

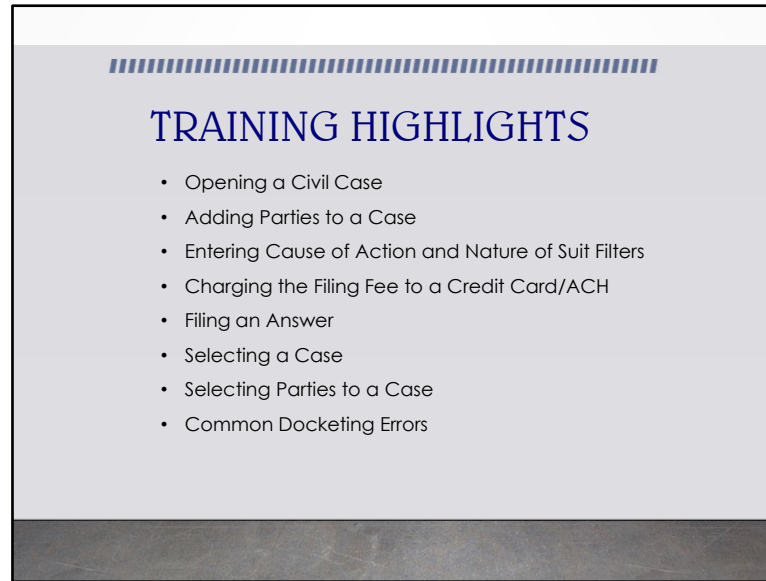


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District Court of the Virgin Islands
CM/ECF Training

Glenda L. Lake, Esq.
Clerk of Court

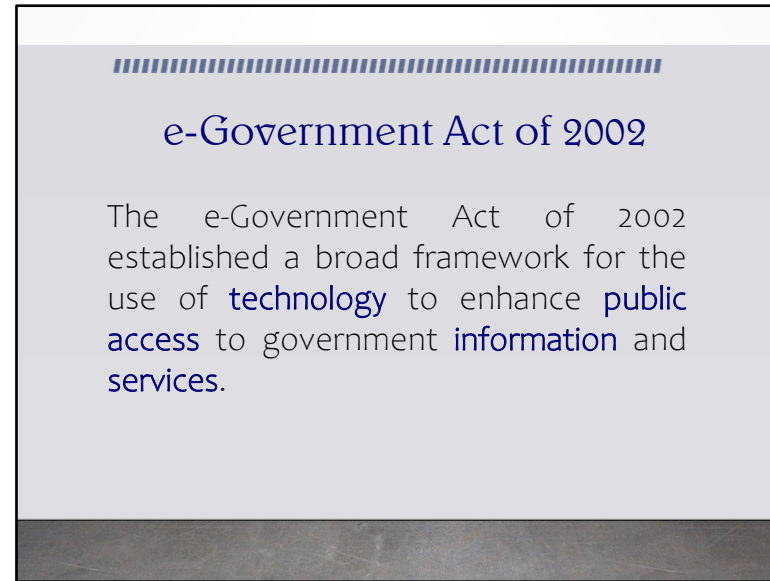
Case Management/Electronic Case Files System:
Fundamental Functionality

A presentation slide titled "TRAINING HIGHLIGHTS" in blue serif font. Above the title is a decorative horizontal line of small blue slanted dashes. Below the title is a bulleted list of eight items. The slide has a light gray background with a dark gray footer bar.

TRAINING HIGHLIGHTS

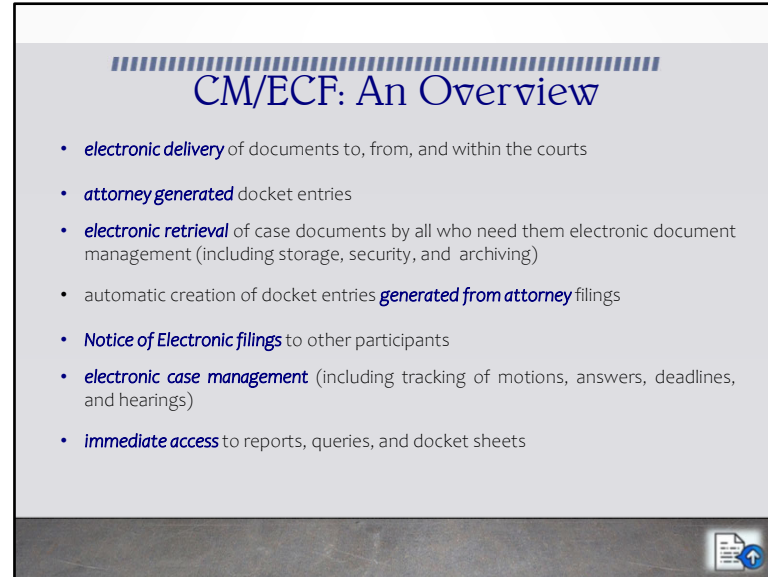
- Opening a Civil Case
- Adding Parties to a Case
- Entering Cause of Action and Nature of Suit Filters
- Charging the Filing Fee to a Credit Card/ACH
- Filing an Answer
- Selecting a Case
- Selecting Parties to a Case
- Common Docketing Errors

Welcome to the District Court of the Virgin Islands CM/ECF Fundamental Functionality training session! Today we will be covering several elements that would enable a filing user to successfully navigate the core functionality of the case management and the electronic filing system. Thank you for joining us.




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.





CM/ECF: An Overview

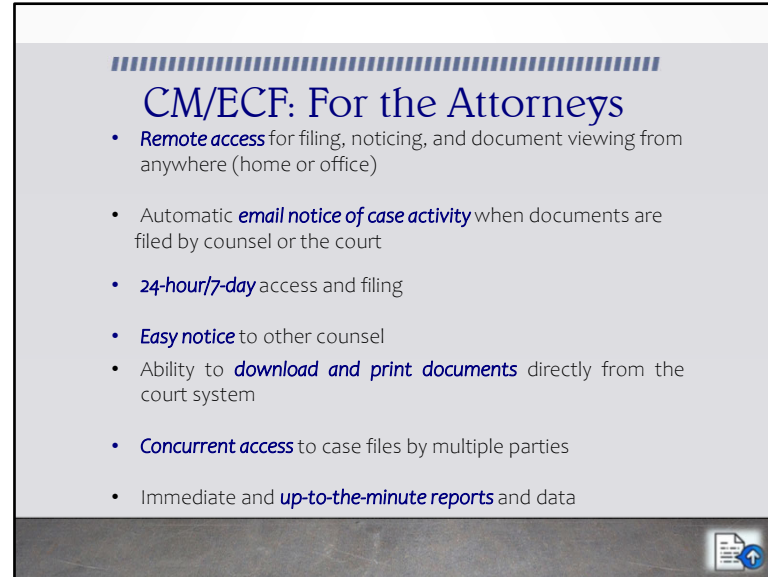
- **electronic delivery** of documents to, from, and within the courts
- **attorney generated** docket entries
- **electronic retrieval** of case documents by all who need them electronic document management (including storage, security, and archiving)
- automatic creation of docket entries **generated 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



Here are some resourceful facts about CM/ECF. It 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 are part of the crew for this mega vehicle as you generate the docket entries.

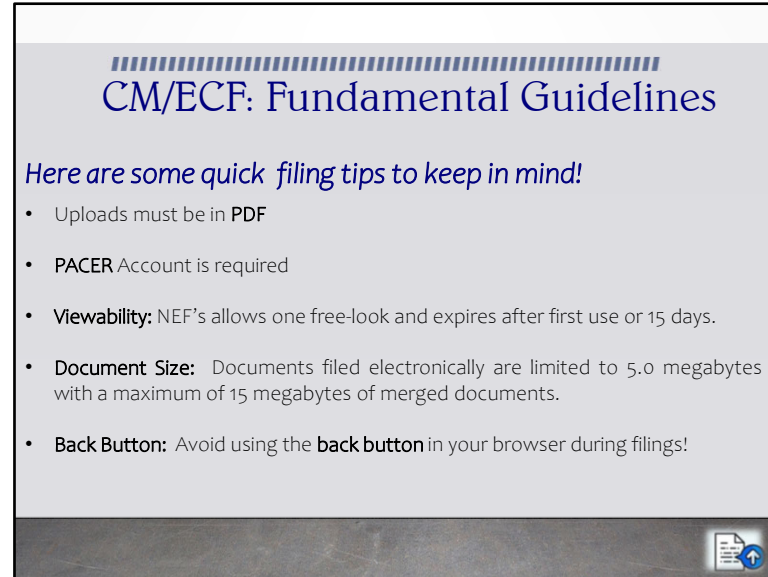
The electronic retrieval of case documents that are generated by attorneys, thereby; creating Notices of Electronic Filings, commonly known as NEF is what makes the electronic case management critical to the legal community. Finally, it is the immediate access to the interactive functionality of the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

A presentation slide titled "CM/ECF: For the Attorneys" with a decorative blue dashed line above the title. The slide lists seven bullet points detailing the system's features for attorneys. A small icon of a document with an upward arrow is in the bottom right corner.

CM/ECF: For the Attorneys

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

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 by looking at the number of participants that we have here in this session, we are sure that as filing users, you can add some of your successes to this list.



CM/ECF: Fundamental Guidelines

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 a maximum of 15 megabytes of merged documents.
- **Back Button:** Avoid using the **back button** in your browser during filings!

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. Here are some guidelines.


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!

CM/ECF: Tips to “*know before you go*”



- **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. (LRCi 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)).



Before going any further, we thought that it would be helpful to share some tips that a filing user should “*know before you go*” on to CM/ECF.

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 and to official access to data reviewed and created by them on the system. Additionally, Registration as a filing user constitutes consent to electronic consent to electronic service of all documents.

Signatures: Missing signatures are the single most identified data quality error made on pleadings. Pursuant to LRCi 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. This includes attorneys admitted *pro hac vice*. 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 LRCi 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.

CM/ECF: Tips to “*know before you go*”
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Timely filings: Filings must be completed before 11:59 p.m. Atlantic Standard Time in order to be considered timely file 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))

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.

CM/ECF: Tools to “*know before you go*”
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Browser: CM/ECF performs optimally in the Firefox browser.

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. 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!

CM/ECF: Fundamental Guidelines

Accessing NextGen CM/ECF

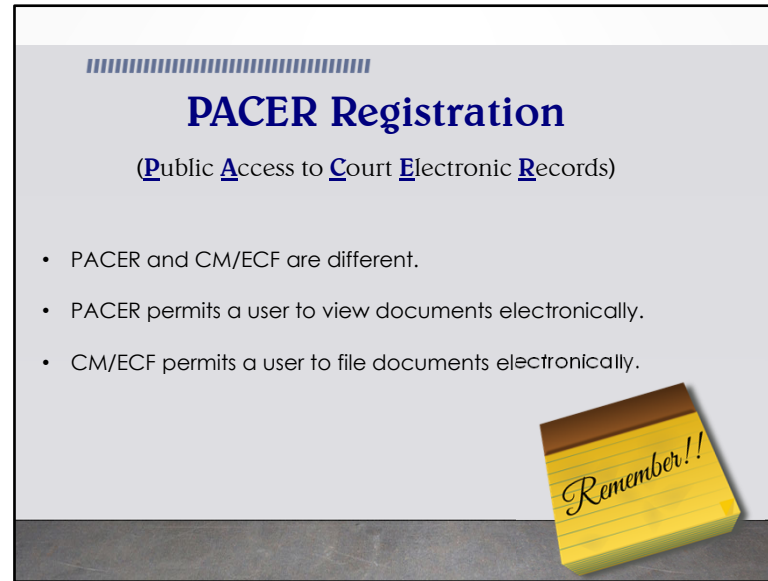
The District Court of the Virgin Islands is a NextGen Court.

NextGen CM/ECF allows users to use a single login 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”) and to use the [Query](#) and [Report](#) features of the ECF system.

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

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. So, we thought it prudent to highlight key information.



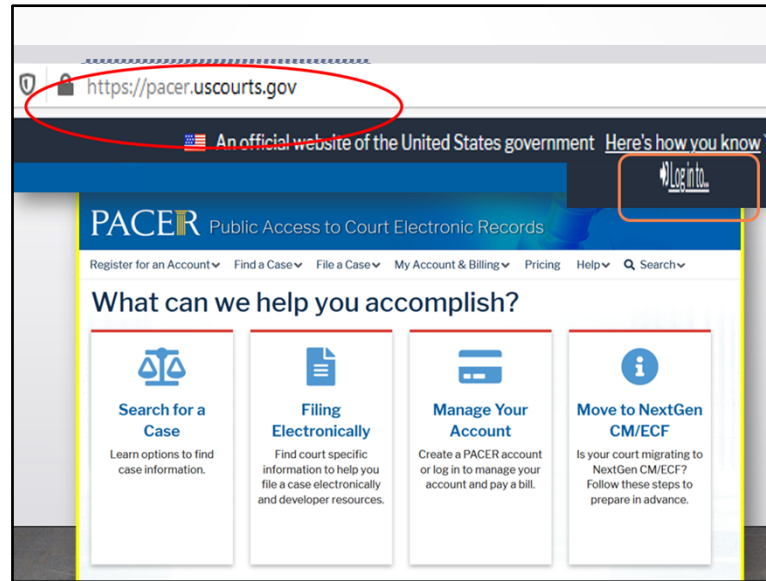
PACER Registration
(Public Access to Court Electronic Records)

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

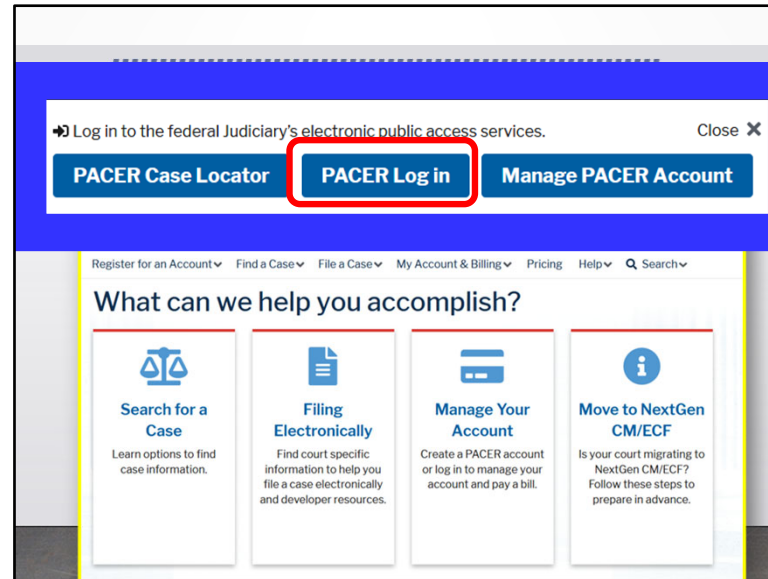
Remember!!

If your PACER account was created prior to August 2014, these accounts are known as legacy accounts. With a legacy account you would have been prompted to update your profile log in information to continue using CMECF.

