

ATTORNEY CASE OPENING PETITION TO CONFIRM/VACATE ARBITRATION AWARD

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** and **Case type** which is always **cv**
Leave Other court name and number blank, Click **Next**
- d) After reading Reviewing your Civil Cover Sheet screen Click **Next**
- e) Enter the following in the appropriate fields:
Jurisdiction – 3 Federal Question
Cause of Action¹ – 09:0009 Motion to Confirm Arbitration Loan
Nature of Suit – 896 (Other Statutes: Arbitration)
County – select the county where the respondent resides
Fee Status – indicate; pd (paid)
Leave all other fields blank or as they are, Click **Next**

2. Enter parties

- a) Click **Next** after reading the party entry information message
- b) Enter client's name(s) used on the petition in UPPERCASE letters in the **Search for a party** field - Last², Click **Search**
- c) When prompted with the **Search Results** field, highlight the client's name if it appears and Click **Select Party** button, otherwise Click **Create New Party** button
- d) For a **Selected Party**, on the **Party Information** screen, change the party **Role** from Defendant to **Petitioner**. If appropriate, enter party text, Leave all other fields blank or as they are, Click **Add Party**.
For a **Created Party**, if appropriate, the client's **Generation** may be entered along with party text, Click **Add Party**. Continue entering all Petitioners following the above steps
- e) Enter the Respondent(s) following the above steps however make the party **Role** – **Respondent**. Continue entering all Respondents following the above steps
- f) When all parties have been entered, Select → **Create case**
- g) Select → **Yes** when prompted with Case will be created. Proceed?
- h) On your Case Number screen, Click **Next**³

¹For Petitions to Vacate Arbitration Award, select Cause of Action 09:0010 Petition to Vacate Arbitration Award.

² If petitioner or respondent is an individual, the First and Middle fields should be used.

3. Docket the initial pleading

- a) Click **Next** after reading the case opening message
- b) Under Complaints and Other Initiating Documents → choose **Petition to Confirm or Vacate Arbitration Award**, 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(s)/client(s), Click **Next**
- f) On the attorney/party association screen, Click **Next**
- g) Highlight the Respondent(s) on the filing is against screen (Never use the Select a Group: prompt)
- h) Upload the petition as the main document and attach additional documents with a Category or Description name, ie... Civil Cover Sheet, etc..., Click **Next**
- i) Select petition type: Click **Next**
- j) Select Payment Type: **Credit Card**, Click **Next**
- k) Read Warning Message: **CANNOT use your browser Back button**, Click **Next**
- l) Wait for the Payment Process System, then enter appropriate data, Click **Continue with Plastic Card Payment**
- m) On the Authorize Payment screen, verify information, place a check mark in the I authorize a charge.... box, Click **Submit Payment**
- n) If the Case number and caption screen appears, Click **Next**
- o) On the Docket Text: Modify as Appropriate screen, Click **Next**
- p) On the Docket Text: Final Text screen, Click **Next**
- q) Notice of Electronic Filing screen appears, Transaction is Complete

4. Docket the Motion to Confirm⁴ Arbitration Award

- a) Under **Motions and Related Filings** → **Motions** → **Confirm Arbitration⁴**
- b) Enter case number and on the next screen verify case, Click **Next**
- c) Select the filer(s) on the Select the Party: screen
- d) Upload the motion as the main document and attach additional documents with a Category or Description name, ie... Brief, Certificate of Service, Proposed Order, Proposed Judgment
- e) On the Docket Text: Modify as Appropriate screen, Click **Next**
- f) On the Docket Text: Final Text screen, Click **Next**
- g) Notice of Electronic Filing screen appears, Transaction is Complete

³ If the system does not proceed to the next screen, due to your browser, click on Civil → Initial Pleadings and Service → Complaints and Other Initiating Documents → Click Next on warning screen → Petition to Confirm or Vacate Arbitration Award. Continue from step 3(b).

⁴ For motions to Vacate Arbitration Award, choose event Vacate from the motions menu.

II. Clerk's Office Review and Assignment of a Judge

The Clerk's Office will be automatically notified of your filing.

Your filing will be reviewed for accuracy and you will be notified if additional action is required.

An NEF will be sent indicating the assigned judge within approximately two business days.