

United States District Court
Eastern District of Louisiana



Opening a Civil Case / Filing a Complaint

December 2011

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Opening a Civil Case / Filing a Complaint

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A. Introduction

This document will guide you through the process of opening a civil case in ECF, docketing the complaint or other initiating document, paying the filing fee (if applicable) through Pay.gov, and service of process. It also explains that a judge will be assigned to your case after you have successfully opened your new civil case and filed your complaint and, when applicable, issuance of electronic summons for service of process.

A registered ECF user may electronically file the following initiating documents for a civil case:

- Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus (28:2254)
- Petition for Writ of Mandamus
- Petition Pursuant to 28:2241
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment

The following initiating documents for a civil case must continue to be filed on paper at the clerk's office:

- Application for Stay of Execution
- Motion to Quash Administrative Summons or Subpoena
- Motion to Quash an IRS Subpoena or Application to Enjoin under 12 U.S.C. § 3410 (Customer Challenge cases)
- Sealed Complaint

Miscellaneous civil initiating documents must also continue to be filed on paper at the clerk's office, including:

- Letters Rogatory or Letters of Request
- Motion to Quash or Compel Foreign Subpoena
- Motion to Quash or Enforce Grand Jury Subpoena

A user should have the following available before starting the civil case opening process:

1. The complaint (or other initiating document) saved in Portable Document Format (PDF). The civil cover sheet and any accompanying document(s), including exhibits, and completed summons, when applicable, should be saved as separate PDF documents. A 10 MB size limit applies to each PDF file.

2. A valid credit card (VISA, MasterCard, American Express, Discover, Diner's Club) to pay the filing fee (if applicable).

Questions concerning electronic civil case opening should be directed to the ECF Help Desk at 1-866-209-7767, or 504-589-7788, during business hours.

Case opening occurs in two phases:

- In phase one, the information from the civil cover sheet and the parties to the case are entered, prompting a case number to be generated automatically. A case shell consisting of this information is created which will become the docket sheet.
- In phase two, the case opening document is filed, a link is created between the filer and their attorney, and the filing fee is paid (if applicable). This case is not considered opened until both phases are completed.

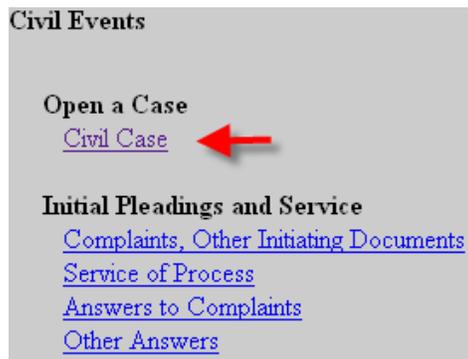
Please note that for quality control purposes, the clerk's office reserves the right to review and modify the selections made by attorneys to accurately reflect the information contained within the filings.

B. Opening a Civil Case

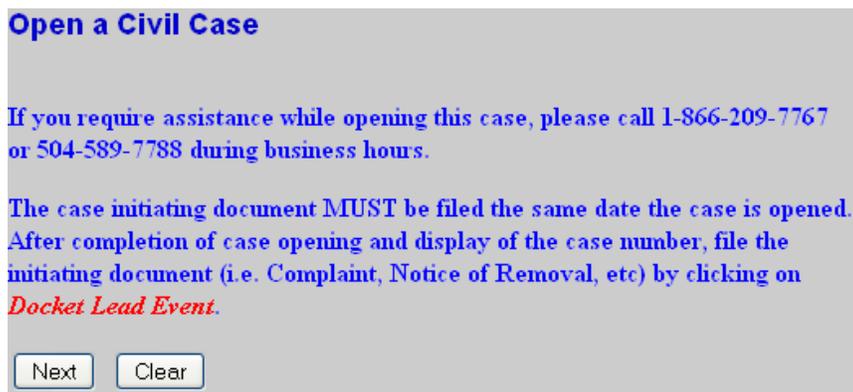
To file a new civil case using ECF, log into the system and select **Civil** on the main menu bar.



Under Open a Case, click on the link **Civil Case**.



Review the opening message. Because of the complexity of civil case opening, this screen provides the help desk telephone number in case assistance is needed at any time during this process. The help desk is available during the court's normal business hours. The screen also informs the filer that the case initiating document must be filed on the same date that the case is opened. Click **Next** to continue.



The **Open a Civil Case** screen appears. This screen provides the system with the information needed to later assign a case number.

- The **Case type** field is set as ‘cv’.
- The **Case number** will automatically be generated after phase one is completed.
- The **Date Filed** field defaults to the present date and cannot be changed.
- **Other court information** refers to state court cases removed to federal court. When filing a Notice of Removal, in the **Other court name** field, enter the name of the court the action is being removed from, for example, 24th JDC, Jefferson Parish. In the **Other court number** field, enter the case number of the state court, for example, 123,456 “B”.

Continue by clicking the **Next** button.

Open a Civil Case

Office Case type Case number

Date filed 8/21/2009

If you are filing a Notice of Removal, complete the information below. Otherwise, click "Next" to continue.

Other court name

Other court number

C. Entering the Civil Cover Sheet Information

Most of the information required to complete this screen is found on the civil cover sheet. Selections are very sensitive. Jurisdiction, cause of action, and nature of suit codes are three key pieces of information that must correlate with one another.

Open a Civil Case

Information needed for this screen can be found on the civil cover sheet.

