

ELECTRONIC FILING OF CASE INITIATING DOCUMENTS
USERS MANUAL

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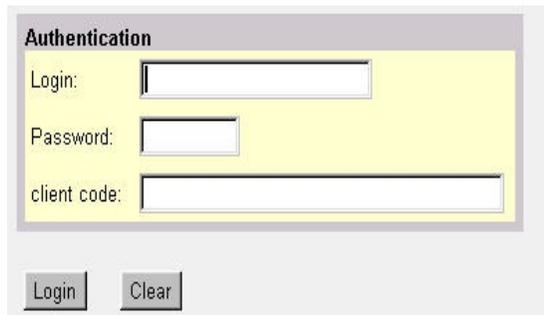
This manual is a users guide for outlining and detailing the steps of the process for the e-filing of Case Initiating Documents only. The Electronic Filing Users Manual and The Administrative Procedures that govern e-filing are separate documents and can be accessed through the court's website: www.gand.uscourts.gov.

I. Electronic Filing of Case Initiating Documents

A. Electronic Filing Step-by-Step

Step 1: Go directly to the Court's electronic filing site on the Internet: <https://ecf.gand.uscourts.gov>. Click on District Version X.X Live System. You can also access ECF through the Court's general website (www.gand.uscourts.gov).

Step 2: Log into the ECF system with your court issued login and password. Note: the login and password fields are case sensitive. The client code field is optional. It serves no purpose if you are logging in with your court issued login and password. If you are logging in as a PACER user, the client code field may be used for billing purposes. It will appear on your PACER billing reports so that you may track usage on behalf of particular clients.



The screenshot shows a web form titled "Authentication" with a yellow background. It contains three input fields: "Login:", "Password:", and "client code:". Below the fields are two buttons: "Login" and "Clear".

Step 3: Once you are logged in, click on Civil on the main menu bar.

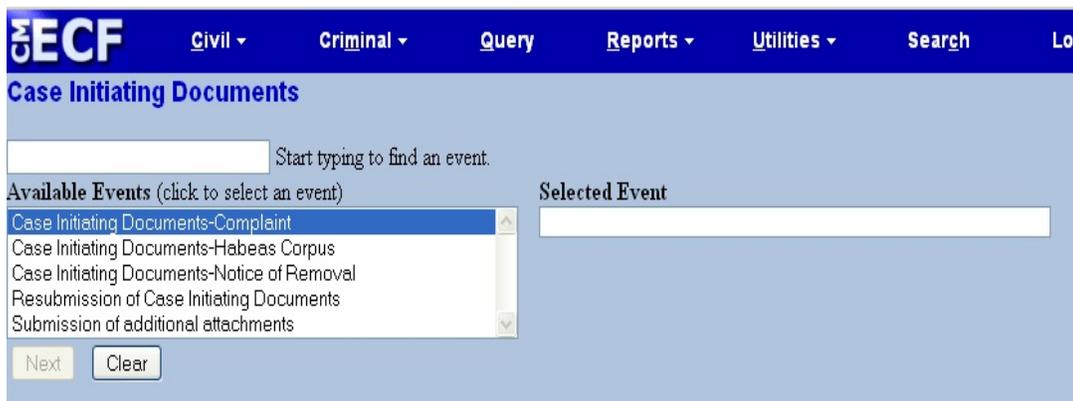
Step 4: After selecting Civil, the Events screen will appear. This is the Civil Events screen.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the "Civil Events" screen, which is a light blue area containing several sections of links:

- Open a Case**
 - [Case Initiating Documents](#)
- Initial Pleadings and Service**
 - [Complaints and Other Initiating Documents](#)
 - [Service of Process](#)
 - [Answers to Complaints](#)
 - [Other Answers](#)
- Motions and Related Filings**
 - [Motions](#)
 - [Responses and Replies](#)
- Other Filings**
 - [Discovery Documents](#)
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)

Step 5: Select the link Case Initiating Documents which is located under heading **Open a Case**.



A listing of the Available Events is presented. Several case initiating document case types are listed. Select the appropriate event and then select Next.

Step 6: You will be prompted with a message providing the appropriate case number to use for the division in which you are e-filing your case initiating documents. After securing the appropriate case number, select Next.

