

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**



**ELECTRONIC CASE FILING
CIVIL CASE OPENING MANUAL
FOR ATTORNEYS**

December 29, 2006

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CIVIL CASE OPENING

New civil cases (complaints, notices of removal, etc.) may be filed by attorneys using the CM/ECF system.

Please note that **SEALED** cases must be filed on paper, in accordance with this Court's Administrative Procedures for CM/ECF.

The Civil Case Opening event is located under **Civil** on the Main Menu Bar.

Click once on **Civil**.



CIVIL EVENTS MENU

Select **Open a Civil Case** from the Civil Events Menu.

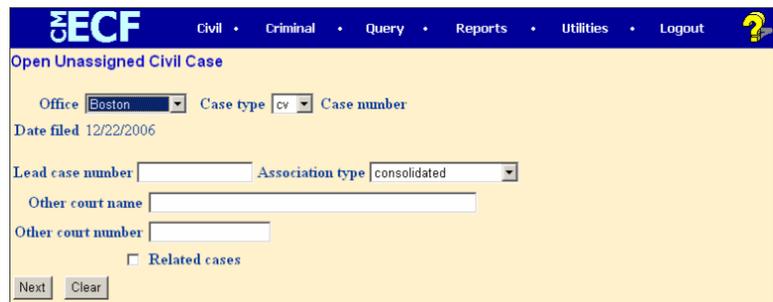


CASE OPENING SCREEN

Office: The first step is to select the correct divisional office pursuant to LR 40.1.

The office (division) is determined by:

- All of the parties reside in that division.
- All of the parties reside in this district and the majority of the plaintiff(s) reside(s) in that division.
- The only parties residing in this district in that division; or
- Any of the parties are the United States, the Comm. of MA, or any governmental agency of either the United States or the Comm. of MA and a majority of all other parties resident in this district reside in that division.



CASE OPENING SCREEN (con'td)

Case Type: cv - Civil Case

For court use only:

mc - Miscellaneous Case
md - Multi-District Litigation

NOTE: MDL cases to be transferred/assigned to this district are assigned civil action numbers by the Clerk's Office.

Case Number: The system automatically assigns a case number at the conclusion of case opening.

Date filed: The file date is automatically entered by the system.

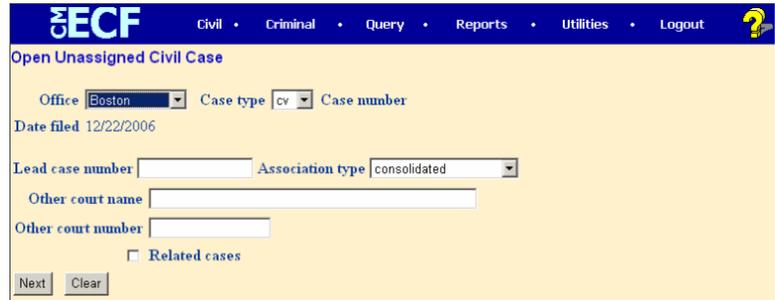
Lead Case Number: For Court Use Only

Association type: Do not enter/change the association type. You should always leave this as "consolidated".

Other court name: Enter other court name, if the case is a Notice of Removal.

Other court number: Enter other court number, if the case is a Notice of Removal.

Related Cases: Check this box if you are filing this as related to a case previously filed in this District. (See LR 40.1(G)). On the next screen enter the number of the case previously filed. If more than one case applies, enter only the number of the oldest case that is pending or that was closed less than two years ago.



The screenshot shows the 'Open Unassigned Civil Case' form in the ECF system. The form is set for the 'Boston' office and 'cv' case type. The 'Date filed' is 12/22/2006. The 'Association type' is set to 'consolidated'. There are input fields for 'Lead case number', 'Other court name', and 'Other court number'. A checkbox for 'Related cases' is present and unchecked. 'Next' and 'Clear' buttons are at the bottom.

STATISTICAL SCREEN

Jurisdiction: There are four options. The ECF system defaults to **3 (Federal Question)** because it is the most common.

