

# CM/ECF Electronic New Civil Case Opening

A Guide to Filing New Cases Electronically for Attorneys and Law Firm Staff



United States District Court, Western District of Tennessee  
June 29, 2012

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# I. Attorney Checklist

## Before Opening a New Civil Case:

- Read all instructions in this CM/ECF Electronic New Civil Case Opening Guide.**
- Prepare the following documents (if applicable) to file and convert to PDF format:**
  - Initiating Document (i.e. Complaint, Notice of Removal, etc.)
  - Civil Cover Sheet (JS-44)
  - Summons(es)
- Have all payment information readily available.** Payment by credit card is the only acceptable method of payment for remote case filing. The payment information is not required if you will be filing a motion to proceed in forma pauperis (IFP) or representing the USA.

## Opening a New Civil Case:

- Enter all necessary information on CM/ECF screens.**
  - Enter all the statistical information.
  - Enter all the parties in the exact order they are listed on the complaint.
  - Do not enter any address information.
  - Modify the party role type to the correct role (defaults to defendant).
- Docket the lead event.**
  - Select the appropriate lead event and attach the electronically signed initiating document.
  - Attach the completed and electronically signed civil cover sheet as a separate attachment and describe it properly.
  - Attach any supporting documentation as a separate attachment (e.g. exhibits).
  - Attach any summons(es), warrant(s) of arrest in rem, etc. as an attachment.

## Subsequent Documents:

- Proceed to file all subsequent filings upon receipt of the judge assignment notification.**

If you have any questions or need assistance during the case opening process, please contact the Help Desk at [cmecfhelpdesk@tnwd.uscourts.gov](mailto:cmecfhelpdesk@tnwd.uscourts.gov)

## II. Attorney Electronic Civil Case Opening

### A) ELECTRONICALLY FILING NEW CASES

Effective **October 4, 2010** attorneys will electronically open new civil cases in CM/ECF. The following conditions must be met:

- (1) The attorney has a valid USDC Western District of Tennessee login and password.
- (2) The required filing fee is paid with a credit card through pay.gov; or
- (3) The case is being filed in forma pauperis; or
- (4) The filing fee is waived (e.g. cases filed by the U.S. government, 2255 Cases, etc.)

### B) REQUIREMENTS TO PROCESS NEW CASES

**To successfully process the case:**

- Complete the entire process as instructed in this Case Opening Guide.
- Enter all necessary information on the CM/ECF screens.
- Docket the lead event and upload all pdf documents.
- Enter all necessary information on the pay.gov screens.
- DO NOT click the back button** once you begin the process.
- DO NOT attempt to open the same case twice.**

### C) OPEN A NEW CIVIL CASE

Click **[Civil]** on the **blue** menu bar at the top of the CM/ECF screen.

Select **[Open a Civil Case]** under the *Open a Case* category.



Read next screens carefully.

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Civil Case

**NOTICE:** This is the training database. If you do not intend to open a civil case now, please do not continue.

Should you make a mistake or have problems opening this case DO NOT start over. Please contact the Help Desk at 901-495-1505 (Memphis) or 731-421-9200 (Jackson) for assistance.

Next Clear

Select **[Next]** to proceed.

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Civil Case

If you will be filing any of the following, select **CV** as the case type:

- Complaint
- Complaint of Forfeiture
- Notice of Removal
- Application for Writ of Garnishment
- Notice of Condemnation
- Petition for Return of Property
- Petition to Enforce IRS Summons
- Bankruptcy Appeal
- Petition for Writ of Habeas Corpus

If you will be filing any of the following, select **MC** as the case type:

- Registration of Foreign Judgment
- Notice of Appointment of Receiver
- Petition to Perpetuate Testimony
- Petition for Protection of a Juror
- Petition Re: Subpoena from Another District
- Petition for Extension of Time in Which to Initiate Judicial Forfeiture
- Application for Stay of Execution
- Notice to Take Foreign Deposition

Next Clear

Select **[Next]** to proceed.

## D) SELECT THE DIVISIONAL OFFICE & CASE TYPE

On the next screen, select the Office (Memphis or Jackson) and Case type (cv or mc). The Date filed is automatically displayed on the screen and cannot be modified.

