



Filing Process

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

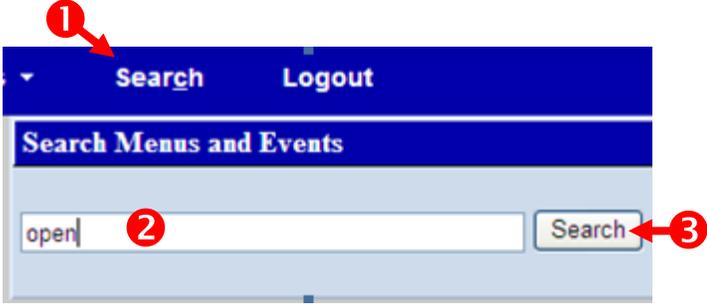
Payment of Filing Fees

- ✓ Review the General Order regarding refund of filing fees paid electronically. The full order is available at <http://10.205.15.104/PRESS/GeneralOrder102607.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[®], MasterCard[®], Discover[®], American Express[®] and Diners Club International[®]. **Debit cards are not accepted for payment at this time.**

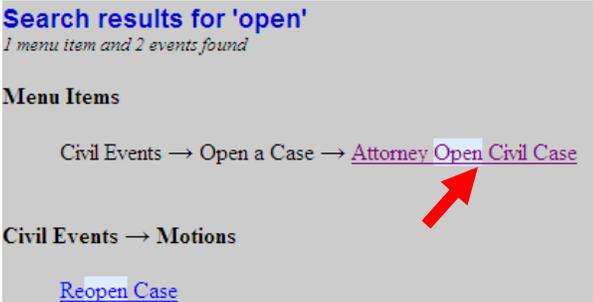
Miscellaneous

- ✓ **Do not test or practice** opening a civil case in the CM/ECF Live database. If you want to practice, contact Paula Rogers at paula_rogers@ilnd.uscourts.gov for access to the training database.
- ✓ If you are experiencing a problem, exit the case opening sequence before completing the process click on any of the options on the blue menu bar and call us at 312-582-8727.
- ✓ If you have any questions after reviewing these instructions please call us at 312-582-8727, or you can review a short training video at <http://www.ilnd.uscourts.gov/home/CMECF.aspx>
- ✓ 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 first case.
- ✓ The Clerk’s Office will assign a judge and designate a magistrate judge once an attorney opens a case and files the initiating documents. 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 **AFTER** you receive notification of the judge assignment.

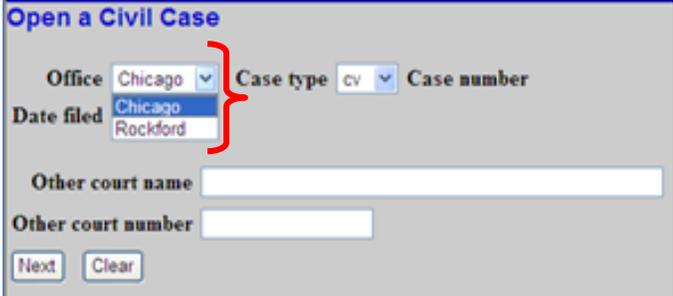
1. Click **Search** on the menu bar.
2. Type **Open** in the box.
3. Click the **Search** button.



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



5. Select the division (office) where you are filing the case. In this example, the case is being filed in Chicago.
6. Enter the name of the other court.
7. Enter the case number of the other court and click **Next**.



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 and click **Next**.

Your responses should reflect the Civil Cover Sheet.

To select a Cause of action or Nature of suit click the ▼ and scroll down to the correct item.

To use the filter option, type the section number in the filter box. For example, if you type 28: you will advance to the 28: section

- 8. Enter the filing party name. If the party is a business, enter the complete business name in the **Last/Business Name** field.

Only the **first initial** of each name should be uppercase, as illustrated in the above example.

- 9. Click **Search**.

Party Name Displays

In this example, the party name exists in the database.

- 10. Select the party name and then click **Select Party**.

- 11. A. Select the party role.
- B. Add party text as desired.
- C. Click **Add Party**.
- D. Go to step 15.

Party Information
Willie Coyote

Title

Role **Plaintiff (pla.pty)**

Pro se **No**

Prisoner Id Unit

Party text

Start date **10/9/2009** End date

Corporation **no** Notice **yes**

Party Name Does NOT Display

- 12. In this example, the party name does not exist in the CM/ECF database. Click **Create New Party**.

