

# CM/ECF Electronic New Civil Case Opening Quick Reference Guide for Attorneys and Law Firm Staff

United States District Court - Southern District of New York

Selecting the **Office**: This is determined by:

- the county in which the incident occurred occasioning the law suit (If not applicable, then 2)
- the county of the residence of first listed plaintiff (If not applicable, then 3)
- the county of residence of first listed defendant

District is divided into **2 divisions**:

1. **Manhattan**
2. **White Plains**

**CV must be selected as the case type.**

**The following cases may not be commenced on-line through the ECF system, and must be filed in the traditional manner, on paper:**

- New civil actions that include an Order to Show Cause, Temporary Restraining Order, or initiating documents (cases) sought to be filed under seal;
- New civil actions commenced by a *pro se* party;
- *Habeas corpus* cases filed pursuant to 28 U.S.C. §2255 (prisoner in Federal custody);
- False Claims Act cases (*Qui Tam* or "whistleblower" cases) filed pursuant to 31 U.S.C. §3729 *et seq.*

Enter **all** the **STATISTICAL INFORMATION** necessary information on CM/ECF screens as follows.

**Jurisdiction**: There are five options.

1. U.S. Government Plaintiff
2. U.S. Government Defendant
3. Federal Question (system default)
4. Diversity (Citizenship fields required for both plaintiff & defendant)

**Cause of Action & Nature of Suit**: Use alpha-numeric codes in the filter fields.

**Origin**: Select 1 (Original Proceeding) or 2 (Removal from State Court)

**Citizenship plaintiff/Citizenship defendant**: Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).

**Jury Demand**: Select the appropriate code from the drop-down list.

**Class Action**: Yes or No.

**Demand (\$000)**: Enter the dollar amount to the nearest thousand without punctuation

**Arbitration Code**: Leave blank.

**County**: Select the county corresponding with the selection entered on the civil cover sheet.

**Fee Status**:

- **fp (in forma pauperis)**: for COURT USE ONLY
- **none (no fee required)**: for US Attorney use only
- **pd (Paid)**: if being paid electronically with this filing, through pay.gov
- **pend (IFP pending)**: if submitting a motion to proceed in forma pauperis with filing

**Fee Date**: System generated. Do not modify.

**Date Transfer**: Leave blank.

**ADDING PARTIES**: Add parties in the exact **order** they are **listed** on the initiating document.

Use the **Party Name Data Conventions Manual**

**Search** for the party **name** and highlight the name already in the database to **prevent duplicate parties**.

If more than one party matches your search, **double-click** on the name to **display** any additional **details** for each.

Use **upper** and **lower case** letters to input names.

**Do not enter** any **address** information.

Modify the **party role** type to the correct role (defaults to ADR).

**Verify** all party information, role, and spelling **before accepting**.

Use the **icons** to **edit**, **delete**, or **add** alias, corporate parent, & other affiliate information.

A **lead event must be selected** to ensure the case is processed.

**Upload** the following documents in **PDF-A format** (if applicable) **in the order** listed below:

**Main Document**:

1. **Initiating Document** (Complaint, Notice of Removal, etc.)

**Attachments**:

2. **Exhibits** to Initiating Document the lead event.

**ADDITIONAL TIPS**:

- **Do not click** the **back button** once you begin the process.
- **Complete** the entire **process** as instructed in the New Civil Case Opening Manual.
- **Enter all** necessary **information** on the CM/ECF screens.
- **Docket** the **lead event** and **upload** all **pdf** documents **as instructed** above.
- **Enter** all necessary **information** on the **pay.gov** screens.
- **Do not** attempt to **open** the same **case twice**.
- Refer to the **CM/ECF Electronic New Civil Case Opening Manual** for additional details.