

ATTORNEY CIVIL CASE OPENING



ADDENDUM

INSTRUCTIONS FOR FILERS SCHEDULE A CASES

OCTOBER 2025

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Opening a Civil Case

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OPENING A CIVIL CASE

Introduction

Attorneys must electronically open new civil cases and file complaints and other initiating documents, including what have become known as “Schedule A” cases. If a mistake is made during case opening, the filer must proceed to docket the complaint or other initiating document to maintain and preserve the filing date. If you realize you have made an error, please call the Clerk’s Office in the appropriate division at:

- Pittsburgh (412) 208- 7500
- Erie (814) 464-9600
- Johnstown (814) 533-4504

Begin Case Opening

Log in to **CM/ECF**.

Select **CIVIL** from the blue menu bar, then under **Attorney Open an Unassigned Civil Case** select **Civil Case Unassigned**.

A warning will appear regarding opening a sealed case. Click **[Next]**.

Open Unassigned Civil Case

If you are opening a sealed mc or cv case, you are using the wrong event. Leave this screen and return to filing an Unassigned Sealed case.

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

On the following screen, select the appropriate **Office** (Erie, Pittsburgh, or Johnstown) from the dropdown menu. Leave the **Case type** as **cv** or change to **mc** if you are opening a miscellaneous case.

Check the box for **Related cases** if applicable. See LCvR40(D).

Then click **[Next]**.

Open Unassigned Civil Case

Office **Case type** **Date filed** **Lead case number** **Association type** **Other court name** **Other court number** **JPML number** ☐ **Related cases**[Next](#)[Clear](#)

If there are related cases, add those on the following screen by searching for the **Related case number**.

Check the box for **More related cases** if applicable.

Click **[Next]** and continue the process until all related cases are added.

Open Unassigned Civil Case

Related case number

Relation type

☐ **More related cases**

Civil Case Statistical Information Screen

Complete the fields on this screen using the guidelines provided below.

Click **[Next]**.

Open Unassigned Civil Case

Jurisdiction	3 (Federal Question) ▼		
Cause of action	17:0101 (17:101 Copyright Infringement) ▼	Filter:	Clear filter
Nature of suit	820 (Copyright) ▼	Filter:	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	▼		
Citizenship defendant	▼		
Jury demand	p (Plaintiff) ▼	Class action	n (No Class Action Alleged) ▼ Demand (\$000)
Arbitration code	▼	County	XX Outside US ▼
Fee status	pd (paid) ▼	Fee date	9/29/2025 Date transfer
Next Clear			

-
- Jurisdiction:** Select one of the following jurisdiction codes:
 1 (U.S. Government Plaintiff)
 2 (U.S. Government Defendant)
 3 (Federal Question) *default*
 4 (Diversity) *must enter citizenship below*
 5 (~~Local Question~~) *court use only*
- Cause of action:** Select the U.S. Civil Statute under which you are filing, as cited in the complaint, or select the closest to what is cited – do NOT select Misc; call the Clerk’s Office for assistance
- Nature of suit:** Select the primary nature of suit from the drop-down list. (Refer to the Civil Cover Sheet and [Nature of Suit Descriptions](#)); call the Clerk’s Office for assistance if CM/ECF will not accept the Cause of Action and Nature of Suit with the selected jurisdiction
- Origin:** Select 1 (Original Proceeding)
- Citizenship:** Complete this field only if the selected jurisdiction is 4(Diversity)
- Jury demand:** Complete this field only if a jury demand is contained in the complaint (not just the civil cover sheet)
- Class action:** Select n (No Class Action Alleged) or y (Class Action Alleged)
- Demand:** Dollar amount demanded in thousands (e.g., entering 1000 =\$1,000,000.00) or rounded to the nearest thousand (e.g. 654 for \$654,321.00) if there is a specific demand; otherwise leave blank
- Arbitration code:** Leave blank
- County:** Select the county in Pennsylvania where the cause of action occurred or “XX US, Outside State” or “XX Outside US” as applicable
- Fee status:** Leave default (pd (paid))
- Fee date:** Leave default
- Date Transfer:** Leave default (blank)

Add New Party Screen

The left panel below contains the buttons to **[Add New Party]** and **[Create Case]**. Since no participants have been entered for this new case, the participant tree (under **Collapse All**) is empty.

You must enter all plaintiffs. First, search for each plaintiff by entering the last name, first name, and middle initial if applicable, in the corresponding fields and clicking **[Search]**. Do **NOT** put any title, generation, or other descriptive text in the first, middle, or last name fields. If the plaintiff is a corporation or other entity, the full name should be entered in the **Last / Business Name** field. If the plaintiff name appears in the **Search Results** box, highlight it and click **[Select Party]**. If the plaintiff name does not appear, click **[Create New Party]** and create the party.

REMEMBER: Party names in this court are in ALL CAPITAL LETTERS. Also, the party names must exactly match the party names as they appear in the complaint.

The screenshot shows the 'Open Unassigned Civil Case' interface. On the left, there's a sidebar with 'Add New Party' and 'Create Case' buttons, both circled in red. Below them are 'Collapse All' and 'Expand All' links. The main area has a 'Search for a party' section with fields for 'Last / Business Name' (containing 'ABC COMPANY'), 'First Name', and 'Middle Name'. There's also a 'Prisoner ID' field and a 'Search' button. Below the search fields is a 'Search Results' box showing 'ABC COMPANY' with a dropdown arrow. At the bottom of the search results, there are two buttons: 'Select Party' (circled in red) and 'Create New Party'.

Party Information Screen

Once you have selected a party name using either the **[Select Party]** or **[Create New Party]** buttons, the **Party Information** screen will open. The **Role** field on this screen **defaults to Defendant**, as shown below. ****BE SURE TO CHANGE TO THE PLAINTIFF ROLE****

If there is a title that precedes the plaintiff name, enter it in the **Title** field. If there is descriptive information for a plaintiff, enter it in the **Party Text** field.

