

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY**

ATTORNEY CASE OPENING



**A GUIDE FOR REGISTERED ELECTRONIC FILERS TO OPEN A CIVIL
ACTION IN THE U.S. DISTRICT COURT'S ELECTRONIC FILING
SYSTEM**

(Effective December 2023)

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Attorney Case Opening Guide

The Attorney Case Opening Guide presents the step-by-step method for opening a civil case in CM/ECF using event code: “Open a Civil Case (Attorney)”.

The following initiating documents may be filed using the Open a Civil Case (Attorney) Event Code:

- Complaint
- Notice of Removal
- Petition to Confirm Arbitration Award
- Petition to Quash/Compel/Enforce Subpoenas
- Petition for a Writ of Habeas Corpus

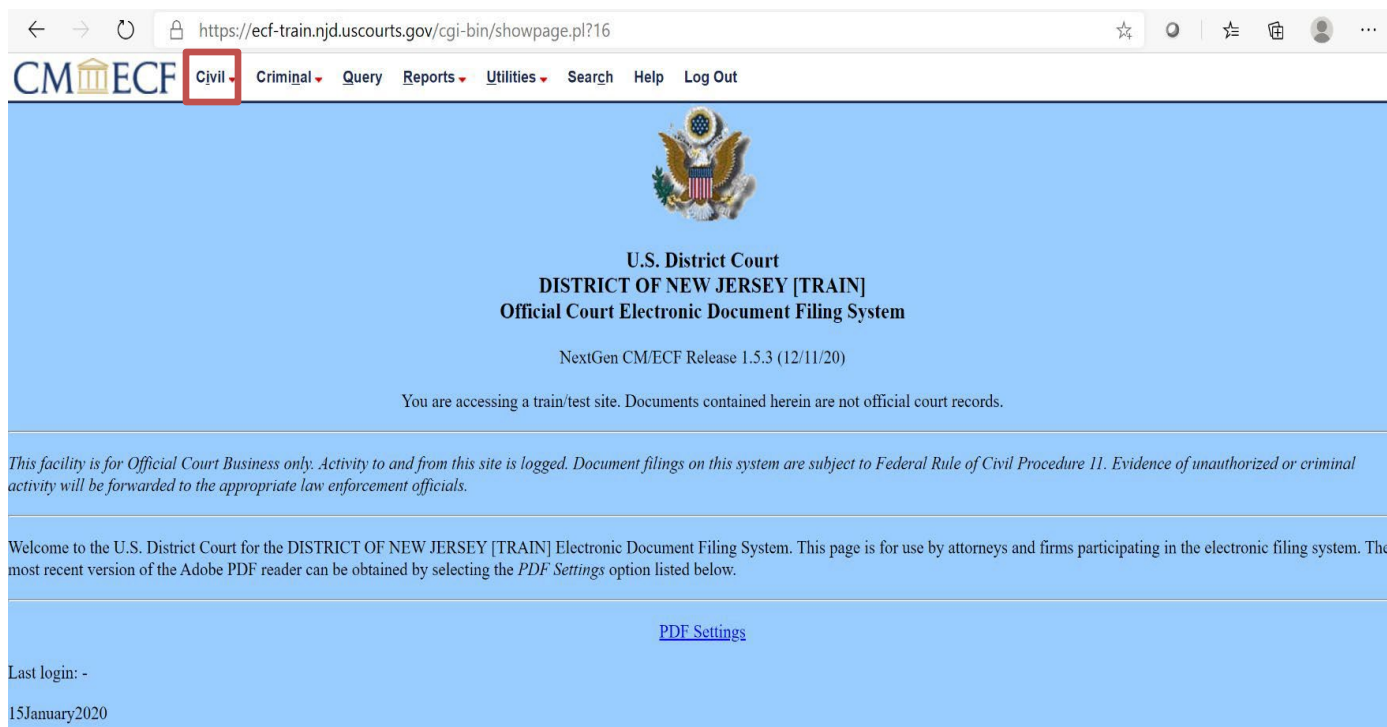
NOTE: Before starting have at hand, in PDF format, the initiating document, all attachments, and a Civil Cover Sheet (JS-44 form). A credit card will be needed to pay the filing fee.

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Step 1. ECF Menu

On the *blue* menu bar select **Civil**.

Figure #1:



The screenshot shows a web browser window with the URL <https://ecf-train.njd.uscourts.gov/cgi-bin/showpage.pl?16>. The page header includes the CM/ECF logo and a navigation menu with items: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The 'Civil' menu item is highlighted with a red rectangular box. Below the header is a blue banner featuring the U.S. District Court logo and the text: "U.S. District Court DISTRICT OF NEW JERSEY [TRAIN] Official Court Electronic Document Filing System". Below the banner, it states "NextGen CM/ECF Release 1.5.3 (12/11/20)" and "You are accessing a train/test site. Documents contained herein are not official court records." A disclaimer follows: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials." A welcome message states: "Welcome to the U.S. District Court for the DISTRICT OF NEW JERSEY [TRAIN] Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the PDF Settings option listed below." A link for "PDF Settings" is provided. At the bottom left, it shows "Last login: -" and "15January2020".

Step. 2. Civil Events Menu

Under the Civil Menu select the event **Open a Civil Case (Attorney)**

Figure #2:

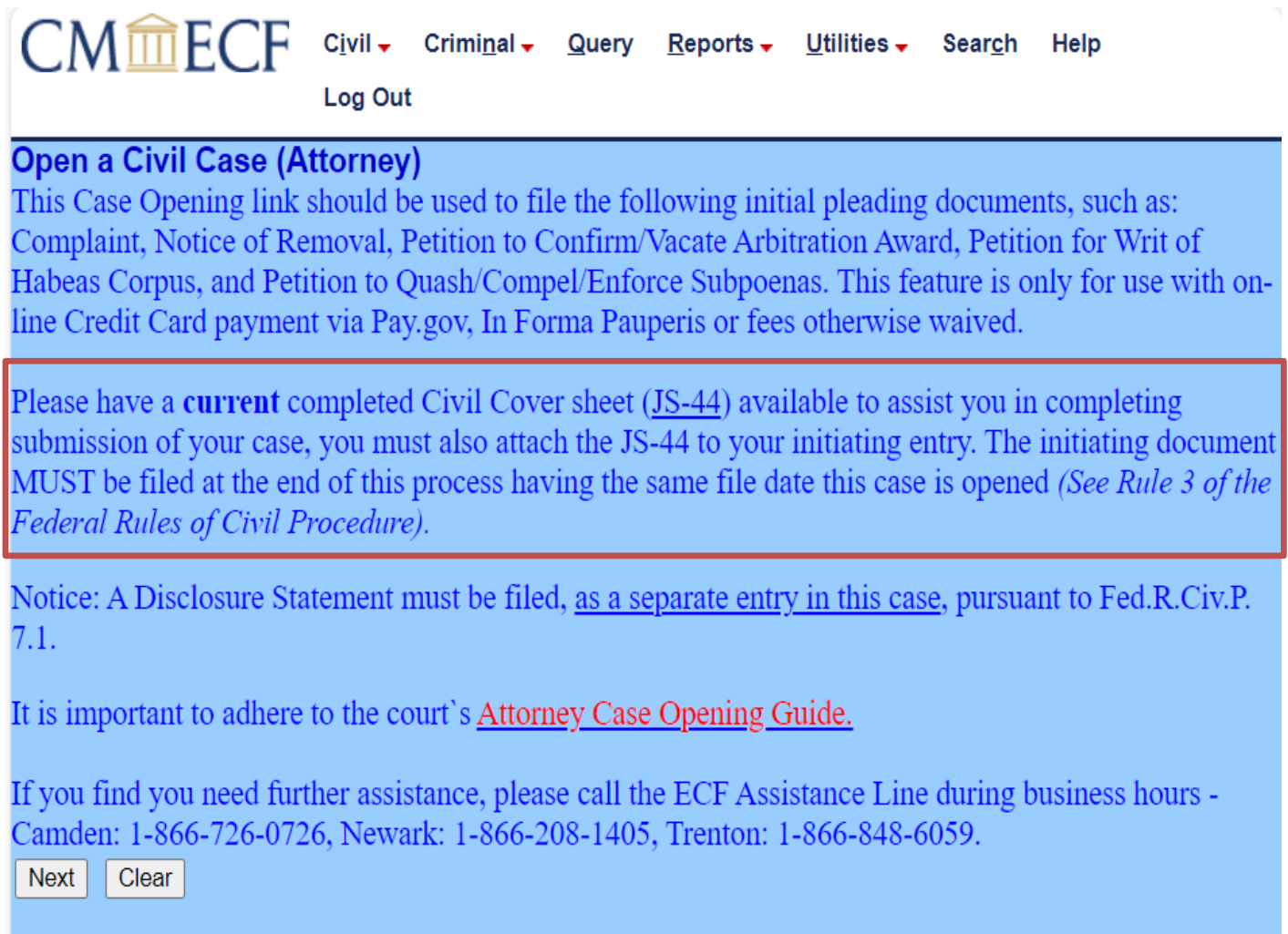


Step 3. Initiating Documents

Sealed complaints or a complaint including any sealed documents must be filed in the traditional manner by submission of the complaint in paper form with a copy of all documents, in PDF format on a Flash Drive, to the Clerk’s Office. Sealed Complaints may also be submitted via email, in PDF format at ecfhelp@njd.uscourts.gov.