Jurisdiction 3 (Federal Question) ▼

Cause of action ▼ Filter: Clear filter

Nature of suit 0 (zero) ▼ Filter: Clear filter

Citizenship plaintiff ▼

Citizenship defendant ▼

Jury demand n (None) ▼ **Class action** n ▼ **Demand (\$000)**

County Orleans ▼

Next Clear

Select the **Jurisdiction** code. If there is more than one basis for jurisdiction, select the basis for jurisdiction by giving precedence in the following order.

1. U.S. Government Plaintiff
2. U.S. Government Defendant
3. Federal Question
4. Diversity of Citizenship
5. Local Question - **This option is not currently used. Do not select this option.**

Jurisdiction 3 (Federal Question) ▼

- 1 (U.S. Government Plaintiff)
- 2 (U.S. Government Defendant)
- 3 (Federal Question)
- 4 (Diversity)
- 5 (Local Question)

Select the **Cause of action** and **Nature of suit** codes from the drop down list. Codes are listed in numerical order with a brief description in parentheses. You can enter characters in the *Filter* field, which immediately narrows the dropdown list to just the items that match the string entered functioning as a search tool. To change the filter, type over the characters already entered, or click the **Clear filter** button. The **Clear filter** button, when clicked, returns the contents of the dropdown to the complete list.

Cause of action	<input type="text"/>	Filter:	<input type="text"/>	Clear filter
Nature of suit	0 (zero)	Filter:	<input type="text"/>	Clear filter

Cause of action	28:1331 (28:1331 Fed. Question)
	28:1332ia (28:1332 Diversity-Interpleader Action)
	28:1332ij (28:1332 Diversity-Injunctive & Declaratory Relief)
	28:1332in (28:1332 Diversity-Insurance Contract)
	28:1332jd (28:1332 Diversity-Declaratory Judgement)
	28:1332lb (28:1332 Diversity-Libel,Assualt,Slander)
	28:1332lm (28:1332 Diversity - Legal Malpractice)
	28:1332ma (28:1332 Diversity-Miller Act)
	28:1332mm (28:1332 Diversity-Medical Malpractice)
	28:1332mv (28:1332 Diversity-Motor Vehicle Product Liability)
	28:1332ni (28:1332 Diversity-Negotiable Instrument)
	28:1332nm (28:1332 Diversity-Non-Motor Vehicle)
	28:1332oc (28:1332 Diversity-Other Contract)
	28:1332pd (28:1332 Diversity-Property Damage)
	28:1332pi (28:1332 Diversity-Personal Injury)
	28:1332pl (28:1332 Diversity-Product Liability)
	28:1332pr (28:1332 Diversity-Petition for Removal)
	28:1332qt (28:1332 Diversity-Petition to Quiet Title)
	28:1332ri (28:1332 Diversity-Racketeering (RICO) Act)
	28:1332sa (28:1332 Diversity: Securities & Exchange Commission Act)
	28:1332sf (28:1332 Diversity:Securities Fraud)

If jurisdiction is based on diversity , enter both **Citizenship plaintiff** and **Citizenship defendant** codes. Select the appropriate code for the **first** named plaintiff and the **first** named defendant. Otherwise, skip this step.

Citizenship plaintiff	<input type="text"/>
Citizenship defendant	<input type="text" value="1 (Citizen of This State)"/>

Jury Demand should only be selected if there is a jury demand stated within the case opening document that you are filing.

- N (none) should be selected if the document being filed does not state a jury demand.
- P (plaintiff) should be selected if the document being filed is a complaint and it contains a jury demand.
- D (defendant) should be selected if the document being filed is a notice of removal and it contains a jury demand by the defendant.

Jury demand	<input type="text" value="n (None)"/>
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The **Class Action** field requires a ‘yes’ or ‘no’ selection and defaults to ‘n.’ If you are requesting a class action, change the **Class Action** field to ‘y.’ Otherwise, leave as ‘n.’

Class action	<input type="text" value="n"/>
---------------------	--------------------------------

If a specific dollar amount is demanded in the complaint, that number should be rounded to the nearest thousand and entered in the **Demand** box. For example, \$500,000 would be entered as 500; \$98, 370 would be entered as 98; and \$131,900 would be entered as 132.

Demand (\$000)

In the **County** box, select the parish of residence of the **first named plaintiff**. Review the original complaint, or if filing a notice of removal, the state court complaint, to locate this information. The parishes are listed in alphabetical order. The default is set to Orleans and should be changed if applicable.

- If the plaintiff resides outside the state of Louisiana, select Out of State.
- If the plaintiff is a resident of another country, select Out of Country.
- If the United States is the plaintiff, enter the parish of the first named defendant.

