How to Submit a Complaint Electronically Including Electronic Payment Procedures for Filing Fees

PLEASE NOTE: THE SCREEN SHOTS DO NOT REFLECT THE CURRENT YEAR. FOR THE YEAR 2015 THE CASE NUMBER IS: 5:15-CV-11111.

Step 1 - Accessing the Civil Events page.

After logging in to CM/ECF, click **Civil** on the Main Menu bar (see Figure 1).

Figure 1

The *Civil Events* page will display (see Figure 2).

Figure 2

Step 2 - Choosing the Case Opening Document you are submitting

(See Figure 3)

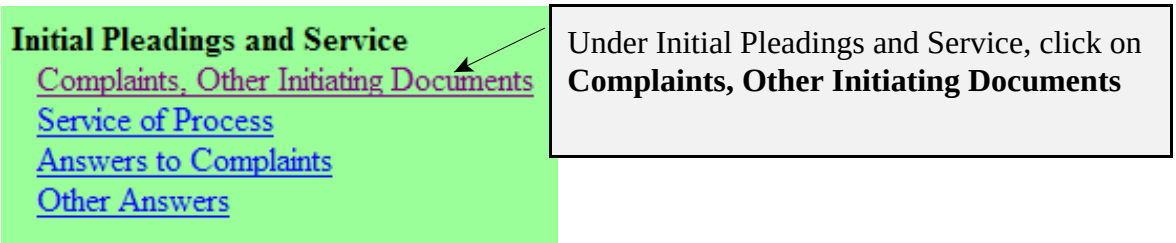


Figure 3

The following screen will display

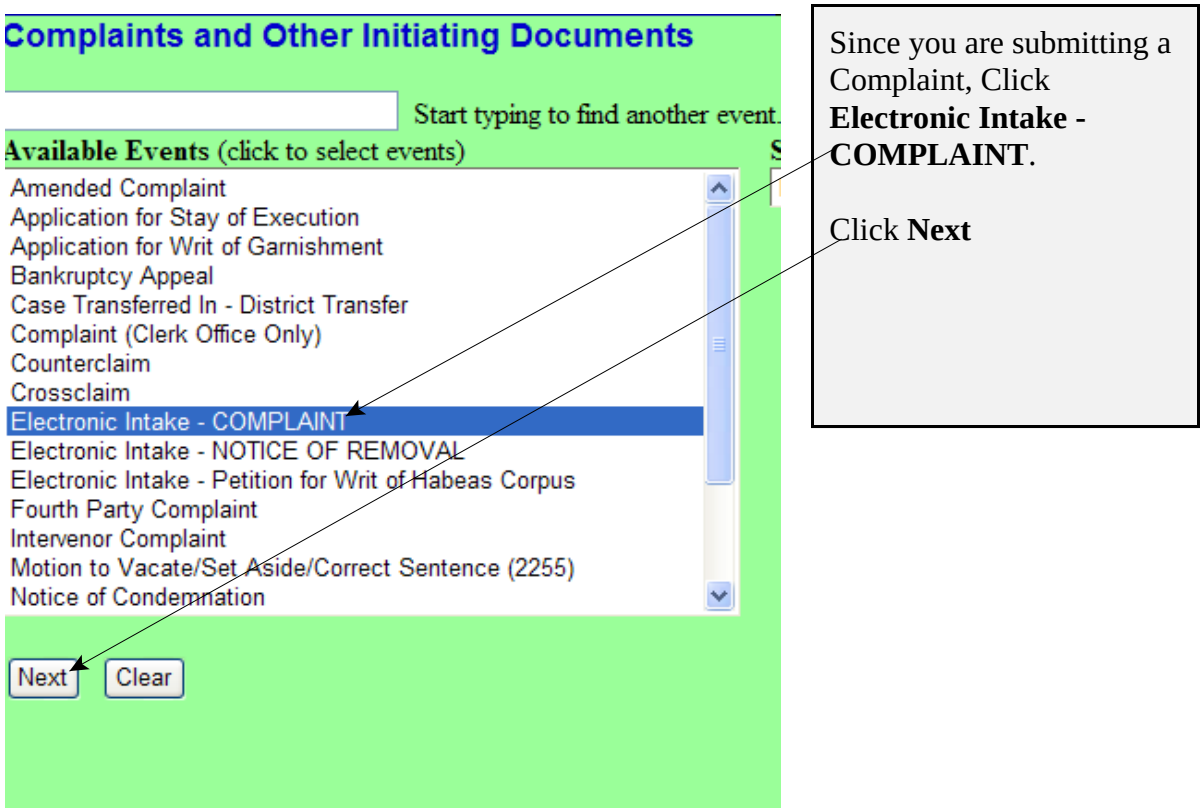
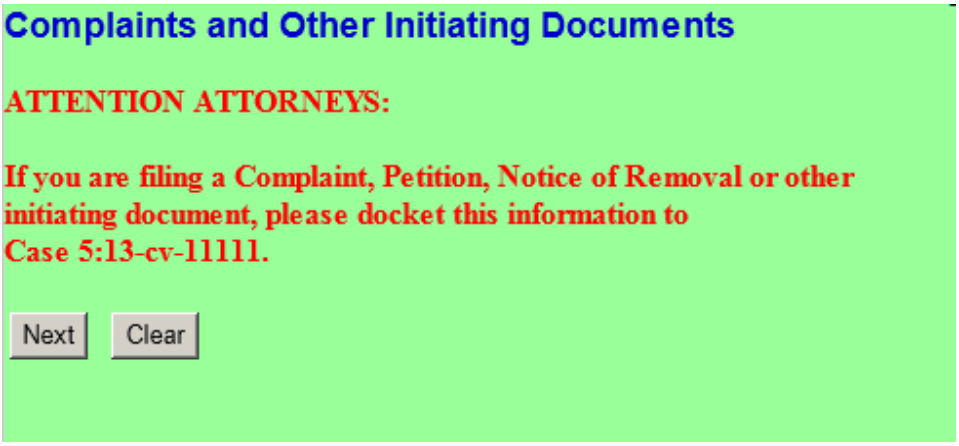


