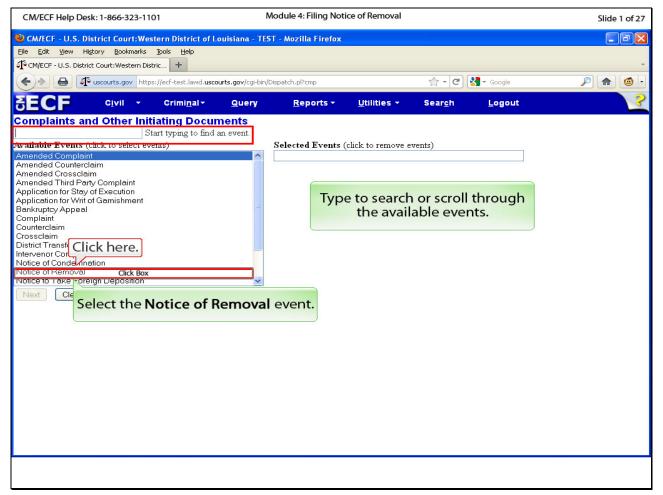
Slide 1 - Slide 1



Slide notes

In this module, we will begin filing the case opening document which, in our case, will be the a notice of removal. Click Notice of Removal in the event list. Note that you can also type the name of an event to filter the available events.

Slide 2 - Slide 2

CM/ECF Help Desk: 1-866-323-1101	N	Nodule 4: Filing Noti	ce of Removal			Slide 2 of 27
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Slide notes

Any selected event will show in the Selected Events box. Click next.

Slide 3 - Slide 3

CM/ECF Help Desk: 1-866-323-1101	Module 4: Filing Notice o	f Removal		Slide 3 of 27
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Slide notes

If you are proceeding directly from case opening, the case number should automatically appear here. If not, enter the case number you were given by CM/ECF after case opening, and click Next.

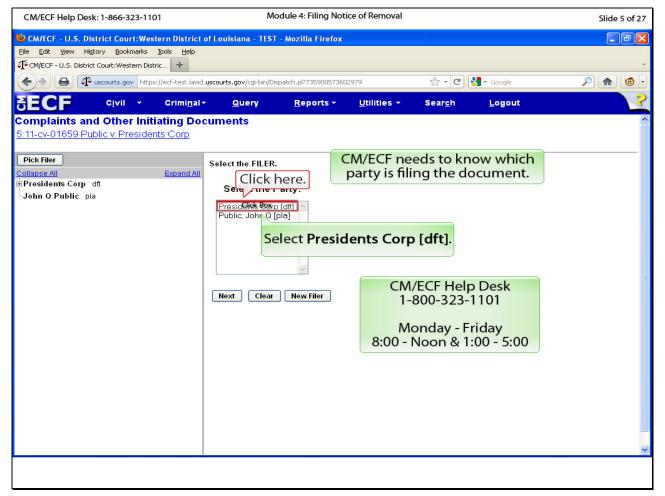
Slide 4 - Slide 4

CM/ECF Help Desk: 1-866-323-1101	M	odule 4: Filing Not	ice of Removal			Slide 4 of 27
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Slide notes

Verify that the case number is correct by looking at the hyperlink. Click Next.

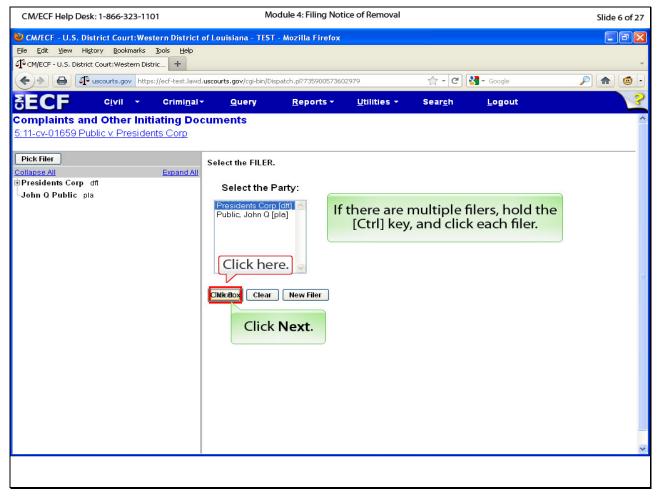
Slide 5 - Slide 5



Slide notes

The filer of the notice of removal is the defendant, Presidents Corp. If the filer does not appear in this box, please call our CM/ECF Help Desk at 1-800-323-1101 and ask for assistance. Click Presidents Corp. to highlight it.

Slide 6 - Slide 6



Slide notes

If there are multiple filers, you may hold down the CTRL key and click on each filer. Click Next.

Slide 7 - Slide 7

CM/ECF Help Desk: 1-866-323-1101	Module 4: Filing Not	ice of Removal			Slide 7 of 27
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Presidents Corp (pty:dft) represented by C Whide	denaty (aty) 🛄 Lead 🗹 Notice				
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Slide notes

This page is telling you that there is currently no association with your login and this party (Presidents Corp). Since you are logged in as the attorney who represents this party, you need to make the association by ensuring the check box next to the party name is checked. Since you are the trial or lead attorney for this party, check the box next to the word "lead." Always leave the box next to the word notice checked. If you uncheck this box, you will not receive notification of any activity in this case.