- The Civil Cover Sheet (form JS-44) is available on the [Court's website](#) under Forms → Civil;
- Click (NEXT)

Figure #3:



The screenshot shows the CM/ECF website header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Help. Below the header is a blue banner with the title "Open a Civil Case (Attorney)". The banner contains text explaining that this link is for filing initial pleading documents like Complaints, Notices of Removal, and Petitions for Writ of Habeas Corpus. A red-bordered box highlights a requirement: "Please have a **current** completed Civil Cover sheet (JS-44) available to assist you in completing submission of your case, you must also attach the JS-44 to your initiating entry. The initiating document MUST be filed at the end of this process having the same file date this case is opened (See Rule 3 of the Federal Rules of Civil Procedure)." Below the banner, there is a notice about filing a Disclosure Statement and a link to the "Attorney Case Opening Guide". At the bottom of the banner are "Next" and "Clear" buttons.

Step 4. Allocation

When selecting “Office*” on the following screen, be guided by Local Civil Rule 40.1, Allocation and Assignment of Cases.

NOTE: The Clerk will make the *final determination* of case allocation.

- Click (**NEXT**)

Figure #4:



*Vicinage Footnotes:

Middlesex County is divided between the Newark and Trenton Vicinages as follows:

NEWARK: Northern Middlesex County - (*north* of the Raritan River)

TRENTON: Southern Middlesex County - (*south* of the Raritan River)

Step 5. Office/Lead Case/Associated Case/Related Case Fields

- i. Select the appropriate Office (Vicinage: Camden, Newark, or Trenton);
 - ii. Select the “Civil” case type **only** (other case types may not be filed using this event code but must be filed by the traditional method);
 - iii. Enter data in the Other Court Name field, and Other Court Number field **only** if you are filing a **Notice of Removal** (e.g., “Superior Court of ___ County”. Enter the Superior Court case number in the *Other Court Number* field; **Note:** DO NOT USE A DASH, use a blank space instead).
- Click (NEXT)

Figure #5:

The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with the CM ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Help. Below the navigation bar is a 'Log Out' link. The main content area is titled 'Open a Civil Case (Attorney)' and features a light blue background. The form includes the following elements:

- Office:** A dropdown menu with 'Trenton' selected.
- Case type:** A dropdown menu with 'cv' selected.
- Date filed:** A text field containing '1/19/2024'.
- Other court name:** A long, empty text input field.
- Other court number:** A shorter, empty text input field.
- JPML number:** A very short, empty text input field.
- Buttons:** 'Next' and 'Clear' buttons at the bottom left.

Step 5(A): For Notices of Removal only

If you are filing a Complaint, skip to step #6, Step # 5(A) applies *only* to Notices of Removal.

- Enter “Superior Court of (name) County” in the *Name of Other Court* field.
- Enter the Superior Court case number in the *Case Number in Other Court* field.
- Click (NEXT)

Figure #5(A):

The screenshot shows a light blue form with three input fields. The first field is labeled 'Other court name' and contains the text 'SUPERIOR COURT OF NEW JERSEY, MIDDLESEX COUNTY'. A red arrow points from a red-bordered box containing the text 'Enter the Superior Court Name' to this field. The second field is labeled 'Other court number' and contains 'MID L 24 100'. A red arrow points from a red-bordered box containing the text 'Enter the case information as seen here. Do not add dashes.' to this field. The third field is labeled 'JPML number' and is empty. Below the fields are two buttons: 'Next' and 'Clear'.

Step 5(B): For Multi-District Litigations only

- Enter the four-digit Judicial Panel on Multidistrict Litigation Number in the JPML
- Click (NEXT)

Figure #5(B):

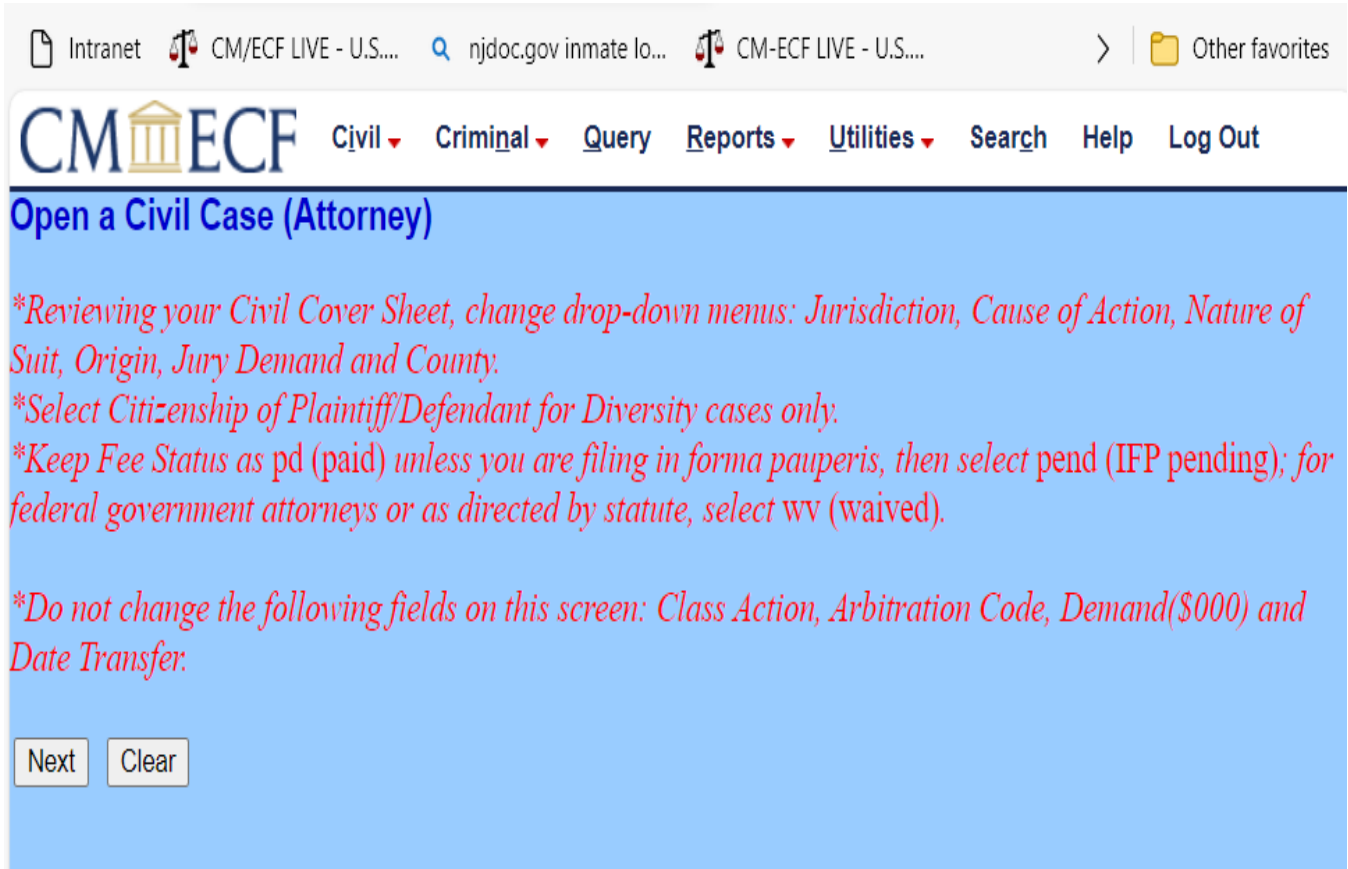
The screenshot shows a light blue form with one input field labeled 'JPML number' containing the value '2738'. A red arrow points from a red-bordered box containing the text 'Enter the JPML Number' to this field. Below the field are two buttons: 'Next' and 'Clear'.