We are going to head on over to pacer.gov to log in!



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”.

PACER
Public Access to Court Electronic Records

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 Where would you like to go? ▼

Court CM/ECF Lookup ✓

Login

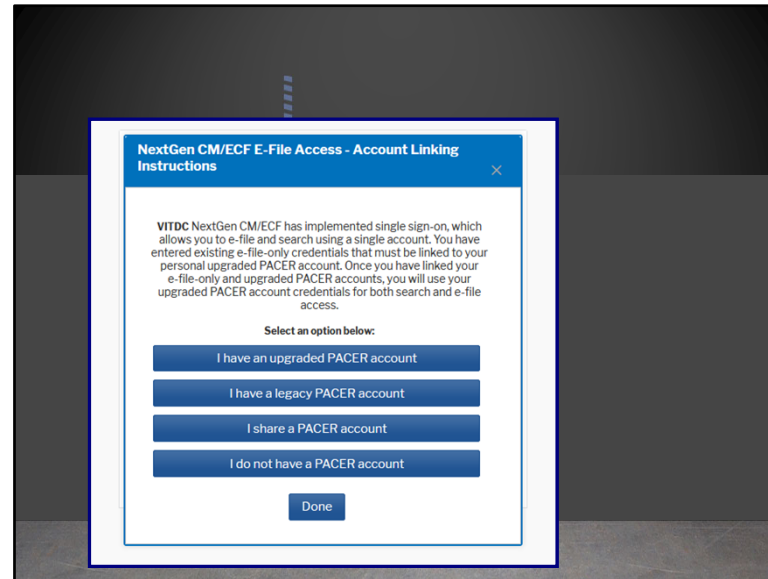
[Forgot username?](#) | [Forgot password?](#) | [Need an account?](#)

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](#)

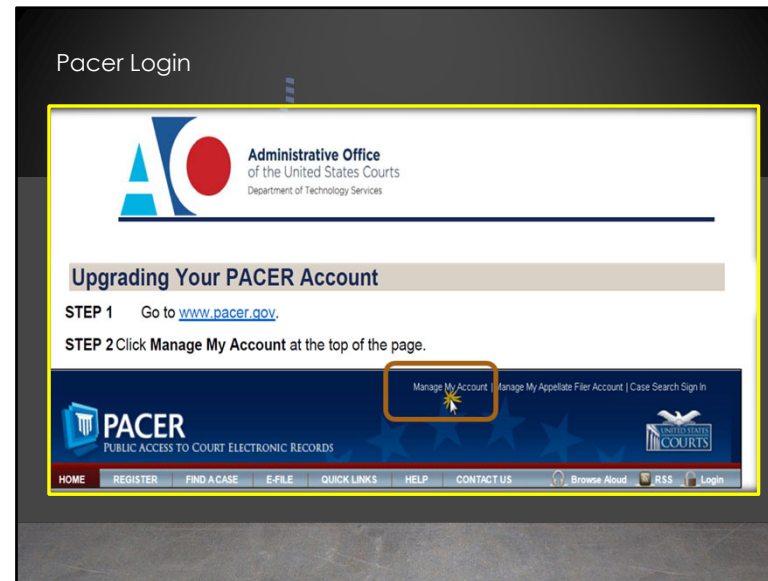
PACER Service Center
(800) 676-6856
pacer@psc.uscourts.gov

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.



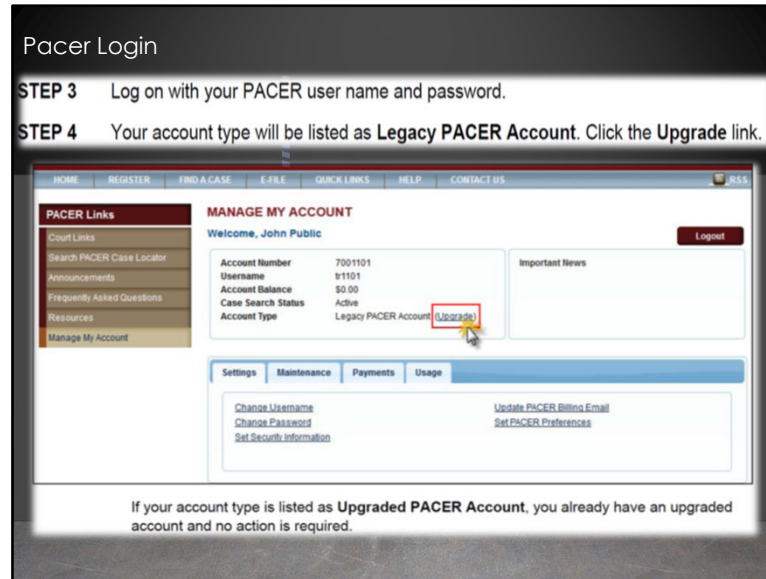
Remember, to have full access to all NextGen features, a user must upgrade their individual PACER account and link it to an existing CM/ECF e-filing account. If a filing user with a legacy account who has not updated their PACER enters their log in and password credentials in PACER they would be met 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!



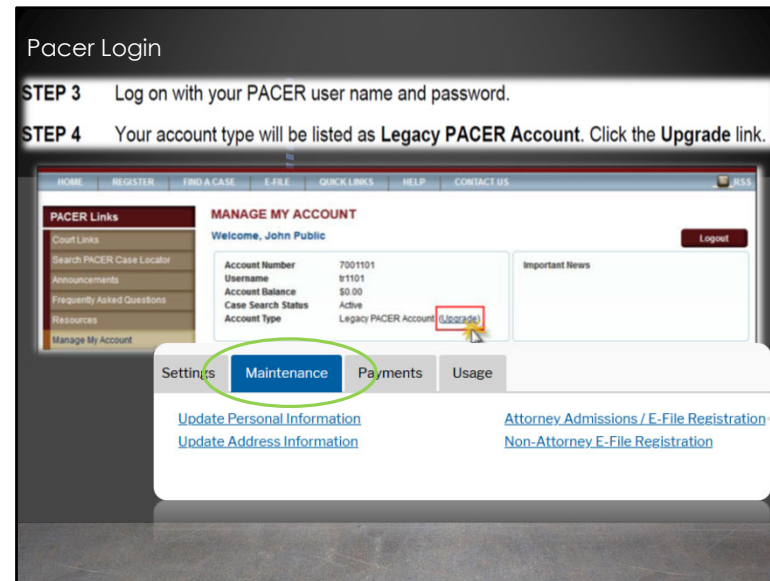
Step 1. go to www.pacer.gov and

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



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

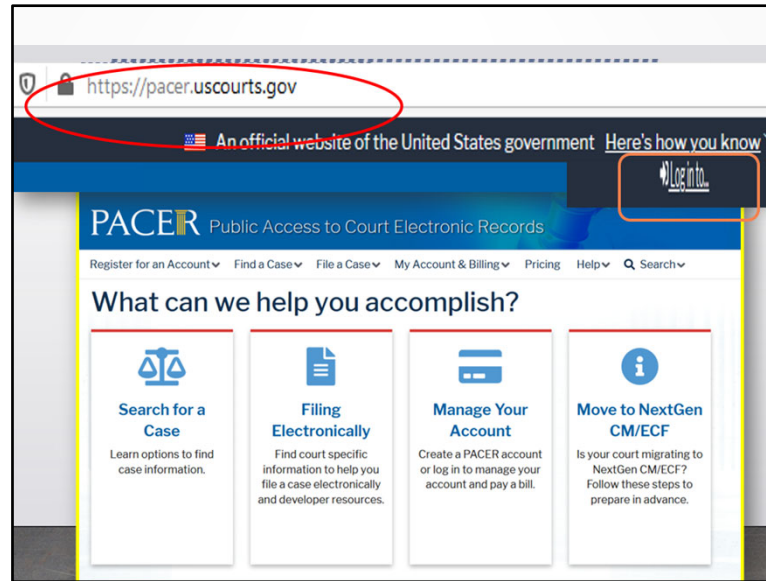
If your account is already listed as “*Upgraded PACER Account*”, then great news, there are no further actions required.



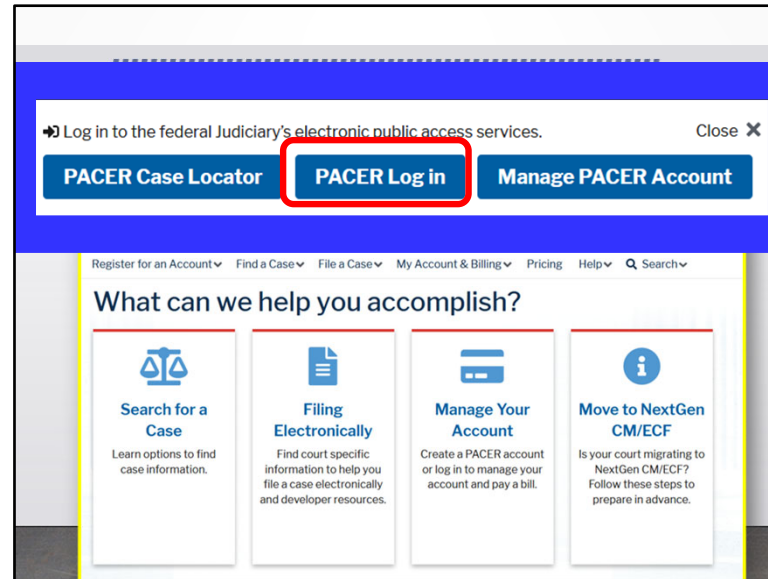
Another bit of resourceful information here.

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 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.



Now that our PACER accounts are all up to date, we are going to try logging on to pacer.gov again and get down to business.



Remember, we are clicking on the PACER Log in.

PACER
Public Access to Court Records

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 * jboender.trainer

Password * xxxxxxxxxxxxxxxxxxxx

Client Code

Court Court CMECF Lookup

Login Clear

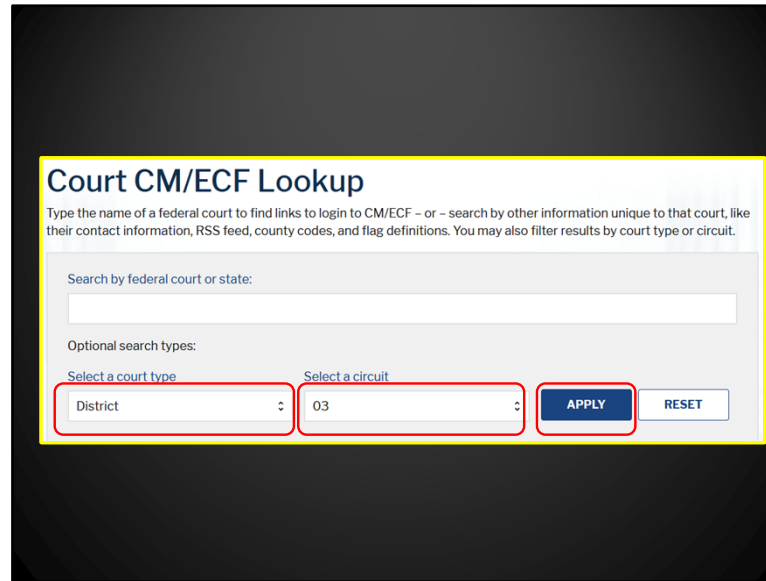
[Forgot username?](#) | [Forgot password?](#) | [Need an account?](#)

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](#)

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

We will enter our log in profile information in the required fields and enter Court CMECF in the Court drop down menu box, then we will click on log in.



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: District

Select a circuit: 03

APPLY RESET

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.

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**

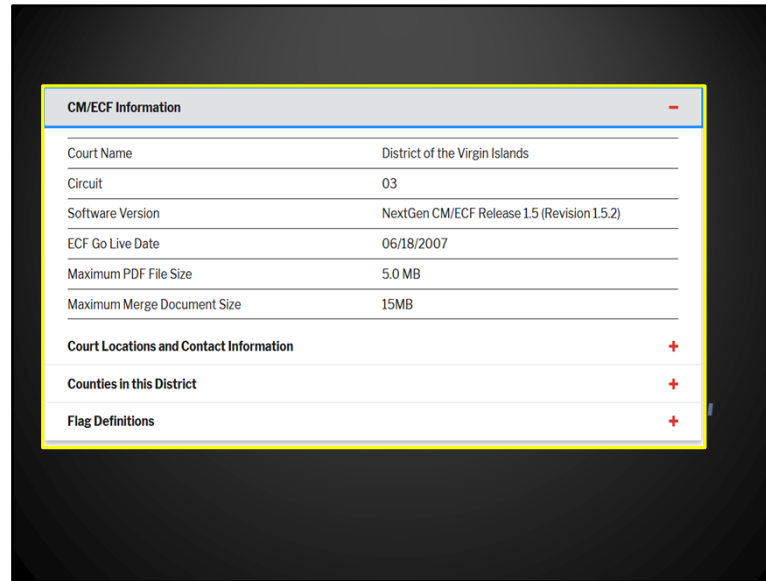
Court Contact & CM/ECF Info	Court Type	Circuit	CM/ECF Login
Delaware District Court	District	03	NextGen
New Jersey District Court	District	03	NextGen
Pennsylvania Eastern District Court	District	03	NextGen
Pennsylvania Middle District Court	District	03	NextGen
Pennsylvania Western District Court	District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



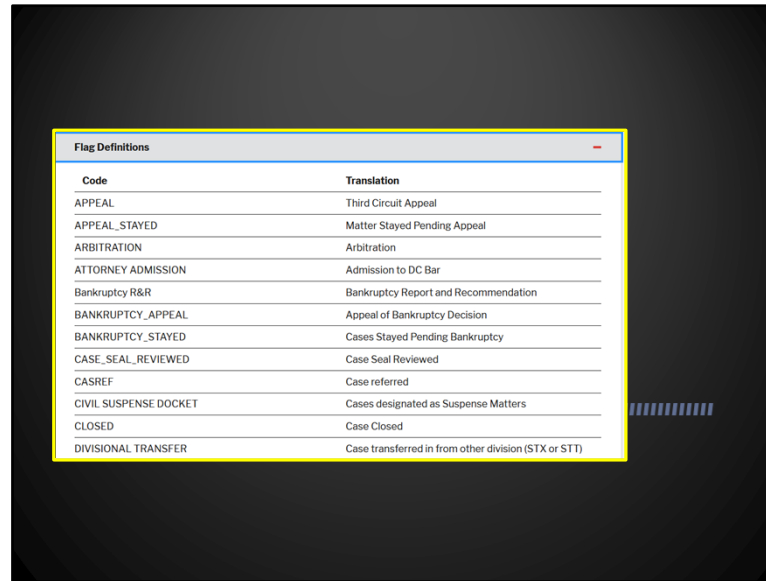
On this page, you have several options including the ability to log on to the CM/ECF for the District Court of the Virgin Islands, viewing the Court's CM/ECF information, Court locations ; counties in this district and flag definitions.