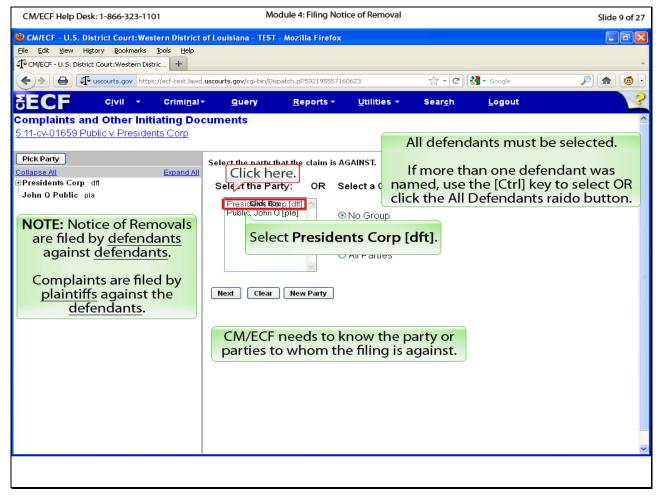
Slide 8 - Slide 8

CM/ECF Help Desk: 1-866-323-1101 Module 4: Filing	Notice of Removal			Slide 8 of 27
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Slide notes

Click Next.

Slide 9 - Slide 9



Slide notes

This page would like to know who the plaintiff's complaint is against. Again, you would select all applicable defendants. Click Presidents Corp. to highlight it.

Slide 10 - Slide 10

CM/ECF Help Desk: 1-866-323-1101	Module 4: Filing Notice of Removal	Slide 10 of 27
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Pick Party	Select the party that the claim is AGAINST.	
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-John G Public pla	Presidents Corp [dfi] No Group All Defendants All Plaintiffs All Parties Click here. New Party Click Next for information on uploading your documents. 	

Slide notes

Click Next to proceed to the document upload page.

Slide 11 - Slide 1

CM/ECF Help Desk: 1-866-323-1101	Module 4: Filing Notice of Removal	Slide 11 of 27
For each document you a	are uploading, you will need to follow the sa	me basic steps:
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• Open and View the	PDF document to verify it is the correct doc	ument,
• Enter a category an	nd/or description to each attachment, and	
• Attach the docume	ent.	
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Slide notes

For each document you are uploading, you will need to follow the same basic steps: 1) Browse to navigate to a previously saved PDF document (the document you wish to file); 2) Open and view the PDF document to verify it is the correct document; 3) Enter a category and/or description for each attachment; and 4) attach the document. Click Continue.

Slide 12 - Slide 12

CM/ECF Help Desk: 1-866-323-1101	Module 4: Filing Notice of Removal	Slide 12 of 27
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To properly identify your attach Further identify exhibits by ente	se. he <i>Category</i> drop-down box. nt brief <i>Description</i> , i.e., A-Deposition of Jo	ohn Smith
Attachments	Category Description	
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Slide notes

This is the document upload page. Please carefully read the information in the pink instructional box. The main document will be the actual notice of removal. Click the browse button to navigate to the location where you saved the notice of removal in PDF.

Slide 13 - Slide 13

CM/ECF Help Desk: 1-866-323-110	1	Me	odule 4: Filing Not	ice of Removal			Slide 13 of 27
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Slide notes

Navigate to the folder where you saved the notice of removal. We have done this for you. Note that you may need to adjust the setting for "Files of type" in order to see the documents in the folder. We set ours to "All Files." Right click the Notice of Removal.pdf to pull up the document menu.

Slide 14 - Slide 14

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Slide notes

To be sure this is the correct PDF, we want to open and view it. Click Open with Acrobat 8. Note, your option may be different depending on the software installed on your computer.

Slide 15 - Slide 15

CM/ECF Help Desk: 1-866-323-1101 Module 4	: Filing Notice of Removal Slide 15 of 27
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Slide notes

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Slide 16 - Slide 16

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Slide notes

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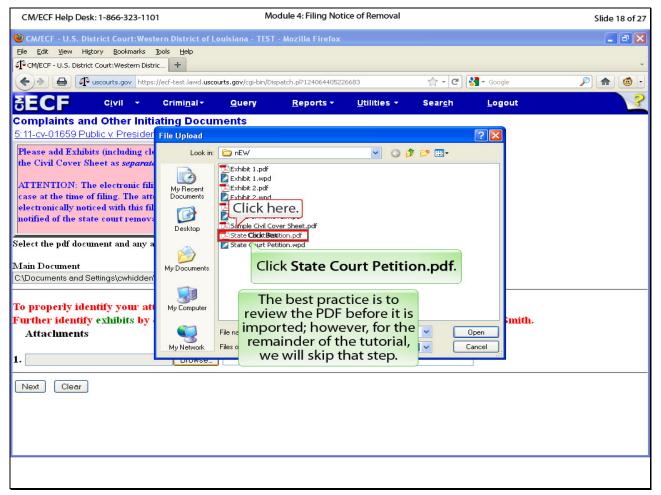
Slide 17 - Slide 17

CM/ECF Help Desk: 1-866-323-1101	Module 4: Filing Notice of Remo	val	Slide 17 of 27
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Slide notes

All new suits should have at least one attachment, the civil cover sheet. Additionally, complaints should be accompanied by any exhibits, and removals from state court should have the state court pleadings included as attachments. Our new suit has four attachments: the state court petition, 2 exhibits and the civil cover sheet. They should be added as separate attachments. To begin, click the browse button to locate the state court petition.

