

# CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

1. Locate *Civil* from the CM/ECF Main Menu bar and click on it.



Figure 1: CM/ECF Main Menu bar

2. Locate the menu: *Complaints and Other Initiating Documents* and click on it.

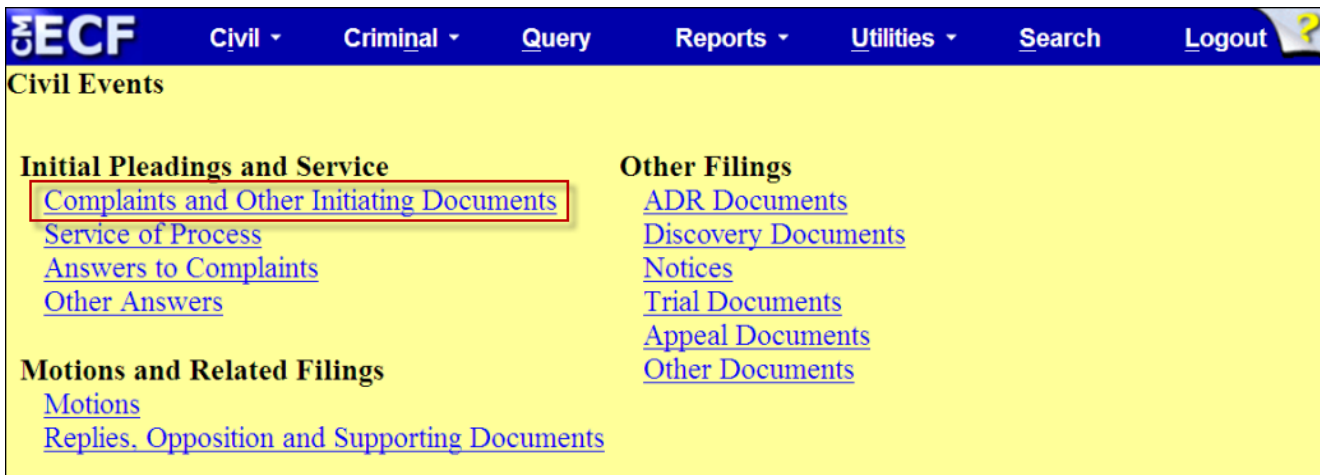


Figure 2: Civil Menu Events screen

3. Select *Amended Complaint* in the *Available Events* box. The event will display in the *Selected Event* field and select the button: *Next* to continue.