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.



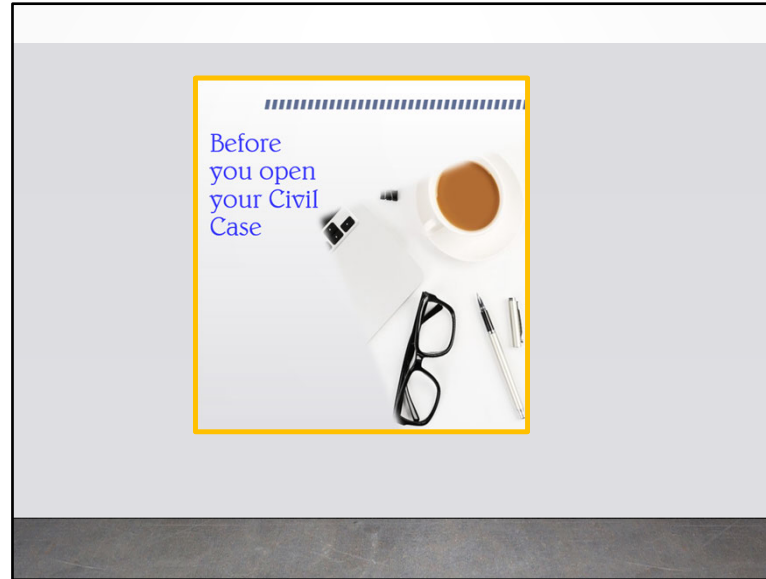
CM/ECF Information	
Court Name	District of the Virgin Islands
Circuit	03
Software Version	NextGen CM/ECF Release 1.5 (Revision 1.5.2)
ECF Go Live Date	06/18/2007
Maximum PDF File Size	5.0 MB
Maximum Merge Document Size	15MB
Court Locations and Contact Information +	
Counties in this District +	
Flag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

Here we are provided with quick historical information about CM/ECF for this Court along with some useful reference information; including the maximum PDF file size of 5MB and the maximum merge document size which is 15MB. Next, quickly, we will expand to view some information under the 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 for your information 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 the definitions in CM/ECF.



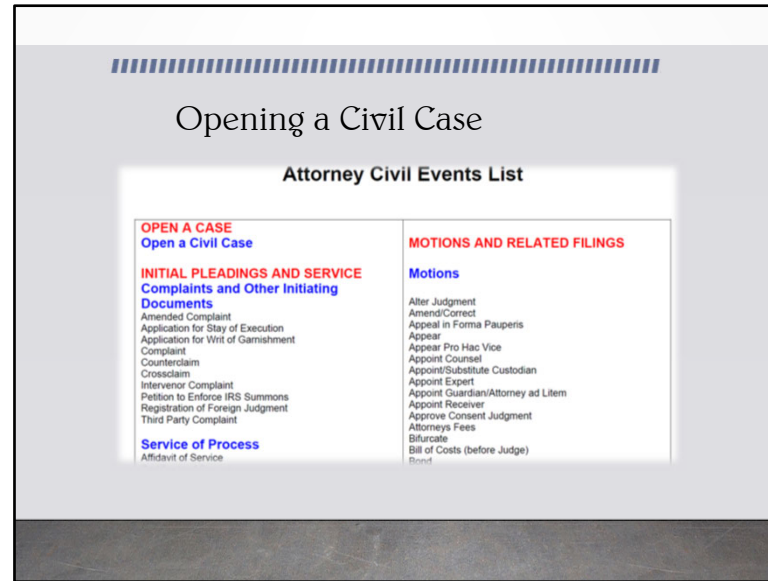
Ok, As the attorney you have met with the client and drafted up the complaint. All that is left to do is to file the complaint. That's it, or at least you think that's it. So, you are ready to go!

Not so fast, there is still a list of to do items before you open your civil case.



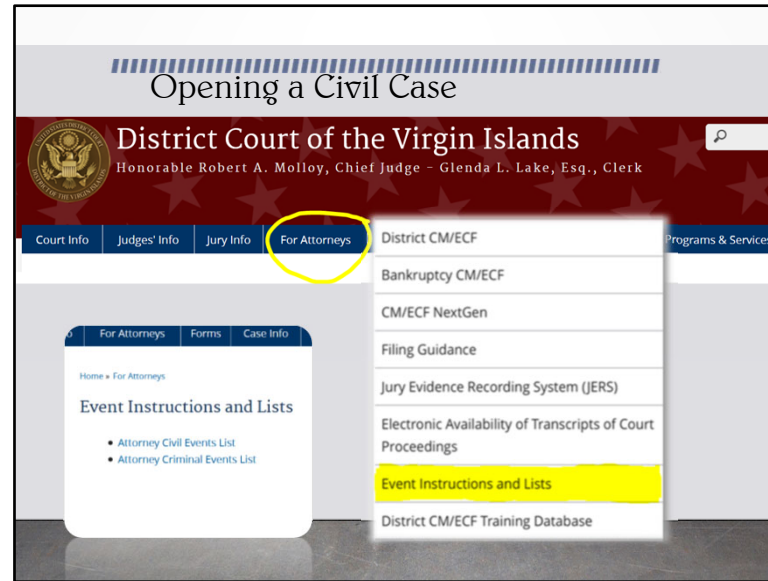
Manual: No. 1, reading the Electronic Case File User Manual.

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.

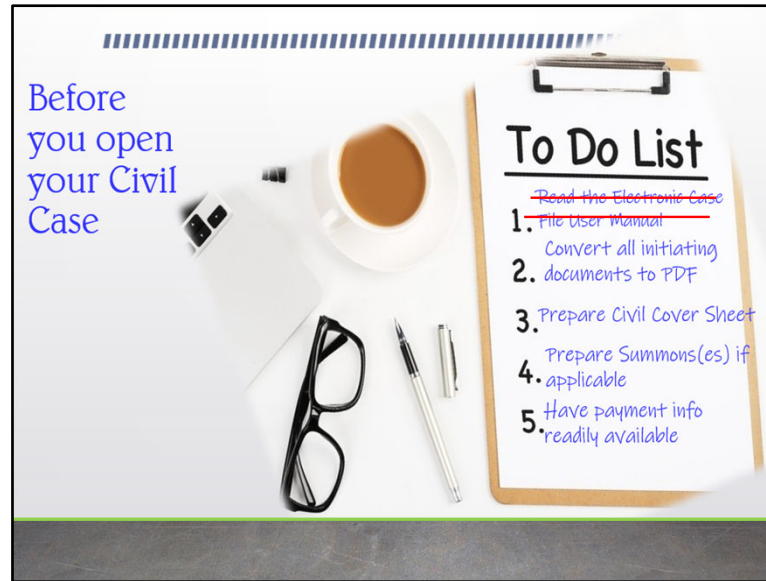


The Attorney Civil Events list has all the events under which documents including initial pleadings and services can be found. This should be a staple on every filing user's desktop whether virtually, physically or by memory.

Follow the Attorney Civil Events List and your filings shall never go wrong!



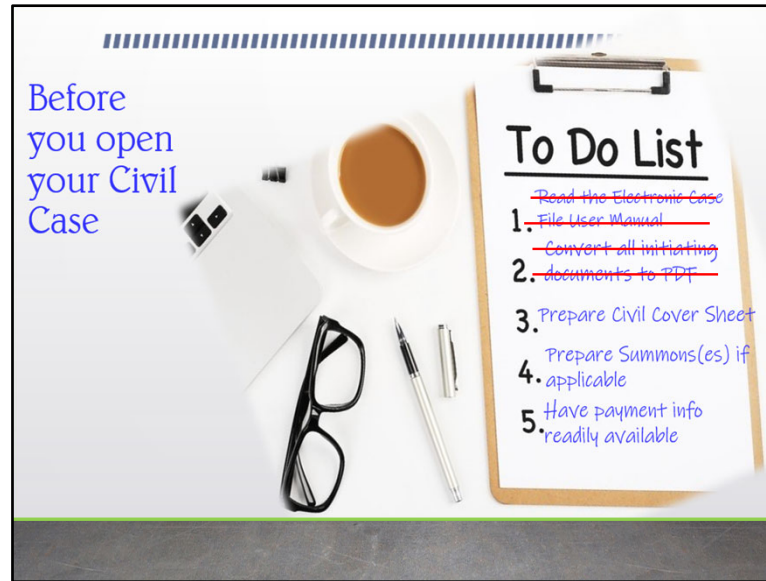
This list can be found on the Court's website under the "For Attorneys" link on our main menu and by going directly to the Event Instructions and lists tab.



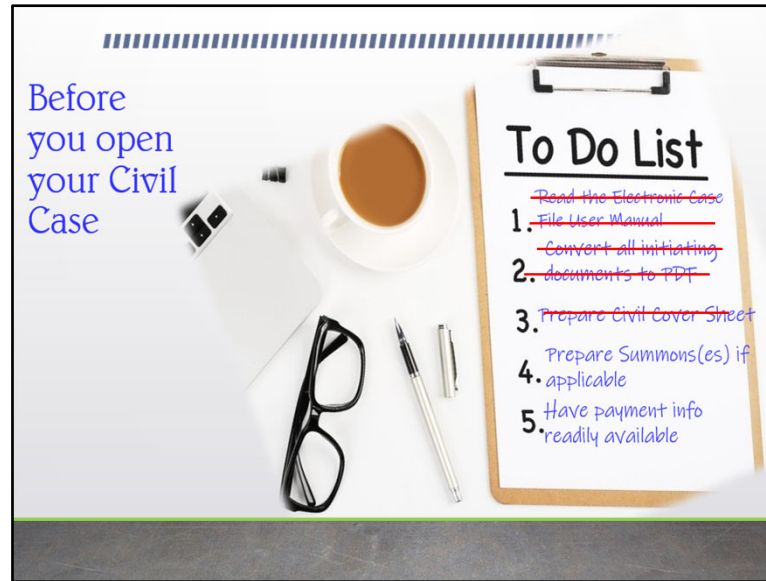
That's one thing off our to do list!

Convert Documents: No. 2, convert all initiating documents to PDF. Remember, you can only upload PDF's in CMECF, so we always encourage a filing user to prepare and convert all documents to PDF ahead of filing.

Civil initiating document includes Complaint, Notice of Removal etc., Writ of Habeas Corpus.



Civil Cover Sheets: No. 3, the Civil Cover sheet or the JS-44), has to be completed and submitted. 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.



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.



Payment Information: No. 5, have your payment information readily available. Unless you are filing on behalf of the US Government as the Plaintiff or you are filing a Request to Proceed in Forma Pauperis, payment is due at filing. Payment by credit card or bank account debit are the **only** acceptable electronic methods of payment for new civil cases filed electronically by attorneys.

This is where sometimes; a filing user must stop and go to get their credit card, or a legal assistant must call the attorney out of the meeting for the payment information. Big mistake! The system may recognize there has been a delay and for security reasons force the user to start the filing from the beginning; thereby, losing all information previously entered.

So, we strongly recommend that you have the payment information ready to enter when prompted.

PACEIR 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)

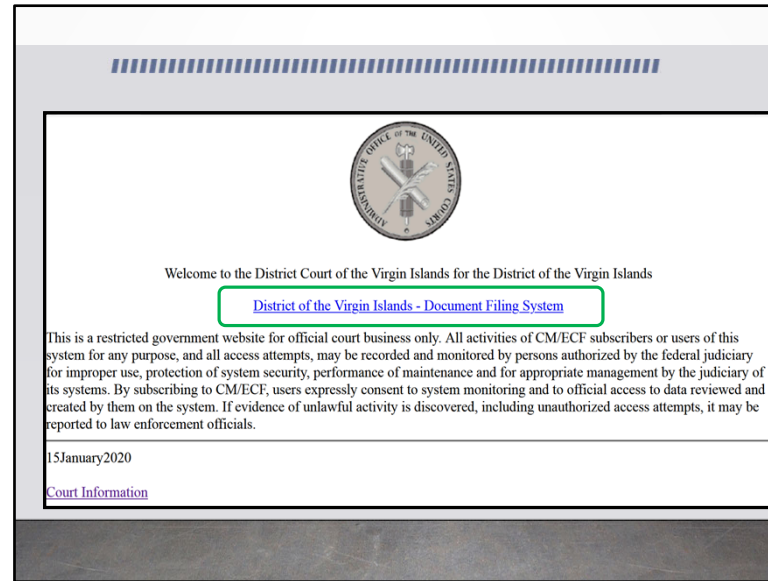
🌐 <http://ecfvid.uscourts.gov>

📡 [RSS](#)

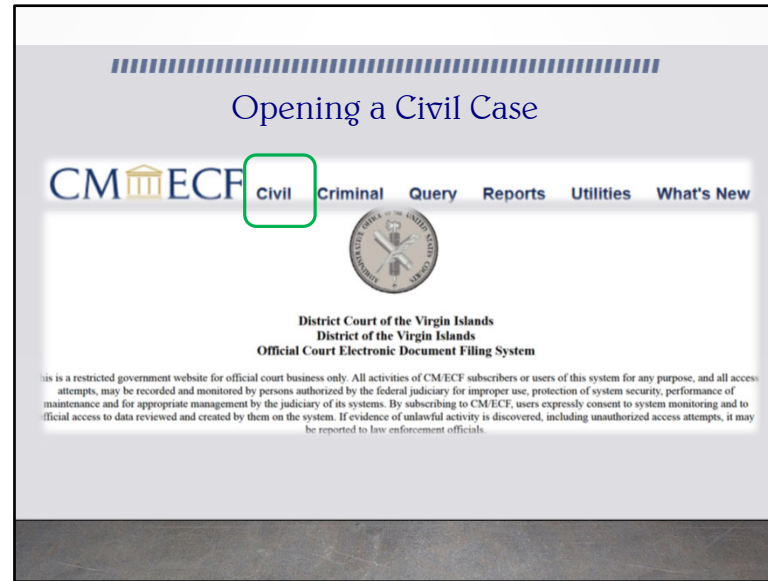
[Login to CM/ECF](#)

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

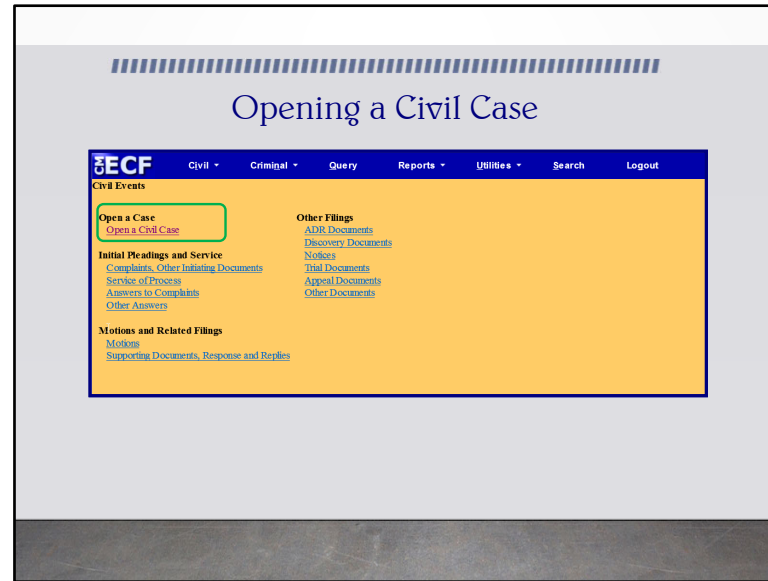
Now, we are logging on to CM/ECF.



