

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

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.

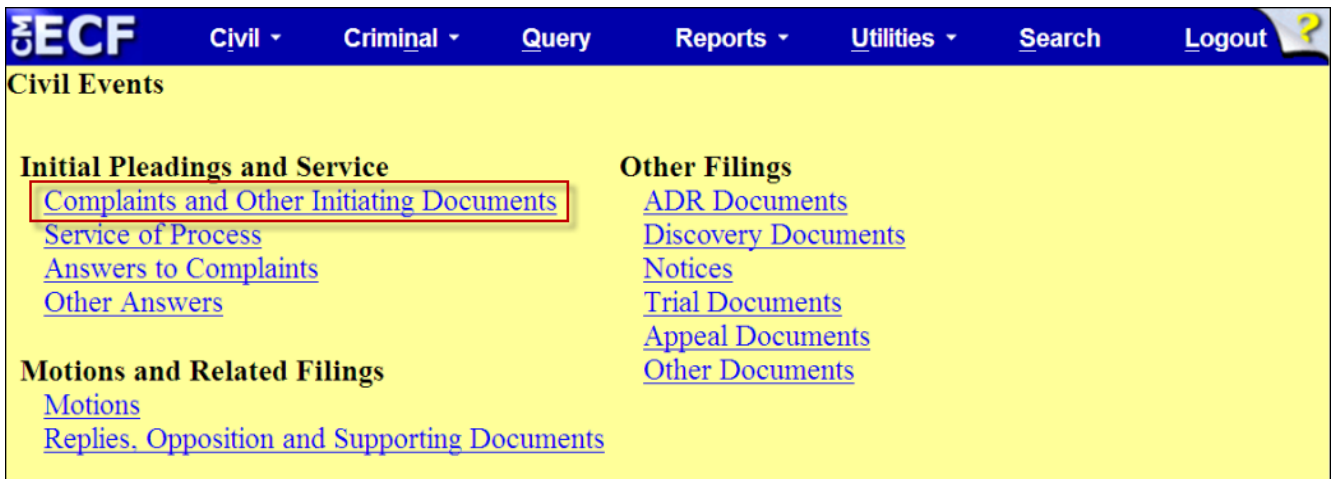
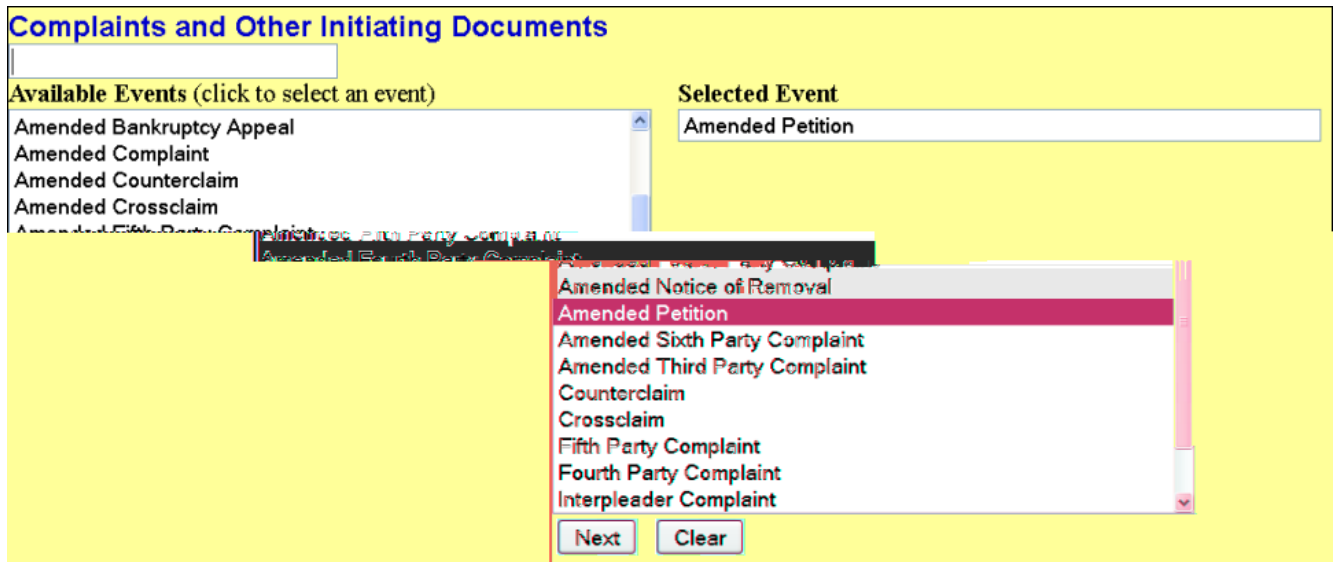