**Open a Civil Case**

Office  Case type

Date filed 8/26/2010

The office is determined by:

- 1) the county in which the incident occurred occasioning the law suit
- 2) (If not applicable, then 2)
- 3) the county of the residence of first listed plaintiff (If not applicable, then 3)
- 4) the county of residence of first listed defendant

The District is divided into two divisions:

- 1) **Eastern** Division-Jackson: Benton, Carroll, Chester, Crockett, Decatur, Dyer, Gibson, Hardman, Hardin, Haywood, Henderson, Henry, Lake, Madison, McNairy, Obion, Perry and Weakley Counties
- 2) **Western** Division-Memphis: Fayette, Lauderdale, Shelby and Tipton Counties

Select the appropriate divisional office from the drop-down menu.

**ECF** Civil Criminal

**Open a Civil Case**

Office  Case type

Date filed

## E) AVAILABLE CASE TYPES

Select the case type from the drop-down menu according to the table below.

cv - Civil  
 mc - Miscellaneous

**Case type**

Below is a table of available events for each case type.

CV	MC
Application for Writ of Garnishment	Application for Stay of Execution
Bankruptcy Appeal	Notice to Take Foreign Deposition
Complaint	Notice of Appointment of Receiver
Complaint of Forfeiture	Petition for Protection of a Juror
Petition for Return of Property	Petition to Perpetuate Testimony
Motion to Vacate/Set Aside/Correct Sentence (2255)	Petition RE: Subpoena from Another District
Notice of Condemnation	Registration of Foreign Judgment
Notice of Removal	Petition for Extension of Time in Which to Initiate Judicial Forfeiture
Petition to Enforce IRS Summons	
Petition for Writ of Habeas Corpus (2254) or (2241)	
Sealed Complaint	

Enter when filing a Notice of Removal.

- 1) **Other court name:** Name of Court from which the case was removed. (e.g. Shelby Chancery, Madison Circuit)
- 2) **Other court number:** Case number assigned to the case from the removing court.

Once all the information has been selected click **[Next]**.

## F) STATISTICAL SCREEN

All information on this screen should be obtained from the **Civil Cover Sheet (JS-44)**.

Completing the statistical screen:

- 1) **Jurisdiction:** There are five options.
  1. U.S. Government Plaintiff
  2. U.S. Government Defendant
  3. Federal Question (system default)
  4. Diversity (Citizenship fields required for both plaintiff & defendant)
  5. Local Question
- 2) **Cause of action:** Select the appropriate code from the drop-down list or use alpha-numeric codes in the filter fields.
- 3) **Nature of suit:** Select the appropriate code from the drop-down list or use alpha-numeric codes in the filter fields.
- 4) **Origin:** Select either 1 (Original Proceeding) when filing an original Complaint or 2 (Removal from State Court) when filing a Notice of Removal. All additional options are for COURT USE ONLY.
- 5) **Citizenship plaintiff/Citizenship defendant:** Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).
- 6) **Jury Demand:** Select the appropriate code from the drop-down list.
  - n (None): if plaintiff does not want a Jury Trial
  - p (Plaintiff): if plaintiff wants a Jury Trial
  - b (Both): Notice of Removal cases only, if both parties have requested jury trial in either court
  - d (Defendant): Notice of Removal cases only, if only the defendant has requested jury trial
- 7) **Class Action:** Skip this option.
- 8) **Demand (\$000):** Leave blank.
- 9) **Arbitration Code:** Leave blank.
- 10) **County:** Select the county corresponding with the Office Code selected under divisional office (*previous*) screen.
- 11) **Fee Status:**
  - fp (in forma pauperis): for COURT USE ONLY
  - none (no fee required): for US Attorney use only
  - pd (Paid): if being paid electronically with this filing, through pay.gov



- pend (IFP pending): if submitting a motion to proceed in forma pauperis with filing
- wv (waived): for 28USC2255 cases only

12) **Fee Date:** System generated. Do not modify.

13) **Date Transfer:** Leave blank.

Once all the information has been selected click **[Next]**.

## G) ADDING PARTIES

### 1) Party

Add all parties in the order in which they appear on your charging document. On the right pane of the screen, the search for a party option appears.

To add a new party, type in the party's last name, or if a business, the business name in the "Last/Business Name" field. Complete the "First Name" and "Middle Name" fields, as applicable.