Figure 4

Step 3 - Entering the Electronic Intake Case Number

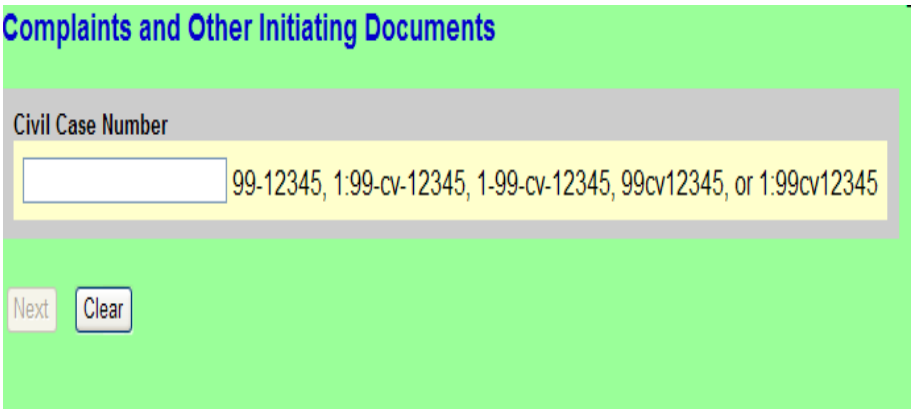
The following screen will display: CASE 5:15-cv-11111



Review the message.

Click **Next**.

Figure 5



When the screen to the left displays, enter the following case number:

