

ELECTRONIC FILING OF CIVIL CASE INITIATING DOCUMENTS USERS MANUAL

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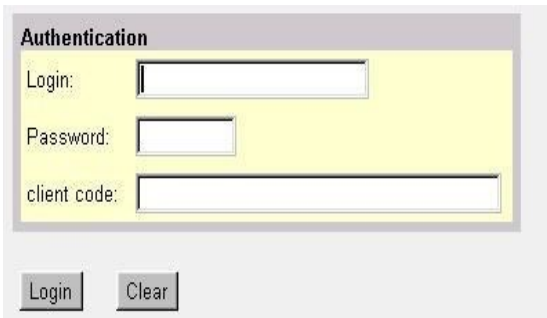
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Electronic Filing of Case Initiating Documents

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 6.1.1.2 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 not required for e-filing.



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 Civil Events screen will appear.



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 a yellow "Civil Events" screen. The screen is organized into three columns 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 located under the 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.

The screenshot shows the ECF Case Initiating Documents interface. At the top, there is a navigation bar with 'ECF' and tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the navigation bar, the page title is 'Case Initiating Documents'. There is a search box. Underneath, there are two sections: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' list includes: 'Case Initiating Documents-Bankruptcy Notice of Appeal', 'Case Initiating Documents-Complaint', 'Case Initiating Documents-Habeas Corpus', 'Case Initiating Documents-Miscellaneous Case', 'Case Initiating Documents-Notice of Removal', 'Resubmission of Case Initiating Documents', and 'Submission of additional attachments'. The 'Selected Event' field contains 'Case Initiating Documents-Complaint'. At the bottom, there are 'Next' and 'Clear' buttons.

Note: If you are filing a miscellaneous case, select “Case Initiating Documents-Miscellaneous Case.” Then, select the appropriate radio button for the category of the filing from the screen that follows, and then select Next.

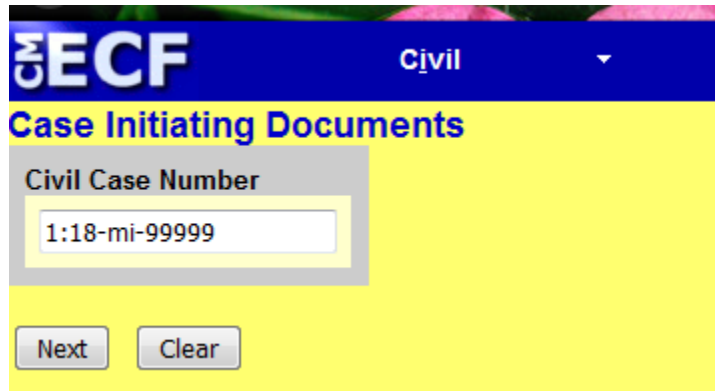
The screenshot shows the ECF Case Initiating Documents interface for a specific case. At the top, there is a navigation bar with 'ECF' and tabs for 'Civil' and 'Criminal'. Below the navigation bar, the page title is 'Case Initiating Documents'. The case title is '1:18-mi-99999-UNA Plaintiff v. Defendant'. Below the case title, there is a section titled 'Select the category for this filing' with a list of radio button options: 'Foreign Subpoena', 'Registration of Judgment from another district', 'Motion to Quash', 'Motion for Protective Order', 'Petition to Perpetuate Testimony', 'Receivership(28 U.S.C §754)', 'Letters Rogatory from another district', and 'Other uncontested ancillary or supplemental proceeding'. At the bottom, there are 'Next' and 'Clear' buttons.

Step 6: A message displaying the available case numbers for filing a new action by divisional office will appear. After determining the appropriate case number, select Next.



