

## How to Submit a Notice of Removal Electronically Including Electronic Payment Procedures for Filing Fees

**PLEASE NOTE: THE SCREEN SHOTS DO NOT REFLECT THE CURRENT YEAR. FOR THE YEAR 2018 THE CASE NUMBER IS: 5:19-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)

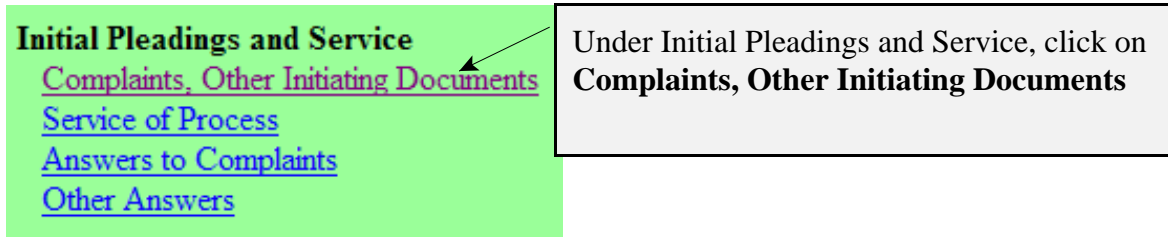


Figure 3

The following screen will display

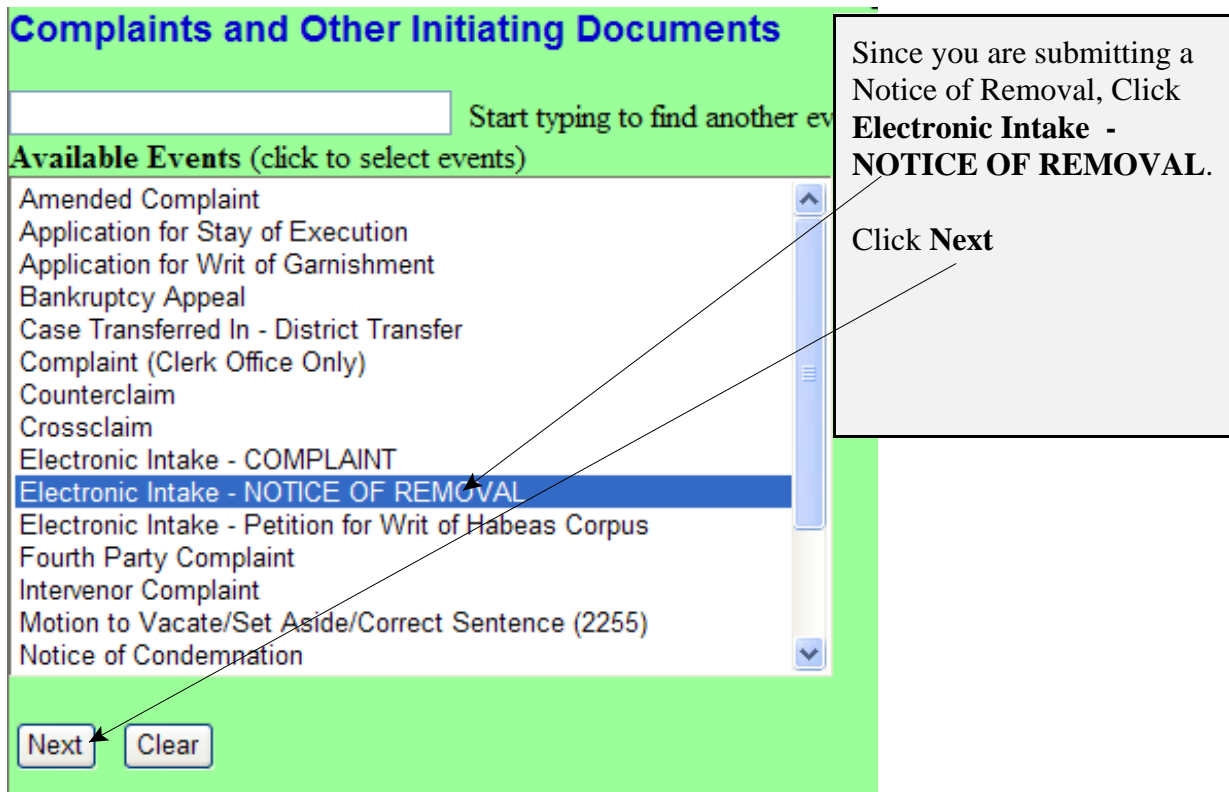


Figure 4

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

The following screen will display: **CASE 5:19-cv-11111**

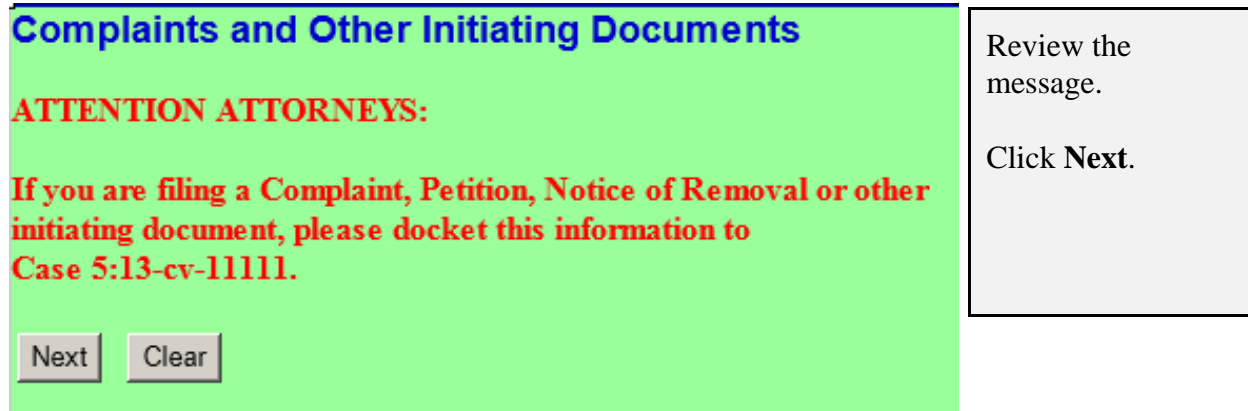


Figure 5

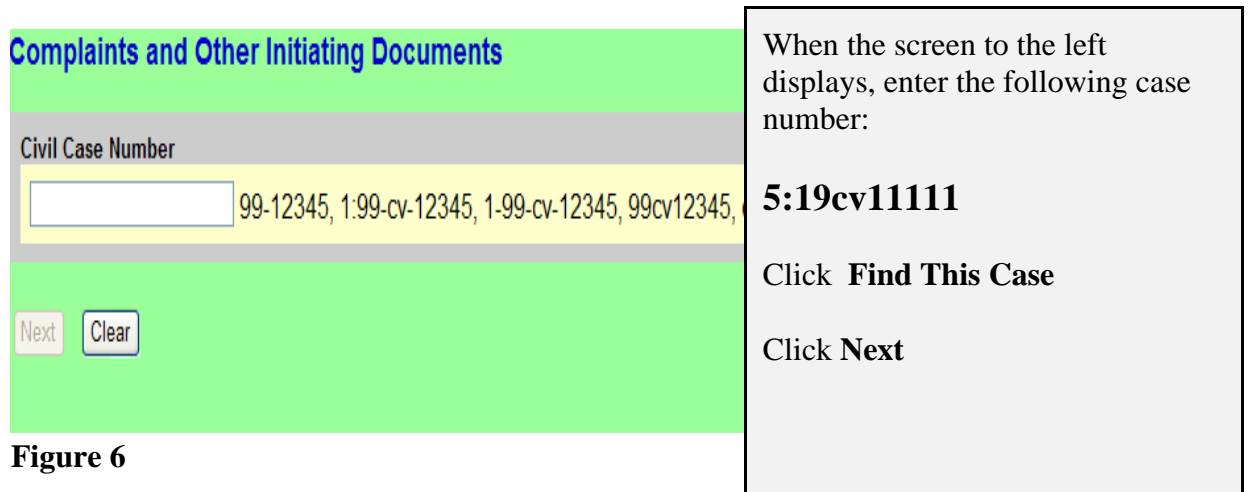


Figure 6

**NOTE: 5:19CV11111 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**  
5:13-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. (5:19-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 Notice of Removal, you will select “Defendant” as your filer.

Click Next.

Figure 7

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

**ATTENTION ATTORNEYS:**

If you are filing in Case 5:13-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*<

Defendant (pty:dft) represented by Attorney-court (aty)  Notice

Next Clear

Because you do not want to be associated with the Electronic Intake case, (5:19-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](#)

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**  
5:13-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) 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="text"/>