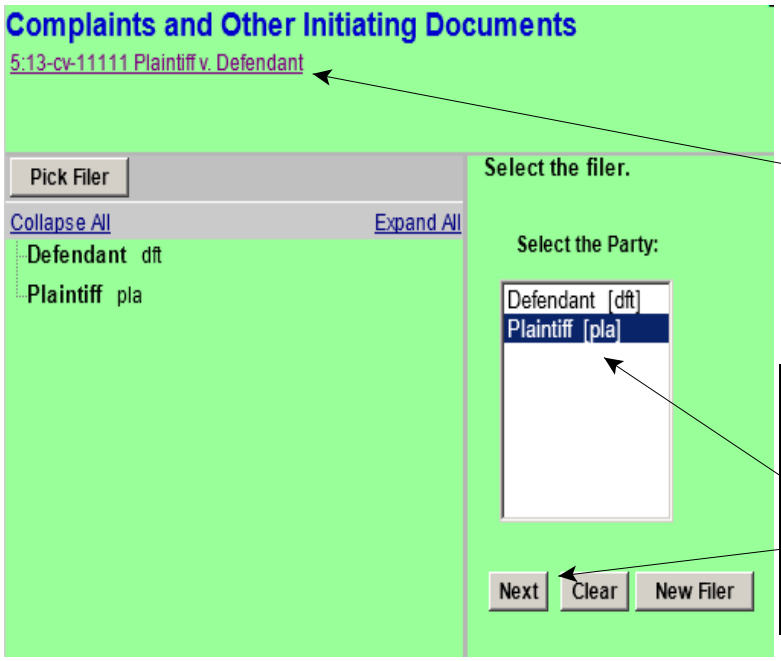
5:15cv11111

click **Find This Case**

Figure 6

NOTE: 5:15CV11111 IS NOT YOUR PERMANENT CASE NUMBER. YOUR CIVIL ACTION WILL BE ASSIGNED A CASE NUMBER WITHIN 24 HOURS OF THE COMPLETION OF THIS PROCESS OR THE NEXT BUSINESS DAY. ALL SUBSEQUENT FILINGS MUST BE FILED IN YOUR PERMANENT CASE NUMBER.

Step 4 - Entering the Filer

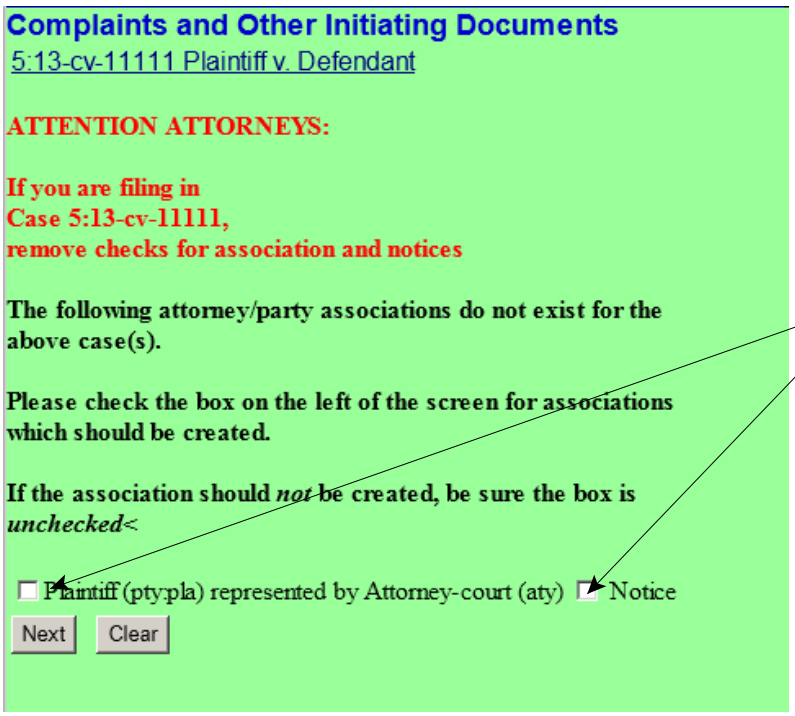


Note: You are opening the Electronic Intake case.. (5:15-cv-11111) It will always be styled **"Plaintiff v Defendant**," regardless of the names or number of parties in your case.

Because you are submitting a Complaint, you will select "Plaintiff" as your filer.

Click **Next**.

Figure 7



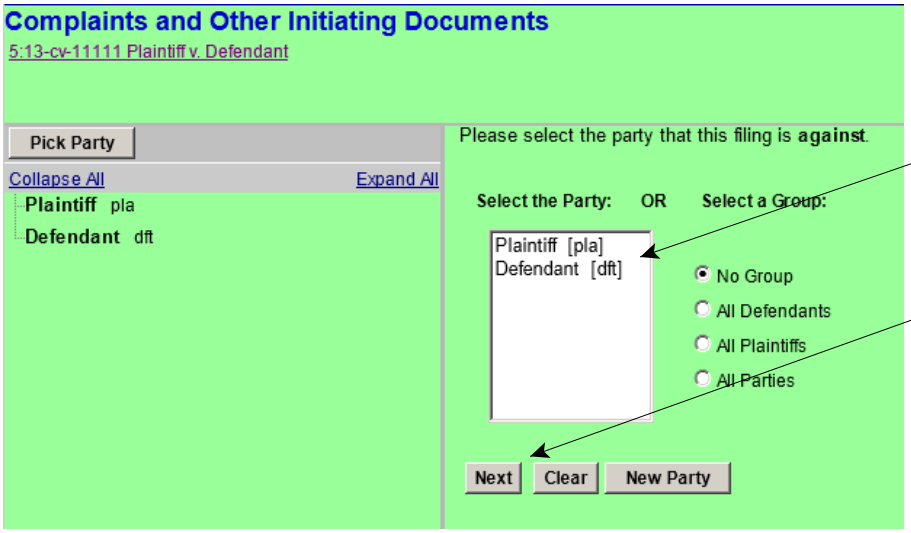
Because you do not want to be associated with the Electronic Intake case, (5:15-cv-11111)