EXAMPLE: ABC COMPANY, a Pennsylvania Corporation

The screenshot shows the 'Open Unassigned Civil Case' interface with the 'Party Information' form open. The form has a title 'ABC COMPANY'. Below it are fields for 'Title', 'Role' (set to 'Plaintiff (pla:pty)'), 'Pro se' (set to 'No'), 'Prisoner Id', 'Unit', 'Office', 'Address 1', 'Address 2', 'Address 3', 'State', 'Zip', 'City', 'Country', 'Prison', 'Phone', 'Fax', 'E-mail', 'Party text' (containing 'A Pennsylvania Corporation'), 'Start date' (set to '9/29/2025'), 'End date', 'Corporation' (set to 'yes'), and 'Notice' (set to 'yes'). At the bottom left, there are two buttons: 'Add Party' (circled in red) and 'Start a New Search'.

Leave all other fields blank. **Do not enter address information.** **Notice** dropdown should default to “yes” which should not be changed. **Corporation** dropdown should default to “no” which should be changed to “yes” only if the plaintiff is a corporation.

Once all required Party Information is entered and the correct Role selected, click **[Add Party]**. The party will be added to the participant tree in the left panel. **CONTINUE THIS PROCESS UNTIL ALL PLAINTIFFS HAVE BEEN ADDED.**

Once the plaintiff(s) have been added, you must add yourself as attorney. Click on the icon to add person next to **Attorney** under the plaintiff. Search for each attorney by entering the last name, first name, and middle initial if applicable, in the corresponding fields and clicking **[Search]**. Select the attorney from **Search Results** and click on **[Select Attorney]**.

Open Unassigned Civil Case

Add New Party **Create Case**

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

2:25-cv-????

ABC COMPANY pla

Alias

Corporate Parent or other affiliate

Attorney

Search for an attorney for ABC COMPANY

Bar Id

Last Name ATTORNEY First Name TEST Middle Name

Search

Search Results

Attorney, Test

Select Attorney

The attorney's contact information will prepopulate and these fields should not be edited; if any information is incorrect, the attorney must perform PACER account maintenance to update their profile. The attorney **Designation** will default to Retained but can be changed if necessary. **Notice** and **Seal Flag** should default to yes, but check that these fields says yes. If the correct attorney has been selected, click on **[Add Attorney]**.

Open Unassigned Civil Case

Add New Party **Create Case**

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

2:25-cv-????

ABC COMPANY dft

Alias

Corporate Parent or other affiliate

Attorney

Attorney Information

Test Attorney

Title

Office Unit

Address 1 700 Grant Street Address 2

Address 3 City Pittsburgh

State PA Zip 15219

Country USA Phone 412-208-7500

Fax E-mail pawd.test.attorney@gmail.com

Pro Hac Vice no Lead attorney yes

Designation Retained

Seal Flag yes Notice yes

Start date 9/30/2025 End date

Add Attorney

[Start a New Search](#)

CONTINUE THIS PROCESS UNTIL ALL PLAINTIFF ATTORNEYS HAVE BEEN ADDED.

After all plaintiffs and attorneys have been added, click **[Add New Party]** on the left panel. Enter "SCHEDULE A DEFENDANTS" in the **Last/Business Name** field and click **[Search]**. An existing party by that name will appear in the **Search Results** box; highlight it and click **[Select Party]**. **DO NOT CREATE A NEW PARTY.**

Open Unassigned Civil Case

The screenshot shows the 'Open Unassigned Civil Case' interface. On the left, the 'Add New Party' button is circled in red. Below it, a tree view shows 'ABC COMPANY' with sub-items 'Alias', 'Corporate Parent or other affiliate', 'Attorney', and 'Test Attorney'. A green arrow points from the 'Add New Party' button to the 'Select Party' button in the 'Search Results' section. The 'Search Results' section shows 'SCHEDULE A DEFENDANTS' as the only result. The 'Select Party' button is circled in red with a prohibition sign, indicating that it should not be used.

The **Party Information** screen will open. The **Role** field on this screen **defaults to Defendant**, as shown below. Leave all other fields blank. **Do not enter address information.** Notice dropdown should default to "yes" which should not be changed.

Open Unassigned Civil Case

The screenshot shows the 'Party Information' screen for 'SCHEDULE A DEFENDANTS'. The 'Add Party' button is circled in red. The 'Role' field is set to 'Defendant (dft:pty)'. The 'Notice' dropdown is set to 'yes'. Other fields include Title, Pro se, Prisoner Id, Office, Address 1, Address 2, Address 3, State, Zip, Prison, Phone, E-mail, Party text, Start date, End date, Corporation, and Unit.

Click **[Add Party]**. Defendant "SCHEDULE A DEFENDANTS" will be added to the participant tree in the left panel.

Open Unassigned Civil Case

The screenshot shows the 'Open Unassigned Civil Case' interface after adding the party. The 'SCHEDULE A DEFENDANTS' entry is now visible in the participant tree on the left, under the 'ABC COMPANY' entry. The 'Add New Party' button is still circled in red.

Participant Tree and Functional Icons

The participant tree is displayed on the left panel as parties are added to the case. Also present in the participant tree are functional icons:



Delete this party from the case



Edit this party



Add Alias, Corporate Parent or other affiliate, or Attorney



Copy Attorney

Note: The **Edit** icon only displays beside a party once it's been added to the participant tree; therefore, if no participant is added, this icon is suppressed.

You should also add any known **Corporate Parent or other affiliate** at this point before filing a Disclosure Statement pursuant to LR 7.1.1 and or FRCvP 7.1.

If the plaintiff name in the complaint includes any kind of alias (e.g. aka, doing business as, as subrogee of, etc.), add the **Alias** at this point.

Once all parties and attorneys have been added to the case, click **[Create Case]**.

Once you have clicked the **[Create Case]** button, you will be presented with an option to either create the case or stop the process. If you select **[Yes]** and create the case, you must continue and file the complaint. Clicking **[No]** allows you to go back and correct any mistakes or to stop the process.