The screenshot shows the ECF Case Initiating Documents page. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Case Initiating Documents". A prominent yellow banner contains the word "ATTENTION" in bold. Below the banner, there is a message: "If you are requesting that this case be filed **UNDER SEAL, DO NOT PROCEED ANY FURTHER**. You must bring your case initiating documents to the Clerk's Office for filing. Cases filed electronically will be available to the public. The Civil Cover Sheet is a required document and must be attached to this filing along with your case initiating documents. Insert the case number appearing below, that corresponds to the division you are filing in, on the following screen:" followed by a bulleted list of divisional case numbers: ATLANTA DIVISION - 1:18-mi-99999, GAINESVILLE DIVISION - 2:18-mi-99999, NEWNAN DIVISION - 3:18-mi-99999, and ROME DIVISION - 4:18-mi-99999. At the bottom of the page, there are two buttons: "Next" and "Clear".

Step 7: You will now be prompted to enter the case number for the division in which you are e-filing the case initiating documents. Enter the complete case number for the appropriate division, and then select Next.



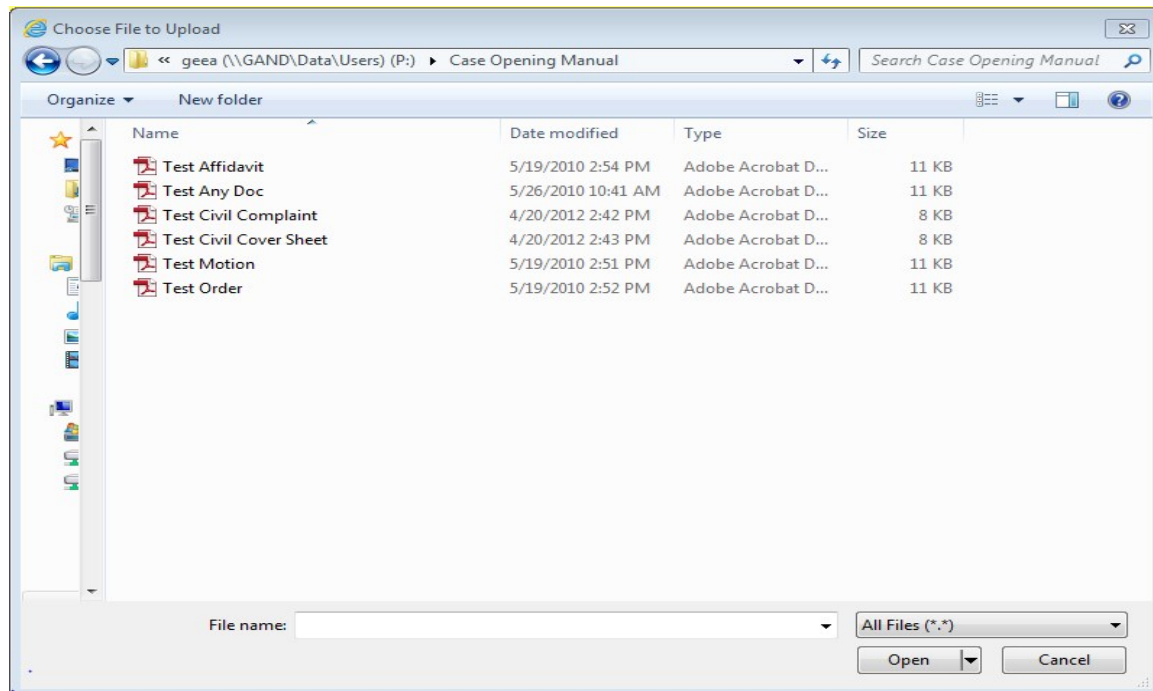
The screenshot shows the ECF Case Initiating Documents page with the "Civil" menu item selected. The page title is "Case Initiating Documents". Below the title, there is a form with a label "Civil Case Number" and a text input field containing the value "1:18-mi-99999". At the bottom of the form, there are two buttons: "Next" and "Clear".