When all documents have been selected, Click Next.

Figure 11

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

**Complaints and Other Initiating Documents**  
[5:14-cv-11111 Plaintiff v. Defendant](#)

Name of other court

Case number in other court

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.

Enter the name of the state court.  
Enter the case number in the state court.

If you represent the USA, or if you seek leave of the court to proceed without prepayment of fees, or if the payment will be a method other than a credit card type Y, then click **Next**.  
Otherwise, type N, then click **Next**.

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 “Y” to the above question the following message will display.

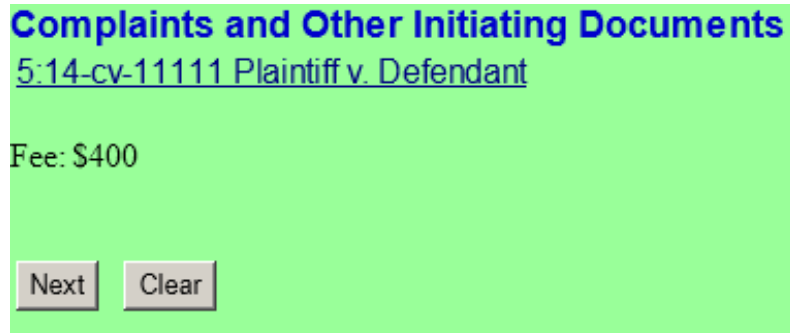
**Complaints and Other Initiating Documents**  
[5:14-cv-11111 Plaintiff v. Defendant](#)

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

Review message and Click Next

Figure 13

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



This screen displays the amount of the filing fee due. Click **Next**.

Figure 14

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

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$400.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type:  \*

Card Number:  \* (Card number value should 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 the next step in the Plastic Card Payment Process.

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

**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 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 08/29/2014 14:49 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”**.

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

**Complaints and Other Initiating Documents**  
5:13-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 17

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

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

Figure 18

### 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**  
5:14-cv-11111 Plaintiff v. Defendant

Docket Text: Final Text  
NOTICE OF REMOVAL WITH FEE PAID. Smith v. Jones from Harrison County, (case number 13-C-2383) Filing Fee \$400. Receipt #0424-737538., 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\US Probation e-mail.pdf pages: 1

Figure 19

## 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

[5:14-cv-11111 Plaintiff v. Defendant](#)

U.S. District Court

Northern District of West Virginia [Test]

#### Notice of Electronic Filing

The following transaction was entered by Attorney-court, on 9/4/2014 at 3:44 PM EDT and filed on 9/4/2014

Case Name: Plaintiff v. Defendant

Case Number: [5:14-cv-11111](#)

Filed by: Defendant

Document Number: 2

#### Docket Text:

**NOTICE OF REMOVAL WITH FEE PAID. Smith v. Jones from Harrison County, (case number 13-C-2383) Filing Fee \$400. Receipt #0424-737538., filed by Defendant.(Attorney-court, )**

Figure 20

**NOTE: 5:19CV11111 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.**