# ATTORNEY CIVIL CASE OPENING



# ADDENDUM INSTRUCTIONS FOR FILERS SCHEDULE A CASES

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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**.

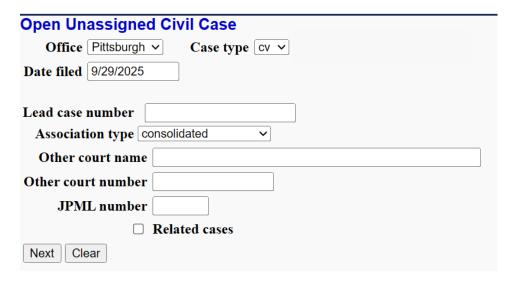
A warning will appear regarding opening a sealed case. Click [Next].

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).

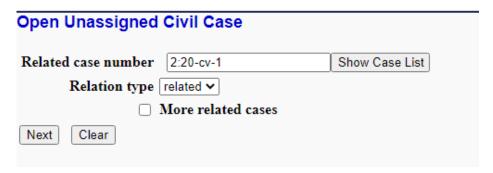
Then click [Next].



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.



#### **Civil Case Statistical Information Screen**

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

Click [Next].

0	
Open Unassigned Ci	
Jurisdiction 3	(Federal Question)
Cause of action 17	7:0101 (17:101 Copyright Infringement) Filter: Clear filter
Nature of suit 82	20 (Copyright) Filter: Clear filter
Origin 1	(Original Proceeding)
Citizenship plaintiff	<u> </u>
Citizenship defendant	<b>v</b>
Jury demand p (Plain	tiff) V Class action (n (No Class Action Alleged) V 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) <u>must enter citizenship below</u>
	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	
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:

Fee date:

Leave default (pd (paid))

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 <u>exactly</u> <u>match</u> the party names as they appear in the complaint.

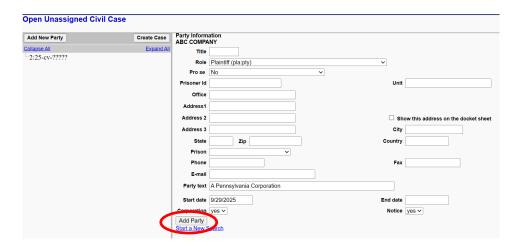


#### **Party Information Screen**

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



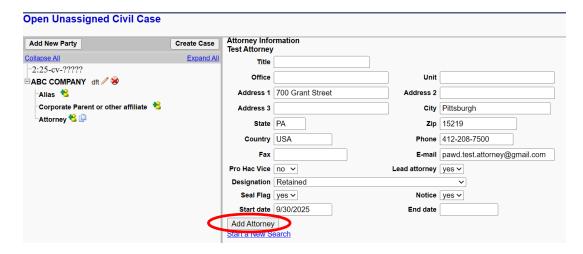
Leave all other fields blank. **Do not enter address information**. **Notice** dropdown should default to "yes" which should <u>not</u> be changed. **Corporation** dropdown should default to "no" which should be changed to "yes" only if the plaintiff is a corporation.

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 <u>ALL</u> 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].

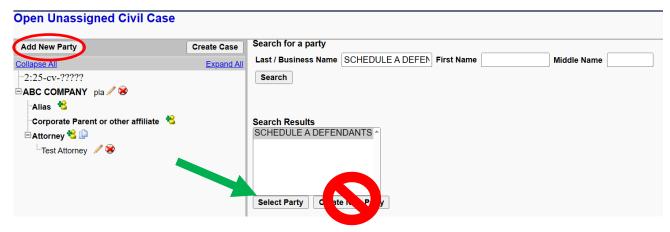


The attorney's contact information will prepopulate and these fields should not be edited; if any information is incorrect, the attorney must perform PACER account maintenance to update their profile. The attorney **Designation** will default to Retained but can be changed if necessary. **Notice** and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