Figure 2: Civil Menu Events screen

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



en.

Figure 3: Complaints and Other Initiating Documents Available Events screen

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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*.

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.

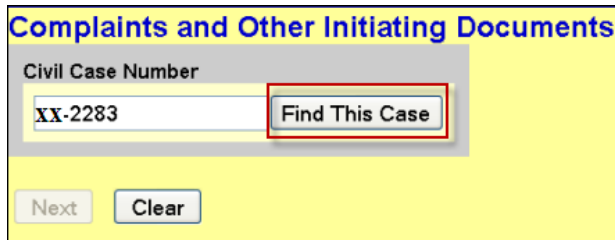


Figure 4a

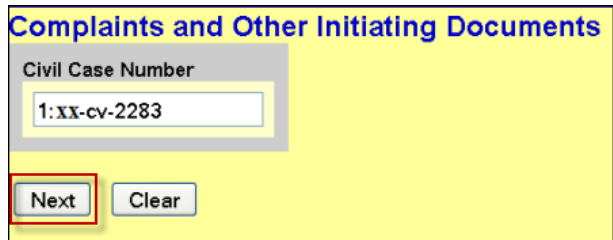


Figure 4b

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

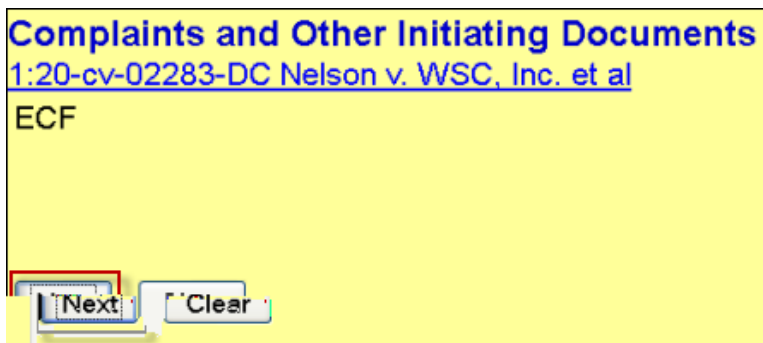


Figure 5: Case Verification screen.

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*.

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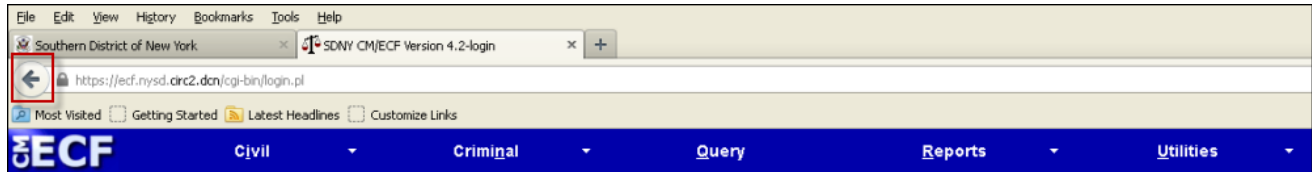


Figure 6: Use the browser's back button to return to the prior screen.