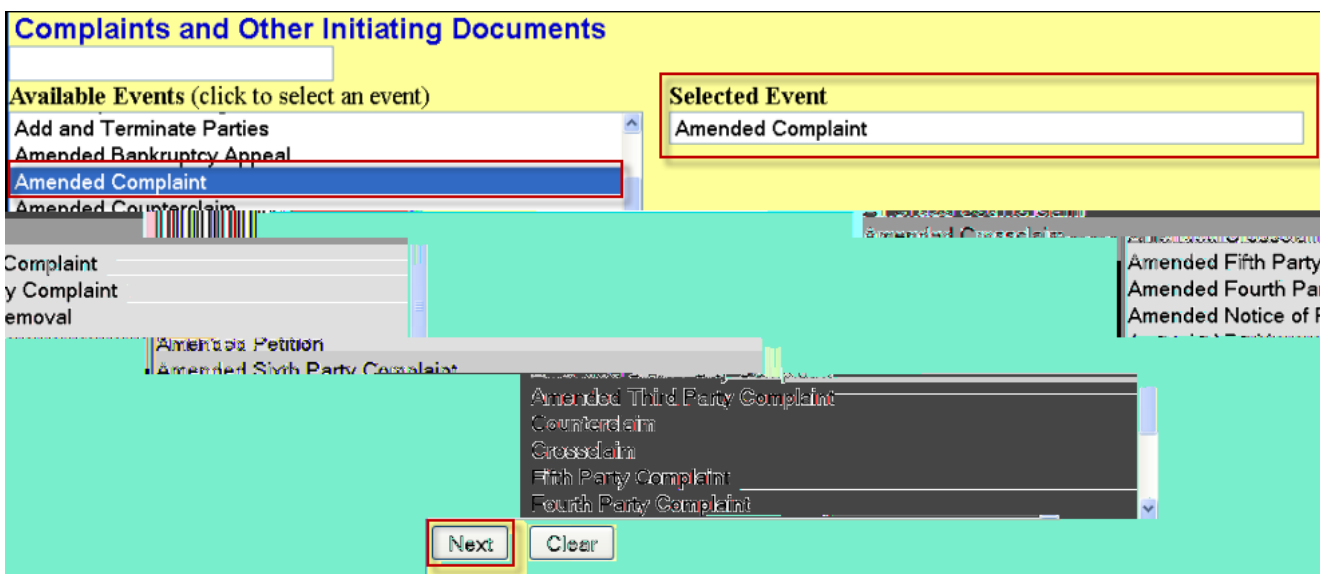


Figure 3: Complaints and Other Initiating Documents Available Events screen

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

**NOTE:** If the incorrect event populated in the *Selected Event* field, click on the event in the *Selected Event* field to remove and then repeat *Step 3*.

4. Enter the case number using one of the available formats: *e.g. 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345*, then select the button: *Find This Case*. Once the system finds you case, select the button: *Next* to continue.

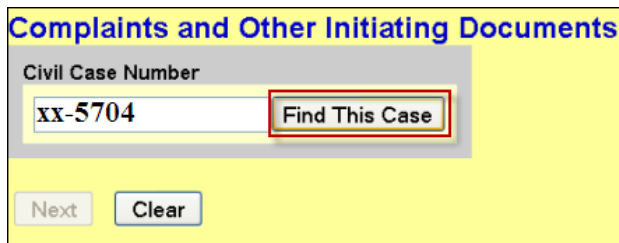


Figure 4a

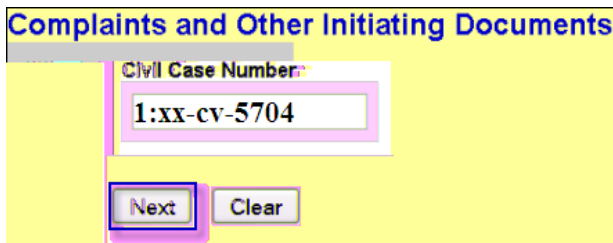


Figure 4b

5. The *Case verification screen* displays. Verify the case and select the button: *Next* to continue.

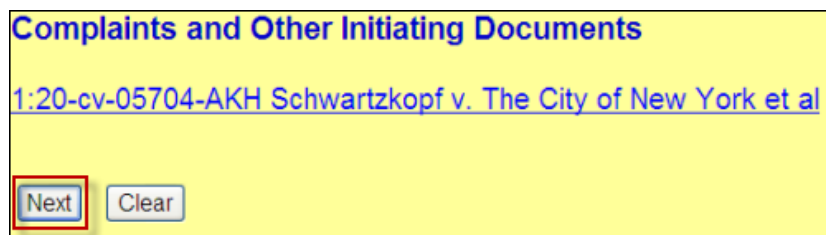


Figure 5: Case Verification screen.

**NOTE:** If the case is incorrect, return to the *Case Number* screen in *Step 4* by using the Internet browser's back button. (Figure 6)

If the case number is not valid, the system will display the following message:

**1:yy-cv-nnnnn is not a valid case. Please enter a valid value.**

Use the browser's back button to return to the *Enter case number* screen and use one of the formats listed in *Step 4*.

