

NOTICE TO THE BAR

ATTORNEY CIVIL CASE OPENING

The United States District Court for the District of New Jersey announces that effective July 1, 2017, attorneys **must** electronically open and file most civil cases in CM/ECF¹ if the following conditions are met:

- (1) The attorney has a valid CM/ECF login and password for the District of New Jersey;
- (2) The attorney has the ability to pay filing fees online via credit card through pay.gov (unless no fee is required);
- (3) The attorney is a member of the District of New Jersey bar.

An Attorney Case Opening Guide, as well as other relevant documentation, can be found on our website [here](#). Optional hands on training for attorneys and support staff will be conducted at all three courthouses as follows:

Newark May 23 10 am to 11:30 am, 1:30 pm to 3 pm
Trenton May 24 10 am to 11:30 am, 1:30 pm to 3 pm
Camden May 25 10 am to 11:30 am, 1:30 pm to 3 pm

Click [here](#) to register. CLE credits available.

Additional questions, including training-related inquiries, can be answered by calling the ECF Assistance Line: 866-726-0726 (Camden); 866-208-1405 (Newark); 866-848-6059 (Trenton).

Benefits to opening your own cases include, the immediate assignment of a civil case number, a shortened time frame for receiving a summons and the ability to file other relevant documents (eg. corporate disclosure statement, motion papers) directly into the case upon opening.

WILLIAM T. WALSH, CLERK

May 10, 2017

¹ Currently, attorneys in the District of New Jersey can open cases by filing documents in case 33-1. Under the new attorney case opening procedures, attorneys must open cases in CM/ECF by populating information from the civil cover sheet, as well as entering parties. Any attorney requesting an exemption from this requirement must move before the Chief Judge for the District of New Jersey.