Uncheck both boxes

Click **Next**

Figure 8

Step 5 - Selecting the party against whom you are filing.



Because you are filing a Complaint, click **Defendant** as the party this filing is against.

Click **Next**

Figure 9

Step 6 - Statement regarding sealed cases.

Review the message (see Figure 10) and proceed accordingly.

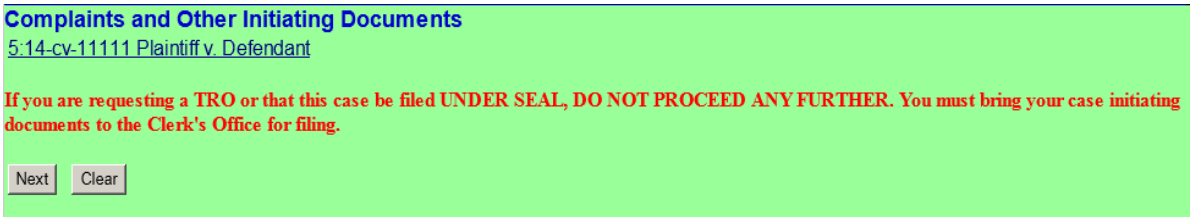


Figure 10

Step 7 - Browsing for your documents.

Browse in your documents, just as you do when filing any document electronically. Each attached PDF document can be no larger than 7.0 MB. If your main document or an attachment is larger than 7.0 MB, you must split it into separate segments of 7 megabytes or smaller.