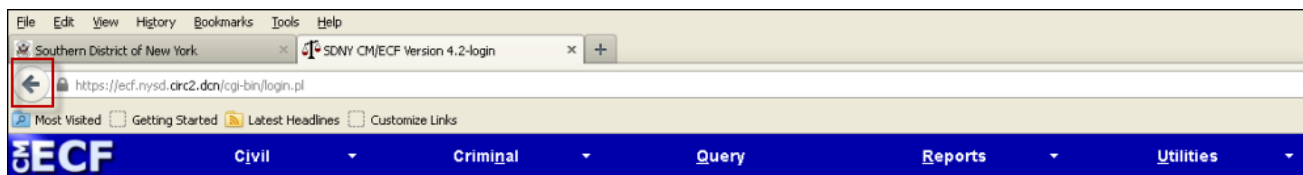


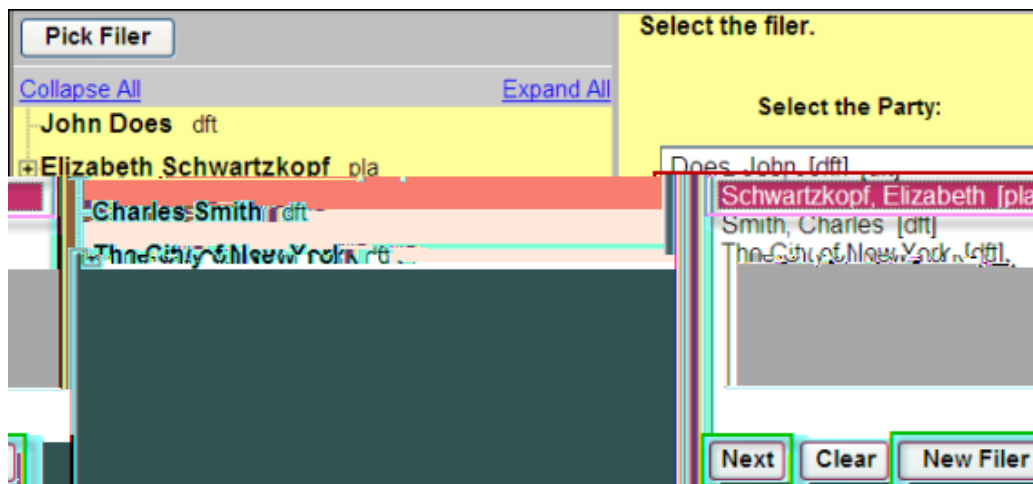
Figure 6: Use the browser's back button to return to the prior screen.

6. On the *Pick Filer* screen, complete the following:

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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- a. If filer(s) need to be added, then select the button: *New Filer*; otherwise, proceed to *Step 6b*.



**Figure 7: The Pick Filer screen is divided into two parts. The left side of the screen is the participant tree. The right side is where the filer is selected where a new filer is added.**

**NOTE:** The left side of the *Pick Filer* (Figure 7) or *Pick Party* (Figure 10) screen is the **participant tree**, which features an immediate “screen shot” of the case participants. Selecting the hyperlink: *Expand All* will display listed attorneys, corporate parent(s), alias(es), if applicable.

- i. The *Search for a party* screen displays and then enter the party’s first, middle, last or business name, if applicable.

**e.g. Business Name: ABC, Inc.**

- ii. Select the button: *Search*.

### 1. **If the party appears in the pick-list:**

- a. Click on the party and select the button: *Select Party*.
- b. The *Party Information* screen displays, and then modify the participant’s information accordingly.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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**EXAMPLE:**

**Party Information**

**ABC, Inc.**

**Role:** Plaintiff

**Start date:** Do not modify this date. The system will default to the date of filing.

**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document “Case Openings - Adding Parties” for U.S.D.C.-S.D.N.Y. style conventions.

- c. Select the button: *Add Party*.
- d. Repeat process until all filer(s) added, if applicable.
- e. Proceed to *Step 6b*.

### 2. If the party does not appear in the pick list:

- a. Select the button: *Create New Party*.
- b. The *Party Information* screen displays and then enter the participant’s information accordingly.

**EXAMPLE:**

**Party Information**

**Last name: ABC, Inc.**

**Role:** Plaintiff

**Start date:** Do not modify this date. The system will default to the date of filing.




**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document “Case Openings - Adding Parties” for U.S.D.C.-S.D.N.Y. style conventions.


