ATTORNEY CASE OPENING

IN RE: INSULIN PRICING LITIGATION
MDL No. 3113

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, Case type – cv, JPML[1] number - 3113**

   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 – **3 (Federal Question)**
   Cause of Action **15:2 Antitrust Litigation**
   Nature of Suit – **410 Anti- Trust**
   Origin – **8 (Direct File MDL)** (even for Notice of Removals)
   Citizenship plaintiff – Either **1 this State** or **2 Another State**
   Citizenship defendant – **5 (Incorporated/Principal Place of Business- Other State)**
   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.

Open a Civil Case (Attorney)

Office Newark **Date** ▾ **Case type** cv ▾

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 3113

[Next] [Clear]

Open a Civil Case (Attorney)

Jurisdiction	Federal Question ▾
Cause of action	15:0002at (15:2 Antitrust Litigation) [____] [Clear filter]
▾ Nature of suit	410 (Anti-Trust) [____] [Clear filter]
Origin	8 (Direct File MDL) ▾
Citizenship plaintiff	[_____] ▾
Citizenship defendant	[_____]

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** [_____] **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, 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

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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.

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**

   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

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[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).