

## 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 2017 THE CASE NUMBER IS: 5:17-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)

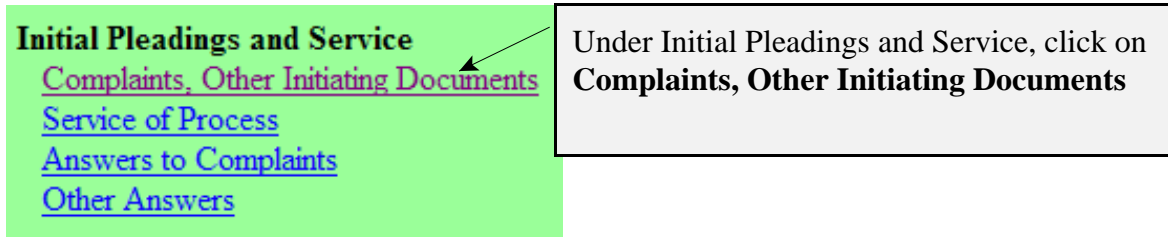


Figure 3

The following screen will display

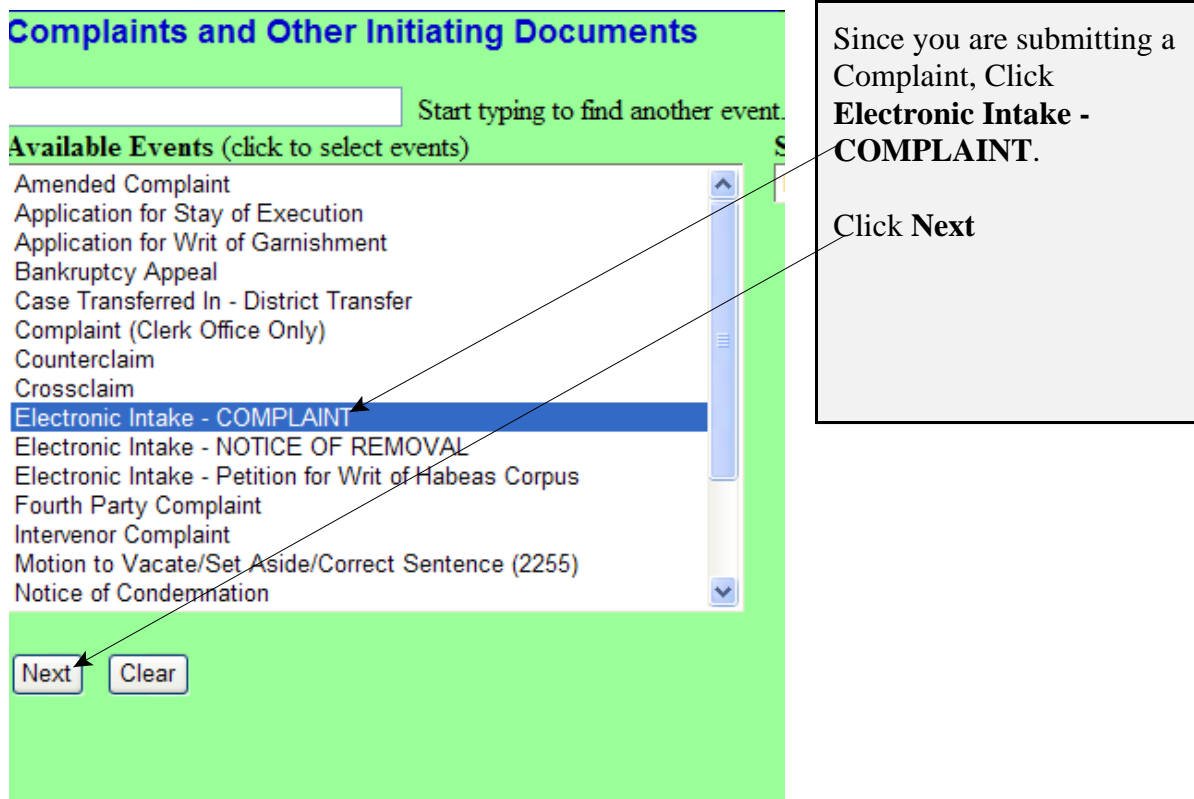
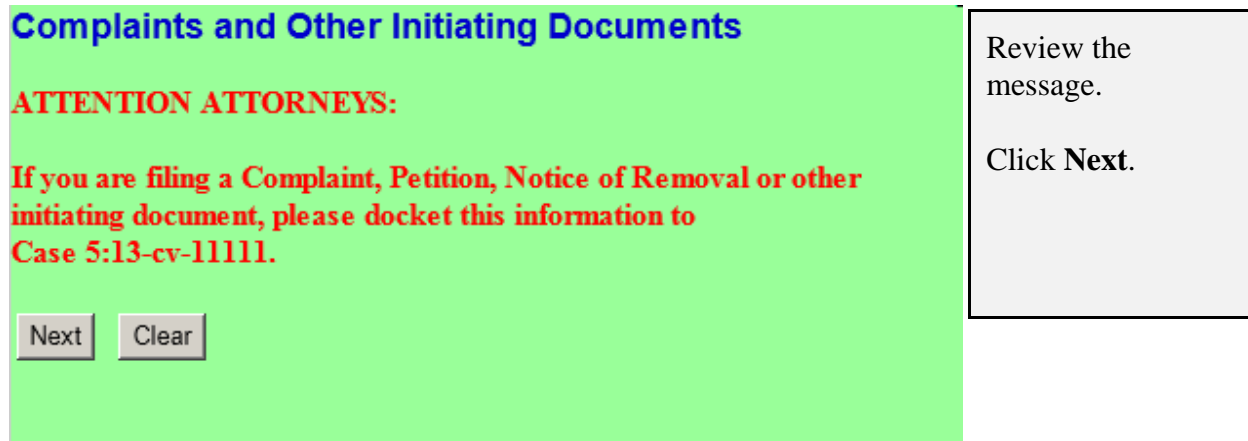


