



NOTICE!

TO SUCCESSFULLY OPEN A NEW CASE, A VALID CREDIT CARD IS REQUIRED

CIVIL CASE OPENING

1. Log into the live ECF Program for the Eastern District of Missouri at <https://ecf.moed.uscourts.gov/cgi-bin/login.pl>
2. Select **“CIVIL”**
3. Select **“OPEN A CIVIL CASE”**
4. Next to **“OFFICE”**, select Jurisdiction: St. Louis; Cape Girardeau; or Hannibal (**see attached county lists for venue and refer to U.S.C. 28:1331 and U.S.C. 28:1332 F.R.C.P. concerning jurisdiction**)
5. Next to **“CASE TYPE”**, select either cv for civil or mc for miscellaneous
6. If this case is being removed from state court, enter the name of the court and the other court case number
7. Select **“RELATED CASE”** only if this case has been filed previously in this court and dismissed without prejudice - or is substantially equivalent to a previous case and involves the same parties.

8. Click on “NEXT”
9. At the drop-down box select the proper Jurisdiction (i.e. **U.S. Government Plaintiff; U.S. Government Defendant; Federal Question; or Diversity**)
10. “ **CAUSE OF ACTION**” statute that makes this case properly filed in the U.S. District Court (the statute listed must match the jurisdiction) - select from drop down box (See figure 10.1 below)

The screenshot shows the ECF system interface for opening a civil case. The 'Cause of action' dropdown menu is open, showing a list of legal codes and their descriptions. The 'Jurisdiction' is set to '3 (Federal Question)'. Other fields include 'Nature of suit', 'Origin', 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand', 'Arbitration code', and 'Fee status'.

Field	Value
Jurisdiction	3 (Federal Question)
Cause of action	0 (No cause code entered)
Nature of suit	0 (No cause code entered)
Origin	02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
Citizenship plaintiff	05:0075 (05:75(2) Contract - Reduction in Grade)
Citizenship defendant	05:0551 (05:551 Administrative Procedure Act)
Jury demand	n (No)
Arbitration code	
Fee status	pd (paid)

The dropdown menu for 'Cause of action' contains the following items:

- 0 (No cause code entered)
- 00:0000 (00:0000 Cause Code Unknown)
- 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
- 02:0437 (02:437 Federal Election Commission)
- 05:0075 (05:75(2) Contract - Reduction in Grade)
- 05:0551 (05:551 Administrative Procedure Act)
- 05:0552fi (05:552 Freedom of Information Act)
- 05:0552pa (05:552 Right to Privacy Act)
- 05:0554 (05:0554 Constitutionality of Maritime Statutes)
- 05:0701 (05:0701 Maritime Subsidy Board)
- 05:0702 (05:702 Administrative Procedure Act)
- 05:0704 (05:704 Labor Litigation)
- 05:7703 (05:7703 Discrimination - Review of Agency Act)
- 05:8701 (05:8701 Federal Employees Group Life Insurance Act)
- 05:8901 (05:8901 Federal Employees Health Benefits Act)
- 07:0006 (7:6(b) Federal Commodity Exchange Regulation)
- 07:0025 (7:25 Fraud - Commodities Leverage Contracts)
- 07:0181 (07:181 Packers & Stockyard Act)
- 07:0499 (07:499 Agricultural Commodities Act)
- 07:0601 (07:601 USDA Condemnation)
- 07:2321 (07:2321 Plant Variety Protection Act)
- 08:1105 (8:1105(a) Aliens: Habeas Corpus to Release INS Det)
- 08:1252 (08:1252(a)(2) Injunction for Deportation)
- 08:1260 (08:1260 Aliens: Access to Records)
- 08:1324 (08:1324 Aliens: Complaint for Forfeiture)
- 08:1329 (08:1329 Writ of Mandamus to Adjudicate Visa Petiti)
- 08:1446 (8:1446 Petition for Naturalization Hearing)
- 09:0001 (09:1 U.S. Arbitration Act)
- 09:0002 (09:2 Motion to Confirm Arbitration Award)

Figure 10.1: Select the cause of action from the list.

