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 2024 THE CASE NUMBER IS: 5:24-CV-11111.

Step 1 - Accessing the Civil Events page.

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

SECF <u>Civil</u> Crimi<u>n</u>al + <u>Query</u> 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)

Initial Pleadings and Service <u>Complaints, Other Initiating Documents</u> <u>Service of Process</u> <u>Answers to Complaints</u> <u>Other Answers</u>	Under Initial Pleadings and Service, click on Complaints, Other Initiating Documents
Figure 3	
The following screen will display	
	to find another event. Electronic Intake -
Available Events (click to select events) Amended Complaint	COMPLAINT.
Application for Stay of Execution Application for Writ of Garnishment Bankruptcy Appeal Case Transferred In - District Transfer Complaint (Clerk Office Only) Counterclaim Crossclaim Electronic Intake - COMPLAINT	Click Next
Electronic Intake - NOTICE OF REMOVAL Electronic Intake - Petition for Writ of Habeas Corp Fourth Party Complaint Intervenor Complaint Motion to Vacate/Set Aside/Correct Sentence (22) Notice of Condeporation	
Next Clear	



Step 3 - Entering the Electronic Intake Case Number

The following screen will display: CASE 5:24-cv-11111

Complaints and Other Initiating Documents ATTENTION ATTORNEYS:	Review the message.
If you are filing a Complaint, Petition, Notice of Removal or other initiating document, please docket this information to Case 5:13-cv-11111.	Click Next .
Next Clear	

Figure 5

Complaints and Other Initiating Documents	When the screen to the
Civil Case Number 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345	left displays, enter the following case number:
99-12040, 1.99-04-12040, 1-99-04-12040, 990412040, 01 1.990412040	5:24cv11111
Next Clear	click Find This Case

Figure 6

NOTE: 5:24CV11111 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

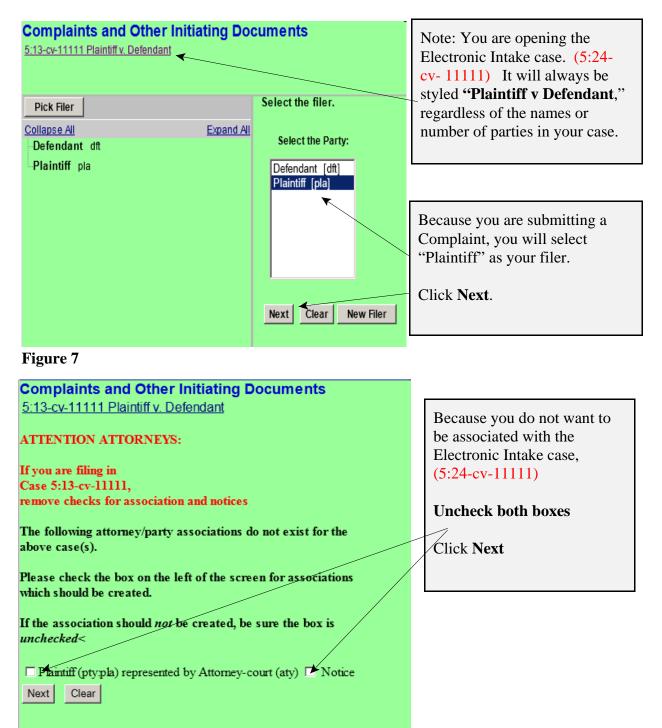


Figure 8

How to Submit a Complaint

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Step 5 - Selecting the party <u>against</u> whom you are filing.

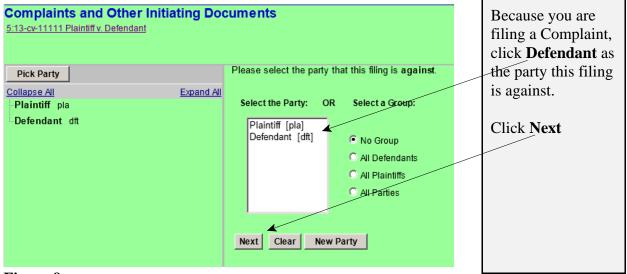
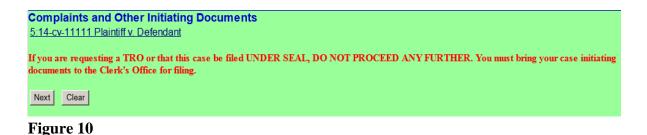


Figure 9

Step 6 - Statement regarding sealed cases.

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



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 35.0 MB. If your main document or an attachment is larger than 35.0 MB, you must split it into separate segments of 35 megabytes or smaller.

