

CM/ECF CIVIL COMPLAINT ATTORNEY TRAINING

Docketing a Complaint in a Civil Case

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).



Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Civil Events** screen. Click on **Complaints and Other Initiating Documents** in the Initial Pleadings and Service section (see Figure 2).



Figure 2 - Civil Events screen

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3. The system will display the **Complaints and Other Initiating Documents** selection screen (see Figure 3).
 - a. The system will display a list of various types of complaints and other initiating documents. Click on the down-arrow or scroll down to select **Complaint** from the list. Click on the word **Complaint**. Once the **Complaint** event appears highlighted, click on the **[Next]** button to continue.

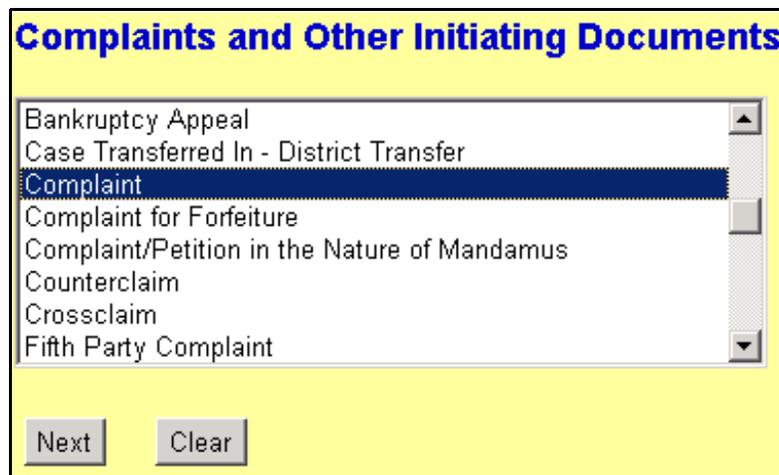
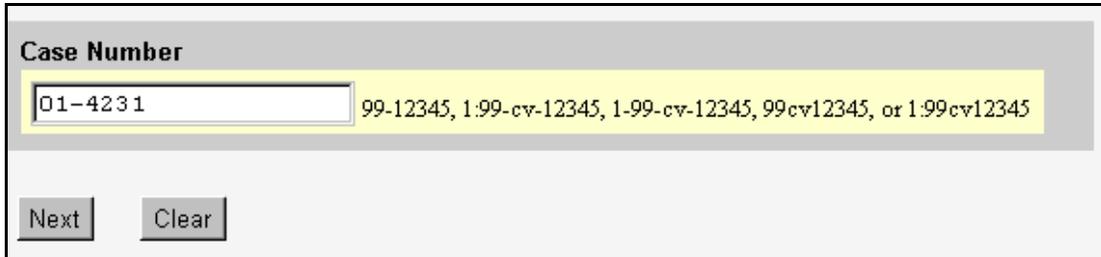


Figure 3 - Complaints and Other Initiating Documents screen

4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[Next]** button to continue (see Figure 4).

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Case Number

01-4231 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

Next Clear

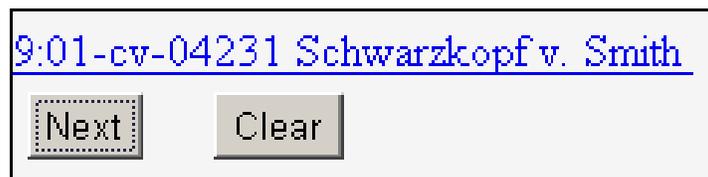
Figure 4 - Case Number screen

- a. If the case number entered is **not** a valid case number, the system will display the following message:

1:yy-cv-nnnnn is not a valid case. Please enter a valid value.

Click the [**Back**] button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

5. The system will display the **Case Number Verification** screen (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.



9:01-cv-04231 Schwarzkopf v. Smith

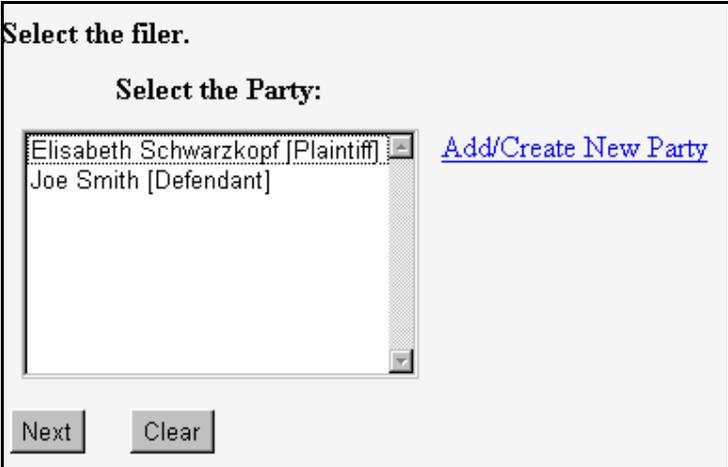
Next Clear

Figure 5 - Case Number Verification screen

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- a. If this is the correct case, click the **[Next]** button.
 - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you return to the **Case Number** screen, repeat Steps 4 and 5.
6. The system will display the **Party Selection** screen (see Figure 6).



