Slide 1 - Slide 1



Slide notes

Welcome to the Western District of Louisiana's case opening demonstration. You may fast forward or rewind this tutorial at any time by using the Playback Control Bar located at the bottom of the screen. This module has Closed Captioning which may be turned on and off by clicking the CC button to the right of the Playback Control Bar. Click continue.

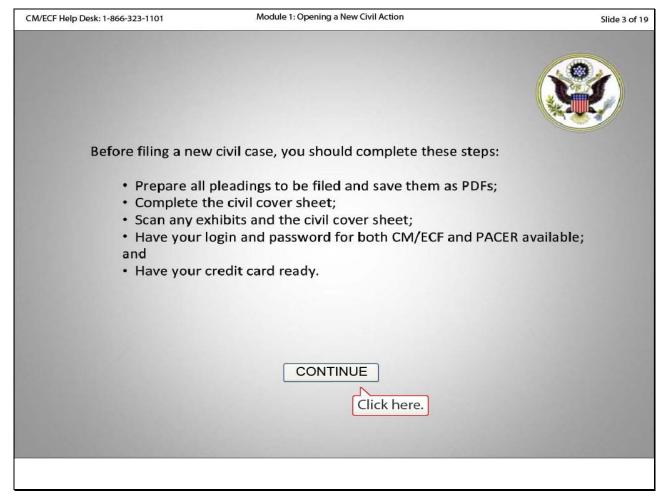
Slide 2 - Slide 2



Slide notes

During this demonstration, you will learn to electronically open a civil case, supply the civil cover sheet information, add parties to the database, file a case opening document, and pay the filing fee. Click continue.

Slide 3 - Slide 3



Slide notes

Before attempting to log into CM/ECF, you should follow these steps: prepare all pleadings to be filed and save them as PDFs, complete the civil cover sheet, scan any exhibits and the cover sheet if not already in PDF, locate your login and password for both CM/ECF and PACER, and have your credit card ready for payment. Click continue.

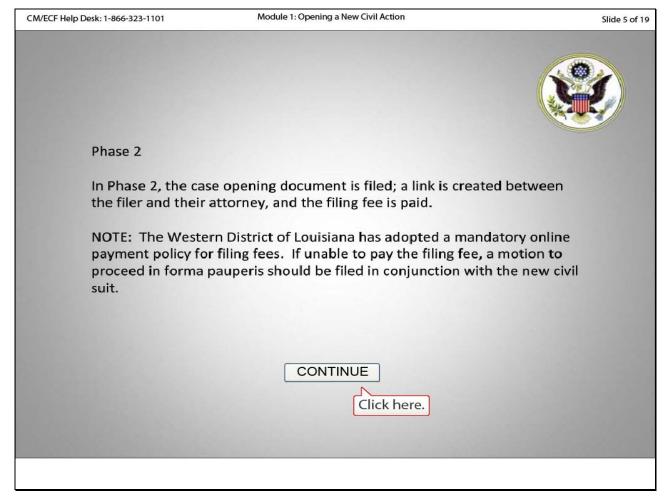
Slide 4 - Slide 4



Slide notes

There are two phases to case opening. Phase 1 includes civil cover sheet information and the input of parties. The system then generates a unique case number for your new suit, and a shell is created which will become the docket sheet. Click continue.

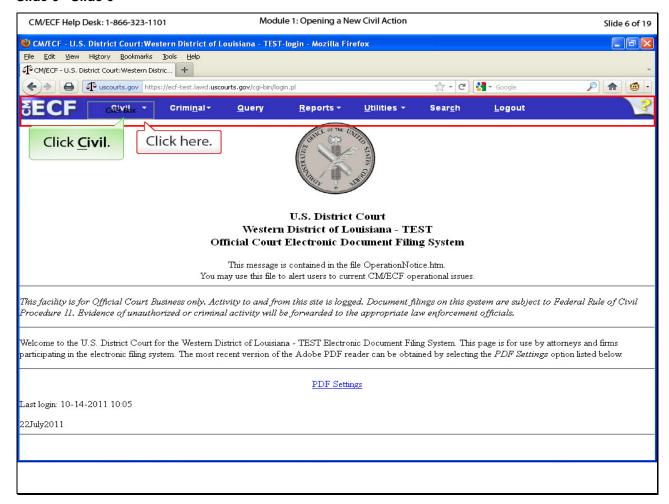
Slide 5 - Slide 5



Slide notes

In Phase 2, the case opening document is filed, a link is created between the filer and their attorney, and the filing fee is paid. Please note that the Western District of Louisiana has adopted a mandatory online payment policy for filing fees. If unable to pay the filing fee, a motion to proceed in forma pauperis should be filed in conjunction with the new civil suit. For the purpose of this demonstration, we will be filing a notice of removal. Click continue.

