

## How to Submit a Notice of Removal Electronically

### 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)

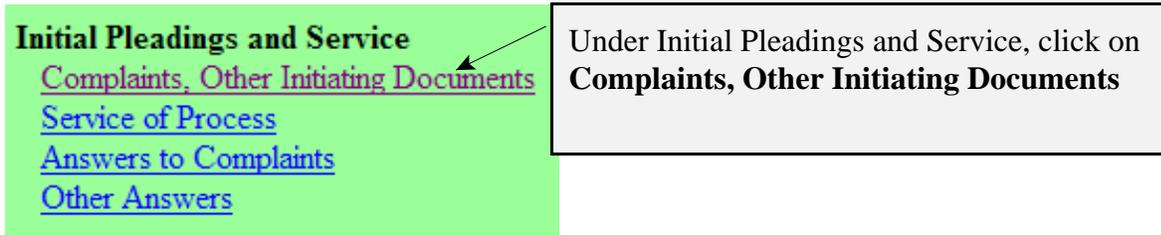
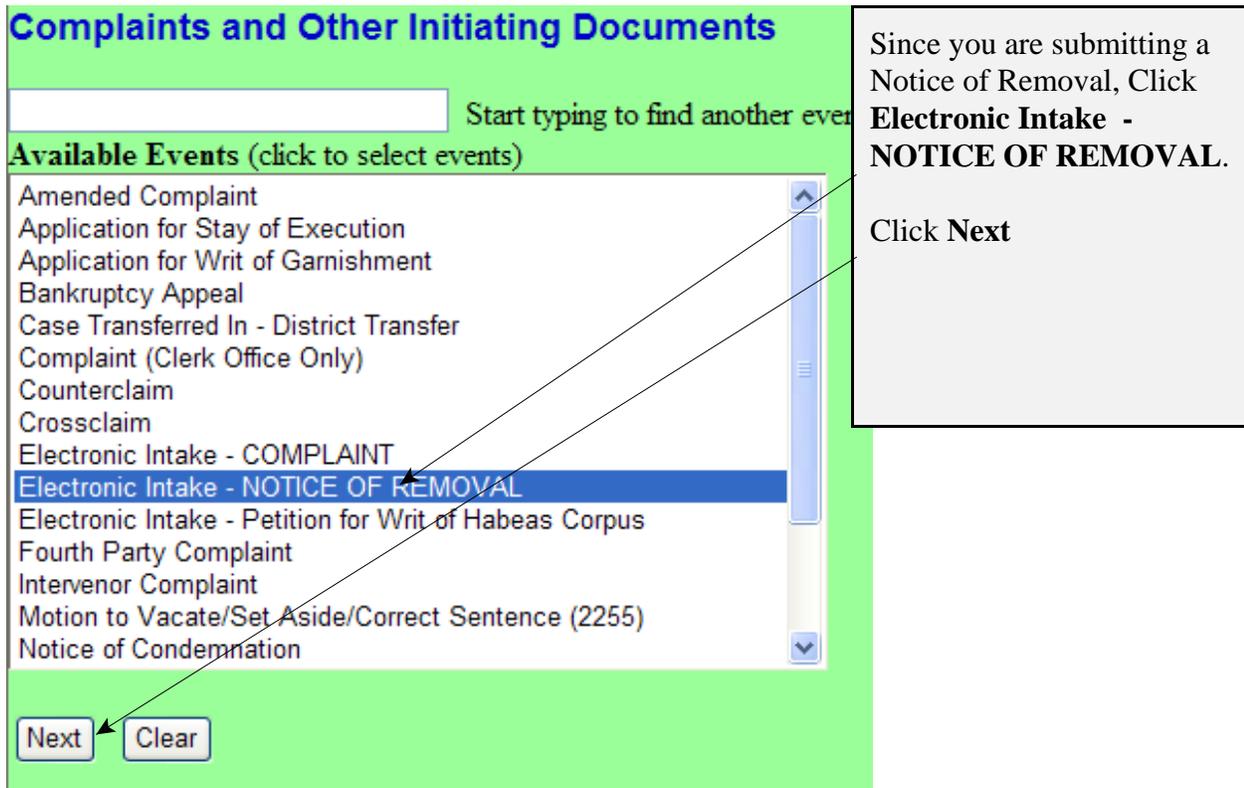


Figure 3

The following screen will display



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

The following screen will display:

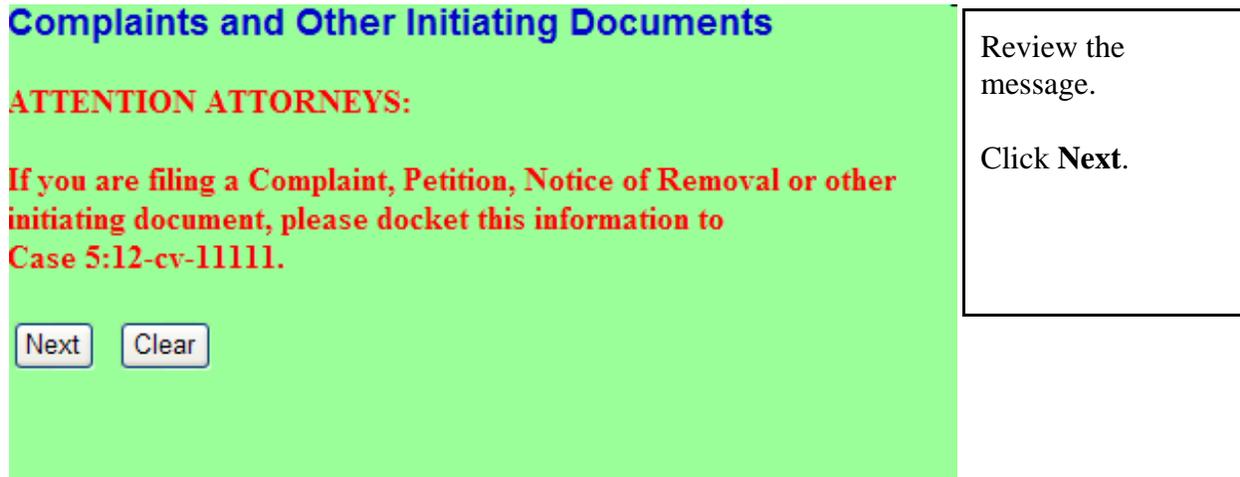


Figure 5

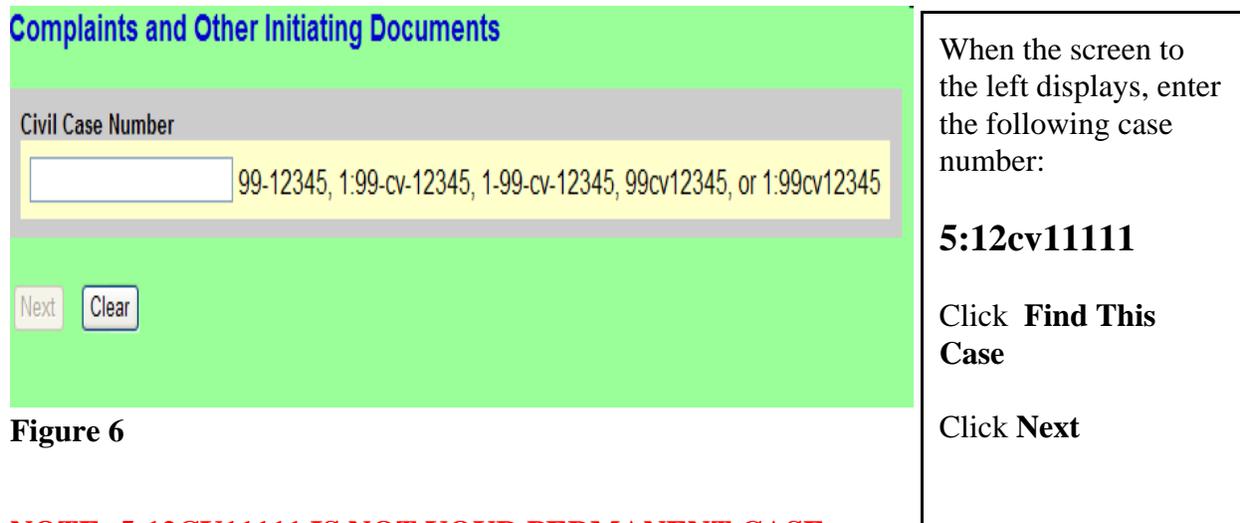


Figure 6

**NOTE: 5:12CV11111 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

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

Pick Filer

Collapse All Expand All

Defendant dft  
Plaintiff pla

Select the filer.

Select the Party:

Defendant [dft]  
Plaintiff [pla]

Next Clear New Filer

Note: You are opening the Electronic Intake case. It will always be styled **“Plaintiff v Defendant,”** regardless of the names or number of parties in your case.

Because you are submitting a Notice of Removal, you will select “Defendant” as your filer.

Click **Next**.

Figure 7

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

**ATTENTION ATTORNEYS:**

If you are filing in Case 5:12-cv-11111, remove checks for association and notices

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

Plaintiff (pty:pla) represented by Attorney-court (aty)  Notice

Next Clear

Because you do not want to be associated with the Electronic Intake case, **Uncheck both boxes**

Click **Next**

Figure 8

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

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

Pick Party

Collapse All Expand All

Defendant dft  
Plaintiff pla

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

Select the Party: OR Select a Group:

Defendant [dft]  
Plaintiff [pla]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear New Party

Because you are filing a Notice of Removal, click **Plaintiff** 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**  
5:12-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 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.