- c. Select the button: *Add Party*.

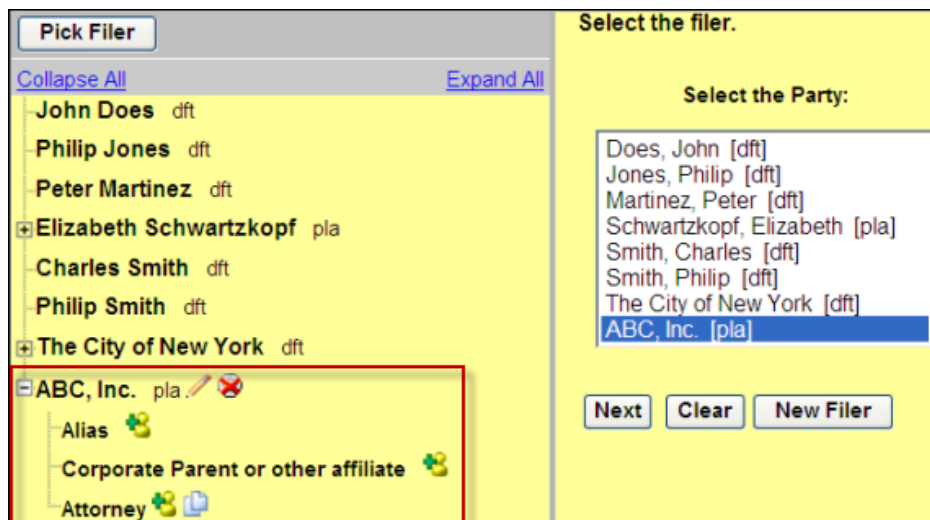
## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

- d. Repeat process until all filer(s) added, if applicable.
- e. Proceed to *Step 6b*.

### NOTE: Participant Tree- Newly added participants

When a New Filer (Figure 7) or New Party (Figure 10) is added during the docketing process, the party populates in the participant tree as seen in Figure 8 with icon controls available for that participant only. The user may then modify this party's information by using the edit icon:  add an alias, by using the add icon:  or delete the party if erroneously associated by selecting the delete icon: . If upon review, the party's name is misspelled, use the delete icon and add the party in its correct spelling using the button: New Filer or New Party and repeat the *Step 6ai* or *Step 8ai*.

**NOTE:** Do not use the add icon:  for the *Corporate Parent or other affiliate* node. Corporate parents and other affiliates should be added when filing the document: Rule 7.1 Corporate Disclosure Statement.



**Figure 8:** If a party is added in the docketing process, icon controls will be available in the participant tree for the new participant only.

- b. If filer(s) are available in the *Select the Party* pick list, then click on the party(s). e.g. **Elizabeth Schwartzkopf [pla]**

**NOTE:** If multiple selections need to be made, hold down the key: *Ctrl* while clicking the cursor on the applicable parties. Do not use the radio buttons: *All Defendants*, *All Plaintiffs* or *All Parties*. The radio buttons do not populate the individual party names.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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- c. Proceed by selecting the button: *Next*.
7. If the *Attorney/ Party Associations* screen displays as seen in Figure 8, complete the following steps; otherwise, proceed to *Step 8*:
- a. To link the attorney filer to the party, keep the system's default check next to the party's name.
  - b. To receive notices of electronic filing (NEF), keep the system's default check for the box: *Notice*.
  - c. To designate lead counsel, click in the box: *Lead*.
    - i. Repeat this step until all party(s) updated, if applicable.
  - d. Select the button: *Next* to continue.

**Complaints and Other Initiating Documents**  
1:20-cv-05704-AKH Schwartzkopf v. The City of New York et al

The following attorney/party associations do not exist for the above case(s).

If the box on the left is checked then the attorney will be associated with the named party.

Uncheck the box if the attorney should not be associated with named party.