11. **“NATURE OF SUIT”** - Select from the drop down box
(See figure 11.1 below)

The screenshot shows the 'Open a Civil Case' form on the MCECF website. The 'Nature of suit' dropdown menu is open, displaying a list of case categories. The categories include:

- 0 (zero)
- 110 (Insurance)
- 120 (Contract: Marine)
- 130 (Miller Act)
- 140 (Negotiable Instrument)
- 150 (Contract: Recovery/Enforcement)
- 151 (Contract: Recovery Medicare)
- 152 (Contract: Recovery Student Loan)
- 153 (Contract: Recovery Veteran Ben.)
- 160 (Stockholders Suits)
- 190 (Contract: Other)
- 195 (Contract Product Liability)
- 196 (Contract: Franchise)
- 210 (Condemnation)
- 220 (Real Property: Foreclosure)
- 230 (Rent Lease & Ejectment)
- 240 (Torts to Land)
- 245 (Tort Product Liability)
- 290 (Real Property: Other)
- 310 (Airplane)
- 315 (Airplane Product Liability)
- 320 (Assault Libel & Slander)
- 330 (Federal Employer's Liability)
- 340 (Marine)
- 345 (Marine Product Liability)
- 350 (Motor Vehicle)
- 355 (Motor Vehicle Prod. Liability)
- 360 (P.I.: Other)

Figure 11.1: Select the nature of suit from the list.

12. **“ORIGIN”** - Select either **“ORIGINAL PROCEEDING”** or **“REMOVAL FROM STATE COURT”**
13. **“CITIZENSHIP OF PLAINTIFF”** (Enter this FOR DIVERSITY CASES ONLY)
14. **“CITIZENSHIP OF DEFENDANT”** (Enter this FOR DIVERSITY CASES ONLY)
15. **“JURY DEMAND “**- Select from the drop down box.
16. **(SKIP “ARBITRATION CODE” - NOT NEEDED)**

17. **“COUNTY”** - Select the county of jurisdiction from the drop down box - (See attached list and 28 USC 1331; 28USC1332 and 28USC105 FRCP for guidance.)
(See figure 17.1 below)

The screenshot shows the 'Open a Civil Case' form in the ECF system. The form includes several dropdown menus and text input fields. The 'County' dropdown menu is open, displaying a list of counties. The 'Jurisdiction' dropdown is set to '3 (Federal Question)'. The 'Cause of action' dropdown is set to '0 (No cause code entered)'. The 'Nature of suit' dropdown is set to '0 (zero)'. The 'Origin' dropdown is set to '1 (Original Proceeding)'. The 'Jury demand' dropdown is set to 'n (None)'. The 'Class action' dropdown is set to 'n'. The 'Demand (\$000)' field is empty. The 'Arbitration code' dropdown is empty. The 'County' dropdown is currently showing 'Adair' as the selected option. The 'Fee status' dropdown is set to 'pd (paid)'. The 'Fee date' field is set to '11/11/11'. The 'Next' and 'Clear' buttons are visible at the bottom left of the form.

Field	Value
Jurisdiction	3 (Federal Question)
Cause of action	0 (No cause code entered)
Nature of suit	0 (zero)
Origin	1 (Original Proceeding)
Citizenship plaintiff	
Citizenship defendant	
Jury demand	n (None)
Class action	n
Demand (\$000)	
Arbitration code	
County	Adair
Fee status	pd (paid)
Fee date	11/11/11

Figure 17.1: Select the appropriate country from the list.

18. **“FEE STATUS”** - Select from drop down box: “ifp” for cases filed with a Motion To Proceed In Forma Pauperis and Financial CJA23 form; pd (paid) for credit card payment; “none (no fee required)” for cases that do not require a filing fee
19. **“SEARCH FOR A PARTY”** - Enter Last or Business name and click on **“SEARCH”** - Names will appear if a match is found. Highlight a name and click on **“SELECT NAME FROM LIST”** or click on **“CREATE NEW PARTY”** if no match is found. Please see Administrative Procedures Manual Section L. concerning entering names, etc. , in compliance with the E-Government Act of 2002 and **NAMING PARTIES** (attached)
(See figures 19.1, 19.2, 19.3, 19.4, 19.5)



Figure 19.1: Type the last name or business name you wish to search for and click search.



Figure 19.2: Please select the appropriate name from the list. If the name you are looking for is not listed, you will have to create a new party (shown in figure 19.4.)

ECF Civil • Criminal

Party Information

John Doe

Title

Role Consolidated Filer Plaintiff (consfpla:pty) **Pro se** no

Prisoner Id Consolidated Filer Plaintiff (consfpla:pty)

Unit Counter Claimant (cc:pty)
Counter Defendant (cd:pty)
Creditor (cr:pty)

Address 2 Cross Claimant (cro:pty)
Cross Defendant (crd:pty)

City Defendant (dft:pty)
Fourth Party Defendant (4pd:pty)

County Fourth Party Plaintiff (4pp:pty)
Garnishee (gar:pty)

Phone In Re (inre:pty)
Interpleader (intpl:pty)

E-mail Interpleader Defendant (intpld:pty)
Interpleader Plaintiff (intplpla:pty)

Party text Intervenor (intv:pty)
Intervenor Defendant (intvd:pty)
Intervenor Plaintiff (intvp:pty)
Material Witness (mw:pty)
Mediator (med:pty)
Movant (mov:pty)
Objector (obj:pty)
Petitioner (pet:pty)
Plaintiff (pla:pty)
Receiver (rc:pty)
Respondent (res:pty)
Special Master (sm:pty)
ThirdParty Defendant (3pd:pty)
ThirdParty Plaintiff (3pp:pty)
Trustee (trust:pty)
debtor (db:pty)

Aliases and corporate before clicking the Submit button.