The screenshot shows the 'Open Unassigned Civil Case' interface. On the left, there is a participant tree for case '2:25-cv-????'. It includes 'ABC COMPANY' (plaintiff) and 'SCHEDULE A DEFENDANTS'. Each has sub-entries for 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The 'Create Case' button is circled in red. On the right, there is a search bar for a party. A 'Case Opening' dialog box is displayed, asking 'Case will be created. Proceed?' with 'Yes' and 'No' buttons. The 'Yes' button is circled in red.

Once the case has been created, do not click the back button on your web browser. You will see a message with the case number that has been opened. Please add this case number to your documents.

Open Unassigned Civil Case

Case Number 25-39 has been opened.

[Docket Lead Event?](#)

If you forgot to add a party or parties, or have made another type of error, please contact the Clerk's Office in the appropriate division at:

- Pittsburgh (412) 208-7500
- Erie (814) 464-9600
- Johnstown (814) 533-4504

DO NOT OPEN ANOTHER CIVIL CASE TO MAKE CORRECTIONS AFTER YOU HAVE OPENED A CASE. FILE YOUR INITATING DOCUMENTS AT THE CASE YOU OPENED TO PRESERVE YOUR FILING DATE AND CONTACT THE CLERK'S OFFICE DURING BUSINESS HOURS TO MAKE ANY CORRECTIONS.

Docketing the Complaint

Once the case has been created, you will be given a case number. Make note of the case number so that you may add this to your documents before you file them electronically.

Note: The new case number is displayed without an assigned judge. You will receive a Notice of Electronic Filing when the Clerk's Office has reviewed the case and assigned a judge.

Open Unassigned Civil Case

Case Number 25-39 has been opened.

[Docket Lead Event?](#)

The complaint **must** now be filed. Click the hyperlink, [Docket Lead Event?](#).

Select **ATTORNEY Complaint** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.

Complaints and Other Initiating Documents

Start typing to find another event.

Available Events (click to select events)

ATTORNEY Complaint (To be used by filers. Credit card required ^
ATTORNEY Complaint in Receivership (Credit Card Required)
ATTORNEY Notice of Removal (Credit Card Required)
ATTORNEY Petition for Writ of Habeas Corpus (Credit Card Req
ATTORNEY Petition to Enforce IRS Summons
ATTORNEY Petition to Perpetuate Testimony
ATTORNEY/COURT Motion to Vacate/Set Aside/Correct Sentenc
Amended Complaint
Amended Counterclaim
Amended Crossclaim
Amended Intervenor Complaint
Amended Third Party Complaint
Application for Stay of Execution
Application for Writ
Application for Writ Ed's version

Next

Clear

Selected Events (click to remove events)

ATTORNEY Complaint (To be used by filers. Credit card required ^

Your new case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.

Complaints and Other Initiating Documents

Civil Case Number

Click **[Next]**.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Select the plaintiff(s) as the filer of the complaint and click **[Next]**. **Note:** If you forgot to add a plaintiff while opening the case, you could add them now by clicking **[New Filer]**.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

If adding new parties enter them in ALL CAPITAL LETTERS.

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

☒ ABC COMPANY pla

☐ SCHEDULE A DEFENDANTS dft

Select the filer.

Select the Party:

ABC COMPANY [pla]

SCHEDULE A DEFENDANTS [dft]

Select the “SCHEDULE A DEFENDANTS” and click **[Next]**. Please heed the warning on the page to select the individual party and not to use All Defendants.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

DO NOT Select the All Defendants group for this filing. Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

Pick Party

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

ABC COMPANY pla

SCHEDULE A DEFENDANTS dft

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

Select the Party: OR Select a Group:

ABC COMPANY [pla]

SCHEDULE A DEFENDANTS [dft]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Next

Clear

New Party

The following screen will warn you not to proceed with this event if you are filing a motion to proceed in forma pauperis; click **[Next]**.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

If you are filing a motion to proceed in forma pauperis, you are using the wrong event. Back out and select the Motion to Proceed IFP event.

Next

Clear

Leave the default selection of **No** and click **[Next]**.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Do you have or are you requesting in forma pauperis status for this petition?

☐ Yes

☒ No

Next

Clear

The following screen alerts you of the filing fee and implications of proceeding further. Click **[Next]**.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Fee: \$405

Once you authorize and submit the Credit Card Payment (from an upcoming screen), you will NOT BE ABLE TO BACK OUT OR UN-DO IT, even though you will not have finished docketing this appeal/motion. Should you wish to abort the docketing after confirming the financial transaction, your credit card will still be billed! Please refer to the court policies and procedures, located on our website, concerning refunds.

Next

Clear

You will then be directed to PACER to **Select a Payment Method**.

Pay Filing Fee for Pennsylvania Western District Court (test)

*** Required Information**

Payment Amount

Amount Due * **\$405.00**

Select a Payment Method

☒ 
Test Attorney
XXXXXXXXXXXX4747
12/2032

☐ Enter a credit card

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next **Cancel**

Select an existing payment method or select **Enter a credit card**.

Court Specific

Attorney Completing Transaction *

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

☒ I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit **Back** **Cancel**

Enter the name of the **Attorney Completing Transaction**, add any additional email addresses for a receipt, check the **Authorization**, and click **[Submit]** to finalize the payment.

Once the credit card payment information has been submitted, **wait until the fee has been processed**. **DO NOT** click **[Submit]** a second time and **DO NOT** hit the back button on your web browser or you may be charged twice without your complaint being filed.

****AFTER THE FILING FEE IS PAID, YOU ARE NOT DONE WITH THE TRANSACTION. NO DOCUMENTS HAVE BEEN TRANSMITTED TO THE COURT AT THIS POINT. YOU MUST CONTINUE TO FILE YOUR COMPLAINT.****

After payment is completed, you will be returned automatically to CM/ECF.

The next screen alerts the filer to upload the civil cover sheet and the summons as attachments to the complaint. In addition, it directs that any attachments must be labeled. You may simply select a description from the **[Category]** dropdown menu and/or type into the **[Description]** field. You do not need to retype anything in a **[Category]** dropdown selection into the **[Description]** field or you will create duplicate text.

