



DISTRICT COURT OF THE VIRGIN ISLANDS


Attorney Training for the
Case Management/Electronic Case Files System

August 5, 2022

Glenda L. Lake, Esq.
Clerk of Court

CM/ECF Training


Fundamental Functionality



- ❖ Opening a Civil Case in CM/ECF²
- ❖ Filing a Notice of Appearance
- ❖ Filing an Answer
- ❖ Selecting the Correct Filing Event

TRAINING HIGHLIGHTS

- ❖ Attaching Documents for Filing
- ❖ Requesting Attorney Admission
- ❖ Updating Attorney Information
- ❖ Common Docketing Errors



8/5/2022

Thank you Attorney Lake. Good morning everybody! My name is Elsie-Mae King, I am your Generalist Supervisor in the St. Thomas/St. John District. We have 2 powerfully packed sessions for you today. So, let's go!!

By the end of today's training each of you should be able to successfully open a civil case by filing a complaint; uploading attachments using the category option or with short description labels that will help you when reviewing the docket. So, by the end of today's session you will have a better understanding the importance of selecting the correct filing event.

Additionally, you will understand how to request and update your attorney information in PACER. Most interestingly, by the end of this session, you will become gurus and recognize how not to make the common docket errors !




3

e-Government Act of 2002

- The e-Government Act of 2002 established a broad framework for the use of **technology** to enhance **public access** to government **information** and **services**.

8/5/2022

From the historical perspective, the e-Government Act of 2002 laid the groundwork for the implementation for the federal judiciary's case management and electronic case filing system known simply by its acronym, CM/ECF.



4


- **Electronic delivery** of documents to, from, and within the courts
- **Attorney generated** docket entries
- **Electronic retrieval** of case documents
- **Electronic document management** (including storage, security and archiving)
 - **Automatic creation of docket entries** generated from attorney filings
 - **Notice of Electronic filings** to other participants
 - **Electronic case management** (including tracking of motions, answers, deadlines, and hearings)
 - **Immediate access** to reports, queries, and docket sheets

A
System
Overview

8/5/2022

CM/ECF is a judiciary-developed case management application, which offers internet access to official case records in the federal courts. The core of the system is the electronic delivery of the documents. You, our attorneys and your team of support staff are part of the crew for this mega vehicle as you generate the docket entries.

The electronic retrieval of case documents that are generated by attorneys, thereby; creating Notices of Electronic Filings, commonly known as NEF is what makes the electronic case management critical to the legal community. Finally, it is the immediate access to the interactive functionality of the system including its reporting functionality, system querying capability and the ability to view the docket sheets that makes it so impactful.



5

- *Remote access* for filing, noticing, and document viewing from anywhere (home or office)
- Automatic *email notice of electronic filings* when documents are filed by counsel or the court
- *24-hour/7-day* access and filing capabilities
- *Immediate notice* to opposing counsel
- Ability to *download and print documents*
- *Concurrent access* to case files by multiple parties
- Immediate and *up-to-the-minute reports* and data

For Attorneys

8/5/2022

For the Courts, yes; CMECF is an efficient mechanism for information management. However, the system has an even greater impact on the legal community. Just looking at how many people are logged on today, I know there is a good mixture of the levels of experience amongst us and you can add some of your lessons learned to both Lisa and my presentations. But we are hopeful that you still will learn a new trick or few today!

CM/ECF NextGen

6

Here are some quick filing tips to keep in mind!

- Uploads must be in **PDF**
- **PACER** account is required
- **Viewability:** NEF's allows one free-look and expires after first use or 15 days.
- **Document Size:** Documents filed electronically are limited to 5.0 megabytes with maximum of 15 megabytes of merged documents.
- **Back Button:** Avoid using the back button in your browser during filings!

Fundamental Guidelines

8/5/2022


Once a user logs into CM/ECF, they are immediately presented with interactive pages that provide navigational options, input fields, and hyperlinks to other pages based on the user's selection. Let's take a look at a few fundamental things.

PDF: All documents uploaded to CM/ECF must be in PDF format.

PACER: A Filing User must have a registered Pacer account. PACER and CM/ECF are different. PACER permits a user to view documents electronically. CM/ECF permits a user to file documents electronically.


Viewability: The Notices of Electronic Filing provides the filing user with one free-look. So be careful on how you click on the document after you get that notice. In every event, your free viewing of the document will expire either after the first use or 15 days after the NEF was sent.

Back Button: Avoid using the back button because it is not your friend!



7

- **Single Sign-On:** With the implementation of single sign on, shared PACER accounts are no longer permissible.
 - **Registered Filing User:** Registration as a filing user constitutes consent to electronic consent to electronic service of all documents. (LCRi 5.4(b)(4))
- **Signatures:** Electronically filed documents must include the filing user's name, address (including email address), telephone number and the attorney's U.S. Virgin Islands bar registration number, if applicable. (LCRi 5.4(h)(1)).
 - **Pro Hac Vice Attorneys:** Documents filed by an attorney admitted *pro hac vice* shall also include the signature of Local Counsel. (LCRi 83.1(b)(2)).
 - **Service of Documents by Electronic Means:** The NEF that is automatically generated by the Court's electronic filing system constitutes service of the filed documents on filing users with the exceptions as set forth in LCRi 5.4(i)(1)).



8/5/2022

Before going any further on to CM/ECF, we thought that it would be helpful to share some top tips.

Single Sign-On: With the implementation of single sign on, shared PACER accounts are no longer permissible.

Registered Filing User: By subscribing to CM/ECF, users expressly consent to system monitoring, to official access to data reviewed and created by them on the system and consent to electronic service of all documents.

Signatures: Pursuant to LCRi 5.4(h)(1), electronically filed documents must include the filing user's name, address (including email address), telephone number and the attorney's U.S. Virgin Islands bar registration number, if applicable. The filing user signature is required. Documents filed by an attorney admitted *pro hac vice* shall also include the signature of Local Counsel.

Service of Documents by Electronic Means: The NEF constitutes service of the filed documents on filing users with the exceptions as set forth in LCRi 5.4(i)(1)). These exceptions includes parties who are not filing users. Parties who are not filing users must be served with a copy of any pleading or other document filed electronically, together with the Notice of Filing by an alternative method in accordance with Fed.R.Civ.P. and the Rules of this Court.



8

Technical Failures: A Filing User whose filing is made untimely as the result of a technical failure and who is unable to make a timely filing by traditional means must seek appropriate relief from the Court. (LRCi. 5.4(k)(2))

Browser: CM/ECF performs optimally in the Firefox browser.






8/5/2022

Browser: CM/ECF performs optimally in the Firefox browser. This is only in conjunction with the filing user being very familiar of their equipment and its functionalities. Filings users may use other browsers. However, please note that they maybe problematic.


Technical Failures: A Filing User whose filing is made untimely as the result of a technical failure and who is unable to make a timely filing by traditional means must seek appropriate relief from the Court.

Now on to NextGen CM/ECF!



9

- **Timely filings:** Filings must be completed before 11:59 p.m. Atlantic Standard Time in order to be considered timely filed that day. (LRCi 5.4(c)(4))
- **Public Access:** Responsibility for redacting the personal identifiers set forth in Fed. R. Civ.P. 5.2(a) rests solely with counsel and the parties. (LRCi 5.4(l)(2))
- **Legibility of documents:** Filing users are required to verify the legibility of a document before filing a scanned document. (LRCi 5.4(c)(2))




8/5/2022

Like every system, CM/ECF has rules that must be followed to ensure your success.

Timely filings: Unless otherwise ordered by the Court, filings must be completed before 11:59 p.m. AST.

Public Access: Counsel and the parties are responsible for redacting the personal identifiers from pleadings. Consistent with Local Rule 5.4(l)(2), the Clerk will not review documents for compliance with this Rule.

Legibility of documents: Filing Users are required to review their submissions of scanned documents prior to uploading and filing.



10

The District Court of the Virgin Islands is a NextGen Court.

On November 4, 2019, the District Court of the Virgin Islands converted to a NextGen court.

NextGen CM/ECF allows users to use a **single sign-on** for both PACER case research in all courts and electronic filing access in NextGen courts.

Filing Users must have a PACER account in order to **view** filed documents (except the one “free look”), **print** or to use the **Query** and **Report** features of the ECF system.


8/5/2022

Undoubtedly, in our session today, our attendees range in experience from individual CM/ECF experts seeking refresher tidbits to novices of the system appreciating the knowledge they will receive today.

CM/ECF NextGen 11

Public **A**ccess to **C**ourt **E**lectronic **R**ecords

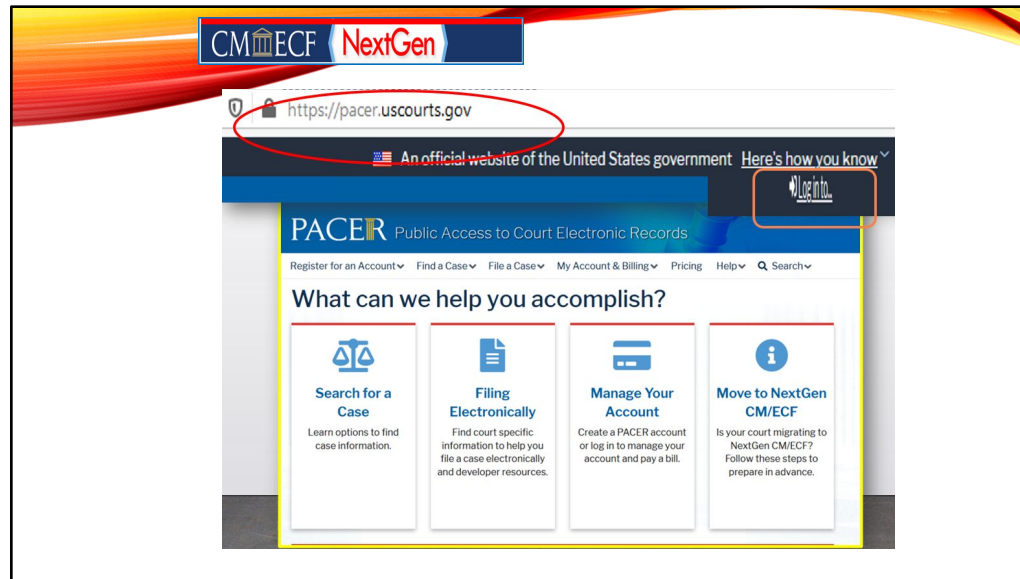
- ❖ PACER and CM/ECF are different.
- ❖ PACER permits a user to view and print documents electronically.
- ❖ CM/ECF permits a user to file documents electronically.



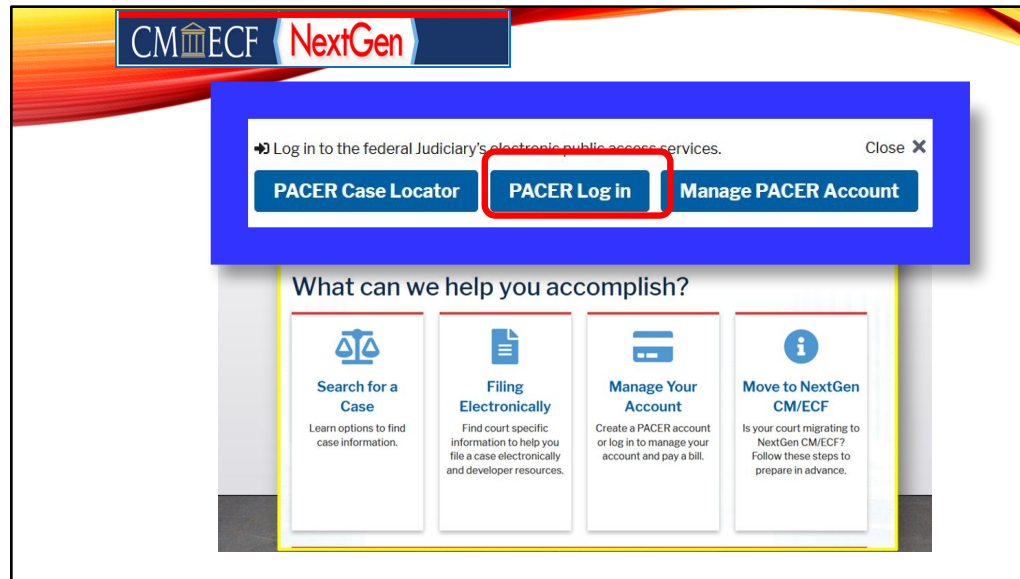
8/5/2022

During last year's CM/ECF training session, we provided information for attorneys who had legacy accounts created prior to August 2014. The number of inquiries that we receive now are fewer than before.

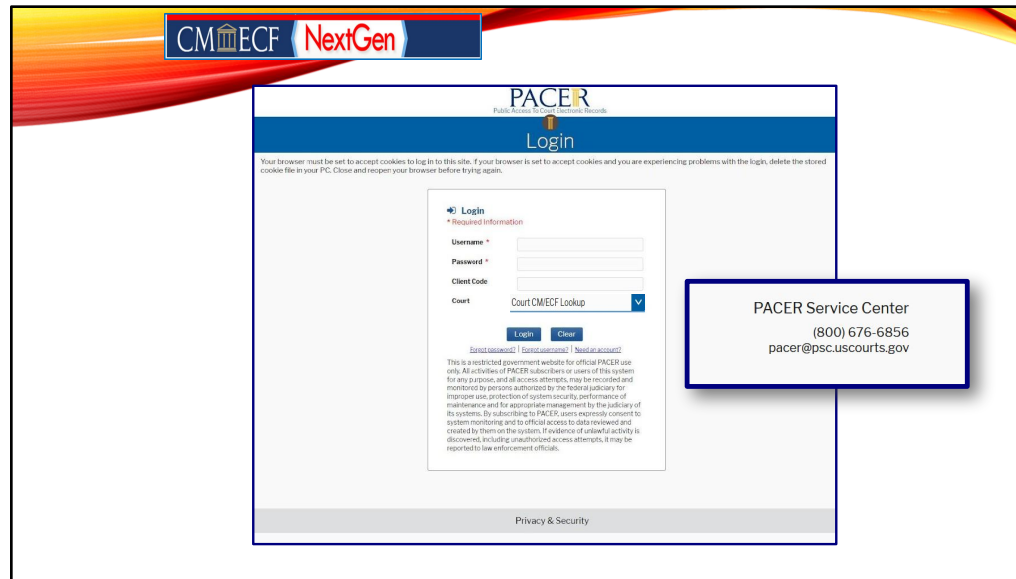
However, for any legacy attorney amongst us today, the next few slides will assist you in navigating seamlessly to update your PACER account.



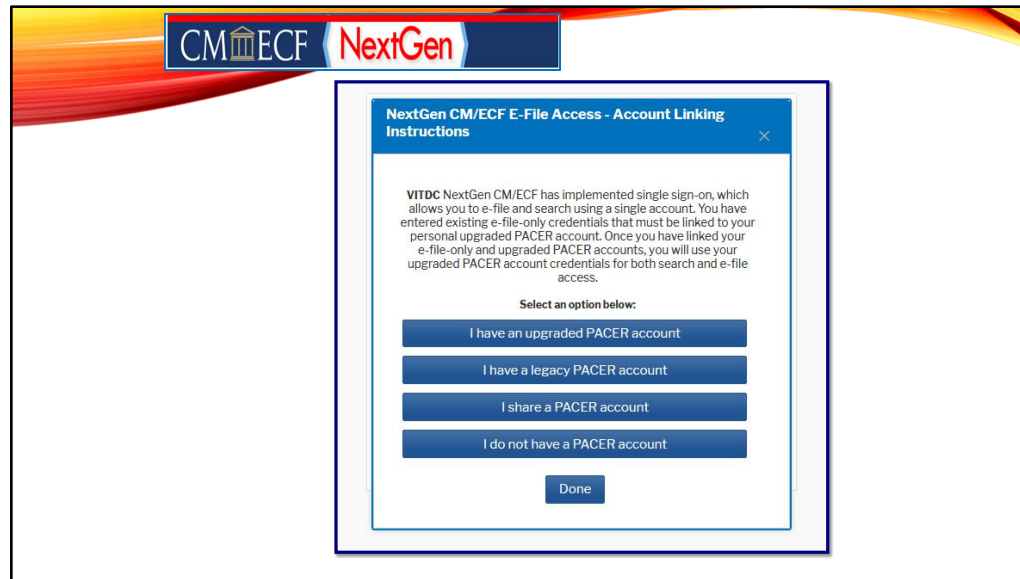
The log in screen on PACER's home page is on the top right of the screen. Clicking on the log in button will be the filing user's first step on PACER for accessing CMECF.



Immediately a navigational box appears from which the user has to select their next course of action. The options that are provided are “PACER Case Locator” “PACER Log In” or Manage “PACER ACCOUNT”. For our training session today, we are selecting “PACER Log in”.



This is the PACER log in screen where you would enter your login credentials. After entering your log in information, we select from the drop-down screen Court CM/ECF Look up to find the District Court of the Virgin Islands. Please note the PACER Service Center information that appears on the bottom of the screen. If at any time you are experiencing difficulties with your PACER log in, you are encouraged to contact the service center for assistance. Let's enter our information and log in.



Remember, to have full access to all NextGen features, a user must upgrade their individual PACER account and link it to an existing CM/ECF e-filing account. If a filing user with a legacy account who has not updated their PACER enters their log in and password credentials in PACER they would be met with this instructional screen. Here the filing user would now be forced to select the best option that matches their election to update.

The next few steps for updating a PACER account are quick, but necessary. Just a minor delay, but soon we will be on our way!

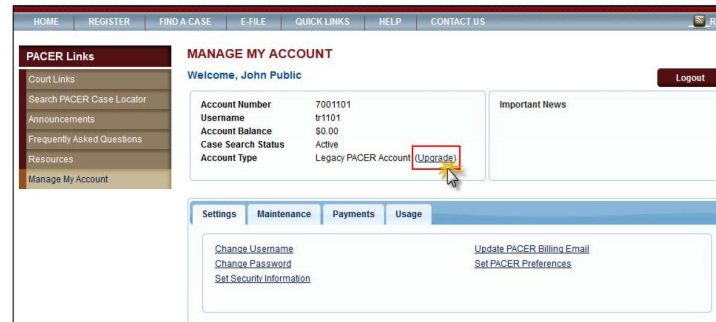
The screenshot shows the top of the PACER website. At the top left, there is a banner for 'CM/ECF NextGen'. Below this is the logo for the 'Administrative Office of the United States Courts, Department of Technology Services'. The main heading is 'Upgrading Your PACER Account'. Below the heading, there are two steps: 'STEP 1 Go to www.pacer.gov.' and 'STEP 2 Click **Manage My Account** at the top of the page.' The screenshot also shows the PACER website header with the text 'PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' and the 'UNITED STATES COURTS' logo. A red box highlights the 'Manage My Account' link in the top navigation bar. The bottom navigation bar includes links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, Browse Aloud, RSS, and Login.

Step 1. go to www.pacer.gov and

Step 2 click on manage my account at the top of the page shown here.

STEP 3 Log on with your PACER user name and password.

STEP 4 Your account type will be listed as **Legacy PACER Account**. Click the **Upgrade** link.



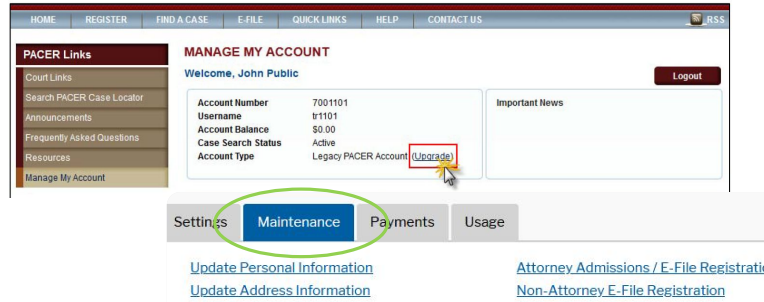
If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and no action is required.

Step 3, log on with your PACER account and you will see your account profile. After logging on you will be able to update your account as shown on the screen.

If your account is already listed as *“Upgraded PACER Account”*, then great news, there are no further actions required.

STEP 3 Log on with your PACER user name and password.

STEP 4 Your account type will be listed as **Legacy PACER Account**. Click the **Upgrade** link.



Another bit of resourceful information here. For a Filing User who may have changed firms or need to update your contact information as it appears on the docket, including your email address where you receive your NEF's in pending matters or notices issued by the District Court of the Virgin Islands like the one you received for today's training, you must update your account information in PACER. As displayed on the screen, you would click on the "Maintenance" tab where you can update your personal information. You also have the opportunity to update payment options and view your usage.

CM/ECF NextGen

District Court of the Virgin Islands
Honorable Robert A. Molloy, Chief Judge

[Court Info](#) |
 [Judges' Info](#) |
 [Jury Info](#) |
 [For Attorneys](#) |
 [Forms](#)

For more information on updating a legacy account to NextGen

- District CM/ECF
- Bankruptcy CM/ECF
- CM/ECF NextGen**
- Filing Guidance
- Jury Evidence Recording System (JERS)
- Electronic Availability of Transcripts of Court Proceedings
- Event Instructions and Lists
- District CM/ECF Training

NextGen
How do I benefit?

