

# 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 2020 THE CASE NUMBER IS: 5:20-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)

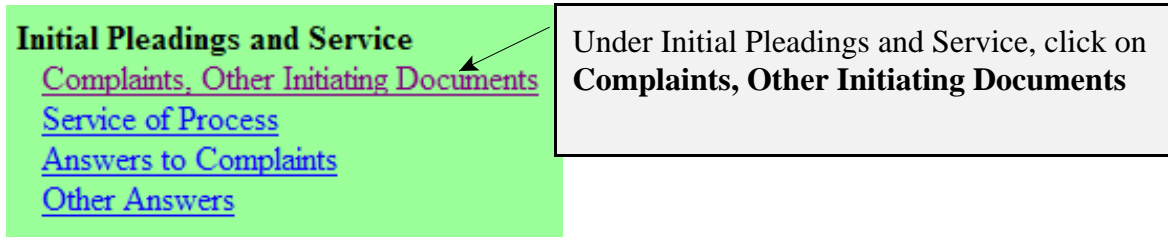


Figure 3

The following screen will display

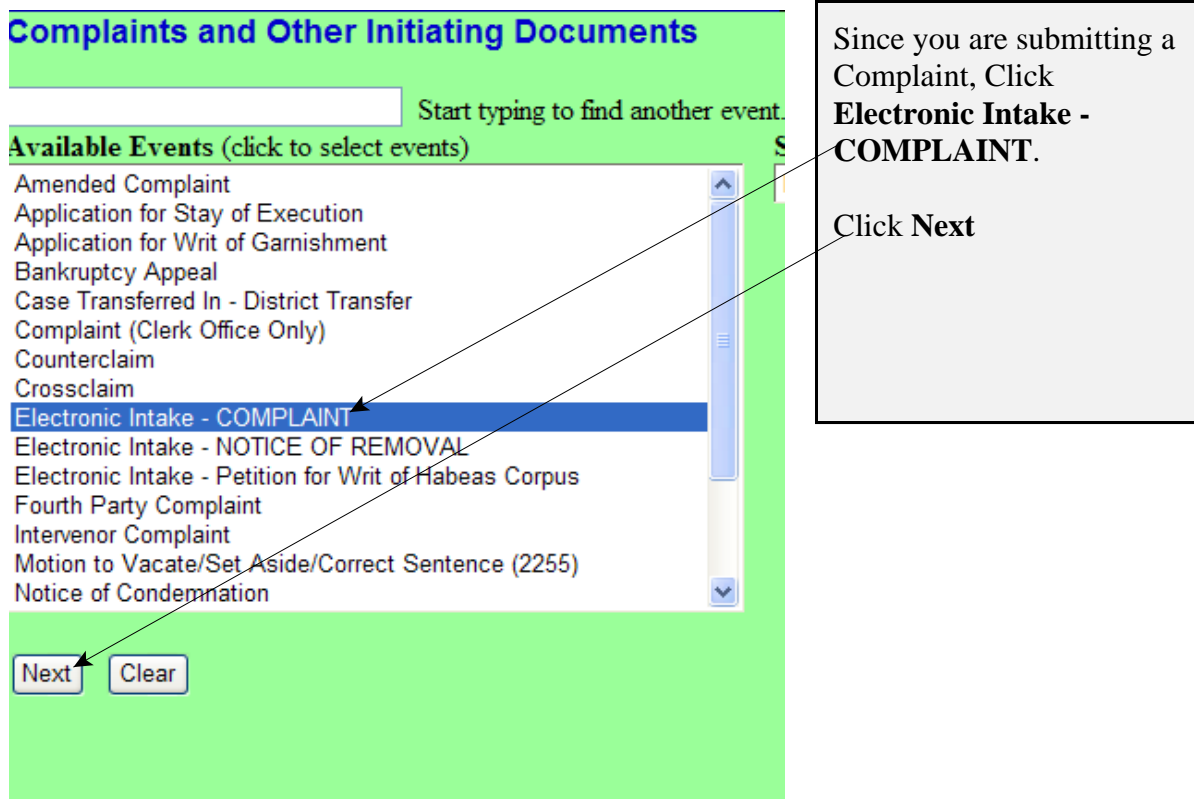


Figure 4

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

The following screen will display: **CASE 5:20-cv-11111**