Complainte and Other Initiati	ing Decumente		
Complaints and Other Initiati	· · · · · · · · · · · · · · · · · · ·		
5:13-cv-11111 Plaintiff v. Defendan	t		
The documents required to be filed w	ith this event are:		
(1) Complaint - filed as Main Docume	nt		
(2) Civil Cover Sheet - filed as an Att			
(2) Civil Cover Sheet - Incu as an 744	actiment		
The documents to be attached if appl	licable are:		
(3) Proposed Summons(es) - filed as a			
(4) IFP Documents - filed as an Attac	hment		
Select the pdf document and any attachments.			
Main Document			
	Browse		
Attachments	Category	Descript	ion
Attachinents	Category	Descript	юп
1.	Browse	-	
,	,	,	
Next Clear			
		W	When all
		1	
Figure 11		d	ocuments have
Figure 11			ocuments have een selected,
Figure 11		b	

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.

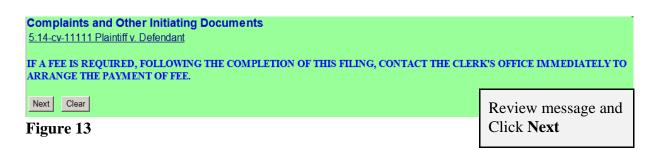
or

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

Next Clear	If you represent the USA, if you seek leave
Figure 12	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.



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

Complaints and Other Initiating Documents	
5:14-cv-11111 Plaintiff v. Defendant Fee: \$400	This screen displays the amount of the filing fee due.
Next Clear	

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".

Online Payment	Return to your originating application
Step 1: Enter Payment Information	1 2
Pay Via Plastic Card (PC) (ex: American Express, Discover, Masterca	rd, VISA)
Required fields are indicated with a red asterisk *	
Account Holder Name: Attorney-court * Payment Amount: \$405.00	
Billing Address: *	
Billing Address 2:	
City:	
State / Province:	
Zip / Postal Code:	
Country: United States	
Card Type: 💽 * 🂴 🕅	DISCHAR
Card Number: Card number value shou	ld not contain spaces or dashes)
Security Code: Help finding your security code	
Expiration Date: */ *	
Select the "Continue with Plastic Card Payment" button to continue to t Continue with Plastic Card Payme	and a second sec
Note: Please avoid navigating the site using your browser's Back Button - th pages being loaded incorrectly. Please use the links provided whenever pos	

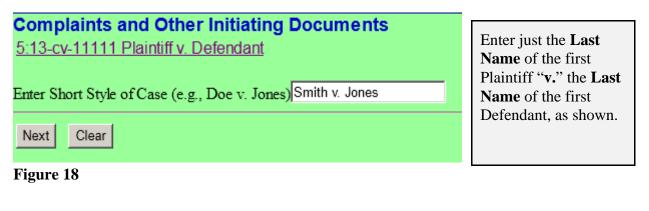


Online Payment		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this informati	<u>on</u>	
Address Information	Account Information	Payment Information
Account Holder Name: Attorney-court 123 Sesame Billing Address: Street Billing Address 2: City: Bridgeport	Card Type: American Express Card Number: **********0009	Payment Amount: \$405.00 Transaction Date 08/11/2014 16:35 and Time: EDT
State / Province: WV		
Zip / Postal Code: 26302		
Country: USA		
Email Confirmation Receipt		
To have a confirmation sent to you upo	n completion of this transaction, provide a	in email address and confirmation below.
Email Address:	k	
Confirm Email Address:	~	<u>\</u>
CC:		Separate multiple email addresses with a comma
Authorization and Disclosure		
Required fields are indicated with a	ed asterisk *	
I authorize a charge to my card accoun	t for the above amount in accordance with	n my card issuer agreement. 🗖 *
Press the "Submit Payment" Buttor	only once. Pressing the button more that	n once could result in multiple transactions.
lote: Please avoid navigating the site usi ages being loaded incorrectly. Please us	ng your browser's Back Button - this may e the links provided whenever possible.	lead to incomplete data being transmitted and
igure 16		
	Rev	iew the information you
	ente	red, complete the E-mail
		firmation Receipt, and check
		authorization box and click
	"Su	bmit Payment".

Complaints and Other Initiating Documents 5:14-cv-11111 Plaintiff v. Defendant Next Clear When the screen to the left displays (see Figure 17), click Next.

Figure 17

Step 10 - Entering the Short Style of the case.



Complaints and Other Initiating Documents 5:13-cv-11111 Plaintiff v. Defendant Next Clear	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.
Complaints and Other Initial 5:12-cv-11111 Plaintiff v. Defendar	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.
	U.S. District Court
	Northern District of West Virginia [Test]
Notice of Electronic Filing	
The following transaction was entered by Case Name: Plaintiff v Defends	v Attorney-court, on 8/28/2014 at 4:28 PM EDT and filed on 8/28/2014
Case Number: 5:12-cv-11111	
Filer: Plaintiff	
Document Number: <u>6</u>	
Docket Text: COMPLAINT WITH FEE PAID. Sr	nith v Jones. Filing Fee \$400. Receipt #0424-737534., filed by Plaintiff.(Attorney-court,)
5:12-cv-11111 Notice has been elect	ronically mailed to:
5:12-cv-11111 Notice must be delive	red by other means to:
Plaintiff	
The following document(s) are associate	d with this transaction:
Figure 21	

NOTE: 5:24CV11111 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.