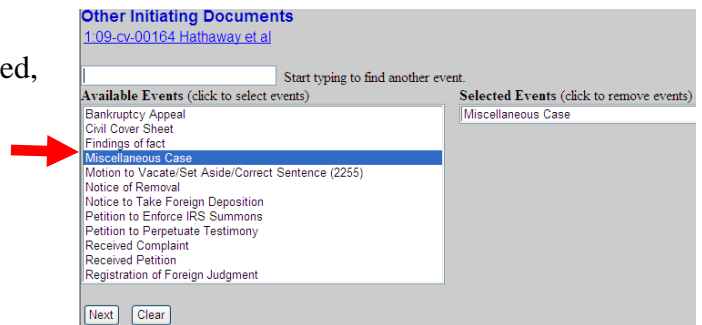
3. The case number displays. Click **Next**.



4. The case number and title displays.  
Click **Next**.

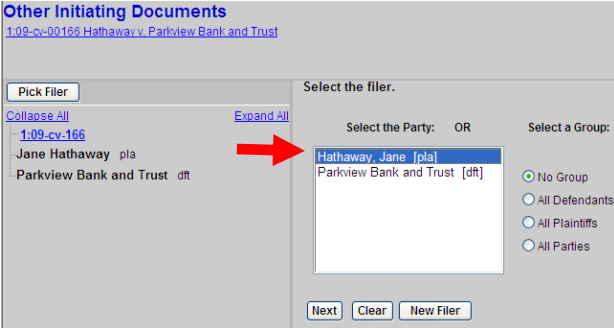


5. Select the appropriate case type.  
If the type of case you are filing is not listed,  
select Miscellaneous Case.

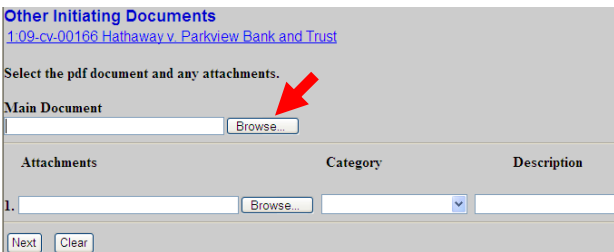


## Filing a Miscellaneous Case Part II – File the Initiating Document

6. Select the filing party and click **Next**.



7. Click **Browse** to search for the pdf document that you want to file.



8. Select the initiating document and click **Open**.

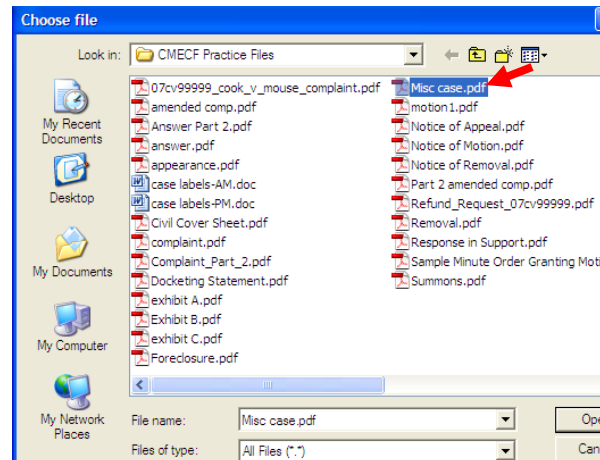
**To preview the file being uploaded:**

- A. Right-click on the file name
- B. Select **Open with Acrobat**.
- C. View the document.
- D. Close the document.

**READ THIS**



- > **ONLY the initiating document is uploaded at this time.**
- > **Exhibits in support of the initiating document may be included as attachments.**
- > **File the Civil Cover Sheet separately and the Attorney Appearance separately.**





**Filing a Miscellaneous Case  
Part II – File the Initiating Document**

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9. To include an attachment click **Browse** next to the first available blank box and select the desired file.
10. Click **Next** once all files are uploaded.

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Select the pdf document and any attachments.

**Main Document**  
F:\CMECF - Attorney\CMECF Practice Fi

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

11. Enter the title of the document.

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Enter title of document:

12. Type **N** and click **Next**

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Is this case filed with an Application to Proceed Without Prepayment of Fees?

or

Is this miscellaneous case filed on behalf of the USA?