Figure 4

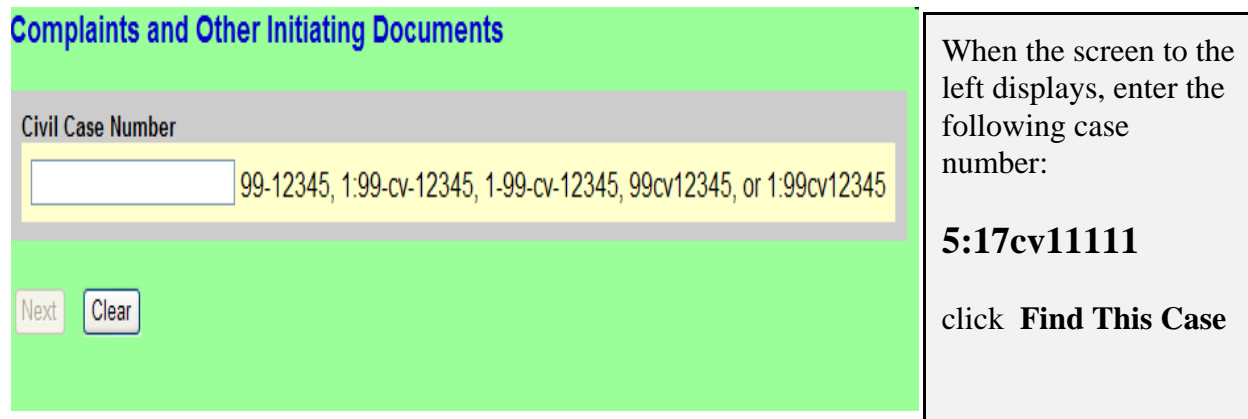
### Step 3 - Entering the Electronic Intake Case Number

The following screen will display: **CASE 5:17-cv-11111**



The screenshot shows a green header with the text "Complaints and Other Initiating Documents". Below the header, the text reads "ATTENTION ATTORNEYS: If you are filing a Complaint, Petition, Notice of Removal or other initiating document, please docket this information to Case 5:13-cv-11111." At the bottom of the screen are two buttons: "Next" and "Clear". To the right of the screenshot is a grey callout box with a black border containing the text: "Review the message. Click Next."