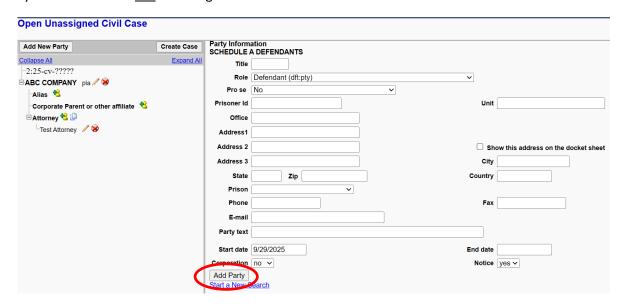


CONTINUE THIS PROCESS UNTIL ALL PLAINTIFF ATTORNEYS HAVE BEEN ADDED.

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.



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 <u>not</u> be changed.

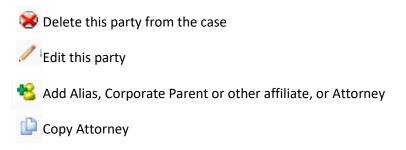


Click [Add Party]. Defendant "SCHEDULE A DEFENDANTS" will be added to the participant tree in the left panel.



#### **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:



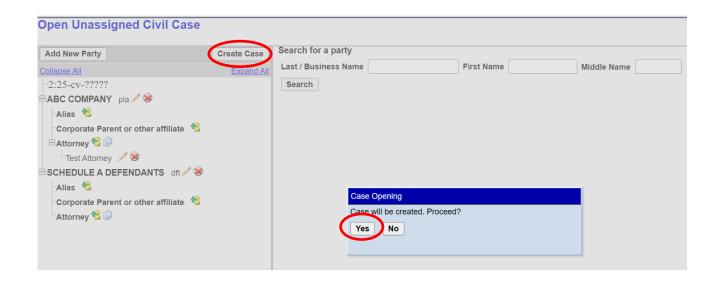
**Note:** The **Edit** icon only displays beside a party once it's been added to the participant tree; therefore, if no participant is added, this icon is suppressed.

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.



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.

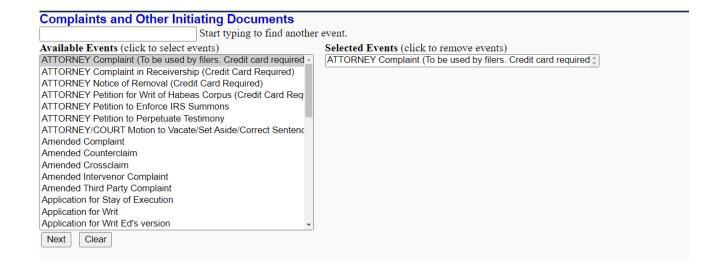
# **Open Unassigned Civil Case**

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].



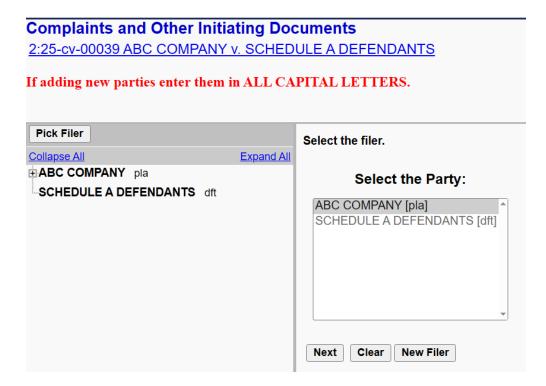
Your new case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.



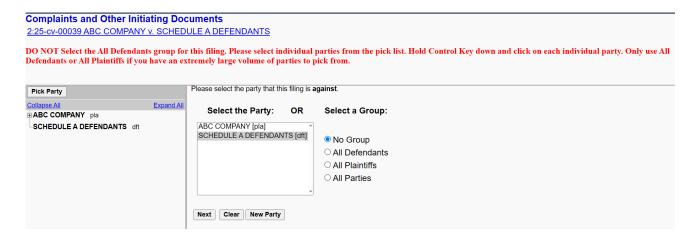
#### Click [Next].