Advantage	Next Steps
<p>CENTRAL SIGN-ON</p> <p>NextGen simplifies electronic filing by combining your CM/ECF and Public Access to Court Electronic Records (PACER) accounts into a single Central Sign-On account. Through the PACER website, filers will use one log-in and password to electronically file in all NextGen courts where they have permission to file. You will no longer need a separate CM/ECF account for each NextGen court. All federal courts are expected to eventually adopt NextGen.</p>	<ol style="list-style-type: none"> 1. Register for a PACER Account if you do not have one. 2. Before November 4, 2019, upgrade your PACER account at https://www.pacer.gov/ if you have not already completed this step. Each filer must have his or her own PACER account. Shared PACER accounts will not work with NextGen. Please note, PACER accounts created after August 11, 2014, are already upgraded accounts. 3. Beginning November 4, 2019, you must link each of your CM/ECF accounts to your PACER account in order to electronically file. <p><i>Failure to complete these steps will prevent you from electronically filing after NextGen goes live.</i></p>

NextGen Resources

- [First Time Pacer Users](#)
- [Upgrading Your Pacer Account \(Existing Pacer Users\)](#)
- [Linking Pacer Accounts to NextGen](#)
- [CJA NextGen Procedures](#)
- [NextGen CM/ECF for Non-Attorney Filers](#)

8/5/2022


If there are any participants with us today who may need information on updating a legacy account, so that you may continue using CMECF, please visit our website and click on the for attorneys menu and then on to the CM/ECF NextGen option from the drop down menu.


You may always visit our website and click on the “For Attorney’s” tab and then select “Filing Guidance” for additional resource material on updating a legacy account.

BEFORE an attorney can file or request authorization through PACER to become an efiler in the District Court of the Virgin Islands, the attorney must have an order of admissions pursuant to the applicable provisions of LCRI 83.1 and have been administered the Oath of Office to practice before the District Court of the Virgin Islands.

Perhaps you are a newly admitted attorney to the District Court of the Virgin Islands, whether regularly admitted or pro hac vice admitted.

21





District Court of the Virgin Islands

Honorable Robert A. Molloy, Chief Judge – Glenda L. Lake, Esq., Clerk

Court Info
Judges' Info
Jury Info
For Attorneys
Forms
Case Info
Criminal Justice Act

District CM/ECF

Bankruptcy CM/ECF

How Do I Access PACER?

First, you will need a PACER account.

Sign up for one using our convenient on-line registration process. [Sign Up Here »](#)

Click here to access the District Court of the Virgin Islands Document Filing System.

If you do not know where the case is filed, use the PACER Case Locator.

Home » Case Info

District CM/ECF Case Info

Criminal and Civil cases should be viewed at the court's CM/ECF website at <https://ecf.vid.uscourts.gov>

1. You must first be registered with the PACER Service Center
2. To file online you must also be registered with the District Court of the Virgin Islands (see registration form)

Completed registration forms should be emailed to Attorney Admission Coordinators in the respective division. The email addresses are as follows:

St. Thomas/St. John
vidSTOperations@vid.uscourts.gov

St. Croix
vidSTXOperations@vid.uscourts.gov

District Court of the Virgin Islands
ELECTRONIC CASE FILING SYSTEM
Attorney Registration Form

This form shall be used to register for an account on the District Court of the Virgin Islands Electronic Filing System. Registered attorneys will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the Electronic Filing systems. The following information is required for registration:

Please Type

First/Last/Initial Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Telephone Number: _____

FAX number: _____

E-Mail Address: _____ (Attorney's email for electronic service)

Additional E-Mail Address: _____ (Secretary, central repository, etc.)

**Note: Attorneys seeking to file documents electronically must first be admitted to practice in the District Court of the Virgin Islands pursuant to LRB3 or 83.1 Attorneys filing only in MDL cases are not required to be admitted to practice in this court.

**By submitting this printed and signed form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to service by electronic means in the circumstances permitted under those rules, orders, policies and procedures. The undersigned agrees that the combination of user i.d. and password will serve as his or her signature for filing documents pursuant to Rule 11 of Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. The undersigned agrees to protect the security of his or her password and immediately notify the Clerk of Court if he suspects the password has been compromised. The undersigned further agrees to promptly notify the Clerk if there is a change in his or her personal data, such as name, e-mail address, firm address, telephone number, etc.

Date

Attorney/Participant Signature

8/5/2022

A newly admitted attorney in the District Court of the Virgin Islands must complete the Electronic Case Filing System Attorney Registration form, which is available on the Court's website and email it to the respective district that they intend to practice in.

The image is a screenshot of the PACER website homepage. At the top left, there is a logo for 'CM/ECF NextGen'. The browser's address bar shows 'https://pacer.uscourts.gov', which is circled in red. Below the address bar, there is a banner for 'PACER Public Access to Court Electronic Records' with a 'Log in to...' button. A navigation menu includes 'Register for an Account', 'Find a Case', 'File a Case', 'My Account & Billing', 'Pricing', 'Help', and 'Search'. The main heading is 'What can we help you accomplish?'. Below this, there are four columns of service options: 'Search for a Case', 'Filing Electronically', 'Manage Your Account' (highlighted with a green box), and 'Move to NextGen CM/ECF'. The 'Manage Your Account' column contains the text: 'Create a PACER account or log in to manage your account and pay a bill.' The date '8/5/2022' is visible in the bottom right corner of the screenshot.

You would go on to PACER and create an account or to electronically submit an efilings registration to the District Court of the Virgin Islands for review and processing.

23

Log on with your upgraded individual PACER account user name and pass

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Click the **Maintenance** tab.

Settings **Maintenance** Payments Usage

[Change Username](#)

[Change Password](#)

[Set Security Information](#)

[Update PACER Billing Email](#)

[Set PACER Preferences](#)

8/5/2022

You now would log on with your PACER account user name and password. If you don't have one, click on the link and follow the prompts under "Need an Account".



The screenshot displays the CM/ECF NextGen application interface. At the top, the logo 'CM/ECF NextGen' is visible. Below the logo, there are navigation tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Settings' tab is active, and a sub-menu is open, listing several options: 'Update Personal Information', 'Update Address Information', 'Update E-File Email Noticing and Frequency', 'Display Registered Courts', 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', 'Check E-File Status', and 'E-File Registration/Maintenance History'. The 'Attorney Admissions / E-File Registration' option is highlighted with a red box and a mouse cursor. Below the menu, there is a text prompt: 'From the Court Type list, select U.S. District Courts. From the Court list, select the Virgin Islands District Court. Click Next.' Below this prompt is a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. The form contains two dropdown menus: 'Court Type *' with 'U.S. District Courts' selected, and 'Court *' with 'Virgin Islands District Court' selected. A note below the form states: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).' At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'. The date '8/5/2022' is displayed in the bottom right corner of the screenshot.

Then you go through the succeeding prompts.

CM ECF NextGen

25

Click on the E-file Registration Only link.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- Attorney Admissions and E-File
- E-File Registration Only**
- Pro Hse Vice
- Multi-District Litigation
- Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court.](#)

Be sure to complete all fields. Please and thank you.

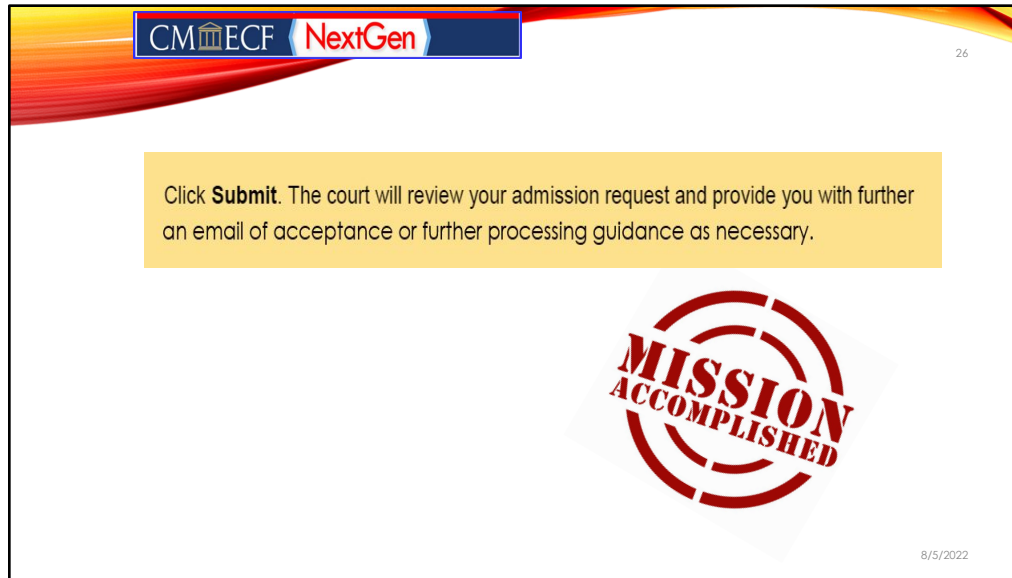
[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court.](#)

You must be a member of the bar to file.

Back Cancel

8/5/2022

Next, you would click the e-file registration to begin the process and continue through with the applicable prompts until you click the submit prompt.



CM ECF NextGen

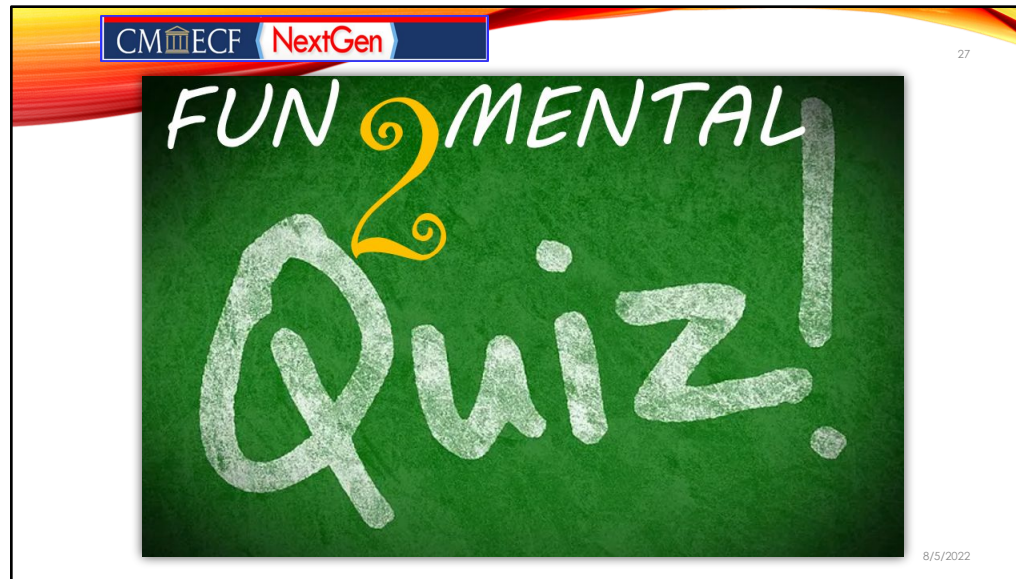
26

Click **Submit**. The court will review your admission request and provide you with further an email of acceptance or further processing guidance as necessary.

MISSION ACCOMPLISHED

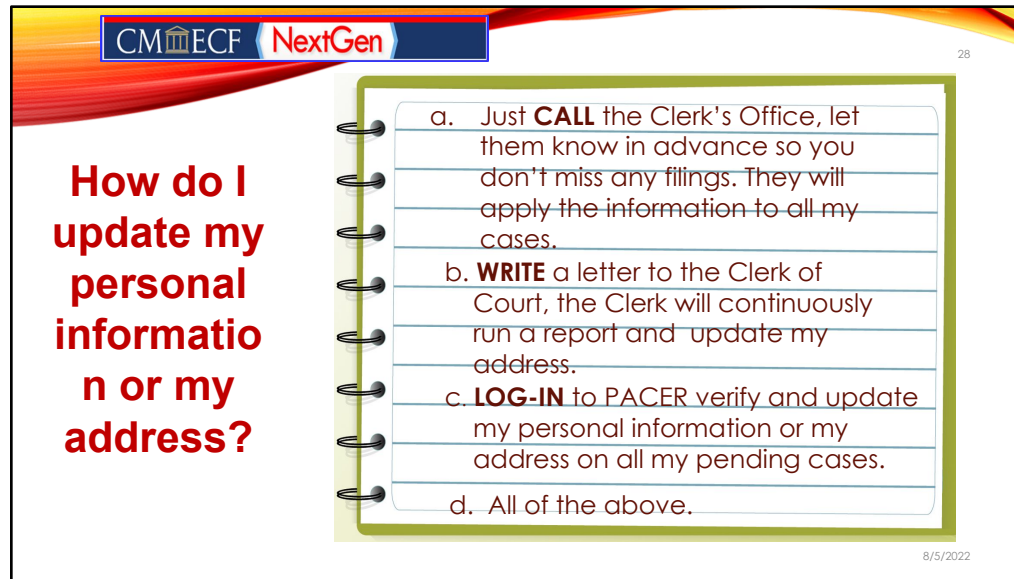
8/5/2022

Once you have clicked in the “Submit” prompt, your request will be electronically submitted to the Court.



It's time for a quickFun-2-Mental break!

We got to make sure that you just didn't log on early, turn off your camera and walked away to begin making copies!



CM ECF NextGen 28


How do I update my personal information or my address?

- a. Just **CALL** the Clerk's Office, let them know in advance so you don't miss any filings. They will apply the information to all my cases.
- b. **WRITE** a letter to the Clerk of Court, the Clerk will continuously run a report and update my address.
- c. **LOG-IN** to PACER verify and update my personal information or my address on all my pending cases.
- d. All of the above.

8/5/2022

How does an efiler update their personal information or address in PACER?

CM/ECF NextGen 29



c. **LOG-IN** to PACER verify and update my personal information or my address.

Changes to your mailing address and personal information must be updated through your PACER account and will be applied to all pending cases throughout CM/ECF.

8/5/2022

The correct answer is “C”!

The image shows a screenshot of the PACER website interface with a flowchart overlaid on the right side. The flowchart consists of the following steps:

- Log in to Pacer with your user name and password
- Click Manage My Account
- Click Update Address Information
- Click Update Personal Information
- Follow the prompts
- Click Submit

The screenshot shows the PACER website with the URL <https://pacer.uscourts.gov> in the address bar. The page title is "An official website of the United States government". The navigation menu includes HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. The main content area is titled "MANAGE MY ACCOUNT" and displays account information for "John Public":

Account Number	7001101
Username	tr1101
Account Balance	\$0.00
Case Search Status	Active
Account Type	

Below the account information, there are tabs for Settings, Maintenance, Payments, and Usage. The "Maintenance" tab is highlighted. Under the "Maintenance" tab, there are links for "Update Personal Information" and "Update Address Information".

Another bit of resourceful information here.

For a Filing User who may have changed law firms or business and need to update your contact information as it appears on the docket, including your email address where you receive your NEF's in pending matters or notices like the one you received for today's training, you must update your account information in PACER.

You would click on the "Maintenance" tab, and you can update your personal information. You also can update payment options and view your usage.

CM ECF NextGen 31

THE TO-DO LIST

- Read the DCVI Rules
- Read the ECF User Manual
- Familiarize yourself with the Attorney Events List
- Convert documents to PDF and know where they are saved
- Prepare a Civil Cover Sheet
- Prepare Summons as applicable
- Know your PACER user name and log on
- Have payment information readily available

8/5/2022

Here is a list of to do items to consider before you open your civil case that we hope make your journey a bit smoother!

The screenshot displays the District Court of the Virgin Islands website. At the top, the court's name and the names of the Chief Judge and Clerk are listed. A search bar is located in the top right corner. Below the header is a navigation menu with tabs for 'Court Info', 'Judges' Info', 'Jury Info', 'For Attorneys', 'Forms', 'Case Info', 'Criminal Justice Act', 'Programs & Services', and 'Pro Se Initiative'. The 'Local Rules and Orders' dropdown menu is open, showing 'Local Rules' as the selected option. The main content area is titled 'Local Rules' and contains four sections: 'Local Rules of Criminal Procedure', 'Local Rules of Civil Procedure', 'Local Bankruptcy Rules (effective 12/1/2017)', and 'Release of Juror Information'. A date '8/5/2022' is displayed in the bottom right corner.

First on your to do list is read DCVI Rules. This list can be found on the Court's website under the "For Attorneys" link on our main menu and by going directly to the Event Instructions and lists tab.

The screenshot displays the website for the District Court of the Virgin Islands. At the top, the court's name and the names of the Chief Judge and Clerk are listed. A search bar is located in the top right corner. Below the header is a navigation menu with the following items: Court Info, Judges' Info, Jury Info, For Attorneys, Forms, Case Info, Criminal Justice Act, Programs & Services, and Pro Se Initiative. The main content area features a list of links: District CM/ECF, Bankruptcy CM/ECF, CM/ECF NextGen, Filing Guidance (highlighted with a blue circle and arrow), Jury Evidence Recording System (JERS), Electronic Availability of Transcripts of Court Proceedings, and Event Instructions and Lists. To the right of the 'Filing Guidance' link is a thumbnail image of the 'ELECTRONIC CASE FILES USER MANUAL' cover, which includes the court's logo and the date 8/5/2022.

Our Electronic Case File User Manual can be found on our website. A filing user will find a wealth of information in our manual, including where to find our Attorney Civil Events List. It has been updated and is power packed with information.

The screenshot shows the homepage of the District Court of the Virgin Islands. The header includes the court's name, the names of the Chief Judge and Clerk, and a search bar. A navigation menu is located below the header, with a yellow arrow pointing to the 'For Attorneys' link. A dashed blue box highlights a list of resources, and a blue speech bubble labeled 'RESOURCES' points to this list. A blue arrow points to the 'Event Instructions and Lists' item at the bottom of the list. The date '8/5/2022' is visible in the bottom right corner of the screenshot.

District Court of the Virgin Islands
Honorable Robert A. Molloy, Chief Judge - Glenda L. Lake, Esq., Clerk

Search

Court Info Judges' Info Jury Info For Attorneys Forms Case Info Criminal Justice Act Programs & Services Pro Se Initiative

District CM/ECF
Bankruptcy CM/ECF
CM/ECF NextGen
Filing Guidance
Jury Evidence Recording System (JERS)
Electronic Availability of Transcripts of Court Proceedings
Event Instructions and Lists

RESOURCES

8/5/2022

Next becoming familiar the Event Instructions and Lists. This can be your secret to becoming the inner CMECF pro that is waiting to unleash!

District Court of the Virgin Islands
Honorable Robert A. Molloy, Chief Judge - Glenda L. Lake, Esq., Clerk

Search

Court Info | Judges' Info | Jury Info | For Attorneys | Forms | Case Info | Criminal Justice Act | Programs & Services | Pro Se Initiative

District CM/ECF
Bankruptcy CM/ECF
CM/ECF NextGen
Filing Guidance
Jury Evidence Recording System (JERS)
Electronic Availability of Transcripts of Court Proceedings
Event Instructions and Lists
District CM/ECF Training Database

RESOURCES

Home » For Attorneys

Event Instructions and Lists

- Attorney Civil Events List
- Attorney Criminal Events List

8/5/2022

This Event Instructions and Lists can cure these blues and can be your secret to becoming the inner CMECF pro that is waiting to unleash!

CM  ECF



Which way do you
go to log on to
CM/ECF?

CM ECF NextGen

PACER
Public Access to Court Electronic Records

37

Login

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login
 * Required information

Username *

Password *

Client Code

Court

[Forgot your password?](#) [Forgot your username?](#) [Forgot your account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Privacy & Security

A: The Informational “scenic route” through pacer.gov

PACER Service Center
(800) 676-6856
pacer@psc.uscourts.gov

8/5/2022

You may navigate and log on to CMECF different ways. Which route do you take?

CM/ECF NextGen 38

Court CM/ECF Lookup

Type the name of a federal court to find links to login to CM/ECF – or – search by other information unique to that court, like their contact information, RSS feed, county codes, and flag definitions. You may also filter results by court type or circuit.

Search by federal court or state:

Optional search types:

Select a court type Select a circuit

District 03 APPLY RESET

8/5/2022

Once you have successfully logged in, by selecting the Court CM/ECF option, you will be navigated to the “Court CM/ECF Lookup” page. Here on this page, you can search by the “Court Type” which would be district, for District Court. The associated circuit where you would also select the option of 03 for the Circuit and click apply to search the parameters entered.

CM/ECF NextGen

39

PACE Public Access to Court Electronic Records

Register for an Account ▾ Find a Case ▾ File a Case ▾ My Account & Billing ▾ Pricing Help ▾ Search ▾

Home > File a Case > Court CM/ECF Lookup

Virgin Islands District Court

☎ CM/ECF Help Desk (St. Croix): [340-718-1130](tel:340-718-1130)
CM/ECF Help Desk (St. Thomas): [340-774-0640](tel:340-774-0640)

🌐 <http://ecfvid.uscourts.gov>

📡 RSS

Login to CM/ECF

CM/ECF Information	+
Court Locations and Contact Information	+
Counties in this District	+
Flag Definitions	+

8/5/2022

Once you have entered the parameters, you come to the DCVI page where you have important info about the court and CMECF and it allows you to log in.

CM/ECF NextGen

Court CM/ECF Lookup

Type the name of a federal court to find links to login to CM/ECF – or – search by other information unique to that court, like their contact information, RSS feed, county codes, and flag definitions. You may also filter results by court type or circuit.

Search by federal court or state:

Optional search types:

Select a court type: Select a circuit:

Court Contact & CM/ECF Info	Court Type	Circuit	CM/ECF Login
Delaware District Court	District	03	NextGen
New Jersey District Court	District	03	NextGen
Pennsylvania Eastern District Court	District	03	NextGen
Pennsylvania Middle District Court	District	03	NextGen
Pennsylvania Western District Court	District	03	NextGen
Virgin Islands District Court	District	03	NextGen

After clicking on apply, you may select either the link for the Virgin Islands District Court from the list of Court Contact and CM/ECF Information listed or the NextGen link under the CM/ECF Login column.