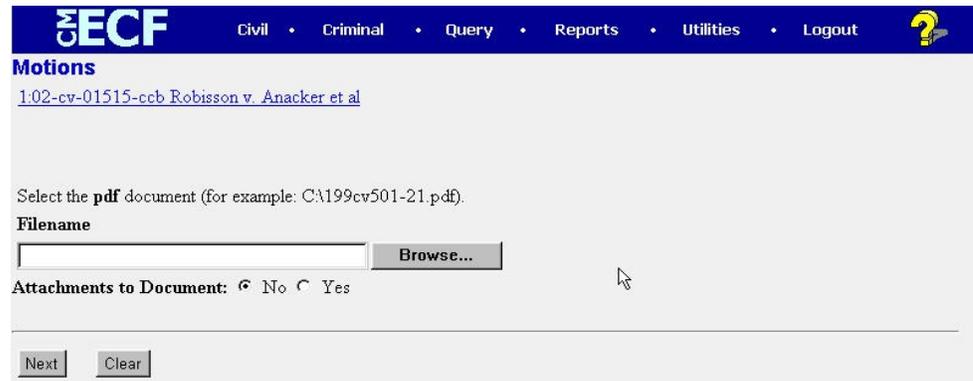
Step 7: You will now be prompted to enter that case number. Enter the case number for the division in which you are e-filing the case initiating documents as provided on the previous screen. Select the “Find This Case” button. After finding the case, select Next.

Step 8: The system will display a “Verify Case Number” screen which includes the judges initials and short case title. For example, 1:09-mi-99999-UNA Plaintiff v. Defendant. This is a shell case for the purpose of e-filing case initiating documents. If this is the correct case select on Next. If it is not the correct case, simply click on your browser’s Back button and manually enter the correct case number before proceeding.

Step 9: You will be prompted regarding filings by either the United States or regarding IFP. The prompt will default to “No.” If you are the United States or will be requesting IFP, select the “Yes” prompt.

Step 10: The system will then display a select PDF document screen. This is where

you select the document you are filing. You will attach to this entry all documents associated with the filing - complaint, civil cover sheet, summons to be issued, any motions, etc. The system will not allow you to proceed unless you select a document.



To find your PDF document, click on the Browse... button. This will cause the system to display a File Upload screen, from which you can select a document to file from your computer files.

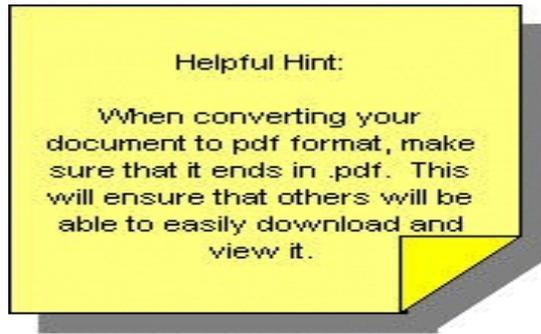


Note: to locate documents in pdf format, you must change the Files of type box to All Files (*.*) or Acrobat (*.pdf).

1. Change the “Files of type” field at the bottom of the box to “All Files (*.*)” or “Acrobat (*.pdf)” so that you can view PDF documents.
2. Once you have located the PDF document you wish to file, click on it to select it.
3. It is important to verify that the document you select is the one you want to file. To do this, you view the document by right-clicking on the file name.

This displays an Open menu. On this menu, click on Open. The system will then launch Adobe Acrobat Reader and display the contents of the document. Once you confirm that this document is the one you want to file, close Acrobat Reader by clicking on the X in the upper right corner. You will once again be viewing the File upload screen.

4. Click on the Open button. The system will then insert the path and file name in the ECF filename box.
5. The document you file must be in PDF format. If it is in a different format you will receive an error message when you try to proceed to the next screen.



Step 11: If there are no attachments to the document, select Next. If there are attachments to the document, click the Yes radio button and then select Next. You will be able to select attachments in the same way you selected the document you are filing.

The screenshot shows the ECF filing system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the case number "1:02-cv-01515-ccb Robisson v. Anacker et al" is displayed. The main content area contains instructions for selecting attachments. Step 1 instructs the user to enter a PDF document path, with a text box containing "S:\cmecfDocuments\attachmnt.pdf" and a "Browse..." button. Step 2 instructs the user to select a document type and enter a description, with a dropdown menu set to "Exhibit" and a text box containing "Deposition excerpts". Step 3 instructs the user to add the filename to a list box, with an "Add to List" button and a "Remove from List" button. A "Next" button is also visible. A yellow sticky note with a drop shadow provides a helpful hint: "Helpful Hint: The system will automatically number your attachments in the order they are added to the list."