Search for a party

Last / Business Name **Cartwright** First Name **Ben** Middle Name

Search Results

Search returned no results. Please try again or create a new party.

- 13. A. Select the party role.
- B. Enter any descriptive text if desired. For example, “President of an Illinois Corporation”.
- C. Click **Add Party**.

Party Information
Ben Cartwright

Title

Role **Defendant (dft.pty)**

Pro se **No**

Party text

Start date **10/5/2009** End date

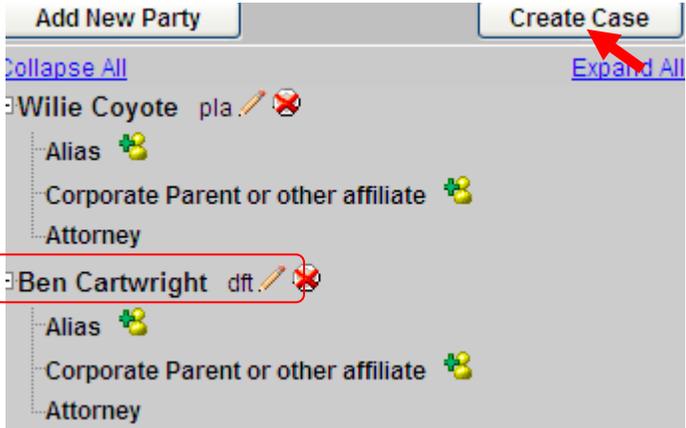
Corporation **no** Notice **yes**

Do not add any information on the party other than the role, name and party text.

14. 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.

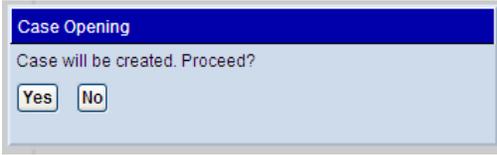
To add an alias for this party click  next to the party name.



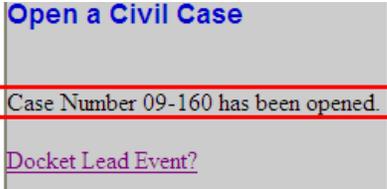
15. Once all plaintiffs/defendants have been entered, click **Create Case**.

*****NEVER** click the browser **Back** button while working on screens that display the participant tree. Doing so will cause all progress to be lost! Data is not saved until the user clicks the **Create Case** button.

16. Click **Yes**. The case is opened and a case number assigned.



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



If you have opened a case incorrectly
STOP
and call the Help Desk at 312-582-8727.
We will resolve the issues with the case.
DO NOT open another case!

Filing a Notice of Removal
Part II – File the Notice of Removal with Supporting Documents

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



3. Enter the assigned case number if the number that displays is incorrect, then click **Next**.

A screenshot of the 'Other Initiating Documents' form. The title 'Other Initiating Documents' is at the top. Below it, there is a label 'Civil Case Number' followed by a text input field containing '09-160' and a 'Find This Case' button. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

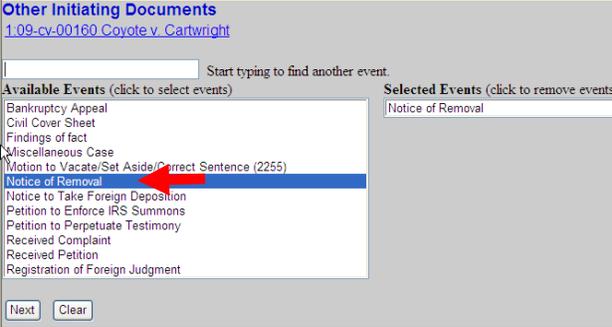
4. Verify that the case number and title are correct, and click **Next**.

A screenshot of the 'Other Initiating Documents' form. The title 'Other Initiating Documents' is at the top. Below it, the case number '1:09-cv-00160' and the case title 'Coyote v. Cartwright' are displayed. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Filing a Notice of Removal

Part II – File the Notice of Removal with Supporting Documents

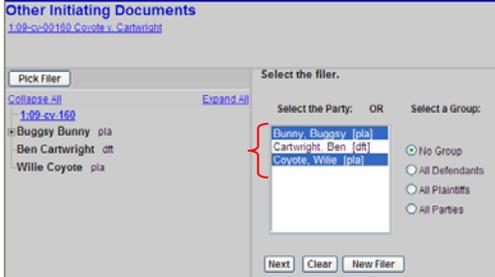
5. Select **Notice of Removal** and click **Next**.