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

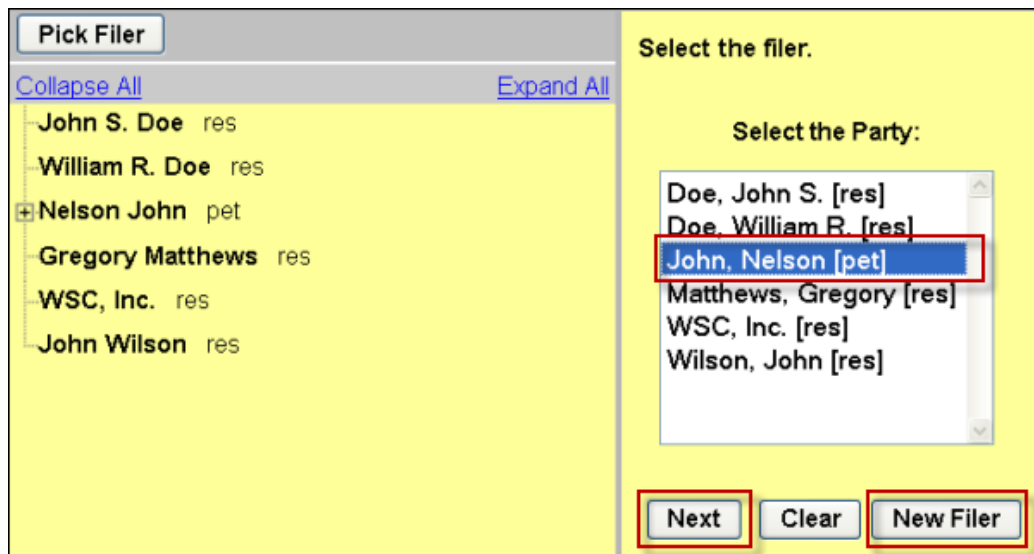


Figure 7: The *Pick Filer* screen is divided into two parts. The left side of the screen is the participant tree. The right side is where the filer is selected or where the new filer is added.

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.
- ii. Select the button: *Search*.

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

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- 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.

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.


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

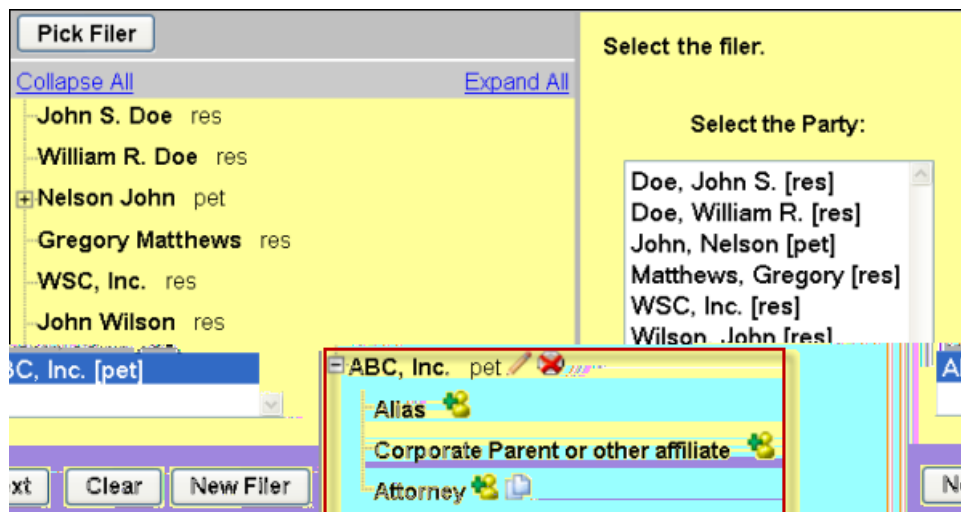
- c. Select the button: *Add Party*.
- d. Repeat process until all filer(s) added, if applicable.
- e. Proceed to *Step 6b*.

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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.



icon controls will
want only.

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.

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*.

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- 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-02283-DC Nelson v. WSC, Inc. et al.](#)

ECF

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.

Jeffrey Nelson (pty:pet) 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*.