Only if **4 (Diversity)** is the proper Jurisdiction, will you be required to complete the Citizenship fields for both Plaintiff and Defendant.

Cause of Action and **Nature of Suit Codes** are located on the Civil Case Cover Sheet, which you have already prepared to be filed with the Complaint.

The **Origin Code** is required. There are two options available to attorneys: **1 (Original Proceeding)** is to be used when filing an original Complaint.

2 (Removal from State Court) is to be used when filing a Notice of Removal.

All other codes are for Court Use Only.

The **Citizenship** fields are not to be completed unless **#4 (Diversity)** was selected in the Jurisdiction field.

The screenshot shows the 'Open Civil Case' form in the ECF system. The form is titled 'Open Civil Case' and has a navigation bar at the top with links for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The form fields are as follows:

- Jurisdiction: S (Federal Question)
- Cause of action: 0 (No cause code entered)
- Nature of suit: 0 (zero)
- Origin: 1 (Original Proceeding)
- Citizenship plaintiff: (empty)
- Citizenship defendant: (empty)
- Jury demand: n (None)
- Class action: n
- Demand (\$000): (empty)
- Arbitration code: (empty)
- County: Barnstable
- Fee status: pd (paid)
- Fee date: 12/20/2006
- Date transfer: (empty)

At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

STATISTICAL SCREEN (cont'd)

Jury Demand:

n (None) if plaintiff does not wish a Jury Trial; or

p (Plaintiff) if plaintiff wishes Jury Trial

If the lead document to be filed is a **Notice of Removal** and the Jury Demand is known from the State Court proceeding:

b (Both) - if all parties wish a Jury; or
d (Defendant) - if only the defendant wishes a trial by jury

Class Action - 'n'o or 'y'es only

Demand - Enter dollar amount (in thousands of dollars) being demanded. Example: \$100,000 = 100

Arbitration Code - leave blank

County - Select the county corresponding to the Office Code on initial **Case Opening** screen.

Fee Status: please select

pd (Paid) if being paid online with this filing

none - if paying by check. Court staff will change this field to paid upon receipt of your filing fee

pend (IFP pending) if submitting a motion to proceed *in forma pauperis*.

wv (waived) - for US Attorney use only or cases filed with a Seaman's Affidavit

Do not use **fp**

Fee Date and Date Transfer: please disregard

The screenshot shows the 'Open Civil Case' form in the ECF system. The form includes the following fields and values:

- Jurisdiction:** S (Federal Question)
- Cause of action:** 0 (No cause code entered)
- Nature of suit:** 0 (zero)
- Origin:** 1 (Original Proceeding)
- Citizenship plaintiff:** (empty)
- Citizenship defendant:** (empty)
- Jury demand:** n (None)
- Class action:** n
- Demand (\$000):** (empty)
- Arbitration code:** (empty)
- County:** Barnstable
- Fee status:** pd (paid)
- Fee date:** 12/29/2006
- Date transfer:** (empty)

Buttons for 'Next' and 'Clear' are visible at the bottom of the form.

PARTY SEARCH SCREEN

Begin adding the parties by first searching for the first Plaintiff. You should follow the party entry requirements listed in the **Party Name Standards**.

You may search for a name by entering as little as the first three letters of the last name.

In this example, the party search located many options for the entry of "Smith."

To select a name from the list highlight the preferred name, and click the **'Select Name from List'** button, or **'Create new party'** if the name is not found in the database. See page 8 for more information on adding new parties to the database.

When the name is selected from the list, a **Party Information** screen appears. This allows the user to enter pertinent party information.

- Do not add party address, phone or e-mail information. All information added on this screen will be accessible to the public.
- **Role:** The role type defaults to **Defendant**. It is important that the filer selects the appropriate role type on this screen.
- The party text field may be used to describe the party in more detail, such as 'Executor of the Estate of Mary Jones' or 'Individually and in his official capacity'.

The screenshot shows the top navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the heading "Open Civil Case" and a sub-heading "Search for a party". A text input field labeled "Last/Business name" contains the text "Smith". Below the input field are two buttons: "Search" and "Clear".