[Choose File] for the PDF version of your complaint to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add all required attachments, including the civil cover sheet, and any summons or exhibits as applicable. Once all documents have been attached and descriptions added, click **[Next]**.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

ATTACHMENTS REQUIRED: (1) The Civil Cover Sheet must be filed as an attachment to the complaint. (2) If you are requesting that Summons be issued, file the completed Summons as an additional attachment.

Please LABEL each Attachment.

Select the PDF document and any attachments.

Main Document

COMPLAINT.pdf

Attachments	Category	Description
1. Choose File CIVIL COVER SHEET.pdf	Civil Cover Sheet	
2. Choose File EXHIBIT 1.pdf	Exhibit	1
3. Choose File EXHIBIT 2.pdf	Exhibit	2
4. Choose File No file chosen		

****DO NOT incorporate the sealed Schedule A of defendants into your complaint or upload the sealed Schedule A as an attachment to the complaint****

Click **[Next]**.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** if the docket text is correct.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Final Text

COMPLAINT (Filing fee, including Administrative fee, \$405, receipt number APAWXDC-169883), filed by ABC COMPANY. (Attachments: # (1) Civil Cover Sheet, # (2) Exhibit 1, # (3) Exhibit 2) (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):

C:\fakepath\COMPLAINT.pdf pages: 1
C:\fakepath\CIVIL COVER SHEET.pdf pages: 1
C:\fakepath\EXHIBIT 1.pdf pages: 1
C:\fakepath\EXHIBIT 2.pdf pages: 1

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 9/29/2025 at 3:16 PM EDT and filed on 9/29/2025

Case Name: ABC COMPANY v. SCHEDULE A DEFENDANTS

Case Number: [2:25-cv-00039](#)

Filer: ABC COMPANY

Document Number: [1](#)

Docket Text:

COMPLAINT (Filing fee, including Administrative fee, \$405, receipt number APAWXDC-169883), filed by ABC COMPANY. (Attachments: # (1) Civil Cover Sheet, # (2) Exhibit 1, # (3) Exhibit 2) (Attorney, Test)

2:25-cv-00039 Notice has been electronically mailed to:

Test Attorney pawd.test.attorney@gmail.com

2:25-cv-00039 Filer must deliver notice by other means to:

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

Docketing the Motion for Leave to File Schedule A Under Seal

Select **CIVIL** from the blue menu bar, then under **Motions and Related Filings** select **Motions**.

Select **Leave to File Documents Under Seal** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.

Motions

If your motion contains more than one relief, click on first relief and then click on any other additional reliefs that are requested. Use Miscellaneous Relief if you cannot find a motion that is close to what you are asking for.

Start typing to find another event.

Available Events (click to select events)	Selected Events (click to remove events)
- Judgment of Forfeiture - Judgment on the Pleadings - Judgment under Rule 54(b) - Leave to Appeal - Leave to File - Leave to File Amended Complaint - Leave to File Documents Under Seal - Letters Rogatory - Lift Stay - MISC Application for Immunity - MISC Delay Service of Wiretap Inventory - MISC Destroy Wiretap Recordings - MISC Empanel Grand Jury - MISC Enforce IRS Summons - MISC Extension Order Commanding Not to Notify of Existence of ...	Leave to File Documents Under Seal

Next Clear

Your case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.

Motions

Civil Case Number

2:25-cv-39

Next Clear

Select the plaintiff(s) as the filer of the motion and click **[Next]**.

Motions

2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS

Pick Filer	Select the filer.
Collapse All Expand All - ABC COMPANY pla - SCHEDULE A DEFENDANTS dft	Select the Party: - ABC COMPANY [pla] - SCHEDULE A DEFENDANTS [dft]

Next Clear New Filer

[Choose File] for the PDF version of your motion to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add all required attachments, including the proposed order, and any exhibits as applicable. Once all documents have been attached and descriptions added, click **[Next]**.

Motions[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

If you use one of the drop-down Category items to describe an attachment, do not use the same word in the Description area to further describe your attachment or you will end up with duplicates of that word in the final docket text.

ATTENTION: When filing a motion for leave to file documents under seal, the filer must state in the motion why a means other than sealing is not available or unsatisfactory to support the necessity of the seal.

Select the PDF document and any attachments.

Main Document MOTION.pdf

Describe Attachment

Attachments	Category	Description
1. Choose File PROPOSED ORDER.pdf	Proposed Order	Remove
2. Choose File No file chosen		

****HEED THE WARNING NOT TO UPLOAD THE SEALED DOCUMENT AT THIS POINT****

Click **[Next]**.

Motions[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

DO NOT ATTACH THE SEALED DOCUMENT. THIS IS ONLY A MOTION FOR LEAVE TO FILE A DOCUMENT UNDER SEAL. NOTICE WILL GO TO ALL COUNSEL AND THIS IS A PUBLIC ENTRY, AVAILABLE FOR THE PUBLIC TO VIEW AND PRINT. DO NOT INCLUDE SENSITIVE INFORMATION IN THE MOTION FOR LEAVE TO FILE DOCUMENT UNDER SEAL.

If the Court grants the motion to seal, after receiving notice of the order of court, you must docket a redacted version of the document unless that requirement is waived by order of the Court.

You would be required to serve the sealed document on counsel using traditional service methods.

On this screen, you can select a qualifier for the motion from the dropdown menu and/or enter additional text in the blank text field. Click **[Next]** once your modifications are complete.