To deselect an event, click on its name in the Selected Events box.

6. Select the filing party(s) and click **Next**.

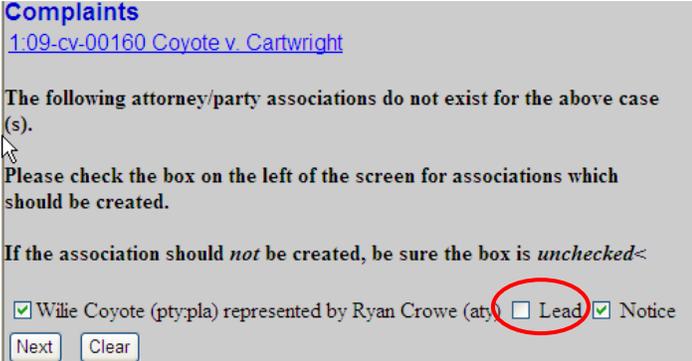
If you forgot to add a plaintiff, click **New Filer** and follow steps 9-14 in the *Open a Case* section of this guide.



7. If this is the first time that you are filing on behalf of party, the Attorney/Party Association screen displays.

A. Check the **Lead** box if you are the lead attorney.

B. Click **Next**.



Filing a Notice of Removal
Part II – File the Notice of Removal with Supporting Documents

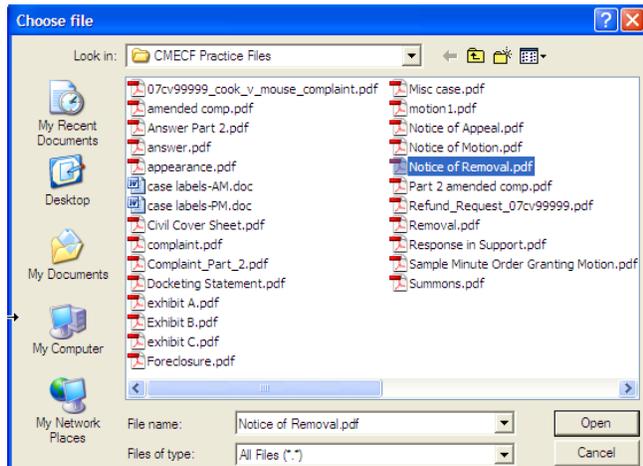
9. Click **Browse**.

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

10. Select the Notice of Removal 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



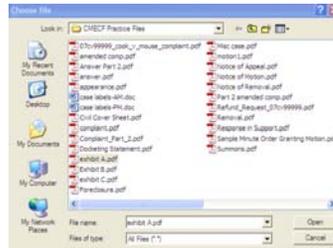
- > **ONLY the Notice of removal is uploaded at this time.**
- > **Exhibits in support of the complaint may be included as attachments.**
- > **File the Civil Cover Sheet separately and the Attorney Appearance separately.**

Filing a Notice of Removal
Part II – File the Notice of Removal with Supporting Documents

11. To include an attachment such as an exhibit, click **Browse** next to the first available blank box and select the file.

The screenshot shows the 'Complaints' form for case 1:09-cv-00160 Coyote v. Cartwright. Under the 'Attachments' section, there are two rows, each with a text input field, a 'Browse...' button, a 'Category' dropdown menu, and a 'Description' text input field. A red arrow points to the first 'Browse...' button.

12. Select the PDF to be attached and click **Open**.



13. Select a category and/or enter a brief description of the attachment.

14. To add additional attachments click **Browse** next to the first available blank box and select the file.

15. Once all files are uploaded click **Next**.

The screenshot shows the 'Complaints' form with the first attachment row filled out. The 'Main Document' field contains 'F:\CMECF - Attorney\CMECF Practice Fi' and a 'Browse...' button. The first attachment row has 'F:\CMECF - Attorney\CMECF Practice Fi' in the first field, 'Browse...' in the second, 'Supplement' in the 'Category' dropdown, and 'Complaint Part 2' in the 'Description' field. A red arrow points to the 'Browse...' button in the first row, and another red arrow points to the 'Category' dropdown in the first row. The 'Next' and 'Clear' buttons are at the bottom.