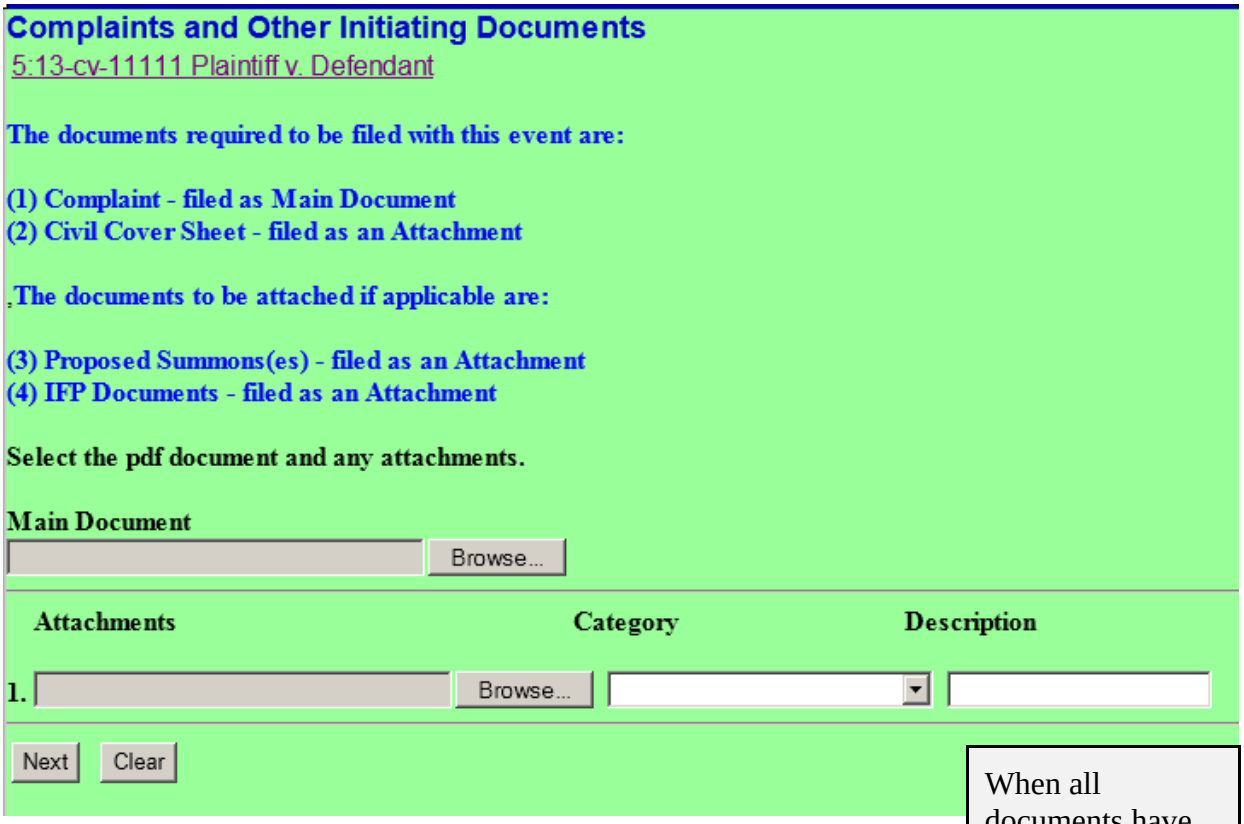


Figure 11

When all documents have been selected, Click **Next**.

Step 8 - Entering the filing fee status.

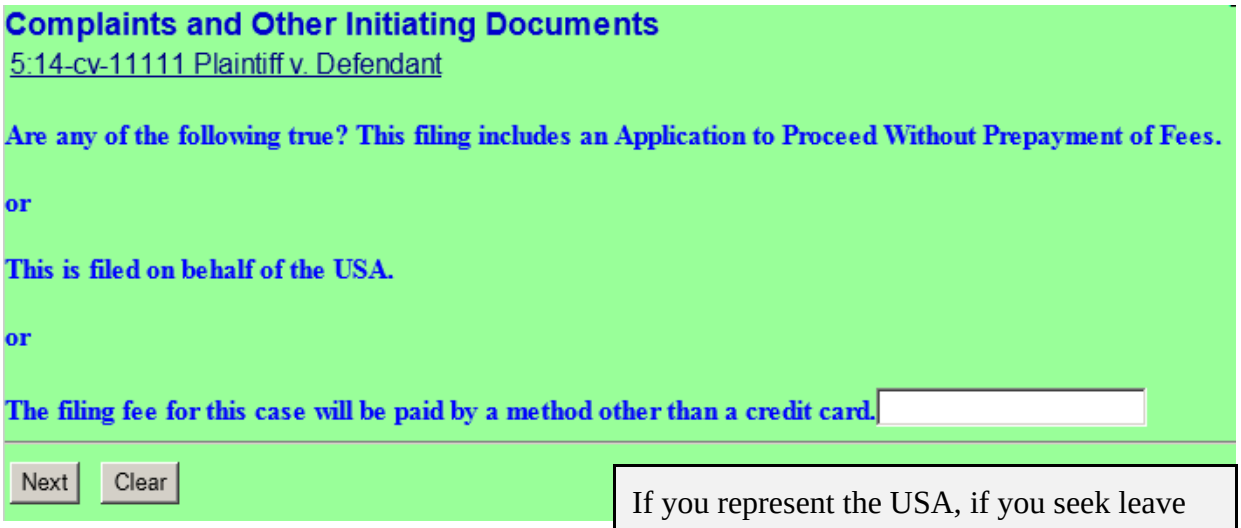


Figure 12

If you represent the USA, if you seek leave of the court to proceed without prepayment of fees, or if the method of payment is other than a credit card, type Y, then click **Next,** otherwise, type N and then Click Next

Step 9 - Paying the Filing Fee: See Rule 3 of the Federal Rules of Civil Procedure regarding payment of fees.

If you answered "**Y**" to the above question the following message will display.

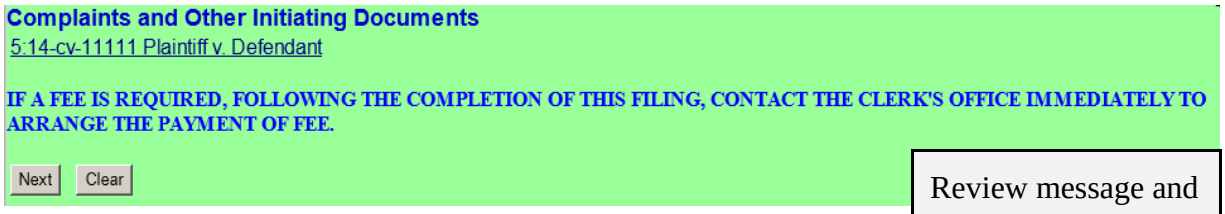


Figure 13

Review message and Click **Next**

If you answered "**N**" to the above question the following payment screens will display.