Motions[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)**Docket Text: Modify as Appropriate.**

MOTION for Leave to File Documents Under Seal by ABC COMPANY. (Attachments: # (1) Proposed Order) (Attorney, Test)

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** once the docket text is correct.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Final Text

MOTION for Leave to File Documents Under Seal *SCHEDULE A* by ABC COMPANY. (Attachments: # (1) Proposed Order) (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):

C:\fakepath\MOTION.pdf pages: 1

C:\fakepath\PROPOSED ORDER.pdf pages: 1

Next

Clear

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 9/29/2025 at 3:32 PM EDT and filed on 9/29/2025

Case Name: ABC COMPANY v. SCHEDULE A DEFENDANTS

Case Number: [2:25-cv-00039](#)

Filer: ABC COMPANY

Document Number: [2](#)

Docket Text:

MOTION for Leave to File Documents Under Seal *SCHEDULE A* by ABC COMPANY. (Attachments: # (1) Proposed Order) (Attorney, Test)

2:25-cv-00039 Notice has been electronically mailed to:

Test Attorney pawd.test.attorney@gmail.com

2:25-cv-00039 Filer must deliver notice by other means to:

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

Docketing the Motion for Temporary Restraining Order

Select **CIVIL** from the blue menu bar, then under **Motions and Related Filings** select **Motions**.

Select **Temporary Restraining Order** from the **Available Events** list and it will populate in the **Selected Events** field. If you are requesting any additional relief in the same motion, select those reliefs from the **Available Events** list at this time as well. Click **[Next]** after all reliefs are selected.

Motions

If your motion contains more than one relief, click on first relief and then click on any other additional reliefs that are requested. Use Miscellaneous Relief if you cannot find a motion that is close to what you are asking for.

Start typing to find another event.

Available Events (click to select events)	Selected Events (click to remove events)
Temporary Restraining Order	Temporary Restraining Order
Transfer Case	Miscellaneous Relief (Use ONLY if no other relief applies)
Trial Denovo	Preliminary Injunction
Unseal Case	Expedite
Unseal Document	
Vacate	
Withdraw	
Withdraw Reference	
Withdraw as Attorney	
Writ	
Writ of Habeas Corpus	
Writ of Habeas Corpus ad prosequendum	
Writ of Habeas Corpus ad testificandum	
Writ of Mandamus	
for Highly Sensitive Document Designation	

Next Clear

Your case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.

Motions

Civil Case Number

2:25-cv-39

Next Clear

Select the plaintiff(s) as the filer of the motion and click **[Next]**.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Pick Filer

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

ABC COMPANY pla

SCHEDULE A DEFENDANTS dft

Select the filer.

Select the Party:

ABC COMPANY [pla]

SCHEDULE A DEFENDANTS [dft]

Next Clear New Filer

[Choose File] for the PDF version of your motion to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add all required attachments, including the proposed order, and any exhibits as applicable. Once all documents have been attached and descriptions added, click **[Next]**.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

If you use one of the drop-down Category items to describe an attachment, do not use the same word in the Description area to further describe your attachment or you will end up with duplicates of that word in the final docket text.

Select the PDF document and any attachments.

Main Document

[Choose File](#) MOTION FOR TRO.pdf Describe Attachment

Attachments	Category	Description
1. Choose File PROPOSED TRO.pdf	Proposed Order	Remove
2. Choose File EXHIBIT 1.pdf	Exhibit	1 Remove
3. Choose File No file chosen		

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

Type in **Relief requested in motion** for any miscellaneous relief. Click **[Next]**.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Relief requested in motion:

☐ Should the document you are filing link to another document in this case?

Filed to

Documents to

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

Click **[Next]**.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

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

Type in "Discovery" if requesting expedited discovery. Click **[Next]**.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

To expedite what?

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

On this screen, you can select a qualifier for the motion from the dropdown menu and/or enter additional text in the blank text field. Click **[Next]** once your modifications are complete.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Modify as Appropriate.

First MOTION for Temporary Restraining Order , MOTION for Order Restraining Assets and Merchant Storefronts , MOTION for Preliminary Injunction , MOTION to Expedite Discovery by ABC COMPANY. (Attachments: # (1) Proposed Order, # (2) Exhibit 1) (Attorney, Test)

Next

Clear

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** if the docket text is correct.

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Final Text

First MOTION for Temporary Restraining Order , MOTION for Order Restraining Assets and Merchant Storefronts , MOTION for Preliminary Injunction , MOTION to Expedite Discovery by ABC COMPANY. (Attachments: # (1) Proposed Order, # (2) Exhibit 1) (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):

C:\fakepath\MOTION FOR TRO.pdf pages: 1

C:\fakepath\PROPOSED TRO.pdf pages: 1

C:\fakepath\EXHIBIT 1.pdf pages: 1

Next

Clear

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 9/29/2025 at 3:45 PM EDT and filed on 9/29/2025

Case Name: ABC COMPANY v. SCHEDULE A DEFENDANTS

Case Number: [2:25-cv-00039](#)

Filer: ABC COMPANY

Document Number: [3](#)

Docket Text:

First MOTION for Temporary Restraining Order , MOTION for Order Restraining Assets and Merchant Storefronts , MOTION for Preliminary Injunction , MOTION to Expedite Discovery by ABC COMPANY. (Attachments: # (1) Proposed Order, # (2) Exhibit 1) (Attorney, Test)

2:25-cv-00039 Notice has been electronically mailed to:

Test Attorney pawd.test.attorney@gmail.com

2:25-cv-00039 Filer must deliver notice by other means to:

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

Any Brief or Memorandum in support of the Motion for Temporary Restraining Order must be filed separately. Select **CIVIL** from the blue menu bar, then under **Motions and Related Filings** select **Responses, Replies and Briefs.**

Select **Brief / Memorandum of Law in Support of Motion** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.

Responses and Replies

Available Events (click to select an event)

Affidavit in Opposition to Motion
Affidavit in Support of Motion
Appellants Brief
Appellants Reply Brief
Appellees Brief
Brief / Memorandum of Law in Opposition - Other
Brief / Memorandum of Law in Opposition to Motion
Brief / Memorandum of Law in Support - Other
Brief / Memorandum of Law in Support of Motion
Objections to Report and Recommendation
Objections to Special Master's Report and Recommendation
Opening Claim Construction Brief
Reply (do not select for a Response to Motion)
Reply Brief
Reply to Response to Motion

Selected Event

Brief / Memorandum of Law in Support of Motion

Next

Clear

Your case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.