Alias...

Submit

Figure 19.3: Please select the appropriate role for your party

ECF Civil • Criminal

Search for a party

Last/Business name

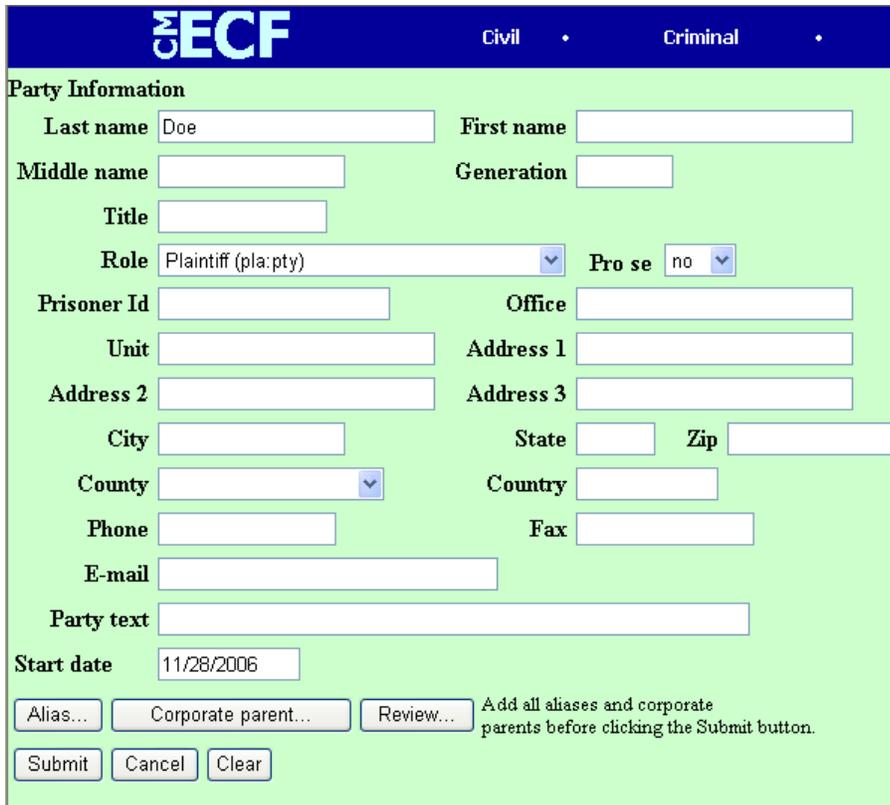
Search Clear

Party search results

Doe, Jane
Doe, John
Doe, John
Doe, John
Doe, John
Doe, John

Select name from list Create new party

Figure 19.4: To create a new party, click on the new party button.



ECF Civil Criminal

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

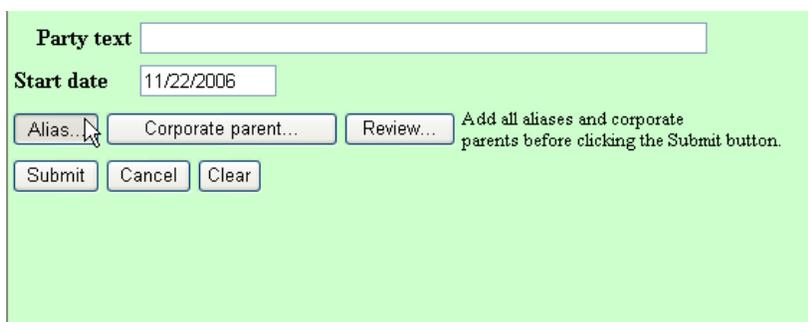
Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Figure 19.5: Enter the party information and click the submit button (make sure you are in compliance with the E-Government Act of 2002 when entering party names. For more info refer to number 19 above.)