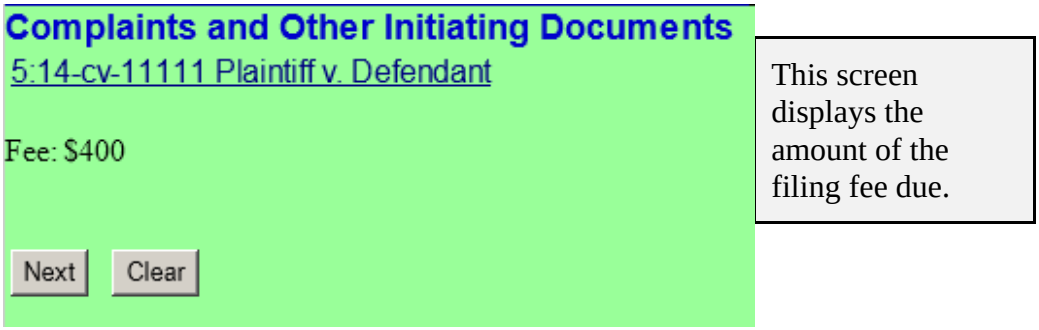


Figure 14

To pay the filing fee, enter the credit card information. When you are finished with this screen, click "Continue with Plastic Card Payment".

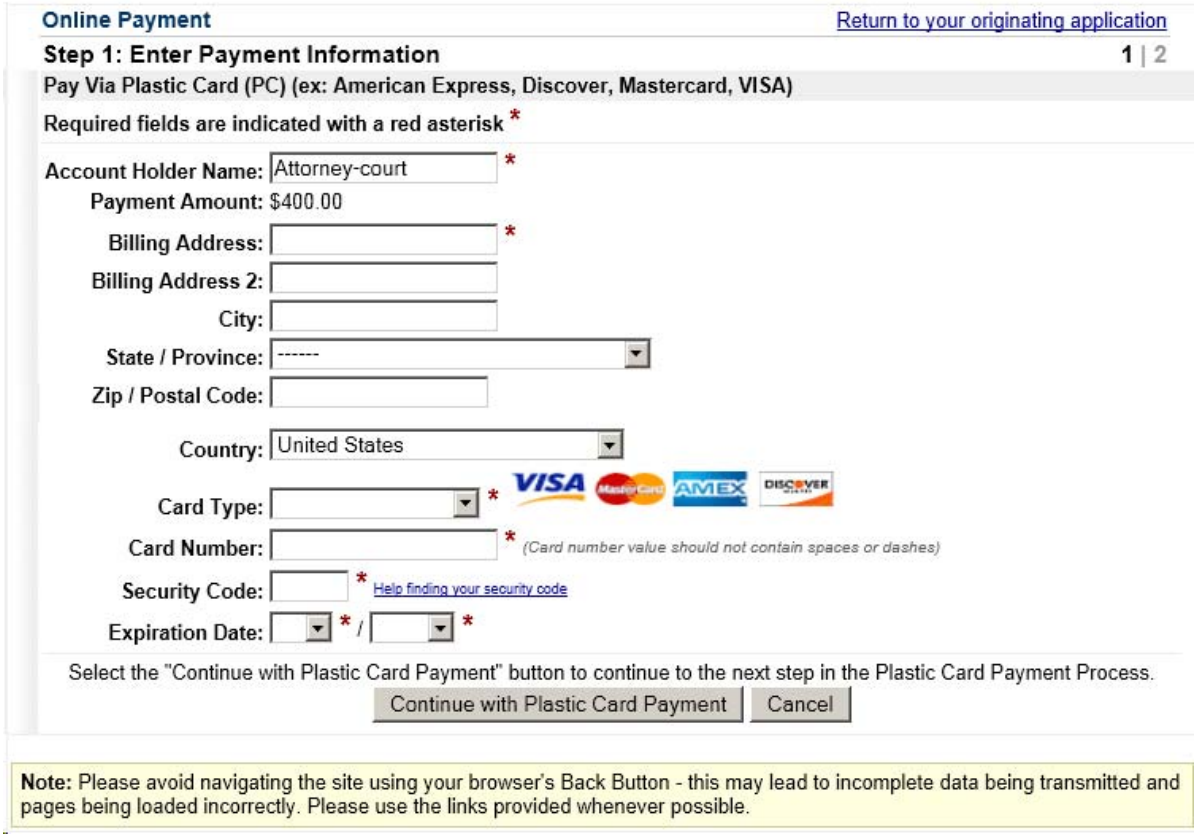


Figure 15

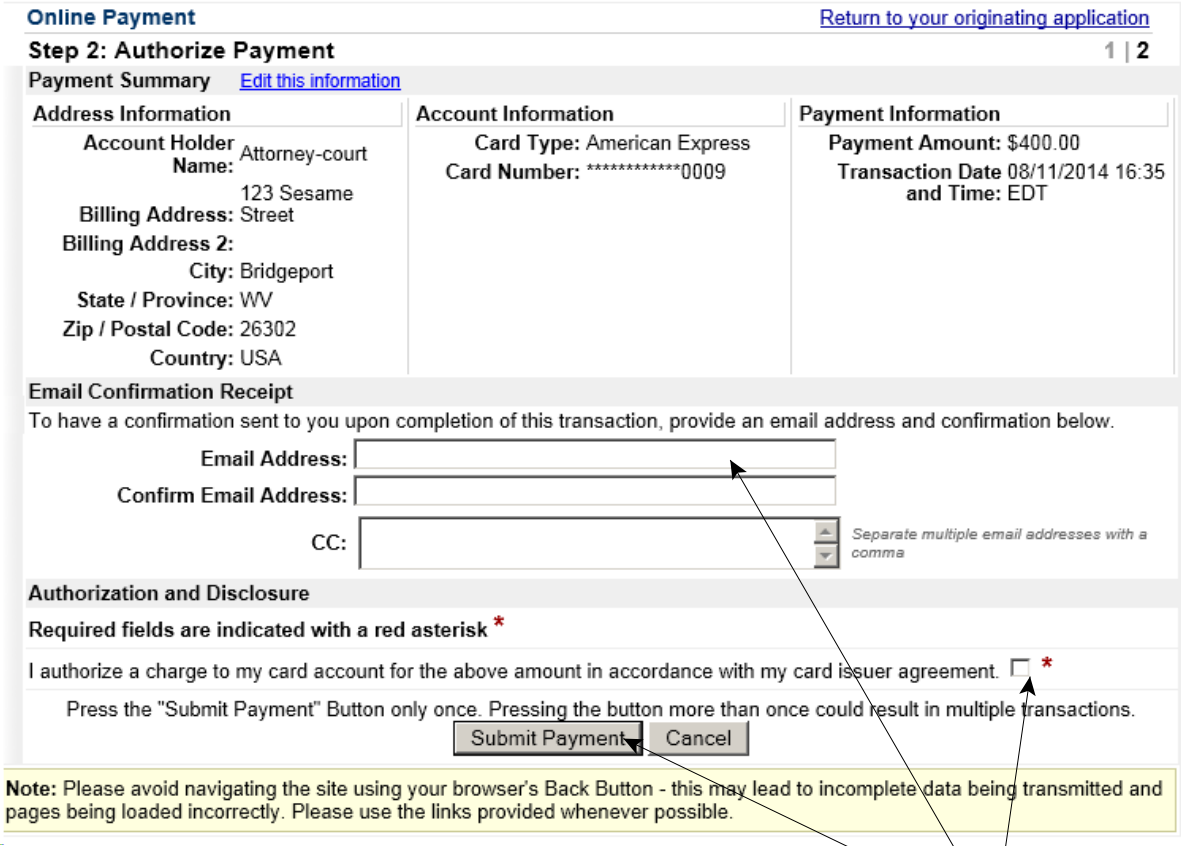
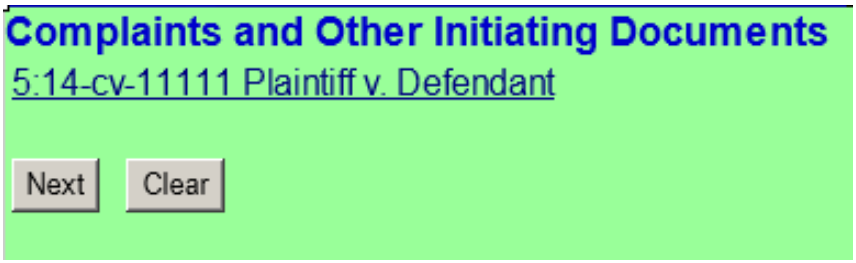