The screenshot displays the PACER website interface for the Virgin Islands District Court. At the top, there is a navigation bar with links for 'Register for an Account', 'Find a Case', 'File a Case', 'My Account & Billing', 'Pricing', 'Help', and 'Search'. Below this, the page title is 'Virgin Islands District Court'. Contact information is provided for the CM/ECF Help Desk in St. Croix (340-718-1130) and St. Thomas (340-774-0640), along with the website URL <http://ecf.vid.uscourts.gov> and an RSS feed link. A 'Login to CM/ECF' button is visible. Below the login button, there are four expandable sections: 'CM/ECF Information', 'Court Locations and Contact Information', 'Counties in this District', and 'Flag Definitions'. Each section has a red plus sign icon to its right, indicating it can be expanded. A green circle highlights the plus sign for the 'CM/ECF Information' section. The page number '41' is in the top right corner, and the date '8/5/2022' is in the bottom right corner.

On this page, you have several options including the ability to log on to the CM/ECF for the District Court of the Virgin Islands, including CM/ECF information, Court locations ; counties in this district and flag definitions. Before we log in to CM/ECF and for the purposes of this training, we will click to expand the CM/ECF information to display reference information.

The screenshot displays the 'CM/ECF Information' section of the NextGen interface. The header includes the 'CM/ECF NextGen' logo. Below the header, a table lists various system parameters. The table is followed by three expandable sections: 'Court Locations and Contact Information', 'Counties in this District', and 'Flag Definitions', each with a red plus sign icon.

CM/ECF Information	
Court Name	District of the Virgin Islands
Circuit	03
Software Version	NextGen CM/ECF Release 1.5 (Revision 1.5.2)
ECF Go Live Date	06/18/2007
Maximum PDF File Size	5.0 MB
Maximum Merge Document Size	15MB
Court Locations and Contact Information +	
Counties in this District +	
Flag Definitions +	

Here you can also find quick reference information about CM/ECF for this Court along with the maximum PDF file size of 5MB and the maximum merge document size which is 15MB.

Flag Definitions	
Code	Translation
APPEAL	Third Circuit Appeal
APPEAL_STAYED	Matter Stayed Pending Appeal
ARBITRATION	Arbitration
ATTORNEY ADMISSION	Admission to DC Bar
Bankruptcy R&R	Bankruptcy Report and Recommendation
BANKRUPTCY_APPEAL	Appeal of Bankruptcy Decision
BANKRUPTCY_STAYED	Cases Stayed Pending Bankruptcy
CASE_SEAL_REVIEWED	Case Seal Reviewed
CASREF	Case referred
CIVIL SUSPENSE DOCKET	Cases designated as Suspense Matters
CLOSED	Case Closed
DIVISIONAL TRANSFER	Case transferred in from other division (STX or STT)

Another interesting reference point provided are the flag definitions that a filing user may potentially see on the docket when viewing a case in CMECF. These are just a few in this snapshot and is not the entire listing of all of the definitions in CM/ECF.

44

CM/ECF NextGen

District Court of the Virgin Islands
Honorable Robert A. Molloy, Chief Judge - Glenda L. Lake, Esq., Clerk

Court Info | Judges' Info | Jury Info | **For Attorneys** | Forms | Case Info | Criminal Justice Act | Programs & Services | Pro Se Initiative

- District CM/ECF
- Bankruptcy CM/ECF
- CM/ECF NextGen
- Filing Guidance
- Jury Evidence Recording System (JERS)
- Electronic Availability of Transcripts of Court Proceedings
- Event Instructions and Lists
- District CM/ECF Training Database

Welcome to the District Court of the Virgin Islands for the District of the Virgin Islands

[District of the Virgin Islands - Document Filing System](#)

This is a restricted government website for official court business only. All users must be authorized CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management of the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

10September2020

[Court Information](#)

8/5/2022

B : The "No time to waste - straight to work" Route

CM ECF NextGen

45

District Court of the Virgin Islands
Honorable Robert A. Molloy, Chief Judge - Glenda L. Lake, Esq., Clerk

Search

Court Info Judges' Info Jury Info For Attorneys Forms Case Info Criminal Justice Act Programs & Services Pro Se Initiative

C the I Came to look at another case and “glad the link was here” Route

District CM/ECF
Bankruptcy CM/ECF

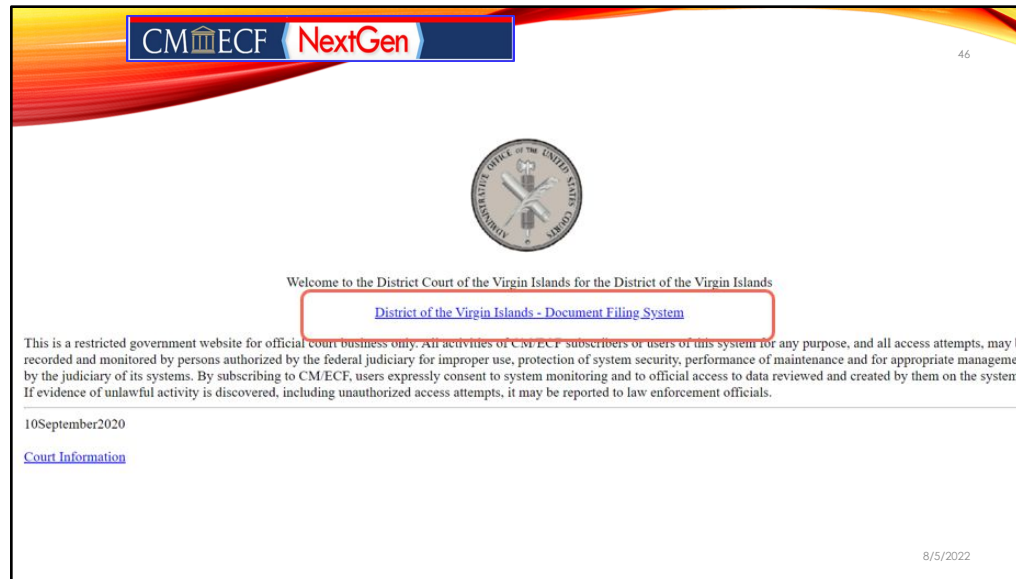
Welcome to the District Court of the Virgin Islands for the District of the Virgin Islands

[District of the Virgin Islands - Document Filing System](#)


This is a restricted government website for official use only. All activities on CM/ECF constitute a use of the system and, for appropriate management by the judiciary of its system. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of substantial activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

08September2020
[Court Information](#)

8/5/2022



CM/ECF NextGen 46



Welcome to the District Court of the Virgin Islands for the District of the Virgin Islands

[District of the Virgin Islands - Document Filing System](#)

This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

10September2020

[Court Information](#)

8/5/2022

There is no right, wrong or even long way to go. Which ever way you navigate, you will to the DCVI's log on screen. Click the link that reads, District of the Virgin Islands-Document Filing System to launch CM/ECF.

The screenshot shows the CM/ECF NextGen website interface. At the top left, there is a logo for CM/ECF NextGen. The main heading is "OPENING A CIVIL CASE" in red. Below this, there is a navigation menu with the following items: "Civil" (highlighted with a red box), "Criminal", "Query", "Reports", "Utilities", and "What's New". The CM/ECF logo is also present. In the center, there is a circular seal of the District Court of the Virgin Islands. Below the seal, the text reads: "Welcome to the District Court of the Virgin Islands for the District of the Virgin Islands". A link for "District of the Virgin Islands - Document Filing System" is provided. A disclaimer states: "This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials." The date "10September2020" and a link for "Court Information" are also visible. The page number "47" is in the top right corner, and the date "8/5/2022" is in the bottom right corner.

To begin the case opening, we click on the civil link on the top menu bar. We will be navigated to the “Civil Events” screen.

The screenshot displays the CM ECF NextGen interface. At the top, there is a navigation bar with the CM ECF logo and 'NextGen' text. Below this, a blue header contains the 'Civil' menu item, which is highlighted with a green box. Other menu items include 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Civil Events' and is divided into three sections: 'Open a Case', 'Initial Pleadings and Service', and 'Motions and Related Filings'. Under 'Open a Case', the link 'Open a Civil Case' is highlighted in red. Under 'Initial Pleadings and Service', there are links for 'Complaints, Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'. Under 'Motions and Related Filings', there are links for 'Motions' and 'Supporting Documents, Response and Replies'. A date '8/5/2022' is visible in the bottom right corner of the screenshot.

Here on the Civil Events screen, we will click on the “open civil case” hyper link under the “Open a Civil Case” section.

On the next page, you will find the first of several interactive screens that make up the “Open a Civil Case” module of CMECF. Here the filing user will be prompted to enter the Office and Case type.

Office: The default office is St. Croix. So, the filing user would fill in the office with the option of St. Thomas or St. Croix based on the division in which they are filing.

Case Type: The default case type is civil and the “Date filed” is automatically displayed on the screen. This cannot be modified.

Lead Case Number: There are additional fields on this screen that are intended for internal use only and should be left blank by the filing user during the case-opening process. No information would be entered in the “lead case number” field.

Other Court Name/Other Court Number/JPML Number/Related Cases Field: For cases that originated in the Superior Court, for example a case where a Notice Removal is being filed, the filing user would enter the name of the court from which this case is being removed in the “Other court name” field; and the corresponding case number in the “Other court number.” Otherwise, the other court name, other court number, or JPML number and the related cases field are left blank, and the user would click “Next” to proceed.

CM/ECF NextGen

50

Opening a Civil Case

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Civil Case

Jurisdiction: 3 (Federal Question)

Cause of action: Filter: Clear filter

Nature of suit: 0 (zero) Filter: Clear filter

Origin: 1 (Original Proceeding)

Citizenship plaintiff:

Citizenship defendant:

Jury demand: n (None) Class action: n (No Class Action Alleged) Demand (\$000):

Arbitration code: County: St. Thomas

Fee status: pd (paid) Fee date: 8/05/2022 Date transfer:

Next Clear

8/5/2022

Next, the filing user would be navigated to enter statistical case opening information in CM/ECF.

For the **Jurisdiction**, a drop-down menu is provided. There are 4 options. 1. U.S. Government Plaintiff; 2. U.S. Government Defendant; 3. Federal Question and; 4. Diversity. The system defaults to the federal question. You should choose the option that best reflects your basis for invoking federal court jurisdiction. Your choice here should match your selection in Section II of the Civil Cover Sheet, which we will cover in a bit.

Next is the **Cause of Action**. The statutes, also referred to as causes of action, are listed in numerical order. To select the cause of action, users can click the drop-down list and scroll down to find the appropriate statute. The drop-down list defaults to a blank value. The blank value is not accepted by CM/ECF - essentially the system now forces the user to select a cause of action. Select the appropriate code from the drop-down list. If you have more than one cause of action, enter the first one only; your selection must match the civil statute number you entered in Section VI of the Civil Cover Sheet.

CM/ECF NextGen

51

Opening a Civil Case

Cause of action	28:1331 (28:1331 Fed. Question)	Filter: 8:1331	Clear filter
Nature of suit	380 (Personal Property: Other)	Filter: 380	Clear filter

8/5/2022

Notice the cause of action and nature of suit filters.

Cause of Action Filters: The cause of action field has filters which is an alternate way of entering the full or partial statute in the Filter field. CM/EFC will narrow down the drop-down list to just the items that match the string entered. If the filing user knows the alpha-numeric codes for the Cause of Actions, they may enter them in the filter fields. But it is not necessary to enter information in the filter field.

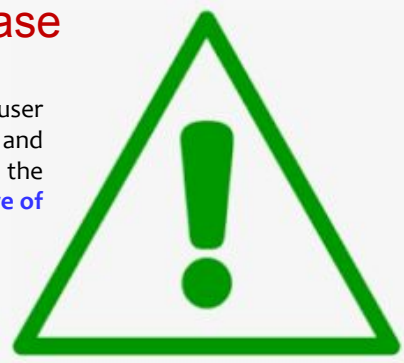
Nature of Suit: The numeric codes for the natures of suit are listed in numerical order. To select the nature of suit, users can click the drop-down list and scroll down to find the appropriate entry. When entering numbers, users may enter either partial or complete filter information to locate the appropriate nature of suit.

CM ECF NextGen

52

Opening a Civil Case

It is important to know that a user cannot proceed without selecting and entering information in the **Jurisdiction, Cause of Action, Nature of Suit and Origin** fields.



8/5/2022

It is important to know that a user cannot proceed without selecting and entering information in the **Jurisdiction, Cause of Action, Nature of Suit and Origin** fields.

53

Opening a Civil Case

Open a Civil Case

Jurisdiction 3 (Federal Question) ▼

Cause of action 28:1331 (28:1331 Fed. Question) ▼ Filter: 8:1331 Clear filter

Nature of suit 380 (Personal Property: Other) ▼ Filter: 380 Clear filter

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff ▼

Citizenship defendant ▼

Jury demand n (None) ▼ Class action n (No Class Action Alleged) ▼ Demand (\$000)

Arbitration code ▼ County St. Thomas ▼

Fee status pd (paid) ▼ Fee date 8/05/2022 Date transfer

Next Clear

8/5/2022

For this example, the **Federal Question** has been selected as the option for “Jurisdiction” . USC 28:1331, Federal Question has been entered as the “**Cause of Action**” and the numeric code of 380 for the “**Nature of Suit**”, which pulls up Personal Property: Other has also entered.

In the “Origin” field, option 1, which is **Original Proceeding** has selected. A complaint originating in the federal court is always an original proceeding. While a Notice of Removal would always be listed under option 2 as Removal from State Court. Use the drop-down box to select the appropriate origin.

Let’s look at where a filing user would be getting all this information that we just entered in the different fields.

CM ECF NextGen

54

Opening a Civil Case

JS 44 (Rev. 02/19) **CIVIL COVER SHEET**

The JS 44 civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. (SEE INSTRUCTIONS ON NEXT PAGE OF THIS FORM.)

<p>I. (a) PLAINTIFFS</p> <p>Jane Doe</p> <p>(b) County of Residence of First Listed Plaintiff <u>Bexar</u> <small>(EXCEPT IN U.S. PLAINTIFF CASES)</small></p> <p>(c) Attorneys (Give Name, Address, and Telephone Number) Jill Bent, Esq. 12 Uptown Rd., Suite B St. Thomas, VI 00802</p>	<p>DEFENDANTS</p> <p>James Done</p> <p>County of Residence of First Listed Defendant _____ <small>(IN U.S. PLAINTIFF CASES ONLY)</small></p> <p><small>NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED.</small></p> <p>Attorneys (If Known) _____</p>																				
<p>II. BASIS OF JURISDICTION <small>(Place an "X" in One Box Only)</small></p> <p><input type="checkbox"/> 1 U.S. Government Plaintiff <input checked="" type="checkbox"/> 3 Federal Question <small>(U.S. Government Not a Party)</small></p> <p><input type="checkbox"/> 2 U.S. Government Defendant <input type="checkbox"/> 4 Diversity <small>(Indicate Citizenship of Parties in Item III)</small></p>	<p>III. CITIZENSHIP OF PRINCIPAL PARTIES <small>(Place an "X" in One Box for Plaintiff and One Box for Defendant)</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>PTF</th> <th>DEF</th> <th>PTF</th> <th>DEF</th> </tr> </thead> <tbody> <tr> <td>Citizen of This State</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 1</td> <td>Incorporated or Principal Place of Business In This State</td> <td><input type="checkbox"/> 4 <input type="checkbox"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 2</td> <td>Incorporated and Principal Place of Business In Another State</td> <td><input type="checkbox"/> 5 <input type="checkbox"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 3</td> <td>Foreign Nation</td> <td><input type="checkbox"/> 6 <input type="checkbox"/> 6</td> </tr> </tbody> </table>		PTF	DEF	PTF	DEF	Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4 <input type="checkbox"/> 4	Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5 <input type="checkbox"/> 5	Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6 <input type="checkbox"/> 6
	PTF	DEF	PTF	DEF																	
Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4 <input type="checkbox"/> 4																	
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5 <input type="checkbox"/> 5																	
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6 <input type="checkbox"/> 6																	

8/5/2022


This is the Civil Cover Sheet. The civil cover sheet or the JS 44 is the road map for data entry for the information that was just entered in the Civil Statistical Opening Page. Pursuant to LCRi 3.1(a), every initiating document must have an accompanying civil coversheet. The civil coversheet can be found on our website under forms.

LRCi 3.1(a) requires that every complaint or other document initiating a civil action shall be accompanied by a completed Civil Cover Sheet. The form is available on the Court's website. This requirement is solely for administrative purposes, and information appearing **only** on the civil cover sheet has no legal effect in the action. Beginning on this screen, we will look at the civil cover sheets in 3 parts.

On this screen, the first sections cover items I to III. The first portions of item I covers the plaintiff and counsel's information included in the complaint. The second section is the field where the defendant's and counsel information would be provided if known.

Item II requires the entry regarding the **Basis of Jurisdiction**. Here are the 4 options previously discussed as appropriate for selection: U.S. Government Plaintiff; U.S. Government Defendant; Federal Question (system default) and Diversity.

Item III addresses **Citizenship of Principal Parties**. Complete these fields only if Diversity is selected as the basis of jurisdiction in section II.



55

Opening a Civil Case

IV. NATURE OF SUIT (Place an "X" in One Box Only)

[Click here for: Nature of Suit Code Descriptions](#)

CONTRACT	PERSONAL INJURY	TORT/THIRD PARTY LIABILITY	BANKRUPTCY
<input type="checkbox"/> 110 Intoxicants <input type="checkbox"/> 120 Marine <input type="checkbox"/> 130 Miller Act <input type="checkbox"/> 140 Negotiable Instrument <input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment <input type="checkbox"/> 151 Medicare Act <input type="checkbox"/> 152 Recovery of Defuncted Student Loans <input type="checkbox"/> 153 Recovery of Overpayment of Veterans' Benefits <input type="checkbox"/> 160 Stockholders' Suits <input type="checkbox"/> 190 Other Contract <input type="checkbox"/> 195 Contract Product Liability <input type="checkbox"/> 196 Franchise	<input type="checkbox"/> 310 Airplane <input type="checkbox"/> 315 Airplane Product Liability <input type="checkbox"/> 320 Assault, Libel & Slander <input type="checkbox"/> 330 Federal Employers' Liability <input type="checkbox"/> 340 Marine <input type="checkbox"/> 345 Marine Product Liability <input type="checkbox"/> 350 Motor Vehicle <input type="checkbox"/> 355 Motor Vehicle Product Liability <input type="checkbox"/> 360 Other Personal Injury <input type="checkbox"/> 362 Personal Injury - Medical Malpractice	<input type="checkbox"/> 365 Personal Injury - Product Liability <input type="checkbox"/> 367 Health Care <input type="checkbox"/> 368 Asbestos Personal Injury Product Liability <input type="checkbox"/> 370 Other Fraud <input type="checkbox"/> 371 Truth in Lending <input checked="" type="checkbox"/> 380 Other Personal Property Damage <input type="checkbox"/> 385 Property Damage Product Liability <input type="checkbox"/> 390 Other Fraud <input type="checkbox"/> 391 Truth in Lending <input type="checkbox"/> 395 Other Personal Property Damage <input type="checkbox"/> 398 Property Damage Product Liability <input type="checkbox"/> 700 Other Labor Litigation	<input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Withdrawal 28 USC 157 <input type="checkbox"/> 424 Withdrawal 28 USC 157 <input type="checkbox"/> 425 Copyrights <input type="checkbox"/> 426 Patent <input type="checkbox"/> 427 Patent - Abandoned <input type="checkbox"/> 428 Patent - New Drug Application <input type="checkbox"/> 429 Trademark <input type="checkbox"/> 430 Consumer Credit <input type="checkbox"/> 431 HIA (11934) <input type="checkbox"/> 432 Bank 12mg (022) <input type="checkbox"/> 433 DWV/DHVV (405(g)) <input type="checkbox"/> 434 SSD Title XVI <input type="checkbox"/> 435 RSI (405(g)) <input type="checkbox"/> 791 Employee Retirement Income Security Act <input type="checkbox"/> 792 Tax (U.S. Plaintiff or Defendant) <input type="checkbox"/> 793 IRS - Third Party 26 USC 7609 <input type="checkbox"/> 462 Non-Motion Application <input type="checkbox"/> 465 Other Immigration Actions
<input type="checkbox"/> 210 Land Condemnation <input type="checkbox"/> 220 Foreclosure <input type="checkbox"/> 230 Rent Lease & Ejectment <input type="checkbox"/> 240 Torts to Land <input type="checkbox"/> 245 Tort Product Liability <input type="checkbox"/> 290 All Other Real Property	<input type="checkbox"/> 440 Other Civil Rights <input type="checkbox"/> 441 Voting <input type="checkbox"/> 442 Employment <input type="checkbox"/> 443 Housing <input type="checkbox"/> 444 Accommodations <input type="checkbox"/> 445 Amer. w/Disabilities - Employment <input type="checkbox"/> 446 Amer. w/Disabilities - Other <input type="checkbox"/> 448 Education	<input type="checkbox"/> 460 Alien Detainee <input type="checkbox"/> 410 Motion to Vacate Sentence <input type="checkbox"/> 430 General <input type="checkbox"/> 415 Death Penalty <input type="checkbox"/> 410 Mandamus & Other <input type="checkbox"/> 450 Civil Rights <input type="checkbox"/> 455 Prison Condition <input type="checkbox"/> 460 Civil Detainee - Condition of Confinement	<input type="checkbox"/> 475 False Claims Act <input type="checkbox"/> 476 Qui Tam (31 USC 3729(a)) <input type="checkbox"/> 477 State Reapportionment <input type="checkbox"/> 478 Antitrust <input type="checkbox"/> 479 Banks and Banking <input type="checkbox"/> 480 Commerce <input type="checkbox"/> 481 Deportation <input type="checkbox"/> 482 Racketeer Influenced and Corrupt Organizations <input type="checkbox"/> 483 Consumer Credit <input type="checkbox"/> 484 Telephone Consumer Protection Act <input type="checkbox"/> 485 Cable/Sat TV <input type="checkbox"/> 486 Securities/Commodities Exchange <input type="checkbox"/> 487 Other Statutory Actions <input type="checkbox"/> 488 Agricultural Acts <input type="checkbox"/> 489 Environmental Matters <input type="checkbox"/> 490 Freedom of Information Act <input type="checkbox"/> 491 Arbitration <input type="checkbox"/> 492 Administrative Procedure Act/Review or Appeal of Agency Decision <input type="checkbox"/> 493 Constitutionality of State Statutes

8/5/2022

The screen now displays Item IV of the civil coversheet. This section requires the data entry of information regarding the **Nature of Suit**. An overview of the descriptions of the Nature of Suit Codes that a filing user would enter is provided on the next slide.