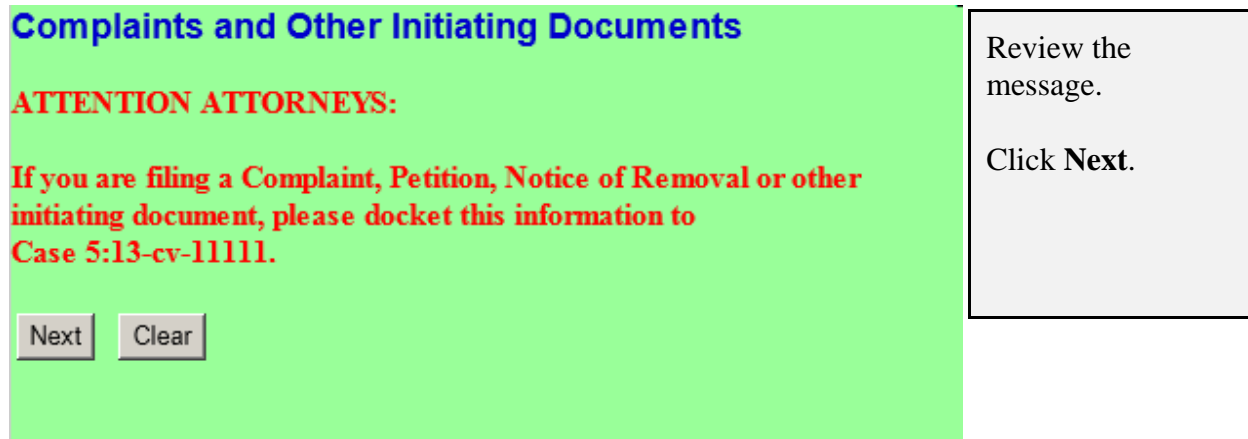


Figure 5

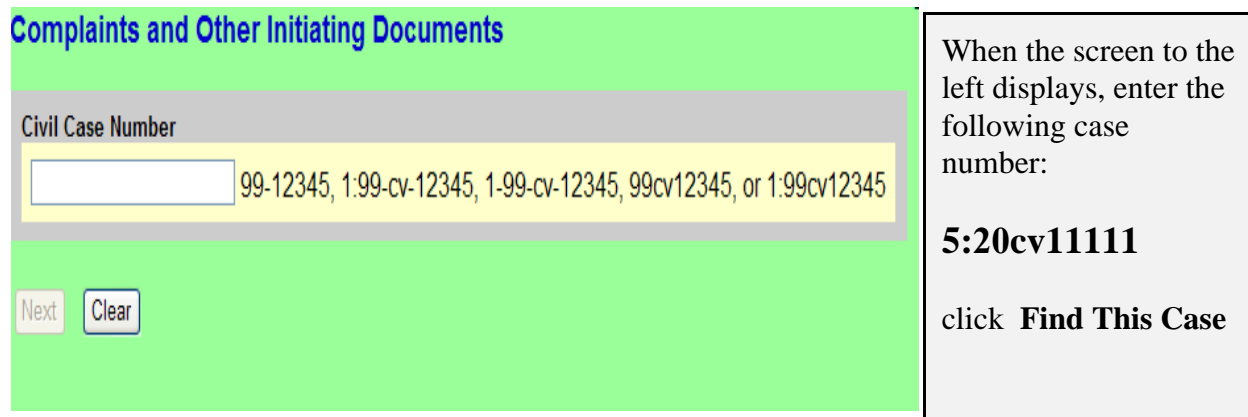


Figure 6

**NOTE: 5:20CV11111 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. (5:20-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, (5:20-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 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.