Figure 5

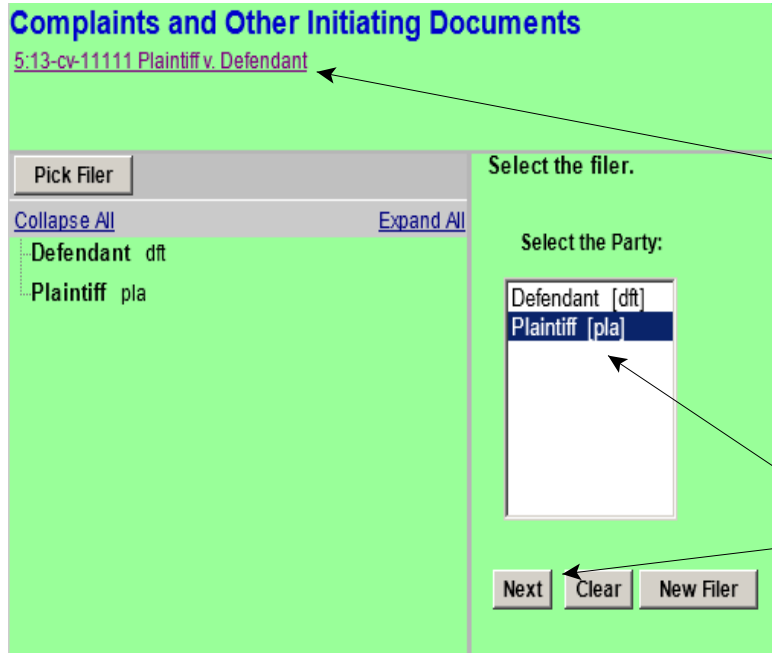


The screenshot shows a green header with the text "Complaints and Other Initiating Documents". Below the header is a grey bar with the text "Civil Case Number". Underneath is a text input field with a yellow background and the placeholder text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom of the screen are two buttons: "Next" and "Clear". To the right of the screenshot is a grey callout box with a black border containing the text: "When the screen to the left displays, enter the following case number: **5:17cv11111** click **Find This Case**"

Figure 6

**NOTE: 5:17CV11111 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.**

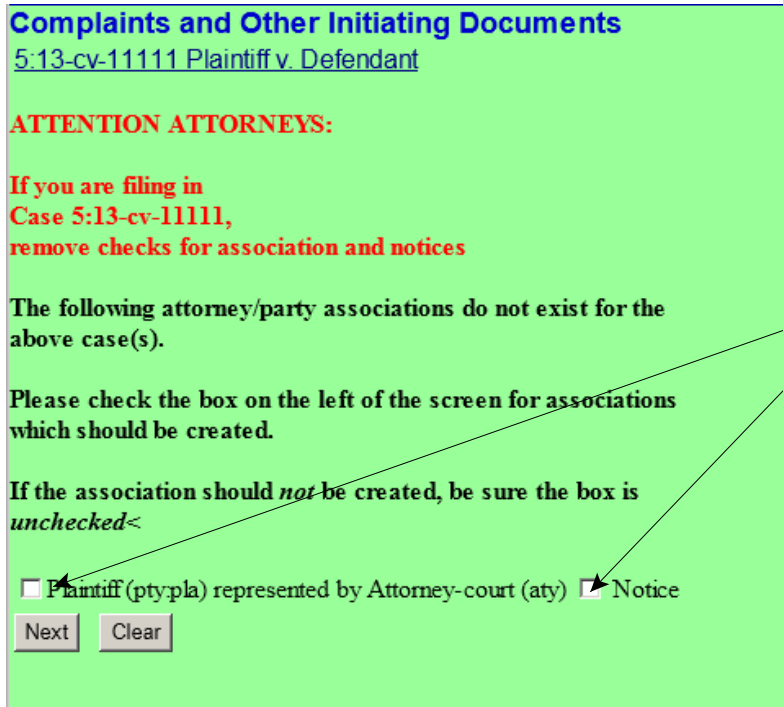
### Step 4 - Entering the Filer



Note: You are opening the Electronic Intake case.. (5:17-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, (5:17-cv-11111)  
**Uncheck both boxes**  
Click **Next**

Figure 8

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

**Complaints and Other Initiating Documents**  
5:13-cv-11111 Plaintiff v. Defendant

Pick Party

Collapse All Expand All

Plaintiff pla  
Defendant dft

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

Plaintiff [pla]  
Defendant [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear New Party

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.