20. **“ROLE”** - Select from the drop down box - **“PLAINTIFF”** if new Civil case or **“DEFENDANT”** for Removal case (Petitioner and Respondent should be used for Habeas Corpus cases only)

21. **“ALIAS”** - Select to enter a/k/a or d/b/a, etc. - Enter Last/Business name and click on **“SEARCH”** - if correct alias appears, click on **“SELECT NAME FROM LIST”** or click on **“CREATE NEW ALIAS”** if no match is found. Alias information will appear. Select **“ROLE”** from drop down box then click on **“ADD ALIAS”** (See figures 21.1, 21.2, 21.3, 21.4 below)



Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Figure 21.1: To enter an alias click on the Alias button

MECF Civil Criminal

Search for an alias

Last/Business name

Alias search results

- Dock, Joyce E.
- Dockery, Betty Marie
- Dockins, Carmen
- Doe, Jane
- Doe, John**
- Doe, John

Figure 21.2: Search for the Last/Business name of the party. Select the appropriate name from the list. If the appropriate name is not listed, you will have to create a new alias (to create new alias see figure 21.3 below.)

MECF Civil

Search for an alias

Last/Business name

Alias search results

- Doe, John**
- Doe, John
- Doe, John
- Doe, Mary
- Doe #1, John
- Doe #10, John

Figure 21.3: If necessary click on the create new alias button.

MECF Civil Criminal Query Reports

Alias Information (Party Doe, John)

Last/Business name First name

Middle name Generation

Role Start date

agent
aka
com
dba
fdb
fka
gal
nee
nfr
none
obo
other
rec
rpi
ta
trustee

Add alias button to return to the Party screen and submit all information for this party.

Figure 21.3: Select the role of the party, and click the Add Alias button.

22. CHECK TO MAKE SURE ALL PARTY INFORMATION IS CORRECT - if correct, click on “SUBMIT” if not correct, click on “BACK” and begin again.

23. REPEAT STEPS 17 - 20 AND ENTER ALL PARTIES - when all parties are entered, click on “END PARTY SELECTION” **WARNING! THIS CASE HAS BEEN OPENED AND THE CASE NUMBER HAS BEEN ASSIGNED, PLEASE MAKE NOTE OF THE CASE NUMBER. DO NOT BEGIN TO OPEN THIS CASE AGAIN! IF A MISTAKE IS MADE, PLEASE CONTACT THE ECF HELP DESK FOR INSTRUCTIONS**

24. Click on “DOCKET LEAD EVENT?” Complaints and Other Initiating Documents will appear

25. Choose from drop down events - the most commonly used events are “COMPLAINT” or “NOTICE OF REMOVAL PETITION”, however, your case might require another selection (see figure 25.1 below)



Figure 25.1: Select the appropriate event from the drop down list.

26. Click on **“NEXT”**
27. Highlight the filing party and click **“NEXT”** (to highlight more than one party, hold down on **“CTRL”**)
28. Verify the party and representation by clicking on the box next to the party’s name and by clicking on **“LEAD”** and **“NOTICE”**
29. Click on **“NEXT”**
30. Highlight who the case is being filed against. (If you represent the Defendant in a Removal action - for filing purposes the case is being filed against the Plaintiff- to highlight more than one name, hold down on **“CTRL”**)
31. Click on **“BROWSE”** and upload the originating document (i.e. Complaint, Notice of Removal, etc.)
32. **“ATTACHMENTS TO DOCUMENT:”** Click on **“YES”**
33. Click on **“NEXT”** and **“BROWSE”** (to upload attachments such as **“EXHIBITS”**, **“CIVIL COVER SHEET”** and **“ORIGINAL FILING FORM”** - ***SERVICE DOCUMENTS SHOULD BE ATTACHED TO THE COMPLAINT (i.e. Summons and Notice of Process Server or Waiver of Service of Summons) - The copy of the State Court File will be an attachment to the Notice of Removal.***
34. **“CATEGORY”** select name of document from drop down box, or type name of document by using the box under

‘DESCRIPTION’ - ‘ADD TO LIST’ AFTER EACH DOCUMENT - when finished entering all attachments proceed

35. Click on **“NEXT”**
36. **“JURY OR NON-JURY DEMAND”** select either Jury or Non-Jury
37. **“IS THIS FILED WITH AN APPLICATION TO PROCEED WITHOUT PREPAYMENT OF FEES Y/N?”**
Click on the radio button next to **Yes** or **No**
38. Click on **“NEXT”**
39. If a fee is to be paid, **“FEE \$350”** will appear
40. Click on **“NEXT”**
41. If a filing fee is to be paid, **The Pay.Gov screen will appear for your payment.** Read the Pay.Gov screen carefully. (See figure 41.1 on the next page)

Figure 41.1: Fill out all necessary information, and click on the Continue with Plastic Card Payment button.