**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.

Next Clear

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.

Next Clear

Figure 13

Review message and Click Next

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

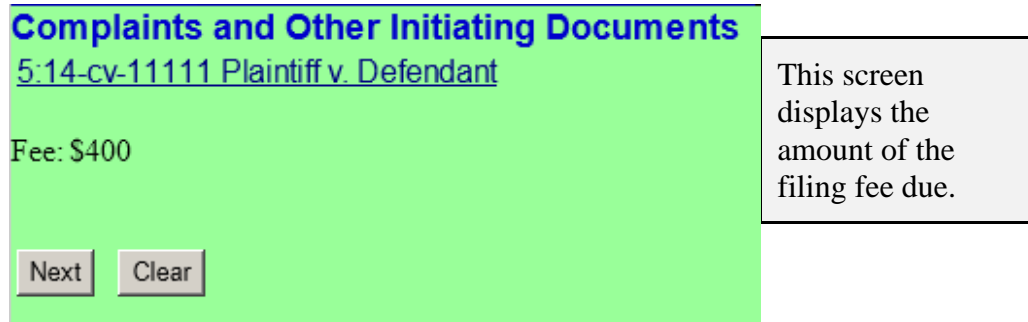


Figure 14

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

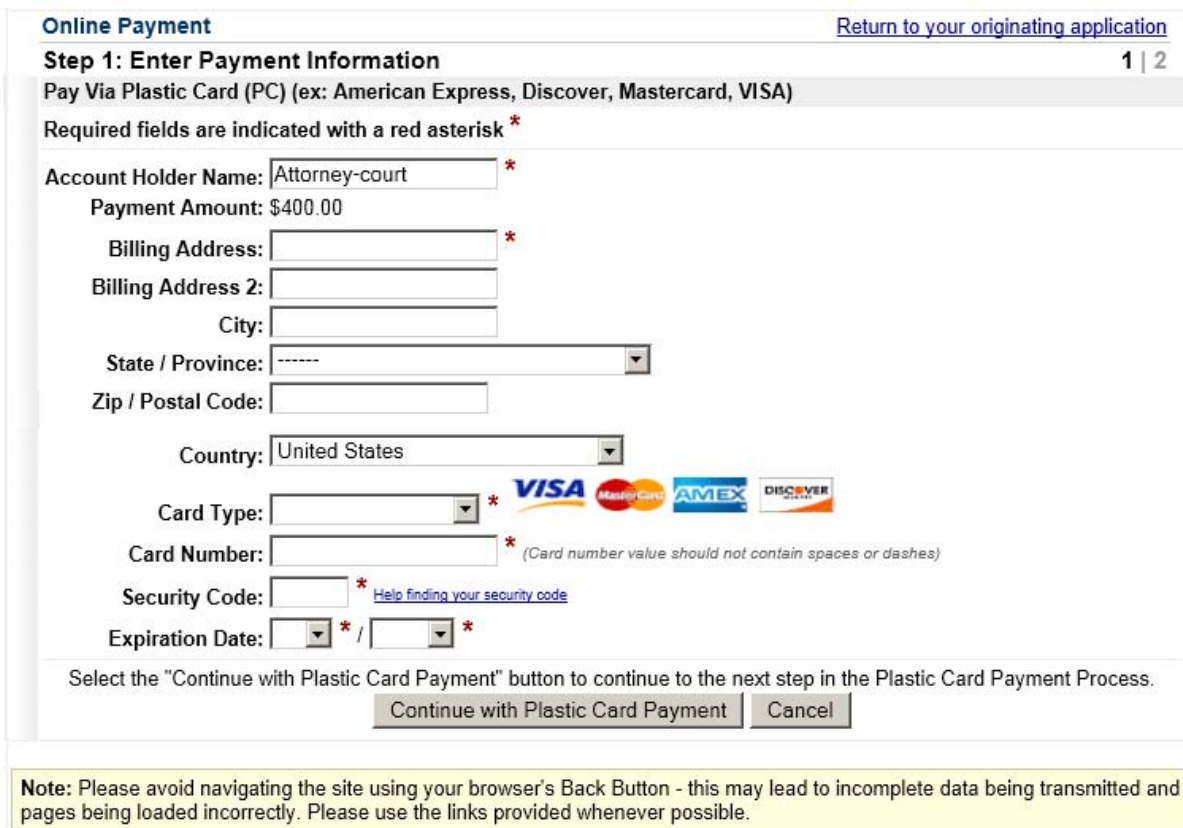


Figure 15



**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<br>123 Sesame<br>Billing Address: Street<br>Billing Address 2:<br>City: Bridgeport<br>State / Province: WV<br>Zip / Postal Code: 26302<br>Country: USA | Card Type: American Express<br>Card Number: *****0009 | Payment Amount: \$400.00<br>Transaction Date 08/11/2014 16:35<br>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 \*

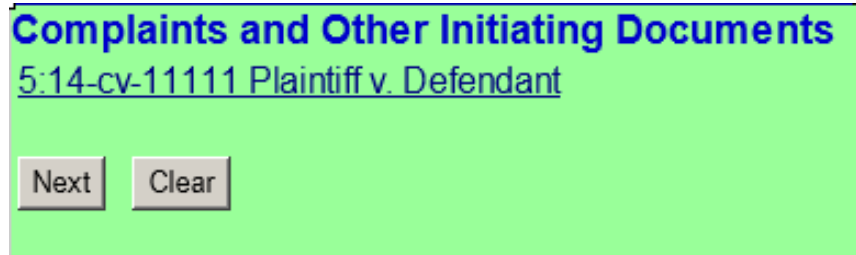
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

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

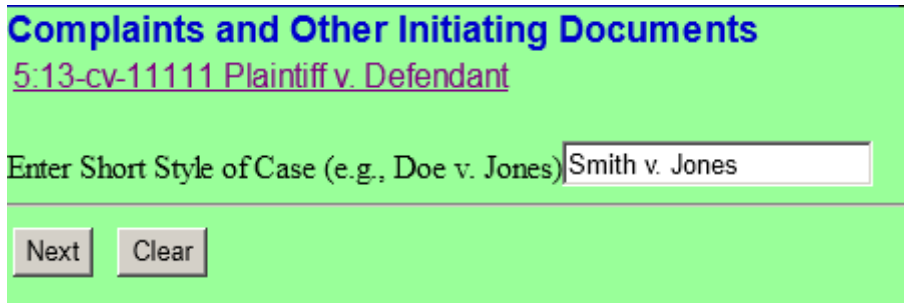
Review the information you entered, complete the E-mail Confirmation Receipt, and check the authorization box and click "Submit Payment".