Yes  
 No

13. Click **Next**.

Other Initiating Documents  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)  
Fee: \$39

14. Click **Next** and wait for the Pay.gov screen to display.

Other Initiating Documents  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)  
After you pay the filing fee **YOU MUST RETURN TO THE COURT'S WEBSITE** to complete your transaction.  
The transaction is completed when you see the Notification of Electronic Filing.

15. Follow the prompts and enter your credit card information.

**The payment amount displayed reflects the appropriate fee for the type document being filed.**

Online Payment [Return to your originating application](#)  
**Step 1: Enter Payment Information**  
Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)  
Required fields are indicated with a red asterisk \*  
Account Holder Name:  \*  
Payment Amount: \$350.00  
Billing Address:  \*  
Billing Address 2:   
City:   
State / Province:  \*  
Zip / Postal Code:   
Country:  \*  
Card Type:  \*   
Card Number:  \* (Card number value should not contain spaces or dashes)  
Security Code:  \* [Help finding your security code](#)  
Expiration Date:  \* /  \*  
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Click **HERE** to exit without paying and correct any mistakes.

## Filing a Miscellaneous Case Part II – File the Initiating Document

16. Check the box authorizing the charge. If this box is not checked the filing fee cannot be processed.
17. To have a receipt emailed to you, enter your email address in both boxes.
18. Click **Submit Payment**.

The screenshot shows a 'Payment Summary' form with three main sections: Address Information, Account Information, and Payment Information. Below these are fields for Email Confirmation Receipt and Authorization and Disclosure. Red arrows point to specific elements: one to the 'Email Address' field, another to the 'Confirm Email Address' field, and a third to the 'I authorize a charge...' checkbox. A red box with text 'Enter email address for receipt.' is positioned over the email fields, and another red box with text 'Check this box to authorize the charge.' is positioned over the authorization checkbox.

Address Information	Account Information	Payment Information
Account Holder Name: Attorney Test 219 S. Billing Address: Dearborn Billing Address 2: City: State / Province: Zip / Postal Code: 60600 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$1.00 Transaction Date 04/17/2009 15:19 and Time: EDT

Email Confirmation Receipt  
To have a confirmation sent to you upon completion of this transaction, provide an email address and  
Email Address: paula\_rogers@lind.uscourts.gov  
Confirm Email Address: paula\_rogers@lind.uscourts.gov  
CC:

Authorization and Disclosure  
Required fields are indicated with a red asterisk \*  
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.   
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

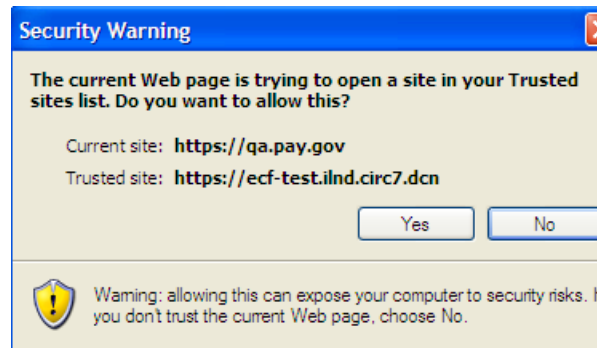
19. Wait until your credit card charge has been processed.

Your request is being processed. Please wait.



20. Click **Yes** to return to CM/ECF.

**If you do not select yes, you will not return to the Court's website to complete your transaction. Your credit card will be billed, but your complaint will NOT be filed.**



21. Add any desired text to the docket entry and click **Next**.

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Docket Text: Modify as Appropriate.  
 by Jane Hathaway Filing fee \$ 39, receipt number 0752-173086.  MISCELLANEOUS CASE  
 (Attachments: # (1) Supplement)(Crowe, Ryan)

22. Verify that the docket entry is correct and that you uploaded the correct file(s).

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Docket Text: Final Text  
 by Jane Hathaway Filing fee \$ 39, receipt number 0752-173086. MISCELLANEOUS CASE (Attachments: # (1) Supplement)(Crowe, Ryan)