Elizabeth Schwartzkopf (pty:pla) represented by Attorney Trainee 2 (aty)  Lead  Notice

**Figure 9:** The Party/Attorney Associations screen allows the user to link a party with an attorney if the selected filer is not already associated with the attorney. Keep the Notice box checked to receive Notice of Electronic filings for the case. To indicate lead counsel status, select the checkbox: *Lead*.

**NOTE:** The Party/Attorney Associations screen displays when the system does not recognize an attorney filer or newly added attorney as representing a party. Once the attorney and the party are linked or associated (the filing has been submitted to the database), the docket sheet will then reflect the attorney's information next to the party.

8. On the *Pick Party* screen complete the following:
- a. Upon reviewing the document, if parties need to be added, then select the button: *New Party*; otherwise, proceed to *Step 8b*.

# CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

**Figure 10:** The Pick Party screen is divided into two parts. The left side is the participant tree. The right side is where the party the filing is against is selected or where a new party is added.

- i. On the *Search for a party* screen, enter the party's first, middle, last or business name, if applicable.

e.g.    **Last Name: Smith**                      **First Name: Philip**

- ii. Select the button: *Search*.

### 1. If the party appears in the pick-list:

- a. Click on the party and select the button: *Select Party*.
- b. The *Party Information* screen displays, and then modify the party's information accordingly.

#### **EXAMPLE:**

##### **Party Information**

**Philip Smith**

**Title:** Sergeant

**Role:** Defendant

**Party Text:** Shield no. 111

**Start date:** Do not modify this date. The system will default to the date of filing.

**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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“Case Openings - Adding Parties” for U.S.D.C.-S.D.N.Y. style conventions.

- c. Select the button: *Add Party*.
- d. Repeat process until all party(s) added, if applicable.

**EXAMPLE:**

NEW PARTY# 2:

**Party Information**

**Peter Martinez**

**Title:** Officer

**Role:** Defendant

**Party Text:** Shield no. 1231

**Start date:** Do not modify this date. The system will default to the date of filing.

NEW PARTY# 3:

**Party Information**

**Philip Jones**

**Title:** Officer

**Role:** Defendant

**Party Text:** Shield no. 4567

**Start date:** Do not modify this date. The system will default to the date of filing.

- e. Proceed to Step *8b*.

### 2. If the party does not appear in the pick list:

- a. Select the button: *Create New Party*.
- b. The *Party Information* screen displays, and then enter the participant’s information accordingly.

**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document “Case Openings - Adding Parties” for U.S.D.C.-S.D.N.Y. style conventions.



## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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**EXAMPLE:**

**Party Information**

**Last name:** Smith            **First name:** Philip

**Title:** Sergeant

**Role:** Defendant

**Party Text:** Shield no. 111

**Start date:** Do not modify this date. The system will default to the date of filing.

- c. Select the button: *Add Party*.
- d. Repeat process until all party(s) added, if applicable.

**EXAMPLE:**

NEW PARTY# 2:

**Party Information**

**Last name:** Martinez            **First name:** Peter

**Title:** Officer

**Role:** Defendant

**Party Text:** Shield no. 1231

**Start date:** Do not modify this date. The system will default to the date of filing.

NEW PARTY# 3:

**Party Information**

**Last name:** Jones            **First name:** Philip

**Title:** Officer

**Role:** Defendant

**Party Text:** Shield no. 4567

**Start date:** Do not modify this date. The system will default to the date of

- e. Proceed to Step 8b.
- b. If party(s) are available in the *Select the Party* pick list, click on the party(s) whom the filing is against. e.g. **The City of New York [dft], Charles Smith [dft], Philip Smith [dft], Peter Martinez[dft], Philip Jones[dft]**

**NOTE:** If multiple selections need to be made, hold down the key: *Ctrl* while clicking the cursor on the applicable parties. Do not use the radio buttons: *All*

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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*Defendants, All Plaintiffs or All Parties.* The radio buttons do not populate the individual party names.

