

Appendix A- Civil Event List

Attorney Civil Events List

OPEN A CASE

Open a Civil Case

INITIAL PLEADINGS AND SERVICE **Complaints and Other Initiating Documents**

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
Petition to Enforce IRS Summons
Petition to Perpetuate Testimony
Registration of Foreign Judgment
Third Party Complaint

Service of Process

Acknowledgement of Service
Affidavit of Service (Not to be used for Summons Returned)
Application for Writ of Corpus ad Testificandum
Denied
Certificate of Service
Request for Waiver of Service
Seizure Warrant Issued
Seizure Warrant Returned Executed
Seizure Warrant Returned Unexecuted
Service by Publication
Subpoena Returned
Summons Issued
Summons Issued as to USA
Summons Reissued
Summons Returned Executed
Summons Returned Executed as to USA or Agency of USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Warrant returned
Writ returned
Writ of Execution
Writ of Habeas Corpus ad Prosequendum
Executed

MOTIONS AND RELATED FILINGS

Motions

Exparte docket entry and document-to be used in conjunction
Exparte document-to be used only in conjunction with protective Order
Alter Judgment
Amend Complaint
Amend/Correct
Appeal in Forma Pauperis
Appear
Appear Pro Hac Vice
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Attorney Fees
Bifurcate
Bill of Costs (before Judge)
Bond
Certificate of Appealability
Certify Class
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Dismiss Case as Frivolous
Dismiss for Failure to State a Claim
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce IRS Summons
Enforce Judgment
Entry of Default
Expedite
Extension of Time in re Transcript
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer

Writ of Habeas Corpus ad Prosequendum
Issued
Writ of Habeas Corpus ad Prosequendum
Unexecuted
Writ of Habeas Corpus ad Testificandum
Executed
Writ of Habeas Corpus ad Testificandum
Issued
Writ of Habeas Corpus ad Testificandum
Unexecuted

Extension of Time to File Briefs
Extension of Time to File Document
Extension of Time to File Response/Reply

Answers to Complaints

Linked to events entered under complaints and
other initiating documents

Other Answers

Affidavit in Opposition (Non-Motion)
Affidavit in Support (Non-Motion)
Amended Answer to Complaint
Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Objection to Report and Recommendations
Withdrawal of Claim

Motions (continued)

File Excess Pages
Forfeiture of Property
Hearing
In Limine
Interpleader Deposit (28 USC section 1335)
Interpleader Disbursement (28 USC section 1335)
Intervene
Issuance of Warrant in rem
Joinder
Judgment Based on ADR Settlement
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to Appeal
Leave to File Document
Letters Rogatory
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Proceed In Forma Pauperis
(Motion/Application)
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Redacted transcript
Refund of Fees Paid Electronically
Release of Bond Obligation
Release of Funds
Remand
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Return of Property
Sanctions
Seal
Seal Case Seal Document-(Motion
for Leave to File Document Under
Seal)
Sealed Motion
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Show Cause

Motions (continued)

Stay
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Supplement
Take Deposition
Taxation of Costs
Temporary Restraining Order
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Supporting Documents Responses and Replies

Exparte Docket Entry and Document-(To be
used Only in Conjunction with other
selection)
Affidavit in Support of
Affidavit in Support of Opposition
Memorandum in Support
Memorandum in Support of Opposition
Opposition to Motion
Reply to
Reply to Opposition to Motion
Response
Statement of Undisputed Facts

ADR Documents

Arbitration Award
Case Ineligible for Arbitration
Consent to Arbitration
Consent to Mediation
Objection to Report of Arbitrator/Mediator
Report of Arbitration
Report of Mediation
Request for Trial De Novo

OTHER FILINGS

Discovery Documents

Applicable Party Document-To be Used in Conjunction with
Deposition
Discovery Memorandum-Rule 16
Notice to Take Deposition
Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices

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 BK Court
Notice of Hearing
Notice of Hearing on Motion
Notice of Interrogatories
Notice of Lis Pendens
Notice of Removal
Notice of Rule 16 Conference
Notice of Service of Response to Interrogatories
Notice of Settlement
Notice of Voluntary Dismissal
Notice to Magistrate Judge Non-Dispositive
Order to District Court
Notice (Other)

Trial Documents

Exhibit
Exhibit List
Jury Instructions
Jury List
Proposed Findings of Fact & Conclusions of Law
Proposed Jury Instructions
Proposed Voir Dire
Voir Dire Questions
Trial Brief
Witness List

Appeal Documents

Terminate Appeal Deadlines
Actual Record Returned
Actual Record Sent to USCA
Appeal Remark
Appeal Transcript
Appeal of Magistrate Judge Decision to District Court
Appellants Brief-Sup. Ct.
Appellants Reply Brief
Appellants Reply Brief-Sup. Ct.
Appellee's Brief
Appellee's Brief-Sup. Ct.
Appendix

Other Documents

Affidavit
Amended Document (Not Motion)
Amendment to Document
Application (Generic)
Application for Admission to Bar
Application for Compensation and to Authorize Payment
Application for Renewal to Bar
Application for Special Admission to Bar
Amicus Curiae Appearance
Application for Writ
Bill of Costs
Consent to Jurisdiction by US Magistrate Judge
Consent to Jurisdictions by Magistrate Judge to Plaintiff
Corporate Disclosure Statement
Final Accounting and Application
Financial Affidavit
Financial Affidavit (CJA 23)
Interpleader
Jury Demand
Notice of Intent to Request Redaction
Objections to Answer to Writ
Praecipe
Pretrial Memorandum
Proposed Pretrial Order
Redacted Document
Redacted Index
Report of Rule 26(f) Planning Meeting
Response to Order to Show Cause
Response/Reply
Sealed Document
Sealed Document (Proposed)
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplemental
Transcript Request

BK Scheduling Order
Briefing Schedule
Certified Copies of Docket Entries
Designation of Record on Appeal
Designation of Record on Appeal-
BK
Docketing Statement
Joint Appendix
Mandate
Mandate-REMAND
Memorandum Opinion
Notice of Appeal
Notice of Appeal BK Record Availability
Notice of Cross Appeal Notice
of Interlocutory Appeal
Objection to Magistrate Judge Non-Dispositive
Order to District Court
Order
Record Complete for Purpose of Appeal
Short Record
Short Record-Superior Court
Subsequent Notice of Appeal
Supplemental ROA sent to USCA
Transcript Purchase Order (Third Cir. Appeal Only)
Transcript Purchase Order-Sup. Court Copy
Transmission of BK Appeal Record
USCA Appeal Fees
USCA Assigned Case Number
USCA Judgment
USCA Order
USCA Scheduling Order

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

Documents of non-Filing Users must be signed.

Documents requiring signatures of more than one party must be electronically filed either by:

- i. submitting a scanned document containing all necessary signatures;
- ii. representing the consent of the other parties to affixing their signatures on the document; or
- iii. in any other manner approved by the Court.