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]**. **Note:** If you forgot to add a plaintiff while opening the case, you could add them now by clicking **[New Filer]**.



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.



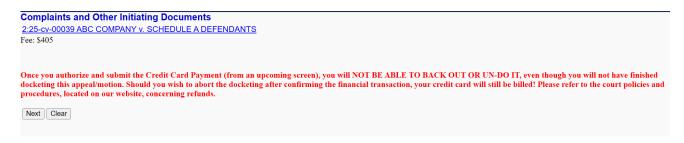
The following screen will warn you not to proceed with this event if you are filing a motion to proceed in forma pauperis; click [Next].

# 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

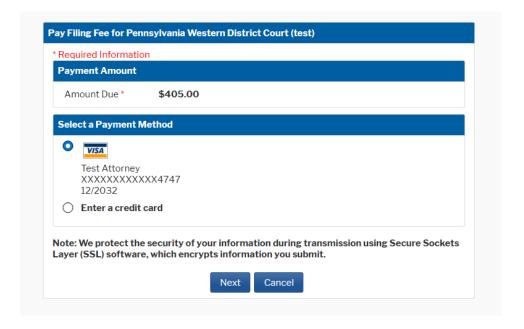
Leave the default selection of No and click [Next].



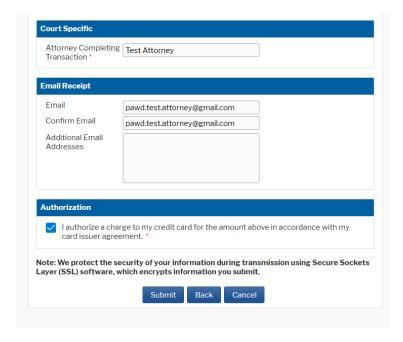
The following screen alerts you of the filing fee and implications of proceeding further. Click [Next].



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



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



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.

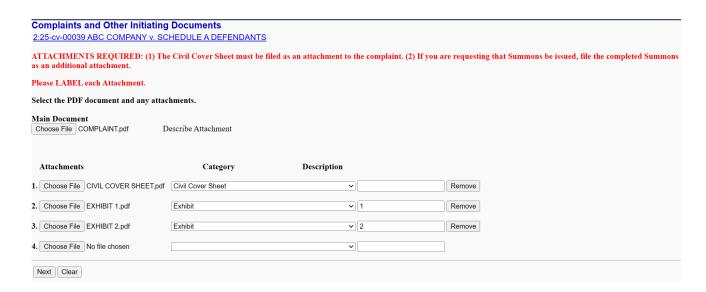
Once the credit card payment information has been submitted, wait until the fee has been processed. **DO NOT** click [Submit] a second time and **DO NOT** hit the back button on your web browser or you may be charged twice without your complaint being filed.

## \*\*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.

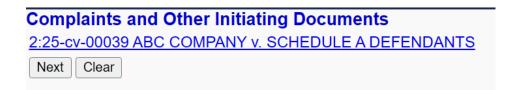
The next screen alerts the filer to upload the civil cover sheet and the summons as attachments to the complaint. In addition, it directs that any attachments must be labeled. You may simply select a description from the [Category] dropdown menu and/or type into the [Description] field. You do not need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

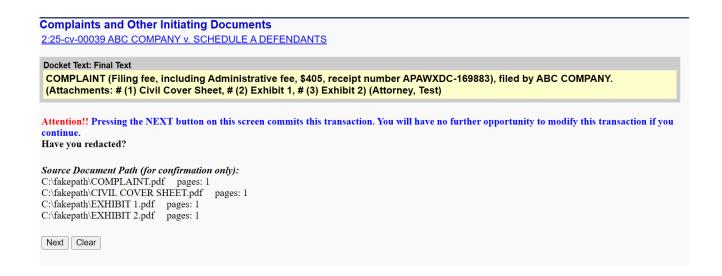


\*\*DO NOT incorporate the sealed Schedule A of defendants into your complaint or upload the sealed Schedule A as an attachment to the complaint\*\*