What is a nature of suit code?

A nature of suit code is a tool for categorizing the types of cases filed in the federal courts. This code is the basis of all federal caseload statistics produced by the federal Judiciary.

NATURE OF SUIT

CONTRACT

110 Insurance
 120 Marine
 130 Miller Act
 140 Negotiable Instrument
 150 Recovery of Overpayment & Enforcement of Judgment
 151 Medicare Act
 152 Recovery of Defaulted Student Loans (Excl. Veterans)
 153 Recovery of Overpayment of Veteran's Benefits
 160 Stockholders' Suits
 190 Other Contract
 195 Contract Product Liability
 196 Franchise

REAL PROPERTY

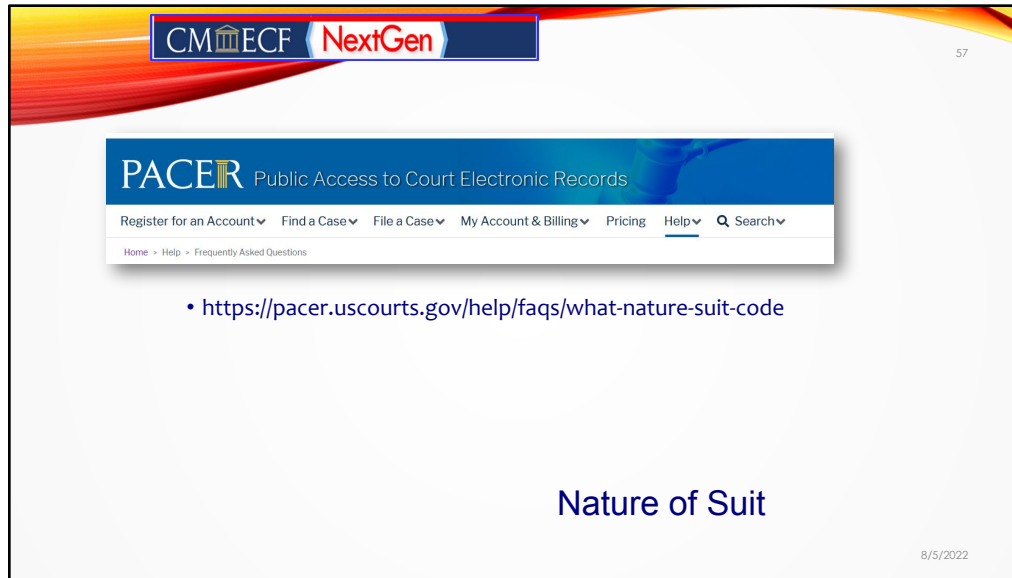
210 Land Condemnation
 220 Foreclosure
 230 Rent Lease & Ejectment

CIVIL RIGHTS

440 Other Civil Rights
 441 Voting
 442 Employment
 443 Housing/Accommodations
 444 Welfare¹
 445 Amer w/Disabilities-Employment
 446 Amer w/Disabilities - Other
 448 Education

Nature of Suit

8/5/2022



CM ECF NextGen

57

PACER Public Access to Court Electronic Records

Register for an Account Find a Case File a Case My Account & Billing Pricing Help Search

Home > Help > Frequently Asked Questions

- <https://pacer.uscourts.gov/help/faqs/what-nature-suit-code>

Nature of Suit

8/5/2022

To download a current listing of the Nature of Suits descriptions, you may visit the pacer.uscourts.gov website.

I will give you moment for those of you who want to jot this down now.

CM ECF NextGen

58

Opening a Civil Case

V. ORIGIN <i>(Place an "X" in One Box Only)</i>			
<input checked="" type="checkbox"/> 1 Original Processing	<input type="checkbox"/> 2 Removed from State Court	<input type="checkbox"/> 3 Remanded from Appellate Court	<input type="checkbox"/> 4 Reinstated or Reopened
		<input type="checkbox"/> 5 Transferred from Another District <i>(specify)</i>	<input type="checkbox"/> 6 Multidistrict Litigation - Transfer
		<input type="checkbox"/> 8 Multidistrict Litigation - Direct File	
VI. CAUSE OF ACTION			
One the U.S. Civil Statute under which you are filing <i>(Do not cite jurisdictional statutes unless diversity)</i> : 28 USC 1331			
Brief description of cause: Federal question regarding property damage			
VII. REQUESTED IN COMPLAINT:		<input type="checkbox"/> CHECK IF THIS IS A CLASS ACTION UNDER RULE 23, F.R.Cv.P.	DEMAND \$ 100,000.00
		CHECK YES only if demanded in complaint: JURY DEMAND: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VIII. RELATED CASE(S) IF ANY <i>(See instructions)</i>			
DATE: 08/08/2021		JUDGE: s/Jill Bent	DOCKET NUMBER:
FOR OFFICE USE ONLY			
RECEIPT #	AMOUNT	APPLYING IFP	JUDGE
			MAG. JUDGE

8/5/2022

The final sections of the Civil Cover Sheet displayed here are Section V to VIII.

Section V requires data entry regarding the origin of the matter.

Section VI requires data entry regarding the Cause of Action. Here you would enter the U.S. Civil Statute under which you are filing along with a brief description of the cause.

Section VII requires responses to whether this is a class action under Rule 23 Fed.R.Civ.P, the dollar demand of the complaint and whether there is a jury demand.

Section VIII requires a response if there are any related cases; the Judge assigned, and the respective docket number assigned.

Once completed, the date and the electronic signature of the filing attorney must be affixed.

CM ECF NextGen 59

AO 440 (Rev. 06/12) Summons in a Civil Action

District Court of the Virgin Islands
Honorable Robert A. Molloy, Chief Judge - Glenda

Court Info Judges' Info Jury Info For Attorneys Forms Case Info

AO440 Summons in a Civil Action
Category:
Recommended Forms
Revision Date:
Download Form »
Related Forms and Guidance »

UNITED STATES DISTRICT COURT
for the

Plaintiff(s)
v.
Defendant(s)


Civil Action No.

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address)

8/5/2022

Summons: Summons as applicable should be filed with the complaint. Remember, time for service on a defendant starts ticking away with the filing of the complaint!
The summons form is also available on the Court's website under forms.


60

Opening a Civil Case

Open a Civil Case

Jurisdiction 3 (Federal Question)

Cause of action 28:1331 (28:1331 Fed. Question) Filter: 8:1331

Nature of suit 380 (Personal Property: Other) Filter: 380

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None) **Class action** n (No Class Action Alleged) **Demand (\$000)**

Arbitration code **County** St. Thomas

Fee status pd (paid) **Fee date** 8/05/2022 **Date transfer**

8/5/2022

Continuing with the case civil opening , a filing user would only complete the citizenship fields for the plaintiff or defendant or both only if diversity was selected as the basis of jurisdiction.

The **Jury Demand** field is next.



CM ECF NextGen 61

Opening a Civil Case


Jury demand n (None) ▾

- **N (None)**: no party has yet requested a jury trial
- **B (Both)**: both plaintiff and defendant have requested a jury trial
- **D (Defendant)**: defendant has requested a jury trial and plaintiff has not
- **P (Plaintiff)**: plaintiff has requested a jury trial and defendant has not

8/5/2022

The **Jury Demand** field will be filled based on if the complaint is demanding a jury trial. Here there are 4 options.

The filing user should select the appropriate code from the drop-down menu that was entered on the Civil Cover Sheet.


62

Opening a Civil Case

Open a Civil Case

Jurisdiction 3 (Federal Question)

Cause of action 28:1331 (28:1331 Fed. Question) Filter: 8:1331

Nature of suit 380 (Personal Property: Other) Filter: 380

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None) **Class action** n (No Class Action Alleged) **Demand (\$000)**

Arbitration code **County** St. Thomas

Fee status pd (paid) **Fee date** 8/05/2022 **Date transfer**

8/5/2022

The next field from the jury demand is the **Class Action** field. This field will be left blank. We are going to double back to the Class action section. Right now we will look at the dollar demand field is next. Simple enough, right?

CM ECF NextGen

63

Opening a Civil Case

Dollar Amount to the Nearest Thousand: A filing user will enter the dollar amount to the nearest thousand **with no punctuation**.

ex: \$75,000 enter "75"
\$5,000,000 enter "5000"

Data Entry: The smallest amount which can be entered is "1" (for \$1,000.00), and the largest is 9999 (for \$9,999,000).

Demand (\$000)

More Than \$9,999,000 In Damages: If the complaint seeks more than \$9,999,000 in damages, enter 9999. Entering a larger number could cause a system error.

8/5/2022

If a monetary demand is requested in the complaint, here some helpful tips for correctly entering that information.

The dollar amount is entered with no punctuations at all. For example, if the amount demanded is \$75K, then the 2 digits 75 are entered. Using a higher demand, if \$5m is being sought, then the entry in the demand field would be 5,000 without the comma.

It's a bit tricky, experts in the session can attest. If it is more that nine million nine hundred ninety-nine thousand dollars in damages, the filing user would enter 9999. By entering anything large would generate a system error.

CM ECF NextGen

64

Opening a Civil Case

No Specific Dollar Amount: If no specific dollar amount is demanded in the complaint, leave this field blank.

Rounding: Round up or down as needed to the nearest thousand.

Demand (\$000)

ex: \$750.00 enter "1"
\$1,498.56 enter "1"

8/5/2022

If no specific dollar amount is demanded, leave the field blank. Finally, rounding up or down as needed to the nearest thousand is permissible!

CM ECF NextGen

65

Opening a Civil Case

Open a Civil Case

Jurisdiction: 3 (Federal Question)

Cause of action: 28:1331 (28:1331 Fed. Question) Filter: 8:1331

Nature of suit: 380 (Personal Property: Other) Filter: 380

Origin: 1 (Original Proceeding)

Citizenship plaintiff:

Citizenship defendant:

Jury demand: n (None) Class action: n (No Class Action Alleged) Demand (\$000):

Arbitration code: County: St. Thomas

Fee status: pd (paid) Fee date: 8/05/2022 Date transfer:

Do not modify fields outlined in red.


8/5/2022

The following field should not be modified: Class Action, Arbitration Code, fee status, fee date and date transfer.

The County field should be completed by inserting options from the drop-down menu. The options here are St. Croix or St. Thomas.

If you would like to clear the screen and begin again, you would click clear.

Once completed, you would **click next** which commits the transaction for completing the case opening for a civil case type.



CM ECF NextGen

66

Adding Parties to a Case

Open a Civil Case

Add New Party

The Plaintiff

8/5/2022

The screenshot shows a software interface for 'CM ECF NextGen'. At the top left is the logo. The main heading is 'Adding Parties to a Case'. Below it is a yellow box containing the text 'Open a Civil Case' and a grey button labeled 'Add New Party'. To the right of this box, the text 'The Plaintiff' is written in red italics. A small number '66' is in the top right corner, and the date '8/5/2022' is in the bottom right corner.

We have completed the first portion of opening the civil case. Next, we will be adding the parties named in the complaint. The first page that we will be navigated to once we press next from the open civil case screen will be our party search screen.

CM/ECF NextGen

67

Adding Parties to a Case

Open a Civil Case

Add New Party Create Case

Collapse All Expand All

3:22-cv-????

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search

CM/ECF

The Plaintiff

8/5/2022

Perhaps the most critical piece of the case opening process is the entry of party names. It is important that this is accurately completed because it impacts not only your case, but the general records for the court.

The party search screen is divided into two panels. The left panel contains controls to Add New Party and Create Case. The search fields in the right panel allow users to search the CM/ECF database for parties. Additionally, the system has now recognized the division that you have selected to file in by the number 3 in the numbering format. Finally, the year; the case type and the partial filing number are displayed in the left pane of the screen.

CM/ECF NextGen

68

Adding Parties to a Case

Open a Civil Case

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

3:22-cv-????

CM/ECF

The Plaintiff

8/5/2022

The party search function begins by entering the desired party search criteria in the appropriate field or fields.

BEFORE ENTERING ANY PARTY NAME, do a search of the current list of names in the CM/ECF database by entering at least three letters of the party's last name in the last and first name fields. Look for the "Search" option in the right pane of the screen shown.

If your party is a corporation, enter the first three letters of the corporate name. If the system finds a match, CM/ECF will display a list of party names. Be SURE to scroll down through the list offered on the screen. If you find something similar, check your own spelling or configuration to determine which is preferable. For this example, we are looking for the plaintiff's name of Jane Doer.

The screenshot displays the 'Open a Civil Case' interface. At the top, there is a header with the 'CM ECF NextGen' logo. Below the header, the title 'Adding Parties to a Case' is centered. The main content area is titled 'Open a Civil Case' and contains a search form. The form has two tabs: 'Add New Party' (selected) and 'Create Case'. Under the 'Add New Party' tab, there are buttons for 'Collapse All' and 'Expand All'. The search form includes fields for 'Last / Business Name' (containing 'Doer'), 'First Name' (containing 'Jane'), and 'Middle Name'. There is also a 'Prisoner ID' field and a 'Search' button. Below the search form is a 'Search Results' section, which is currently empty. At the bottom of the search results section, there are buttons for 'Select Party' and 'Create New Party'. A red box highlights the message: 'Search returned no results. Please try again or create a new party.' The CM ECF logo is also present on the right side of the interface. The text 'The Plaintiff' is written in red at the bottom right of the screenshot. The date '8/5/2022' is visible in the bottom right corner of the screenshot area.

There were no results from the party search. As a result, the filing user will see this screen. As displayed the screen demonstrates that the message that the “Search returned no results.” The filing user is instructed to “*Please try again or create a new party.*”

70

Adding Parties to a Case

Open a Civil Case

Add New Party Create Case

Search for a party

Last / Business Name Doer First Name Jane Middle Name

Prisoner ID

Search

Search Results

Select Party Create New Party

Search returned no results. Please try again or create a new party.

The Plaintiff

8/5/2022

So, at this time, the filing user would have to click on the link, **“Create New Party”** to create the plaintiff’s party information.

It is important to note that parties must be entered in the way they are captioned on the initiating document. Please do not enter parties in ALL CAPS . Only use capital letters if a business or entity name includes capital letters such as ABC Pruning Company.

CM ECF NextGen

71

Adding Parties to a Case

Open a Civil Case

[Add New Party](#) [Create Case](#)

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

3:22-cv-????

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search Results

The Plaintiff

8/5/2022

The search results provides the name for selection. If the name provided is correct, the filing user must click on the name, highlighting the option and then press select party.

If one of the names displayed in the “Search Results” box matches the party in your case, double click on the party name.

If an option appear, but it is not the one you desire, click the “Create New Party.”

For this demonstration, there is an existing party record for Jane Doer. This is the correct name. So, we have highlighted the results and will click “Select Party”.

CM ECF NextGen

Adding Parties to a Civil Case

Party Information

Last name First name
 Middle name Generation
 Title
 Role
 Pro se
 Prisoner id Unit
 Office
 Address 1
 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

The Plaintiff

72

8/5/2022

Two important points of information. First, whether you found a match for your party search in the database or not, you will navigate to this next screen. Second, it is very important to also take note that the role of “Defendant” is the default selection on this screen. Filing users must use the drop-down menu to change the role type to Plaintiff.

This is the screen where the party information will be entered for the Plaintiff. There are the fields for the last, first, middle names. These fields have been auto-populated based on the party search that you performed. There is the generation field, which is used for Jr., Sr., II, III, etc. You would enter generational information with punctuation. Because the Plaintiff is being represented by you as counsel, no other information including address information, email information should be entered.

Second point of information, it is very important to take note that the default role of “Defendant” is selected on this screen, so filing users must use the drop-down menu to change the role type to Plaintiff.

CM ECF NextGen 73

Opening a Civil Case

Party text

Start date End date

Corporation Notice

CM ECF

The Plaintiff

8/5/2022

At the lower part of the screen is a field for “party text.” This field is optional.

CM ECF NextGen

74

Opening a Civil Case

Party text

Start date End date


Corporation Notice

CM ECF

The Plaintiff

8/5/2022

Here the filing user would enter any descriptive “party text” information appearing in the caption of the case-initiating document. For example, if Plaintiff Jane Doer was bringing this litigation individually and in an official capacity, then the text “individually and in the official capacity” would be placed in the party text.


75


Adding Parties to a Civil Case

Party Information

Last name First name

Middle name Generation

Title

Role 

Pro se

Prisoner Id Unit

Office

Address 1

Address 2 Show this address on the docket sheet

Address 3

State Zip City

Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

The Plaintiff

8/5/2022

The start or the end date fields that appears right under the party text field should not be modified.

Once all fields have been reviewed, click “Add Party” to proceed. You must repeat the process to add multiple plaintiffs.

CM ECF NextGen 76

Adding Parties to a Case

Open a Civil Case

CM ECF

Add New Party Create Case

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

3:22-cv-7777

- [-] Jane Doer pla. ✎ ✖
- Alias +
- Corporate Parent or other affiliate +
- Attorney +

The Plaintiff

8/5/2022

Once you click add party, the plaintiff's information that you entered has been committed in to the CMECF database and the party participant tree has grown its first set of branches.

CM ECF NextGen Adding Parties to a Case 77

Open a Civil Case

Add New Party Create Case

Collapse All Expand All

3:22-cr-7777

Jane Doer pla. ✎ ✕

Alias +

Corporate Parent or other affiliate +

Attorney +

CM ECF

The Expand all hyperlink displays all parties, including aliases, corporate parents and attorneys.

The Collapse all hyperlink displays only the parties in the case, with all other information collapsed in the tree.

Each branch of the case participant tree can be expanded or collapsed individually by clicking on the + and - icons.

The Plaintiff




8/5/2022

This section of the screen is also interactive.

If the party tree is not expanded, you should expand it to make sure you have all parties and aliases added. If necessary, click the appropriate icon in the Case Participant Tree to add or correct information. When all parties have been added and appear correctly in the Case Participant Tree, click Create Case. Once completed, click “Add Party” to proceed. To add multiple plaintiffs to your case, the filing user must repeat the process.

CM ECF NextGen 78

Adding Parties to a Case

Case Participant Tree Icons	
Icon	Description
	Delete this party from the case.
	Add new alias or corporate parent.
	Edit the party, alias or corporate parent.

8/5/2022

This chart also provides you with a description of the functionalities for the icons and hyperlinks you see in Case Participant Tree.

CM ECF NextGen 79

The Adding Defendant to a Case

What's Next?

- A₁ Email the Clerk's Office with the defendant's information?
- B₃ Create another case and link the defendant to this one?
- C₃ Click the link that says "Add new party" to add the defendant?

8/5/2022

Congrats! We created the plaintiff for this matter.

What do we do next? I got to make sure you don't have me talking to the coffee mug or the water jug on your desk!! I have brought you to second base of the process. Open your chat pane and type in your response. Is it A, B or C?

CM ECF NextGen 80

Adding Parties to a Case

C₃ Click the link that says "Add new party" to add the defendant?



8/5/2022

That's right, the answer is C, click on "add new party link at the top of the screen so that we can be navigated to the search for a party screen.

CM ECF NextGen

81

Adding Parties to a Case

Open a Civil Case

Add New Party Create Case

Search for a party

Collapsible All Expand All

Last / Business Name First Name Middle Name

Prisoner ID

Search

3:22-cv-7777

Jane Doer pla.

Alias

Corporate Parent or other affiliate

Attorney

CM ECF

The Defendant


8/5/2022

Once you have successfully added the plaintiff in CMECF, you must enter the party information for the defendant. We are going to do the same steps for searching, adding or creating the defendant.

Before navigating away, we take a quick glance at left part of the screen at our party participant tree that is now appearing in its growing season. We still don't have a case number yet, so we still only have blossoms and no fruit!


The screenshot shows the 'Open a Civil Case' interface in the CM ECF NextGen system. At the top, there are buttons for 'Add New Party' and 'Create Case'. Below these are 'Collapse All' and 'Expand All' links. The main search area is titled 'Search for a party' and contains input fields for 'Last / Business Name' (with 'Done' entered), 'First Name' (with 'James' entered), and 'Middle Name'. There is also a 'Prisoner ID' field. A red box highlights the 'Search' button. Below the search area, there are icons for 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The CM ECF logo is visible at the bottom of the interface. The text 'The Defendant' is written in a cursive font below the interface. The date '8/5/2022' is in the bottom right corner of the slide.

Here, again we enter the party information in the search bar and then we press search!



83

Adding Parties to a Case



Open a Civil Case

Add New Party Create Case

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

3:22-cv-777?

Jane Doer pla ✓

Alias

Corporate Parent or other affiliate

Attorney

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search Results

Search returned no results. Please try again or create a new party.


The Defendant


8/5/2022

Remember if there are no results, your screen would look like this. Then the filing user would be required to create a new party by clicking on the create new party link.