Once you log on through PACER to CMECF, you will be navigated to the District Court's log on screen. Click the link that reads, District of the Virgin Islands-Document Filing System to launch CM/ECF.



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.



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 makeup 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.

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.


Notice the cause of action and nature of suit filters.

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

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.



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.

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.

Opening a Civil Case

Open a Civil Case

Jurisdiction: 3 (Federal Question) Filter: 8:1331 Clear filter

Cause of action: 28:1331 (28:1331 Fed. Question) Filter: 380 Clear filter

Nature of suit: 380 (Personal Property: Other)

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: 8/6/2021 Date transfer:

Next Clear

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.

Opening a Civil Case

CIVIL COVER SHEET

JS 44 (Rev. 02/19)

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.)

I. (a) PLAINTIFFS Jane Doer (b) County of Residence of First Listed Plaintiff <u>Bexar</u> <small>(EXCEPT IN U.S. PLAINTIFF CASES)</small> (c) Attorneys (Firm Name, Address, and Telephone Number) Jill Beht, Esq. 12 Updowntown Rd., Suite B St. Thomas, VI 00802	DEFENDANTS James Done County of Residence of First Listed Defendant _____ <small>(IN U.S. PLAINTIFF CASES ONLY)</small> NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED. Attorneys (If Known) _____
---	--

II. BASIS OF JURISDICTION (Place an "X" in One Box Only) <input type="checkbox"/> 1 U.S. Government Plaintiff <input checked="" type="checkbox"/> 2 U.S. Government Defendant <input checked="" type="checkbox"/> 3 Federal Question (U.S. Government Not a Party) <input type="checkbox"/> 4 Diversity (Indicate Citizenship of Parties in Item III)	III. CITIZENSHIP OF PRINCIPAL PARTIES (Place an "X" in One Box for Plaintiff and One Box for Defendant) <table border="1"> <thead> <tr> <th></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> </tr> <tr> <td>Citizen of Another State</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 2</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 3</td> </tr> <tr> <td>Incorporated or Principal Place of Business In This State</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 4</td> </tr> <tr> <td>Incorporated and Principal Place of Business In Another State</td> <td><input type="checkbox"/> 5</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td>Foreign Nation</td> <td><input type="checkbox"/> 6</td> <td><input type="checkbox"/> 6</td> </tr> </tbody> </table>		PTF	DEF	Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6
	PTF	DEF																				
Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1																				
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2																				
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3																				
Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4																				
Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5																				
Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6																				

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.

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.

Opening a Civil Case

IV. NATURE OF SUIT <small>(Place an "X" in One Box)</small>		Click here for: Nature of Suit Code Descriptions	
CONTRACT	PERSONAL INJURY	FORFEITURE/PENALTY	BANKRUPTCY
<input type="checkbox"/> 130 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 Defaulted Student Loans (Excludes Veterans) <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"/> 198 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"/> 625 Drug Related Seizure of Property 21 USC 881 <input type="checkbox"/> 690 Other <input type="checkbox"/> 367 Health Care/Pharmaceutical Personal Injury Product Liability <input type="checkbox"/> 368 Asbestos Personal Injury Product Liability <input type="checkbox"/> 370 Other Fraud <input type="checkbox"/> 371 Truth in Lending <input type="checkbox"/> 380 Other Personal Relations <input type="checkbox"/> 385 Property Damage <input type="checkbox"/> 385 Property Damage Product Liability	<input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Writ/Review 28 USC 137 <input type="checkbox"/> 424 Bankruptcy <input type="checkbox"/> 425 Copyrights <input type="checkbox"/> 430 Patents <input type="checkbox"/> 435 Patent - Abbreviated New Drug Application <input type="checkbox"/> 440 Trademark <input type="checkbox"/> 480 Labor Standards Act <input type="checkbox"/> 482 Black Lung (923) <input type="checkbox"/> 483 Labor Management Relations <input type="checkbox"/> 484 Railway Labor Act <input type="checkbox"/> 485 Family and Medical Leave Act <input type="checkbox"/> 486 Other Labor Litigation <input type="checkbox"/> 487 Employee Retirement Income Security Act <input type="checkbox"/> 488 Social Security Act <input type="checkbox"/> 489 Tax (U.S. Plaintiff or Defendant) <input type="checkbox"/> 490 Tax - Third Party 26 USC 7609
REAL PROPERTY	CIVIL RIGHTS	PERSONAL PETITIONS	FEDERAL TAX SUITS
<input type="checkbox"/> 210 Land Condominiums <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"/> 410 Other Civil Rights <input type="checkbox"/> 441 Voting <input type="checkbox"/> 442 Employment <input type="checkbox"/> 443 Housing/Accommodations <input type="checkbox"/> 445 Aider, w/Disabilities <input type="checkbox"/> 446 Aider, w/Disabilities - Other <input type="checkbox"/> 448 Education	<input type="checkbox"/> 489 Habeas Corpus <input type="checkbox"/> 491 Alien Detainee <input type="checkbox"/> 510 Motions to Vacate Sentence <input type="checkbox"/> 510 General <input type="checkbox"/> 515 Death Penalty <input type="checkbox"/> 540 Mandamus & Other <input type="checkbox"/> 550 Civil Rights <input type="checkbox"/> 555 Prison Condition <input type="checkbox"/> 560 Civil Detainee - Conditions of Confinement	<input type="checkbox"/> 491 Agricultural Acts <input type="checkbox"/> 492 Environmental Matters <input type="checkbox"/> 493 Freedom of Information Act <input type="checkbox"/> 494 Cable-Sat TV <input type="checkbox"/> 495 Securities/Commodities/Exchange <input type="checkbox"/> 496 Other Statutory Actions <input type="checkbox"/> 497 Administrative Procedure Act/Review or Appeal of Agency Decision <input type="checkbox"/> 498 Constitutionality of State Statutes

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	Welfare ¹
445	Amer w/Disabilities-Employment
446	Amer w/Disabilities - Other
448	Education

Nature of Suit



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.

Opening a Civil Case

V. ORIGIN *(Place an "X" in One Box Only)*

☒ 1 Original Proceeding ☐ 2 Removed from State Court ☐ 3 Remanded from Appellate Court ☐ 4 Reinstated or Reopened ☐ 5 Transferred from Another District (specify) ☐ 6 Multidistrict Litigation - Transfer ☐ 8 Multidistrict Litigation - Direct File

VI. CAUSE OF ACTION *(Cite the U.S. Civil Statute under which you are filing. (Do not cite jurisdictional statutes unless diversity). 28 USC 1331)*

Brief description of cause:
Federal question regarding property damage

VII. REQUESTED IN COMPLAINT: ☐ 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: ☒ Yes ☐ No

VIII. RELATED CASE(S) IF ANY *(See instructions):* JUDGE _____ DOCKET NUMBER _____

DATE: 08/06/2021 SIGNATURE OF ATTORNEY OF RECORD: s/Jill Bent

FOR OFFICE USE ONLY: RECEIPT # _____ AMOUNT _____ APPLYING IFP _____ JUDGE _____ MAG. JUDGE _____

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.

Opening a Civil Case

Open a Civil Case

Jurisdiction: 3 (Federal Question) Filter: 8:1331 Clear filter

Cause of action: 28:1331 (28:1331 Fed. Question) Filter: 380 Clear filter

Nature of suit: 380 (Personal Property: Other)

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: 8/6/2021 Date transfer:

Next Clear

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.

The screenshot shows a web form titled "Opening a Civil Case". Below the title is a horizontal line of small blue dashes. On the left, there is a yellow box labeled "Jury demand". To its right is a dropdown menu with a blue border. The dropdown menu is open, showing four options:

- **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

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.

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: 8/6/2021 Date transfer:

Next Clear

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?

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**.



Demand (\$000)

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).

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.

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.

Opening a Civil Case

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

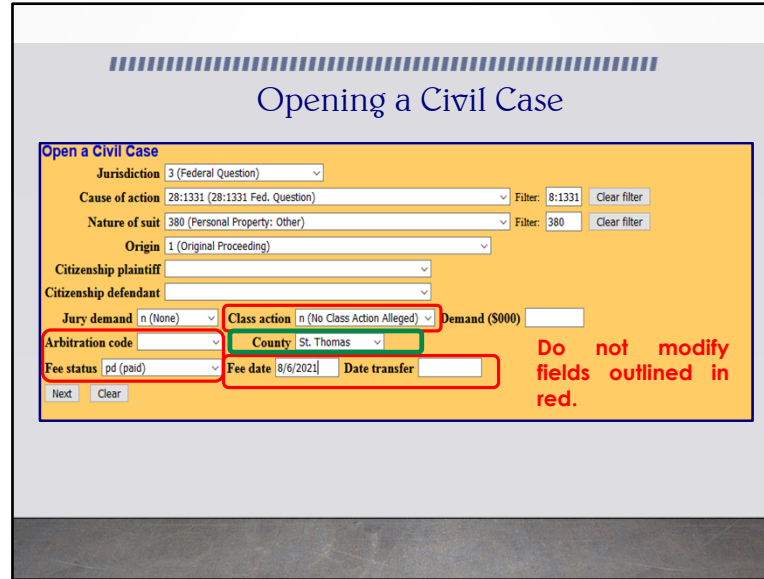
CM ECF

Demand (\$000)

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

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

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



Opening a Civil Case

Open a Civil Case

Jurisdiction: 3 (Federal Question) Filter: 8:1331 Clear filter

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: 8/6/2021
Date transfer:
Next Clear

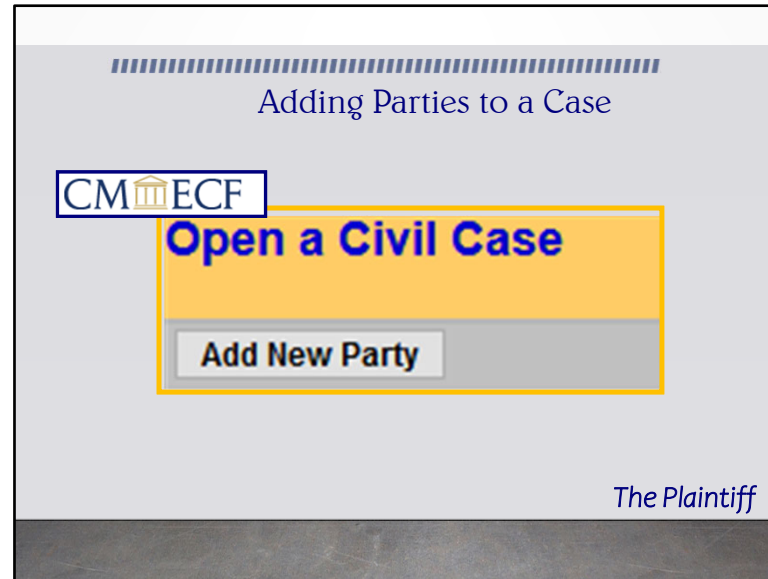
Do not modify fields outlined in red.

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.



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.

Adding Parties to a Case

Open a Civil Case

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

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

3:21-cv-7777

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

The Plaintiff

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.

Adding Parties to a Case

Open a Civil Case

Add New Party
Create Case

Collapse All
Expand All

321-cv-7777	
-------------	--

Search for a party

Last / Business Name

First Name Middle Name

Prisoner ID

Search

The Plaintiff

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.

Adding Parties to a Case

Open a Civil Case

Add New Party Create Case Search for a party

Collapse All Expand All

3:21-cv-7777

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

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.*”

Adding Parties to a Case

Open a Civil Case

[Add New Party](#)

[Expand All](#)

3:21-cv-7777

[Create Case](#)

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 Plaintiff

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.

Adding Parties to a Case

Open a Civil Case
Add New Party Create Case
Collapse All Expand All
3:21-cv-????

Search for a party
Last / Business Name Doer First Name Jane Middle Name
Prisoner ID
Search
Search Results
Doer, Jane
Select Party Create New Party

The Plaintiff

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”.

Adding Parties to a Civil Case

Party Information

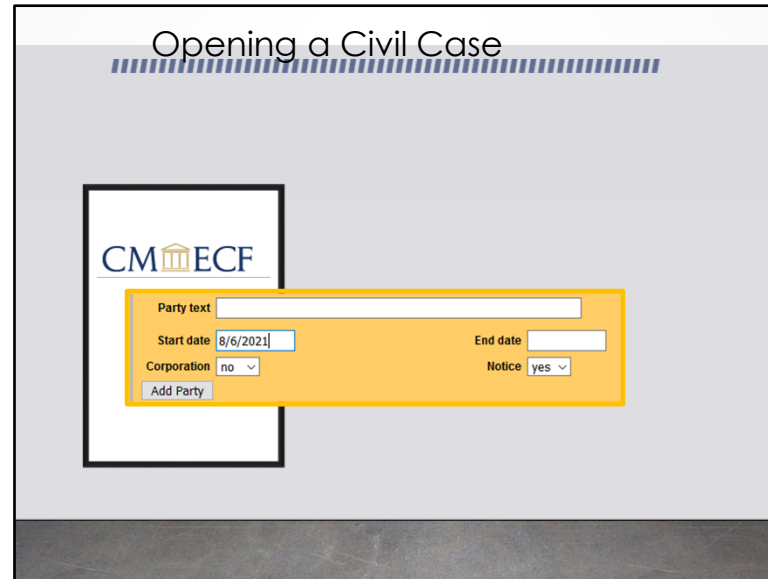
Last name: Doer First name: Jane
 Middle name: Generation:
 Title:
 Role: Defendant (dt:pty) v
 Pro se: No
 Prisoner Id: Unit:
 Office:
 Address 1:
 Address 2: ☐ Show this address on the docket sheet
 Address 3: City:
 State: Zip: Country:
 Prison: Phone: Fax:
 E-mail:
 Party text:
 Start date: 8/6/2021 End date:
 Corporation: no Notice: yes
 Add Party

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.

