

OPEN NEW CASE CHECKLIST

- √ Is your filing an emergency, such as a motion for temporary restraining order?
 - **Please contact the Clerk's Office ASAP so that steps can be taken to ensure the quickest response!**
- √ Read the Attorney's Guide to Opening a Civil Case document on our [website \(www.waed.uscourts.gov\)](http://www.waed.uscourts.gov)
- √ Prepare documents to file and convert to PDF.
 - Initiating document:
 - Complaint
OR
 - Notice of Removal
OR
 - Petition for Writ of Habeas Corpus
 - Civil Cover Sheet
 - Summons(es)
 - Any additional documents to be filed
- √ Have your credit card available. The required filing fee is paid on-line with a credit card, or by ACH (Automated Clearing House) or Bank Account Debit.
- √ Open civil case - **you must complete the entire process!**
 - Enter all the statistical information from the Civil Cover Sheet.
 - Enter all the parties in the **exact** order they are listed on the Complaint.
 - DO NOT add addresses.
 - Change the party role type to the correct role.
- √ File initiating document:
 - Complaint,
 - Notice of Removal OR
 - Petition for Writ of Habeas Corpus

- √ File applicable documents as attachments to the initiating document, such as:
 - A completed and signed Civil Cover Sheet
 - Post each summons separately (Summons will be issued by the court electronically the following day.)
 - DO NOT attach supporting Declarations as these should be filed as separate documents.

- √ File these documents using the appropriate ECF event following your case opening:
 - Application to Proceed In Forma Pauperis
 - Motion for Temporary Restraining Order
 - Declarations
 - Corporate Disclosure Statement
 - Certificate of Service

- √ If you have any questions, concerns or experience problems during the process, please contact the CM/ECF Help Desk at 1-866-236-5100. The CM/ECF system is typically available for filing 24 hours, seven days per week.

- √ NOTE: In the event Help Desk support is needed and to avoid any unscheduled system downtime required for system maintenance, attorneys needing to meet filing deadlines should attempt to file during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.)