84

Adding Parties to a Case





Add New Party
Update Case

Collapse All Expand All

3:22-cv-7777

- Jane Doer pla ✓ ✕
- Alias ✕
- Corporate Parent or other affiliate ✕
- Attorney ✕
- Jill Bent ✕
- Judge

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID


Search Results

Done, James

The Defendant

8/5/2022

However, for this demonstration we have an existing party by the name of James Done. So, we are going to highlight the option and press the “Select Party” option.


85

Adding Parties to a Case

Open a Civil Case

Add New Party Create Case

Collapses All Expand All

3:22-cv-7777

Jane Doer pla ✓

- Alias
- Corporate Parent or other affiliate
- Attorney

Party Information

Last name Done First name James

Middle name _____ Generation _____

Title _____

Role **Defendant (dfr:pty)**

PRO se No Yes

Prisoner ID _____ Unit _____

Office _____

Address1 _____

Address 2 _____ Show this address on the docket sheet

Address 3 _____ City _____

State _____ Zip _____ Country _____

Prison _____

Phone _____ Fax _____

E-mail _____

Party text _____

Start date 8/05/2022 End date _____

Corporation no yes Notice yes no

Add Party

The Defendant

8/5/2022

The role type of **Defendant** is already selected. Remember the system defaults to Defendant. The last and first name fields are auto-populated based on the party search that you performed. Unless you are positive that the defendant is appearing pro se, please leave the address information blank.

CM ECF NextGen

86

Adding Parties to a Case

CM ECF

Party text

Start date End date


Corporation Notice

The Defendant

8/5/2022

Another reminder that at the lower part of the screen is a field for “party text”. For example, if the defendant was a corporation such as ABC Digging, a Virgin Islands Corporation, the party text that would be entered here would be “a Virgin Islands Corporation”. This field is optional.

87



Adding Parties to a Case

Add New Party

Create Case

Collapse All

Expand All

3:22-cv-7777

Jane Doer pla. ✓

Alias

Corporate Parent or other affiliate

Attorney

Party Information

Last name First name

Middle name Generation

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2

Address 3

State Zip City

Prison Country

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

Add Party

The Defendant

8/5/2022

The start or the end date fields that appears right under the party text field should not be modified.

Once all fields have been reviewed, click “Add Party” to proceed. You must repeat the process to add multiple defendants.

CM/ECF NextGen Adding Parties to a Case 88

Edit Case Participants CM/ECF

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

3:22-cv-????

- Jane Doer pla. ←
- Alias
 - Corporate Parent or other affiliate
- Attorney ←
- Jill Bent
- James Done dft. ←

The Defendant 8/5/2022

At this point, your party participant tree has flowers, close but still no fruit!

CM/ECF gives you one last opportunity to make changes to the case opening information. So, let's take one final look.

CM ECF NextGen

Adding Parties to a Case

89

Add New Party

Create Case

Collapse All

Expand All

The Defendant

8/5/2022

Once you have confirmed the information, click the “Create Case” icon at the right of the “Add New Party Icon” to create the case.

Open a Civil Case

Add New Party Create Case

3.22-cv-???? Expand All

Jane Doer pla / Search

Alias Corporate Parent or other affiliate Attorney

James Done dt. / Search

Alias Corporate Parent or other affiliate Attorney

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search

Case Opening

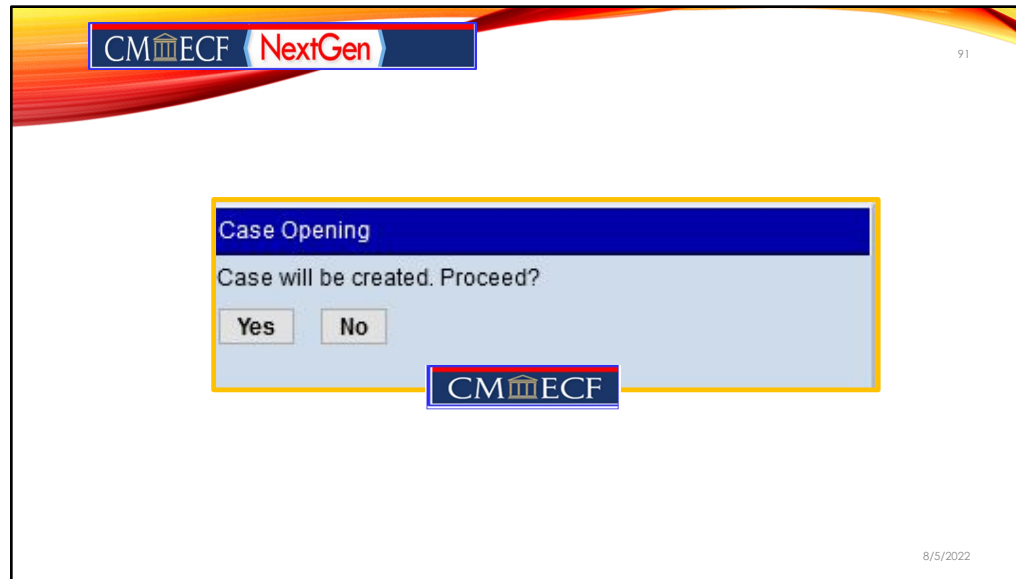
Case will be created: Proceed?

Yes No

The Defendant

8/5/2022

After clicking create, CMECF provides you with a system confirmation message that will pop-up in the lower section of the screen.



CM/ECF gives you one last opportunity to make changes to case opening information. Did you double check all the information that was entered? If there is information that needs to be corrected, by clicking No, this will allow you to add, delete or modify parties.

If you are sure that all the information is correct, seize the moment and click yes to create the case.

The screenshot displays the CM/ECF NextGen web application interface. At the top, there is a navigation bar with the CM/ECF logo and the text "NextGen". Below this, a secondary navigation bar contains links for "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", "What's New", and "Log Out". The main content area is titled "Open a Civil Case" and features a yellow background with a confirmation message: "Case Number 22-1 has been opened." This message is circled in blue. Below the message is a link labeled "Docket Lead Event?". The date "8/5/2022" is visible in the bottom right corner of the interface.

You did it! At this point, you have successfully reached the “Docket Lead Event” screen.

The case is now open in CM/ECF. A case number has been assigned. Remember, write your case number down, because you will be asked for it in subsequent screens.

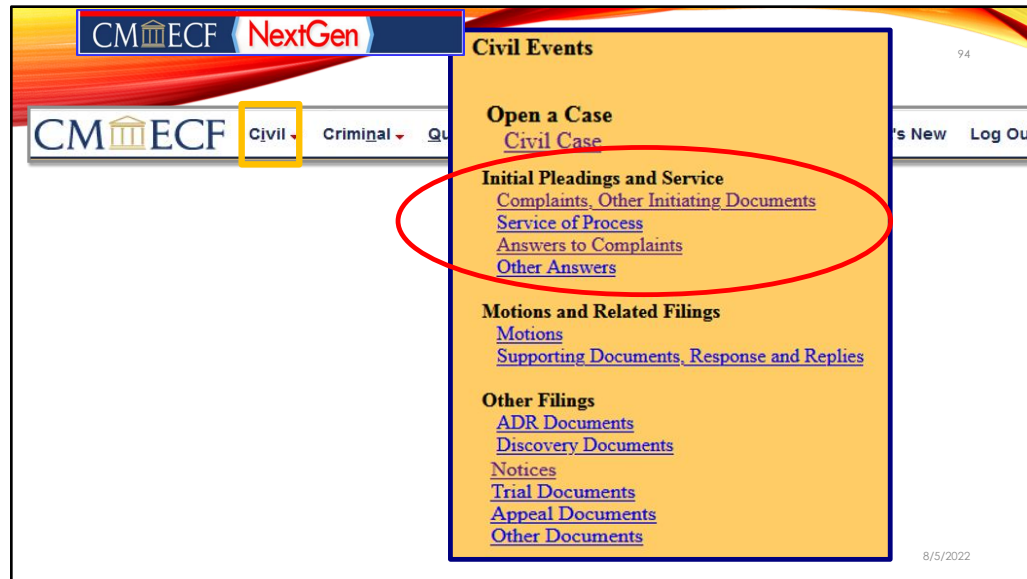
You may now proceed to docket your lead event.



Great question!

A lead event is the initiating document that begins the civil case. For example, you may be filing a Notice of Removal, a Writ of Habeas Corpus or like in this case it would be the complaint. **You must file your case initiating document immediately after the case has been opened.**

In the event you accidentally logged off; or a day in the office occurs after creating your case opening, but BEFORE you docketed the lead event don't panic! There is an alternative navigation path from the CM/ECF's Main Menu screen to get back to docketing your lead event.



You would go to the main menu bar like we see in this screen, then **click** Civil on the horizontal menu. **Here** the Civil Events page appears. **It** has the main menu screen for civil events that can be electronically filed.

From the pick list, the filing user can click on Complaints and Other Initiating Documents to begin the process of filing the complaint. Remember, you will be prompted to enter the case number.

CM/ECF NextGen

95

UPLOADING THE COMPLAINT

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out

Open a Civil Case

Case Number 21-1 has been opened.

[Docket Lead Event?](#)

22-1

8/5/2022

However, for our session, we are going to docket from the lead event immediately after opening the case.

So, we will click **“Docket Lead Event”**.

CM ECF NextGen

96

Do you remember,
the case number?

1 3:CV-21-00001

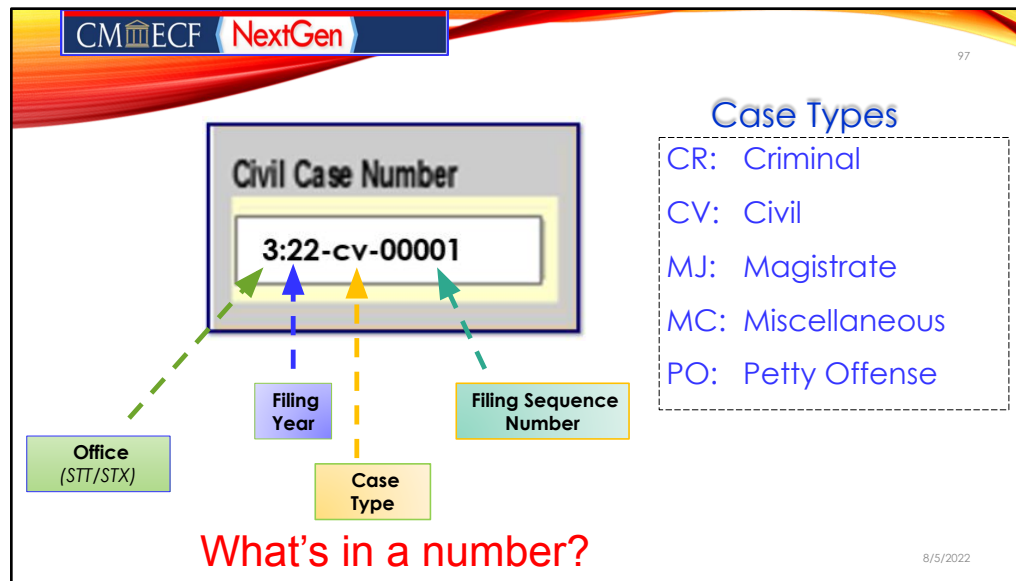
2 21-01

3 3:21-cv-00001

8/5/2022

We told you to remember the case number.

So, what is the case number? In the chat pane, enter 1, 2, or 3.



If you selected 3, you are 100% correct.

The case number generated by CMECF is formatted to display the divisional office number, year, case type and case number. Please note that **3 represents the St. Thomas** divisional office, while the number 1 represents the St. Croix divisional office.

The digits 22 represents the filing year (2022).

The letters cv references the case type of Civil.

The last 5 digits ending with the number 1 represents the sequential case filing number.



The screenshot displays the CM ECF NextGen web application interface. At the top, there is a header with the CM ECF NextGen logo and a page number '98'. Below the header is a navigation menu with options: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled 'Complaints and Other Initiating Documents'. It features a form with a 'Civil Case Number' field containing the text '3:21-cv-00001'. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a green square, indicating it is the focus of the instruction. The text 'UPLOADING THE COMPLAINT' is centered below the form. In the bottom right corner, the date '8/5/2022' is displayed.

Let's upload the complaint. CMECF is efficient. You see only when a valid case number has been entered will the next button become interactive so that the filing user can click to move to the next screen.

CM ECF NextGen

CM ECF

99

Complaints and Other Initiating Documents

Start typing to find an event.

Available Events (click to select events)

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Complaint
- Complaint with IFP Pending
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Condemnation
- Notice of Removal
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus

Next Clear

8/5/2022

UPLOADING THE COMPLAINT

We are now ready to electronically file a complaint.

On this screen, the Complaint and Other Initiating Documents available in CMECF appears. Before selecting any thing, you should note that the screen immediately defaults to the beginning of the available events, which is Amended Complaint. For this exercise, we are filing a complaint.

Complaints and Other Initiating Documents

Complaint Start typing to find another event

Available Events (click to select events)

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Complaint**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Condemnation
- Notice of Removal
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus

Next Clear

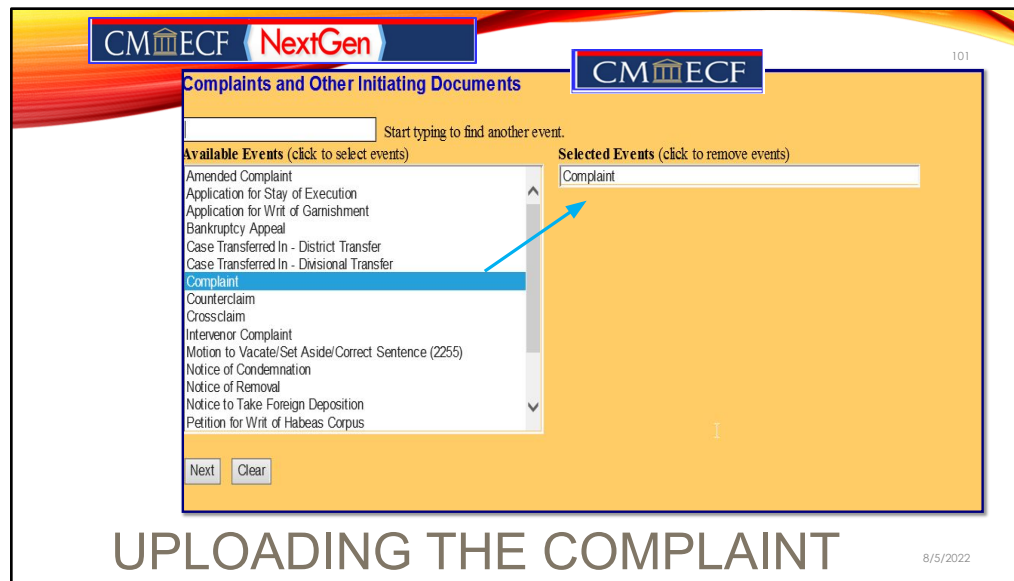
CM ECF

100

8/5/2022

UPLOADING THE COMPLAINT

There are 2 ways that the user can select the complaint event from the drop-down menu. First, the user can type the beginning letters for the word complaint in the top search bar. The complaint event will then highlight from the pick list from which the filing user can click and select it.



The second way that a filing user may select the complaint event is by scrolling down the pick list of events provided from the drop-down menu and clicking on the complaint event.

Whether a filing user elect to type in the name of the event or select it from the menu tree, after clicking on the desired event, the event chosen will appear on the right in the **Selected Events** box. This helps the user to confirm the selection made before moving on to the next step.

To remove an event which was incorrectly selected, click on the event in the Selected Events box. The unwanted selection will be removed from the box. After confirming the event complaint, press next.

102

CM ECF NextGen

Complaints and Other Initiating Documents

[3:22-cv-00001 Doer v Done](#)

Select the filer.

Select the Party:

Doer, Jane [pla]
Done, James [dft]

Next Clear New Filer

CM ECF

8/5/2022

UPLOADING THE COMPLAINT

Next, you will be prompted to select the filer of the complaint. Be careful when selecting the party. Parties on the case are listed in alphabetical order, not role type order. Therefore, the plaintiff will not necessarily be at the top of the list. In the event there are multiple plaintiffs, you can hold the control key down on your keyboard and select the defendants that you are filing on behalf of. Then click next.

Before clicking next, please take a look at the top of the screen. Notice, the case hyperlink at the top of the page. This link will appear on all subsequent screens and can be used at anytime to view a docket sheet for the case. However, clicking this link will require you to enter your PACER login and password and the applicable PACER fees will be assessed.

We will now click next.

The following attorney/party associations do not exist for the above case(s).
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* <

Jane Doer (pty:pla) represented by attorney (aty) Lead Notice

Next Clear

UPLOADING THE COMPLAINT

103

8/5/2022

With all new parties CM/ECF needs to create an association between the party and their attorney. The objective of this step is to determine who will receive notices. If you represent the party you have added, leave the box to the left of the party's name checked to create the attorney/party relationship. If you do not represent the party, but are adding them as an additional party, i.e., third party defendant, uncheck the box so no association is created. An important thing to know is that if you are filing a notice of appearance and you choose any other event than a Notice of Appearance and you don't have these prompts appear, then you did something wrong and you won't be listed as counsel and you won't get any NEF's from CMECF. Let's click next.

If you are the lead attorney in this case, check the **Lead** box and **Notice**. If you are not the lead attorney, select the Notice box to obtain notices of electronic filing in the case.

For this example, we will proceed as the Lead Attorney for noticing purposes.

Select **Next** to proceed.

CM ECF NextGen

104

Complaints and Other Initiating Documents

3:22-cv-00001 Doer v Done

Date document filed (mandatory)
8/05/2022 Calendar

Select the PDF document and any attachments.

Main Document
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.		

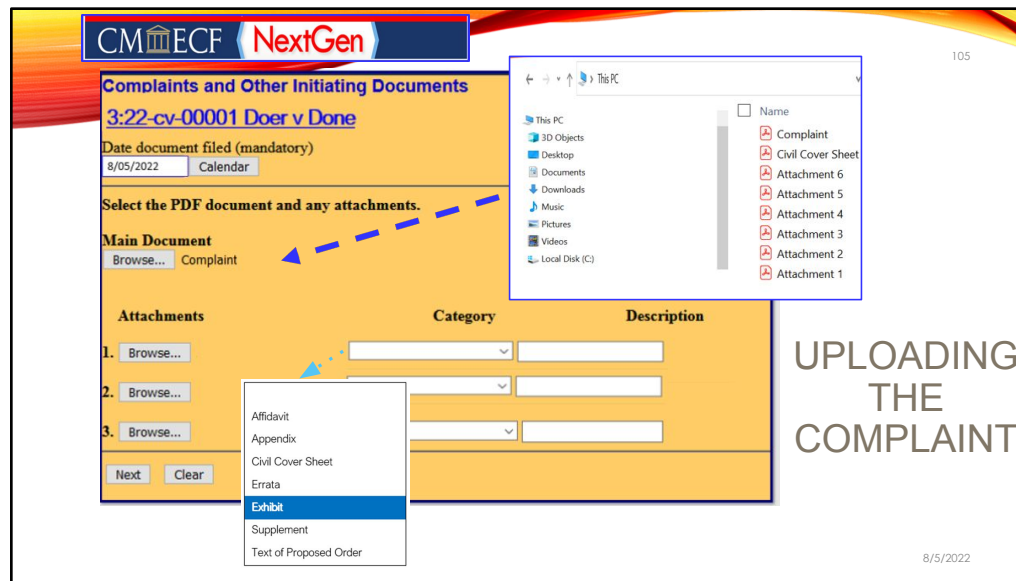
Next Clear

UPLOADING THE COMPLAINT

8/5/2022

This is the document upload screen. The complaint is the main document that is uploaded under in this box. We recommend that you always open and view the document for verification for each document upload. You may right click on the mouse to open the document. Only the complaint is uploaded as the main document all other documents including exhibits are uploaded as attachments.

From the pop-up menu, click “open” to complete the document selection process.



We will now select an exhibit as an attachment to the complaint. You **would click “browse”** and navigate to the file on your computer that you would like to upload as the exhibit to the complaint. **Once you have done** so, you must now either **enter a selection** from the category drop down menu and/or type a description in the description box. You must select a category or enter a description before you will be allowed to navigate to the next screen.

If you selected the wrong document for the complaint, you could click browse again, which would take you back to the directory on your computer for another selection.

If you selected the incorrect attachment file, you could click on the “remove” to remove the selected attachment.

CM ECF NextGen

106

Complaints and Other Initiating Documents

[3:21-cv-00001 Doer v. Done](#)

Date document filed (mandatory)
8/6/2021

Select document and any attachments.
8/05/2022

Main Document
Browse... Complaint.Training.pdf

	Attachments	Category	Description
1.	Browse... Attachment 1.pdf	Exhibit	Attachment A <input type="button" value="Remove"/>
2.	Browse... Case1_CivilCoverSheet.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
3.	Browse... No file selected.	<input type="text"/>	<input type="text"/>

8/5/2022

UPLOADING THE COMPLAINT

Note: The civil cover sheet should always be an attachment to your complaint.

Note: If you select "Exhibit" from the drop down list, **DO NOT** type "Exhibit" in the description box, doing so results in duplicate docket text.

This is a screen demonstrating what the screen would potentially look like once items are uploaded and the category and/or descriptions boxes are completed.

Here are a few examples of docket entries we thought be visually helpful.