6. You are required to choose a type and/or enter a description of the attachment.
7. Then click on Add to List.
8. Repeat the above steps until you have selected all of your attachments. Then click on Next.

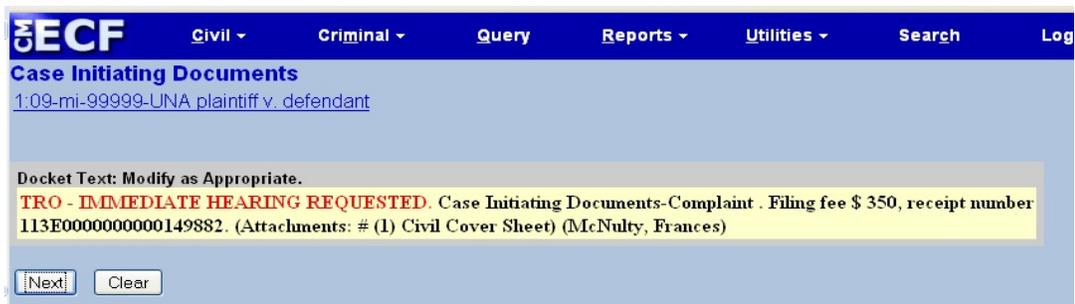
Step 12: If you are not the United States or are not requesting to proceed ifp, you will be prompted to pay the filing fee through pay.gov. The filing fee will be determined by the case initiating document you selected - Complaint and Notice of Removal fee payment is \$350.00; Habeas Corpus fee payment is \$5.00.

Step 13: After payment of the fee through pay.gov, you will be returned to the case to continue the e-filing. You will be prompted regarding the filing of a TRO or preliminary injunction. Select the appropriate response and then select Next.

Step 14: The system now displays the final text of the docket entry along with a warning that clicking Next will file the document.

The screenshot shows the ECF Case Initiating Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Log Out'. Below the navigation bar, the page title is 'Case Initiating Documents' and the case name is '1:09-mi-99999-UNA plaintiff v. defendant'. The main content area displays 'Docket Text: Final Text' in a grey box, followed by a yellow highlighted box containing the text: 'Case Initiating Documents-Complaint. Filing fee \$ 350, receipt number 113E0000000000149882. (Attachments: # (1) Civil Cover Sheet)(McNulty, Frances)'. Below this, a red warning message states: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Underneath, the 'Source Document Path (for confirmation only):' section lists 'Complaint for Case Initiating.pdf pages: 1' and 'Civil Cover Sheet.pdf pages: 2'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

If you requested a TRO, preliminary injunction or an immediate hearing, that text will be so displayed as follows:



Up to this point, no information has been entered into the system. If you decide that you do not wish to file the document, you may simply abort the entry by clicking on another menu item or logging out of the system. However, note that you have already paid the filing fee. Payment of the filing fee is independent of the filing of the document. If you have paid the fee in error, you must follow the Court's procedures for requesting a refund of your payment. If you are sure you want to file the document with the docket entry text displayed, select on Next.

Step 15: The system will now display a Notice of Electronic Filing. This is proof the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.

B. Submission of Additional Attachments

The recommended attachment length for a standard internet connection is ten attachments per entry. This is to ensure that the documents can be uploaded without the CM/ECF session timing out prior to the completion of the entry. However, recognizing there may be times when the attachments would require multiple entries due to their large numbers and/or file size, if you are filing numerous documents, following the e-filing of the case initiating document event, you can then e-file the additional documents by selecting the event - Submission of Additional Attachments.

When using this procedure, the main document must be a Notice of Filing detailing the documents that you are e-filing.

To electronically file additional attachments follow the steps below.