Responses and Replies

Civil Case Number

2:25-cv-39

Next

Clear

Select the plaintiff(s) as the filer of the brief and click **[Next]**.

Responses and Replies

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Pick Filer

[Collapse All](#)

[Expand All](#)

ABC COMPANY pla

SCHEDULE A DEFENDANTS dft

Select the filer.

Select the Party:

ABC COMPANY [pla]
SCHEDULE A DEFENDANTS [dft]

Next

Clear

New Filer

[Choose File] for the PDF version of your brief to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add any attachments, such as exhibits, as applicable. Once all documents have been attached and descriptions added, click **[Next]**.

Responses and Replies
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

If you use one of the drop-down Category items to describe an attachment, do not use the same word in the Description area to further describe your attachment or you will end up with duplicates of that word in the final docket text.

Select the PDF document and any attachments.

Main Document
 Choose File | BRIEF ISO ...OR TRO.pdf | Describe Attachment

Attachments	Category	Description
1. Choose File No file chosen		

Next Clear

Check the checkbox next to the Motion for Temporary Restraining Order and click **[Next]**.

Responses and Replies
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Select the appropriate event(s) to which your event relates:

☐ 09/29/2025 [2](#) MOTION for Leave to File Documents Under Seal *SCHEDULE A* by ABC COMPANY. (Attachments: # [1](#) Proposed Order) (Attorney, Test)

☒ 09/29/2025 [3](#) First MOTION for Temporary Restraining Order , MOTION for Order Restraining Assets and Merchant Storefronts , MOTION for Preliminary Injunction , MOTION to Expedite Discovery by ABC COMPANY. (Attachments: # [1](#) Proposed Order, # [2](#) Exhibit 1) (Attorney, Test)

Next Clear

On this screen, you can enter additional text in the blank text field. Click **[Next]** once your modifications are complete.

Responses and Replies
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Modify as Appropriate.
 BRIEF in Support re [3] Motion for TRO, , Motion for Miscellaneous Relief, , Motion for Preliminary Injunction, , Motion to Expedite,
 filed by ABC COMPANY. (Attorney, Test)

Next Clear

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** if the docket text is correct.

Responses and Replies
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Final Text
 BRIEF in Support re [3] Motion for TRO, , Motion for Miscellaneous Relief, , Motion for Preliminary Injunction, , Motion to Expedite,
 filed by ABC COMPANY. (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
 Have you redacted?

Source Document Path (for confirmation only):
 C:\fakepath\BRIEF ISO MOTION FOR TRO.pdf pages: 1

Next Clear

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Responses and Replies[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

U.S. District Court
Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 9/29/2025 at 3:53 PM EDT and filed on 9/29/2025

Case Name: ABC COMPANY v. SCHEDULE A DEFENDANTS

Case Number: [2:25-cv-00039](#)

Filer: ABC COMPANY

Document Number: [4](#)

Docket Text:

BRIEF in Support re [3] Motion for TRO., Motion for Miscellaneous Relief., Motion for Preliminary Injunction., Motion to Expedite, filed by ABC COMPANY. (Attorney, Test)

2:25-cv-00039 Notice has been electronically mailed to:

Test Attorney pawd.test.attorney@gmail.com

2:25-cv-00039 Filer must deliver notice by other means to:

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

Docketing the Sealed Schedule A

AFTER receiving leave from the Court to file the document(s) under seal, the sealed Schedule A may be filed under seal.

Orders on Motions

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered on 9/30/2025 at 10:31 AM EDT and filed on 9/30/2025

Case Name: ABC COMPANY v. SCHEDULE A DEFENDANTS

Case Number: [2:25-cv-00039](#)

Filer:

Document Number: 6(No document attached)

Docket Text:

ORDER granting [2] MOTION for Leave to File Documents Under Seal. Plaintiff shall file the Schedule A of Defendants under seal. **The redaction requirement is waived. You are required to serve the sealed document using traditional service methods. Decision to Unseal Document deferred.** Signed by Judge DCJudge PAWD on 9/30/2025. Text-only entry; no PDF document will issue. This text-only entry constitutes the Order of the Court or Notice on the matter. (sms,)

*If the Court does NOT waive the redaction requirement, you must first file a redacted version of the document under the **CIVIL** menu > **Other Filings** > **Other Documents** > **Redacted Document**.*

To file the sealed Schedule A, select **CIVIL** from the blue menu bar, then under **Other Filings** select **Other Documents**.

Select **Sealed Document** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.

Other Documents

Available Events (click to select an event)

- Proposed Pretrial Order
- RICO Case Statement
- Redacted Document
- Redaction Index
- Report of Rule 26(f) Planning Meeting
- Request for Abstract of Judgment
- Request for Default
- Request for Default Judgment
- Request for Default/Default Judgment
- Request to Issue a Warrant for Arrest in Action in Rem
- Satisfaction of Jgm - for Jgms entered after 7/1/05
- Satisfaction of Jgm - for Jgms entered before 6/30/05
- Schedule of Distribution
- Sealed Document
- Sealed Exhibit

Selected Event

Sealed Document

Next Clear

Enter the case number in the **Civil Case Number** field and click **[Next]**.

Other Documents

Civil Case Number

2:25-cv-39

Next Clear

[Choose File] for the PDF version of your sealed Schedule A to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Click **[Next]**.

Other Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

If you use one of the drop-down Category items to describe an attachment, do not use the same word in the Description area to further describe your attachment or you will end up with duplicates of that word in the final docket text.

DO NOT FILE USING THIS EVENT UNLESS YOU HAVE BEEN GRANTED LEAVE TO FILE YOUR DOCUMENT(S) UNDER SEAL AND HAVE FILED REDACTED DOCUMENT(S) OR HAD THE REDACTION REQUIREMENT WAIVED.

Select the PDF document and any attachments.

Main Document
[Choose File](#) | SEALED S...EDULE A.pdf Describe Attachment

Attachments	Category	Description
1. Choose File No file chosen		

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

Select the plaintiff(s) as the filer of the sealed document and click **[Next]**.