Opening a Civil Case



CM/ECF

Party text

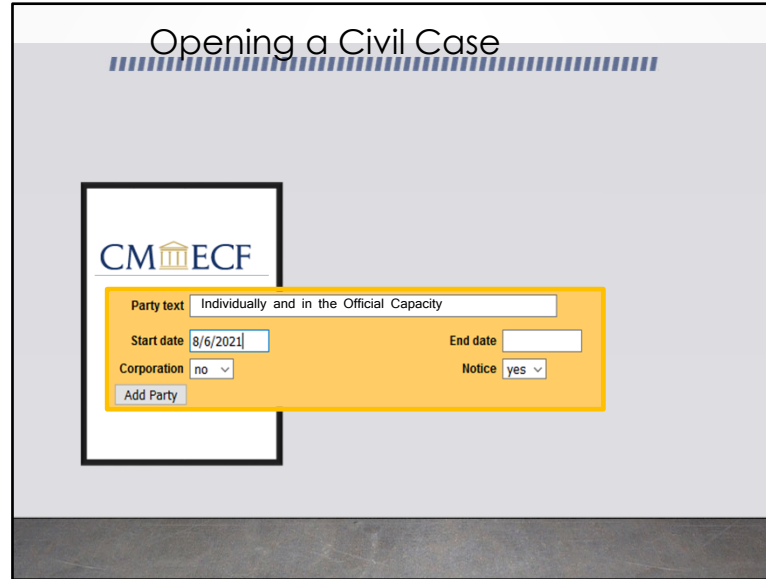
Start date End date

Corporation Notice

Add Party

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

Opening a Civil Case



The screenshot shows a web interface for opening a civil case. At the top, the title "Opening a Civil Case" is displayed. Below it is the CM/ECF logo. A yellow-bordered form contains the following fields:

Party text	Individually and in the Official Capacity		
Start date	8/6/2021	End date	
Corporation	no	Notice	yes
<input type="button" value="Add Party"/>			

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.

Adding Parties to a Civil Case

Party Information

Last name <input type="text" value="Doer"/>	First name <input type="text" value="Jane"/>
Middle name <input type="text"/>	Generation <input type="text"/>
Title <input type="text"/>	
Role <input type="text" value="Defendant (dft:pty)"/>	
Pro se <input type="text" value="No"/>	
Prisoner id <input type="text"/>	Unit <input type="text"/>
Office <input type="text"/>	
Address 1 <input type="text"/>	
Address 2 <input type="text"/>	
Address 3 <input type="text"/>	
State <input type="text"/>	City <input type="text"/>
Zip <input type="text"/>	Country <input type="text"/>
Prison <input type="text"/>	
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Party text <input type="text"/>	
Start date <input type="text" value="8/6/2021"/>	End date <input type="text"/>
Corporation <input type="text" value="no"/>	Notice <input type="text" value="yes"/>
<input type="button" value="Add Party"/>	

The Plaintiff

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.

Adding Parties to a Case

CM ECF

Open a Civil Case

Add New Party
Create Case

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

3:21-cv-????

Jane Doer

pla.

✎

✖

Alias ✚

Corporate Parent or other affiliate ✚

Attorney ✚ 📄

The Plaintiff

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.

Adding Parties to a Case

Open a Civil Case

Add New Party
Create Case

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

3:21-cv-7777

☒ Jane Doer pla. ✎ ✖

Alias

Corporate Parent or other affiliate

Attorney

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




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

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

The Plaintiff

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.

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.

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

Adding Parties
to a Case

*The
Defendant*



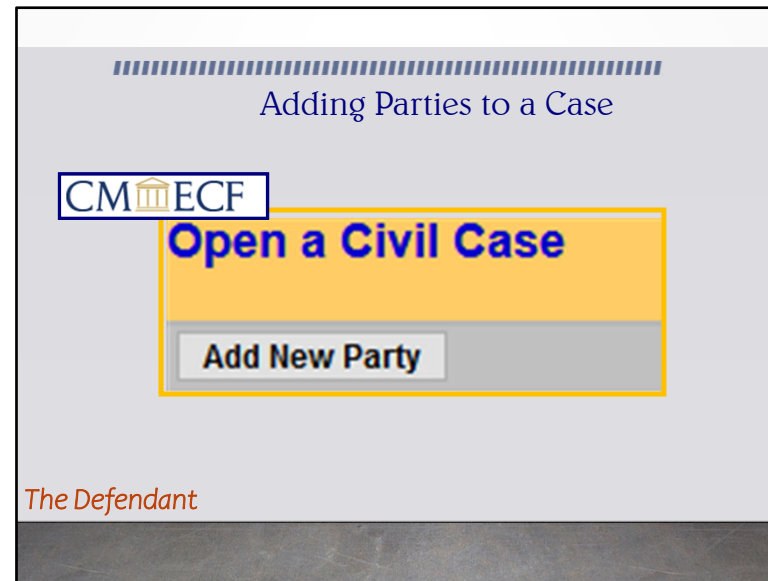
- ☐ (A) Call the Clerk's Office to add defendant?
- ☐ (B) Open another case and linked the defendant to this one?
- ☐ (C) Click the link that says "Add new party" to add the defendant?

Congrats! We created the plaintiff for this matter.

What do we do next? 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?



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.



Adding Parties to a Case

Open a Civil Case

Add New Party
Create Case

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

- 3:21-cv-????
- Jane Doer pla. ✓
 - Alias
 - Corporate Parent or other affiliate
 - Attorney

Search for a party

The Defendant

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!

////////////////////

Adding Parties to a Case

Open a Civil Case

Add New Party

Create Case

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search

[Collapse All](#)

[Expand All](#)

3:21-cv-????

Jane Doer pla. /

Alias

Corporate Parent or other affiliate

Attorney

The Defendant

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

Adding Parties to a Case

Open a Civil Case

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

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

3:21 cv-7777

Jane Doe pla ✖

Alias +

Corporate Parent or other affiliate +

Attorney +

Search for a party

Last / Business Name Done First Name Middle Name

Prisoner ID

Search Results

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

The Defendant

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.

Adding Parties to a Case

Edit Case Participants

Add New Party

Update Case

Colapses All

Expand All

3-21-cv-????

Jane Doer pla ✓ ✕

Alias

Corporate Parent or other affiliate

Attorney

Jill Bent ✓ ✕

Judge

Search for a party

Last / Business Name Done First Name James Middle Name

Prisoner ID

Search

Search Results

Done ✓ ✕

Select Party

Create New Party

The Defendant

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.

Adding Parties to a Case

Open a Civil Case

Add New Party Create Case

Collapsing Expand All

3/21-cv-7777

James Doe: pro ✓

Alan

Corporate Parent or other affiliate

Attorney

Party Information

Last name: Done First name: James

Middle name: Generation:

Title:

Role: **Defendant (dft:pty)**

PRO SE: No

Prisoner Id: Unit:

Office:

Address 1:

Address 2:

Address 3:

State: Zip: City: Country:

Prison: Phone: Fax:

E-mail:

Party text:

Start date: 8/6/2021 End date:


Corporate: no Notice: yes

Add Party

The Defendant

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.

Adding Parties to a Case



Party text

Start date

End date

Corporation

Notice

Add Party

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.

Adding Parties to a Case

Open a Civil Case

Add New Party
Create Case

3:21-cv-00001

Jane Doe 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

Prison

Phone

E-mail

Party text

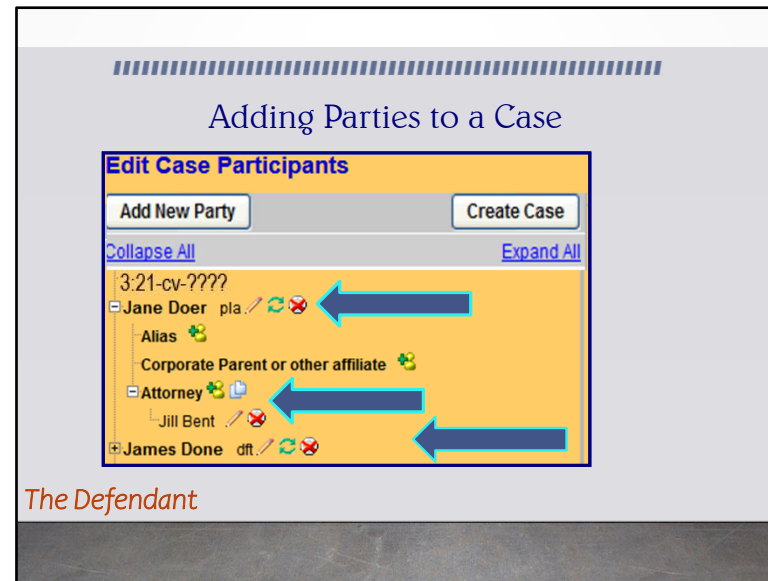
Start date End date

Corporation Notice

The Defendant

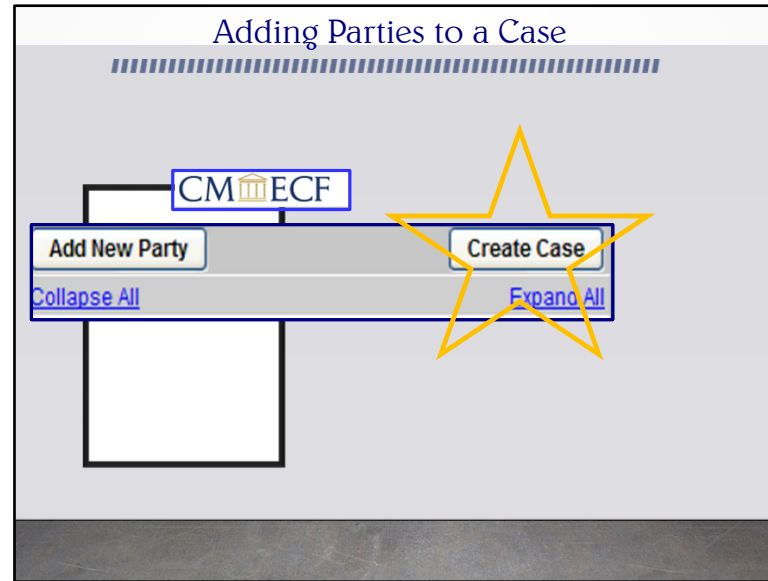
The start or the end date fields that appears right under the party text field should not be modified.

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



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.



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** **Search for a party**

3:21-cv-7777 **Expand All**

Jane Doe sta /

Alias

Corporate Parent or other affiliate

Attorney

James Doe sta /

Alias

Corporate Parent or other affiliate

Attorney

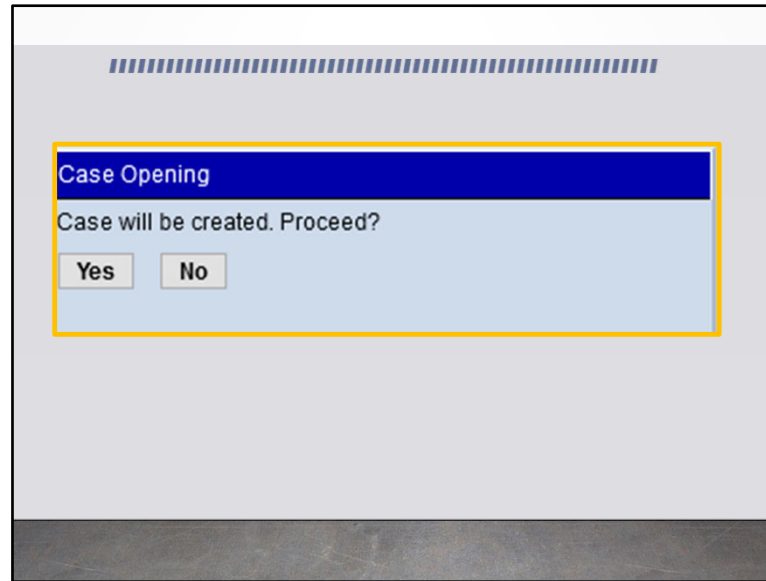
Search

Case Opening

Case will be created. Proceed?

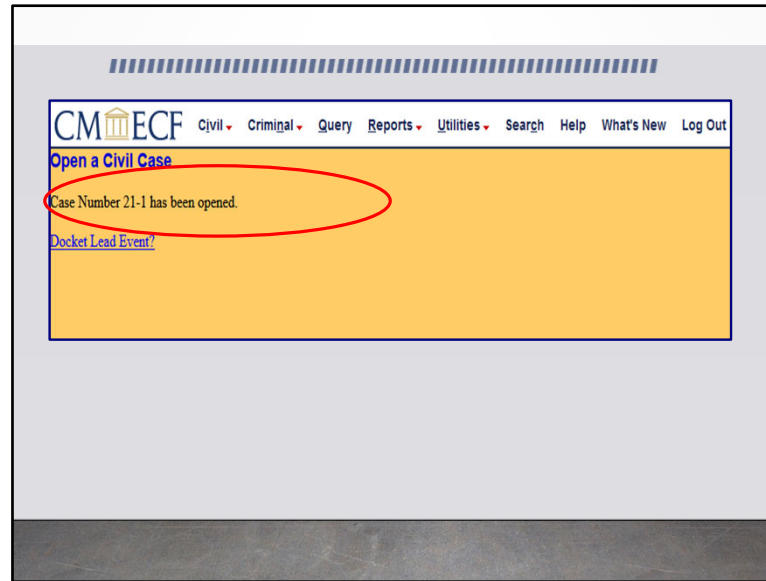
Yes **No**

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.

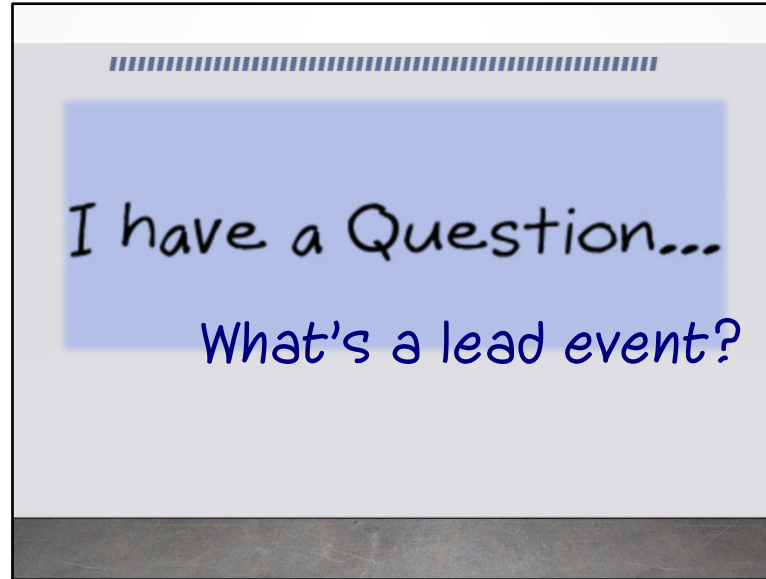
If you are sure that all the information is correct, seize the moment and click yes to create the case.



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.