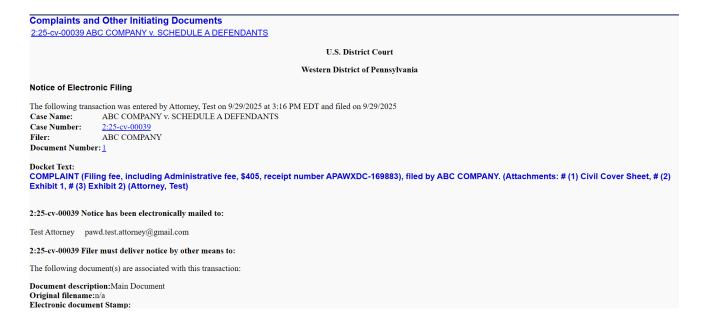
Click [Next].



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.



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.** 



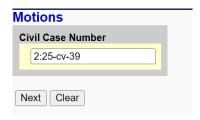
#### **Docketing the Motion for Leave to File Schedule A Under Seal**

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

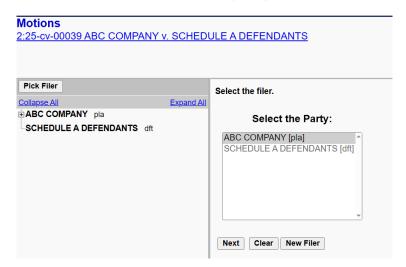
Select Leave to File Documents Under Seal from the Available Events list and it will populate in the Selected Events field. Click [Next].

Motions	
	relief and then click on any other additional reliefs that are requested. Use Miscellaneous Relief if you cannot find a motion that
Available Events (click to select events)  Judgment of Forfeiture Judgment on the Pleadings Judgment under Rule 54(b) Leave to Appeal Leave to File Amended Complaint Leave to File Documents Under Seal Letters Rogatory Lift Stay MISC Application for Immunity 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 Text	Selected Events (click to remove events)  Leave to File Documents Under Seal

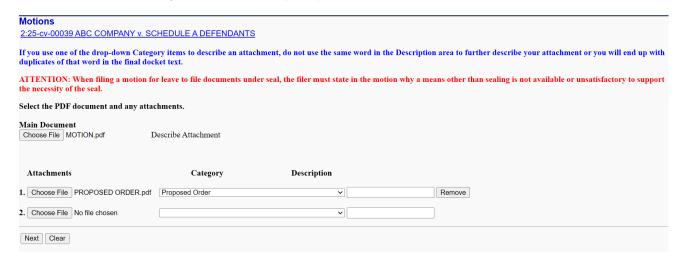
Your case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.



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



[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].



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

#### Click [Next].

# Motions 2:25-cy-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 COUNSELAND 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. 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.



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:

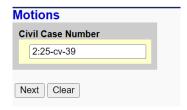
#### **Docketing the Motion for Temporary Restraining Order**

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 is close to what you are asking for.  Start typing to find anoth	relief and then click on any other additional reliefs that are requested. Use Miscellaneous Relief if you cannot find a motion that
Available Events (click to select events)	Selected Events (click to remove events)
Temporary Restraining Order Transfer Case Trial Denovo Unseal Case 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 HighN Sensitive Document Designation  Next Clear	Temporary Restraining Order Miscellaneous Relief (Use ONLY if no other relief applies) Preliminary Injunction Expedite

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



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



[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. SC	CHEDULE 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 atta-	chments.			
Main Document Choose File MOTION FOR TRO.pdf I	Describe Attachment			
Attachments	Category	Description		
1. Choose File PROPOSED TRO.pdf	Proposed Order	<b>v</b>	Remove	
2. Choose File EXHIBIT 1.pdf	Exhibit	<b>v</b> ][1	Remove	
3. Choose File No file chosen		<b>v</b>		
Next Clear				

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



Click [Next].