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

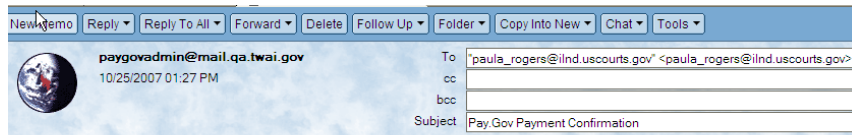
Source Document Path (for confirmation only):  
 F:\CMECF - Attorney\CMECF Practice Files\Misc case.pdf pages: 1  
 F:\CMECF - Attorney\CMECF Practice Files\exhibit A.pdf pages: 1

**Verify that these are the file(s) that you intended to upload.** →

23. Click **Next**.

Wait for the Notice of Electronic Filing (NEF) to display. Make sure that you either print a copy of the NEF for reference or write down the case number and document number. You will need these numbers in the event that the clerk's office requests that you resubmit any PDF documents.

Shown below is a sample receipt generated by Pay.gov. To generate a receipt you must enter your email address at the prompt on the Pay.gov screen.



```

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Payment Summary

Application Name: ILND CM ECF TEST
Pay.gov Tracking ID: 3FOB9Q4B
Payment Agency Tracking ID: 07520000000000160100

Cardholder Name: Attorney Test
Cardholder Address: 219 S. Dearborn
Cardholder Country: USA
Cardholder Zip Code: 60600
Card Type: Visa
Payment Amount: $1.00
Transaction Date: Oct 25, 2007 2:27:24 PM
    
```

1. Click **Search** on the main menu.



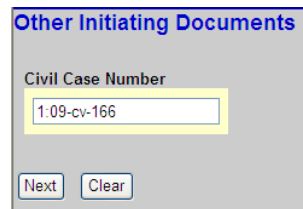
- 
2. Type **civil cover sheet** in the box, and click **Search**.



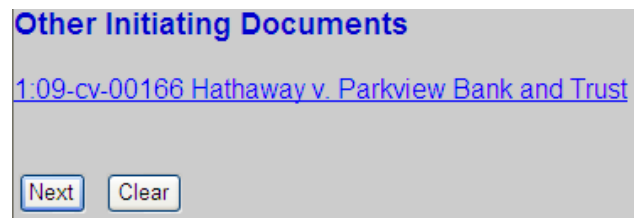
The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

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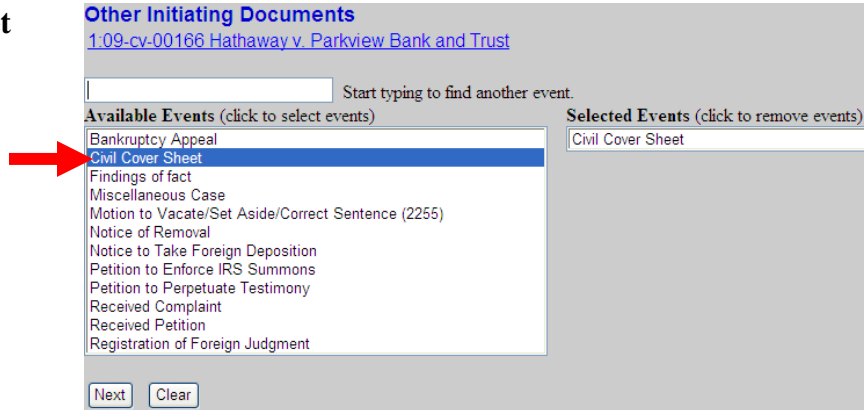
3. Enter the case number and click **Find This Case** if the **Next** button is grayed out.



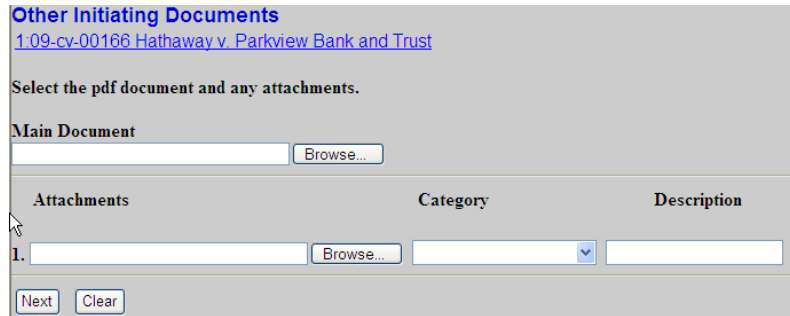
- 
4. Click **Next**.