Other Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Pick Filer

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

- ☒ ABC COMPANY pla
- ☐ SCHEDULE A DEFENDANTS dft

Select the filer.

Select the Party:

ABC COMPANY [pla]
 SCHEDULE A DEFENDANTS [dft]

[Next](#) [Clear](#) [New Filer](#)

Check the checkbox next to the Order that granted leave to file under seal and click **[Next]**.

Other Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Select Order which permitted this document to be filed under seal.

Select the appropriate event(s) to which your event relates:

☒ 09/30/2025 6 ORDER granting [2](#) MOTION for Leave to File Documents Under Seal. Plaintiff shall file the Schedule A of Defendants under seal. **The redaction requirement is waived. You are required to serve the sealed document using traditional service methods. Decision to Unseal Document deferred.** Signed by Judge DCJudge PAWD on 9/30/2025. Text-only entry; no PDF document will issue. This text-only entry constitutes the Order of the Court or Notice on the matter. (sms,)

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

Click **[Next]**.

Other Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** if the docket text is correct.

Other Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Final Text
SEALED DOCUMENT by ABC COMPANY. This document Sealed pursuant to [6] Order on Motion for Leave to File Documents Under Seal,, (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

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

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Other Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

U.S. District Court
Western District of Pennsylvania

Notice of Electronic Filing
The following transaction was entered by Attorney, Test on 9/30/2025 at 11:04 AM EDT and filed on 9/30/2025
Case Name: ABC COMPANY v. SCHEDULE A DEFENDANTS
Case Number: [2:25-cv-00039](#)
Filer: ABC COMPANY
Document Number: [7](#)
Docket Text:
SEALED DOCUMENT by ABC COMPANY. This document Sealed pursuant to [6] Order on Motion for Leave to File Documents Under Seal,, (Attorney, Test)

2:25-cv-00039 Notice has been electronically mailed to:
Test Attorney pawd.test.attorney@gmail.com

2:25-cv-00039 Filer must deliver notice by other means to:
The following document(s) are associated with this transaction:
Document description:Main Document

NOTE: While the Sealed Document event will generate a Notice of Electronic Filing to parties of record, access to the document itself is restricted to the Court.

Docketing the Unredacted Complaint and Adding Defendants

In the event that leave to file Schedule A is not granted OR when the case reaches the procedural stage at which the Schedule A of defendants can be unsealed, the Court will direct the plaintiff to file an unredacted version of the complaint and to add all defendants listed in Schedule A to the case.

To file the unredacted complaint, select **CIVIL** from the blue menu bar, then under **Initial Pleadings and Service** select **Complaints, Other Initiating Documents**.

Select **Unredacted Complaint (FOR USE IN SCHEDULE A CASES ONLY)** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.

Complaints and Other Initiating Documents

Start typing to find another event.

Available Events (click to select events)

- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Motion to Withdraw the Reference (BK Matter) Ed's version
- Notice of Condemnation
- Notice of Removal (Credit Card Required)
- Notice of Removal (for Clerk of Court personnel only)
- Petition for Writ of Habeas Corpus (Credit Card Required)
- Petition for Writ of Habeas Corpus (for Clerk of Court personnel only)
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Praecipe to File Judgment
- Registration of Bankruptcy Judgment
- Third Party Complaint
- Unredacted Complaint (FOR USE IN SCHEDULE A CASES ONLY)

Selected Events (click to remove events)

- Unredacted Complaint (FOR USE IN SCHEDULE A CASES ONLY)

Next Clear

Enter the case number in the **Civil Case Number** field and click **[Next]**.

Complaints and Other Initiating Documents

Civil Case Number

2:25-cv-39

Next Clear

Click **[Next]**.

Complaints and Other Initiating Documents

2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS

Next Clear

Select the plaintiff(s) as the filer of the complaint and click **[Next]**.

Complaints and Other Initiating Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

If adding new parties enter them in ALL CAPITAL LETTERS.

Pick Filer
[Collapse All](#) [Expand All](#)
 ABC COMPANY pla
 SCHEDULE A DEFENDANTS dft

Select the filer.

Select the Party:
 ABC COMPANY [pla]
 SCHEDULE A DEFENDANTS [dft]

Next **Clear** **New Filer**

Click **[New Party]**.

Complaints and Other Initiating Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

DO NOT Select the All Defendants group for this filing. Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

Pick Party
[Collapse All](#) [Expand All](#)
 ABC COMPANY pla
 SCHEDULE A DEFENDANTS dft

Please select the party that this filing is against.

Select the Party: OR **Select a Group:**
 ABC COMPANY [pla]
 SCHEDULE A DEFENDANTS [dft]

- ☒ No Group
- ☐ All Defendants
- ☐ All Plaintiffs
- ☐ All Parties

Next **Clear** **New Party**

Search for the first defendant named in Schedule A by entering the full name of the corporation or entity in the **Last / Business Name** field and clicking **[Search]**. If the defendant is a person, search by entering the last name, first name, and middle initial if applicable, in the corresponding fields and clicking **[Search]**. Do **NOT** put any title, generation, or other descriptive text in the first, middle, or last name fields. If the defendant name appears in the **Search Results** box, highlight it and click **[Select Party]**. If the defendant name does not appear, click **[Create New Party]** and create the party.

Complaints and Other Initiating Documents
[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

DO NOT Select the All Defendants group for this filing. Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

Pick Party
[Collapse All](#) [Expand All](#)
 ABC COMPANY pla
 SCHEDULE A DEFENDANTS dft

Search for a party
 Last / Business Name First Name Middle Name
 Search

 Search Results
 Select Party **Create New Party**
 Search returned no results. Please try again or create a new party.

REMEMBER: Party names in this court are in ALL CAPITAL LETTERS. Also, the party names must exactly match the party names as they appear in the complaint.

Once you have selected a party name using either the **[Select Party]** or **[Create New Party]** buttons, the **Party Information** screen will open. The **Role** field on this screen **defaults to Defendant**, as shown below. If there is a title that precedes the defendant name, enter it in the **Title** field. If there is descriptive information for a defendant, enter it in the **Party Text** field.