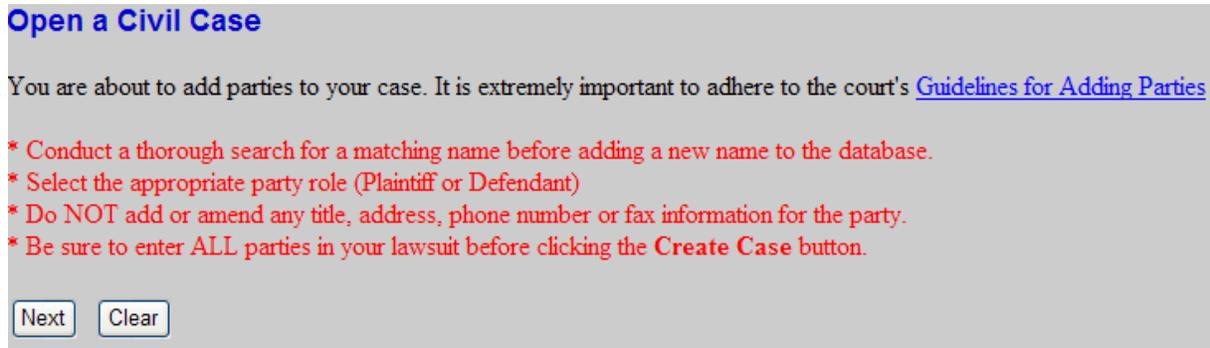
County Orleans

- Iberia
- Iberville
- Jackson
- Jefferson
- Jefferson Davis
- Lafayette
- Lafourche
- La Salle
- Lincoln
- Livingston
- Madison
- Morehouse
- Nachitoches

Verify that all information entered on this screen is correct. When you click the **Next** button, the ECF system will verify the accuracy of the jurisdiction, cause of action, and nature of suit combination. If an invalid combination is selected, an error message will appear. Click the **Next** button to continue.

D. Adding Party Information

You are about to add parties to your case. It is extremely important to adhere to the court's **Guidelines for Adding Parties**. To view complete instructions for adding parties, click on the hyperlink to the guidelines. The most important steps to follow are noted on the screen. After reading this screen and reviewing the guidelines, click the **Next** button to continue.



Open a Civil Case

You are about to add parties to your case. It is extremely important to adhere to the court's [Guidelines for Adding Parties](#)

- * Conduct a thorough search for a matching name before adding a new name to the database.
- * Select the appropriate party role (Plaintiff or Defendant)
- * Do NOT add or amend any title, address, phone number or fax information for the party.
- * Be sure to enter ALL parties in your lawsuit before clicking the **Create Case** button.

The **Search for a Party** screen appears. The left partition contains the controls to **Add New Party** and **Create Case**. You will search and edit party information on the right side of the screen. Once parties are added, the participants will be displayed in a “tree” with add, edit and delete icons. Since no participants exist for this new case, the tree is empty as shown below.



Open a Civil Case

[Collapse All](#) [Expand All](#)

Search for a party

Last / Business Name First Name Middle Name

You will loop through the process adding all plaintiffs first and then all defendants.

For each party you must first conduct a party name search of the database. If the party has previously been involved in litigation in this district, the name will already exist in the ECF database. To minimize the number of duplicate names in the database, it is best to search for and use an existing name, rather than automatically creating a new party.

Always start with a broad search and narrow it down by entering more of the party name if the results are too voluminous.

Party Name Search Hints:

- You must enter at least two consecutive letters or characters of a party's name.
- The search is not case sensitive. For example, you can enter Smith or smith.
- The name may have been abbreviated when it was added to the database, especially state names.
- A wild card (*) is not required at the end of a search string. You can enter a wild card before the letters, if desired, to take the place of other letters. For example, you can enter "*am" and find Bob Cunningham and Judy Amstutz but not Dick Armstrong since the letters are not consecutive.
- Try alternate searches if your first search is not successful. Be sure the name you are searching for is not already in the database before you add it.

Search individuals by entering the last name and the first initial of the party's first name.

Search for a party

Last/Business Name First Name Middle Name

Search for businesses by entering the first word of the name (with the exception of 'A' or 'The'). For example, the name The Home Depot is entered as Home Depot. After entering the party name as instructed, click **Search**.

Search for a party

Last/Business Name First Name Middle Name

If the search results display a name that is a match to the party, click on it to highlight the name and then click on the **Select party** button.

The screenshot shows the 'Open a Civil Case' interface. At the top left, there are buttons for 'Add New Party' and 'Create Case', along with links for 'Collapse All' and 'Expand All'. The search section is titled 'Search for a party' and contains three input fields: 'Last / Business Name' (with 'Presidents' entered), 'First Name', and 'Middle Name'. A 'Search' button is located below these fields. The 'Search Results' section displays a list of three items: 'Presidents Corp', 'Presidents Corporation', and 'Presidents Insurance Co LLC', with the latter highlighted in blue. At the bottom of the search results are buttons for 'Select Party' and 'Create New Party'.

If the search results do not find a name that matches the party to your case, you can try again or create a new party. To try again, modify the search criteria, or click the **Add New Party** button to clear the criteria. If the search returns no results, click the **Create new party** button.

The screenshot shows the 'Open a Civil Case' interface with the search criteria cleared. The 'Search Results' section is empty, and a message at the bottom reads: 'Search returned no results. Please try again or create a new party.' The 'Select Party' and 'Create New Party' buttons are still visible at the bottom of the search results area.

When creating a new party, be sure to add the complete name in the appropriate fields at the top of the screen. For individuals, fill out the first name, middle name, and generation (Jr, Sr, III) fields, if applicable. Do not enter the name in all caps. Do not use the Title field..

Next, you must select a role type. Click in the **Role** field. The types are listed in alphabetical order. After locating the appropriate type, select it by clicking on it.

If you selected a party that has an address associated with it, please do NOT make any changes. This information does not appear on the docket sheet. You are looking for a name match, not a particular person. **Do NOT fill out address, phone, or fax fields for any party.**

The screenshot shows a 'Party Information' form with various input fields. A prominent blue-bordered box with a white background and black text is overlaid on the form, containing the instruction: 'Do not enter address, phone, or fax information for any party.' The form fields include: Last name (Washington), First name (R), Middle name, Generation, Title, Role (Plaintiff (pla:pty)), Pro se (No), Prisoner Id, Unit, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Prison (Not Associated with Prison - Mei's office), Populate Prison Address Lines, Phone, and Fax.