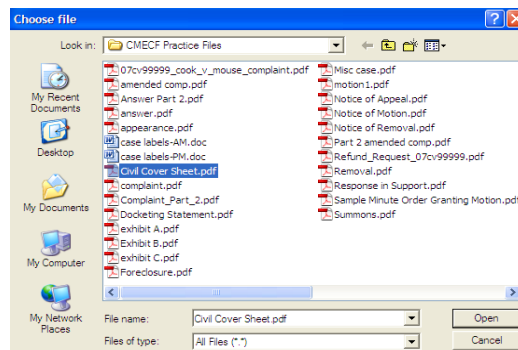
7. Select **Civil Cover Sheet** and click **Next**.



8. Click **Browse**



9. Select the civil cover sheet to be filed and click **Open**.



10. Verify that the correct file is uploaded and click **Next**.

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Select the pdf document and any attachments.

**Main Document**  
MECF Practice Files\Civil Cover Sheet.pdf

Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

11. Click **Next**.

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

12. Click **Next**.

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Docket Text: Final Text  
**CIVIL Cover Sheet (Crowe, Ryan)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
F:\CMECF - Attorney\CMECF Practice Files\Civil Cover Sheet.pdf pages: 1

13. Wait for the system to process your request.

**Processing**  
Processing... please wait.  
.....

**Other Initiating Documents**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

United States District Court  
Northern District of Illinois - **CM/ECF TEST, Ver 4.0.2**

**Notice of Electronic Filing**

The following transaction was entered by Crowe, Ryan on 10/29/2009 at 2:31 PM CDT and filed on 10/29/2009

**Case Name:** Hathaway v. Parkview Bank and Trust  
**Case Number:** [1:09-cv-00166](#)  
**Filer:**  
**Document Number:** [1](#)

**Docket Text:**  
[CIVIL Cover Sheet \(Crowe, Ryan\)](#)

1:09-cv-00166 Notice has been electronically mailed to:

1:09-cv-00166 Notice has been delivered by other means to:

Jane Hathaway

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

Shown above is a partial sample of the electronic notice of electronic filing. This notice provides a direct link to the document being filed. For ECF users this constitutes service. This notice is emailed to all parties who are electronic filers.

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive on free electronic copy of all documents filed electronically. PACER access fees apply to all other users. The “free look” does not apply when viewing documents in cases for which you are not a participant.

Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. If you login to CM/ECF or PACER without using the email link there will be a charge. One free copy is available to each attorney of record. PACER fees will apply to secondary email addresses. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. If you login to CM/ECF or PACER without using the email link there will be a charge.

**To avoid PACER charges:**

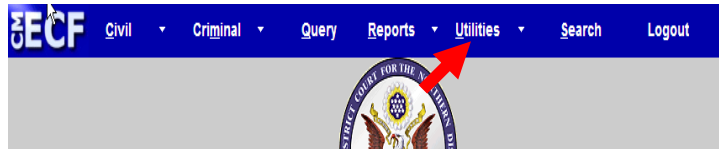
- > Download a copy of the notice to your own computer the first time that you view the document.
- > Print out a hard copy the first time that you view the document.



### Important Points to Keep in Mind

- ✓ ECF requires that each attorney file his or her own appearance. ECF will only accept **one appearance** per entry.
- ✓ An attorney who has logged in as an e-filer **may not** file the appearance of another attorney. For example, attorney Scott Glenn may file an appearance for himself, but not for attorney Julia Roberts.