- Step 1:** Log into the ECF system and click on Civil on the main menu bar.
- Step 2:** The system will display the Civil Events screen. Select the link Case Initiating Documents which is located under heading **Open a Case**.
- Step 3:** Select the event Submission of Additional Attachments and select Next.
- Step 4:** You will be prompted with a message providing the appropriate case number to use for the division in which you are e-filing your case initiating documents. After securing the appropriate case number, select Next.
- Step 5:** You will now be prompted to enter that case number. Note, you must file the additional attachments with the same case number that was used to file the case initiating documents. Enter the case number and select the “Find This Case” button. After finding the case, select Next.
- Step 6:** A message will be displayed directing you on how to file your additional attachments correctly. After reading the message, select Next.
- Step 7:** A list of all recently e-filed case initiating documents will be displayed. Check the box next to the entry for which you are filing these additional attachments.
- Step 8:** At the bottom of this screen, the system will then display a select PDF document screen. This is where you select the document you are filing. You will attach to this entry all documents associated with the filing.

The system will not allow you to proceed unless you select a document.

- Step 9:** If there are no attachments to the document, click on Next. If there are attachments to the document, click the Yes radio button and then Next. You will be able to select attachments in the same way you selected the document you are filing.
- Step 10:** The system now displays the final text of the docket entry along with a warning that clicking Next will file the document.

Up to this point, no information has been entered into the system. If you decide that you do not wish to file the document, you may simply abort the entry by clicking on another menu item or logging out of the system. If you are sure you want to file the document with the docket entry text displayed, click on Next.

- Step 11:** The system will now display a Notice of Electronic Filing. This is proof the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.

C. Resubmission of Case Initiating Documents

If there is a discrepancy in your filing that will require the documents be refiled, you will be contacted by the Clerk's Office Intake Staff to file a correction using the Resubmission of Case Initiating Documents event. **This event will be used ONLY when you are notified by the Clerk's Office Intake Staff to do so.**

To electronically file a resubmission of your case initiating documents, follow the steps below.

- Step 1:** Log into the ECF system and click on Civil on the main menu bar.
- Step 2:** The system will display the Civil Events screen. Select the link Case Initiating Documents which is located under heading **Open a Case**.
- Step 3:** Select the event Resubmission of Case Initiating Documents and select Next.
- Step 4:** You will be prompted with a message providing the appropriate case number to use for the division in which you are e-filing your case initiating documents. After securing the appropriate case number, select Next.
- Step 5:** You will now be prompted to enter that case number. Note, you must file the additional attachments with the same case number that was used to file the case initiating documents. Enter the case number and select the "Find This Case" button. After finding the case, select Next.
- Step 6:** A message will be displayed directing you on how to file your resubmission of the case initiating documents correctly. After reading the message, select Next.
- Step 7:** A list of all recently e-filed case initiating documents will be displayed. Check the box next to the entry for which you are filing the resubmission of case initiating documents.
- Step 8:** At the bottom of this screen, the system will then display a select PDF document screen. This is where you select the document you are filing. You will attach to this entry all documents associated with the filing. The system will not allow you to proceed unless you select a document.
- Step 9:** If there are no attachments to the document, click on Next. If there are attachments to the document, click the Yes radio button and then Next.

You will be able to select attachments in the same way you selected the document you are filing.

Step 10: You will be prompted regarding the filing of a TRO or preliminary injunction. Select the appropriate response and then select Next.

Step 11: The system now displays the final text of the docket entry along with a warning that clicking Next will file the document.

Up to this point, no information has been entered into the system. If you decide that you do not wish to file the document, you may simply abort the entry by clicking on another menu item or logging out of the system. If you are sure you want to file the document with the docket entry text displayed, click on Next.

Step 12: The system will now display a Notice of Electronic Filing. This is proof the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.

VI. Help Desk

Court staff will be available to answer questions Monday through Friday (excluding holidays and days when the court is closed) from 8:00 am to 4:45 pm. Please refer to the attached Appendix for a list of Court telephone numbers. Briefly explain your question. If it relates to a pending case, be prepared to reference a case number. If the person answering the phone can answer your question, he or she will do so. If not, your call will be referred to someone who can assist you. Please do not ask for specific staff members unless you have been directed to do so.

APPENDIX

Clerk's Office Contacts For Electronic Filing Questions

Help Desk:

For filing questions:	Atlanta:	(404) 215-1655
	Gainesville:	(678) 450-2760
	Newnan:	(678) 423-3060
	Rome:	(706) 378-4060

For technical questions: (All Divisions)	(404) 215-1650
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Attorney Registration Information:	(404) 215-1600
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Password Problems/Questions:	(404) 215-1600
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Attorney Address Changes:	(404) 215-1600
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