**Complaints and Other Initiating Documents**  
5:14-cv-11111 Plaintiff v. Defendant

If you are requesting a TRO or that this case be filed UNDER SEAL, DO NOT PROCEED ANY FURTHER. You must bring your case initiating documents to the Clerk's Office for filing.

Next Clear

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 10.0 MB. If your main document or an attachment is larger than 10.0 MB, you must split it into separate segments of 10 megabytes or smaller.

**Complaints and Other Initiating Documents**  
[5:13-cv-11111 Plaintiff v. Defendant](#)

The documents required to be filed with this event are:

- (1) Complaint - filed as Main Document
- (2) Civil Cover Sheet - filed as an Attachment

The documents to be attached if applicable are:

- (3) Proposed Summons(es) - filed as an Attachment
- (4) IFP Documents - filed as an Attachment

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Figure 11

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

### Step 8 - Entering the filing fee status.

**Complaints and Other Initiating Documents**  
5:14-cv-11111 Plaintiff v. Defendant

Are any of the following true? This filing includes an Application to Proceed Without Prepayment of Fees.

or

This is filed on behalf of the USA.

or

The filing fee for this case will be paid by a method other than a credit card.

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.

**Complaints and Other Initiating Documents**  
5:14-cv-11111 Plaintiff v. Defendant

IF A FEE IS REQUIRED, FOLLOWING THE COMPLETION OF THIS FILING, CONTACT THE CLERK'S OFFICE IMMEDIATELY TO ARRANGE THE PAYMENT OF FEE.

Figure 13

Review message and Click Next

If you answered “N” to the above question the following payment screens will display.