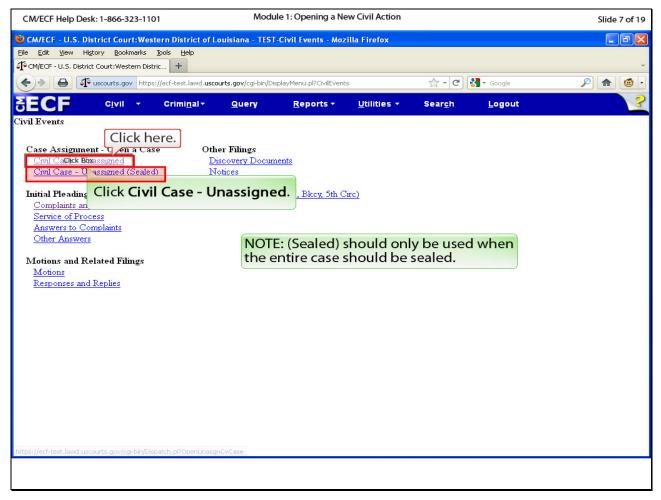
Slide 6 - Slide 6



Slide notes

This is the home screen for CM/ECF. It is the screen you should see after logging in. To begin opening a civil case, please click the word "Civil" on the blue menu bar.

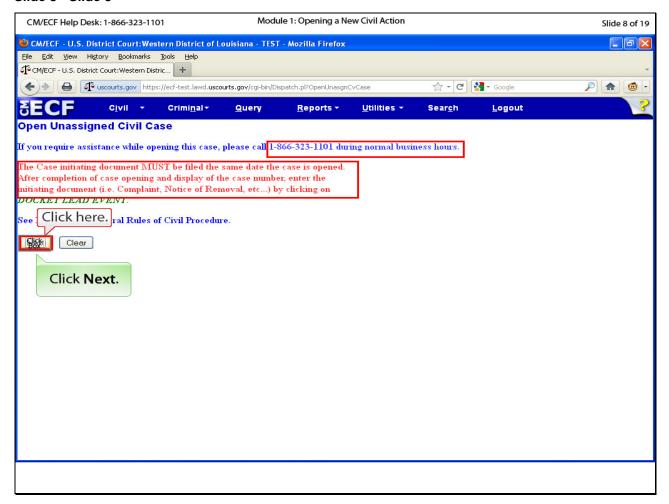
Slide 7 - Slide 7



Slide notes

Click "Civil Case – Unassigned" to open a new case. Please note that "Civil Case – Unassigned (SEALED)" should only be used if the entire case should be sealed. In order to file a document or case under seal, your filing should be accompanied by a motion and order to seal for the judge's review. Click "Civil Case – Unassigned" to proceed.

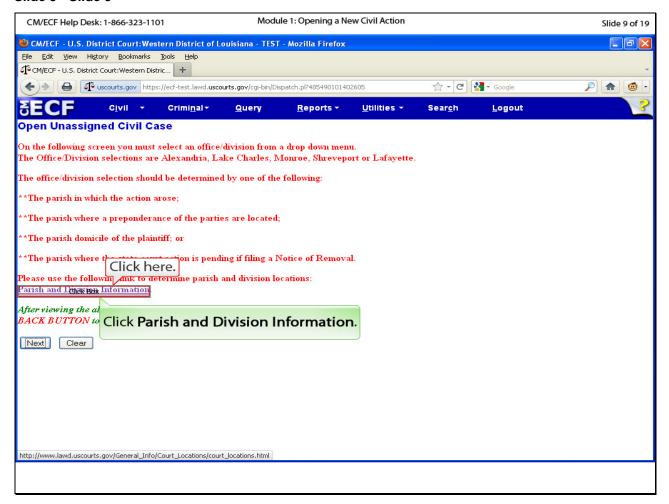
Slide 8 - Slide 8



Slide notes

Please note our CM/ECF help desk number for any electronic filing questions you may have. Also note that once you open your civil case, YOU MUST file the case opening document on the same day. Click next.