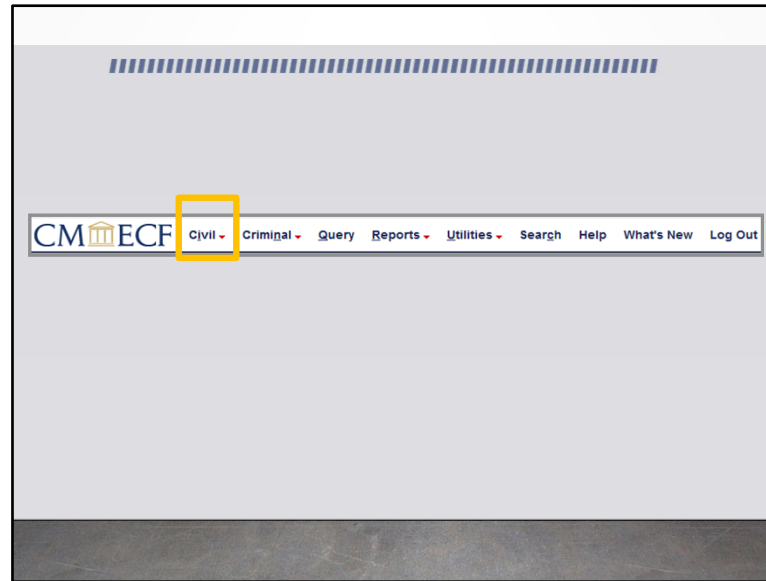
You may now proceed to docket your lead event.



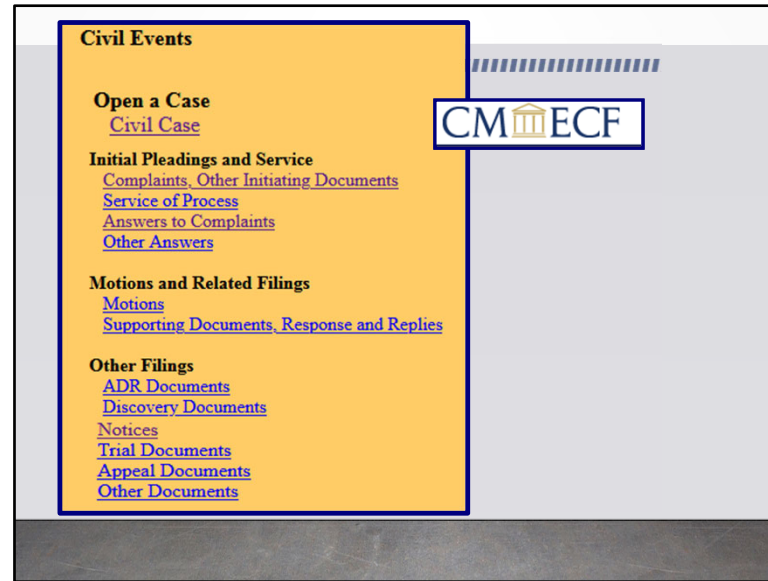
Great question!

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.**

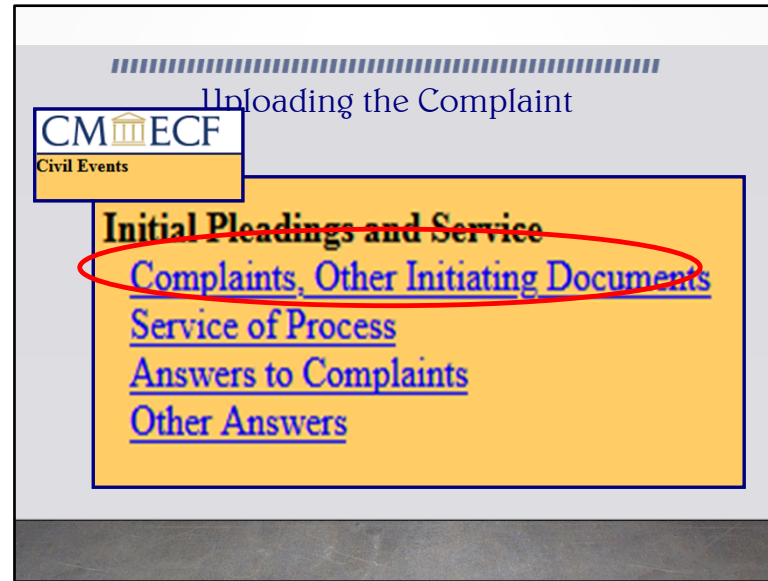
In the event you accidentally logged off; or a *day* in the office occurs after creating your case opening, but *BEFORE* you docketed the lead event don't panic! There is an alternative navigation path from the CM/ECF's Main Menu screen to get back to docketing your lead event.



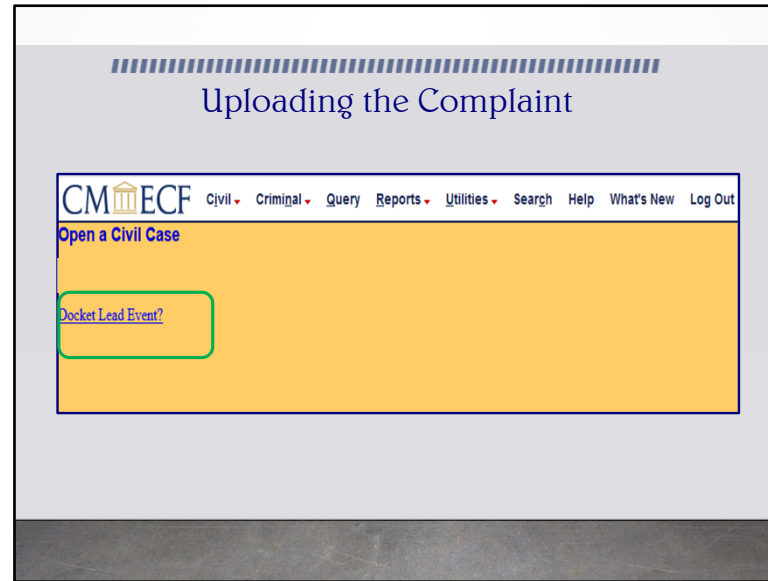
You would go to the main menu bar like we see in this screen, then click Civil on the horizontal menu.



Here the Civil Events page appears. It has the main menu screen for a 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.



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”.

What's the case number?

CM  ECF

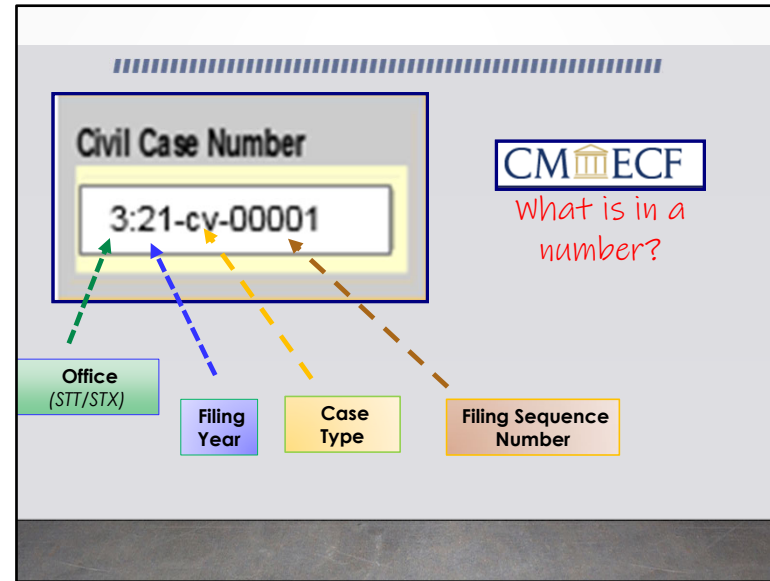
Uploading the Complaint

A 2-1cv-01

B 21-01

C 3:21-cv-00001

Remember, we had to remember the case number. So, what is the case number? In the chat pane, enter A, B, or C.



If you selected C, 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 21 represents the filing year (2021).

The letters cv references the case type of Civil.

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

Uploading the Complaint

CMECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

Civil Case Number

3:21-cv-00001

Next Clear

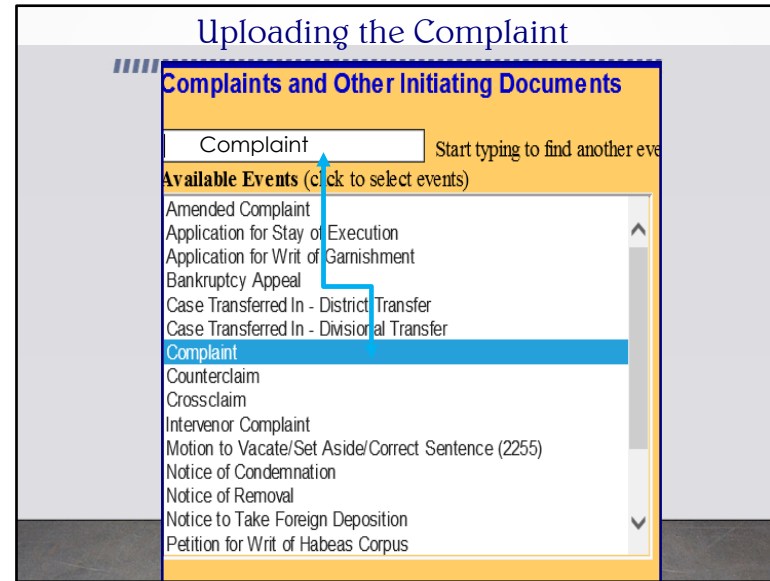
CMECF is efficient. You see only when a valid case number has been entered will the next button become interactive so that the filing user can click to move to the next screen.

Uploading the Complaint

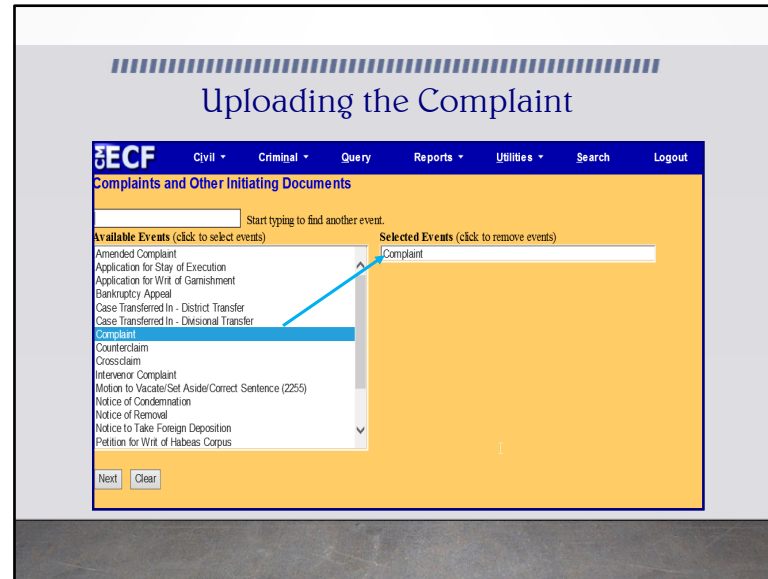
Complaints and Other Initiating Documents
 Start typing to find an event.
Available Events (click to select events)
Amended Complaint
Application for Stay of Execution
Application for Writ of Garnishment
Bankruptcy Appeal
Case Transferred In - District Transfer
Complaint
Complaint with IFP Pending
Counterclaim
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

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.



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.

Uploading the Complaint

Complaints and Other Initiating Documents
[3:21-cv-00001 Doer v. Done](#)

Select the filer.

Select the Party:

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

Next Clear New Filer

CM/ECF
Civil Events

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.

Uploading the Complaint

CM/ECF

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

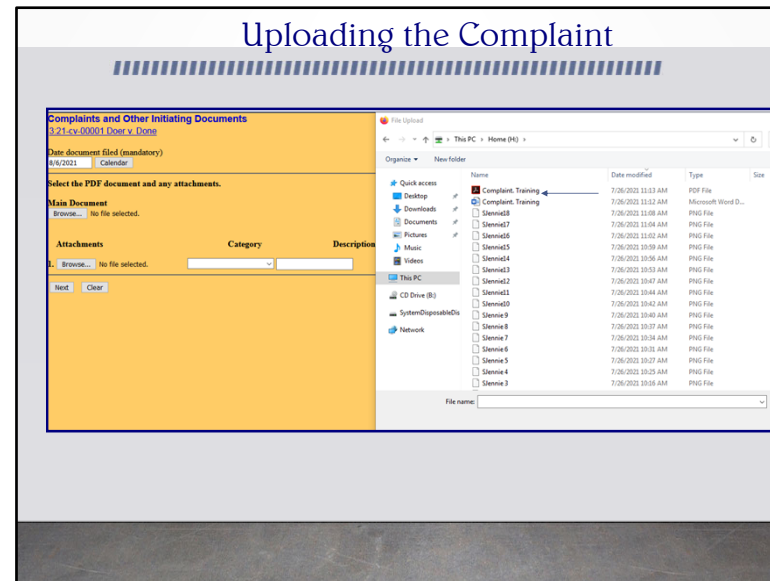
☐ Next

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. 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.



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. Right click on the mouse to open the document. It is important to note that only the complaint is uploaded as the main document.

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

Uploading the Complaint

Complaints and Other Initiating Documents
3:21-cv-00001-Doer v. Dong

Date document filed (mandatory)
8/6/2021 [Calendar](#)

Select the PDF document and any attachments.

Main Document
[Browse...](#) Complaint, Training.pdf

Attachments	Category	Description
1. Browse... Attachment 1.pdf	<div>▼</div>	<input type="text"/> Remove
2. Browse... No file selected.		

[Next](#) [Clear](#)


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.

Uploading the Complaint

Complaints and Other Initiating Documents
3:21-cv-00001 Doer v. Done
Date document filed (mandatory)
8/6/2021



Select the PDF document and any attachments.

Main Document
 Complaint.Training.pdf


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

This is a screen demonstrating what the screen would potentially look like once items are uploaded.

Uploading the Complaint

Complaints and Other Initiating Documents
[3:21-cv-00001 Doer v. Done](#)

Date document filed (mandatory)
8/6/2021



Select the PDF document and any attachments.

Main Document

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.

Uploading the Complaint

Complaints and Other Initiating Documents
3:21-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

CM ECF

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


Therefore, you are asked 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.

Uploading the Complaint

ECF

[Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)

Complaints and Other Initiating Documents
[3:21-cv-00001 Doer v. Done](#)
Fee: \$402.00

CM  ECF

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.

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 finding your security code](#) *

Expiration Date: 08 / 2021 *

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.

The next screen to appear is the payment information screen, which offers two different 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.