Slide 18 - Slide 18



Slide notes

Click the state court petition.pdf. Normally, you would open each PDF to make sure it is the correct document; however, in the interest of time, we will skip this step.

Slide 19 - Slide 19

CM/ECF Help Desk: 1-866-323-110	1	Mc	dule 4: Filing Noti	ce of Removal			Slide 19 of 27
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Slide notes

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Slide 20 - Slide 20

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Please add Exhibits (including clearly identified applicable state court pleadings) and the Civil Cover Sheet as <i>separate attachments</i> to this Notice of Removal.	
ATTENTION: The electronic filing system will only notice attorneys entered in this case at the time of filing. The attorneys appearing in the state court action will not be	
electronically noticed with this filing. Counsel should ensure that all attorneys are	
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Slide notes

A category and/or a description must be entered for each attachment. There is a category for the state court petition. Click the drop down arrow.

Slide 21 - Slide 21

CM/ECF Help Desk: 1-866-323-1101	Module 4: Filing Not	ice of Removal			Slide 21 of 27
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Slide notes

Again, in the interest of time, we have selected the remaining attachments, categories and/or descriptions. Note that we attached the state court petition, two exhibits and a civil cover sheet. There are categories for the state court petition and the civil coversheet; however, since the exhibits are numbered one & two, a description was needed for these attachments. Click Next to continue.

Slide 22 - Slide 22

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Slide notes

Enter the name of the state court from which this case is being removed. Type 1st JDC Caddo Parish in the first box, and press the Tab key.

Slide 23 - Slide 23

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Type the state court case number in the second box. Type one hundred twenty-three thousand, four hundred and fifty six, and press the Tab key.

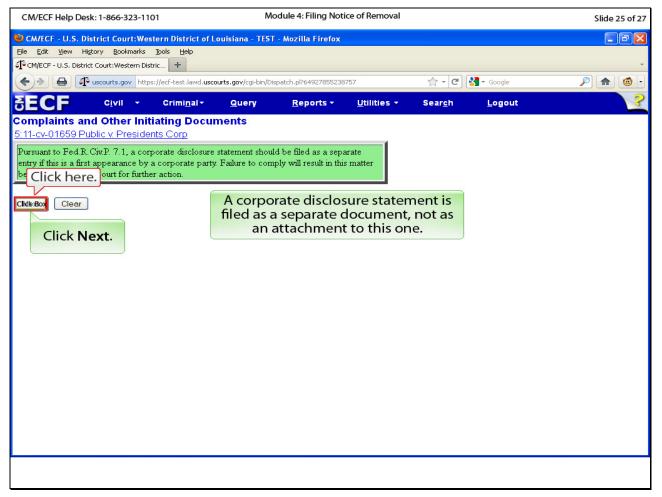
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Slide notes

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Slide 25 - Slide 25



Slide notes

A green reminder box appears to inform us about the corporate disclosure statement requirement. After filing the notice of removal, the attorney for a corporate party is required to file a corporate disclosure statement. Click Next.

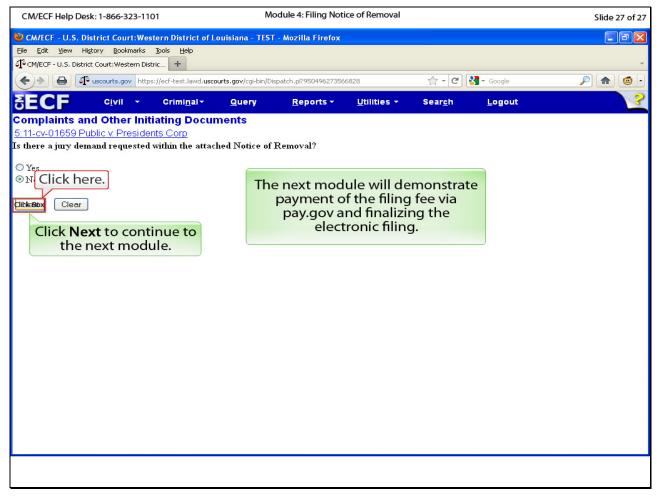
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Slide notes

We are not requesting a jury in the notice of removal, so click the radio button next to No.

Slide 27 - Slide 27



Slide notes

Click Next to proceed to the Next module where we will pay the filing fee in pay.gov and finalize the electronic filing.