Step 8: The system will display a screen to verify the case number. For example, 1:18-mi-99999-UNA Plaintiff v. Defendant. This is a shell case for e-filing case initiating documents. If this is the correct case, select 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 asked if your filing is on behalf of the United States or if you are requesting to proceed in forma pauperis. The default response is “No.” If you are filing on behalf of the United States or will be requesting to proceed in forma pauperis, select “Yes”.

Step 10: The system will then display a PDF document selection screen. You must attach to this entry all documents associated with the filing, such as the complaint, civil cover sheet, summons to be issued, any motions, etc. The system will not allow you to proceed until you attach a document.

To find your PDF document, click on the Browse... button. The system will display a file upload screen from which you will select the document to file from your computer files.



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 prior to uploading. Right-click on the file name of your document to view and verify it prior to filing. This displays an Open menu. On this menu, click on Open. The system will then launch Adobe Acrobat Reader and display 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 of your document 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, you will be able to select attachments in the same way you selected the main document you are filing. There is a 30-minute time out window per screen. Please keep this in mind when uploading files.

ECF Civil Criminal Query Reports

Case Initiating Documents
[1:18-mi-99999-UNA Plaintiff v. Defendant](#)

You **MUST** attach **all** of your case initiating documents, ie. Complaint, Summons, Civil Cover Sheet, etc., below.
 Select the pdf document and any attachments.

Main Document
 P:\Case Opening Manual\Test Civil Com Browse...

A description or category must be entered for each attachment added.

Attachments	Category	Description
1. P:\Case Opening Manual\Test Civil Cov Browse...	Civil Cover Sheet	
2. P:\Case Opening Manual\Test Any Doc. Browse...	Summons	
3. P:\Case Opening Manual\Test Any Doc. Browse...		Certificate of Interested F
4. P:\Case Opening Manual\Test Any Doc. Browse...		Initial Disclosures
5. P:\Case Opening Manual\Test Affidavit.p Browse...	Affidavit	
6. Browse...		

Next Clear

6. You are required to choose a category and/or enter a description of each attachment.
7. Repeat the above steps until you have selected all attachments. Then click Next.

Step 12: If you are not the United States or are not requesting to proceed in forma pauperis, 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.

Step 13: After payment of the fee through pay.gov, you will be returned to CM/ECF to continue the e-filing. You will be asked if your filing includes a request for TRO or preliminary injunction. Select the appropriate response and then select Next.

Step 14: You will be prompted to enter the name of the first Plaintiff and the first Defendant. After entering the information, click Next.

Step 15: The system now displays the final text of the docket entry along with a warning that clicking Next will file the document.

Docket Text: Final Text
Case Initiating Documents-Complaint. Old McDonald's Farm v. ABC, Inc. Filing fee \$ 400 receipt number 113E-000149882. (Attachments: # (1) Civil Cover Sheet, # (2) Summons, # (3) Certificate of Interested Persons, # (4) Initial Disclosures, # (5) Affidavit) (Gee, Andrea)

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

Source Document Path (for confirmation only):
P:\Case Opening Manual\Test Civil Complaint.pdf pages: 1
P:\Case Opening Manual\Test Civil Cover Sheet.pdf pages: 1
P:\Case Opening Manual\Test Any Doc.pdf pages: 1
P:\Test 1.pdf pages: 1
P:\Test 2.pdf pages: 1
P:\Case Opening Manual\Test Affidavit.pdf pages: 1

Next Clear

If you requested a TRO, a Preliminary Injunction, or an immediate hearing, the text will be displayed as follows:

Docket Text: Final Text
TRO - IMMEDIATE HEARING REQUESTED. Case Initiating Documents- Complaint. Old McDonald's Farm v. ABC, Inc. Filing fee \$ 400 receipt number 113E-000149882. (Attachments: # (1) Civil Cover Sheet, # (2) Summons, # (3) Certificate of Interested Persons, # (4) Initial Disclosures, # (5) Affidavit) (Gee, Andrea)