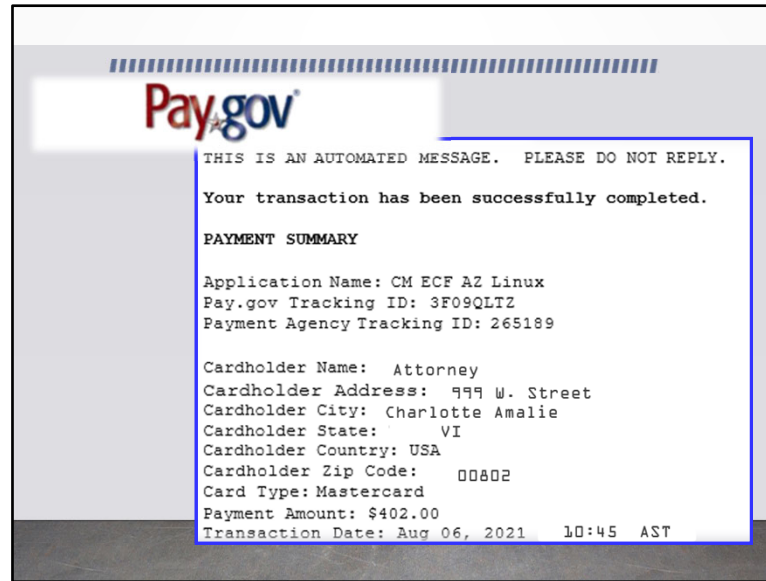
Charging the Filing Fee to a Credit Card/ACH

Payment Summary Edit this information		
Address 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	Account Information Card Type: Visa Card Number: *****	Payment Information Payment Amount: \$402.00 Transaction Date: 08/06/2021 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: <input style="width: 100%;" type="text"/>		
Confirm Email Address: <input style="width: 100%;" type="text"/>		
CC: <input style="width: 100%;" type="text"/> <small style="float: right;">Separate multiple email addresses with a comma</small>		
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. <input style="width: 50px;" type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		

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.

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.

Filing the Complaint

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

3:21-cv-00001 Doer v. Done

Docket Text: Final Text

COMPLAINT against James Done (Filing fee \$ 402.00 receipt number 0391-655276) filed by Jane Doe.

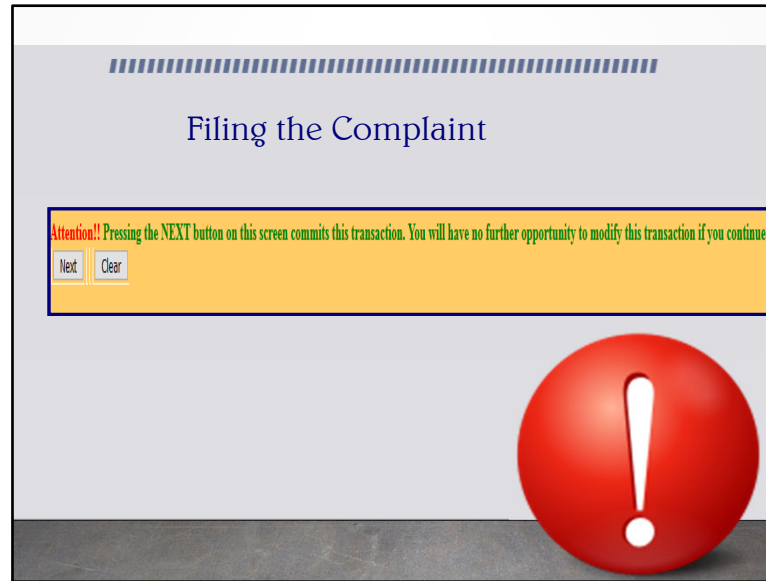
(Attachments: # 1 Exhibit Attachment A, # 2 Civil Cover Sheet, #3 Summons) (Bent, Jill)

Source Document Path (for confirmation only):
C:\fakepath\Main_Document.pdf pages: 1

Next Clear

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.



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

Notification of Electronic Filing

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

The following transaction was entered by Bent, Jill on 8/06/2021 at 10:00 AM EST and filed 8/06/2021

Case Name: Doer v. Done

Case Number: 3:21-cv-00001

Filer: Jane Doer

Document Number: 1

Docket Text:

COMPLAINT against James Done (Filing fee\$ 402 receipt number 918896), filed by Jane Doer (Bent, Jill)

3:21-cv-00001 Notice has been electronically mailed to:

Bent, Jill

3:21-cv-00001 Notice has not been delivered by electronic means to:

The following document(s) are associated with this transaction

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[S-AMP docStamp_ID=995312739 [Date=2/22/2007] [File Number=2057333-0]]

[5ee06d9601914c15a090c95411 eed 123f15d5c23 c6860e9aaf4b497 a6eae0ed57 a 1 of 828d 20b657f601 fec6955f27 a5651 b4b 70d7bda4bc2760866ff02de8e]]

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.

Filing the Complaint

Complaints and Other Initiating Documents
3:21-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 on 08/06/2021 at 10:00 a.m. AST and filed on 08/06/2021

Case Name: Doer v. Done
Case Number: 3:21-cv-00001
Filer: Jill Bent
Document Number: 1

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

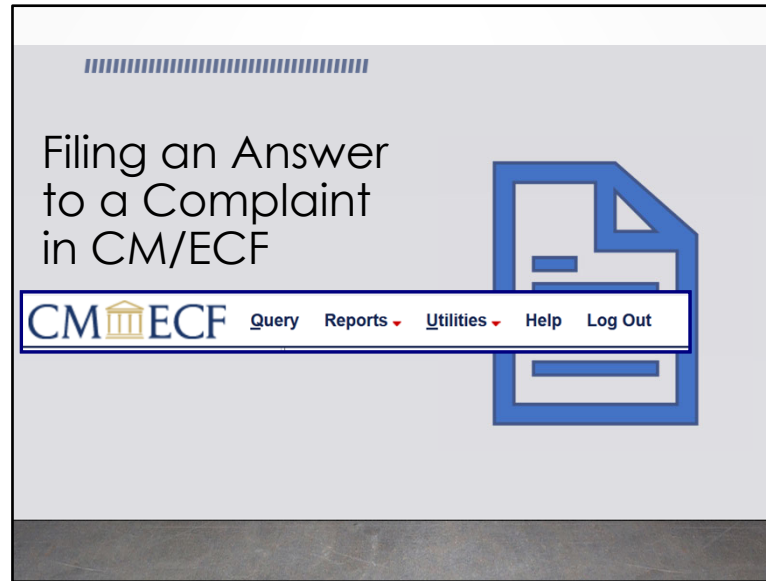
Docket Text:
COMPLAINT against James Done (Filing fee \$ 402.) filed by Jane Doer.

3:21-cv-00001 Notice has been electronically mailed to:
jbent@law.greatmail.com
3:21-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

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.




We have opened a civil case.

We have added the parties to the case.

We have successfully filed a complaint.

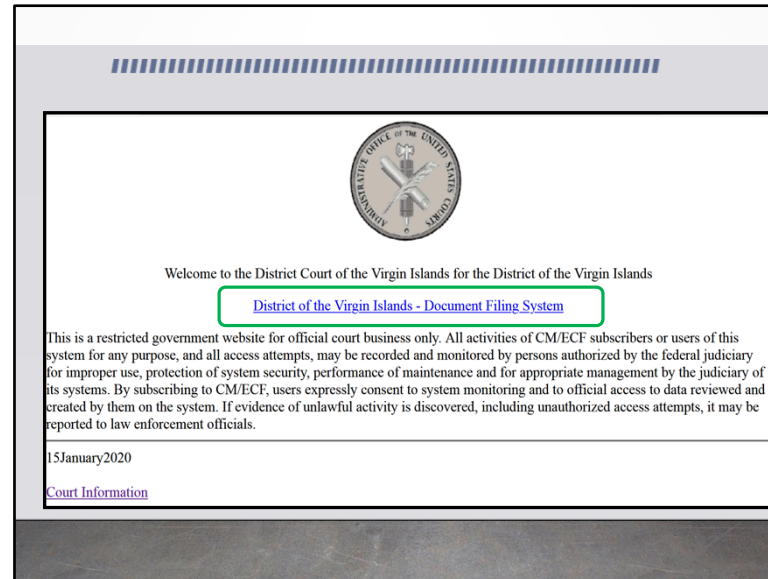
And now it's time to file an answer.



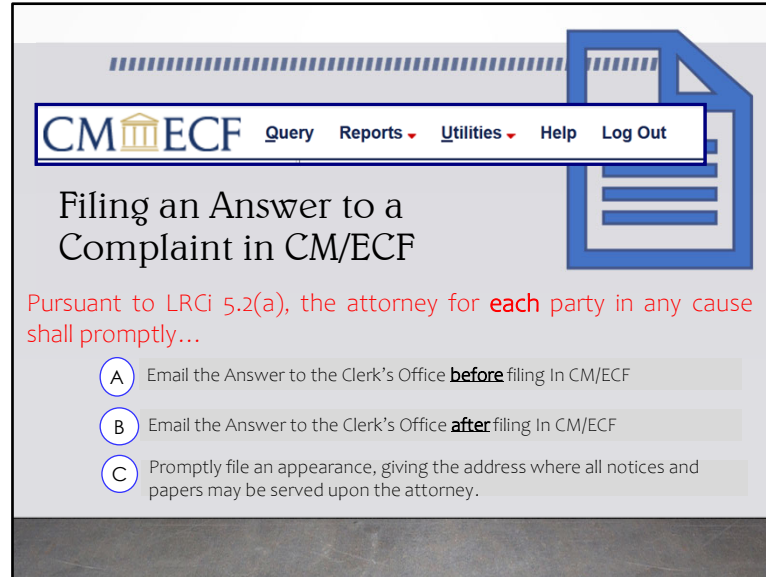
//////////

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.

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. Here will click the link in the middle of the page to launch CM/ECF.



The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the CM/ECF logo and links for Query, Reports, Utilities, Help, and Log Out. Below the navigation bar, the title "Filing an Answer to a Complaint in CM/ECF" is displayed. To the right of the title is a blue icon of a document with a folded corner. Below the title, a red text prompt reads: "Pursuant to LRCi 5.2(a), the attorney for **each** party in any cause shall promptly...". Below this prompt are three radio button options labeled A, B, and C. Option A is "Email the Answer to the Clerk's Office **before** filing In CM/ECF". Option B is "Email the Answer to the Clerk's Office **after** filing In CM/ECF". Option C is "Promptly file an appearance, giving the address where all notices and papers may be served upon the attorney.".

CM/ECF Query Reports Utilities Help Log Out




Filing an Answer to a Complaint in CM/ECF

Pursuant to LRCi 5.2(a), the attorney for **each** party in any cause shall promptly...


- ☐ A Email the Answer to the Clerk's Office **before** filing In CM/ECF
- ☐ B Email the Answer to the Clerk's Office **after** filing In CM/ECF
- ☐ C Promptly file an appearance, giving the address where all notices and papers may be served upon the attorney.

As we are waiting for CMECF to load, let's do a quick check in. Pursuant to LRCi5.2(a) the attorney for each party in any cause shall promptly do what? Type your response A, B, or C in the chat pane.

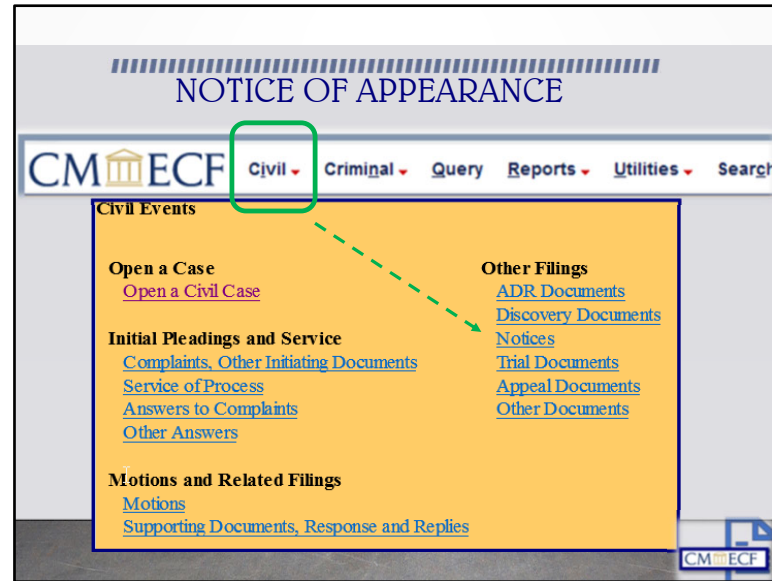
NOTICE OF APPEARANCE



Pursuant to LCRI 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.

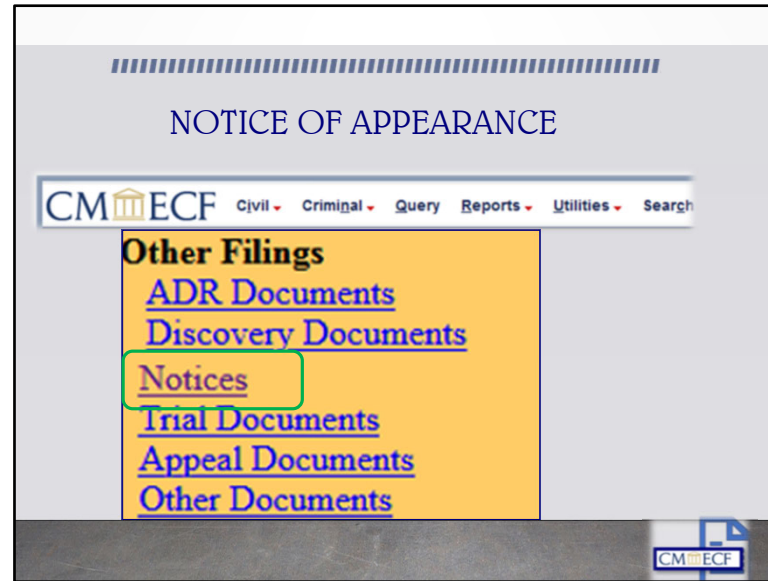


So, before counsel files an answer in CMECF, a Notice of Appearance has to be filed. Not to fear, we can also find the Notice of Appearance events under the Civil Events Tab. It's our one stop shop for all things civil. Remember how to get there?



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.

NOTICE OF APPEARANCE

Notices

Available Events (click to select an event)

- Certificate of Counsel
- Notice
- Notice Event
- Notice of Acceptance with Offer of Judgment
- Notice of Appearance**
- Notice of Application for Writ
- Notice of Change of Address
- Notice of Filing Official Transcript
- Notice of Filing Report and Recommendation from Bankruptcy Court
- Notice of Hearing
- Notice of Hearing on Motion
- Notice of Interrogatories
- Notice of Lis Pendens
- Notice of Removal

Next Clear

Selected Event

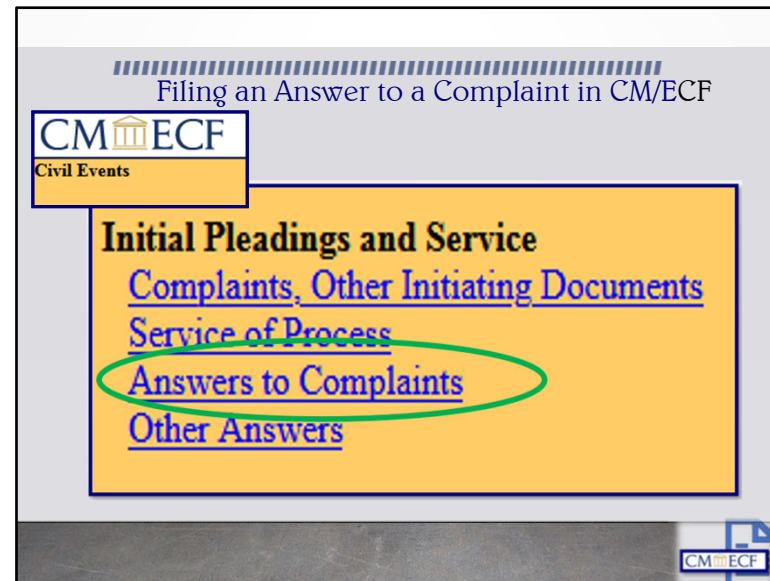
Notice of Appearance

CM/ECF

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.