If the party you are adding requires additional identifying information, enter it in the **Party text** field. For example, 'Individually and as surviving spouse,' or 'Individually and in his official capacity.'

The start date should remain as defaulted. Do not change the **Start date** field. .

Once these steps are completed, click the **Add Party** button and the information will appear on the Left side of the screen.

The screenshot shows the 'Open a Civil Case' interface. At the top, there are two buttons: 'Add New Party' and 'Create Case'. Below these are links for 'Collapse All' and 'Expand All'. A list of parties is shown, with 'Abraham Lincoln, Sr' selected. To the right, there is a search section titled 'Search for a party' with input fields for 'Last / Business Name' and 'First Name', and a 'Search' button.

E. Entering an Alias

If a party has an alias that is identified in the document, (i.e. dba, aka) click the **plus sign icon adjacent to Alias**. Search for the alias name the same way all parties are searched.

The screenshot shows the 'Open a Civil Case' interface. At the top left, there are two buttons: 'Add New Party' and 'Create Case'. Below these are links for 'Collapse All' and 'Expand All'. The main party is 'Abraham Lincoln, Sr' with a 'pla' icon and a red 'X' icon. Underneath, there are three expandable sections: 'Alias' with a plus sign icon, 'Corporate Parent or other affiliate' with a plus sign icon, and 'Attorney' with a plus sign icon and a document icon. On the right side, there is a search section titled 'Search for an alias for Abraham Lincoln, Sr'. It contains a text input field labeled 'Last / Business Name' which is currently empty, and a 'Search' button below it.

Search results are displayed. If the search results display a name that is a match to the party, click on it to highlight the name and then click on the **Select Alias** button. If the search results do not find a name that matches the party to your case, click the **Create new alias** button.

This screenshot shows the same 'Open a Civil Case' interface as the previous one, but with search results displayed. The 'Last / Business Name' input field now contains the text 'lincoln'. Below the input field is a 'Search' button. Underneath the search button, there is a section titled 'Search Results' containing a list of three items: 'Lincoln, Abe', 'Lincoln, Abraham', and 'Lincoln, Abraham, Sr'. At the bottom of the search results section, there are two buttons: 'Select Alias' and 'Create New Alias'.

After either selecting a matching name or creating a new name, either complete the rest of the name or verify the name on the **Alias Information** screen. Next, select the alias type by clicking on the **Type** field.

Choose the appropriate type:

- agent (agent of, one acts for another)
- aka (also known as)
- dba (doing business as)
- fdbba (formerly doing business as)
- fka (formally known as)
- nee (born - placed before a married woman's maiden name)
- obo (on behalf of)
- other (an alias of a role not otherwise listed)
- rpi (real property in interest)
- ta (trading as)
- unkn (unknown)

The screenshot shows the 'Open a Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', and a tree view showing parties like 'Abraham Lincoln, Sr' and 'Presidents Insurance Co LLC'. The main area is the 'Alias Information' form. It has a 'Last/Business name' field with 'Presidents Corporation', a 'First name' field, a 'Middle name' field, a 'Generation' field, and a 'Start date' field with '4/6/2011'. A 'Type' dropdown menu is open, showing a list of alias types: agent, aka, ca, dba, fdba, fka, nee, obo, other, rpi, ta, unkn. Below the dropdown is an 'Add Alias' button and a 'Start a New Search' link.

The start date should remain as defaulted. Do not change the **Start date** field.

After completing the Alias Information screen, click the **Add alias** button. If you have an additional alias for this party, begin another search.

Do not add a corporate parent or other affiliate at this time. You will add these, if necessary, when docketing a Statement of Corporate Disclosure.

Click the **Add New Party** button to return to the **Search for a Party** screen. Complete the same

steps outlined above to add all other parties to the case. Be careful to select the appropriate role for each party (i.e. plaintiff, defendant). After adding **ALL** parties to the case, click the **Create Case** button. A confirmation message appears: *Case will be created. Proceed?* By clicking **Yes**, the case will be created.

NOTE: If you click the browser **Back** button from the participant processing screen, and then click the browser Forward button without making any changes on the previous screen, then the participants will remain in the participant tree, and you can continue to add and modify participants and then click the **Create Case**. If you click the **Back** button, then makes changes on the previous screen (e.g., the case information screen), and click the **Next** button from that previous screen, then the participant tree will be **blank** and you will have to start adding participants from scratch.