**Complaints and Other Initiating Documents**  
[5:12-cv-11111 Plaintiff v. Defendant](#)

The documents required to be filed with this event are:

- (1) Notice of Removal - filed as Main Document
- (2) Civil Cover Sheet - filed as an Attachment

The documents to be attached if applicable are:

- (3) State Court Docket Sheet - filed as an Attachment
- (4) State Court Documents - filed as Attachments
- (5) 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="button" value="v"/>	<input type="text"/>

When all documents have been selected, Click Next.

Figure 11

### Step 8 - Providing State Court data and Entering the filing fee status.

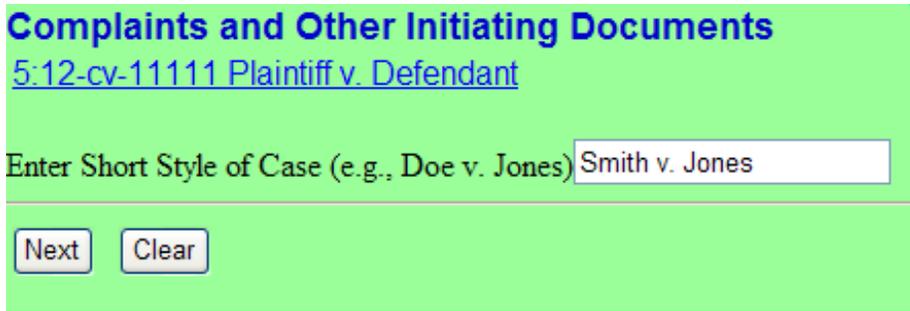
Figure 12

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

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

Figure 13

### Step 10 - Entering the Short Style of the case.



**Complaints and Other Initiating Documents**  
[5:12-cv-11111 Plaintiff v. Defendant](#)

Enter Short Style of Case (e.g., Doe v. Jones)

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

Click **Next**.

Figure 14



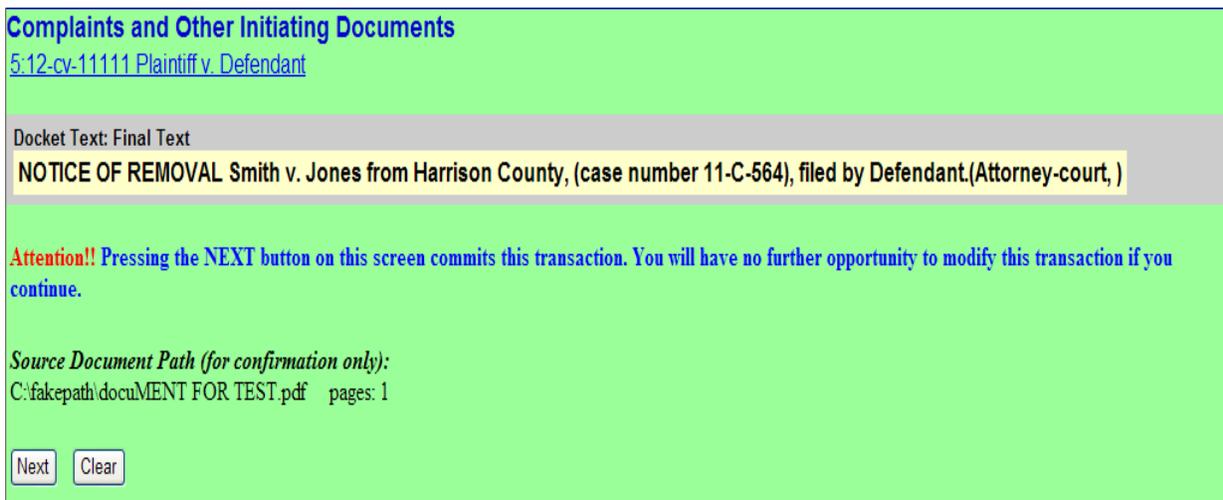
**Complaints and Other Initiating Documents**  
[5:12-cv-11111 Plaintiff v. Defendant](#)

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

Figure 15

### 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  
NOTICE OF REMOVAL Smith v. Jones from Harrison County, (case number 11-C-564), filed by Defendant.(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.

Source Document Path (for confirmation only):  
C:\fakepath\docuMENT FOR TEST.pdf pages: 1

## Step 12 - Reviewing the NEF

The date on the NEF is the official filed date of your Notice of Removal.

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 Initiating Documents

[5:12-cv-11111 Plaintiff v. Defendant](#)

U.S. District Court

Northern District of West Virginia [Train]

#### Notice of Electronic Filing

The following transaction was entered on 1/25/2012 at 2:11 PM EST and filed on 1/25/2012

Case Name: Plaintiff v. Defendant

Case Number: [5:12-cv-11111](#)

Filer: Defendant

Document Number: [7](#)

#### Docket Text:

**NOTICE OF REMOVAL** Smith v. Jones from Harrison County, (case number 11-C-564), filed by Defendant.(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:

Document description:Main Document

**NOTE: 5:12CV11111 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.**