

# Instructions for Attorney Case Openings for Miscellaneous Cases Filings



Civil attorneys can now initiate their own miscellaneous cases in ECF. Case opening proceeds in three parts:

- Part I: Open the Civil Miscellaneous Case
- Part II: Upload your Documents and Pay the Filing Fee
- Part III: Complete your Filing

## Part I: Open a Civil Miscellaneous Case

Attorneys can open a civil miscellaneous case by the following steps:

1. Click on **Civil**
2. Under Open a Case, click on Attorney Miscellaneous Case Opening

**Open a Case**  
[Attorney Case Opening](#)  
[Civil Misc Case \(Public Cases Only\)](#)  
[Attorney Miscellaneous Case Opening](#)

3. Review the display prompt.  
See Nature of Suit and Cause of Action

### Open a Civil Miscellaneous Case

To open a new miscellaneous case you will be need:

- ✓; INITIATING DOCUMENT: One of the following documents containing an electronic signature (i.e. /s/ John Smith) or a scanned image of your signature:
- ✓; CREDIT CARD, for payment of filing fee.

✗; NO SEALED CASES. Sealed cases are not accepted for electronic filing.

NATURE OF SUIT: Select 890 (Other Statutory Actions)  
CAUSE OF ACTION: Select misc (Civil Miscellaneous Case)

For ECF assistance, contact the **Help Desk** at 866-638-7829 or [ECFhelpdesk@cand.uscourts.gov](mailto:ECFhelpdesk@cand.uscourts.gov).

Click the SUBMIT button to continue, or your browser BACK button to return to the previous screen.

4. Under **Office** select the office location (San Francisco, Oakland, San Jose) you are submitting the filing and update the **case type** to mc, click submit to continue.

**Open a Civil Miscellaneous Case**  
Office  Case type   
Date filed: 9/30/2020  
Other court name   
Other court number

5. On the Open a Civil Miscellaneous Case page, update the following areas:
  - a. **Cause of Action:** misc (Civil Miscellaneous Case)
  - b. **Nature of Suit:** 890.

c. **County:** Select the appropriate county from the list

**Open a Civil Miscellaneous Case**

<b>Jurisdiction</b>	3 (Federal Question)	
<b>Cause of action</b>	misc (Civil Miscellaneous Case)	<b>A</b> Filter: misc Clear filter
<b>Nature of suit</b>	890 (Other Statutory Actions)	Filter: 890 Clear filter <b>B</b>
<b>Origin</b>	1 (Original Proceeding)	
<b>Citizenship plaintiff</b>		
<b>Citizenship defendant</b>		
<b>Jury demand</b>	n (None)	<b>Class action</b> n (No Class Action Alleged)
<b>Arbitration code</b>		<b>County</b> Alameda <b>C</b>
<b>Fee status</b>	pd (paid)	<b>Fee date</b> 9/30/2020 <b>Date transfer</b>
SUBMIT Clear		

6. Add your parties to the docket

**Search for a party**

<b>Last / Business Name</b>	Green	<b>First Name</b>	J	<b>Middle Name</b>	
<b>Search</b>					
<b>Search Results</b>					
Green, J					
Green, J Duane					
Green, Jack					
Green, James					
Green, James A					
Green, James P					
<b>Select Party</b> <b>Create New Party</b>					

a. Parties added may be as the traditional Plaintiff v. Defendant roles, if applicable; or you may need to add a party as part of an application request such as: “*In re: Application for...*” or “*In the matter of...*” Or “*In re DMCA Subpoena to...*”

b. In the Last/Business Name field, enter two or more consecutive characters, then click the Search button. *Example:* For the name “Anderson,” “Ande” would or “In re: DMCA Subpoena to ABC Company” work as a search parameter.

c. A list of party names matching your criteria may appear. Click on the name of the correct party to highlight it and click the Select Party button.

1. If your search finds no matches in the ECF system, you will receive a message indicating the search produced no results and no names will appear in the search results field. If this occurs, broaden the search parameters and try again.