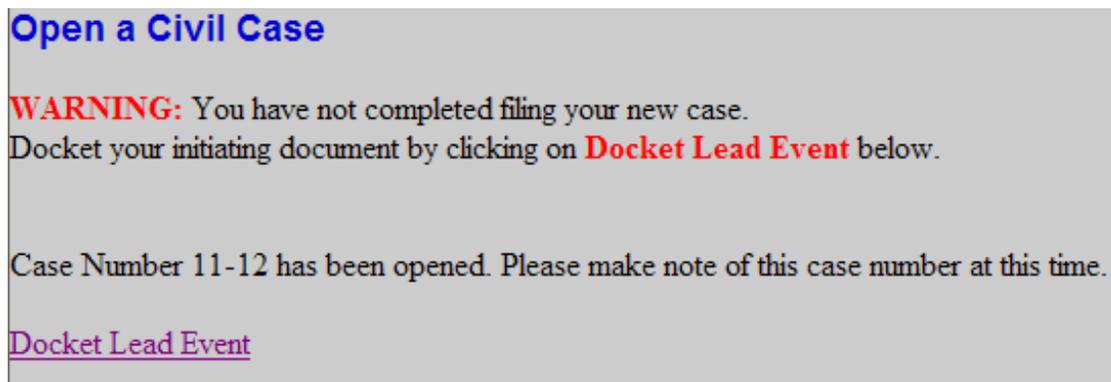
F. Filing a Complaint

Once the **Create Case** button is clicked, the case number will be assigned.

You have just completed Phase 1 of the case opening process. The case shell consisting of the civil cover sheet information and party information is now complete. Please make a note of the case number for future reference.

WARNING: Even though your case number has been assigned, you are not finished the case opening process. The case opening process is incomplete until you docket your complaint or other initiating document and pay any required filing fee. The case initiating document must be filed the same day the case is opened.

You may not use the browser back button to make corrections or additions. If you did not add all parties to the case before the case number was assigned, you may add additional parties in the next step when filing the complaint, or other initiating document.



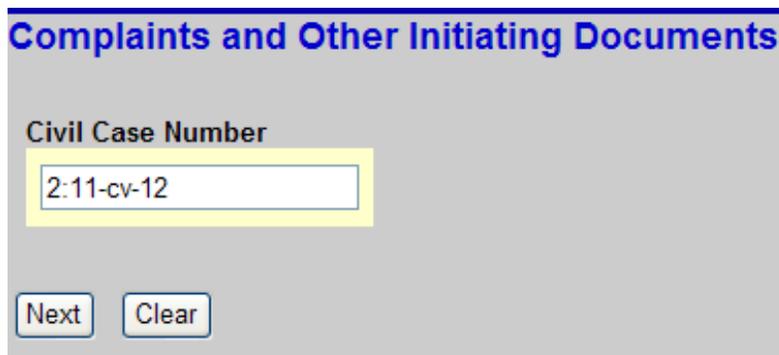
Open a Civil Case

WARNING: You have not completed filing your new case.
Docket your initiating document by clicking on **Docket Lead Event** below.

Case Number 11-12 has been opened. Please make note of this case number at this time.

[Docket Lead Event](#)

Click on the **Docket Lead Event** hyperlink to file the complaint or other initiating document. The case number is pre-filled for you since you clicked on the **Docket Lead Event** hyperlink. Click **Next** to continue.



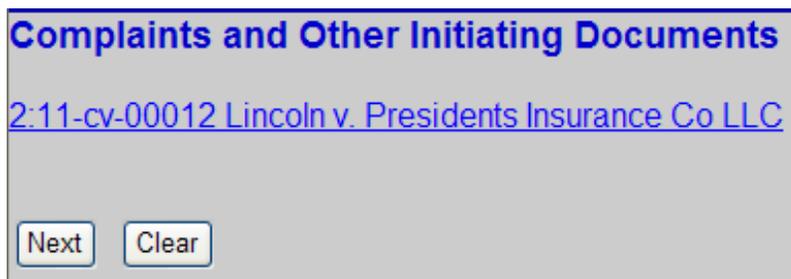
Complaints and Other Initiating Documents

Civil Case Number

2:11-cv-12

Next Clear

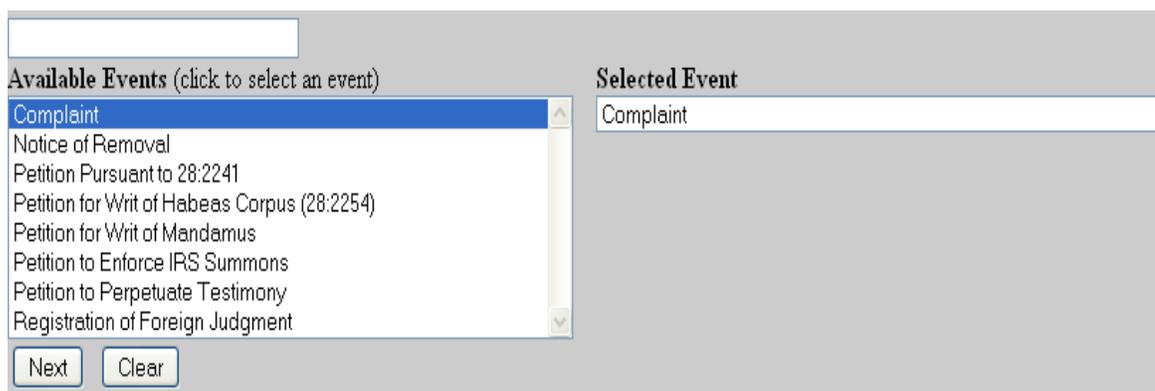
The case title is displayed. Verify the case number and case title. Click **Next** to continue.



Complaints and Other Initiating Documents

[2:11-cv-00012 Lincoln v. Presidents Insurance Co LLC](#)

A list of possible initiating events appears. From the **Available Events** list, select the applicable initiating document event by clicking on it (e.g., Complaint, Notice of Removal). The selected event will appear in the **Selected Event** box. Click **Next**.