1. Click **Search** on the main menu.



2. Type **Appearance** in the box.
3. Click **Search**.

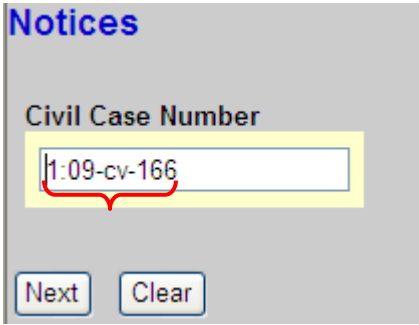


The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

4. Click **Attorney Appearance**.

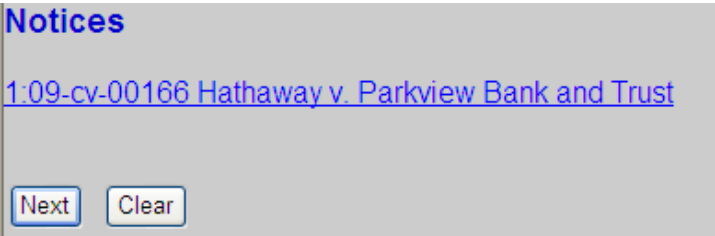


- 5. Type the case number in the box.
- 6. Click **Find This Case** if the **Next** button is grayed out.



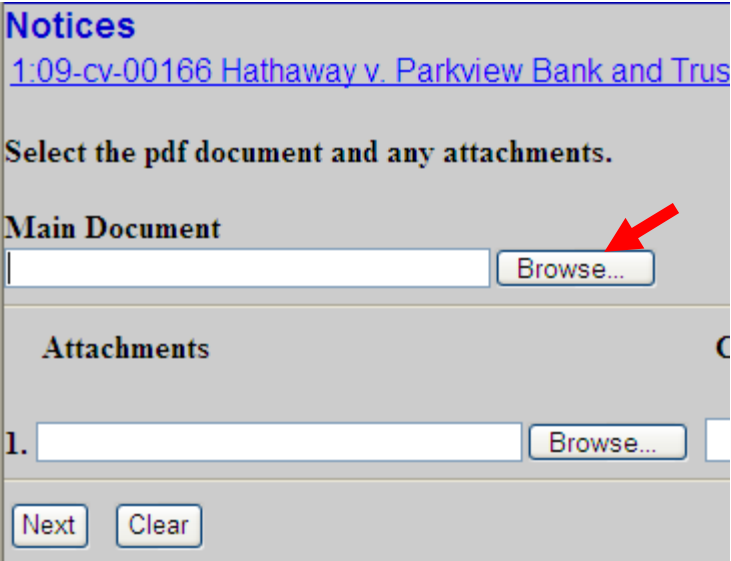
The screenshot shows a form titled "Notices" with a section for "Civil Case Number". A text input field contains the value "1:09-cv-166". Below the input field are two buttons: "Next" and "Clear".

- 
- 7. Verify that the correct case number and case title display.
  - 8. Click **Next**.



The screenshot shows the "Notices" form with the case number "1:09-cv-00166" and the case title "Hathaway v. Parkview Bank and Trust" displayed. Below the display are two buttons: "Next" and "Clear".

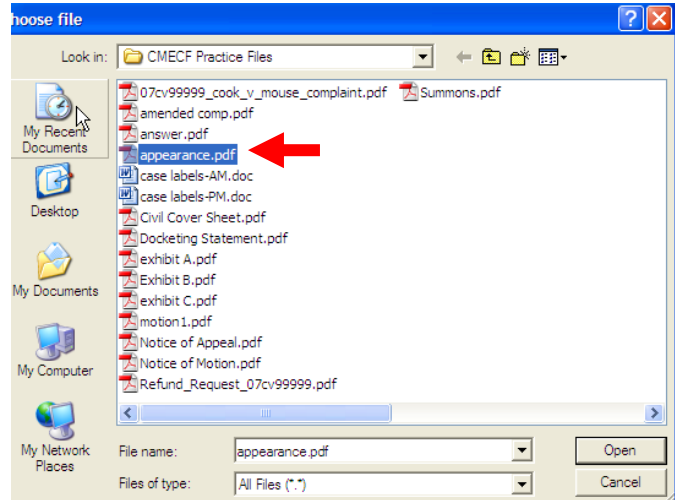
- 
- 9. Click **Browse**.