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

Source Document Path (for confirmation only):
P:\Case Opening Manual\Test Civil Complaint.pdf pages: 1
P:\Case Opening Manual\Test Civil Cover Sheet.pdf pages: 1
P:\Case Opening Manual\Test Any Doc.pdf pages: 1
P:\Test 1.pdf pages: 1
P:\Test 2.pdf pages: 1
P:\Case Opening Manual\Test Affidavit.pdf pages: 1

Next Clear

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 abort the entry by clicking on another menu item or logging out of the system. **However, you have already paid the filing fee. Payment of the filing fee is independent of the filing of the document.** If you abort the entry after fee payment, 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 Next.

Step 16: 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

There may be times when the quantity and/or size of the attachments will require multiple entries. You may e-file additional documents within the shell case by selecting the event Submission of Additional Attachments and linking it to the original initiating document. Remember that there is a 30-minute time out window per screen during which you must upload the documents and complete your entry.

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 the heading, **Open a Case**.

Step 3: Select the event Submission of Additional Attachments and select Next.

ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#)

Case Initiating Documents

Available Events (click to select an event)

- Case Initiating Documents-Bankruptcy Notice of Appeal
- Case Initiating Documents-Complaint
- Case Initiating Documents-Habeas Corpus
- Case Initiating Documents-Miscellaneous Case
- Case Initiating Documents-Notice of Removal
- Resubmission of Case Initiating Documents
- Submission of additional attachments**

Selected Event

Submission of additional attachments

Step 4: A message will be displayed directing you how to file your additional attachments. After reading the message, select Next.

Step 5: 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 additional attachments.

ECF [Civil](#) [Criminal](#) [Query](#)

Case Initiating Documents

[1:18-mi-99999-UNA Plaintiff v. Defendant](#)

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

03/14/2018 [1](#) Case Initiating Documents-Complaint Jane Smith vs. Commissioner of Social Security. No payment received. (Attachments: # [1](#) Text of Proposed Order, # [2](#) Complaint)(Gee-Atty, Andrea)

Select the pdf document and any attachments.

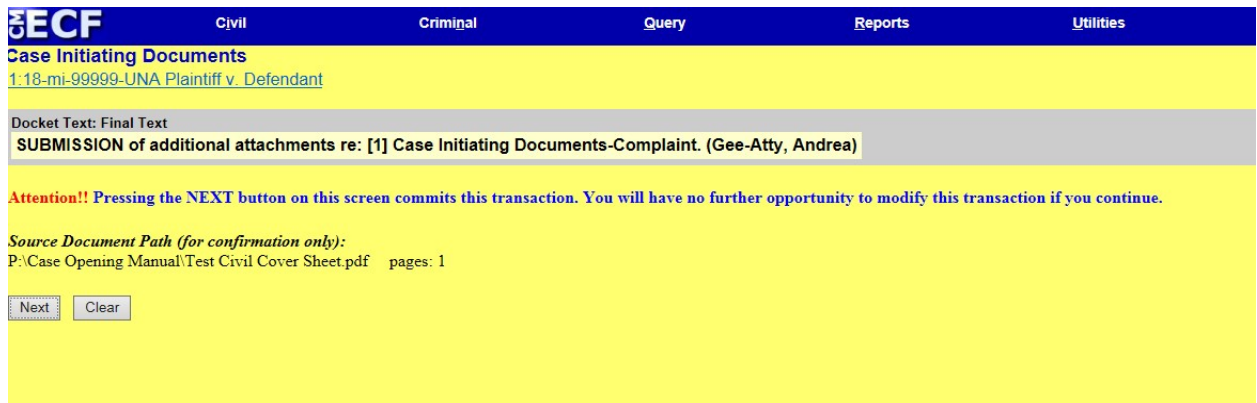
Main Document

A description or category must be entered for each attachment added.

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Step 6: Attach a Notice of Filing as the Main Document. You will be able to select attachments in the same way you selected the main document you are filing. You are required to choose a category for and/or enter a description of each attachment.