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



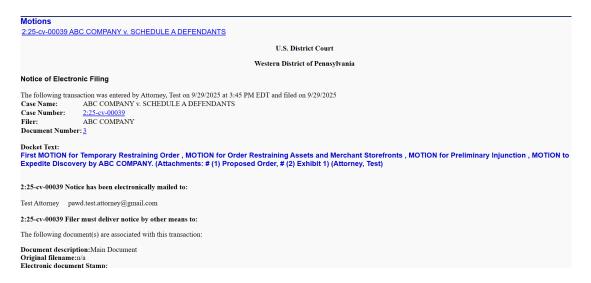
On this screen, you can select a qualifier for the motion from the dropdown menu and/or enter additional text in the blank text field. Click [Next] once your modifications are complete.

Motions	
2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS	
Docket Text: Modify as Appropriate.	
First V MOTION for Temporary Restraining Order	, MOTION for Order Restraining
Assets and Merchant Storefronts ,	▼ MOTION for Preliminary Injunction
, MOTION to Expedite Disco	very 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.

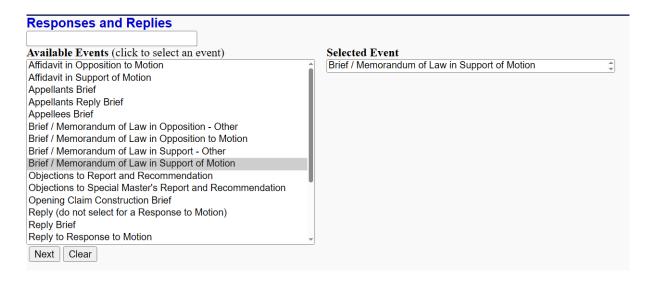
Motions
2:25-cv-00039 ABC COMPANY v. SCHEDULE A DEFENDANTS
Docket Text: Final Text
First MOTION for Temporary Restraining Order , MOTION for Order Restraining Assets and Merchant Storefronts , MOTION for Preliminary Injunction , MOTION to Expedite Discovery by ABC COMPANY. (Attachments: # (1) Proposed 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.** 

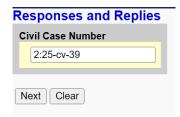


Any Brief or Memorandum in support of the Motion for Temporary Restraining Order must be filed separately. Select **CIVIL** from the blue menu bar, then under **Motions and Related Filings** select **Responses**, **Replies and Briefs**.

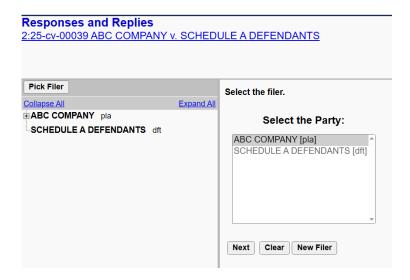
Select **Brief / Memorandum of Law in Support of Motion** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.



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



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



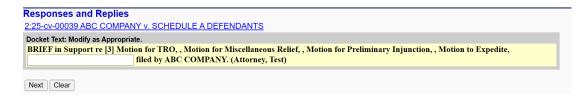
[Choose File] for the PDF version of your brief to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add any attachments, such as exhibits, as applicable. Once all documents have been attached and descriptions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



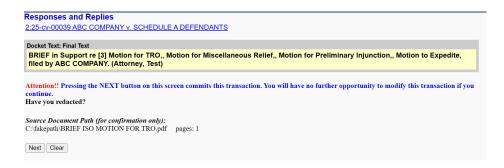
Check the checkbox next to the Motion for Temporary Restraining Order and click [Next].