CM ECF NextGen

107

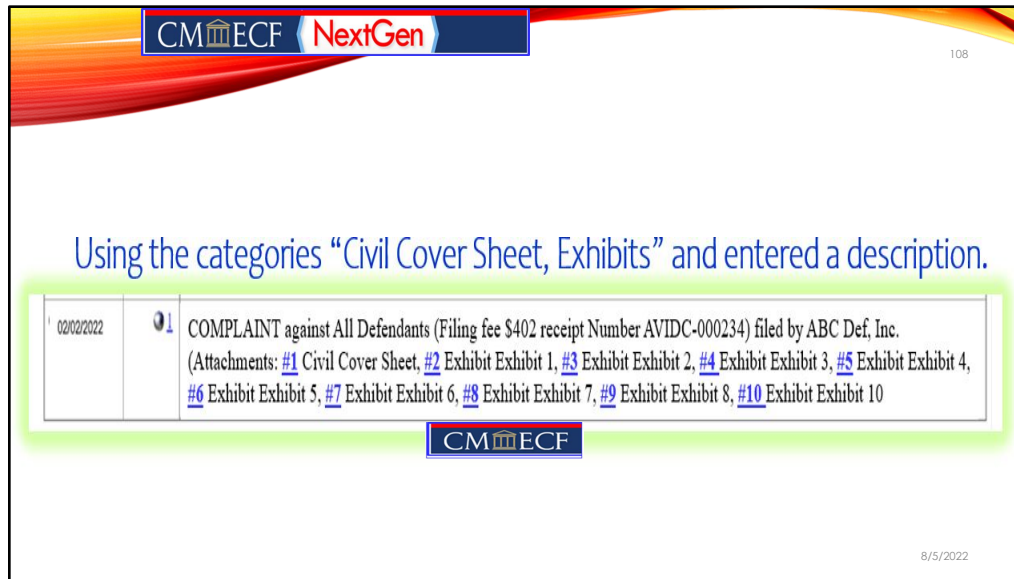
Using the categories “Civil Cover Sheet” and “Exhibits”.

02/02/2022		COMPLAINT against All Defendants (Filing fee \$402 receipt Number AVIDC-000234) filed by ABC Def, Inc. (Attachments: #1 Civil Cover Sheet, #2 Exhibit, #3 Exhibit, #4 Exhibit, #5 Exhibit, #6 Exhibit, #7 Exhibit, #8 Exhibit, #9 Exhibit, #10 Exhibit)
------------	--	--

CM ECF

8/5/2022

In our first example, the filing user elected to use the category civil coversheet for the first entry and the category exhibits for the remaining attachments.



CM ECF NextGen

108

Using the categories “Civil Cover Sheet, Exhibits” and entered a description.

02/02/2022	1	COMPLAINT against All Defendants (Filing fee \$402 receipt Number AVIDC-000234) filed by ABC Def. Inc. (Attachments: #1 Civil Cover Sheet, #2 Exhibit Exhibit 1, #3 Exhibit Exhibit 2, #4 Exhibit Exhibit 3, #5 Exhibit Exhibit 4, #6 Exhibit Exhibit 5, #7 Exhibit Exhibit 6, #8 Exhibit Exhibit 7, #9 Exhibit Exhibit 8, #10 Exhibit Exhibit 10)
------------	---	---

CM ECF

8/5/2022

In our second example, the filing user used the categories civil cover sheet and exhibit but also typed in the word exhibit in the description box to label each exhibit number for the documents attached. As you can see, that resulted in duplicate words entered, Exhibit Exhibit 1, 2 etc.

CM ECF NextGen

109

Using the category “Civil Cover Sheet” and typed in the description each Exhibit.

02/02/2022	1	COMPLAINT against All Defendants (Filing fee \$402 receipt Number AVDC-000234) filed by ABC Def, Inc. (Attachments: #1 Civil Cover Sheet, #2 Summons-J. Smith, #3 Summons-K. Cri, #4 Summons-D. Jak, #5 Warranty Deed, #6 Application for Mortg. Loan, #7 Quit Claim Deed, #8 Letter-08/2/2018, #9 Email-07/19/2019, #10 Notice of Lis Pendens
------------	---	--

CM ECF

8/5/2022

In our last example, the filing user elected to utilize the category option only for the civil cover and then typed in short descriptions for the other attachments. As a tip, you can decide which way works for you and what may be of great help to you when searching the docket to find an attachment to reference in a case you previously filed documents in.

110

DETERMINING THE FEES

Complaints and Other Initiating Documents
3:22-cv-00001 Doer v Done

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

or

Is this application filed on behalf of the USA?

Yes
 No

Next Clear

CMECF

8/5/2022

Not all attorneys will need to pay the filing fee via the internet.

Systematically, CMECF will ask you the question “Is this filing with an Application to Proceed Without Prepayment of Fees Y/N?”. If you answer “Y” to this prompt, it is assumed this is an IFP filing or that you are filing on behalf of the USA, and all payment information will be skipped. For this exercise, we have selected the “no” radio button. Click the Next button to proceed.

CM/ECF NextGen

111

DETERMINING THE FEES

Complaints and Other Initiating Documents

3:22-cv-00001 Doer v Done

Fee: \$402.00

Next Clear

CM/ECF

8/5/2022

The application will display the default amount for the filing fee. This is the amount that will be charged to your credit card at the completion of this event. The amount cannot be modified. If you believe the amount to be incorrect, cancel the event by clicking on any main menu option and contact the court.

Once the filing fee amount has been accepted, a message will be displayed indicating the payment processing screen is being loaded. At this point, you will be redirected from CM/ECF to the Pay.gov Internet site for entry and approval of the charge of the filing fee to your credit card. For this exercise, we will accept the \$402.00 fee by clicking the Next button to continue.

CM ECF NextGen

112

CHARGING THE FILING FEE TO A CREDIT CARD/ACH

Step 1: Enter Payment Information 1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: ATTORNEY *

Payment Amount: \$402.00 *

Billing Address: 999 W Street *

Billing Address 2: Suite A *

City: Charlotte Amalie *

State / Province: Virgin Islands-VI *

Zip / Postal Code: 00802 *

Country: United States *

Card Type: Visa *

Card Number: XXXXXXXXXXXXXXXX * (Card number value should not contain spaces or dashes)

Security Code: 999 [Help: Define your security code](#)

Expiration Date: 08 * / 2022 *

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

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.

8/5/2022

The next screen to appear is the payment information screen, which offers two multiple payment options. The filing fee may be paid as an DirectDebit (ACH), which will automatically deduct the payment amount from the designated checking or savings account, or by charging the filing fee to a credit card. If the payment is to be made as a Direct Debit, the routing information can be obtained from a copy of a deposit slip for the designated account. In this exercise, we will simulate charging the fee to a credit card.

Click the Continue with ACH Payment button, to proceed.

CM ECF NextGen

113

CHARGING THE FILING FEE TO A CREDIT CARD/ACH

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: ATTORNEY Billing Address: 999 W Street Billing Address 2: Suite A City: Charlotte Amalie State / Province: VI Zip / Postal Code: 00802 Country: USA	Card Type: Visa Card Number: *****	Payment Amount: \$402.00 Transaction Date: 8/05/2022 10:45 and Time: AST

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. *

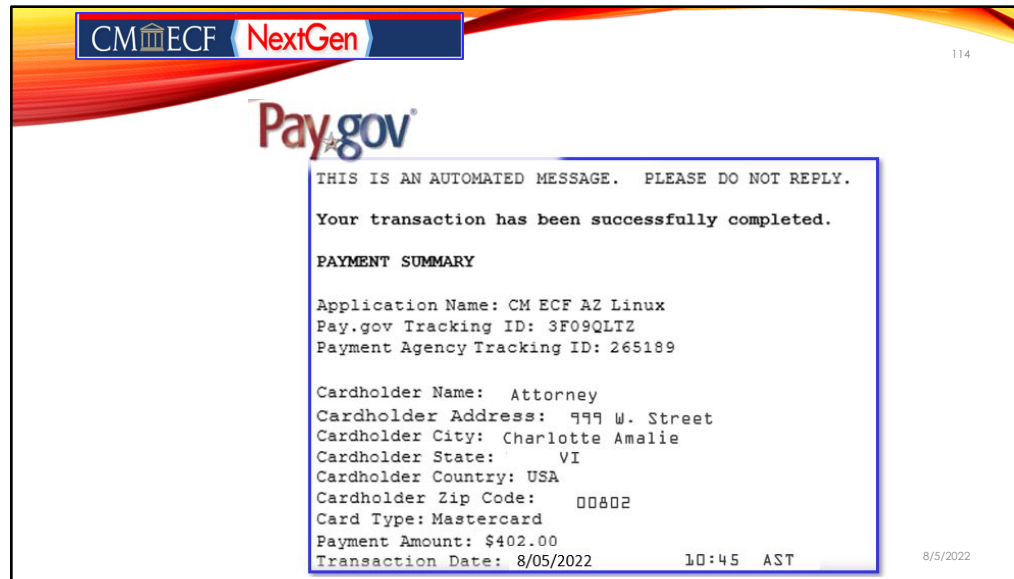
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Review the payment screen carefully. You may have confirmation sent to an email address-this is optional. Click on the authorize charge box, Click on Submit Payment.

8/5/2022

From the pull-down list, click the payment method of choice.

For this exercise, we will accept the \$402.00 fee by clicking the Next button to continue.



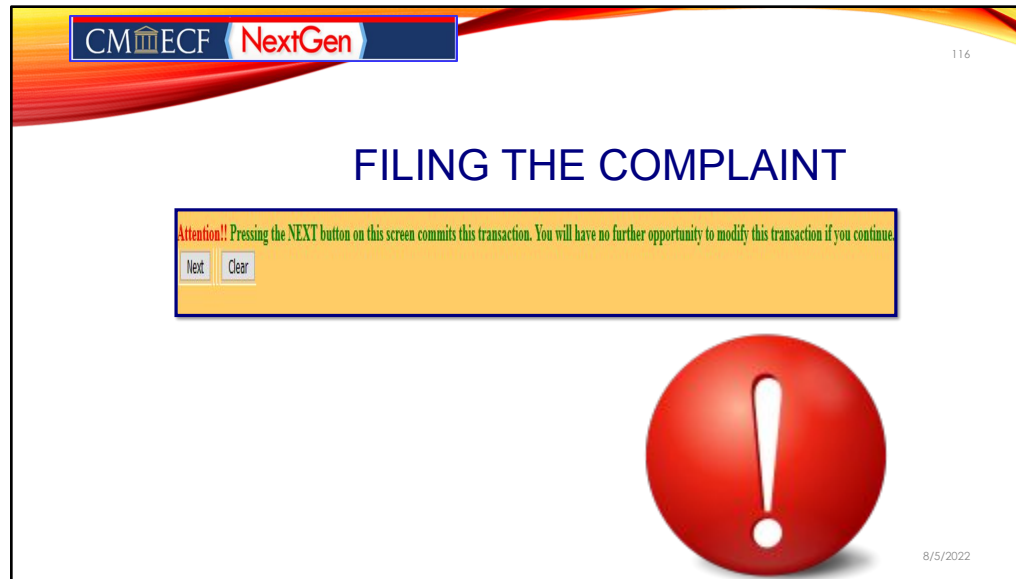
Payment confirmation is emailed from Pay.gov for your finalized transaction.

You are almost there.

The screenshot displays the CM/ECF NextGen web interface. At the top, there is a navigation bar with the CM/ECF logo and the text "NextGen". Below this is a main menu with options: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The central content area is titled "Complaints and Other Initiating Documents" and shows a list of entries. The first entry is "3:22-cv-00001 Doer v Done". Below the entry title, it says "Docket Text: Final Text" and "COMPLAINT against James Done (Filing fee \$ 402.00 receipt number 0391-655276) filed by Jane Doe." Below that, it lists attachments: "(Attachments: # 1 Exhibit Attachment A, # 2 Civil Cover Sheet, #3 Summons) (Bent, Jill)". A red box highlights the "Source Document Path (for confirmation only):" field, which contains the text "C:\fakepath\Main_Document.pdf pages: 1". At the bottom of the entry, there are "Next" and "Clear" buttons. The page number "115" is visible in the top right corner, and the date "8/5/2022" is in the bottom right corner.

Once the filing fee amount has been accepted, a message will be displayed indicating the payment processing screen is being loaded. At this point, you will be redirected from CM/ECF to the Pay.gov Internet site for entry and approval of the charge of the filing fee to your credit card.

The full path and filename for any uploaded documents are displayed on the final approval screen. Please confirm that the correct documents have been selected for filing. If the incorrect documents were selected, do not proceed with the filing.



The screenshot displays the CMECF NextGen interface. At the top left, the logo for CMECF NextGen is visible. The page number 116 is in the top right corner. The main heading is "FILING THE COMPLAINT". Below this, a yellow warning box contains the text: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom left of this box are "Next" and "Clear" buttons. A large, 3D-style red exclamation mark is centered on the page. The date 8/5/2022 is in the bottom right corner.

CMECF provides the filing user with a final warning that the transaction is about to be finalized.

The following transaction was entered by Bent, Jill on 8/06/2021 at 10:00 AM EST and filed
08/05/2022
Case Name: Doer v. Done
Case Number: 3
File: Jane Doer| 3:22-cv-00001
Document Number: 1
Docket Text:
 COMPLAINT against James Done (Filing fee\$ 402 receipt number 918896), filed by Jane Doer (Bent, Jill)
 3:22-cv-00001 Notice has been electronically mailed to:
 3:22-cv-00001
 Bent, Jill
 3:22-cv-00001 Notice has not been delivered by electronic means to:
 3:22-cv-00001

The following document(s) are associated with this transaction
 Document description: Main Document
 Original filename: n/a
 Electronic document Stamp:
 [S-AMP desc:Stamp_ID=995312739 [Date=2/22/007] [File Number=205733-0]
 [Sec649601914cf5a090c95411 ccd 123f15d5e23c86b0e9aa4b497 a6ae0ed57 a 1 cf
 828d 20b657fc01 fec6955f27 a5651 b4b 70d7bfda4bc2760866ff02de8c]]

**NOTIFICATION
 OF ELECTRONIC
 FILING**

117

8/5/2022

Once the filing user clicks next, the NEF appears instantaneously. Please note the Electronic Document Stamp information.

Do not attempt any other CM/ECF System function or sign off until the Notice of Electronic Filing is displayed. Otherwise, the transmission may be interrupted, and the document will not be filed.

The Notice of Electronic Filing provides confirmation that the CM/ECF System has registered your transaction and the document is an official Court document.

CM/ECF NextGen

118

FILING THE COMPLAINT

CM/ECF

Complaints and Other Initiating Documents

[3:22-cv-00001 Doer v Done](#)

District Court of the Virgin Islands
District of the Virgin Islands

Notice of Electronic Filing

The following transaction was entered by Bent, Jill 08/05/2022 : 10:00 a.m. AST and filed on 08/05/2022

Case Name: Doer v. Done

Case Number: 3:22-cv-00001

Filer: Jill Doer

Document Number: 1

Docket Text: COMPLAINT against James Done (Filing fee \$ 402.) filed by Jane Doer.

Confirmation that the CM/ECF System has registered your transaction and the document is an official Court document

3:22-cv-00001 Notice has been electronically mailed to: Jbent@law.greatmail.com

3:22-cv-00001 Notice will be delivered by other means to:

Names and e-mail addresses of the attorneys who are registered CM/ECF users and will receive electronic notice of the electronically filed document

8/5/2022


The date and time of the transaction is displayed along with the number assigned to the document.

If applicable, the names and addresses of individuals who will not be electronically notified of the filing will also be displayed on the Notice of Electronic Filing. It is the filer's responsibility to serve hard copies of the document and the Notice of Electronic filing to attorneys and parties who are not registered for electronic notification.

CM^{ECF} NextGen

119

Pursuant to LRCi 5.2(a), the attorney for **each** party in any cause shall promptly file a Notice of Appearance!




8/5/2022

We have opened a civil case. We have added the parties to the case. We have successfully filed a complaint.


The defendant was served, counsel has been retained and now it's time to file your appearance and an answer.

Check In

Attorney X believes their services will only be for a limited purpose and wants to file a limited Notice of Appearance for the client.



121

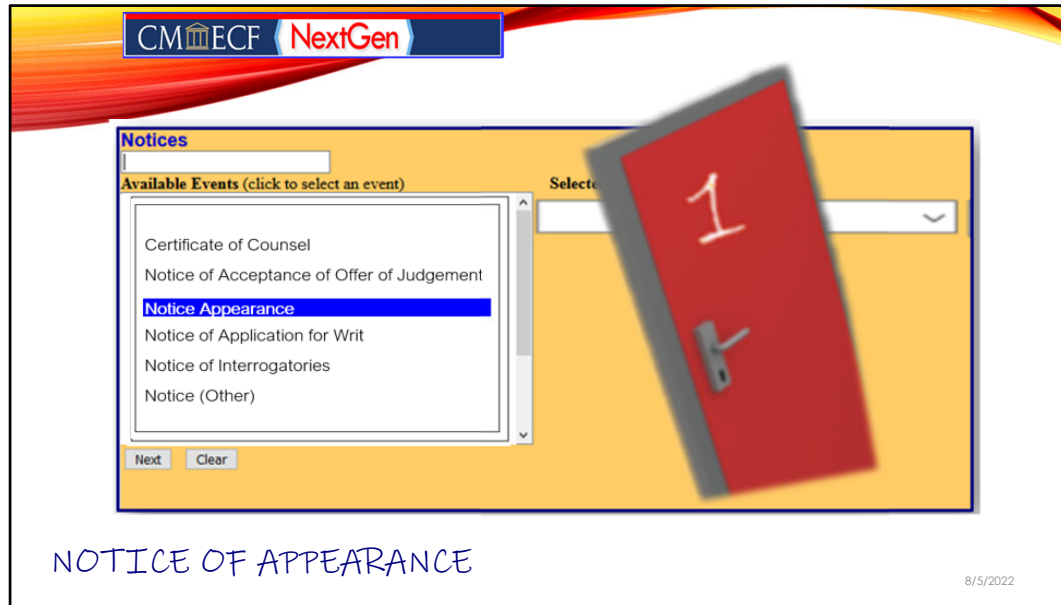


Check In

Question:
What filing event should be selected in CMECF?

8/5/2022

Type your response A, B, or C in the chat pane.



The screenshot shows the CM ECF NextGen interface. At the top, there is a logo for CM ECF NextGen. Below it, a section titled "Notices" contains a search bar and a dropdown menu labeled "Available Events (click to select an event)". The dropdown menu is open, showing a list of event types: "Certificate of Counsel", "Notice of Acceptance of Offer of Judgement", "Notice Appearance" (highlighted in blue), "Notice of Application for Writ", "Notice of Interrogatories", and "Notice (Other)". Below the dropdown are "Next" and "Clear" buttons. A red door with the number "1" is overlaid on the right side of the screen. The text "NOTICE OF APPEARANCE" is written in blue at the bottom of the screenshot. A small date "8/5/2022" is visible in the bottom right corner of the screenshot area.

The attorney would like to file a special appearance, but this option does not say Notice of Special Appearance, should the filer still choose it?

CM ECF NextGen 123

NOTICE OF APPEARANCE

Notices

Available Events (click to select an event) Selected Events

- Certificate of Counsel
- Notice of Acceptance of Offer of Judgement
- Notice of Appearance
- Notice of Application for Writ
- Notice of Interrogatories
- Notice (Other)**

Next Clear

8/5/2022

This is the generic Notice event. Perhaps, we can use it and just say “Notice of Limited Appearance?”

CM ECF NextGen 124

NOTICE OF APPEARANCE

Motion

Available Events (click to select an event)

- Limited Admission
- Miscellaneous Relief
- More Definite Statement
- New Trial
- Order of Sale
- Partial Summary Judgment

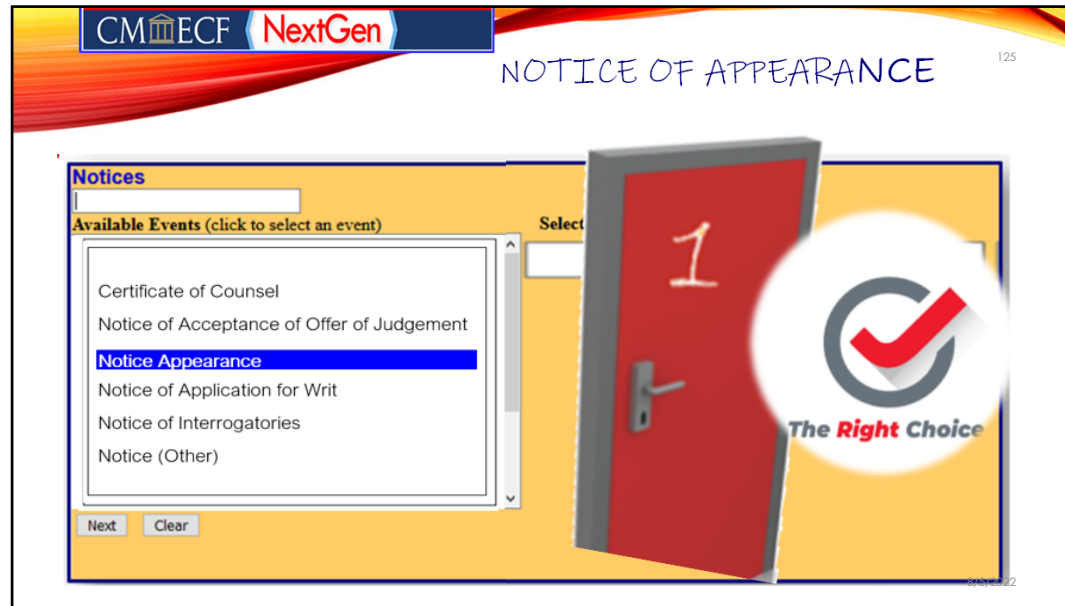
Selected Event

3

Next Clear

8/5/2022

Could we have found the winner with Limited Admission?