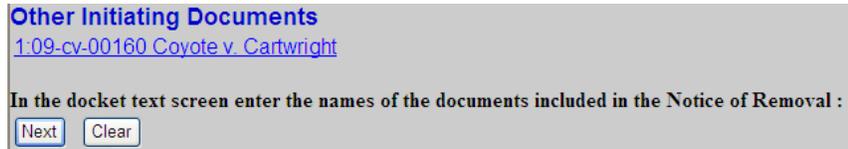
File the Civil Cover Sheet separately and the Attorney Appearance separately – NOT as attachments.

16. Enter the name of, and case number from the other court.

The screenshot shows the 'Other Initiating Documents' form for case 1:09-cv-00160 Coyote v. Cartwright. It has two text input fields: 'Enter name of other court : Anywhere County' and 'Enter case number in other court : 09cv1234'. The 'Next' and 'Clear' buttons are at the bottom.

Filing a Notice of Removal
Part II – File the Notice of Removal with Supporting Documents

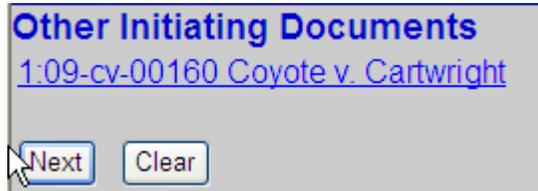
17. Click **Next**.



Other Initiating Documents
[1:09-cv-00160 Coyote v. Cartwright](#)

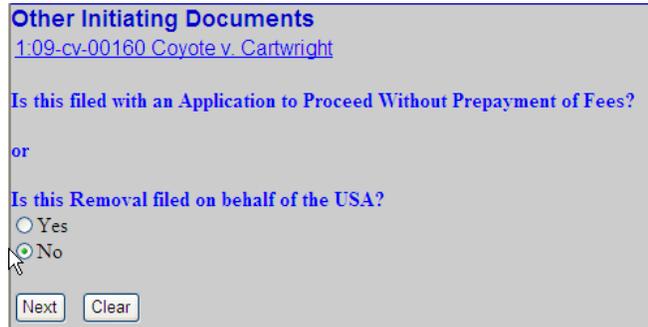
In the docket text screen enter the names of the documents included in the Notice of Removal :

18. Click **Next**.



Other Initiating Documents
[1:09-cv-00160 Coyote v. Cartwright](#)

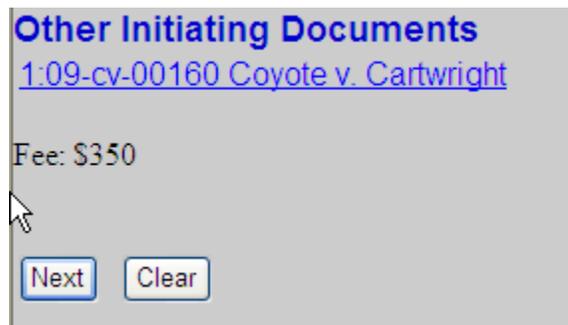
19. Click the appropriate response and then click **Next**.



Other Initiating Documents
[1:09-cv-00160 Coyote v. Cartwright](#)

Is this filed with an Application to Proceed Without Prepayment of Fees?
or
Is this Removal filed on behalf of the USA?
 Yes
 No

20. Click **Next** and wait for the Pay.Gov screen to display.



Other Initiating Documents
[1:09-cv-00160 Coyote v. Cartwright](#)

Fee: \$350

**Filing a Notice of Removal
Part II – File the Notice of Removal with Supporting Documents**

21. 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: Attorney Test *

Payment Amount: \$350.00

Billing Address: 219 S. Dearborn St *

Billing Address 2:

City:

State / Province: *****

Zip / Postal Code: 60604

Country: United States *

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.**

22. To have a receipt emailed to you, enter your email address in both boxes.

23. Check the box authorizing the charge. If this box is not checked the filing fee cannot be processed.

24. Click **Submit Payment**.

Payment Summary [Edit this information](#)

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 04/17/200 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below

Email Address: paula_rogers@lnd.uscourts.gov

Confirm Email Address: paula_rogers@lnd.uscourts.gov

CC: Separate multiple email addresses comma

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.