- c. Select the button: *Next* to continue
9. Acknowledge the following message:

**WARNING!!!**

**Go Back, if necessary, and**

**ADD any additional plaintiff(s) before SELECTING plaintiff(s) on the select filer screen.**

**ADD any additional defendant(s) before SELECTING defendant(s) on the select against screen.**

**ALL NEW PARTIES SHOULD NOW BE ENTERED**

- a. Complete **one** of the following:
    - i. Select the button: *Next* to continue.
    - or-**
    - ii. Select the browser's back button until returning to the screen to add plaintiff(s) or add defendant(s), if applicable.
10. Complete the following:
- a. Upload the PDF-A to the *Main Document* field by selecting the button: *Browse*.
  - b. Upload the PDF-A (s) for the attachment(s), if applicable to the *Attachments* field by selecting the button: *Browse*; otherwise, proceed to *Step 11*.
    - i. Select the appropriate category from the drop-down box: *Category*.  
**e.g. Exhibit**
    - ii. Within the text field: *Description*, enter the document's name. **e.g. A**

**NOTE:** Do not attach the Summons to the Amended Pleading entry. Summonses are filed using the event: *Request for Issuance of Summons*.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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11. Select the applicable radio button: *Yes* or *No* to the following question: Does this Amended Complaint include a jury demand? **e.g. Yes**
12. Select the checkbox next to the question: *Should the document you are filing link to another document in this case?*
13. Select the applicable document that should be linked to this filing.

**e.g. #1 COMPLAINT**

14. On the *Pretext* screen, select the applicable pretext.

**NOTE:** If this is the second, third, fourth, or so forth amending pleading, select the applicable pretext. **e.g. SECOND AMENDED COMPLAINT**

15. On the text verification screen, verify the final docket text and complete **one** of the following:
  - a. If upon review, no errors detected select the button: *Next* to continue.

**-or-**

- b. If upon review, error(s) detected, select the browser's back button until returning to the screen to add plaintiff(s) or add defendant(s), if applicable.

**EXAMPLE:**

AMENDED COMPLAINT amending [1] Complaint against Philip Depasquale, Philip Fressle, Virgilio Martinez, The City of New York, Charles Carlstrom with JURY DEMAND. Document filed by Robert Atkins.

16. Select the button: *Next* to commit the transaction to the database.
17. The system displays the *Notice of Electronic Filing* screen. This screen verifies that the filing has been sent electronically to the court's database and certifies that this filing is an official court document.

# CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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**Notice of Electronic Filing**

The following transaction was entered by Attorney Trainee 2, on 2/5/2013 at 10:18 AM EST and filed on 2/5/2013

**Case Name:** Atkins v. The City of New York et al  
**Case Number:** [1:20-cv-05704-AKH](#)  
**Filer:** Robert Atkins  
**Document Number:** [4](#)

**Docket Text:**  
**AMENDED COMPLAINT** amending [1] Complaint against Charles Carlstrom, John Does, The City of New York, Virgilio Martinez, Philip Depasquale with JURY DEMAND. Document filed by Robert Atkins.(Attorney Trainee 2, )

1:20-cv-05704-AKH Notice has been electronically mailed to:  
Attorney Trainee 2 test@deadmail.com

1:20-cv-05704-AKH Notice has been delivered by other means to:  
Jessica Mila Schutzman  
Corporation Counsel of the City of New York  
100 Church Street  
New York, NY 10007  
Richard J. Cardinale  
Cardinale, Hueston & Marinelli  
26 Court Street  
Brooklyn, NY 11242

The following document(s) are associated with this transaction:  
**Document description:**Main Document