There the filing user would select Notice of Appearance from the list of available Events. Selecting anything else would not give the attorney filer the right prompts to select who he is filing for. CMECF will not recognize the attorney filer as making an appearance and their names will not appear on the docket as counsel. Finally, the attorney will never receive notice of filings. So, before counsel files an answer in CMECF, a Notice of Appearance has to be filed. We can also find the Notice of Appearance events under the Civil Events Tab. It's our one stop shop for all things civil. Remember how to get there?

CM ECF NextGen 126

NOTICE OF APPEARANCE

CM ECF Civil

ECF Civil Criminal out

Civil Events

Open a Case
[Open a Civil Case](#)

Initial Pleadings and Service
[Complaints, Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
[Motions](#)
[Supporting Documents, Response and Replies](#)

Other Filings
[ADR Documents](#)
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

8/5/2022

You first click on the civil link in the top menu bar after login on to CMECF.

After you navigate to the page, you would look for the section that says Other filings. Under this section you look for the link that reads Notices. Click on the link that reads, Notices.

CM ECF NextGen

127

NOTICE OF APPEARANCE

CECF Civil Criminal Query Reports Utilities Search Logout

Civil Events

Open a Case
[Open a Civil Case](#)

Initial Pleadings and Service
[Complaints, Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
[Motions](#)
[Supporting Documents, Response and Replies](#)

Initial Pleadings and Service
[Complaints, Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

8/5/2022

Again, you would navigate from the menu tree, using the Civil link and coming to the Civil Events page. But this time, you are going back under Initial Pleadings and Service, where we would click on the Answers to Complaints.

CM ECF NextGen

128

NOTICE OF APPEARANCE

Notices
Notice of Appearance

Available Events (click to select an event)

- Certificate of Counsel
- Notice of Acceptance of Offer of Judgement
- Notice Appearance**
- Notice of Application for Writ
- Notice of Interrogatories
- Notice (Other)

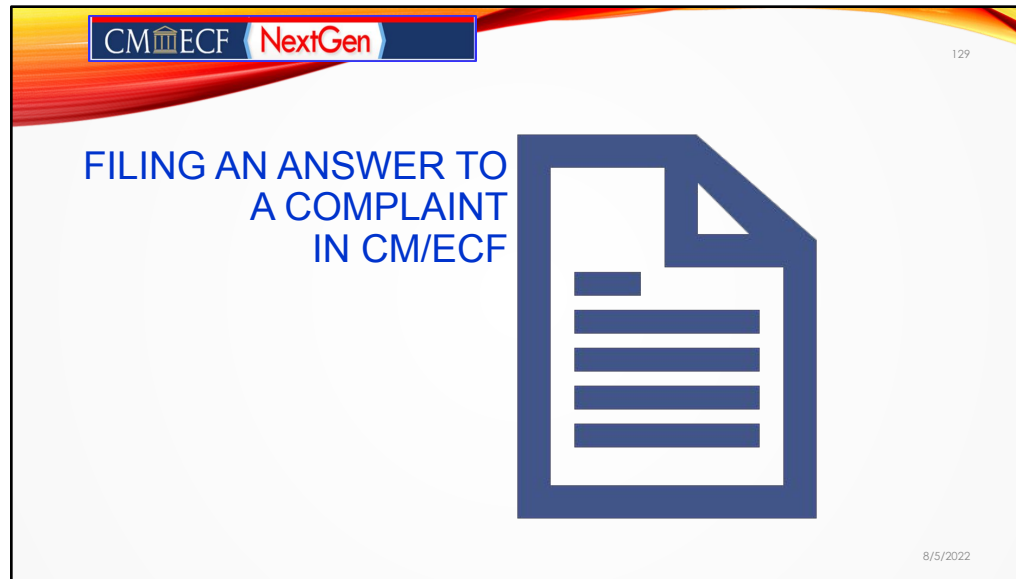
Selected Event
Notice of Appearance

Next Clear

CM ECF

8/5/2022

There the filing user would select Notice of Appearance from the list of available Events. Don't forget that the default selection starts at the beginning of the list which is at Certificate of Counsel. Then the user will continue to follow the prompts to complete the filing. Now, on to filing our Answer.



CM/ECF NextGen

129

FILING AN ANSWER TO
A COMPLAINT
IN CM/ECF

8/5/2022


The slide features a header with the 'CM/ECF NextGen' logo on the left and the number '129' on the right. The main content area contains the title 'FILING AN ANSWER TO A COMPLAINT IN CM/ECF' in blue text, followed by a large blue icon of a document with a folded corner and horizontal lines representing text. The date '8/5/2022' is located in the bottom right corner of the slide.

We have opened a civil case. We have added the parties to the case. We have successfully filed a complaint.

The defendant was served, counsel has been retained and now it's time to file your appearance and an answer.

CM/ECF NextGen

130



Filing an answer to a complaint in CM/ECF involves selecting the answer event, entering the case number, selecting the party filing the answer, selecting the complaint which the answer is in response to, selecting the jury demand (if appropriate), and accepting the final docket text.

8/5/2022

We have our work cut out for us, so let's go! Remember, that we have to log on through PACER to get to the District Court's CMECF's page.

CM/ECF NextGen

131

Filing an Answer to a Complaint in CM/ECF

CM/ECF

Initial Pleadings and Service

Complaints, Other Initiating Documents

Service of Process

Answers to Complaints

Other Answers

8/5/2022

This is a screen snippet of the Civil Events screen.

132

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints

Civil Case Number

3:22-cv-00001

Next Clear

CM/ECF

8/5/2022

When the filing user clicks on the Answers to Complaints link, the system will then go to the case number verification page. Here the filing would be prompted to enter the case number for the case that they are filing the answer in and then click **Next**.

133

CM/ECF NextGen

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints

3:22-cv-00001 Doer v Done

Pick Filer

Select the filer.

Select the Party:

Doer, Jane [pla]

Done, James [dft]

Next Clear New Filer

8/5/2022

The system will then display the page with the party participants so that a party may be selected as the filer of the answer. **Filer Selection** screen. On this screen you select the party who is filing the document. The name(s) of the parties you select will appear in the docket text.

NOTE: If you have multiple defendants, CMECF will automatically provide you with the options to either select all Defendants for whom you are filing the answer for. If this is selected the group name, such as “all defendants,” will appear in the docket text, rather than the names of the individual party(ies).

We have a single defendant, so that option does not appear. So, select Mr. Done as the party on whose behalf we are filing an answer and click next.

The screenshot shows the 'Answers to Complaints' screen in the CM/ECF NextGen system. The page title is 'Filing an Answer to a Complaint in CM/ECF'. The case number is '3:22-cv-00001 Doer v Done'. The text on the screen reads: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, keep box unchecked.' There is one association listed: 'James Done (pty:dft) represented by Tom Tall (aty)' with three checked boxes for 'Lead' and 'Notice'. At the bottom of the form area are 'Next' and 'Clear' buttons. The CM/ECF logo is visible at the top and bottom of the form area. The page number '134' is in the top right corner, and the date '8/5/2022' is in the bottom right corner.

The next page that we meet is the **Attorney/Party Association** screen.

This screen will make the defendant/attorney association by automatically checking the check box to the far left. The Notice check box to the far right is also automatically checked so you will get notices in this case. Click in the check box on the right side to designate if you are lead attorney for the defendant(s).

Note: There should only be ONE Lead Attorney per party.

Click **Next**.

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints
3:22-cv-00001 Doer v Done

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	08/05/2022		COMPLAINT against James Done (Filing fee \$ 402 receipt number AVIDC-918896) filed by Bent, Jill.

8/5/2022

As the process progress, we now are at the section where identifying which complaint does the answer pertains to. In CMECF, this is referred to as linking one document electronically to another through the system. If applicable, this screen lists all complaints and claims, including counterclaims, crossclaims, and third-party complaints, for which an answer is still due.

On this screen you tell the system which complaint this answer is in response to. We are all set to learn more about filing third-party complaints later in the advance session.

Once we are finished, please click next.


CM/ECF NextGen 136

Filing an Answer to a Complaint in CM/ECF

The screenshot displays the CM/ECF NextGen interface. On the left, the 'Answers to Complaints' screen is visible, showing the case number '3:22-cv-00001_Doeer_v_Done', the date '8/05/2022', and sections for 'Main Document' and 'Attachments'. On the right, a file explorer window is open, showing the contents of 'This PC'. The file list includes 'Complaint', 'Civil Cover Sheet', 'Attachment 6', 'Attachment 5', 'Attachment 4', 'Attachment 3', 'Attachment 2', 'Attachment 1', and 'Answer.Sample'. The 'Answer.Sample' file is selected, and the 'File name' field at the bottom shows 'Answer.Sample' with an 'Open' button.

8/5/2022

Now we are to the upload screen. Because you are almost a better e-filer than myself, you all quickly recognized the upload screen. Remember all filings must be converted to PDF to upload in CMECT.


137

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints
[3:22-cv-00001 Doer v Done](#)

Date document filed (mandatory)

Select the PDF document and any attachments.

Main Document
 Answer.Sample.pdf

	Attachments	Category	Description
1.	<input type="button" value="Browse..."/> No file selected.	<input type="text" value=""/>	<input type="text" value=""/>

8/5/2022

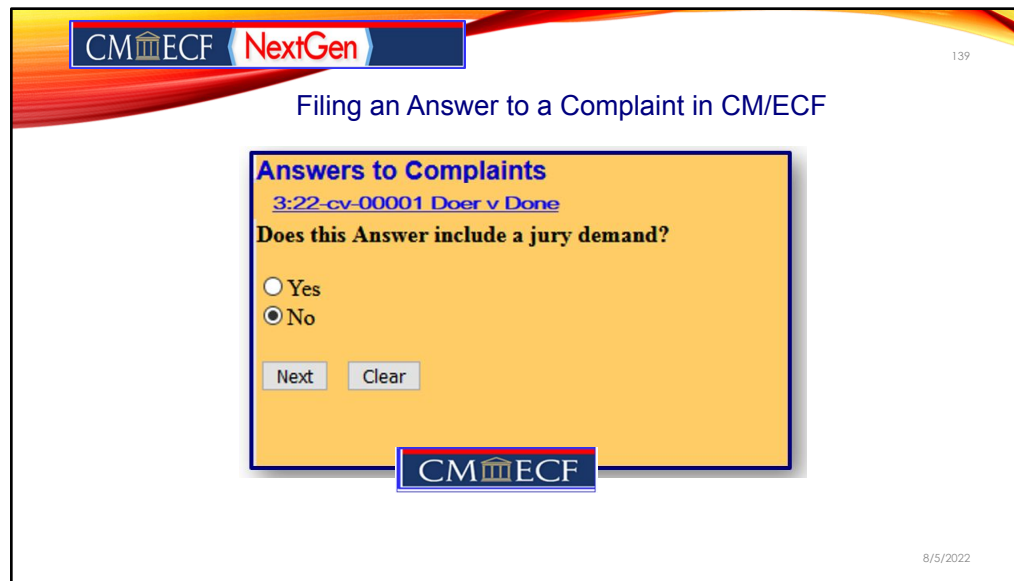
Don't forget that consistent with this Court's Rules, the filing user has a responsibility to verify all uploads. This includes redacting all documents with personal identifiers.

The screenshot shows the CM/ECF NextGen interface. At the top left is the CM/ECF NextGen logo. The page title is "Filing an Answer to a Complaint in CM/ECF". The main content area is a yellow box titled "Answers to Complaints" containing the case number "3:22-cv-00001 Doer v Done" and three checkboxes: "Does this filing include a counterclaim?", "Does this filing include a cross-claim?", and "Does this filing include a third-party complaint?". Below the checkboxes are "Next" and "Clear" buttons. The CM/ECF logo is at the bottom center of the yellow box. The number "138" is in the top right corner of the page, and "8/5/2022" is in the bottom right corner.

If your answer contains any of the following, check all boxes that apply below and click **Next**. If no boxes are checked, click **Next**.

If a box has been checked, the system will then display a screen for you to select whom this claim is against. If necessary, you can also add a new party on that screen.

NOTE: If adding a new party, you will not add personal information (i.e. address, phone number, etc.) at this time. The only thing you will need to change is the party role (i.e. Third Party Defendant) and click Submit. **Click** on the name the claim is against and click **Next**.



CM/ECF NextGen

139

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints

[3:22-cv-00001 Doer v Done](#)

Does this Answer include a jury demand?

Yes

No

Next Clear

CM/ECF

8/5/2022

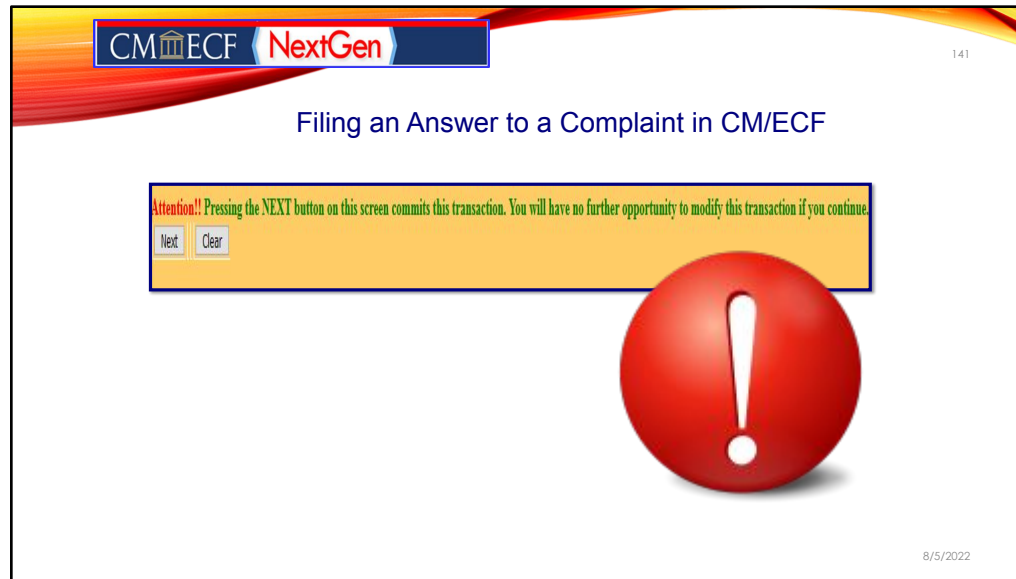
The system will then ask you if the answer includes a jury demand. Answer Y (for Yes) or N (for No) whether the answer states it has a jury demand.
Click **Next**.

The screenshot shows the CM/ECF NextGen interface. At the top, there is a header with the CM/ECF logo and 'NextGen' text. Below the header, the title 'Filing an Answer to a Complaint in CM/ECF' is displayed. The main content area is a yellow box with a blue border. It contains the following text: 'Answers to Complaints', a blue link '3:22-cv-00001 Doer v Done', 'Docket Text: Final Text', and 'ANSWER to Complaint by James Done. (Tall, Tom)'. Below this, it says 'Source Document Path (for confirmation only): C:\fakepath\Answer.Sample.pdf pages: 1'. At the bottom of the yellow box, there are two buttons: 'Next' and 'Clear'. The CM/ECF logo is also present at the bottom center of the yellow box. In the top right corner of the overall page, the number '140' is visible. In the bottom right corner of the overall page, the date '8/5/2022' is visible.

The system will prompt you to certify that service has been accomplished in accordance with the Federal Rules and Local Rules of this Court.

Just a reminder that the NEF that is automatically generated by the Court's electronic filing system constitutes service of the filed documents on filing users with the exceptions as set forth in LCRi 5.4(i)(1)).

Click **Next** to continue.



The system will display the **Final Docket Text** screen.

Again, just like before CMECF will always prompt you that you are approaching the final steps towards the end of a transaction.

This is your **last chance** to correct any errors in the transaction. If the transaction is NOT correct, click **Back** on your browser to return to the screen where the error was made, fix the error, then proceed again through the transaction. If the transaction and the text are correct, click **Next**.

142

CM/ECF NextGen

Filing an Answer to a Complaint in CM/ECF

CM/ECF

District Court of the Virgin Islands
District of the Virgin Islands

Answers to Complaints
[3:22-cv-00001 Doer v Done](#)

Notice of Electronic Filing

The following transaction was entered on 8/05/2022 at 10:20 a.m. AST and filed on 8/05/2022.

Case Name: Doer v Done
Case Number: [3:22-cv-00001](#)
Filer: James Done
Document Number: 8/05/2022

Docket Text:
[ANSWER to Complaint by James Done. \(Tall, Tom\)](#)

3:22cv-00001 Notice has been electronically mailed to:
3:22cv-00001 Notice will be delivered by other means to:
Jill Bent
Tom Tall

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

Document description:Main Document
Original filename:a
Electronic document Stamp:
[STAMP doccfStamp_ID=1181334639 [Date= 8/05/2022 FileNumber=842770-0]
[25cb1745c210212ab4ac290499086e6c38a3c3a3876634574d0349e1c794ad215
afacc3e099157235b071b65d31104c2b7641e2d8d0577897ca1dbcee52a]]

8/5/2022

Finally, the system will display the **Notice of Electronic Filing** screen.

NEF is your verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. To print a copy of this notice, click **Print**.

To save a copy of this receipt, click **File**, then **Save As...** on the browser menu.

When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.

143

Querying a Case

Query

Search Clues

Case Number

Case Status: Open Closed All

Filed Date to

Last Entry Date to

8/5/2022

Here is where we are going to search CMECF to find our fruits of our labor today.

CM ECF NextGen Querying a Case 144

CM ECF Civil Criminal Query Reports Utilities

Query

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action

0 (No cause code entered)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)

Last/Business Name Exact matches only


First Name Middle Name

Type Prisoner ID

Run Query Clear

8/5/2022

This is the **Search Clues** screen. The Query function allows you to find a case if you don't know a case number. It displays all the cases on the system that match your selection criteria. Following is an explanation of the search criteria on this screen.



Querying a Case

145

CM/ECF
Civil ▾
Criminal ▾
Query
Reports ▾
Utilities ▾
Search

Case Number: The number of the last case you queried in the pending CM/ECF session will automatically appear in this field. If you want to query a different case, type the new case number in this field using one of the following accepted formats: YY-####, O:YY-TY-####, O:YY-TY-####, YYTY####, O:YYTY####, where O=office code, YY=year, TY=type (cv for civil), and ####=number.

Last/Business Name: To find a party (including a business) or an attorney entered in the CM/ECF system, enter a search string beginning with the first two letters of the party's or attorney's last name. You can use an asterisk as a substitute for an unknown letter, e.g., Jo*s will return Jones, Johnson, and Joseph. This field is not case sensitive.

Query

[Mobile Query](#)

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

Cause of Action

Last/Business Name Exact matches only

First Name Middle Name


Type Prisoner ID

First Name/Middle Name: These fields only work in conjunction with the Last/Business Name field.

8/5/2022

The Query function allows you to find a case if you don't know a case number. It displays all the cases on the system that meet your selection criteria. If multiple cases exist with the case number entered, they will all be displayed. Select a case by clicking its associated checkbox. If you click **Hide Case List**, the list will be hidden but will be displayed again if you click **Show Case List**.

146



Querying a Case

Query [Mobile Query](#)

Search Clues

Case Number [Hide Case List](#)

Select a case:

1:21-cv-00001 Hodge King v. McGregor

3:21-cv-00001 Doer v. Done

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

Cause of Action

Last/Business Name Exact matches only

First Name Middle Name


Type Prisoner ID

8/5/2022

Remember, CMECF is interactive and efficient.

For example, if you entered a case number and the system contains more than one case with that case number, you will be required to select a specific case from a list of cases with that case number on the next screen. When you have finally narrowed your search to one specific case, you will see the following **Query** screen.

147



Querying a Case

Query

[Mobile Query](#)

Search Clues

Case Number: [Hide Case List](#)

Select a case:

- 1:21-cv-00001 Hodge King v. McGregor
- 3:21-cv-00001 Doer v. Done

or search by

Case Status: Open Closed All

Filed Date: to

Last Entry Date: to

Nature of Suit:

Cause of Action:

Last/Business Name: Exact matches only

First Name: Middle Name:

Type: Prisoner ID:

8/5/2022

For example, if you entered a case number and the system contains more than one case with that case number, you will be required to select a specific case from a list of cases with that case number on the next screen. When you have finally narrowed your search to one specific case, you will see the following **Query** screen.

CM/ECF NextGen

3:21-cv-00001 Doer v. Done
Date filed: 08/06/2021
Date of last filing: 08/06/2021

[Mobile Query](#)
Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings](#)
- [Docket Report...](#)
- [Filers](#)
- [History/Documents...](#)
- [Related Transactions...](#)
- [View Document](#)

148

Querying a Case

8/5/2022

When you have finally narrowed your search to one specific case, you will see the following **Query** screen.

- **Alias** - See a list of aliases for the parties in the case.
- **Associated Cases** - Retrieve the case numbers of any associated cases.
- **Attorney** - View the names and contact information for all attorneys involved in the case.
- **Case File Location** - View case file location information.
- **Case Summary** - Provides a summary of current case-specific information.
- **Deadline/Hearings** - Review upcoming deadlines and hearings.
- **Docket Report** - Run a docket report.
- **Filers** - See a list of filers in the case.
- **History/Documents** - View the history of the case with the ability to look at a specific date range or certain docket events.
- **Party** - See a list of all parties in the case.
- **Related Transactions** - Find transactions in the case related to one another.
- **Status** - Look at any pending statuses.
- **View a Document** - View a specific document, if the docket entry is known.

For today's exercise we are going to click on the docket report.