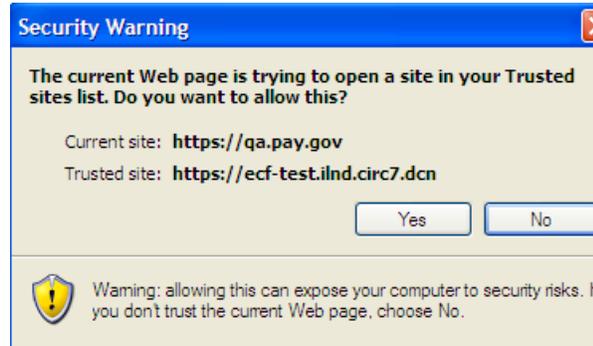
Enter email address for receipt.

Check this box to authorize the charge.

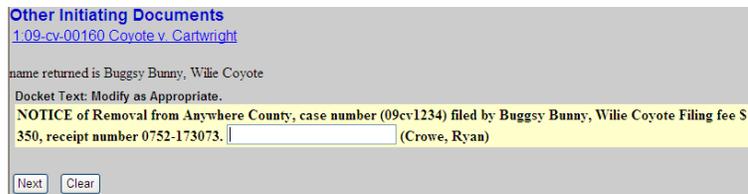
Filing a Notice of Removal
Part II – File the Notice of Removal with Supporting Documents

25. 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.



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

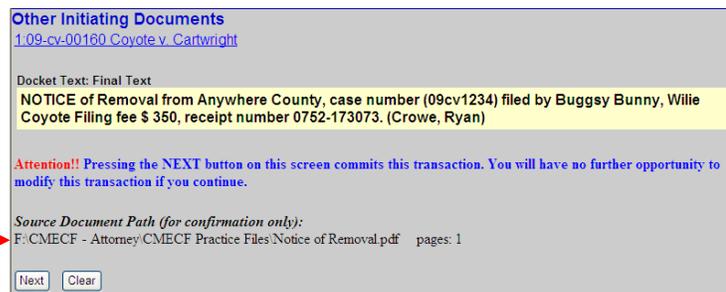


If you have made a mistake, DO NOT BACK UP, instead call the Help Desk at (312) 582-8727 immediately.

27. Verify that the docket entry is correct and that you uploaded the correct file.

28. Click **Next**.

Verify that this is the file that you intended to upload. →



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.

Filing a Notice of Removal
Part II – File the Notice of Removal with Supporting 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.

Other Initiating Documents

[1:09-cv-00160 Coyote v. Cartwright](#)

United States District Court

Northern District of Illinois - **CMECF TEST, Ver 4.0.2**

Notice of Electronic Filing

The following transaction was entered by Crowe, Ryan on 10/29/2009 at 12:37 PM CDT and filed on 10/29/2009

Case Name: Coyote v. Cartwright

Case Number: [1:09-cv-00160](#)

Filer: Willie Coyote
Buggsy Bunny

Document Number: [3](#)

Docket Text:

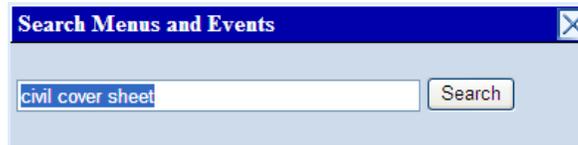
[NOTICE of Removal from Anywhere County, case number \(09cv1234\) filed by Buggsy Bunny, Willie Coyote Filing fee \\$ 350, receipt number 0752-173073. \(Crowe, Ryan\)](#)

1:09-cv-00160 Notice has been electronically mailed to:

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

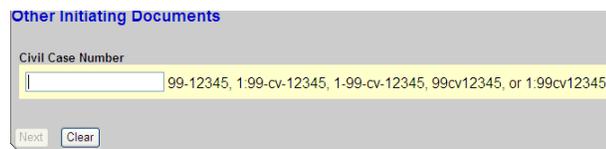


2. Type **civil cover sheet** in the box, and click **Search**.

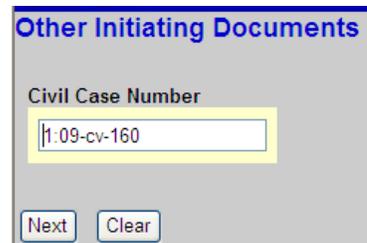


The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

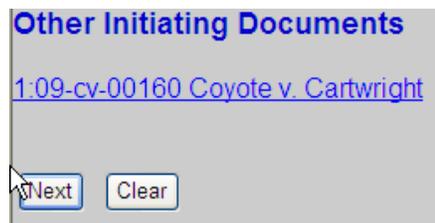
4. Enter the case number and click **Find This Case** if the **Next** button is grayed out.



