

Filing a Crossclaim or Counterclaim in CM/ECF

A crossclaim is normally a claim filed by one defendant against another in a civil case, while a counterclaim is a claim filed by a defendant against a plaintiff. The two are handled almost identically in CM/ECF. Filing a crossclaim or counterclaim involves selecting which type of claim you are filing, entering the case number, selecting the party who is filing the claim, selecting the party the claim is against, selecting the pdf document, modifying the docket text, and accepting the final docket text.

STEP 1 After you have logged in to CM/ECF, click on **Civil** on the ECF Main Menu.

STEP 2 The system will display the **Civil Events** screen.

- Click on **Complaints and Other Initiating Documents** in the Initial Pleadings and Service section.



STEP 3 The system will display the **Case Number** screen for you to enter the case in which the document is to be filed.

- The number of the last case accessed in this session will be displayed. If this is the correct case, just click **Next**. If it is not, enter the correct case number and then click **Next**.

STEP 4 The system will display the **Complaints and Other Initiating Documents** screen, for you to select the type of document being filed.

- Select the line which most appropriately describes the document you are filing by clicking on it, then click **Next**.



Amended Complaint
Counterclaim
Crossclaim
Intervenor Complaint
Third Party Complaint

Next Clear

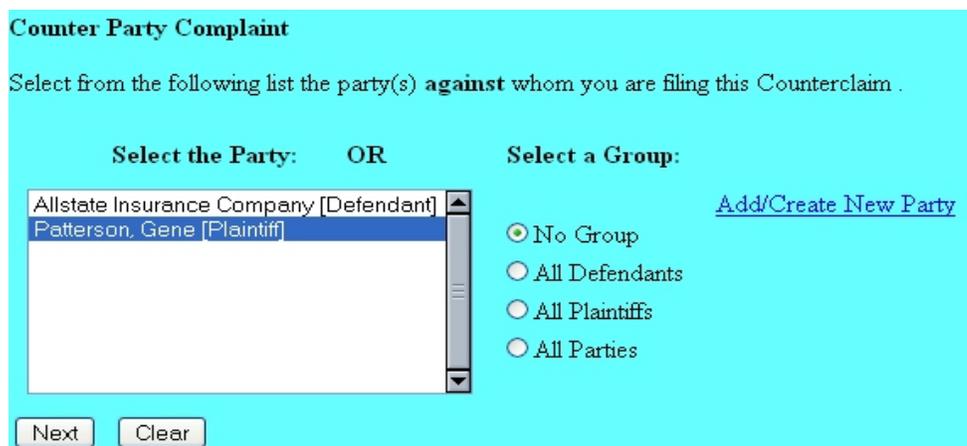
STEP 5 The system will then display the **Filer Selection** screen.

- On this screen you select the party who is filing the document. The name(s) of the parties you select will appear in the docket text. Then click **Next**.

NOTE: If you select a group (All Defendants, All Plaintiffs, or All Parties) on the right side of the screen, rather than selecting the party(ies) by name on the left side of the screen, the group name, such as “all defendants,” will appear in the docket text, rather than the names of the individual party(ies).

STEP 6 The system will then display the **Party Selection** screen.

- This time, as the message says, you select the party **against** whom the claim is being filed. The name of the party(ies) selected will appear in the docket text. Click on the party’s name, then click **Next**.



Counter Party Complaint

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

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

Allstate Insurance Company [Defendant]
Patterson, Gene [Plaintiff]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

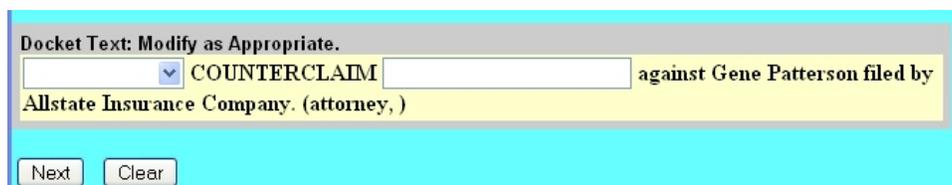
STEP 7 The system will then display the **pdf document** screen.

- To associate a pdf file with this entry, you can either enter the path and filename of the document with the .pdf extension, if you know it, in the **Filename** field, or you can click **Browse...** to find it. If you click **Browse...**, the system will display a **File Upload** screen.
- On this screen, you should click on the down arrow for the **Files of type:** field at the bottom and select "All Files (*.*)" This screen will then show all files, including .pdf files. Then, if the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the "Up One Level" icon, to go up the directory structure.
- Navigate to the directory where the appropriate pdf file is located, then click on it to select it. To make sure you are associating the correct file, you can view the selected file by right-clicking on the filename.
- On this menu, click **Open**. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document. With that you can verify that this is the correct document.
- If this is the correct document, close the Adobe Acrobat Reader by clicking on the **X** in the top right corner, then click **Open** on the File Upload screen. This will return you to the pdf document screen.
- If this is not the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, you would click **Yes** at the bottom. The system would then let you enter the pdf filenames and descriptions of the attachments.
- Click **Next** to continue.

STEP 8 The system will prompt you to certify that service has been accomplished in accordance with the Federal Rules and Local Rules of this Court. This does not take the place of the Certificate of Service that should be included in your filing. Click **Next** to continue.

STEP 9 The system will display the **Modify Docket Text** screen.

- On this screen you can add to the docket text in the blank boxes as appropriate. When the docket text is accurate, click **Next**.



Docket Text: Modify as Appropriate.

COUNTERCLAIM against Gene Patterson filed by
Allstate Insurance Company. (attorney,)

STEP 10 The system will display the **Final Docket Text** screen.

- This is your **last chance** to correct any errors in the transaction. If the transaction is NOT correct, click **Back** on your browser to return to the screen where the error was made, fix the error, then proceed again through the transaction.
- If the transaction and the text are correct, click **Next**.

Docket Text: Final Text

COUNTERCLAIM against Gene Patterson filed by Allstate Insurance Company.(attorney,)

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

STEP 11 Finally, the system will display the **Notice of Electronic Filing** screen.

- The **Notice of Electronic Filing** 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.
- To print a copy of this notice, click **Print**.
- To save a copy of this receipt, click **File**, then **Save As...** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document. You can select a choice from the ECF Main Menu. For example, you can click on **Civil** to file another document. If you are finished, you should click on **Logout**.

Note: It is the responsibility of the filer to send hard copies of the pleading and Notice of Electronic Filings to attorneys and pro se parties who have indicated they do not have E-Mail accounts established with the Court.