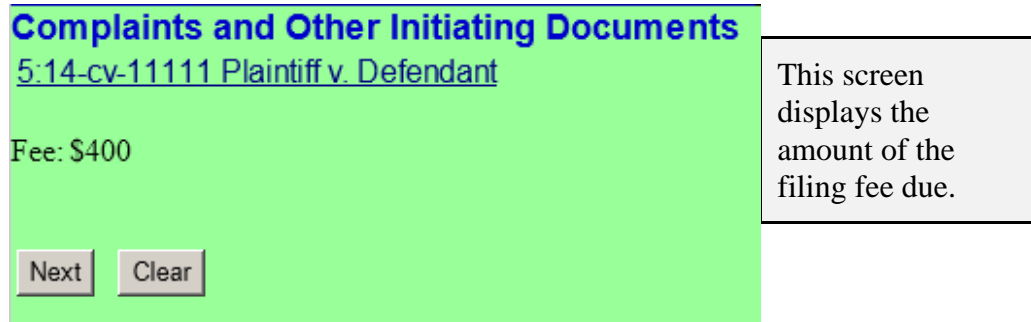


Figure 14

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

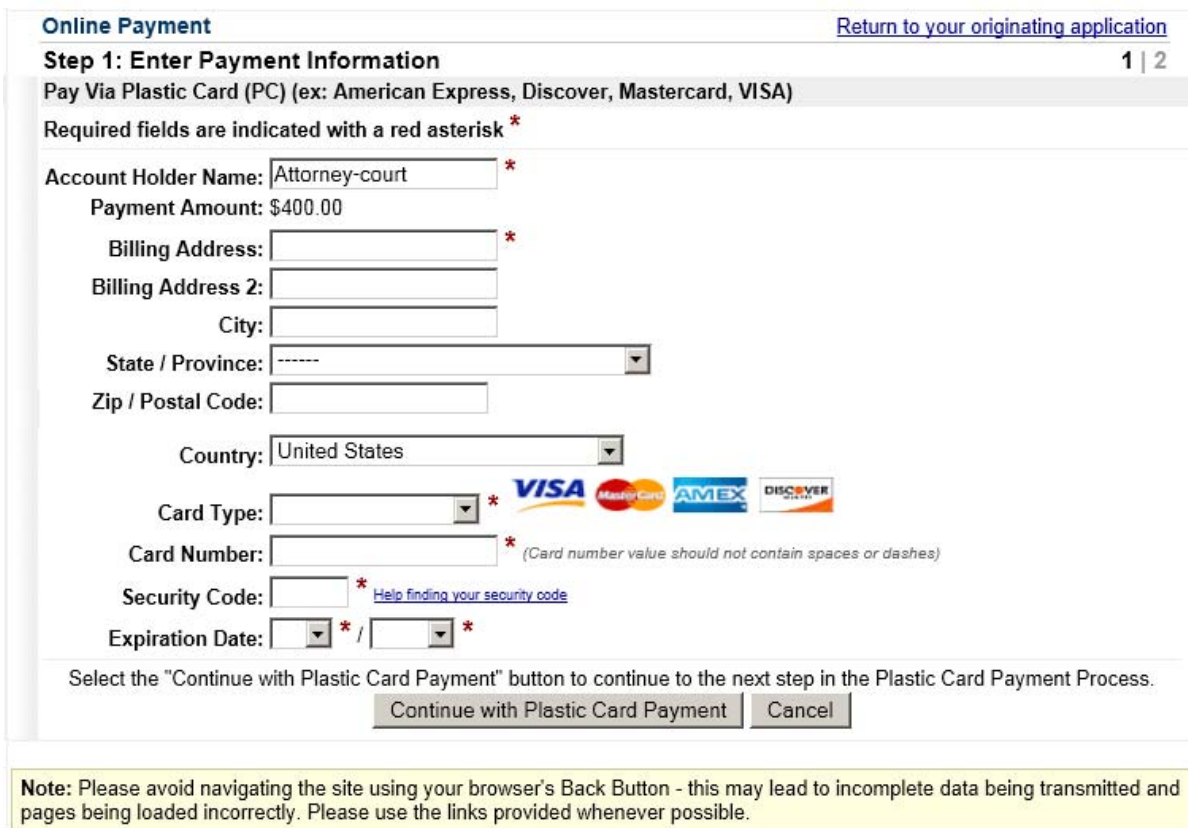


Figure 15



**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney-court 123 Sesame Billing Address: Street Billing Address 2: City: Bridgeport State / Province: WV Zip / Postal Code: 26302 Country: USA	Card Type: American Express Card Number: *****0009	Payment Amount: \$400.00 Transaction Date 08/11/2014 16:35 and Time: EDT

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

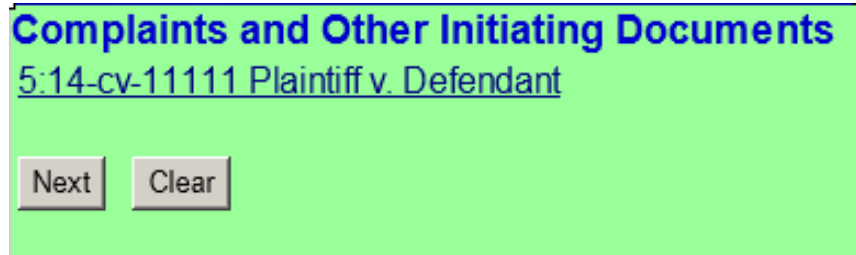
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 16

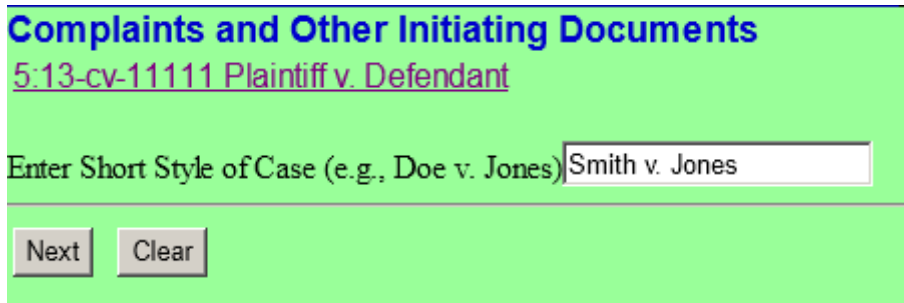
Review the information you entered, complete the E-mail Confirmation Receipt, and check the authorization box and click "Submit Payment".



