

CM/ECF Electronic New Civil Case Opening Quick Reference Guide for Attorneys and Law Firm Staff

United States District Court - Western District of Tennessee

Selecting the **Office**: This is determined by:

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

District is divided into **2 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 **Case type** according to the table below:

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 **all** the **STATISTICAL INFORMATION** necessary information on CM/ECF screens as follows.

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

Cause of Action & Nature of Suit: Use alpha-numeric codes in the filter fields.

Origin: Select 1 (Original Proceeding) or 2 (Removal from State Court)

Citizenship plaintiff/Citizenship defendant: Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).

Jury Demand: Select the appropriate code from the drop-down list.

Class Action: Skip this option.

Demand (\$000): Leave blank.

Arbitration Code: Leave blank.

County: Select the county corresponding with the Office Code selected under divisional office (previous) screen.

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
- wv (waived):** for 28USC2255 cases only

Fee Date: System generated. Do not modify.

Date Transfer: Leave blank.

ADDING PARTIES: Add parties in the exact **order** they are **listed** on the initiating document.

Search for the party **name** and highlight the name already in the database to **prevent duplicate parties**.

If more than 1 party matches your search, **double-click** on the name to **display** any additional **details** for each.

Use **upper** and **lower case** letters to input names.

Do not enter any **address** information.

Modify the **party role** type to the correct role (defaults to defendant).

Verify all party information, role, and spelling **before accepting**.

Use the **icons** to **edit**, **delete**, or **add** alias, corporate parent, & other affiliate information.

A **lead event** **must be selected** to ensure the case is processed.

Upload the following **PDF documents** (if applicable) **in** the **order** listed below:

Main Document:

1. **Initiating Document** (Complaint, Notice of Removal, etc.)

Attachments:

1. **Civil Cover Sheet** (JS-44)
2. **Summons(es)**
3. **Exhibits** to Initiating Document the lead event.

ADDITIONAL TIPS:

- Do not click** the **back button** once you begin the process.
- 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 **pdfs** documents **as instructed** above.
- Enter** all necessary **information** on the **pay.gov** screens.
- Do not** attempt to **open** the same **case twice**.
- Refer to the **CM/ECF Electronic New Civil Case Opening Guide** for additional details.

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

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