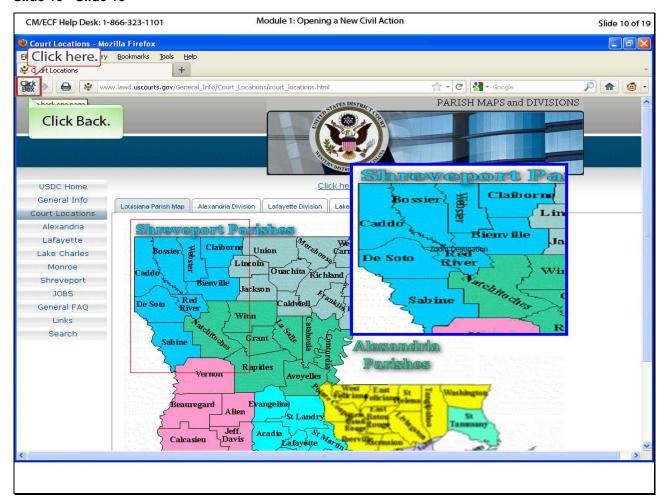
Slide 9 - Slide 9



Slide notes

Before proceeding we need to determine the division in which your new case should be filed. Please review the criteria on this page and then click the hyperlink for "Parish and Division Information."

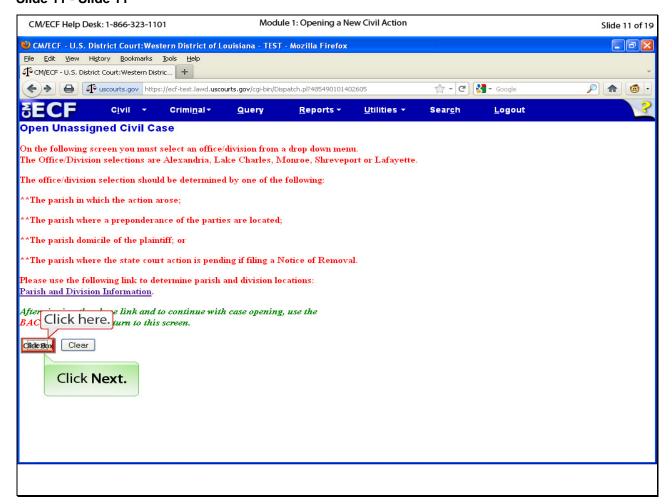
Slide 10 - Slide 10



Slide notes

This information is on our website. Review the parish and division map to determine that our case should be in the Shreveport division because the case is being removed from the 1st Judicial District Court in Caddo Parish. Click the Back button to return to CM/ECF.

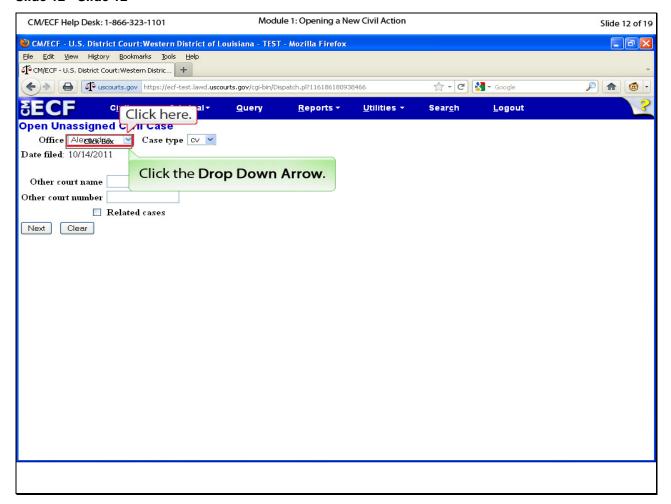
Slide 11 - Slide 11



Slide notes

Click the next button.