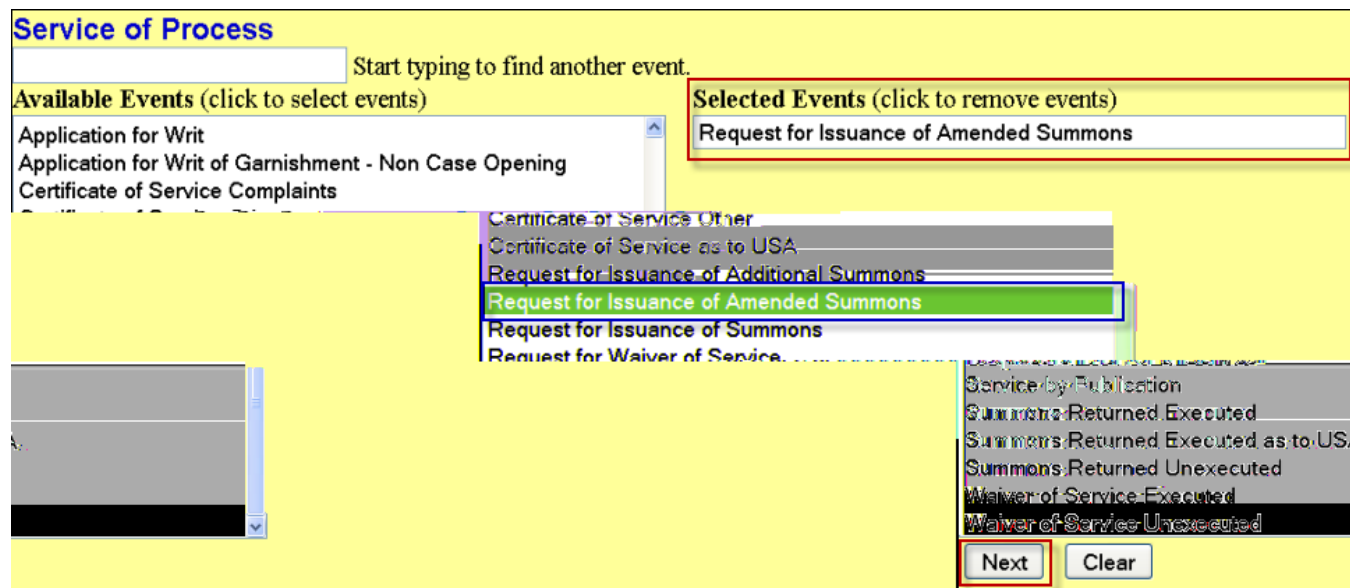
Figure 11: Notice of Electronic Filing screen.

- a. To print a copy of this notice, click the browser *Print* icon or select *File* from the browser's menu and select: *Print*.
- b. To save a copy of this receipt, click the *File* option on the browser menu. Then select the option: *Save As*.

**NOTE:** To return to the *Civil Menu Events* screen, click on *Civil* from the CM/ECF Main Menu bar.

# CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

18. Locate the Civil menu: *Service of Process* and click on it.



Available Events screen.

Figure 13: Service of Process Available

19. Select *Request for Issuance of Summons* in the *Available Events* box. The event will display in the *Selected Event* field and select the button: *Next* to continue.

**NOTE:** Where multiple parties are added, a rider may be attached to a single summons listing all new parties. A summons is not necessary when no party is added to a case.