**Note: Use upper and lower case letters to input names (i.e. Jane Doe or ABC Corporation)**

Please refer to the "**CM/ECF Format for Adding Parties**" guide on our website for instructions. <http://www.tnwd.uscourts.gov/pdf/content/AddingParties.pdf>



The screenshot shows a web interface titled "Open a Civil Case". On the left, there are two buttons: "Add New Party" and "Create Case". Below them are links for "Collapse All" and "Expand All". On the right, there is a section titled "Search for a party" which contains three input fields: "Last / Business Name", "First Name", and "Middle Name". A "Search" button is located below these fields.

Click **[Search]**.

If the system finds the correct name, highlight the name already in the database to eliminate different versions of the same party name and then click **[Select Party]**.

If no match is found, click the **[Create New Party]** button.

**Search for a party**

Last / Business Name  First Name  Middle Name

**Search Results**

Verify the “Last/Business Name”, “First Name” and “Middle Name” fields. Complete the “Generation” fields, if applicable.

**Note: Do not enter the party's address or contact information.**

## 2) Role

Select the correct “Role” of the party; the role defaults to defendant.

## 3) Party Text

Enter any “Party text” information (i.e. individually, a Tennessee corporation, etc).

**Note: Do not enter any alias, corporate parent or other affiliate information in this field (see *adding alias, corporate parent, or other affiliate information under Party Icons section*).**

**Party Information**  
John Doe

Title

→ Role

Pro se

Prisoner Id  Unit

Office

Address1  Note: Do not add any address information.

Address 2   Show this address on the docket sheet

Address 3  City

State  Zip  Country

Prison

Phone  Fax

E-mail

→ Party text

Start date  End date

Corporation  Notice

[Start a New Search](#)

Click the **[Add Party]** button.

A new search screen will be displayed from which the user then can search for and add additional party(s). Repeat the above process until ALL parties have been entered.

## H) PARTY ICONS

After searching for, selecting, and adding all parties, the parties' names appear on the left pane, in the participant tree. Parties that are added to civil cases will have control icons in the participant tree so the user can add aliases, corporate parents, etc. for the party during this process.

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

John Doe pla. ✎ ✖

- Alias 🍀
- Corporate Parent or other affiliate 🍀
- Attorney 📄

Sue Smith dft. ✎ ✖

- Alias 🍀
- Corporate Parent or other affiliate 🍀
- Attorney 📄







Search for a party

Last / Business Name  First Name  Middle Name

See icon descriptions below.

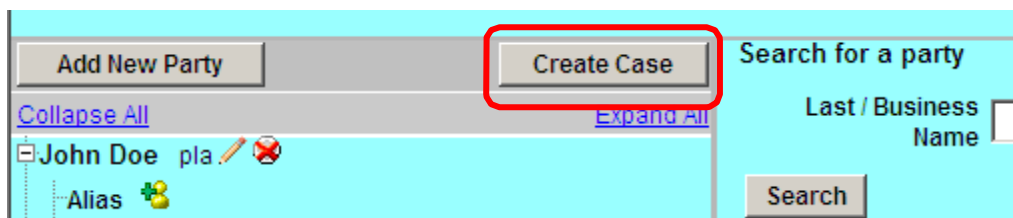
## 1) Alias(es) or Corporate Parent(s)

The user can either:

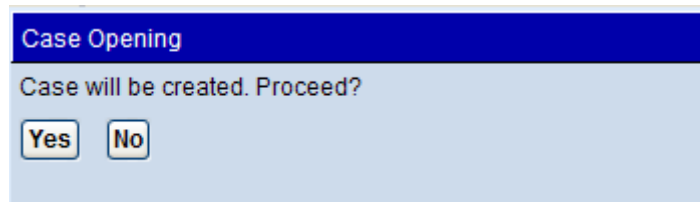
- add an **alias** or **corporate parent** by clicking on the corresponding  “add” icon,
- edit** the party information by clicking on the pencil  “edit” icon,
- delete** the party by clicking the red X  “delete” icon,
- add** a new party by clicking on the **[Add New Party]**  button at the top left of the screen.
- add an **attorney** by clicking on the corresponding  “add” icon-  
COURT USE ONLY
- copy **attorney** from one party to another party by clicking the  “copy” icon-  
COURT USE ONLY

## I) CREATING THE CASE

Once all parties have been entered, click **[Create Case]**.



Click **[Yes]** to proceed with the case opening or **[No]** to return to the party screen.



## J) DOCKETING THE LEAD EVENT

Click **[Please Click Here to Docket the Lead Event Now]** to proceed to docket your initiating document.

## Open a Civil Case

Case Number 10-2039 has been opened.