Step 6. Instructions to Complete JS-44 Information (Next Screen)

Review the screen instructions;

- click **(NEXT)**

Figure #6:



Step 7. Civil Cover Sheet (JS-44) Information

Figure #7:

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Open a Civil Case (Attorney)

Jurisdiction 3 (Federal Question) ▼

Cause of action 15:1692 (15:1692 Fair Debt Collection Act) ▼ Filter: Clear filter

Nature of suit 480 (Consumer Credit) ▼ Filter: Clear filter

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff ▼

Citizenship defendant ▼

Jury demand n (None) ▼ Class action n (No Class Action Alleged) ▼ Demand (\$000)

Arbitration code ▼ County Mercer ▼

Fee status pd (paid) ▼ Fee date 1/19/2024 Date transfer

Next Clear

NOTE: Make no entry in the **Filter** boxes.

- i. Jurisdiction: as appropriate
 - ii. Cause of Action: the list is limited; please select the title/section most closely related.
 - iii. Nature of Suit: select the Nature of Suit most closely related.
 - iv. Origin: for Complaint, select 1; for Notice of Removal, select 2.
 - v. Citizenship of Plaintiff/Defendant: *reserved for diversity jurisdiction* cases; make **no entry** otherwise.
 - vi. Jury demand: select as appropriate.
 - vii. Class action: make **no entry** in this field (leave as “n”).
 - viii. Demand: make **no entry** in this field.
 - ix. Arbitration Code: make **no entry** in this field.
 - x. County: the list defaults to Atlantic County; please select as appropriate from drop down list.
 - xi. Fee status: indicate paid or otherwise, as appropriate (pay the Filing/Administrative fee through Pay.gov at the conclusion of the filing process).
 - xii. Fee date: automatic entry; do not change the date.
 - xiii. Date transfer: make **no entry** in this field.
- Click (NEXT)

Step 8. Advisory: Use Upper Case, Do Not Add Party Address, Etc...

Review the screen instructions;

NOTE: Parties will appear on the docket in the order in which they are entered.

- click (**NEXT**)

Figure #8:

CM ECF Civil Criminal Query Reports

Open a Civil Case (Attorney)

Enter all information in UPPERCASE letters.

Select proper party Role.

Do not enter any address information for your party.

Do not enter Plaintiff's Attorney for Notice of Removal.

Next Clear

Step 9. Add Parties (See [Guide to Searching and Entering Parties](#) for detailed instructions.)

SEARCHING FOR A PARTY:

You must SEARCH for a party PRIOR to adding a new party (Figure #8-1).

Enter the party name in the appropriate fields as follows, and then click the (SEARCH) button.

COMPLAINTS:

To add a party from a Complaint, search the database by entering in **UPPER CASE** the party's last name/business name as listed on the Complaint.

NOTICES OF REMOVAL:

To add a party from a Notice of Removal, search the database by entering in **UPPER CASE** the party's last name/business name as listed in the State Court Complaint.

- Enter the names of the parties from the most recently filed State Court Complaint (e.g., the last Amended Complaint), and attach that Complaint as an exhibit to the Notice of Removal.
- Enter Third Party Defendants if a Third Party Complaint is filed and attach the Third Party Complaint as an exhibit to the Notice of Removal. Narrow your search by entering **a last/business name and a first name** if applicable.

Figure #9-1

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Open a Civil Case (Attorney)

Add New Party Create Case

Collapse All Expand All

3:24-cv-?????

Search for a party

Last / Business Name SMITH First Name JOHN Middle Name

Search

Step 9(A) Select Parties

If the search results list the correct party, highlight the party, and click **(SELECT PARTY)** (Figure #8(A)1). Proceed to **Step 9(B)**;

OR:

If the party is NOT LISTED (Figure #9(A)2) in the search results, proceed to **Step 9(C)** for instructions on how to create a new party.

Figure #9(A)1:

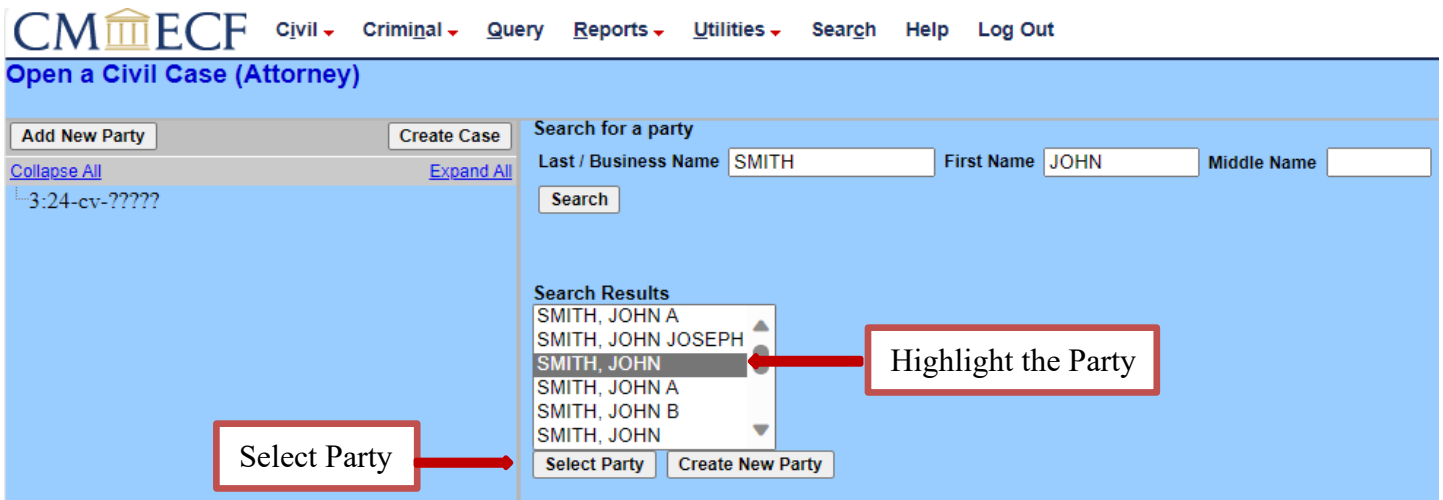
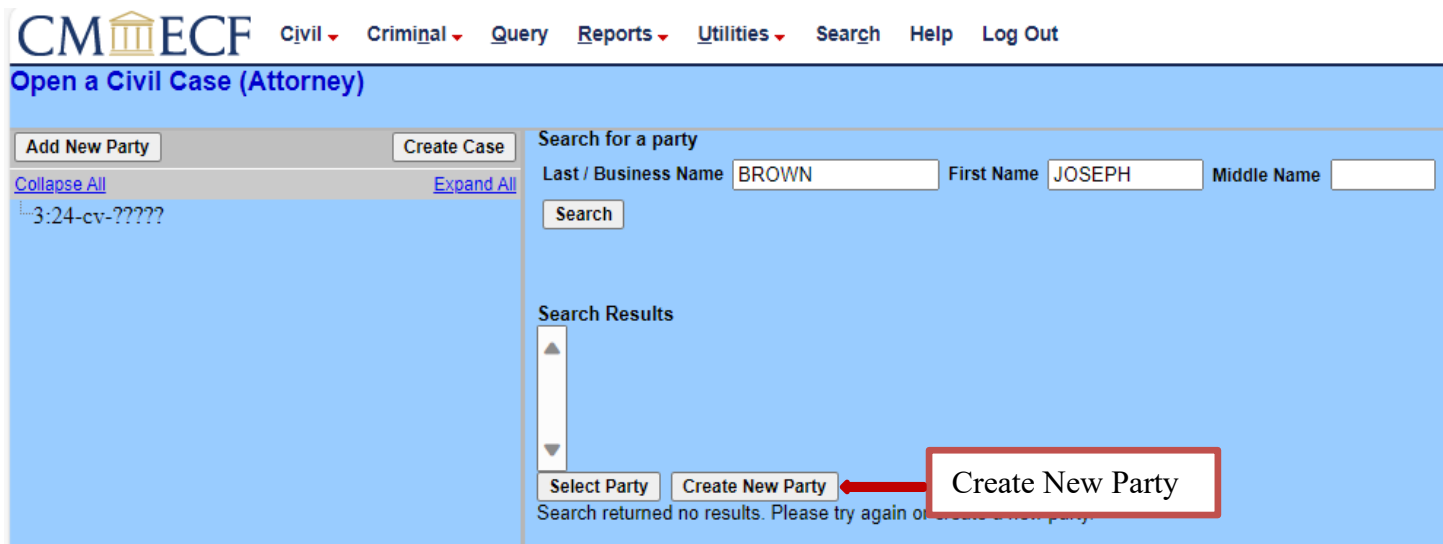


Figure #9(A)2:



Step 9(B). Party Information (adding party found in database)

- If the information displayed on the Party Information screen does not match the party in the initiating document (e.g., incorrect middle name/initial), click the ([Start a New Search](#)) hyperlink located below the (**ADD PARTY**) button (Figure #9(B)) to cancel the selection and return to the Search for a Party screen;
- If the correct party *is* displayed, make an appropriate selection from the party **Role** field drop-down list and, if necessary, enter data in the **Party Text** field (e.g., Executor of xyz, Commissioner of abc, “in her capacity as 123”, etc...).

