ATTORNEY CASE OPENING

VALSARTAN N-NITROSODIMETHYLAMINE (NDMA) PRODUCTS LIABILITY LITIGATION MDL 2875

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 – Camden, Case type** – **cv, JPML[1] number - 2875**
       Leave Other court name and number blank[2], Click **Next,**
       After reading the attorney case opening message, Click **Next**
   d) Enter the following in the appropriate fields:
       Jurisdiction – 4 (**Diversity**)
       Cause of Action[3] – **28:1332pl (28:1332 Diversity-Product Liability)**
       Nature of Suit – **367 (Personal Injury: Health Care /Pharmaceuticals Personal Injury Product Liability)**
       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), 5 (Incorporated/Principal Place of Business- Other State) or 6 (Foreign Nation)**
       Jury demand – use as appropriate
       County – **County in New Jersey of plaintiff or XX US, Outside State**
       Fee Status – **pd (paid)**
       Leave all other fields blank or as they are, Click **Next**

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[1] Judicial Panel on Multi-District Litigation.

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

[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 [Camden ▾]   Case type [cv ▾]

Date filed: 3/18/2019

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

Other court name [   ]

Other court number [   ]

JPML number [2875]

[Next] [Clear]

Open a Civil Case (Attorney)

Jurisdiction [4 (Diversity)   ▾]

Cause of action [28:1332pl (28:1332 Diversity-Product Liability)   ▾] Filter: [   ] [Clear filter]

Nature of suit [367 (Personal Injury: Health Care/Pharmaceutical Personal Injury Product ▾] Filter: [   ] [Clear filter]

Origin [8 (Direct File MDL)   ▾]

Citizenship plaintiff [2 (Citizen of Another State)   ▾]

Citizenship defendant [5 (Incorporated/Principal Place of Business-Other State) ▾]

Jury demand [p (Plaintiff)   ▾]   Class action [n (No Class Action Alleged) ▾]   Demand ($000) [   ]

Arbitration code [▾]   County [XX US, Outside State ▾]

Fee status [pd (paid)   ▾]   Fee date [3/18/2019]   Date transfer [   ]

[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, *BE SURE TO PUT SR. OR JR. IN GENERATION FIELD NOT LAST NAME* 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 → **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**[5]

   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**

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[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.
[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).

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