The screenshot shows the "Notices" form with the case number and title displayed. Below this, there is a section titled "Select the pdf document and any attachments." with a sub-section "Main Document" containing a text input field and a "Browse..." button. A red arrow points to the "Browse..." button. Below the "Main Document" section is an "Attachments" section with a numbered list (1.) and another "Browse..." button. At the bottom are "Next" and "Clear" buttons.

10. Select the appropriate file.

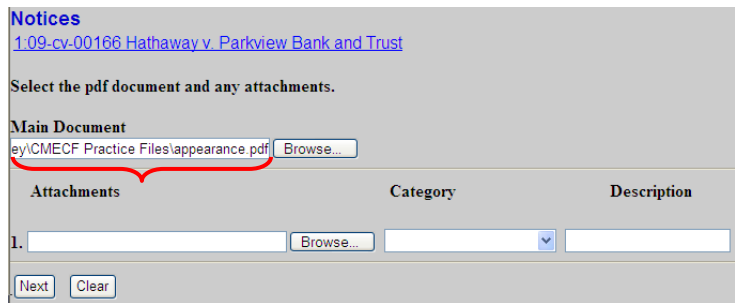
11. Click **Open** to upload the file to CM/ECF.



12. Verify that the correct file name displays.

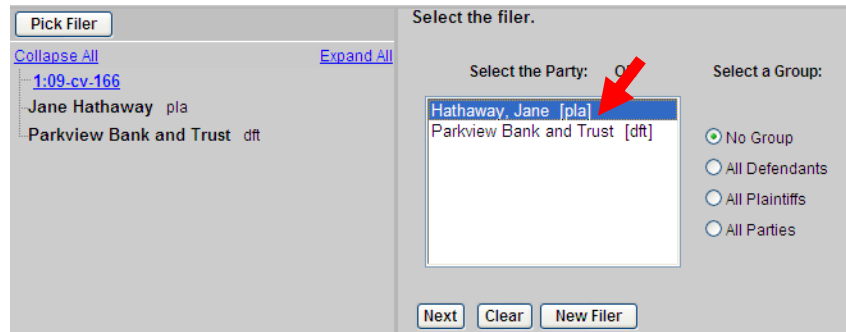
A. If correct, click **Next**.

B. If incorrect, click your browser's back button and repeat steps 10-11.



13. Select the filing party from the list on the right.

14. Click **Next**.



If this is the first time that you have filed on behalf of a party, the attorney-party association screens displays.

- A. If you are the lead attorney, check the Lead box.
- B. Click **Next**.

**Notices**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

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*.

Jane Hathaway (pty:pla) represented by Ryan Crowe (aty)  Lead  Notice

Next Clear

15. Add appropriate docket text if desired.

16. Click **Next**.

**Notices**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

Docket Text: Modify as Appropriate.

ATTORNEY Appearance for Plaintiff Jane Hathaway by Ryan Crowe (Crowe, Ryan)

Next Clear

17. Verify that the docket text is correct.

- A. If correct, click **Next**.
- B. If incorrect, click your browser's back button and correct the appropriate screens.