DO NOT change the Start Date, Corporation, or Notice fields.

ALL other information should be left blank.

- Click the (**ADD PARTY**) button to add the displayed party to the case. The Search for a Party screen will again display (Step 9(A)) to enable the entry of additional parties.
- Continue adding *all parties* as listed in the initiating document. Once all parties have been entered proceed to **Step 9(E)** to Create the Case.

Figure #9(B):

The screenshot shows the 'Party Information' form for 'JOHN SMITH'. The 'Role' dropdown is set to 'Plaintiff (pla.pty)'. The 'Party text' field is empty. The 'Start date' is '1/19/2024' and 'Notice' is 'yes'. The 'Add Party' button is visible at the bottom. Annotations include a box stating 'Leave ALL fields BLANK except "Role" and "Party Text"', a box stating 'Enter Party text (e.g. Executrix, Commissioner, etc...)' with an arrow pointing to the 'Party text' field, and a box stating 'Enter Party Role' with an arrow pointing to the 'Role' dropdown menu.

Step 9(C). Create New Party

Select (**CREATE NEW PARTY**) (Figure #9(C)1); the Party Information screen will display (Figure #9(C)2). Proceed to Step 9(D) for instructions on how to enter information into the Party Information screen.

Figure #9(C)1:

The screenshot shows the 'Open a Civil Case (Attorney)' page. On the left, there is a sidebar with 'Add New Party' and 'Create Case' buttons, and a list of cases including '3:24-cv-????'. The main area is titled 'Search for a party' and contains input fields for 'Last / Business Name' (BROWN), 'First Name' (JOSEPH), and 'Middle Name'. A 'Search' button is below these fields. Underneath is a 'Search Results' section with a scrollable list and 'Select Party' and 'Create New Party' buttons. A message at the bottom states: 'Search returned no results. Please try again or create a new party.'

Figure #9(C)2:

The screenshot shows the 'Party Information' form. It includes fields for 'Last name' (BROWN), 'First name' (JOSEPH), 'Middle name', and 'Generation'. Other fields include 'Title', 'Role' (Plaintiff (pla:pty)), 'Pro se' (No), 'Prisoner Id', 'Unit', 'Office', 'Address1', 'Address2', 'Address3', 'City', 'State', 'Zip', 'Country', 'Phone', 'Fax', 'Party text', 'Start date' (1/19/2024), 'End date', 'Corporation' (no), and 'Notice' (yes). A checkbox 'Show this address on the docket sheet' is also present. An 'Add Party' button is at the bottom left.

Step 9(D)-1. Party Information (creating new party)

- Enter information for the Middle Name, Generation (e.g., Jr., Sr.) and Title fields, if necessary.
- Select the correct party “Role” from the drop-down list (e.g., Plaintiff, Defendant).
- Enter data as appropriate into the **Party Text** field (e.g., Executrix of xyz, Commissioner of abc, “in her capacity as 123”, etc...).
- **DO NOT** alter the Start Date, Corporation, or Notice fields.

All other information should be left blank.

- Click the **(ADD PARTY)** button to add the displayed party to the case. The Search for a Party screen will again display (Step 8(A)) to enable the entry of any additional parties.
- Continue adding *all parties* as listed in the initiating document.
- Once all parties have been entered proceed to **Step 9(E)** to Create the Case.

Figure #9(D)1:

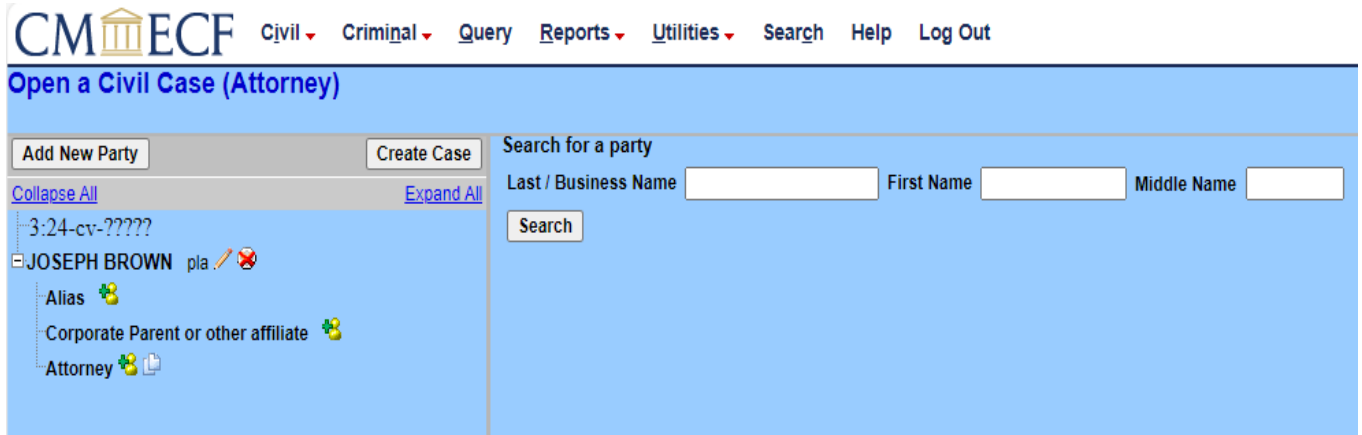
The screenshot shows the 'Party Information' form in the CM/ECF system. The form includes fields for Last name (BROWN), First name (JOSEPH), Middle name, Generation, Title, Role (Plaintiff), Pro se (No), Prisoner Id, Office, Address1, Address2, Address3, State, Zip, City, Country, Prison, Phone, Fax, Party text, Start date (1/19/2024), End date, Corporation (no), and Notice (yes). There are three red-bordered callout boxes with arrows pointing to specific fields:

- Top Callout:** "Enter Middle name, Generation, and Title if appropriate" with an arrow pointing to the Title field.
- Middle Callout:** "Leave Blank: Pro se, Prisoner id, Unit, Office, Address/City/State/Zip/County, Prison, Phone/Fax; DO NOT alter Start date, Corp., Notice or check Show this address box" with an arrow pointing to the Address1 field.
- Bottom Callout:** "Enter Party text if appropriate (e.g., Executrix, Commissioner, etc...)" with an arrow pointing to the Party text field.

Step 9(D)-2. Alias

Click the green/yellow icon next to the word Alias on the left side of the screen to add an alias.

Figure #9(D)2:



Note: Corporate Parent

Do not add a Corporate Parent at this time; this will be done at the time of the filing of the Corporate Disclosure Statement (at the conclusion of this procedure).

Note: Attorney

Do not add an Attorney at this time; this will be done at the time of the Attorney/Party Association (later in this procedure).

Step 9(E). Create Case:

After all parties are added, click on the **(CREATE CASE)** button (Figure #9E1). The system will prompt “Case will be created. Proceed?” (Figure #9E2). If the case information is correct, click “Yes”; otherwise, click “No” and finish adding parties.