[Docket Lead Event?](#)

## Complaints and Other Initiating Documents

**NOTICE:** As of October 4, 2010, complaints and other case-initiating documents are no longer to be filed in the shell case 10-zz-9999. Instead, you must first open a new civil case via Civil -> Open a Civil Case. Instructions for case opening can be found at <http://www.tnwd.uscourts.gov/pdf/content/AttyCaseOpen.pdf>. After the case has been opened and the complaint filed, the Clerk's Office will assign a judge to the case.

Next

Clear

Select the appropriate lead event from the list and click **[Next]**. (For the full list of lead events refer to the table of available events for each case type in the Available Case Types section.)

## Complaints and Other Initiating Documents

Start typing to find an event.

Available Events (click to select an event)

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Complaint
- Complaint of Forfeiture
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Appointment of Receiver
- Notice of Condemnation
- Notice of Removal
- Notice to Take Foreign Deposition
- Petition Re: Subpoena from Another District

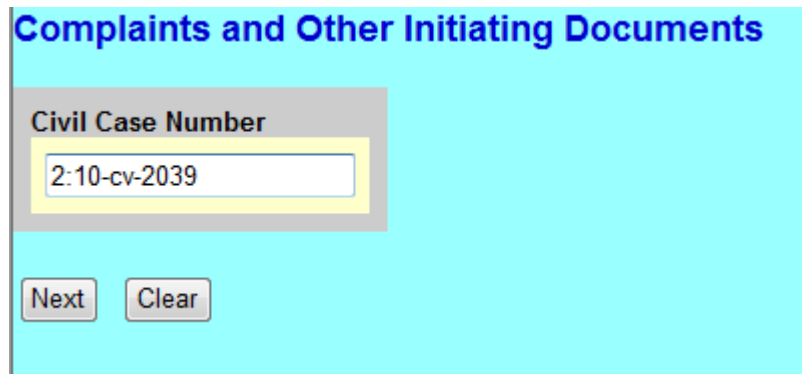
Selected Event

Next

Clear

## K) CASE NUMBER

The case number assigned will be displayed.



**Complaints and Other Initiating Documents**

Civil Case Number

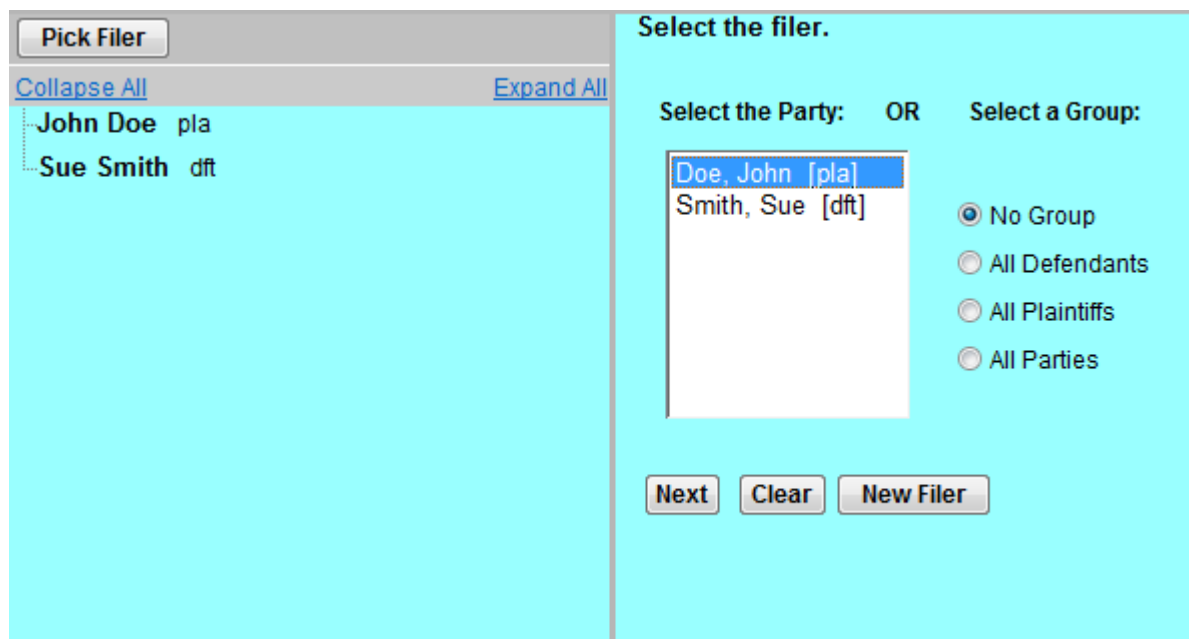
2:10-cv-2039

Next Clear

Click **[Next]** on this screen. Do not alter any information or click the [Clear] button.