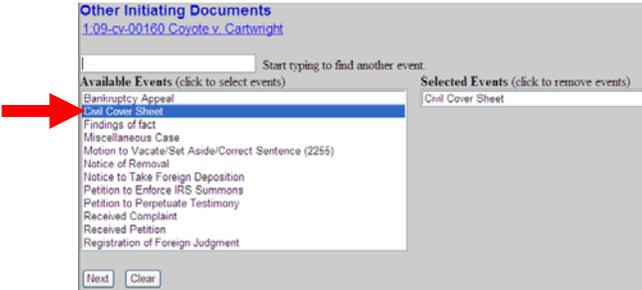
5. Verify the case number and click **Next**.



6. Click **Next**.



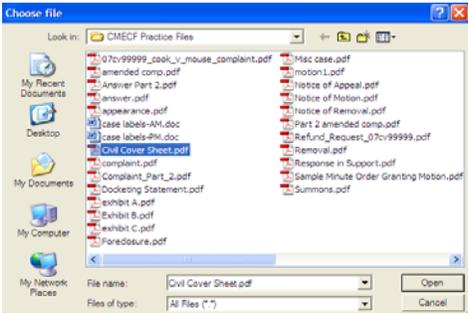
7. Select **Civil Cover Sheet** and click **Next**.



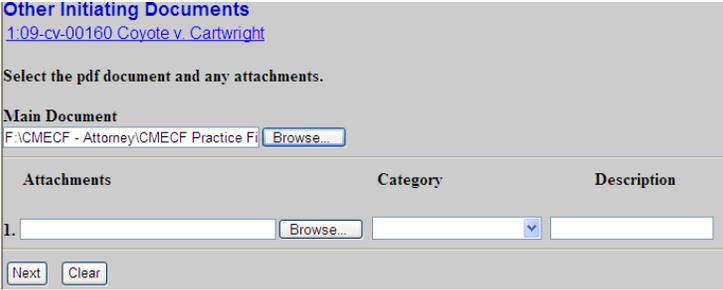
8. Click **Browse**



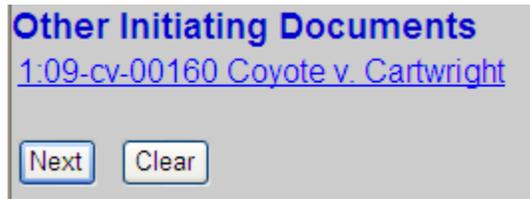
9. Select the civil cover sheet to be filed and click **Open**.



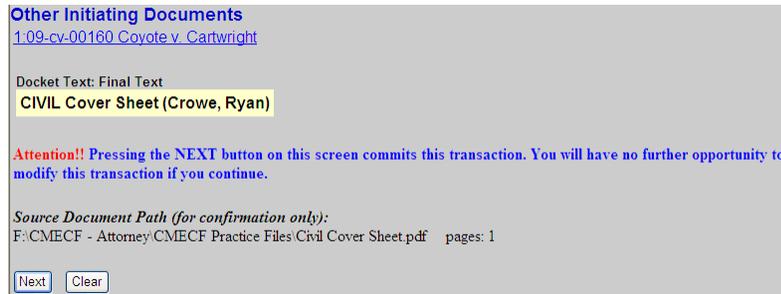
10. Verify that the correct file is uploaded and click **Next**.



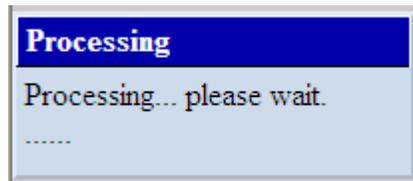
11. Click **Next**.