**Notices**  
[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

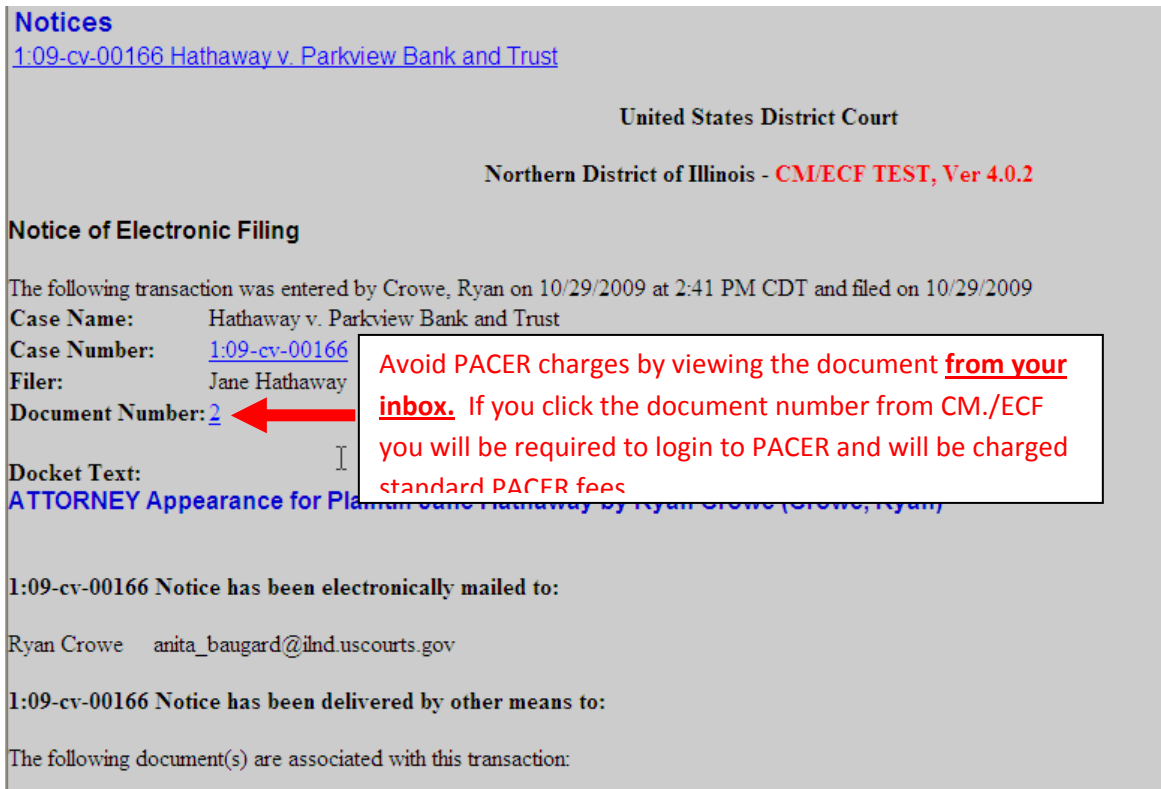
Docket Text: Final Text

ATTORNEY Appearance for Plaintiff Jane Hathaway by Ryan Crowe (Crowe, Ryan)

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[1:09-cv-00166 Hathaway v. Parkview Bank and Trust](#)

**United States District Court**  
**Northern District of Illinois - CMECF TEST, Ver 4.0.2**

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**Case Name:** Hathaway v. Parkview Bank and Trust  
**Case Number:** [1:09-cv-00166](#)  
**Filer:** Jane Hathaway  
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**UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS  
GENERAL ORDER 09 - 014**

**GENERAL ORDER ON ELECTRONIC CASE FILING**

Meeting in executive session on November 16, 2004, the Court approved the following procedures for Electronic Case Filing (ECF). Revisions to these procedures were approved by the Court on May 19, 2005, May 21, 2006, October 25, 2007, and April 30, 2009.

**I. Preamble**

(A) Whereas:

- (1) this court implemented the Case Management/Electronic Case Filing System in 2005;
- (2) Federal Rules of Civil Procedure Rules 5, 77, and 79, and Federal Rules of Criminal Procedure Rules 49 and 55, now permit the creation, retention, and storage of court records and service of notice and court orders by electronic means; and
- (3) This court has provided for the creation, retention, and storage of court records and service of notice and court orders by electronic means;

(B) The Court hereby enters this general order which may be referred to as the "General Order on Electronic Case Filing."

(C) This General Order shall be available through the Court Web Site. Any additional procedures established by the Clerk of the Court pursuant to this General Order should also be available through the Court Web Site.

**II. Definitions**

(A) "Electronic Case Filing System" or "ECF" is the court's electronic system for receiving, recording, docketing, filing, and retrieving pleadings and other court documents in electronic form and for generating, recording, retrieving, and transmitting court orders and notices in electronic form.

(B) "E-Filer" is a person registered to use ECF in the Northern District of Illinois and who has been issued a login and password.

(C) "Notice of Electronic Filing" is the notice generated by ECF upon the completion of an electronic filing.

(D) "Court Web Site" is the official Internet web site of the United States District Court for the Northern District of Illinois, the present address of which is <http://www.ilnd.uscourts.gov>.