## L) SELECTING THE FILER(S)

Select the filer by clicking on the party's name. To select multiple filers, hold the [Ctrl] key on your keyboard down and click all applicable filers.



Pick Filer

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

John Doe pla  
Sue Smith dft

Select the filer.

Select the Party: OR Select a Group:

Doe, John [pla]  
Smith, Sue [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear New Filer

Click **[Next]** to proceed.

## M) ATTORNEY/PARTY ASSOCIATION SCREEN

Ensure that you associate yourself as counsel of record by verifying that the first box and Notice box are checked for each party you are representing. Only the attorney whose login is used to electronically file the case will be associated. Co-counsel is required to file a notice of attorney appearance electronically after the Judge assignment has been completed by the Clerk's office.

**Complaints and Other Initiating Documents**  
[2:10-cv-02039 Doe v. Smith](#)

The following attorney/party associations do not exist for the above case.

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*.

John Doe (pty:pla) represented by test attorney 5 (aty)  Lead  Notice

Click **[Next]** to proceed.

## N) SELECTING PARTY(IES) THAT FILING IS AGAINST

Select the party that this filing is against by clicking on the party's name. To select multiple filers, hold the [Ctrl] key on your keyboard down and click all applicable filers under the "Select the Party" box or use one of the options under the "Select a Group" section.

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

John Doe pla  
 Sue Smith dft

Select the Party: OR Select a Group:

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Click **[Next]** to proceed.

## O) UPLOADING PDF DOCUMENTS & ATTACHMENTS

1) **Main Document: Complaint/Notice of Removal**

Under *Main Document*, click **[Browse]** to select the initiating PDF document.

2) **Attachment #1: Civil Cover Sheet**

Under *Attachments*, line #1, click **[Browse]** to select the civil cover sheet PDF and select “Civil Cover Sheet” under the Category drop-down.

3) **Attachment #2: Proposed Summons(es)/ Warrant(s) of Arrest in Rem**

Under line #2, click **[Browse]** to select the Summons PDF and select “Summons(es)” under the Category drop-down *or* click **[Browse]** to select the Warrant PDF and select “Warrant” under the Category drop-down.

4) **Attachment #3: Exhibits**

Use the remaining lines, beginning at line #3, to add any additional attachments (e.g. Exhibits, State Court Records, etc.)

**Note:** Attachments will be numbered in the order in which they are uploaded.  
Each PDF document may be up to 10MB in size.

**Complaints and Other Initiating Documents**  
[2:10-cv-02039 Doe v. Smith](#)

**NOTICE TO COUNSEL:** Please remember to attach your [Civil Cover Sheet](#) to this entry.

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"/>

Verify that all pdf documents have been added to your entry.



## Complaints and Other Initiating Documents

[2:10-cv-02039 Doe v. Smith](#)

**NOTICE TO COUNSEL:** Please remember to attach your [Civil Cover Sheet](#) to this entry.

Select the pdf document and any attachments.

### Main Document

Document 2\Test Documents\Complaint.pdf

Attachments	Category	Description
1. Document 2\Test Documents\CivilCoverSheet.pdf <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. Document 2\Test Documents\Summons.pdf <input type="button" value="Browse..."/>	Summons	for Sue Smith <input type="button" value="Remove"/>
3. Document 2\Test Documents\Exhibit.pdf <input type="button" value="Browse..."/>	Exhibit	1-Office Records of J.Doe <input type="button" value="Remove"/>
4. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Click **[Next]** to proceed.

## P) FILING FEE, MOTION IFP, OR USA FILER SCREEN

The fee will display in accordance with the lead event selected. Answer the following questions below, as follows.

If the filing included a Motion to Proceed In Forma Pauperis (IFP), change the radio button to Yes.

If the filing is being filed on behalf of the USA, change the radio button to Yes.

## Complaints and Other Initiating Documents

[2:10-cv-02039 Doe v. Smith](#)

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

or

**Is this application filed on behalf of the USA?**

- Yes  
 No

Click **[Next]** to proceed.