CM ECF NextGen

149

Querying a Case

Docket Sheet

Case Number
3:22-cv-00001 Doer v Done

Filed
 Entered to

Documents to

Go to Document or PageID

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 Include headers when displaying PDF documents
 View multiple documents


Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by

Run Report Make these options my default.

8/5/2022

Next, the system will navigate to the docket sheet for the case selected. At the top of the screen, it shows the case number that the filing can confirm that they have been selected the right case. From this screen the filing user can run a docket sheet using certain parameters entered. Once the filing user have entered all the information desired, the filing user would click next.



Querying a Case

150

District Court of the Virgin Islands
District of the Virgin Islands (St. Thomas Division)
CIVIL DOCKET FOR CASE # 3:22-cv-00001

Doer v. Done
Assigned to:
Cause: 281331 Fed. Question

Date Filed: 8/05/2022
Jury Demand: None
Nature of Suit: 380 Personal Property: Other
Jurisdiction: Federal Question

Plaintiff
Jane Doer

represented by: **Jill Bent**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

v.

Defendant
James Done

represented by: **Tom Tall**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
8/05/2022	3	ANSWER to Complaint by James Done. (Tall, Tom) Entered: 8/05/2022
8/05/2022	2	NOTICE of Appearance by Tom Tall on behalf of Defendant James Done (Tall, Tom) Entered: 8/05/2022
8/05/2022	1	COMPLAINT against James Done (Filing fee \$ 402 receipt number AV/DC-918896) filed by Bent, Jill. Entered: 8/05/2022

8/5/2022

Congrats you have successfully queried CMECF, searched and found the fruits of our labor today! For example, this is our case that we created and filed the answer in. It is at this time if you are finished, you should click on **Logout**.

CM ECF NextGen

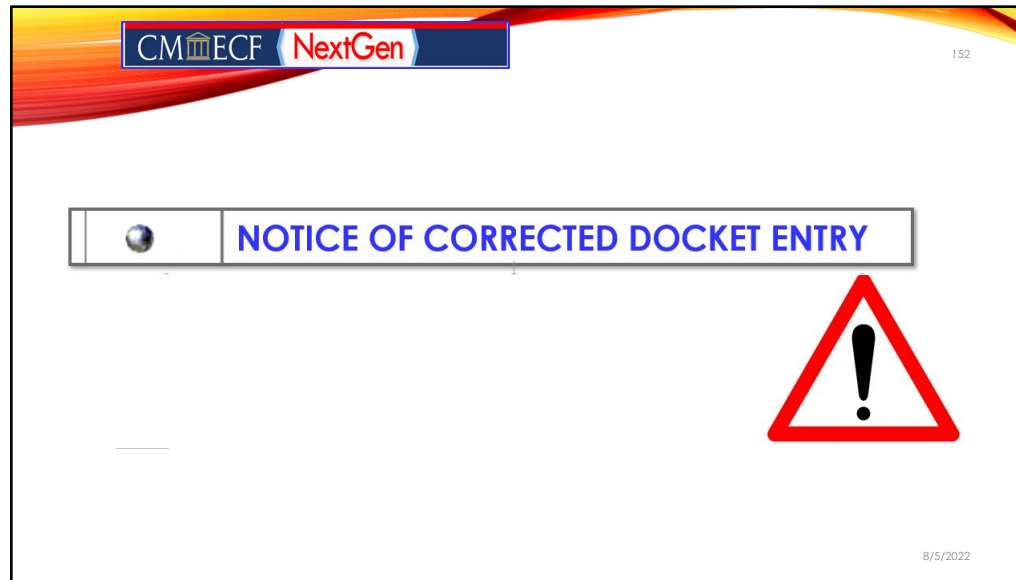
COMMON DOCKETING ERRORS

151

- Using the **Wrong Docket Event** When Filing
 - Failure to submit a **Summons (AO 440)** as an attachment to the initiating complaint and subsequently filing it as a main event.
- Filing the **Proof of Service** (page 2 of the Summons) using the Affidavit of Service event
 - Missing **Signatures**
 - Failing to File a **Civil Cover Sheet**
 - Failing to **Redact** Personal Identifiers
 - Failing to Submit **Draft Orders**
 - Attaching the **Incorrect PDF Document**
 - **Merging** multiple pleadings as one PDF.
 - Failure to file a **Disclosure Statement** pursuant to Fed.R.Civ.P. 7.1




For today's presentation, our team put together common docketing errors that are made by filing users. Here we provided you with the top 10. But I am pretty sure that everyone can take away something from today's training session that will help to reduce this list!



Now, we have completed filing the complaint, a Notice of Appearance and an answer. So, it's time to look at how to avoid getting **the dreaded.... Notice of Corrected Docket Entry!**

CM/ECF NextGen 153

NOTICE OF CORRECTED DOCKET ENTRY



Once a document is submitted and becomes part of the case docket, the CM/ECF system will not permit the filing party to make changes to the document or docket entry filed in errors since the transaction has been accepted. A filer is notified by the Clerk's Office of errors discovered during its quality control process by docket entries referenced as "**Notice of Corrected Docket Entry.**"

8/5/2022

I know at least few of you have gotten a Notice of Corrected Docket Entry. So, moment of truth. From the next few slides enter in the chat pane which strong emotion you felt when you receive a notice of corrected docket entry. No judgment!

A

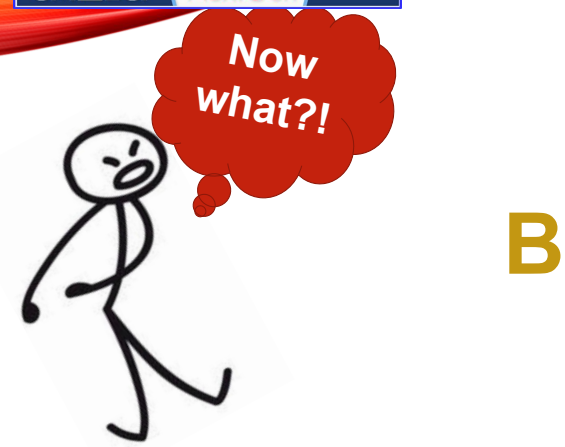
Urggghh!!!!!!
Not again!



154

8/5/2022

CM ECF NextGen 155



8/5/2022

The image is a slide with a white background and a decorative top border with a red-to-yellow gradient. At the top left, there is a blue banner with the text 'CM ECF NextGen' in white. To the right of the banner is the number '155'. In the center-left, a black stick figure is walking to the right. Above its head is a red, cloud-like thought bubble containing the text 'Now what?!' in white. To the right of the stick figure is a large, bold, yellow letter 'B'. In the bottom right corner, the date '8/5/2022' is written in a small font.

C



Where did I go wrong?

CM/ECF NextGen

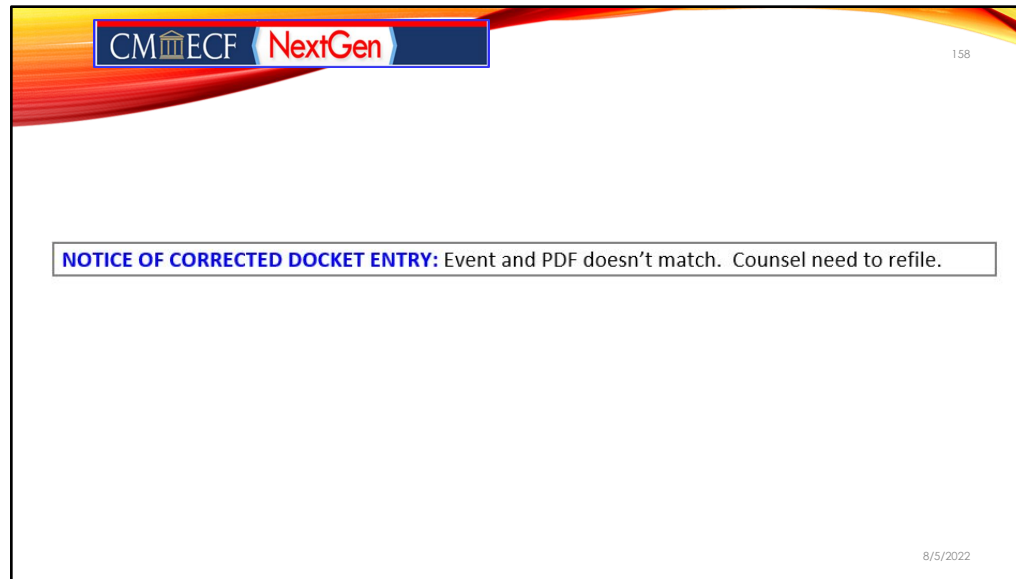
157

I really should have registered for the last CM/ECF training!


D



8/5/2022



An filing user may have intended to file a Stipulation for Substitution of Counsel and used the motion event. It's not a motion and the Stipulation event should have been selected. This would cause a Notice of Corrected Docket Entry to be issued because the event and the filing didn't match. The document title and the event must match.



159

COMMON DOCKETING ERRORS

NOTICE OF CORRECTED DOCKET ENTRY: Pursuant to Federal Rules of Civil Procedure 7.1, Plaintiff is required to file a Disclosure Statement.


Federal Rules of Civil Procedure Rule 7.1. Disclosure Statement

(a) Who Must File; Contents. A nongovernmental corporate party must file 2 copies of a disclosure statement that:

- (1) identifies any parent corporation and any publicly held corporation owning 10% or more of its stock; or
- (2) states that there is no such corporation.

(b) Time to File; Supplemental Filing. A party must:


- (1) file the disclosure statement with its first appearance, pleading, petition, motion, response, or other request addressed to the court; and
- (2) promptly file a supplemental statement if any required information changes.



8/5/2022

Here is another common docketing error, failure to submit a Disclosure Statement.

160




COMMON DOCKETING ERRORS

CM/ECF – District Court of the Virgin Islands

Other Documents

- Affidavit
- Amendment to Document
- Amicus Curiae Appearance
- Application for Writ
- Bill of Costs
- Corporate Disclosure Statement**
- Financial Affidavit
- Interpleader
- Jury Demand
- Objections to Answer to Writ

 **Correct way**

Civil Events → Other Filings → Other Documents

[Corporate Disclosure Statement](#)

X

Filing a Notice of Filing as the main event and attaching the Corporate Disclosure Statement.

COMMON
DOCKETING
ERRORS

8/5/2022

After receiving the notice of corrected docket entry that a Disclosure Statement is missing, a filer usually cures the deficiency by promptly filing the Corporate Disclosure Statement. We just want to remind you that instead of making an extra unnecessary step of filing a Notice of Filing as the main event and then the Corporate Disclosure Statement, you can select the Corporate Disclosure Statement one time as the main event and complete the filing. Yep! You are welcome!

Summons (AO 440) filed for Clerk's issuance

- Should be filed as attachment when filing a complaint.
- Cannot be filed as a main document if being filed after the complaint.
- Must be filed as an attachment to a Notice which is the main event advising the Clerk of a summons filed for issuance.
- Should not be filed as the main event for an Affidavit of Service

COMMON
DOCKETING
ERRORS

AO 440 (Rev. 06/12) Summons in a Civil Action 161

UNITED STATES DISTRICT COURT
for the

Plaintiff(s)
v.
Defendant(s)

Civil Action No.

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address)

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

CLERK OF COURT

Date: _____ Signature of Clerk or Deputy Clerk: *8/5/2022*

AO 440 (Rev. 06/15) Summons to Civil Action (Page 3)
 Civil Action No. _____

PROOF OF SERVICE
(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (f))

This summons for (name of individual and title, if any) _____
 was received by me on (date) _____.

I personally served the summons on the individual at (place) _____
 on (date) _____.

I left the summons at the individual's residence or usual place of abode with (name) _____
 a person of suitable age and discretion who resides there;
 on (date) _____, and mailed a copy to the individual's last known address, at _____.

I served the summons on (name of individual) _____, who is
 designated by law to accept service of process on behalf of (name of organization) _____,
 on (date) _____.

I returned the summons unexecuted because _____; or

Other (specify): _____

My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ 0.00.

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature _____
 Printed name and title _____
 Server's address _____

Additional information regarding attempted service, etc: _____

- The Proof of Service is the second page of AO440. It maybe filed as a main document using the following events: "Summons Returned Executed" if service was executed; "Summons Returned Unexecuted" if the summons was service was unexecuted; **or** "Summons Returned Executed as to USA or Agency of USA"
- The Proof of Service cannot be filed using as the event "Affidavit of Service"



163

CM ECF NextGen

NOTICE OF CORRECTED DOCKET ENTRY: Pursuant to LRCi 5.2(a), the attorney for each party in any cause shall promptly file an appearance, giving the address where all notices and papers may be served upon the attorney.

District Court of the Virgin Islands
District of the Virgin Islands (St. Thomas Division)
CIVIL DOCKET FOR CASE # 3:22-cv-00001

<p>Doer v. Done Assigned to: Cause: 281331 Fed. Question</p>	<p>Date Filed: 8/05/2022 Jury Demand: None Nature of Suit: 380 Personal Property: Other Jurisdiction: Federal Question</p>
<p><u>Plaintiff</u> Jane Doer</p>	<p>represented by: Jill Bent LEAD ATTORNEY ATTORNEY TO BE NOTICED</p>
<p>v.</p>	
<p><u>Defendant</u> James Done</p>	<p>represented by: Tom Tall LEAD ATTORNEY ATTORNEY TO BE NOTICED</p>

8/5/2022

Remember our attorneys from the training data base? Attorneys Bent and Tall? Well if another attorney intended to appear as co-counsel in this matter for either party and used another event other than the notice of appearance event, then they will be calling the Clerk's Office pretty soon to wonder why they are not receiving any NEF's or why their names aren't listed on the docket !

The screenshot displays the CMECF NextGen interface. At the top, the logo for CMECF NextGen is visible. Below the logo, the text "COMMON DOCKETING ERRORS" is centered. The main content area is a yellow box titled "Notices". Inside this box, there is a search bar and a dropdown menu labeled "Available Events (click to select an event)". The dropdown menu is open, showing a list of event types: "Certificate of Counsel", "Notice of Acceptance of Offer of Judgement", "Notice Appearance" (which is highlighted in blue), "Notice of Application for Writ", "Notice of Interrogatories", and "Notice (Other)". To the right of the dropdown is a "Selected Event" field, which is currently empty. At the bottom of the form, there are "Next" and "Clear" buttons. The number "164" is in the top right corner of the page, and "8/5/2022" is in the bottom right corner.

There is only one way that CMECF will recognize your appearance and that is by filing a Notice of Appearance using the correct event, Notice of Appearance!

COMMON DOCKETING ERRORS

NOTICE OF CORRECTED DOCKET ENTRY: The Attorney's log-on and signature does not match. Counsel is required to refile using the appropriate attorney log on profile.

LCRi 5.4(h) – Signatures

Electronically filed documents **must include** the

- Filing User's name,
- address (including email address),
- telephone number and
- the attorney's U.S. Virgin Islands bar registration number, if applicable.



COMMON DOCKETING ERRORS

To represent the signature on the document, the following format for the signature block is permissible:

Jane Attorney VIBA #9999
Attorney for (Plaintiff/Defendant) ABC
AttorneyJane@lawfirm.com
Law Firm
123 Gade
St. Thomas, VI 00802
Telephone: (340) 999-9999



Validation of the attorney's signature is done through the e-filing login.

8/5/2022

NOTICE OF CORRECTED DOCKET ENTRY: Filer is advised that pursuant to LCRi 83.1, documents filed by an attorney admitted pro hac vice shall also include the signature of Local Counsel.

LCRi 5.4(h) – Signatures

Pro Hac Vice Attorney

If an attorney is admitted *pro hac vice*, the electronically filed document must include this information for **both local and pro hac vice counsel**.



Pro Hac Vice Attorney:

- must be administered the oath of office before filing a PACER request
- Must file a Notice of Appearance pursuant to LCRi 83.1(b)(2).

8/5/2022

COMMON DOCKETING ERRORS

Any document required to be filed conventionally (over the counter) must bear the filer's **original hand written** signature.

This includes, but is not limited to:

- Civil suits under the Federal Civil False Claims Act (Qui Tam Cases)
- Registration of Judgment from Another District
- Application for Pen Registers
- Application for Wire Interceptions
- Applications for Search, Seizure and Arrest Warrants



The screenshot shows the website for the District Court of the Virgin Islands. The header includes the court's name, the names of the Chief Judge (Honorable Robert A. Molloy) and Clerk (Glenda L. Lake, Esq.), and a search bar. A navigation menu is located below the header, with the 'For Attorneys' tab highlighted by a yellow arrow. A blue dashed box encloses a list of resources: District CM/ECF, Bankruptcy CM/ECF, CM/ECF NextGen, Filing Guidance, Jury Evidence Recording System (JERS), Electronic Availability of Transcripts of Court Proceedings, and Event Instructions and Lists. A blue speech bubble labeled 'RESOURCES' points to this list. A blue arrow points from the 'Event Instructions and Lists' item to the right. The date '8/5/2022' is visible in the bottom right corner of the screenshot.

Becoming familiar the Event Instructions and Lists. This can be your secret to becoming the inner CMECF pro that is waiting to unleash!

District Court of the Virgin Islands
Honorable Robert A. Molloy, Chief Judge - Glenda L. Lake, Esq., Clerk

170 Search

Court Info Judges' Info Jury Info For Attorneys Forms Case Info Criminal Justice Act Programs & Services Pro Se Initiative

District CM/ECF
Bankruptcy CM/ECF
CM/ECF NextGen
Filing Guidance
Jury Evidence Recording System (JERS)
Electronic Availability of Transcripts of Court Proceedings
Event Instructions and Lists
District CM/ECF Training Database

RESOURCES

Home » For Attorneys

Event Instructions and Lists

- Attorney Civil Events List
- Attorney Criminal Events List

8/5/2022

This Event Instructions and Lists can cure these blues and can be your secret to becoming the inner CMECF pro that is waiting to unleash!

CM ECF NextGen 171

Attorney Civil Events List

<p>OPEN A CASE Open a Civil Case</p> <p>INITIAL PLEADINGS AND SERVICE Complaints and Other Initiating Documents Amended Complaint Application for Stay of Execution Application for Writ of Garnishment Complaint Counterclaim Crossclaim Intervenor Complaint Petition to Enforce IRS Summons Registration of Foreign Judgment Third Party Complaint</p> <p>Service of Process Affidavit of Service Certificate of Service</p>	<p>MOTIONS AND RELATED FILINGS</p> <p>Motions</p> <p>Alter Judgment Amend/Correct Appeal in Forma Pauperis Appear Appear Pro Hac Vice Appoint Counsel Appoint/Substitute Custodian Appoint Expert Appoint Guardian/Attorney ad Litem Appoint Receiver Approve Consent Judgment Attorneys Fees Bifurcate Bill of Costs (before Judge) Bond</p>
--	---

8/5/2022

The Attorney events list, should be a staple on every filing user's desktop whether virtually, physically or by memory.

The screenshot displays the 'Attorney Civil Events List' interface. At the top left is the 'CMECF NextGen' logo. The page title is 'Attorney Civil Events List' with a page number '172' in the top right corner. A search bar in the center shows the text 'complaint' and '1/9' results, with up and down arrow icons and a close button. To the left of the search bar are two large buttons labeled 'CTRL' and 'F' with a plus sign between them. The main content area on the right lists various legal events, with 'complaint' highlighted in yellow in several instances. The list is organized into sections: 'OPEN A CASE' (with sub-section 'Open a Civil Case'), 'INITIAL PLEADINGS AND SERVICE' (with sub-section 'Complaints and Other Initiating Documents'), 'Answers to Complaints', and 'Other Answers'. The 'Answers to Complaints' section includes a link to events entered under 'complaints' and other initiating documents. The 'Other Answers' section lists various legal documents like 'Affidavit in Opposition (Non-Motion)', 'Amended Answer to Complaint', etc. A small page number '1/2022' is visible in the bottom right corner of the interface.

Quick demonstration, if you pull up the Civil Events List and click on control, F to search for complaint, you will quickly discover the 9 times that complaint is used in an filing event in CMECF. Voilà! No more need to look through every drop down menu there is.

CM/ECF Information		-
Court Name	District of the Virgin Islands	
Circuit	03	
Software Version	NextGen CM/ECF Release 1.5 (Revision 1.5.2)	
ECF Go Live Date	06/18/2007	
Maximum PDF File Size	5.0 MB	
Maximum Merge Document Size	15MB	
Court Locations and Contact Information		+
Counties in this District		+
Flag Definitions		+

Avoid Upload Errors!

- Know the size of your attachments **AHEAD** of filing.
- Break up documents that exceeds the file-size limit.

8/5/2022



The best practice to avoid docketing errors, of course, is to anticipate and deal with these issues before you e-file, getting it right the first time!

District Court Local Rules
www.vid.uscourts.gov

District Court CMECF User Guide
www.vid.uscourts.gov

A row of colorful books in various colors (red, orange, green, yellow, blue, purple, pink, light blue, dark blue, green, yellow) standing upright on a white surface.

LINKS & RESOURCES

www.pacer.gov

Attorney Civil Event List
www.vid.uscourts.gov

Common Docketing Errors
www.vid.uscourts.gov



ANY
Questions?



Any
Questions

Do you have
any
Questions? 😊



8/5/2022



CLERK'S OFFICE

Contact Information

176

Glenda L. Lake, Esq.
Clerk of Court

Marilyn Arroyo
Chief Deputy Clerk II

To schedule an appointment for CM/ECF (NEXTGen) training, please contact operational supervisors:

ST. THOMAS/ST. JOHN DIVISION

Elsie-Mae Hodge-King
Generalist Supervisor
(340) 774-0640

ST. CROIX DIVISION

Lisa Davis McGregor
Generalist Supervisor
(340) 713-1130

8/5/2022