The screenshot shows the same navigation bar and heading. The "Last/Business name" input field is empty. Below it are "Search" and "Clear" buttons. A section titled "Party search results" contains a scrollable list box with the following entries: "Smith, Carlton", "Smith, Carol", "Smith, Carol A.", "Smith, Caroline", "Smith, Catherine", and "Smith, Cathleen". Below the list box are two buttons: "Select name from list" and "Create new party".

The screenshot shows the navigation bar and the heading "Party Information". The party name is "Smith & Wesson Co.". The form includes the following fields: "Title" (input), "Role" (dropdown menu set to "Defendant (dt:pty)"), "Pro se" (checkbox set to "no"), "Prisoner Id" (input), "Office" (input), "Unit" (input), "Address 1" (input), "Address 2" (input), "Address 3" (input), "City" (input), "State" (dropdown menu), "Zip" (input), "County" (dropdown menu), "Country" (input), "Phone" (input), "Fax" (input), "E-mail" (input), and "Party text" (input). At the bottom, there is a "Start date" field set to "12/26/2006", a "Renew..." button, and a note: "Add all aliases and corporate parents before clicking the Submit button." Below these are "Submit", "Cancel", and "Clear" buttons.

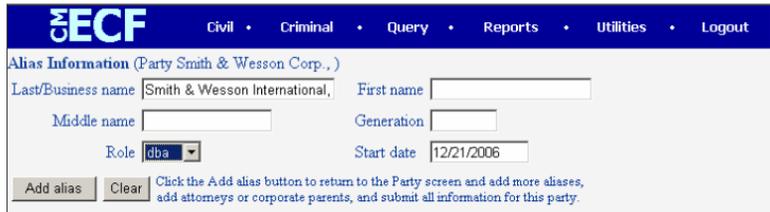
PARTY SEARCH SCREEN (cont'd)

NOTE: CM/ECF automatically adds the attorney who is logged in as an attorney of record for the case when filing the complaint (or notice of removal). Any other attorneys wishing to make an appearance must **each** electronically file a notice of appearance **after** the lead event has been docketed. If the attorney is filing a notice of removal, the Clerk's office will add all attorneys or record for the plaintiff(s) as listed on the state court complaint.

ADDING ALIASES

Adding an alias is similar to Searching and Selecting parties.

- Enter the name you wish to search, and click "**Search**"
- Highlight the name you wish to add, and click "**Select name from list**" or "**Create new alias**" if the name is not found in the database. If you select "**Create new alias**" be sure to complete the name and then click on "**Add alias**"
- Add a Role Type (alias - aka, doing business as - dba, etc.), and click "**Add alias**"



The screenshot shows the ECF Alias Information form. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The form title is "Alias Information (Party Smith & Wesson Corp.,)". The form fields are: Last/Business name (Smith & Wesson International), First name (empty), Middle name (empty), Generation (empty), Role (dba), and Start date (12/21/2006). There are "Add alias" and "Clear" buttons. A note below the buttons reads: "Click the Add alias button to return to the Party screen and add more aliases, add attorneys or corporate parents, and submit all information for this party."

CORPORATE PARENTS

Local Rule 7.3 requires the filing of a **separate statement** by any non-governmental party to a civil action or proceeding.

Please **do not add** any corporate parents using this screen. Attorneys should continue to file a corporate disclosure statement as required by the Local Rules

REVIEWING YOUR WORK

The **REVIEW** button allows the user to view a quick list of the information already entered as to this party.

After reviewing, click "**Return to Party Screen**" to continue entering information.

You may make changes by using the **back** button on your browser to return to the appropriate screen.

The screenshot shows the 'Review attorneys and aliases' page for 'Smith & Wesson Corp.'. It includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, it says 'Review attorneys and aliases' and 'Smith & Wesson Corp.'. There is a link 'Uncheck to remove from list'. Under 'Attorneys added:', it says 'None added.'. Under 'Aliases added:', there is a checked checkbox for 'Smith & Wesson International, Inc., (dba)'. At the bottom, there are two buttons: 'Return to Party screen' and 'Clear'.