Available Events (click to select an event)

- Complaint
- Notice of Removal
- Petition Pursuant to 28:2241
- Petition for Writ of Habeas Corpus (28:2254)
- Petition for Writ of Mandamus
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment

Selected Event

Complaint

Select the party **filing** the initiating document. If a complaint is being filed, the plaintiff would be selected here. For a Notice of Removal, you would select the defendant filing the removal. If there are multiple filers, you can select more than one party by holding down the [Ctrl] key while clicking each applicable filer. If you did not add all parties earlier in the case opening process, you may add them now by clicking on the **New Filer** button. Be sure to select the appropriate party role type. For assistance with entering party names, click on the link **Guidelines for Adding Parties**. Select the filer(s) and click **Next**.

After selecting the filer, an association between the attorney electronically filing the document and the party they represent is made. Since you are filing the complaint on behalf of the plaintiff, this association should be created. The box to the **left** of the name AND the **Notice** box are automatically checked. The **Lead** box should only be checked by the lead attorney. If you are performing the role of lead attorney, check the Lead box. If you are not the lead attorney, do not check the lead box. Additional attorneys listed on the document will be added by the Clerk's Office during their review. Click **Next**

Complaints and Other Initiating Documents
[2:11-cv-00012 Lincoln v. Presidents Insurance Co LLC](#)

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*

Abraham Lincoln, Sr (pty:pla) represented by Sue Attorney2 (aty) Lead Notice

You now need to select the party as to whom the filing is **against**. For both filing a Complaint or a Notice of Removal, select the defendant(s). Do not select any 'group' radio button. Click **Next**.

Complaints and Other Initiating Documents
[2:11-cv-00012 Lincoln v. Presidents Insurance Co LLC](#)

[Collapse All](#) [Expand All](#)

- ⊕ Abraham Lincoln, Sr pla
- ⊕ Presidents Insurance Co LLC dft

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

Select the Party: OR Select a Group:

Lincoln, Abraham Sr [pla]
Presidents Insurance Co LLC [dft]

No Group
 All Defendants
 All Plaintiffs
 All Parties

At this point, you need to browse and find the PDF document of the complaint. Click the **Main Document Browse** button .

Complaints and Other Initiating Documents
[2:11-cv-00012 Lincoln v. Presidents Insurance Co LLC](#)

ATTACHMENTS REQUIRED:
(1) Civil Cover Sheet, and
(2) If you are requesting that Summons be issued, file the completed Summons as an additional attachment.

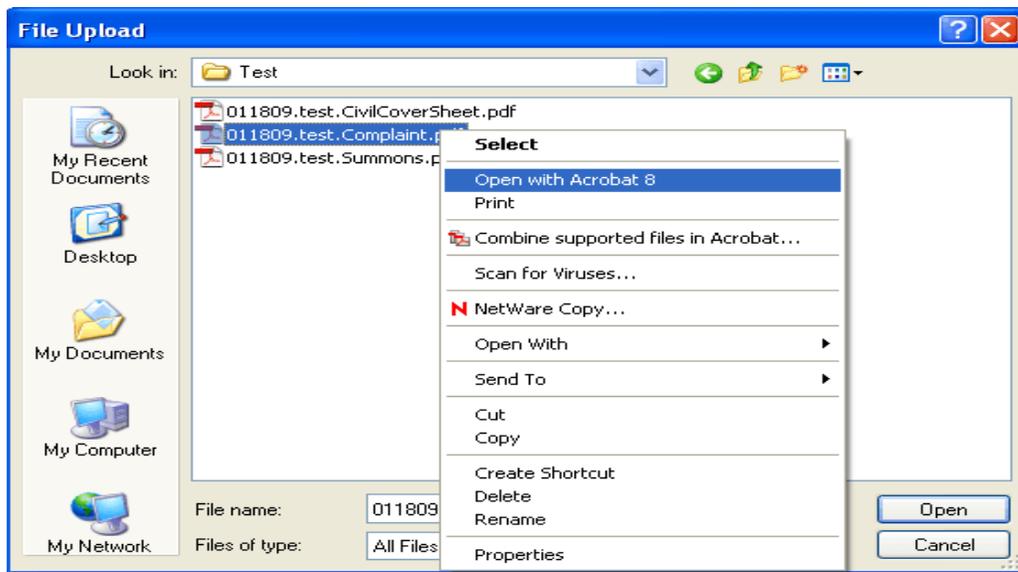
For attachments, describe the document using the Category list, the Description box, or both.

Select the pdf document and any attachments.