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

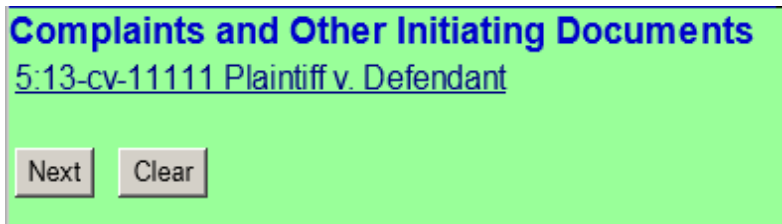
Figure 17

### 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.

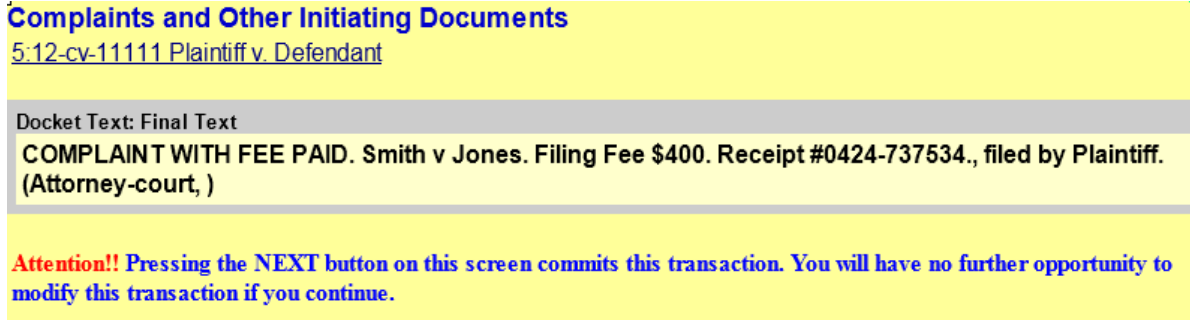


Figure 20

### Step 12 - Reviewing the NEF

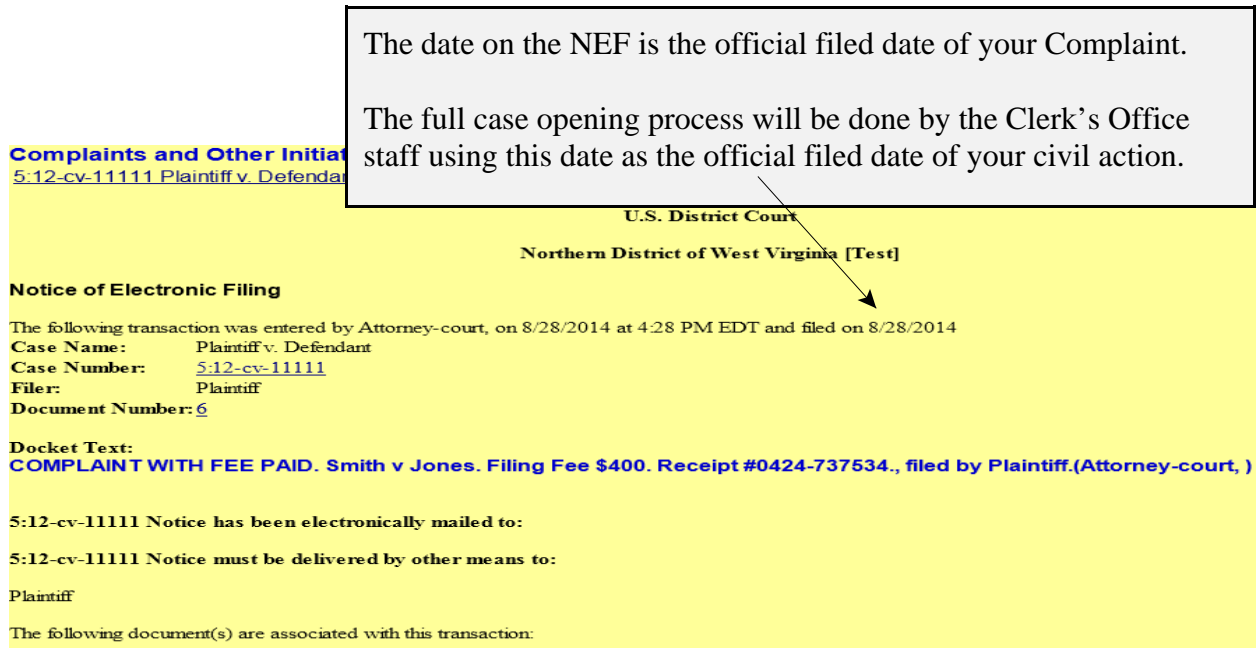


Figure 21

**NOTE: 5:17CV11111 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.**