CREATING NEW PARTIES

What if a party is not found during a Party Search?

The District Court in Massachusetts has 15+ years of data in the database. Many names and businesses may already exist.

Therefore, first search for your party in several ways to avoid duplicate entries.

Check "Search Strategies" in the **Party Name Standards** for further instruction on Search options.

When you have determined that your party does not exist in the database click on **Create a New Party** button. When adding names to the ECF database, there are preferred style practices intended to provide uniform information to all users. Refer to the **Party Name Standards** when entering names and addresses.

As discussed previously, it is important to select the correct Role Type.

NOTICE OF REMOVAL: When filing a Notice of Removal, court staff will add all attorneys listed as counsel for the plaintiff(s) in the state court proceedings.

The screenshot shows the 'Search for a party' page. It has a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, it says 'Search for a party'. There is a text input field for 'Last Business name' and two buttons: 'Search' and 'Clear'. Below that, it says 'Party search results' and 'No person found.'. At the bottom, there is a button labeled 'Create new party'.

The screenshot shows the 'Create a New Party' form for 'James E. Jones'. It has a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, it says 'James E. Jones'. The form includes fields for 'Title', 'Role' (set to 'Defendant (dft.pty)'), 'Pro se' (set to 'no'), 'Prisoner Id', 'Office', 'Unit', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'County', 'Country', 'Phone', 'Fax', 'E-mail', 'Party text', and 'Start date' (set to '12/22/2006'). At the bottom, there are buttons for 'Alias...', 'Corporate parent...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note says 'Add all aliases and corporate parents before clicking the Submit button.'

CREATING NEW PARTIES (cont'd)

- Enter all parties to the case in sequential order as listed in the complaint.
- It is recommended to enter all plaintiffs first, then all defendants.
- **DO NOT** click “**End Party Selection**” until **ALL** parties have been added. Once this button has been selected, the user will not be able to return to enter additional parties.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Civil Case". Underneath, there is a section for "Search for a party" with a label "Last/Business name" and an input field. To the right of the input field are "Search" and "Clear" buttons. Below the search section is a button labeled "End party selection".

CASE NUMBER ASSIGNMENT

Once **End Party Selection** has been clicked, the Civil Case is officially entered and a civil case number is automatically assigned by the CM/ECF system.

DOCKETING LEAD EVENT

The final step in opening a new Civil Case is to docket the "**Lead Event.**"

When filing a COMPLAINT: Click on the "**Docket Lead Event?**" hyperlink. This will allow the filer to electronically submit the complaint to the court.

When filing a NOTICE OF REMOVAL from the state court: the user will need to return to the **Civil** Event Menu and select "**Notices**" from the list and then Notice of Removal. (See page 13 for more information on filing Notices of Removal.)

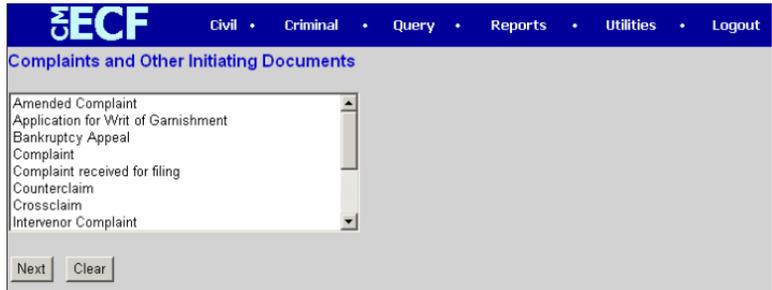


The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open a Civil Case (for attorneys)". Underneath, there is a message: "Case Number 06-15015 has been opened." Below the message is a hyperlink labeled "Docket Lead Event?".

