MOTIONS TO QUASH, COMPEL, ENFORCE SUBPOENAS

I.   OPEN CASE

1. Select → **Civil** → **Open a Case** → **Open a Civil Case (Attorney)**

a) Click **Next** after reading the attorney case opening message
b) Click **Next** after reading the office/county message
c) Select appropriate **Office – Newark, Trenton or Camden**
d) **Case type** – **cv**
e) **Other court name and number,** Enter the name and number from the district court where the underlying case exists, Click **Next**
f) Click **Next** after reading the attorney case opening message
g) Enter the following in the appropriate fields:
    Jurisdiction – **3 (Federal Question)**
    Cause of Action – **select either Motion to Compel or Motion to Quash**
    Nature of Suit – **890 (Other Statutory Actions)**
    Origin – **1 (Original Proceeding)**
    Citizenship plaintiff – **Leave Blank**
    Citizenship defendant – **Leave Blank**
    Jury demand – **Leave Blank**
    County – **County of petitioner** (Quash) or **respondent** (Compel)
    Fee Status – **pd (paid)**
    Leave all other fields blank or as they are, Click **Next**

Open a Civil Case (Attorney)

Office Newark ▾   **Case type** cv ▾

Date filed: 4/20/2018

Only enter information in Other court name and Other court number if you are filing a Notice of Removal.

Other court name Southern District of New York

Other court number 18-12345

JPML number

[Next] [Clear]

Open a Civil Case (Attorney)

Jurisdiction	3 (Federal Question)
Cause of action	motquash (Motion to Quash) Filter: [____] [Clear filter]
Nature of suit	890 (Other Statutory Actions) 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** Hudson
Fee status	pd (paid) **Fee date** 4/20/2018 **Date transfer** [____]

[Next] [Clear]

2. **Enter parties**

    a) Click **Next** after reading the party entry information message
    b) Enter petitioner's name in UPPERCASE letters
        in the **Search for a party** fields; Last, First and Middle, Click **Search**
    c) When prompted with the **Search Results** field, highlight the party's
        name if it appears and Click **Select Party** button, otherwise Click
        Create New Party button
    d) On the **Party Information** screen, the system defaults to Defendant in
        the party **Role** field change to Petitioner when adding this party.
        On this screen, the client's Generation may be entered as well. Except
        for Party Text, leave all other fields blank or as they are, Click **Add**
        Party
    e) Continue adding parties being mindful of their **Role**[1]
    f) After all parties have been added, Select → **Create case**
    g) Select → **Yes** when prompted with Case will be created. Proceed?
    h) **Your case number** appears on this screen, continue with step 3

3. **Docket the initial pleading**

    a) Click Next after reading the case opening messages
    b) Under Complaints and Other Initiating Documents → choose **Motion**
        to Quash/Compel/Enforce Subpoena, Click **Next**
    c) Verify the case number at the Civil Case Number prompt, Click **Next**
    d) Confirm the case number and case caption, Click **Next**
    e) Highlight the filer/client, Click **Next**
    f) On the attorney/party association screen, Click **Next**
    g) Highlight the respondent(s) for multiple defendants utilize the control
        key to select each one on the filing is **against** screen (Never use the
        Select a Group: prompt)

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[1] A party's role may be changed by clicking on the pencil next to the party's name on the left side of the screen.

h) Upload the motion using the Browse button under the Main Document field and attach additional documents with a Category or Description, ie… Affidavit, Brief, copy of Subpoena, etc…, Click **Next**

i) At the prompt – Is this an initiating document of Motion to Quash/Compel/Enforce Subpoenas (filing fee $52.00)? Answer **Yes**

4. Paying the filing fee, select Payment Type: **Credit Card**

a) Verify Credit Card has been selected, Click **Next**

b) Read Warning Message: **CANNOT use your browser Back button**, Click **Next**

c) Wait for the Payment Process System, then enter appropriate data, Click **Continue with Plastic Card Payment**

d) On the Authorize Payment screen, verify information, place a check mark in the I authorize a charge…. box, Click **Submit Payment**

e) On the Case number and caption screen, Click **Next**

f) On the Docket Text: Final Text screen, Click **Next**

g) Transaction is Complete