2. If your broadest search does not yield your party, click the **Create New Party** button to add the party to the system. Although there are many fields in which information can be entered, only the following fields should be used:

- o Name (Last, First, Middle, Generation)
- o Role in case (Select plaintiff or defendant)
- o Party text (if applicable)

**Leave all other fields blank (e.g. address, phone number, email).**

Party Information

Last name: Green First name: Josephine

Middle name: R Generation:

Title:

Role: Plaintiff (plapty)

Pro se: No

Prisoner Id: Unit:

Office:

Address 1:

Address 2:

Address 3:

State: Zip:

City:

Country:

Prison:

Phone: Fax:

E-mail:

Party text:

Start date: 8/8/2013 End date:

Corporation: no Notice: yes

Add Party

d. Under Party Information, update the party role to match your initiating document (e.g. plaintiff, defendant, etc). **NOTE:** *In re* parties should be added under the Plaintiff role.

e. When you have finished entering all parties, click Create Case **Create Case**

1. You will be prompted to select Yes or No to create your case. Clicking No will allow you to add, delete or modify parties. Clicking **Yes** will finalize the parties in the case.
2. The case is now open in CM/ECF and a case number has been assigned. Please make a note of the case number for future reference

## Part II: Uploading Your Documents and Pay the Filing Fee

Even though a case number has been issued, the case is not considered filed until the initiating document has been filed and the filing fee, if required, has been paid (or a motion to proceed *in forma pauperis* filed). **Failure to submit a valid and complete initiating document may result in the failure of the electronic case filing process.**

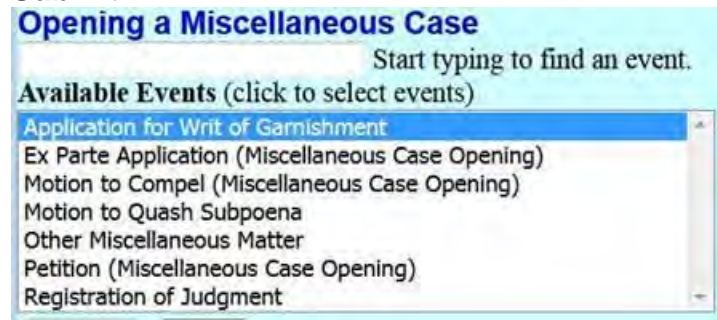
1. To file your initiating document, click the **Docket Lead Event?** link.

[Open a Civil Case](#)

Case Number **13-320** has been opened.

[Docket Lead Event?](#)

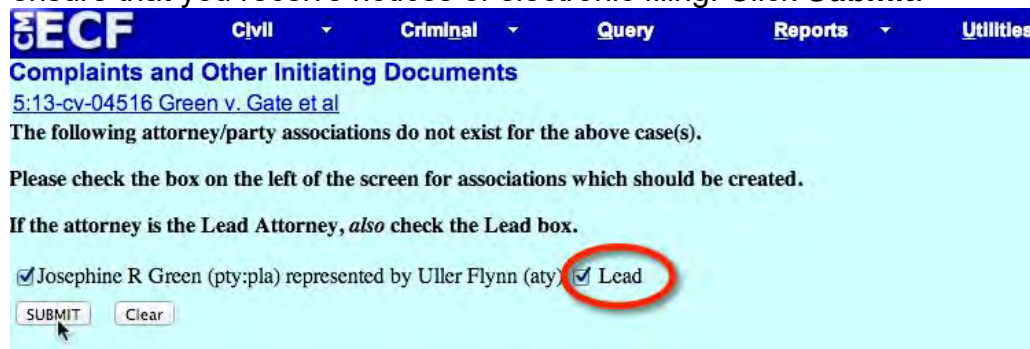
2. Select the type of initiating document you are filing by highlighting your selection in the Available Events list. When your selection appears in the Selected Event field, click **Submit**.



3. Confirm the case number is correct and click **Submit**.

4. Select the name of the party filing the document. For multiple plaintiffs, hold the control CTRL key and select all additional plaintiff names. Click the **Next** button.