IF YOU FAIL TO ENTER PARTY OR OTHER INFORMATION DURING THE CASE OPENING

CM/ECF Civil • Criminal • Query • Reports • Util

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code:  (On the back of your Card, find the last 3 digits) [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

PROCESS AND YOU HAVE ALREADY ENTERED YOUR CREDIT CARD INFORMATION, *DO NOT CLICK ON THE BACK ARROW!* A CHARGE HAS ALREADY BEEN PROCESSED TOWARDS YOUR CREDIT CARD AND FURTHER FILINGS COULD RESULT IN ADDITIONAL CHARGES. PLEASE CONTACT THE CM/ECF HELP DESK FOR ASSISTANCE. YOU WILL RECEIVE CONFIRMATION WHEN YOUR CASE HAS BEEN QUALITY CONTROLLED AND A JUDGE HAS BEEN ASSIGNED.

EDMO COUNTY LIST

NORTHERN DIVISION:

ADAIR
AUDRAIN
CHARITON
CLARK
KNOX
LEWIS
LINN
MACON
MARION
MONROE
MONTGOMERY
PIKE
RALLS
RANDOLPH
SCHUYLER
SCOTLAND
SHELBY

SOUTHEASTERN DIVISION:

BOLLINGER
BUTLER
CAPE GIRARDEAU
CARTER
DUNKLIN
MADISON
MISSISSIPPI
NEW MADRID

PEMISCOT
PERRY
REYNOLDS
RIPLEY
SCOTT
SHANNON
STODDARD
WAYNE
IRON
STE. GENEVIEVE

EASTERN DIVISION:

CRAWFORD
DENT
FRANKLIN
GASCONADE
IRON-----Moved to Southeastern Division
JEFFERSON
LINCOLN
MARIES
PHELPS
ST. CHARLES
ST. FRANCOIS
STE. GENEVIEVE-----Moved to Southeastern Division
ST. LOUIS COUNTY
ST. LOUIS CITY
WARREN
WASHINGTON

NAMING PARTIES

1. DO NOT BEGIN A PARTY NAME WITH “THE”
2. PARTIES WITH FOUR NAMES SHOULD BE ENTERED WITH THE LAST NAME, THE FIRST NAME AND THE TWO REMAINING NAMES AS THE MIDDLE NAME
3. DESCRIPTIONS OF PARTIES SHOULD BE ENTERED IN PARTY TEXT (i.e. individually and on behalf of all others similarly situated) and (i.e. Executor of the Estate of)
4. CITY NAMES SHOULD BE ENTERED AS FOLLOWS: ST. LOUIS, MISSOURI, CITY OF
5. WHEN ONLY A LAST NAME IS KNOWN, LIST THE FIRST NAME AS “UNKNOWN”
6. WHEN PARTY IS U.S. GOVERNMENT AGENCY, ENTER AGENCY AS MAIN PARTY AND OFFICER OR HEAD OF AGENCY IN PARTY TEXT (i.e. Social Security Administration should be entered in Last Name site - and Jo Anne B. Barnhart, Commissioner entered in Party Text site - because commissioners and agency heads change)
7. MONEY AS A PARTY SHOULD BE ENTERED IN LAST NAME SITE (i.e. \$15,000.00 in U.S. Currency) Enter in Party Text: Fifteen Thousand dollars and no cents in U.S. Currency
8. VEHICLE AS A PARTIES SHOULD BE ENTERED IN LAST NAME SITE (i.e. Chrysler 2006 VIN#12345678) Enter in Party Text: 2006 Chrysler 300 VIN#12345678 with all appurtenances and attachments thereon .
9. REAL ESTATE AS PARTIES SHOULD BE ENTERED IN LAST NAME SITE (i.e. 111 South Tenth Street St. Louis) Enter in Party Text: One parcel of Real Estate located at 111 South Tenth Street, St. Louis, Missouri
10. UNIONS AS PARTIES SHOULD BE LISTED IN LAST NAME SITE (i.e. Carpenters District Council of Greater St. Louis or Local 36 Sheet Metal Workers International Association, AFL-CIO) NAMES OF TRUSTEES SHOULD BE ENTERED USING LAST NAME, FIRST AND MIDDLE IF APPLICABLE. ENTER IN PARTY TEXT ANY IDENTIFYING INFORMATION (i.e. as

Trustee of the Pension Fund)

11. **MINORS' NAMES SHOULD NOT BE ENTERED ON ECF. SUBSTITUTE MINORS' INITIALS FOR THEIR PROPER NAMES.**