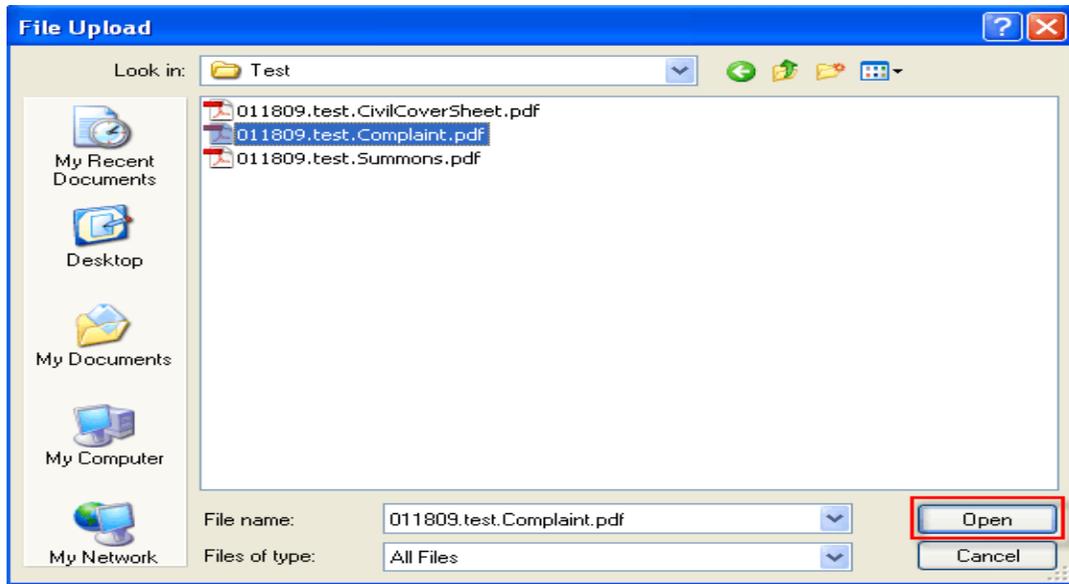
Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

A pop-up box will appear. Navigate to the appropriate folder containing the PDF document(s) you wish to file. Right-click on the initiating document and select the option to open the document in Adobe Acrobat. This allows you to preview the document to ensure you have selected the correct file. (Remember, once submitted, a document cannot be edited.) Select **Open with Acrobat** to verify you have selected the correct document.



After verifying you have selected the correct PDF document, close the Adobe Acrobat Reader, and then click **Open** to accept the PDF for filing.



The path to the chosen PDF file will appear in the **Filename** box.

Attachments to complaints should always include any exhibits, the civil cover sheet, and if service of the complaint is by summons, a completed summons for each defendant. If service of process is by waiver, pursuant to Rule 4(d) of the F.R.C.P., do not attach summons. This method of service must be stated on the last page of the complaint. Notices of Removal should have as attachments the applicable state court pleadings such as the original petition and any amendments, any service documents, answers, etc., and the civil cover sheet. Use the **Browse** button under **Attachments** to add these documents.

For each attachment, you will need to follow the same basic steps: browse to navigate to a previously saved PDF document; view the PDF document to verify it is the correct document; and select the PDF document to make it an attachment. A **category** or a **description** must be entered for each attachment. Click in the **Category** box. If the category from the drop-down list applies, select it. If you do not find a match, enter a description of the attachment in the **Description** field, but don't select both a category and a description. Repeat the process until all attachments have been added. When all of the required documents are attached, click **Next**.

Complaints and Other Initiating Documents
[2:11-cv-00012 Lincoln v. Presidents Insurance Co LLC](#)

ATTACHMENTS REQUIRED:
 (1) Civil Cover Sheet, and
 (2) If you are requesting that Summons be issued, file the completed Summons as an additional attachment.

For attachments, describe the document using the Category list, the Description box, or both.

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text" value="O:\Test\Lincoln Civil Cover Sheet.pdf"/> <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text" value="O:\Test\Lincoln Summons.pdf"/> <input type="button" value="Browse..."/>	Summons	<input type="text"/> <input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/>

The case title is displayed. Click **Next** to proceed to pay the filing fee

G. Paying the Filing Fee

When filing a civil case that requires a filing fee, the online payment feature (**Pay.gov**) of the CM/ECF system is designed so that you are prompted to pay the filing fee with a credit card as part of the process of docketing the initiating document. Each completed online payment automatically inserts the amount of the filing fee and a receipt number into the docket text of the docket entry. The following credit cards are acceptable: Visa, Mastercard, American Express, Discover, and Diner's Club.

Since the Eastern District of Louisiana requires that payment of the filing fee be made by credit card at the time of electronic filing of a new lawsuit, the default method of payment is **Payment by Credit Card**. However, if electronic payment is not made at this time, one of the following reasons must be selected: case is filed on behalf of the U.S. Government; pursuant to a CJA or FPD appointment; an application to proceed in forma pauperis was granted; a request to proceed in forma pauperis was made but has not yet been ruled upon; the fee was previously paid pursuant to a court order; the case is filed by a Seaman pursuant to 28USC1916; or a credit card is unavailable. To continue the payment process, click **Next**.

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Payment by Credit Card

Electronic payment not made at this time for the following reason

- Document filed on behalf of the USA
- Document filed pursuant to a CJA or FPD appointment
- In Forma Pauperis (status granted)
- In Forma Pauperis (status requested)
- Fee previously paid
- Prepayment of fee not required pursuant to 28 USC 1916
- Credit Card not accepted or unavailable (**Fee must be received within 2 business days**)

Next

Clear

The amount of the \$350 filing fee is displayed. It is important to know that once you have clicked the **Next** button, you CANNOT use your browser Back button. This is because the **Pay.gov** application, which is outside of the ECF system, begins to load. Have your credit card information ready and click **Next** to proceed. It may take a few seconds to load the payment screen.

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Fee: \$350

Once you have clicked on the Next button, you CANNOT use your browser Back button.

The first of two screens through the **Pay.gov** application appears. All fields with a red asterisk are required. The attorney name and address fields will automatically be populated with the information on file in ECF. You may need to change this information to match the billing address for the credit card you are using. After verifying this information and entering all credit card information, click the **Continue with Plastic Card Payment** button.

