ATTORNEY CASE OPENING

AMERICAN MEDICAL COLLECTION AGENCY, INC. CUSTOMER DATA SECURITY BREACH LITIGATION MDL No. 2904

I. OPEN CASE

- 1. Select \rightarrow Civil \rightarrow Open a Case \rightarrow 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, Case type cv, JPML¹ number 2904

Leave Other court name and number blank², Click **Next**, After reading the attorney case opening message, Click **Next**

d) Enter the following in the appropriate fields:

Jurisdiction - 4 (**Diversity**)

Cause of Action³ – 28:1332fr (28:1332 Diversity-Fraud)

Nature of Suit – **370 (Other Fraud)**

Origin – **8 (Direct File MDL)** (even for Notice of Removals)

Citizenship plaintiff - Either 1 this State or 2 Another State

Citizenship defendant - 4 (Incorporated/Principal Place of

Business- This State)

Jury demand – use as appropriate

County - Hudson County

Fee Status – pd (paid)

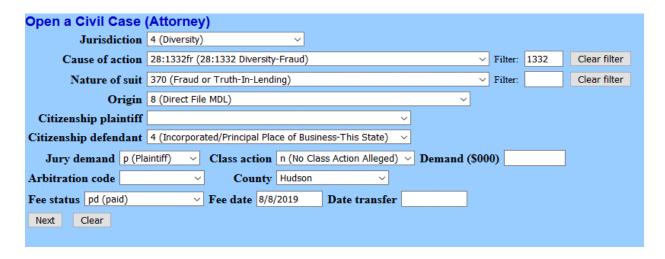
Leave all other fields blank or as they are, Click Next

² For Notice of Removals, enter other court name and number. Follow instructions found in the Attorney Case Opening Guide – Step 5.

¹ Judicial Panel on Multi-District Litigation.

³ For Notice of Removals, the Cause of Action code is – 28:1441pl (28:1441 Notice of Removal-Product Liability).

Open a Civil Case (Attorney)
Office Newark V Case type CV V
Date filed : 8/8/2019
Only out on information in Other count name and Other count name on fling a Nation of Boursel
Only enter information in Other court name and Other court number if you are filing a Notic e of Removal.
Other court name
Other court number
JPML number 2904
Next Clear



2. Enter parties

- a) Click **Next** after reading the party entry information message
- b) Enter plaintiff's name used on the complaint 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 Plaintiff 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**⁴
- f) After all parties have been added, Select \rightarrow Create case
- g) Select \rightarrow **Yes** when prompted with Case will be created. Proceed?
- h) Your case number appears on this screen, continue with step 3

⁴ 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.

3. Docket the initial pleading⁵

- a) Click Next after reading the case opening messages
- b) Under Complaints and Other Initiating Documents → choose **Complaint**, 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 defendant(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)
- h) Upload the complaint using the Browse button under the Main Document field and attach additional documents with a Category or Description, ie... Civil Cover Sheet, Application IFP, etc..., Click Next
- i) Answer appropriately to the jury demand prompt, Click Next
- 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

⁵ For State Court Removals, select Notice of Removal instead of Complaint re: step 3(b). Follow instructions found in the Attorney Case Opening Guide – Step 15(A).