Figure 16

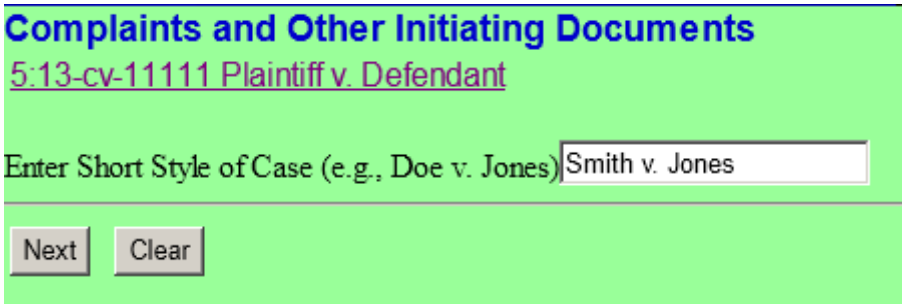
Review the information you entered, complete the E-mail Confirmation Receipt, and check the authorization box and click **"Submit Payment"**.



When the screen to the left displays (see Figure 17), click **Next**.

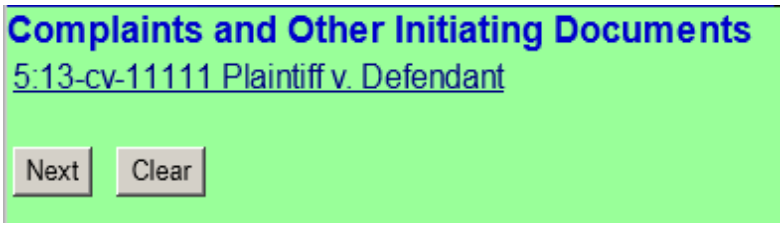
Figure 17

Step 10 - Entering the Short Style of the case.



Enter just the **Last Name** of the first Plaintiff "**v.**" the **Last Name** of the first Defendant, as shown.

Figure 18



When the screen to the left displays, click **Next.**

Figure 19

Step 11 - Committing the transaction

The final text screen will appear as displayed below. Click **Next** to commit the transaction. **Do not log out of CM/ECF until the Notice of Electronic Filing (NEF) displays**. The NEF is your proof that the Court received your documents.

Complaints and Other Initiating Documents
5:12-cv-11111 Plaintiff v. Defendant

Docket Text: Final Text
COMPLAINT WITH FEE PAID. Smith v Jones. Filing Fee $400. Receipt #0424-737534., filed by Plaintiff. (Attorney-court,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Figure 20

Step 12 - Reviewing the NEF

The date on the NEF is the official filed date of your Complaint.

The full case opening process will be done by the Clerk's Office staff using this date as the official filed date of your civil action.

Complaints and Other Initiat
5:12-cv-11111 Plaintiff v. Defendar

U.S. District Court

Northern District of West Virginia [Test]

Notice of Electronic Filing

The following transaction was entered by Attorney-court, on 8/28/2014 at 4:28 PM EDT and filed on 8/28/2014
Case Name: Plaintiff v. Defendant
Case Number: 5:12-cv-11111
Filer: Plaintiff
Document Number: 6

Docket Text:
COMPLAINT WITH FEE PAID. Smith v Jones. Filing Fee $400. Receipt #0424-737534., filed by Plaintiff.(Attorney-court,)

5:12-cv-11111 Notice has been electronically mailed to:

5:12-cv-11111 Notice must be delivered by other means to:

Plaintiff

The following document(s) are associated with this transaction:

Figure 21

NOTE: 5:15CV11111 IS NOT YOUR PERMANENT CASE NUMBER. YOUR CIVIL ACTION WILL BE ASSIGNED A CASE NUMBER WITHIN 24 HOURS OF THE COMPLETION OF THIS PROCESS OR THE NEXT BUSINESS DAY. ALL SUBSEQUENT FILINGS MUST BE FILED IN YOUR PERMANENT CASE NUMBER.