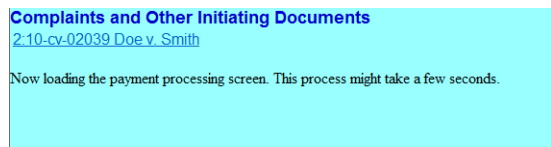
If the filer answers “Yes” to either question, the online payment screens will be skipped.



Click **[Next]** to proceed.

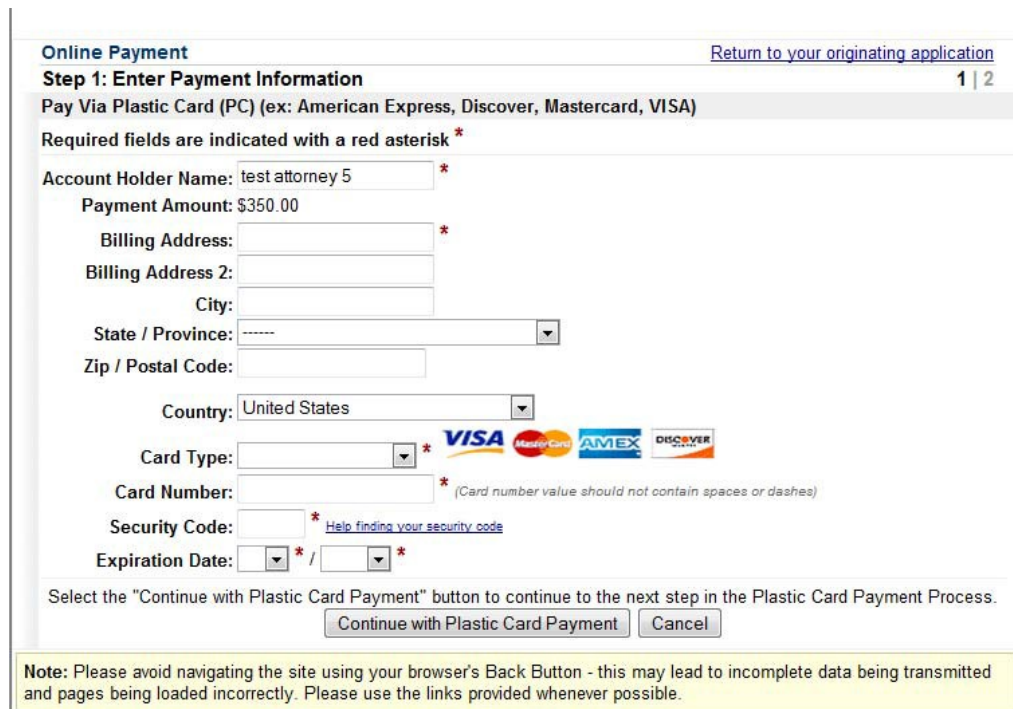
## Q) ONLINE PAYMENT

If you answered “No” to both questions, you will proceed to the online payment screens below. Please wait while the online payment screen appears.



The online payment screen will display. **DO NOT** click the “back button”, this may lead to incomplete data being transmitted. Complete the payment data fields as required.

*Note: Attorneys cannot create Pay.gov user accounts to make CM/ECF fee payments.*



Once the credit card information has been entered click **[Continue with Plastic Card Payment]**, as appropriate to proceed.

A payment authorization screen will appear. You may enter your email address for payment confirmation.

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: test attorney 5 Billing Address: 123 anywhere Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$350.00 Transaction Date 08/31/2010 00:12 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.

Click the payment authorization box and the **[Submit Payment]** to proceed.

## R) SCREENS AFTER PAYMENT PROCESS COMPLETION OR IFP/USA

Once the payment process has been completed, or if the filer indicated that a motion to proceed IFP would be filed, or if the case is filed on behalf of the USA; the following CM/ECF screen will appear.

**Complaints and Other Initiating Documents**  
[2:10-cv-02039 Doe v. Smith](#)

**NOTE: In the event of a payment discrepancy, notification will be sent giving 24 hours to cure the defect. Failure to act may result in dismissal of the action.**

Click **[Next]** to proceed.

## S) DOCKET TEXT MODIFICATION SCREEN

This screen will allow a generous amount of text to further describe your entry.

**Complaints and Other Initiating Documents**  
[2:10-cv-02039 Doe v. Smith](#)

Docket Text: Modify as Appropriate.