12. Click **Next**.



13. Wait for the system to process your request.



Other Initiating Documents
[1:09-cv-00160 Coyote v. Cartwright](#)

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 12:42 PM CDT and filed on 10/29/2009

Case Name: Coyote v. Cartwright
Case Number: [1:09-cv-00160](#)
Filer:
Document Number: [4](#) ←

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

1:09-cv-00160 Notice has been electronically mailed to:
Ryan Crowe anita_baugard@ilnd.uscourts.gov

1:09-cv-00160 Notice has been delivered by other means to:

Avoid PACER charges by viewing the document **from your inbox**. If you click the document number from CM./ECF you will be required to login to PACER and will be charged standard PACER fees.

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.

Notices

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

7. Wait for the system to find, then display the desired case number.
8. Click **Next**.

Notices

Civil Case Number

1:09-cv-160

Next Clear

9. Verify that the correct case number and case title display.
10. Click **Next**.

Notices

[1:09-cv-00160 Coyote v. Cartwright](#)

Next Clear

11. Select **Attorney Appearance** and click **Next**.

Notices

[1:09-cv-00160 Coyote v. Cartwright](#)

Available Events (click to select an event)

- 350.00 Fee Payment of New Case Filing
- 39.00 Fee Payment of New Miscellaneous Case
- 455.00 Fee Payment of Notice of Appeal
- 5.00 Fee Payment of New Habeas Corpus Case
- Attorney Appearance**
- Attorney Designation
- Certificate of Service
- Limited Appearance for Settlement
- Notice of Acceptance with Offer of Judgment
- Notice of Change of Address
- Notice of Citation
- Notice of Filing
- Notice of Lis Pendens
- Notice of Motion
- Notice of Special Commissioners Sale

Selected Event

Attorney Appearance

Next Clear

12. Click **Browse**.

Notices
1:09-cv-00160 Coyote v. Cartwright

Select the pdf document and any attachments.

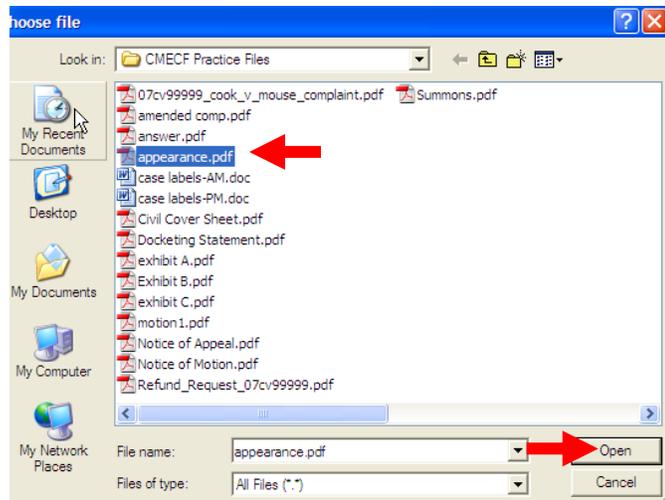
Main Document
 Browse...

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

Next Clear

13. Select the appropriate file.

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



14. Verify that the correct file name displays.

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

B. If incorrect, click your browser's back button and repeat steps 12-13.

Notices
1:09-cv-00160 Coyote v. Cartwright

Select the pdf document and any attachments.

Main Document
ey\CMECF Practice Files\appearance.pdf Browse...

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

Next Clear

15. Select the filing party(s)
from the list on the right.

16. 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**.

17. Add appropriate
docket text if
desired.

18. Click **Next**.

19. 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-00160 Coyote v. Cartwright](#)
Docket Text: Final Text
ATTORNEY Appearance for Plaintiffs Buggsy Bunny, Willie Coyote by Ryan Crowe (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\appearance.pdf pages: 1

Notices
[1:09-cv-00160 Coyote v. Cartwright](#)

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 12:52 PM CDT and filed on 10/29/2009

Case Name: Coyote v. Cartwright
Case Number: [1:09-cv-00160](#)
Filer: Willie Coyote
Bugsy Bunny
Document Number: [5](#) ←

Avoid PACER charges by viewing the document **from your inbox**. If you click the document number from CM./ECF you will be required to login to PACER and will be charged standard PACER fees

Docket Text:
[ATTORNEY Appearance for Plaintiffs Bugsy Bunny, Willie Coyote by Ryan Crowe \(Crowe, Ryan\)](#)

1:09-cv-00160 Notice has been electronically mailed to:
Ryan Crowe anita_baugard@ilnd.uscourts.gov

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