Leave all other fields blank. **Do not enter address information.** Notice dropdown should default to “yes” which should not be changed. **Corporation** dropdown should default to “no” which should be changed to “yes” only if the defendant is a corporation.

Once all required Party Information is entered and the correct Role selected, click **[Add Party]**.

Complaints and Other Initiating Documents
2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS

DO NOT Select the All Defendants group for this filing. Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

Pick Party	Party Information
ABC COMPANY pla SCHEDULE A DEFENDANTS dft SELLER1 dft SELLER100 dft SELLER2 dft SELLER3 dft SELLER4 dft SELLER5 dft SELLER99 dft	SELLER1 Title Role Defendant (dft:pty) Pro se No Prisoner Id Unit Office Address1 Address 2 Address 3 State Zip Prison Phone E-mail Party text Start date 9/30/2025 End date Corporation yes Notice yes Add Party Show New Search

The party will be added to the participant tree in the left panel and will appear in the picklist of parties against whom the filing is being made.

Complaints and Other Initiating Documents
2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS

DO NOT Select the All Defendants group for this filing. Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

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

Pick Party	Select the Party:	OR	Select a Group:
ABC COMPANY pla SCHEDULE A DEFENDANTS dft SELLER1 dft Alias Corporate Parent or other affiliate Attorney	ABC COMPANY [pla] SCHEDULE A DEFENDANTS [dft] SELLER1 [dft]		☒ No Group ☐ All Defendants ☐ All Plaintiffs ☐ All Parties

Next **Clear** **New Party**

REPEAT THESE STEPS UNTIL **ALL** DEFENDANTS NAMED IN SCHEDULE A HAVE BEEN ADDED AS PARTIES TO THE CASE AND APPEAR IN THE PICKLIST. **Please have your list of Schedule A defendants formatted so the names are easy to copy and paste in quick succession – CM/ECF may time out if too much time elapses adding many party names.**

Select the named defendants and click **[Next]**. Please heed the warning on the page to select the individual parties and not to use All Defendants.

Complaints and Other Initiating Documents

2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS

DO NOT Select the All Defendants group for this filing. Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

[Choose File] for the PDF version of your complaint to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add all required attachments, including Schedule A and any exhibits as applicable. You do not need to reattach the civil cover sheet. Once all documents have been attached and descriptions added, click **[Next]**.

Complaints and Other Initiating Documents

2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS

Select the PDF document and any attachments.

Main Document

COMPLAINT.pdf

Attachments	Category	Description
1. Choose File SCHEDULE A.pdf	Schedule A	Remove
2. Choose File No file chosen		

On this screen, you can select a qualifier for the document from the dropdown menu and/or enter additional text in the blank text field. Click **[Next]** once your modifications are complete.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Modify as Appropriate.

UNREDACTED COMPLAINT against SELLER1, SELLER2, SELLER3, SELLER4, SELLER5, SELLER99, SELLER100, filed by ABC COMPANY. (Attachments: # (1) Schedule A) (Attorney, Test)

Next Clear

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** if the docket text is correct.

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

Docket Text: Final Text

UNREDACTED COMPLAINT against SELLER1, SELLER2, SELLER3, SELLER4, SELLER5, SELLER99, SELLER100, filed by ABC COMPANY. (Attachments: # (1) Schedule A) (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):

C:\fakepath\COMPLAINT.pdf pages: 1

C:\fakepath\SCHEDULE A.pdf pages: 1

Next Clear

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Complaints and Other Initiating Documents

[2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS](#)

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 9/30/2025 at 11:31 AM EDT and filed on 9/30/2025

Case Name: ABC COMPANY v. SCHEDULE A DEFENDANTS

Case Number: [2:25-cv-00039](#)

Filer: ABC COMPANY

Document Number: [8](#)

Docket Text:

UNREDACTED COMPLAINT against SELLER1, SELLER2, SELLER3, SELLER4, SELLER5, SELLER99, SELLER100, filed by ABC COMPANY. (Attachments: # (1) Schedule A) (Attorney, Test)

2:25-cv-00039 Notice has been electronically mailed to:

Test Attorney pawd.test.attorney@gmail.com

2:25-cv-00039 Filer must deliver notice by other means to:

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

Document description: Main Document

Index of Docketing Events

Docketing events that may be pertinent to Schedule A cases can be found under the **CIVIL** header in the blue menu bar, and as follows. ****THIS LIST IS NOT EXHAUSTIVE****

Attorney Open an Unassigned Civil Case

- Civil Case Unassigned

Initial Pleadings and Service > Complaints, Other Initiating Documents

- ATTORNEY Complaint (To be used by filers. Credit card required.)
- Unredacted Complaint (FOR USE IN SCHEDULE A CASES ONLY)

Motions and Related Filings > Motions

- Alternative Service
- Default Judgment
- File Excess Pages
- Leave to File Documents Under Seal
 - *For requesting permission to file a document under seal – **do not attach sealed document***
- Preliminary Injunction
- Sealed Motion
 - *For filing a Motion under seal after leave to do so has been granted*
- Temporary Restraining Order
- Unseal Document

Other Filings > Notices

- Notice of Appearance
- Notice of Voluntary Dismissal (Atty)

Other Filings > Appeal Documents

- Notice of Appeal (Credit Card Required)
- Notice of Appeal to the Federal Circuit (Credit Card Required)

Other Filings > Other Documents

- Bond
 - *To be used for filing a Surety Bond*
- Declaration
- Disclosure Statement (LR 7.1.A and/or FRCvP 7.1(a)(2))
- Redacted Document
- Request for Default
- Sealed Document
 - *For filing a document under seal after leave to do so has been granted*
- Sealed Exhibit
 - *For filing exhibits under seal after leave to do so has been granted*
- Security Bond (To be used by filers – must update PACER to ACH)
 - *To be used for paying bond electronically – contact the court at 412-208-7500 to have the correct amount set for payment*
- Stipulation of Dismissal (Atty)