Select the filer.

Select the Party:

Elisabeth Schwarzkopf [Plaintiff]
Joe Smith [Defendant]

[Add/Create New Party](#)

Next Clear

Figure 6 - Party Selection screen

- a. A list of the parties in the case will be displayed for you to select the party(ies) who are filing the complaint. To select the party(ies) who are filing the complaint, click on that party's name to highlight it, then click the **[Next]** button.

NOTE: If more than one party is filing the complaint, click on the first party to highlight it, find the second party in the list, then hold down the Control <Ctrl> key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all of the parties who are filing the complaint are selected.

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7. The system will display the **Party Selection** screen again (see Figure 7).

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

Select the Party: **OR** **Select a Group:**

Elisabeth Schwarzkopf [Plaintiff]
Joe Smith [Defendant]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Figure 7 - Party Selection screen for the party this filing is against

- a. Select the party(ies) **against** whom the complaint is being filed, by clicking on the party's name to highlight it and then click the **[Next]** button.

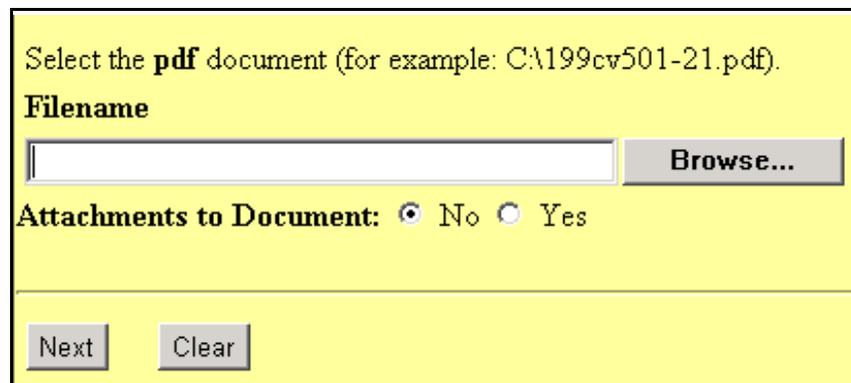
NOTE: If the complaint is against more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control <Ctrl> key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all of the parties whom the complaint is against are selected.

NOTE: DO NOT click on any of the radio buttons listed under the **Select a Group:** list, because the docket text will reflect that the complaint was filed against "all defendants". The user must select the parties listed under the **Select a Party:** pick list, because the docket text must reflect the actual names of the party(ies) whom the complaint is against.

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8. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 8).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next **Clear**

Figure 8 - PDF Document Screen

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[Browse...]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[Next]** button to continue.

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9. The system will display the **Receipt # :** and **Fee : \$** screen (see Figure 9).

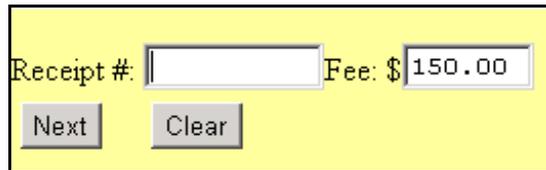


Figure 9 - Receipt # / Filing Fee screen

In the **Receipt # :** box, enter the receipt number listed on the Cashier's receipt located at the top right hand corner next to the letter E. In the **Fee : \$** box, the fee amount will automatically appear in the sum of **150.00** , *excluding the dollar sign*. Click the [**Next**] button to continue.

NOTE: There may be some instances where there isn't a Cashier's receipt.

- a. The plaintiff is either the U.S.A. (United States of America), a Federal Agency or a Seaman.
- b. An I.F.P Endorsement or Declaration in Support of I.F.P. was submitted along with the initiating document.

In these instances, the **Receipt # :** box and **Fee : \$** box should be left blank. Click the [**Next**] button to continue.

10. The system will display the **Case Number Verification** screen again (see Figure 10). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

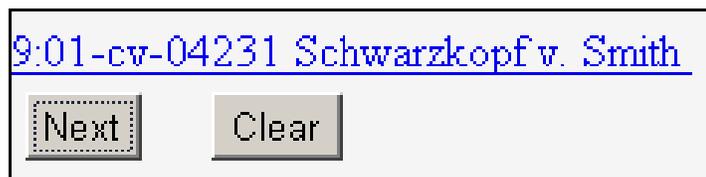


Figure 10 - Case Number Verification screen

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- a. If this is the correct case, click the **[Next]** button.
 - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 through 10.
11. The system will display the **Docket Text: Final Text** screen. The system will display the following message:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.

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When you click the [**Next**] button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the [**Next**] button to complete the docketing of this transaction.

12. The system will display the **Notice of Electronic Filing** screen (see Figure 12). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
 - a. To print a copy of this notice, click the browser **Print** icon.
 - b. To save a copy of this receipt, click the **File** option on the browser menu.

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith

Case Number: [0-01-04231-RB](#)

Document Number: [19](#)

Docket Text:

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF

Electronic document Stamp:

[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 12 - Notice of Electronic Filing screen