Figure #9E1:

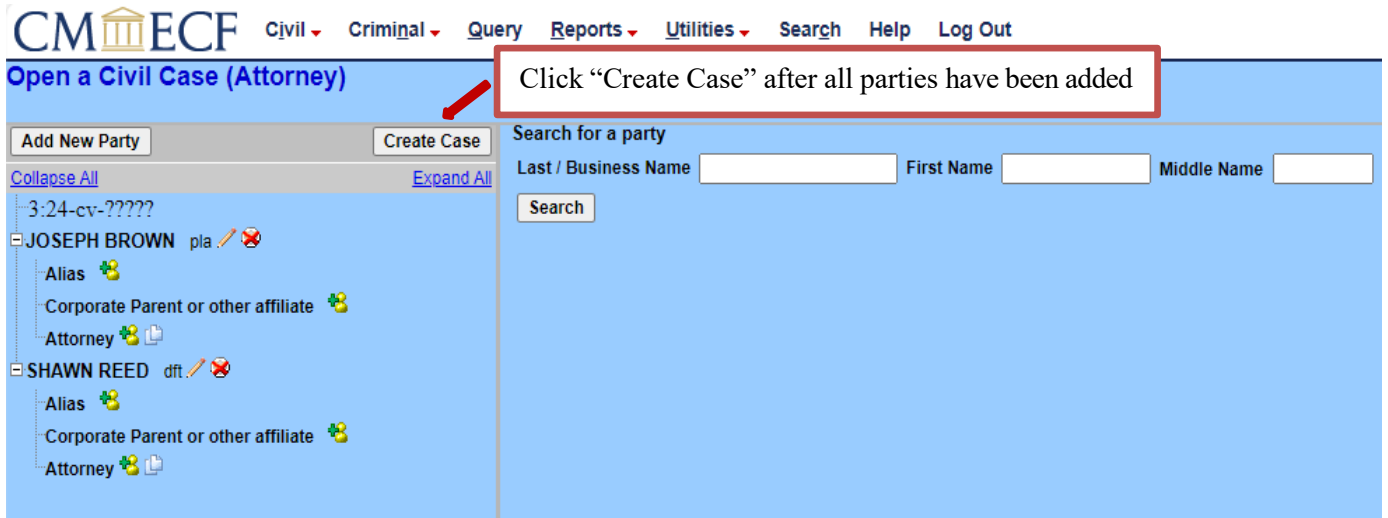
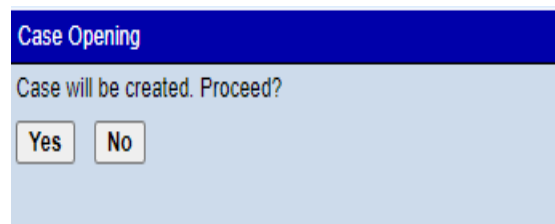


Figure #9E2:

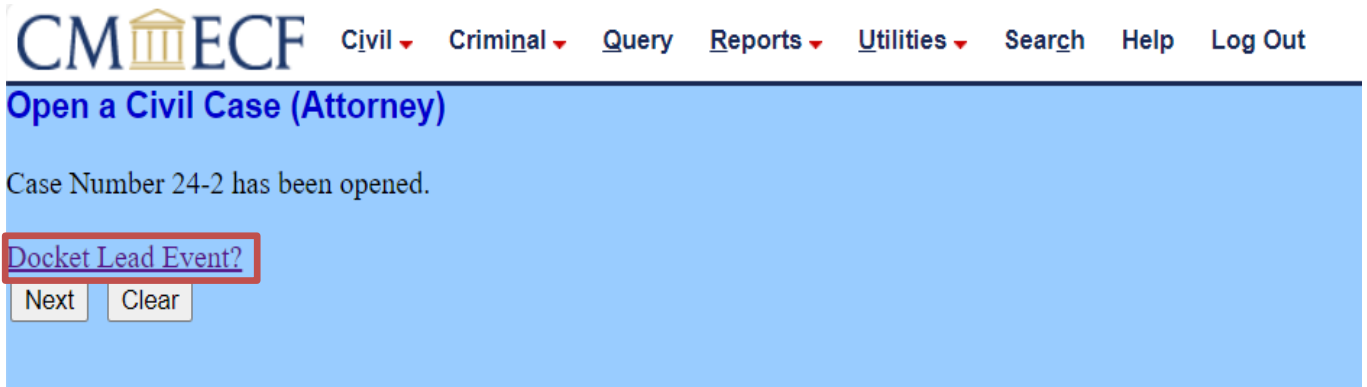


Step 10. Docket the Lead Event

Note that a case number is automatically assigned and displayed on the screen. Please make a written note of the case number; it may be needed if technical problems occur.

- Click **(NEXT)***

Figure #10:

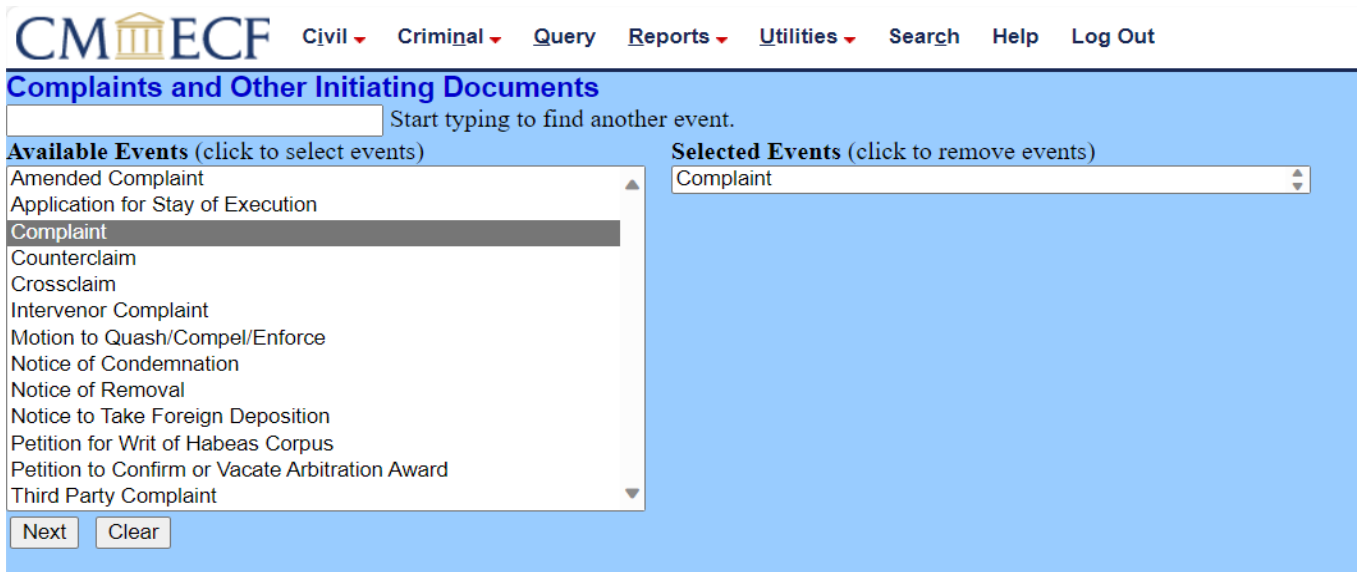


* The initiating document (e.g., a Complaint) pertaining to any given civil action *must* be filed on the same date as that date upon which the civil action has been opened (See: [Rule 3. Commencing an Action | Federal Rules of Civil Procedure | US Law | LII / Legal Information Institute \(cornell.edu\)](#)). If a technical problem (e.g., a failed browser) prohibits the uploading of an initiating document during the Attorney Case Opening Procedure, knowledge of the case number (assigned in Step 9 above) will enable the filer to docket the initiating document as a separate event immediately afterward; for this reason, the filer should note the case number.

Step 11. Select an Initiating Document Type

- Select the document type from the menu (e.g., for a Complaint, select Complaint; for a Notice of Removal, select Notice of Removal).
- Click (**NEXT**)

Figure #11:



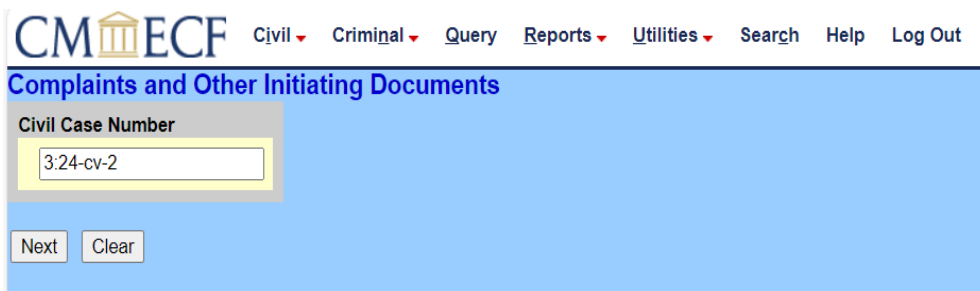
Step 12. Case Number Displayed

The case number is displayed on the screen.

DO NOT CHANGE THIS NUMBER!!

- Click (**NEXT**)

Figure #12:



Step 13. Case Caption and Case Number Displayed

The case caption and case number are displayed.

- Click (**NEXT**)

Figure #13:



Step 14. Select Filer

Select the party/parties filing the initiating document (i.e., for a Complaint, select the Plaintiff(s); for a Notice of Removal select the Defendant(s)). To select multiple parties, hold down the CTRL button and select the applicable parties.