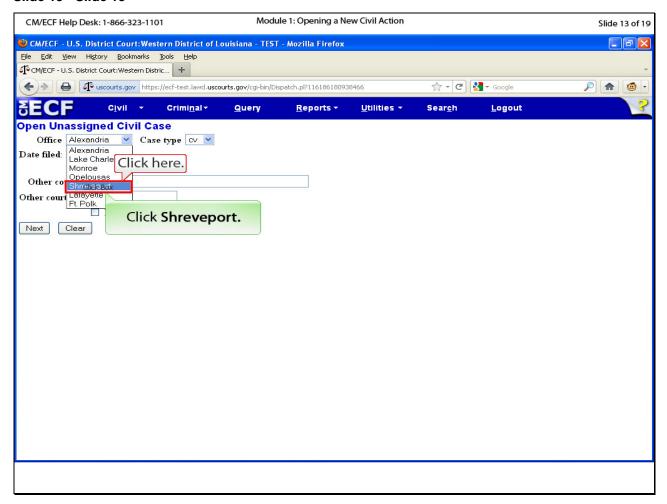
Slide 12 - Slide 12



Slide notes

Since we determined that our case belongs in the Shreveport division, click the dropdown arrow.

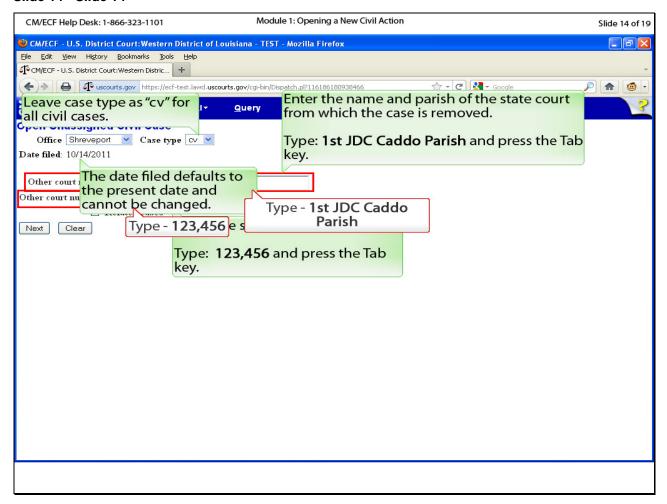
Slide 13 - Slide 13



Slide notes

And select Shreveport.

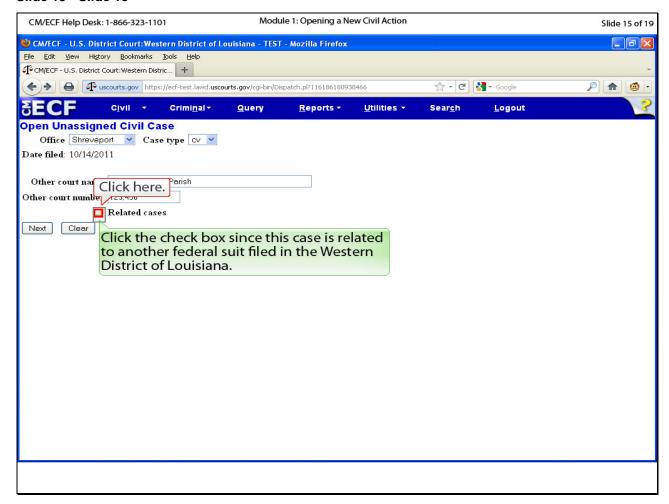
Slide 14 - Slide 14



Slide notes

Leave the case type as "CV" for civil. Note that there is also an "MC" case type for miscellaneous cases. The date filed is automatically set for the current date. Since our case is a notice of removal, we should enter the other court information. We are removing the case from the 1st Judicial District Court in Caddo Parish. Type 1st JDC Caddo Parish as listed on your screen and press the Tab key. Then type the 1st JDC case number which is one hundred twenty-three thousand, four hundred and fifty-six and press the Tab key.

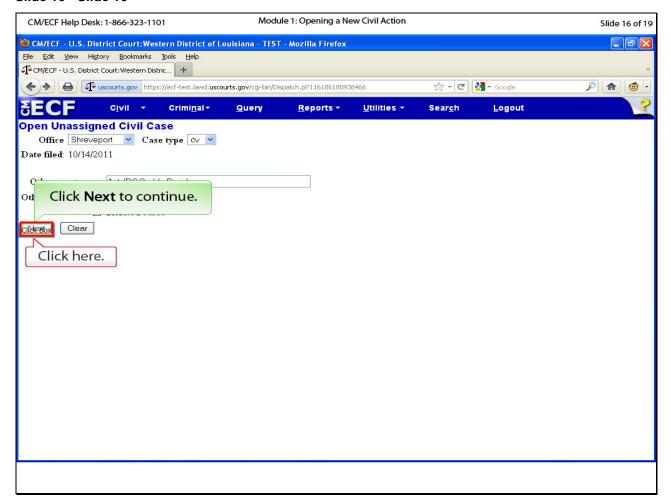
Slide 15 - Slide 15



Slide notes

In addition to the state court information, we also know of a related federal case in this court. Check the box next to Related Cases.