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

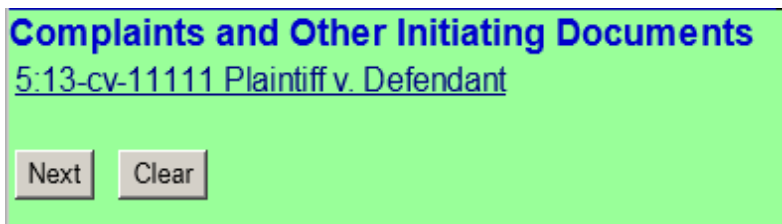
Figure 17

### 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.

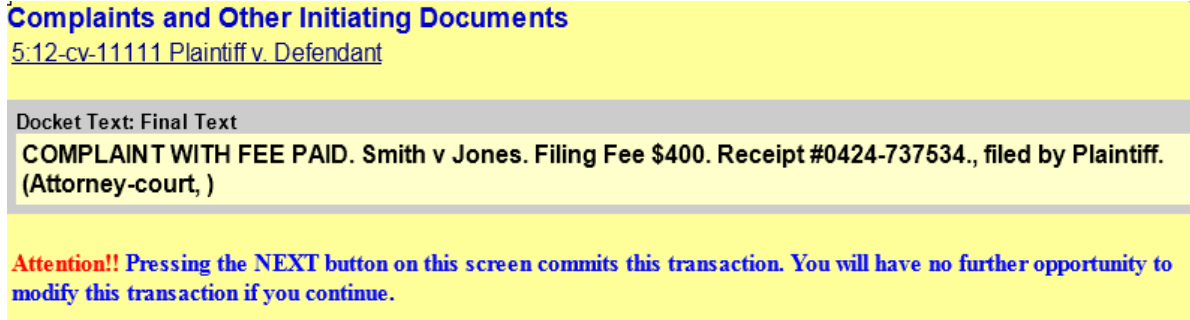


Figure 20

### Step 12 - Reviewing the NEF

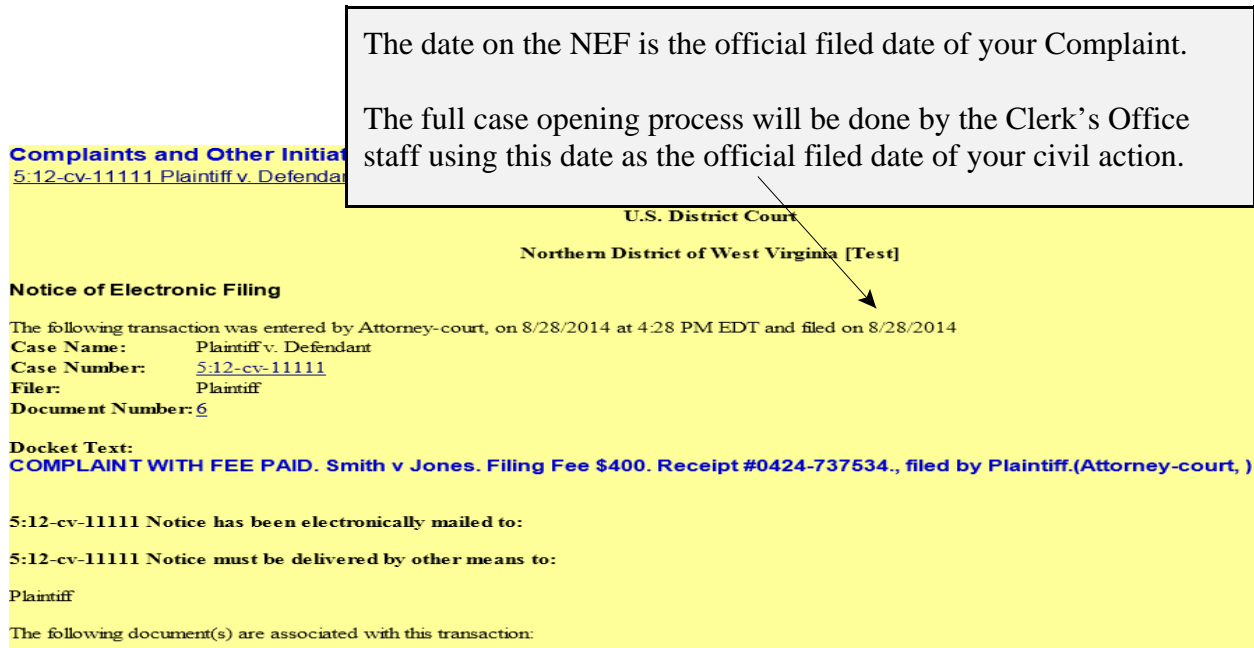


Figure 21

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