- Click (**NEXT**)

Figure #14:



Step 14(A). Attorney-Party Association

Check the box on the left of the screen to create the association.

- Check the “Lead” box if appropriate.
- Click (NEXT)

Figure #14(A):

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Complaints and Other Initiating Documents

[3:24-cv-00002 BROWN v. REED](#)

NEW PARTY NAMES need to be added on the next screen first by clicking the *New Party* button, then appropriate parties already on the case should be selected (**Do Not Use All Party/Defendants/Plaintiffs radio button**), before clicking the *Next* button. Do not fill in party address info.

The following attorney/party associations do not exist for the abovecase(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*.

JOSEPH BROWN (pty:pla) represented by AttorneyOne Njd (aty) Lead Notice

Next Clear

Step 15. Filed Against

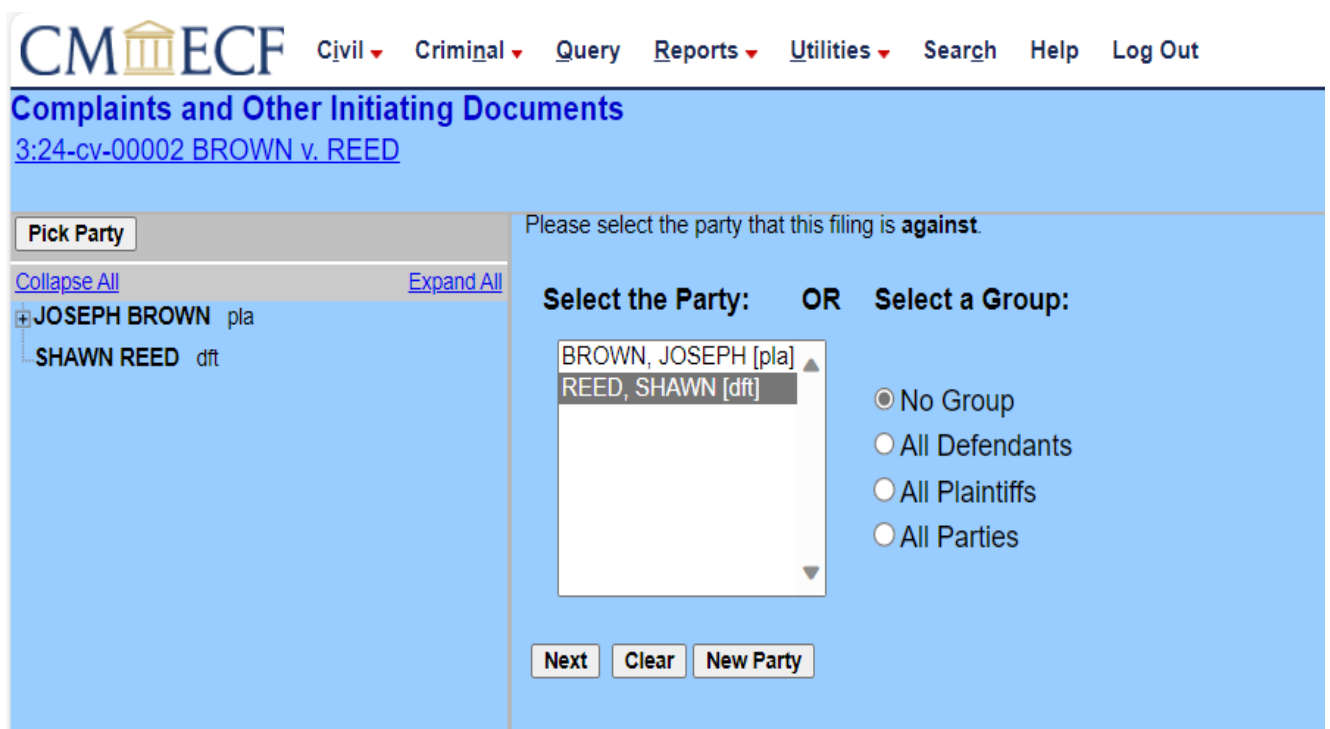
Complaint:

Select the party/parties against which the initiating document is filed.
DO NOT select the **All Defendants** radio button; Select each defendant individually.

Select multiple parties by holding down the CTRL button on your keyboard and selecting the applicable parties.

- Click (**NEXT**)

Figure #15:



Step 16. Upload the Initiating Document

- Upload the initiating document, and any attachments (e.g., Civil Cover Sheet, IFP Application, etc...).
- NOTE:** Populate at least one and sometimes both the Category and Description fields to describe any attachments.
- **Do not** upload the Corporate Disclosure Statement or any motions during this transaction. Please file them separately using an applicable event code (refer to Step #25 for a list of related events).
- Step # 15(A) applies only to Notices of Removal.

- Click (**NEXT**)

Figure #16:

The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with the CM ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" for case 3:24-cv-00002 BROWN v. REED. A red warning message states: "The Corporate Disclosure Statement must be filed separately using the event in the link Other Documents. Either a description must be entered or a category selected. Select the PDF document and any attachments." Below this, there is a "Main Document" section with a "Choose File" button and the text "Complaint for test case.pdf". Underneath, there is a table for "Attachments" with columns for "Attachments", "Category", and "Description". The first row shows a file named "Civil Cover Sheet 1.pdf" with a category of "Civil Cover Sheet" and an empty description field, and a "Remove" button. The second row shows "No file chosen" with an empty category and description field. At the bottom of the form, there are "Next" and "Clear" buttons.

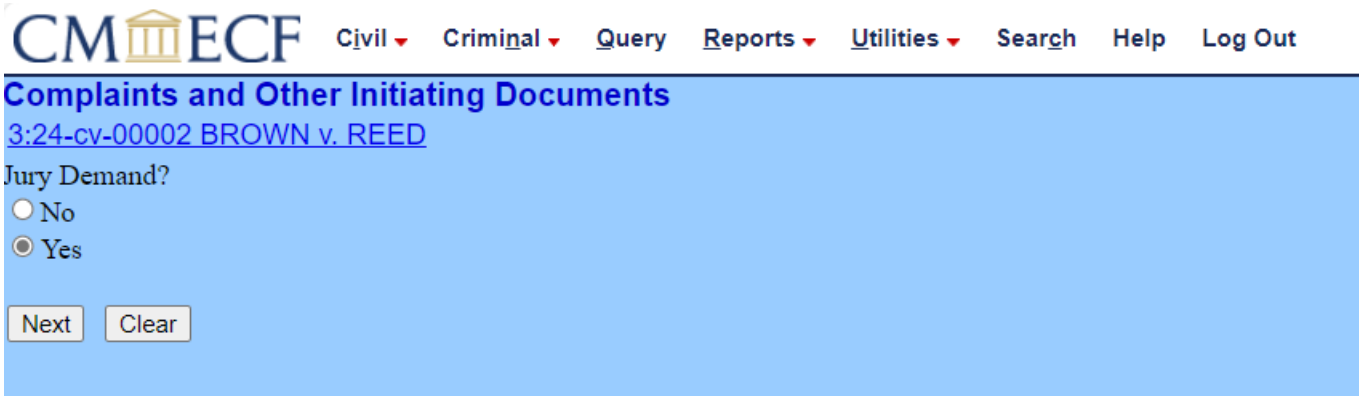
NOTE: For Notices of Removal, the State Court Complaint and any Amended Complaints or Answers must be an attachment to the Notice of Removal.

Step 17. Jury Demand

Indicate if there is a Jury Demand.

- Click (**NEXT**)

Figure #17:



CM ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Complaints and Other Initiating Documents

[3:24-cv-00002 BROWN v. REED](#)

Jury Demand?