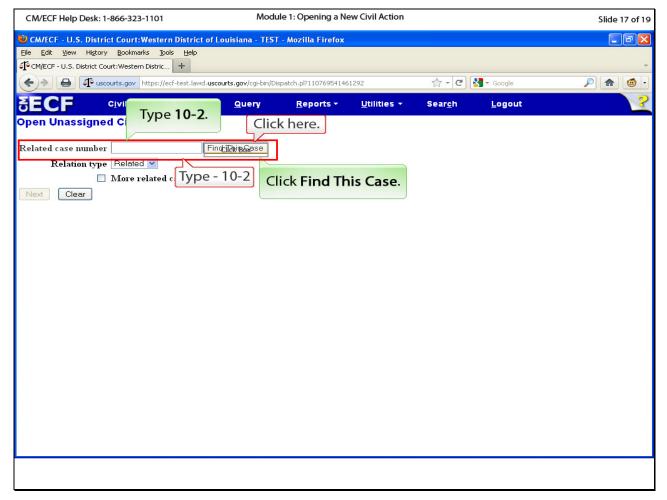
Slide 16 - Slide 16



Slide notes

Click next.

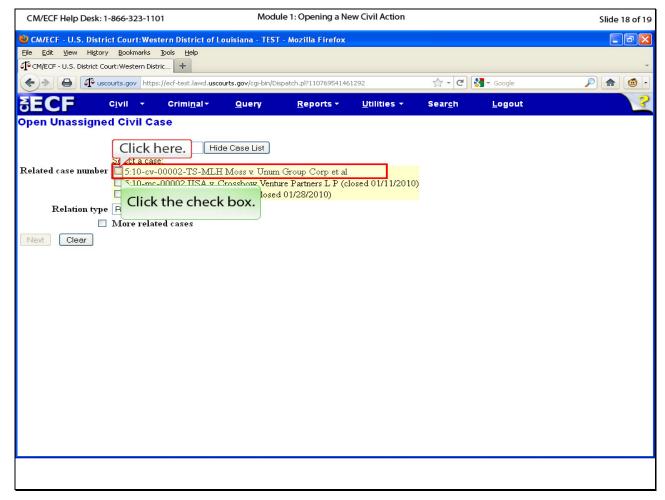
Slide 17 - Slide 17



Slide notes

This screen allows us to search the CM/ECF database for the related case. Since we know the case number is 10 dash 2, type 10 dash 2 and click "Find this Case.

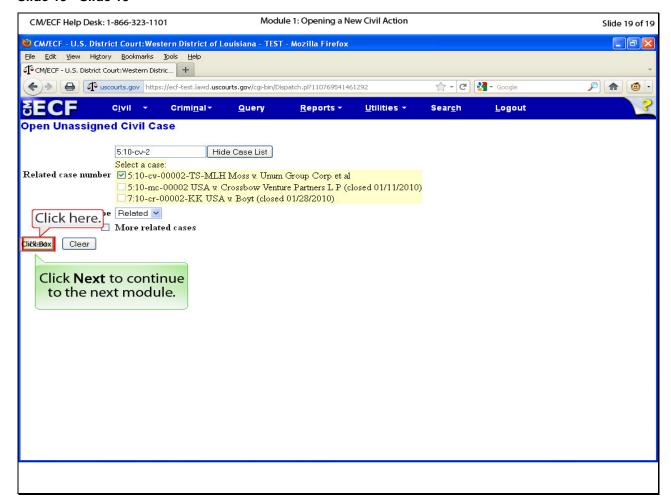
Slide 18 - Slide 18



Slide notes

The cases that match that number will appear in yellow. We know that the actual related case number is five colon ten C-V zero zero zero zero two. Moss vs. Unum Group Corporation et al. Check the box next to that case.

Slide 19 - Slide 19



Slide notes

Click next to proceed to the next module where you will begin entering the civil cover sheet information.