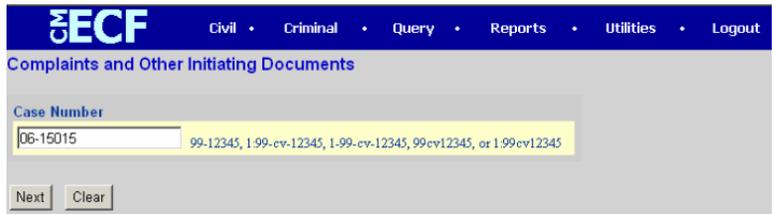
DOCKETING LEAD EVENT (cont'd)

When the "[Docket Lead Event?](#)" hyperlink is clicked, CM/ECF takes the user to the Complaints and Other Initiating Documents screen. (The filer can also find this event listing under the main [CIVIL](#) event menu.)

Highlight the appropriate option and click [Next](#)



The case number will default to the number just assigned. Click [Next](#).



The next screen asks the user to

"Please select the party that this filing is against"

Again, highlight the appropriate defendants before continuing.

- If a party was missed during the initial case opening, there is an additional opportunity on this screen to add that defendant by clicking on the Add/Create New Party hyperlink.
- If there are many defendants, the filer may simply click ALL DEFENDANTS from the **"Select a Group"** list on the right side of the party listing. This saves scrolling through a large list of names to identify multiple parties and guarantees all defendants are selected.



DOCKETING LEAD EVENT (con'td)

Then you are asked to **Select the filer**.

Highlight the plaintiff and click **Next**.

Multiple Plaintiffs? By pressing the control key, and clicking on each plaintiff name, multiple parties will be highlighted. All plaintiffs should be included as filers of this document.

Forgot to add a plaintiff during Case Opening? The filer may Add/Create a New Party (plaintiff) at this time. By clicking on the **Add/Create New Party** hyperlink, it will allow the user to add an additional party and will loop back to this screen to complete the docketing of the Lead Event.

The next screen requires the filing attorney to associate themselves with the filing party. This ensures that notices of electronic filing will be served on the plaintiff attorney for all parties indicated.

- **Check** the box by clicking in the box. By doing this the filer is indicating that this party is being represented by the attorney currently logged in and filing this document. If this box is not checked, the attorney will not appear as counsel of record on the front of the docket.
- **Lead** indicates that this attorney is to be identified as the Lead Counsel.
- **Notice** is automatically checked. **NOTE: DO NOT remove the check mark from this box!** A check mark in this box will cause the court's electronic filing system to send notice of documents to counsel of record.

The screenshot shows the ECF system interface for case 1:06-cv-15018 Jones v. IBM. The page title is 'Complaints and Other Initiating Documents'. The main heading is 'Select the filer.' Below this, there are two sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a list of parties: 'IBM [Defendant]' and 'Jones, James E. [Plaintiff]'. Under 'Select a Group:', there are four radio button options: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. There is a blue hyperlink 'Add/Create New Party' to the right. At the bottom, there are 'Next' and 'Clear' buttons.

The screenshot shows the ECF system interface for case 1:06-cv-15015 v. Jones et al. The page title is 'Complaints and Other Initiating Documents'. The main heading is 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this, there is a list of associations: 'James E. Jones (pty:pla) represented by Helen Costelloatty (aty)'. There are three checkboxes: 'Lead' (unchecked), 'Notice' (checked), and 'Lead' (unchecked). At the bottom, there are 'Next' and 'Clear' buttons.

DOCKET LEAD EVENT - (cont'd)

Now that all the plaintiffs/defendants identified, the filer may continue uploading the complaint.

The filer "**Brow**ses" their own computer hard drive or network to locate the PDF file containing the complaint to be filed.

- Click Browse to begin searching.
- Once the complaint is added in this field, the user must attach the completed **Civil Case Cover Sheet**, and the **Summons(es)** for each defendant in the case.

The completed Case Cover Sheet (JS44) form and the local Category form are to be included as attachments to the main complaint. These, and other, forms are available on the Court's website in PDF-fillable format.

Instructions on adding attachments are available in our CM/ECF User Guide, found on our web page under the CM/ECF Training Information menu.

The Summons(es) for each defendant will be issued by the Court. The issued summons will then be e-mailed (or mailed using the postal service) to the attorney for service.

