CM/ECF Electronic New Civil Case Opening
Quick Reference Guide for Attorneys and Law Firm Staff
United States District Court - Southern District of Florida

Selecting the **Office**: This is determined by:

- the county in which the incident occurred occasioning the law suit (If not applicable, then 2)
- the county of the residence of first listed plaintiff (If not applicable, then 3)
- the county of residence of first listed defendant

District is divided into **5 divisions**:

1. **Ft. Pierce**: Highlands, Indian River, Martin, Okeechobee and St. Lucie Counties
2. **West Palm Beach:** Palm Beach County
3. **Fort Lauderdale:** Broward County
4. **Miami:** Miami-Dade County
5. **Key West:** Monroe County

Select the **Case type** according to the table below:

CV	MC
Complaint	Application for Extradition
Complaint RE: Seaman	Application for Judicial Assistance/Letter Rogatory
Complaint for Forfeiture	Application for Stay of Execution
Interpleader Complaint	Bankruptcy Motion (Complaint) for Stay and Other Intermediate Requests for Relief
Motion (Complaint) for Writ of Error Corum Nobis	Motion (Complaint) RE: Property of Dead Seaman
Motion (Complaint) to Enforce/Quash/COMPEL Arbitration Award	Motion (Complaint) for Appointment of Counsel (Capital Cases)
Motion (Complaint) to Vacate/Set Aside/Correct Sentence (2255)	Motion (Complaint) to CONFIRM Arbitration Award
Notice of Condemnation	Motion (Complaint) to Extend Time to File CAFRA Case
Notice of Removal	Order (Complaint) for Appointment of Receiver
Petition (Complaint) by Prisoner for Writ of Mandamus	Petition (Complaint) for Protection of a Juror
Application/Petition (Complaint) for Writ of Habeas Corpus	Petition (Complaint) to Enforce RE: Government Agency
	Petition (Complaint) to Perpetuate Testimony
	Petition/Motion (Complaint) RE: Subpoena from Another District
	Registration of Foreign Judgment

Enter **all** the **STATISTICAL INFORMATION** necessary information on CM/ECF screens as follows.

Jurisdiction: There are five options.
1. U.S. Government Plaintiff
2. U.S. Government Defendant
3. Federal Question (system default)
4. Diversity (Citizenship fields required for both plaintiff & defendant)
5. Local Question

Cause of Action & Nature of Suit: Use alpha-numeric codes in the filter fields.

Origin: Select 1 (Original Proceeding) or 2 (Removal from State Court)

Citizenship plaintiff/Citizenship defendant: Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).

Jury Demand: Select the appropriate code from the drop-down list.

Class Action: Skip this option.

Demand ($000): Leave blank.

Arbitration Code: Leave blank.

County: Select the county corresponding with the Office Code selected under divisional office (previous) screen.

Fee Status:
- **fp (in forma pauperis)**: for COURT USE ONLY
- **none (no fee required)**: for US Attorney use only
- **pd (Paid)**: if being paid electronically with this filing, through pay.gov
- **pend (IFP pending)**: if submitting a motion to proceed in forma pauperis with filing
- **wv (waived)**: for 28USC2255 cases only

Fee Date: System generated. Do not modify.

Date Transfer: Leave blank.

ADDING PARTIES: Add parties in the exact **order** they are **listed** on the initiating document.

Search for the party **name** and highlight the name already in the database to **prevent duplicate parties**.

If more than 1 party matches your search, **double-click** on the name **to display** any additional **details** for each.

Use **upper** and **lower case** letters to input names.

Do not enter any **address** information.

Modify the **party role** type to the correct role (defaults to defendant).

Verify all party information, role, and spelling **before accepting**.

Use the **icons** to **edit**, **delete**, or **add** alias, corporate parent, & other affiliate information.

A **lead event** **must** **be selected** to ensure the case is processed.

Upload the following **PDF documents** (if applicable) **in** the **order** listed below:
Main Document:
1. **Initiating Document** (Complaint, Notice of Removal, etc.)
Attachments:
1. **Civil Cover Sheet** (JS-44)
2. **Summons(es)** or **Motion to Proceed In Forma Pauperis (IFP)**
3. **Exhibits** to Initiating Document the lead event.

ADDITIONAL TIPS:
- **Do not click** the **back button** once you begin the process.
- **Complete** the entire **process** as instructed in this Case Opening Guide.
- **Enter all** necessary **information** on the CM/ECF screens.
- **Docket** the **lead event** and **upload** all **pdfs** documents **as instructed** above.
- **Enter** all necessary **information** on the **pay.gov** screens.
- **Do not** attempt to **open** the same **case twice**.
- Refer to the **CM/ECF Electronic New Civil Case Opening Guide** for additional details.

If you have any questions or need assistance during the case opening process, please contact the Help Desk at 1-888-318-2260.