5. You, as the ECF user logged in during the case filing process, will be added as the attorney for this case. If multiple attorneys are listed, one can be designated as the lead by clicking the Lead checkbox. Ensure that at least one attorney checkbox is selected to ensure that you receive notices of electronic filing. Click **Submit**.



Next, select the names of the defendants. For multiple defendants, hold the control CTRL key and all additional defendant names.



Confirm that the **No Group** radio button is selected; **DO NOT select the “All Defendants” button**. Click **Next**.

### Uploading Documents

This Complaints and Other Initiating Documents screen contains important information and fields to upload initiating documents. The maximum file size is 50 MB/50,000 KB, so documents should be divided into parts if necessary. For more instructions, see [cand.uscourts.gov/ecf/restrictions-when-is-a-file-too-big-to-e-file?](http://cand.uscourts.gov/ecf/restrictions-when-is-a-file-too-big-to-e-file?) The documents should be uploaded in the following order:

- Main Document:* Application for Writ of Garnishment, Motion to Quash Subpoena, Registration of Judgment, etc.
- Attachments:* Exhibits to the complaint, if desired (any number of separate files)

1. Main document. Click the Browse button to the right of the Main Document field. A file manager window will appear through which you can navigate to and select the PDF document containing the complaint. Confirm that it is the correct document and double-click on it. The file name and path will display in the Main Document field.
2. Exhibits (if any). Exhibits may be included in the same PDF document as the complaint, or may be filed separately if the file would exceed 50 MB. Click the Browse button first row of the Attachments section and select exhibits to be uploaded. Click the Category drop-down arrow and select Exhibit. More information can be entered in the Description field. After each entry, a new upload field will appear. Group exhibits so as not to exceed 50 MB.

When ALL of the required documents are attached, click **Submit**.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**  
5:13-cv-04517 Green v. Gate et al

**MESSAGE TO FILERS:** Upload the Complaint or the Notice of Removal as the Main Document. Include any exhibits to the complaint as the primary attachment proposed summons, if any, should be filed as a separate docket entry and should not be uploaded during case opening. All proposed summonses may be uploaded a

Select the appropriate category for the Civil Cover Sheet and any attachments.

Select the pdf document and any attachments.

**Main Document**  
Choose File Green\_Cplt.pdf

Attachments	Category	Description
1. Choose File Green_Exhs_1-5.pdf	Exhibit	Remove
2. Choose File Green_Exhs_6-8.pdf	Exhibit	Remove
3. Choose File Green_Civ_Cover_Sheet.pdf	Civil Cover Sheet	Remove
4. Choose File No file chosen		

SUBMIT Clear

## Paying Your Filing Fees/Pay.Gov

A judge will not be assigned to a case until the filing fee, if required, is paid.

Filing fees are paid online upon the filing of the initiating document. A display screen of three questions to help you determine whether you are exempt from paying the filing fee. If your answers to the questions are **No**, after you click **Submit** the next screen will display the required filing fee. Click submit to be redirected to the Pay.gov web site to pay the filing fee.

Is this filed to correct a deficient pleading for which the fee was already paid?

or

Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this application filed on behalf of the USA?

☐ Yes  
☐ No

SUBMIT Clear

Fee: \$47

SUBMIT Clear

**IMPORTANT:** Do not use the **Back** button on your browser during the payment process; doing so could result in the loss of your data and/or duplicate payments.

1. The name and address of the e-filer will automatically populate the **Online Payment** screen.

**IMPORTANT:** If the payment card account holder name is different from that of the e-filer, replace the pre-filled information with the correct account holder name and enter the billing address that is on record with the issuing credit card company.

#### Online Payment

##### Step 1: Enter Payment Information

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

Required fields are indicated with a red asterisk \*

Account Holder Name:	<input type="text" value="Alfred Squyres"/>	*
Payment Amount:	\$400.00	
Billing Address:	<input type="text" value="9999 Test Lane"/>	*
Billing Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State / Province:	<input type="text" value="-----"/>	
Zip / Postal Code:	<input type="text" value="94117"/>	
Country:	<input type="text" value="United States"/>	*
Card Type:	<input type="text"/>	*
Card Number:	<input type="text"/>	(Card number value should not contain spaces or dashes)
Security Code:	<input type="text"/>	* <a href="#">Help finding your security code</a>
Expiration Date:	<input type="text"/> / <input type="text"/>	*

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

2. Complete the payment fields by entering the credit card type, card number, security code and expiration date.
3. Click the **Continue with Plastic Card Payment** button to submit your payment.