No

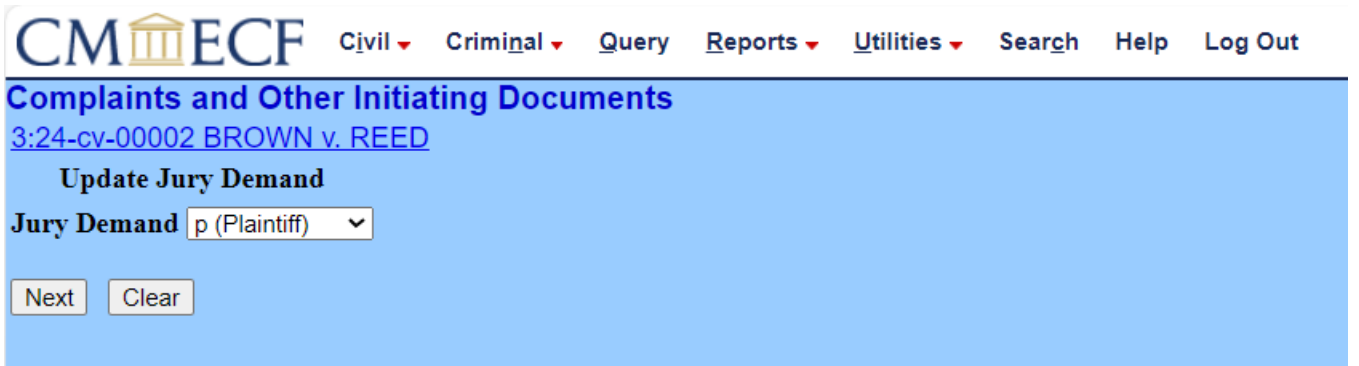
Yes

Next Clear

Step 18. Jury Demand Text

- Indicate which party/parties have made a “Jury Demand”.
- Click (**NEXT**)

Figure #18:



CM ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Complaints and Other Initiating Documents

[3:24-cv-00002 BROWN v. REED](#)

Update Jury Demand

Jury Demand p (Plaintiff) ▾

Next Clear

Step 19. Select Payment Type

Follow the on-screen instructions for payment of the filing fee.

- If an application to proceed *In Forma Pauperis* is filed, or the fees are waived, select the applicable radio button, and skip to Step 23; otherwise select **Credit Card**.

- Click (**NEXT**)

Figure #19

CM/ECF Civil ▼ Criminal ▼ Query Reports ▼ Utilities ▼ Search Help Log Out

Complaints and Other Initiating Documents

[3:24-cv-00002 BROWN v. REED](#)

Select Payment Type:

Credit Card

Application for In Forma Pauperis (without Prepayment of Fees)

Fee Waived (eg. Federal Government Attorney)

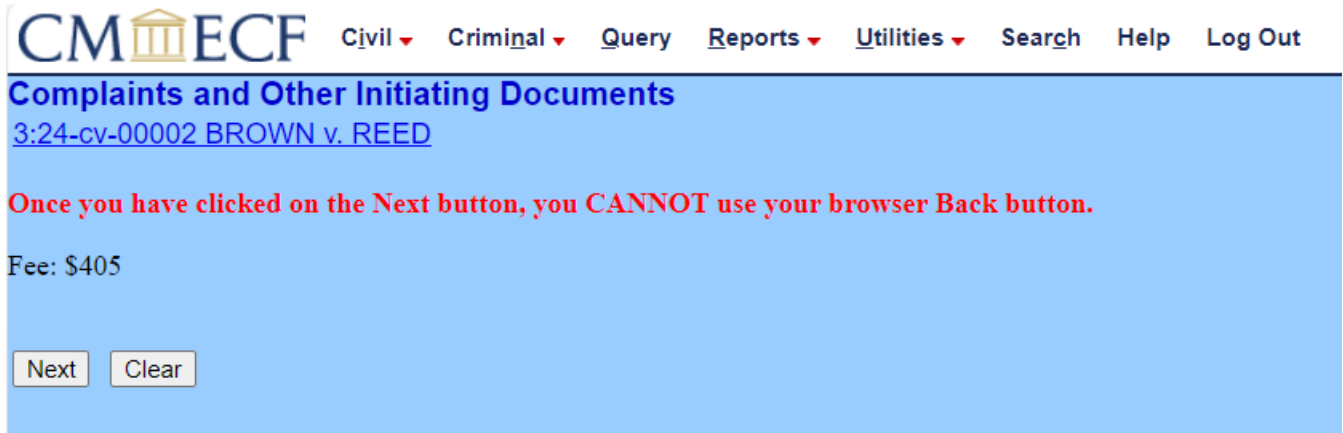
Next Clear

Step 20. Fee Notice

Please review the screen and commit the transaction.

- You will be directed to Pay.gov to enter payment information.
- Click (**NEXT**)

Figure #20



Effective May 1, 2013, pursuant to Judicial Conference Policy, all federal courts began charging a new \$55 administrative fee for filing a Civil Action, Suit or Proceeding in a District Court, in addition to the \$350 filing fee for a total of \$405. This new fee appears as item 1 on the [District Court Miscellaneous Fee Schedule](#) which is issued in accordance with 28 U.S.C. §1914.

This new administrative fee does not apply to persons granted *in forma pauperis* status under 28 U.S.C. § 1915.

Step 21. Pay.gov Debit/Credit Card Payment

Enter your payment data as indicated on the Manage My Account screen.

- Select payment type: click **(CONTINUE WITH ACH)** (Figure #21) or **(PLASTIC CARD PAYMENT)** (Figure #21(A))

Figure #21

The screenshot shows the 'Manage My Account' page for 'AttorneyOne Njd'. The account details are as follows:

Account Number	7041591
Username	njdatty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

The main section is titled 'Pay Filing Fee for New Jersey District Court (train)'. It includes a red asterisk indicating required information. The 'Payment Amount' section shows 'Amount Due *' as '\$405.00'. Under 'Select a Payment Method', the 'VISA' option is selected with a radio button. The card details shown are: 'AttorneyOne Njd', 'XXXXXXXXXXXX1111', and '01/2026'. There are also radio button options for 'Enter a credit card' and 'Enter an ACH account'. At the bottom, there is a security note: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.' and two buttons: 'Next' and 'Cancel'.

Figure #21(A)

Court Specific	
Person Completing Transaction *	<input type="text" value="test attorney"/>
Attorney Name *	<input type="text" value="Test Attorney"/>
Attorney Email *	<input type="text" value="attytrain1@gmail.com"/>
Attorney Phone Number *	<input type="text" value="609-222-2222"/>

Email Receipt	
Email	<input type="text" value="njdpacer+attytrain1@gmail.com"/>
Confirm Email	<input type="text" value="njdpacer+attytrain1@gmail.com"/>
Additional Email Addresses	<input type="text"/>

Authorization	
<input type="checkbox"/>	I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Step 22. Authorize Payment

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Authorize the payment by checking the appropriate box.

- Click (**SUBMIT**).

Figure #22:

Account Number 7041591

Username njdatty1


Account Balance \$0.00

Case Search Status Active

Account Type Upgraded PACER Account

Pay Filing Fee for New Jersey District Court (train)

Payment Summary

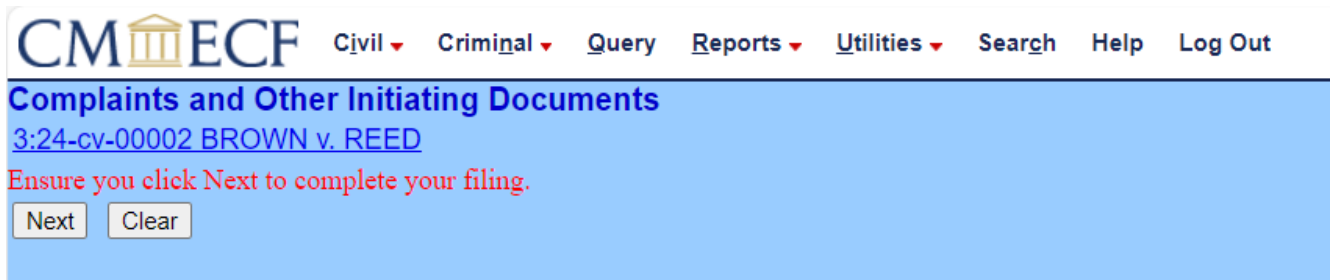
Payment Method	Payment Details
 XXXXXXXXXXXX1111 01/2026 AttorneyOne Njd 402 East State Street District of New Jersey Trenton, NJ 08608 USA	Payment Amount \$405.00 Fee Type Filing Fee

Step 23. Complaints and Other Initiating Documents Screen with Warning

Review screen.

- Click (NEXT)

Figure #23:

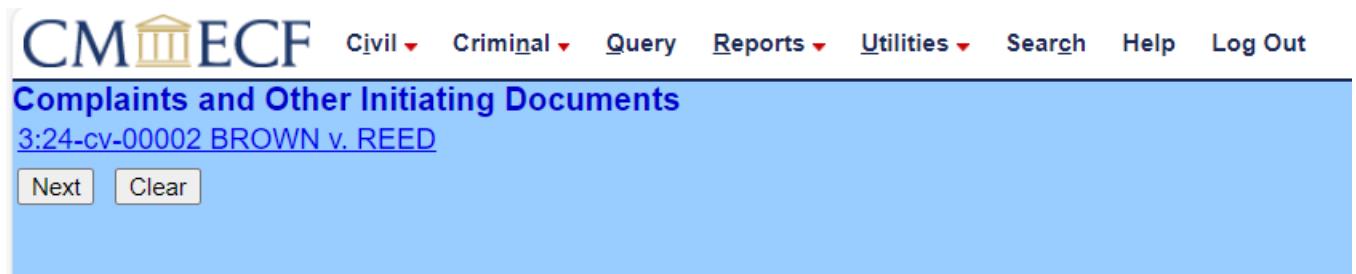


Step 24. Complaints and Other Initiating Documents Screen

Review screen.