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



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.



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:

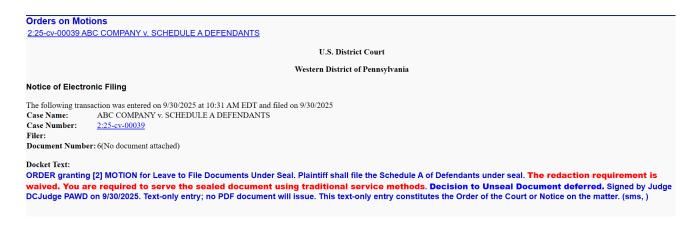
The following document(s) are associated with this transaction:

Document description:Main Document Original filename:n/a

Electronic document Stamp:

#### **Docketing the Sealed Schedule A**

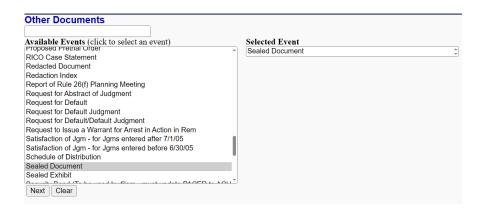
**AFTER** receiving leave from the Court to file the document(s) under seal, the sealed Schedule A may be filed under seal.



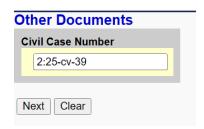
If the Court does NOT waive the redaction requirement, you must first file a redacted version of the document under the CIVIL menu > Other Filings > Other Documents > Redacted Document.

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].



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



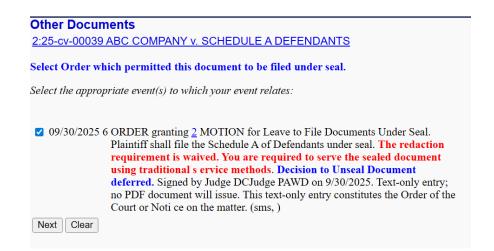
[Choose File] for the PDF version of your sealed Schedule A to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Click [Next].



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



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



Click [Next].



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.



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.** 



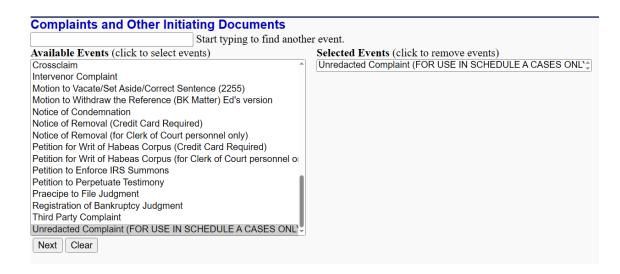
**NOTE:** While the Sealed Document event will generate a Notice of Electronic Filing to parties of record, access to the document itself is restricted to the Court.

#### **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]**.



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



Click [Next].



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



#### Click [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.

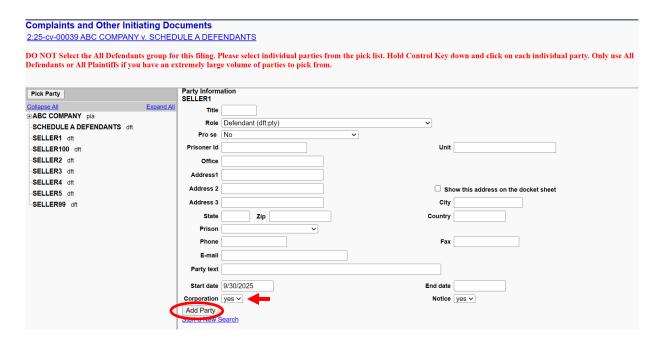


REMEMBER: Party names in this court are in ALL CAPITAL LETTERS. Also, the party names must exactly match the party names as they appear in the complaint.

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 <u>not</u> 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].