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

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Alfred Squyres 9999 Test <b>Billing Address:</b> Lane <b>Billing Address 2:</b> City: State / Province: Zip / Postal Code: 94117 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$400.00 <b>Transaction Date:</b> 06/26/2013 18:31 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.

4. The Online Payment Authorization screen displays details of your payment transaction. Enter your email address in the **Email Address** and **Confirm Email Address** fields to receive an electronic receipt. If you want a receipt sent to another email address, enter the secondary address in the **CC:** field.
5. Check the **Authorization and Disclosure** checkbox to charge your account for the filing fee.
6. Click **Submit Payment**.
7. Once the transaction is processed you will be redirected back to the CM/ECF site to complete your filing. At that point, the Pay.gov transaction is considered complete and your credit card will be billed, whether or not you complete your filing.

Refer to the [Guide to E-Filing New Civil Cases \(PDF\)](#) (Section III, F.) should you encounter any payment issues.



## Part III: Complete your Filing

When you return to ECF from Pay.gov, click **submit** to confirm your event selection on the *Opening a Miscellaneous Case screen*.

### Opening a Miscellaneous Case

#### *Registration of Judgment*

1. Then the draft docket text will appear on the next **screen**. Review and verify the accuracy of the text, party information and attachment content.
2. You may use the blank text field located near the beginning of the docket entry to add additional docket text if you wish to do so. Any additional language should be brief and descriptive (e.g., "[Your Miscellaneous event] *additional text added...*"). When ready, click **Submit**.

### Opening a Miscellaneous Case

Docket Text: Modify as Appropriate.

**REGISTRATION OF JUDGMENT**  **against Francisco Gate (Filing fee \$ 47.) . Filed by Josephine R Green. (Attachments: # (1) Exhibit) (Garcia, Elizabeth) (Filed on 9/30/2020)**

3. The final *Opening a Miscellaneous Case screen* displays the docket entry as it will appear on the official court record including, in italics, any additional docket text that you added. Click **Submit** to commit the transaction and file the documents

### Opening a Miscellaneous Case

Docket Text: Final Text

**REGISTRATION OF JUDGMENT** *from other district* **against Francisco Gate (Filing fee \$ 47.) . Filed by Josephine R Green. (Attachments: # (1) Exhibit)(Garcia, Elizabeth) (Filed on 9/30/2020)**

**Attention!!** Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

*Source Document Path (for confirmation only):*

C:\fakepath\Test doc.pdf pages: 1

C:\fakepath\TEST DOC\_MTD.pdf pages: 1

4. Your case is now open in ECF! The Notice of Electronic Filing (NEF), displayed after e-filing, confirms the documents associated with the new case filing have been filed with the court. The notice includes:

- o A link for the case number, which opens the docket sheet.
- o A link for the document number, which opens the document file.
- o Information about who has received notice of the filing via email.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Opening a Miscellaneous Case**

**U.S. District Court**  
**NORTHERN DISTRICT OF CALIFORNIA**

**Notice of Electronic Filing**

The following transaction was entered by Garcia, Elizabeth on 9/30/2020 at 3:22 PM and filed on 9/30/2020

**Case Name:** Green v. Gate  
**Case Number:** [3:20-mc-80025](#)  
**Filer:** Josephine R Green  
**Document Number:** [1](#)

**Docket Text:**  
**REGISTRATION OF JUDGMENT from other district against Francisco Gate (Filing fee \$ 47.). Filed by Josephine R Green. (Attachments: # (1) Exhibit)(Garcia, Elizabeth) (Filed on 9/30/2020)**

**3:20-mc-80025 Notice has been electronically mailed to:**