- Click (NEXT)

Figure #24:



Step 25. Final Docket Text Review

Figure #25 presents the final docket text for the initiating document.

Clicking the (NEXT) button will commit the transaction.

- Click (NEXT)

Figure #25

The screenshot displays the CM/ECF web interface. At the top, there is a navigation menu with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu is a blue header with the text "Complaints and Other Initiating Documents" and the case number "3:24-cv-00002 BROWN v. REED". The main content area has a light blue background. A yellow box highlights the docket text: "COMPLAINT against SHAWN REED (Filing and Admin fee \$ 405 receipt number ANJTDC-52488.) JURY DEMAND., filed by JOSEPH BROWN. (Attachments: # (1) Civil Cover Sheet) (Njd, AttorneyOne)". Below this, a red and blue warning message reads: "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?". Underneath the warning, the source document paths are listed: "Source Document Path (for confirmation only): C:\fakepath\Complaint for test case.pdf pages: 1 C:\fakepath\Civil Cover Sheet 1.pdf pages: 1". At the bottom left, there are two buttons: "Next" and "Clear".

Step 26. Notice of Electronic Filing

The Notice of Electronic Filing (NEF) is the record of the completed transaction.

Figure #26

The screenshot displays the CM ECF (Case Management/ Electronic Case Filing) interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main header reads "Complaints and Other Initiating Documents" followed by the case identifier "3:24-cv-00002 BROWN v. REED". The court is identified as "U.S. District Court, DISTRICT OF NEW JERSEY [TRAIN]".

The central section is titled "Notice of Electronic Filing" and contains the following information:
The following transaction was entered by Njd, AttorneyOne on 1/19/2024 at 11:00 AM EST and filed on 1/19/2024
Case Name: BROWN v. REED
Case Number: [3:24-cv-00002](#)
Filer: JOSEPH BROWN
Document Number: [1](#)

Docket Text:
COMPLAINT against SHAWN REED (Filing and Admin fee \$ 405 receipt number ANJTDC-52488.) **JURY DEMAND.**, filed by JOSEPH BROWN. (Attachments: # (1) Civil Cover Sheet)(Njd, AttorneyOne)

3:24-cv-00002 Notice has been electronically mailed to:
AttorneyOne Njd njdpacer+attytrain1@gmail.com

3:24-cv-00002 Notice has been sent by regular U.S. Mail:
The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1046708974 [Date=1/19/2024] [FileNumber=46856-0] [706d5789f953f18a81c4ce115407b4bcdfb7f1d09394ac21505dd86e5b9e19687be85e0a3106e66e24378c72098727780e45159ea184736bb3fd233ef22c3589]]

Document description:Civil Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1046708974 [Date=1/19/2024] [FileNumber=46856-1] [173761bf070257bffb1d26846118b84922077f060afeca8c88e8a5124dcde6a56593c853a4cf2ac0e6136c4b2513d28f0ea2d203b03aeda030071b708b407440]]

NOTE: If an error occurred during the Open a Civil Case (Attorney) Procedure which prevented the uploading of the initiating document, it may now be filed as a separate event (Civil Events Menu>Initial Pleadings & Service>Complaints and Other Initiating Documents); see Step #27.

Step 27. File Related Documents (as separate events in CM/ECF)

If appropriate, file documents related to the initiating document.

Figure #27:

<u>CIVIL EVENT</u>	<u>MENU ADDRESS</u>
Corporate Disclosure Statement	Civil Events → Other Filings → Other Documents → Corporate Disclosure Statement
Motion	Civil Events → Motions and Related Filings → Motions → (select appropriate event)
Application to Extend Time to Answer	Civil Events → Other Filings → Other Documents → Application to Extend Time to Answer

Step 28. Review and Assignment of a Judge:

The case will be reviewed for accuracy and an NEF sent indicating the assigned judge within approximately two business days.

.....

Congratulations! You have opened a case in the United States District Court using the Attorney Case Opening Procedure. The Court will be automatically notified of your filing. Your filing will be reviewed for accuracy and you will be notified if additional action is required.

Step 29. Alternate Method of Filing; Technical Failure

If a technical failure occurred, preventing the filer from uploading an initiating document (e.g, Complaint), the initiating document may now be filed. Please note however, as indicated previously in this procedure, the initiating document must be filed on the same date that the case is opened (See Rule 3 of the Federal Rules of Civil Procedure).

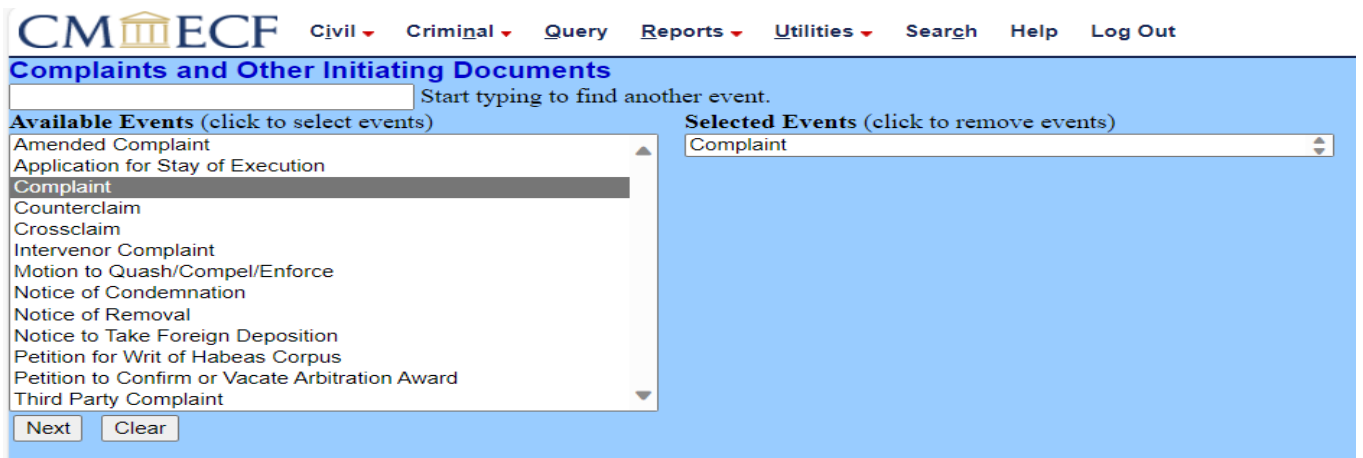
- i. Go to: CM/ECF>Civil Events Menu>Initial Pleadings and Service;
- Click (**Complaints and Other Initiating Documents**)

Figure #29-1



- ii. Select the correct type of initiating document (e.g., Complaint)
- Click (**NEXT**)

Figure 29-2



- iii. Enter the case number (Figure 29-3-1) assigned in Attorney Case Opening Procedure-Step 9;

NOTE: If the filer does not know the case number, contact the CM/ECF help desk during regular business hours for instructions on how to complete the filing.

Figure 29-3-1



The screenshot shows the top navigation bar of the CM/ECF system with the logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar is a blue header section titled "Complaints and Other Initiating Documents". Underneath, there is a form area with a label "Civil Case Number" above a text input field. Below the input field are two buttons: "Next" and "Clear".

- Click (**FIND THIS CASE**) (Figure 29-3-2);

Figure 29-3-2



This screenshot is similar to Figure 29-3-1, but the text input field now contains the value "24-2". The "Find This Case" button is highlighted with a yellow border, indicating it is the next step in the process. The "Next" and "Clear" buttons are still visible below the input field.

- Click (**NEXT**) (Figure 29-3-3);

Figure 29-3-3

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the following items: CM/ECF (with a building icon), Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar is a blue header with the text "Complaints and Other Initiating Documents". Underneath the header, there is a form with the label "Civil Case Number". The input field contains the text "3:24-cv-2". Below the input field are two buttons: "Next" and "Clear".

- iv. Begin at Step #12 of the Attorney Case Opening Procedure to complete the filing process;
- File related documents as indicated in Attorney Case Opening Procedure Step #27.