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

Step 1: Enter Payment Information 1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: attorney *

Payment Amount: \$350.00

Billing Address: 3005 Kingman Ave. *

Billing Address 2:

City:

State / Province:

Zip / Postal Code: 70006

Country: United States *

Card Type: *     

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

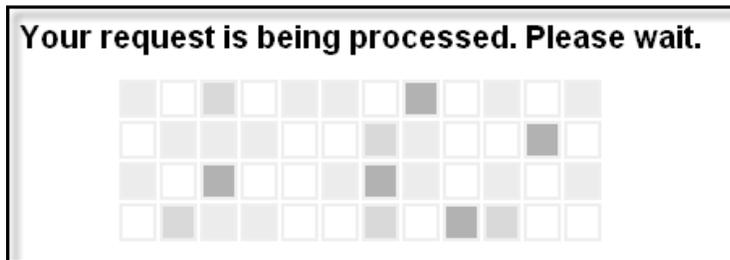
Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

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.

If you wish to receive an e-mail receipt, enter your e-mail address. To complete the transaction, click the **authorization to charge check box**. When you click **Submit Payment**, your credit card will be charged. Click the **Submit Payment** button to continue.

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 3005 Kingman Billing Address: Ave. Billing Address 2: City: State / Province: Zip / Postal Code: 70006 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$350.00 Transaction Date and Time: 08/27/2009 12:51 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:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	
CC:	<input type="text"/>	
<small>Separate multiple email addresses with a comma</small>		
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. <input type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		
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.		



Processing of the electronic payment will take a few seconds.

H. Completing the Filing

After completion of the electronic fee payment process by the Pay.gov application, you will be returned back to the ECF system to complete the filing of the complaint or other initiating document. To certify that service of process of this filing will be made in accordance with the Federal Rules and the Local Rules of this court, click the **Next** button.

The next screen informs you when you will receive notice of the assignment of a district and magistrate judge and issuance of summons, when applicable. Click **Next**.

Complaints and Other Initiating Documents
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Usually within the same or next business day, you will receive notice of the assignment of a district and magistrate judge.

If this matter needs immediate action by a judge, please contact the court at 504-589-7670.

Within a few days, you will also receive the signed and sealed summons if you have properly attached summons to your complaint.

The case title is displayed. Click **Next**.

This is the final confirmation screen before committing the transaction and filing the complaint. The docket text for the complaint is displayed. Click the **Next** button, to complete this filing and upload and submit the document(s) to the court.

Complaints and Other Initiating Documents
[2:11-cv-00012 Lincoln v. Presidents Insurance Co LLC](#)

Docket Text: Final Text

COMPLAINT against Presidents Insurance Co LLC (Filing fee \$ 350 receipt number 053L-184480) filed by Abraham Lincoln, Sr. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Attorney2, Sue)

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):
O:\Test\Lincoln complaint.pdf pages: 1
O:\Test\Lincoln Civil Cover Sheet.pdf pages: 2
O:\Test\Lincoln Summons.pdf pages: 2

This is a notice of electronic filing or NEF, which serves as your confirmation that ECF has registered your transaction and the pleading is now an official document. Only the filing attorney will receive a Notice of Electronic Filing when opening a new case since no other attorneys have been added to the case at this point. The filing attorney is responsible for service on all other parties. You may want to save or print a copy of this screen for your records. To view the docket sheet for this case you may click on the case number hyperlink.

[Complaints and Other Initiating Documents](#)

[2:11-cv-00012 Lincoln v. Presidents Insurance Co LLC](#)

U. S. District Court

Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered by Attorney2, Sue on 4/6/2011 at 3:36 PM CDT and filed on 4/6/2011

Case Name: Lincoln v. Presidents Insurance Co LLC

Case Number: [2:11-cv-00012](#)

Filer: Abraham Lincoln, Sr

Document Number: [1](#)

Docket Text:

COMPLAINT against Presidents Insurance Co LLC (Filing fee \$ 350 receipt number 053L-184480) filed by Abraham Lincoln, Sr. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Attorney2, Sue)

I. Determining the Judge Assigned to the Case

After you have successfully opened your case, attached your documents, and paid the filing fee (if applicable), for quality control purposes, the clerk's office will review and modify any selections made by attorneys to accurately reflect the information contained within the filings. After this review, you will receive a separate notice from the court of the assignment of a district judge and magistrate judge to the case.

U. S. District Court
Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered on 4/6/2011 at 3:44 PM CDT and filed on 4/6/2011

Case Name: Lincoln v. Presidents Insurance Co LLC

Case Number: [2:11-cv-00012-MVL -DEK](#)

Filer:

Document Number: 2(No document attached)

Docket Text:
[Initial Case Assignment to Judge Mary Ann Vial Lemmon and Magistrate Judge Daniel E. Knowles, III. \(bbc\)](#)

J. Issuance of Summons for Service of Process

If service of the complaint is by summons (not a waiver of service), the summons you attached to the complaint will be electronically signed and sealed by the court. A Notice of Electronic Filing will be sent to you with the link to the signed and sealed summons. Click on the document number hyperlink, print the summons, and then effect service of process pursuant to Rule 4 of the Federal Rules of Civil Procedure.

U. S. District Court
Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered on 4/6/2011 at 3:46 PM CDT and filed on 4/6/2011

Case Name: Lincoln v. Presidents Insurance Co LLC

Case Number: [2:11-cv-00012-MVL -DEK](#)

Filer:

Document Number: [3](#)

Docket Text:
[Summons Issued as to Presidents Insurance Co LLC. \(bbc\)](#)