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Figure 10: The Pick Party screen allows the user to select the party the filing is against. If a party needs to be added, select the button: New Party.

- 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: Christopher**

- 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
Christopher Smith

Title: Dr.

Role: Respondent

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.

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

EXAMPLE:

Party Information

Last name: Smith **First name:** Christopher

Title: Dr.

Role: Respondent

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.
 - 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. **John S. Doe [res]**, **William R. Doe [res]**, **Gregory Matthews [res]**, **WSC, Inc. [res]**, **John Wilson [res]**

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.

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

WARNING!!!

Go Back, if necessary, and

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

ADD any additional respondent(s) before SELECTING respondent(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*.

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11. Select the applicable radio button: *Yes* or *No* to the following question: Does this Amended Petition include a jury demand? **e.g. No**
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 PETITION TO VACATE ARBITRATION AWARD
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 PETITION**

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 PETITION amending [1] Petition to Compel/Confirm/Modify/Stay/Vacate Arbitration against John S. Doe, William R. Doe, Gregory Matthews, WSC, Inc., John Wilson, Christopher Smith.
Document filed by Nelson John. (Attorney Trainee 2,)

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.

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Notice of Electronic Filing

The following transaction was entered by Attorney Trainee 2, on 2/11/2013 at 12:31 PM EST and filed on 2/11/2013

Case Name: Nelson v. Weatherly Securities Corporation et al
Case Number: [1:20-cv-02283-DC](#)
Filer: Nelson John
Document Number: [2](#)

Docket Text:
AMENDED PETITION amending [1] Petition to Compel/Confirm/Modify/Stay/Vacate Arbitration against John S. Doe, William R. Doe, Gregory Matthews, WSC, Inc., John Wilson, Christopher Smith. Document filed by Nelson John.(Attorney Trainee 2,)

1:20-cv-02283-DC Notice has been electronically mailed to:
Attorney Trainee 2 test@deadmail.com
John Doe jd@deadmail.com

1:20-cv-02283-DC Notice has been delivered by other means to:

The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: n/a

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.

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

ECF Civil Criminal Query Reports Utilities Search Logout

Civil Events

Initial Pleadings and Service	Other Filings
Complaints and Other Initiating Documents	ADR Documents
Service of Process	Discovery Documents
Answers to Complaints	Notices
Other Answers	Trial Documents
Motions and Related Filings	Appeal Documents
Motions	Other Documents
Replies, Opposition and Supporting Documents	

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

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19. Select *Request for Issuance of Amended 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.

The screenshot shows a web interface for selecting legal events. The title is "Service of Process". There are two main columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" column has a search bar and a list of events. The "Selected Events" column has a single event selected. At the bottom right, there are "Next" and "Clear" buttons.

Available Events screen.

Figure 13: Service of Process Available Events screen.

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*.

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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(s) for which the summons(es) requested is being made and select the button: *Next* to continue. **e.g. John S. Doe [res], William R. Doe [res], Gregory Matthews [res], WSC, Inc. [res], John Wilson [res], Christopher Smith [res]**
 23. On the *Pick Filer* screen, select the filer(s) and then select the button: *Next* to continue. **e.g. Nelson John [pet]**
 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:
 - 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 AMENDED SUMMONS as to John S. Doe, William R. Doe, Gregory Matthews, WSC, Inc., John Wilson. Document filed by Nelson John. (Attorney Trainee 2,) (Entered: 02/11/2013)

26. Select the button: *Next* to commit the transaction to the database

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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 2:06 PM EST and filed on 2/11/2013

Case Name: Nelson v. WSC, Inc. et al

Case Number: [1:20-cv-02283-DC](#)

Filer: Nelson John

Document Number: 3

Docket Text:
REQUEST FOR ISSUANCE OF AMENDED SUMMONS as to John S. Doe, William R. Doe, Gregory Matthews, WSC, Inc., John Wilson. Document filed by Nelson John. (Attorney Trainee 2,)

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*.