COMPLAINT [redacted] against Sue Smith (Filing fee \$ 350 receipt number 0651-21481) , filed by John Doe. (Attachments: # (1) Civil Cover Sheet, # (2) Summons for Sue Smith, # (3) Exhibit 1-Office Record of J. Doe) (test attorney 5,)

Enter the appropriate text in the manner it should appear in the final docket text. (Note: CM/ECF does not have spell check)

**Complaints and Other Initiating Documents**  
[2:10-cv-02039 Doe v. Smith](#)

Docket Text: Modify as Appropriate.

COMPLAINT for Declaratory Relief [redacted] against Sue Smith (Filing fee \$ 350 receipt number 0651-21481) , filed by John Doe. (Attachments: # (1) Civil Cover Sheet, # (2) Summons for Sue Smith, # (3) Exhibit 1-Office Record of J. Doe) (test attorney 5,)

Click **[Next]** to proceed.

## T) FINAL DOCKET TEXT SCREEN

The final docket text will be displayed with all attachment descriptions. Click **[Next]** to proceed.

**Complaints and Other Initiating Documents**  
[2:10-cv-02039 Doe v. Smith](#)

Docket Text: Final Text

COMPLAINT for Declaratory Relief against Sue Smith (Filing fee \$ 350 receipt number 0651-21481), filed by John Doe. (Attachments: # (1) Civil Cover Sheet, # (2) Summons for Sue Smith, # (3) Exhibit 1-Office Record of J. Doe)(test attorney 5,)

**Attention!! Pressing the NEXT 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\Complaint.pdf pages: 1  
C:\fakepath\CivilCoverSheet.pdf pages: 2  
C:\fakepath\Summons.pdf pages: 2  
C:\fakepath\Exhibit.pdf pages: 1

## U) NOTICE OF ELECTRONIC (NEF)

The Notice of Electronic Filing (NEF) is displayed with all the filing information as a receipt of the transaction.

Complaints and Other Initiating Documents  
2:10-cv-02039 Doe v. Smith

U.S. District Court  
Western District of Tennessee (TRAIN)

Notice of Electronic Filing

The following transaction was entered by test attorney 5, on 8/30/2010 at 11:18 PM CDT and filed on 8/30/2010  
Case Name: Doe v. Smith  
Case Number: 2:10-cv-02039  
Filer: John Doe  
Document Number: 1

Docket Text:  
COMPLAINT for Declaratory Relief against Sue Smith (Filing fee \$ 350 receipt number 0651-21481), filed by John Doe. (Attachments: # (1) Civil Cover Sheet, # (2) Summons for Sue Smith, # (3) Exhibit 1-Office Record of J. Doe)(test attorney 5, )

2:10-cv-02039 Notice has been electronically mailed to:

2:10-cv-02039 Notice has been delivered by other means to:

test attorney 5

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: a

Electronic document Stamp:  
[STAMP doccfstamp\_ID=1059513201 [Date=8/30/2010] [FileNumber=68650-0]  
[1d5c35b41a385705d32270d6534a5d6d6d48d2c69c2d6873000da549c3b9bda3b95  
c010158f04e3abd7a1bae8944e645c1919778b3442af059853da3577c]]

Document description: Civil Cover Sheet  
Original filename: a

Electronic document Stamp:  
[STAMP doccfstamp\_ID=1059513201 [Date=8/30/2010] [FileNumber=68650-1]  
[4c9e2cc2b6832653c2e6666c8acc405da50d60fab5f2b71330bc9e665424b3  
48ac75d2cd09256dd5c8e01b38dbc4905005e6027f13101bb671a0664]]

Document description: Summons for Sue Smith  
Original filename: a

Electronic document Stamp:  
[STAMP doccfstamp\_ID=1059513201 [Date=8/30/2010] [FileNumber=68650-2]  
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Document description: Exhibit 1-Office Record of J. Doe  
Original filename: a

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## V) JUDGE ASSIGNMENT

Upon the completion of the quality review, an NEF will be sent to the filing attorney's email with the notification of Judge assignment.

## W) ISSUANCE OF SUMMONS(ES)/WARRANT(S) OF ARREST IN REM

Any summons(es), attached during the case opening process, will be issued and entered on the docket. Upon receipt of the NEF, the filer may print the official summons(es) for service.

Any warrant(s) of arrest in rem, attached during the case opening process, will be extracted and forwarded to the US Marshals service by the Clerk's Office.

## X) SUBSEQUENT FILINGS

All subsequent filings may be submitted upon receipt of the Judge assignment notification.