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.



This is a screen snippet of the Civil Events screen.

////////////////////////////////////

Filing an Answer to a Complaint in CM/ECF

CM/ECF

Answers to Complaints

Civil Case Number

B:21-cv-00001

Next Clear

CM/ECF

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**.

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints
3:21-cv-00001 Doer v. Done

Pick Filer
Collapse All Expand All
+ Jane Doer pla
- James Done dt

Select the Party:
Doer, Jane [pla]
Done, James [dt]

Next Clear New Filer

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.

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints
 3:21-cv-00001 Doer v. Done

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*.

☒ James Done (pty:dft) represented by Tom Tall (aty) ☒ Lead ☒ Notice

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

CM/ECF

Answers to Complaints
3:21-cv-00001 Doer v. Done

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	07/26/2021	3:21-cv-00001	COMPLAINT against James Done (Filing fee \$ 402 receipt number AVIDC-918896) filed by Bent, Jill.

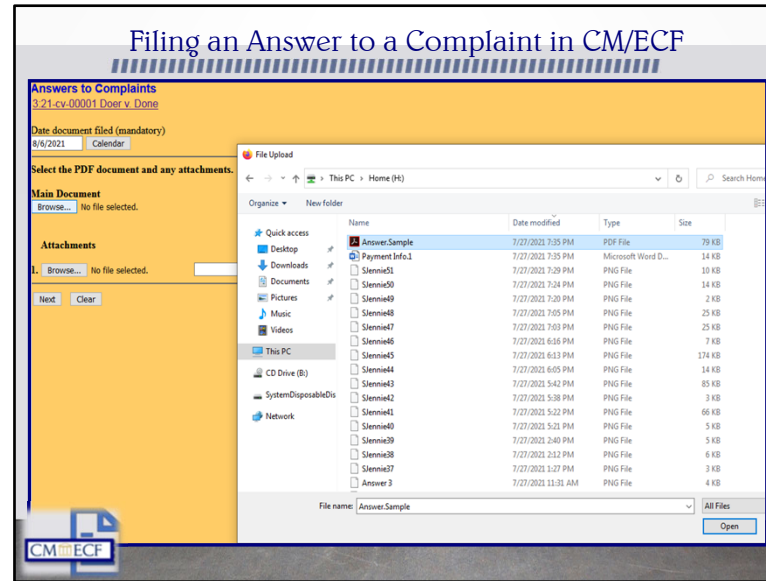
Next Clear

CM/ECF

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.



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.

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints
 3:21-cv-00001 Doer v. Done

Date document filed (mandatory)
 8/6/2021

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=""/>

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 a web interface for filing an answer. At the top, a header bar contains the text "Filing an Answer to a Complaint in CM/ECF" with a decorative line of slanted dashes above it. Below the header, the main content area has a yellow background. On the left, it says "Answers to Complaints" followed by a link "3:21-cv-00001 Doer v. Done". On the right, there is a logo for "CM ECF" featuring a building icon. Below the link, there are three checkboxes with labels: "Does this filing include a counterclaim ? (If yes, click on the box)", "Does this filing include a cross-claim ? (If yes, click on the box)", and "Does this filing include a third-party complaint? (If yes, click on the box)". At the bottom left of the yellow area are two buttons: "Next" and "Clear". In the bottom right corner of the entire window, there is a small "CM ECF" logo with a document icon.

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**.

The screenshot shows a web-based filing interface. At the top, a header bar contains the text 'Filing an Answer to a Complaint in CM/ECF' preceded by a series of diagonal hash marks. Below this, a yellow box contains the following elements: the title 'Answers to Complaints' in blue, the case identifier '3:21-cv-00001 Doer v. Done' in red, the question 'Does this Answer include a jury demand?' in black, two radio button options 'Yes' and 'No' (with 'No' selected), and two buttons labeled 'Next' and 'Clear'. A 'CM ECF' logo is positioned to the right of the yellow box. In the bottom right corner of the interface, there is a small icon of a document with a blue arrow and the text 'CM ECF'.

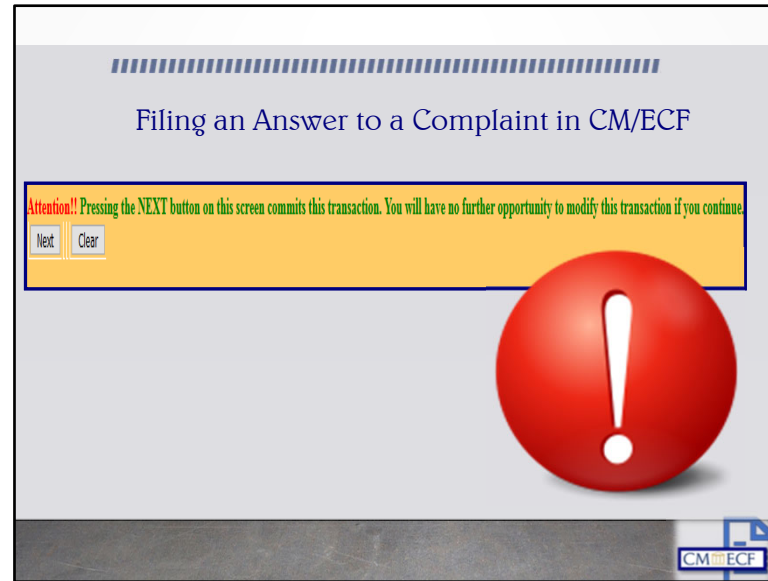
The system will then ask you if the answer includes a jury demand. Answer Y (for Yes) or N (for No) whether the answer states it has a jury demand.
Click **Next**.

The screenshot shows a web-based interface for filing documents. At the top, a header bar contains the text "Filing an Answer to a Complaint in CM/ECF" and the CM/ECF logo. Below the header, a yellow box contains the following information: "Answers to Complaints", the case number "3:21-cv-00001 Doer v. Done", and the docket text "ANSWER to Complaint by James Done. (Tall, Tom)". Below this, another yellow box displays the "Source Document Path (for confirmation only): C:\fakepath\Answer.Sample.pdf pages: 1". At the bottom of this box are two buttons: "Next" and "Clear". The CM/ECF logo is also visible in the bottom right corner of the interface.

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**.

Filing an Answer to a Complaint in CM/ECF

Answers to Complaints
[3:21-cv-00001 Door v. Done](#)

Notice of Electronic Filing

The following transaction was entered on 7/27/2021 at 7:48 PM AST and filed on 7/27/2021

Case Name: Door v. Done
Case Number: [3:21-cv-00001](#)
Filer: James Done
Document Number: 1

Docket Text:
ANSWER to Complaint by James Done, (Tall, Tom)

3:21-cv-00001 Notice has been electronically mailed to:
3:21-cv-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 dcecfStamp_ID=1181334639 [Date=7/27/2021] [FileNumber=842770-0]
[25cb1745e210212db4ac296049b06decc84ac53a38766a5f57d40349e1c794ad215
aface3e0991572336071b65d31194c2b7641e2d80577897ca1d0ce0532a]]

CM/ECF

District Court of the Virgin Islands
District of the Virgin Islands

CM/ECF

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.

Selecting a Case

Query

Search Clues

Case Number

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

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

Selecting a Case

CM ECF Civil Criminal **Query** Reports Utilities Search

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

Cause of Action

Last/Business Name ☐ Exact matches only


First Name Middle Name

Type Prisoner ID

Query

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.

Selecting a Case



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

Search Case: [Mobile Query](#)

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.

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**.

Selecting a Case

Query

CM **ECF**

Search Clues
[Mobile Query](#)

Case Number
21-cv-1 [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

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

First Name Middle Name

Type

☐ Exact matches only

Prisoner ID

[Run Query](#)
[Clear](#)

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.

Selecting a Case

Query

CM **ECF**

[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
110 (Insurance)
120 (Contract: Marine)

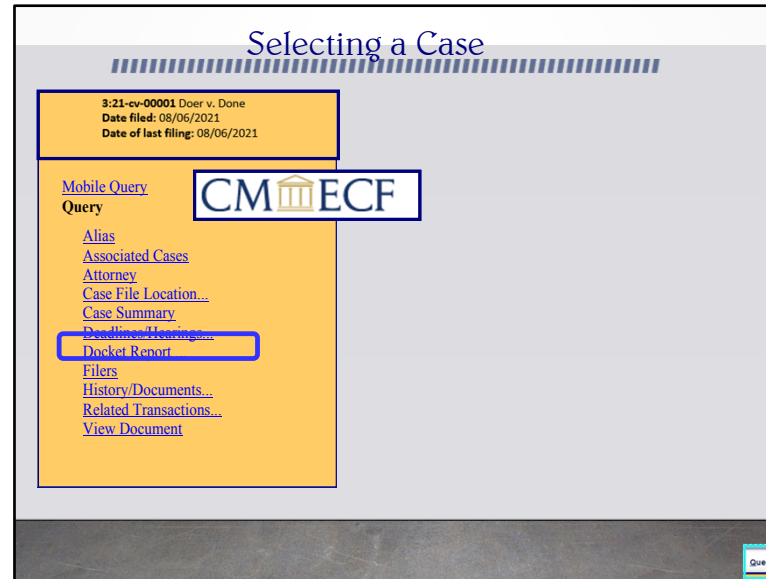
Cause of Action
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)

Last/Business Name ☐ Exact matches only

First Name Middle Name

Type Prisoner ID

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.



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.

Selecting a Case

Docket Sheet

Case Number

☒ Filed to
☐ 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 Oldest date first ▼

☐ Make these options my default.



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.

Selecting a Case



District Court of the Virgin Islands
District of the Virgin Islands (St. Thomas Division)
CIVIL DOCKET FOR CASE #: 3:21-cv-00001

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

Date Filed: 08/06/2021
Jury Demand: None
Nature of Suit: 380 Personal Property: Other
Jurisdiction: Federal Question

Plaintiff
Jane Doer

v.

Defendant
James Done

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

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


Date Filed	#	Docket Text
8/6/2021	3	ANSWER to Complaint by James Done, (Tall, Tom) (Entered: 8/6/2021)
8/6/2021	2	NOTICE of Appearance by Tom Tall on behalf of Defendant James Done (Tall, Tom) (Entered: 8/6/2021)
8/6/2021	1	COMPLAINT against James Done (Filing fee \$ 402 receipt number AVIDC-918896) filed by Bent, Jill. (Entered: 8/6/2021)

[Query](#)

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**.

COMMON DOCKETING ERRORS

- Missing **Signatures**
- **Double clicking** on NEF's
- Failing to Submit **Draft Orders**
- Failing to update **PACER** account
- Failing to **Redact** Personal Identifiers
- Attaching the **Incorrect** PDF Document
- Using the **Wrong Docket Event** When Filing
 - **Merging** multiple pleadings as one PDF.
 - Failing to File a **Civil Cover Sheet**
- Incorrectly filing a **Certificate of Service** for Electronically Filed Documents



During our preparation 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! We encourage you to read the Local Rules of the District Court. Our Rules were recently amended in April 2021. They are on our website. We also encourage you to read the Electronic Manual.



CM/ECF COMMON DOCKETING ERRORS

1. Failing to update PACER account:

On November 4, 2019, the District Court of the Virgin Islands converted to a NextGen court. If your PACER account was created prior to August 2014, these accounts are known as legacy accounts and are required to be updated prior to being able to access the different functionalities that PACER performs. For a filing user 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.

2. Missing Signatures

- The electronic signature on a submitted document must match the login of the attorney filing it.
- 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.
- If an attorney is admitted *pro hac vice*, the electronically filed document must include this information for both local and *pro hac vice* counsel.

3. Failing to Redact Personal Identifiers

The 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)). The Clerk will not review documents for compliance with this Rule.

4. Failing to File a Civil Cover Sheet with a Civil Initiating Document

Every complaint or other document initiating a civil action shall be accompanied by a completed civil cover sheet on a form available at the Court's website. (LRCi 3.1(a)).

5. Incorrectly filing a Certificate of Service for Electronically Filed Documents

- The Notice of Electronic Filing that is automatically generated by the Court's Electronic Filing System, except as provided by LRCi 5.4(i)(1), constitutes service of the filed document on 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 Electronic Filing, by an alternate method in accordance with the Federal Rules of Civil Procedure and the Rules of the District Court of the Virgin Islands.

6. Using the Wrong Docket Event When Filing

- The title of the document being filed should correspond with the docketing event you select.
- A Filing User must only select the motion category when filing a motion. A Notice filed using the motion event is incorrect. Please carefully review your choices before filing.
- Both the Civil and Criminal Events for filing documents in CMECF are located on our website or you can call the clerk's office Help Desk for assistance.

7. Attaching the Incorrect PDF Document

- Before attaching a document to an ECF entry, review it to make sure the correct document is being attached.
- Each Document Should Be Filed Separately in ECF. Do not submit a single PDF document that contains a motion, supporting documentation and a proposed order all as one document.

8. Merging multiple pleadings together as one document.

- Each attachment or exhibit to a motion or response shall be filed as a separate subdocument to the main documents that references the attachment or exhibit. (LRCi 5.4(e)). For example, do not submit a single PDF document that contains a motion, supporting documentation and a proposed order.

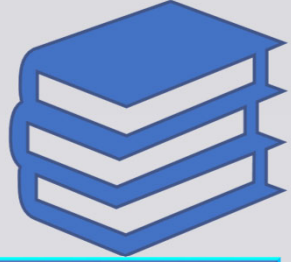
9. Failing to Submit Draft Orders

All motions shall be accompanied by a draft order that sets forth specifically the relief requested. (LRCi 7.1(e)). Proposed Orders must be submitted as PDF attachments to the main document (i.e. motion, petition) filed in ECF.

10. Double clicking on the Notice of Electronic Filing (NEF)

Do not double click on the hyperlink to the document on the NEF. Click once. If you double click, you will use up your one "Free Look."

Filing Guidance/
Online Resources




District Court Local Rules
www.vid.uscourts.gov

Attorney Civil Event List
www.vid.uscourts.gov

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

10 Common Docketing Errors
www.vid.uscourts.gov

www.pacer.gov



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Contact Information

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Clerk of Court

Marilyn Arroyo
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