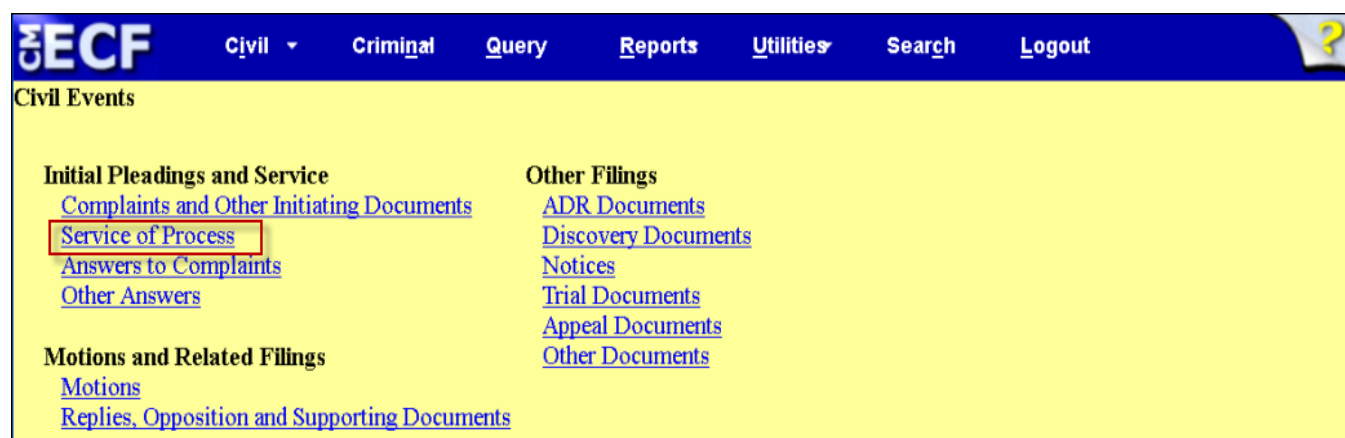


Figure 12: Civil menu events screen. The menu: Service of Process is identified

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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**NOTE:** If the incorrect event populated in the *Selected Event* field, click on the event in the *Selected Event* field to remove and then repeat *Step 3*.

20. Enter the case number using one of the available formats: *e.g. 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345*, then select the button: *Find This Case*. Once the system finds your case, select the button: *Next* to continue.

**NOTE:** See Figure 4a & 4b if further assistance required.

21. Complete the following:
- a. Upload the PDF-A summons to the *Main Document* field by selecting the button *Browse*.
  - b. Upload the PDF-A summons to the *Attachments* field, if applicable, by selecting the button: *Browse*; otherwise, proceed to *Step 21c*.
    1. Select **Summons** from the drop-down box: *Category*.
    2. Bypass the text field: *Description*.
    3. Repeat process until all attachments have been uploaded, if applicable.
  - c. Select the button: *Next* to continue.
22. Indicate the name for the summons requested and select the button: *Next* to continue.  
**e.g. Charles Smith [dft], The City of New York [dft], Philip Smith [dft], Peter Martinez [dft], Philip Jones [dft]**
23. On the *Pick Filer* screen, select the filer(s) and then select the button: *Next* to continue.  
**e.g. Elizabeth Schwarzkopf [pla]**
24. The *Case verification screen* displays; verify the case and select the button: *Next* to continue.
25. On the text verification screen, verify the final docket text and complete **one** of the following:

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Amended Complaint

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a. If upon review, no errors detected select the button: *Next* to continue.

-or-

b. If upon review, error(s) detected, select the browser's back button until returning to the screen to add plaintiff(s) or add defendant(s), if applicable.

### EXAMPLE

REQUEST FOR ISSUANCE OF SUMMONS as to The City of New York, Charles Smith, Philip Smith, Peter Martinez, Philip Jones. Document filed by Elizabeth Schwartzkopf.

26. Select the button: *Next* to commit the transaction to the database
27. The system displays the *Notice of Electronic Filing* screen. This screen verifies that the filing has been sent electronically to the court's database and certifies that this filing is an official court document.

#### Notice of Electronic Filing

The following transaction was entered by Attorney Trainee 2, on 2/11/2013 at 10:08 AM EST and filed on 2/11/2013

**Case Name:** Schwartzkopf v. The City of New York et al

**Case Number:** [1:20-cv-05704-AKH](#)

**Filer:** Elizabeth Schwartzkopf

**Document Number:** 5

#### Docket Text:

**REQUEST FOR ISSUANCE OF AMENDED SUMMONS as to The City of New York, Charles Smith, Philip Smith, Peter Martinez, Philip Jones. Document filed by Elizabeth Schwartzkopf. (Attorney Trainee 2, )**

#### 1:20-cv-05704-AKH Notice has been electronically mailed to:

Attorney Trainee 2 test@deadmail.com

Jenny Jones jj@deadmail.com

John Doe jd@deadmail.com

**Figure 14:** Notice of Electronic Filing screen

- a. To print a copy of this notice, click the browser *Print* icon or select *File* from the browser's menu and select: *Print*.
- b. To save a copy of this receipt, click the *File* option on the browser menu. Then select the option: *Save As*.