Step 7: 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 tabs for Civil, Criminal, Query, Reports, and Utilities. Below this, the page title is "Case Initiating Documents" and the case name is "1:18-mi-99999-UNA Plaintiff v. Defendant". The docket text is "SUBMISSION of additional attachments re: [1] Case Initiating Documents-Complaint. (Gee-Atty, Andrea)". 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." Below the warning, the source document path is shown: "P:\Case Opening Manual\Test Civil Cover Sheet.pdf pages: 1". At the bottom, there are two buttons: "Next" and "Clear".

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 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 8: 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 may 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 Clerk's Office staff to file a correction using the Resubmission of Case Initiating Documents event. **This event should be used ONLY when you are notified by Clerk's Office 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 the heading, **Open a Case**.

Step 3: Select the event Resubmission of Case Initiating Documents, and select Next.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and tabs for Civil, Criminal, Query, and Reports. Below this is a yellow section titled 'Case Initiating Documents'. Underneath, there is a search box and two columns. The left column is titled 'Available Events (click to select an event)' and contains a list of event types. The 'Resubmission of Case Initiating Documents' event is highlighted in blue. Below the list are 'Next' and 'Clear' buttons. The right column is titled 'Selected Event' and contains a text box with the text 'Resubmission of Case Initiating Documents'.

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 how to file your resubmission of the case initiating documents correctly. After reading the message, select Next.

ECF Civil Criminal Query

Case Initiating Documents
[1:18-mi-99999-UNA Plaintiff v. Defendant](#)

On the following screen, you will be presented with a list of the Case Initiating Document entries. You must select the *original* entry that you are resubmitting.

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.

ECF Civil Criminal Query

Case Initiating Documents
[1:18-mi-99999-UNA Plaintiff v. Defendant](#)

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

03/14/2018 1 Case Initiating Documents-Complaint Jane Smith vs. Commissioner of Social Security. No payment received. (Attachments: # 1 Text of Proposed Order, # 2 Complaint)(Gee-Atty, Andrea)

Select the pdf document and any attachments.

Main Document

A description or category must be entered for each attachment added.

Attachments	Category	Description
1. <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Step 9: If there are no attachments to the main document, click on Next. If there are attachments to the main document, click the Yes radio button and then Next. You will be able to select attachments in the same way you selected the main document you are filing.

Step 10: You will be asked if the filing includes a request for 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.

The screenshot shows the ECF Case Initiating Documents interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Case Initiating Documents" and the case number is "1:18-mi-99999-UNA Plaintiff v. Defendant". The docket text is "Final Text" and the main content is "RESUBMISSION of [1] Case Initiating Documents-Complaint Jane Smith vs. Commissioner of Social Security. No payment received. (Attachments: # (1) Text of Proposed Order, # (2) Complaint)(Gee-Atty, Andrea). (Attachments: # (1) Text of Proposed Order, # (2) Complaint, # (3) Civil Cover Sheet)(Gee-Atty, Andrea)". 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." Below the warning, the source document path is listed: "Source Document Path (for confirmation only): P:\Case Opening Manual\Test Motion.pdf pages: 1, P:\Case Opening Manual\Test Order.pdf pages: 1, P:\Case Opening Manual\Test Civil Complaint.pdf pages: 1, P:\Case Opening Manual\Test Civil Cover Sheet.pdf pages: 1". At the bottom, there are "Next" and "Clear" buttons.

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.

II. Help Desk

Court staff is available to answer questions Monday through Friday (excluding federal holidays) from 8:00 a.m. to 4:45 p.m. Please refer to the attached appendix for a list of Court telephone numbers. If your question relates to a pending case, be prepared to reference the 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

Attorney Registration Information: (404) 215-1600

Password Problems/Questions: (404) 215-1600

Attorney Address Changes: (404) 215-1600