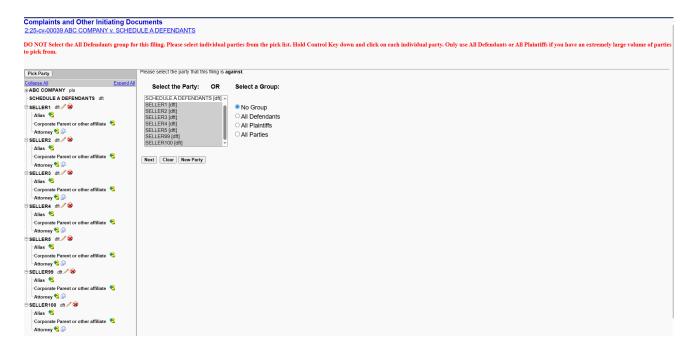


The party will be added to the participant tree in the left panel and will appear in the picklist of parties against whom the filing is being made.

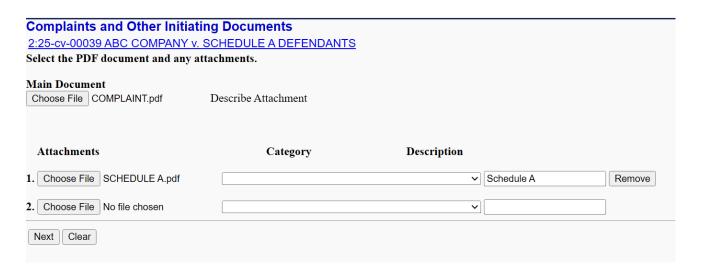


REPEAT THESE STEPS UNTIL <u>ALL</u> DEFENDANTS NAMED IN SCHEDULE A HAVE BEEN ADDED AS PARTIES TO THE CASE AND APPEAR IN THE PICKLIST. Please have your list of Schedule A defendants formatted so the names are easy to copy and paste in quick succession – CM/ECF may time out if too much time elapses adding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



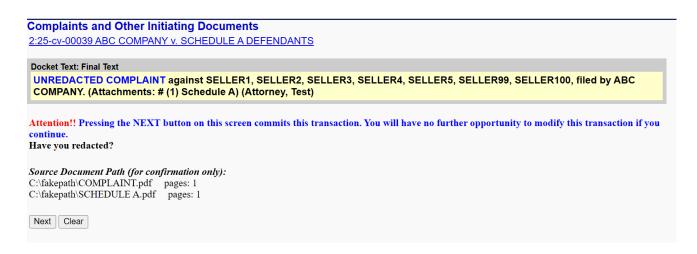
**[Choose File]** for the PDF version of your complaint to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add all required attachments, including Schedule A and any exhibits as applicable. You do <u>not</u>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



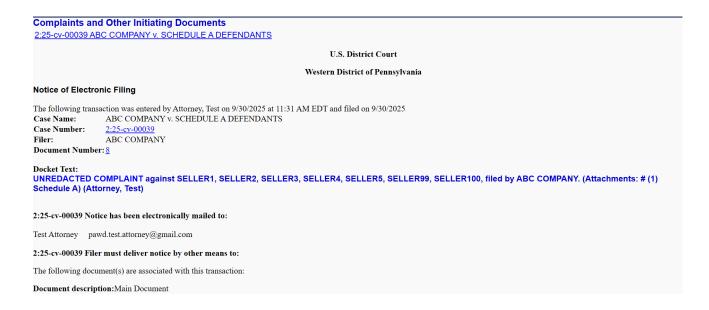
On this screen, you can select a qualifier for the document from the dropdown menu and/or enter additional text in the blank text field. Click **[Next]** once your modifications are complete.



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.



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#### **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
  - o For requesting permission to file a document under seal do not attach sealed document
- Preliminary Injunction
- Sealed Motion
  - For filing a Motion under seal <u>after</u> 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
  - o For filing a document under seal <u>after</u> 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)