The screenshot shows the CM/ECF web interface. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main heading is 'Complaints and Other Initiating Documents' with the case identifier '1:06-cv-15015 v. Jones et al'. The instruction reads: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' input field followed by a 'Browse...' button. Underneath is a radio button selection for 'Attachments to Document', with 'No' selected and 'Yes' as an option. At the bottom of the form area are 'Next' and 'Clear' buttons.

NOTICE OF REMOVAL

This page explains the steps that are unique to a notice of removal. The majority of the steps are the same as filing a complaint.

When filing a Notice of Removal, the user must select the **NOTICES** event under the Civil Events List.

Select "**Notice of Removal**" from the drop-down menu.

Continue to select the filer(s) of the document and associate the attorney with that party.

Browse for the document on your hard drive or network containing the **Notice of Removal** PDF.

Attached to the main document are all the State Court pleadings. Each pleading should be added separately.

Example:

Attachment 1 - State Court Complaint
Attachment 2 - Service of Summons
Attachment 3 - Case Cover Sheet
for Notice of Removal

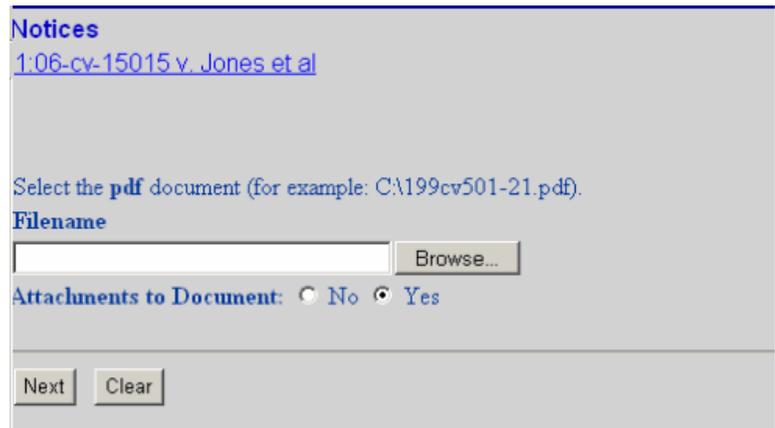
After the filer has attached all the state court documents, the user will continue to the payment screen.

Before the filer may continue to the pay.gov screens, there are two remaining questions:

- 1) The **Name of Other Court** the case is being transferred from
- 2) **Case number** in the previous court. Once this information has been provided, the filer may continue with the final steps as those for filing a complaint.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' and links for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the 'Notices' section is active, and 'Notice of Removal' is selected in a dropdown menu. There are 'Next' and 'Clear' buttons below the dropdown.



The screenshot shows the ECF system interface for case 1:06-cv-15015 v. Jones et al. The user is prompted to select a PDF document. There is a 'Browse...' button and a radio button selection for 'Attachments to Document' (No/Yes). There are 'Next' and 'Clear' buttons at the bottom.



The screenshot shows the ECF system interface for case 1:06-cv-15015 v. Jones et al. The user is prompted to provide the 'Name of other court' and 'Case number in other court'. There is a radio button selection for 'Is this filer of this document exempt from the payment of the fee (IFP, Government, Seaman) Y/N?'. There are 'Next' and 'Clear' buttons at the bottom.

PAYING THE FILING FEES, EXEMPTION FROM FILING FEE or PROCEEDING *in forma pauperis*

In the initial Case Opening, the user indicates if the filing fee status is "Paid", or if the filer is wishing to proceed **In Forma Pauperis**. The filer is asked the question again to initiate (depending on the answer) the pay.gov process.

y = YES When the filer indicates that an Application/Motion to Proceed *in forma pauperis* accompanies this transaction or the filer is otherwise exempt from payment of fees, the filing fee payment screens are skipped. The filer is allowed to proceed with the final steps of submitting the initial lead document without entering credit card information.

- If the filer indicates that an application is included, at the completion of this transaction, the filer must return to the **Civil Menu** and select **Motions** to file the Motion to proceed in forma pauperis.
- The Application is never an attachment to the lead document.



PAYING THE FILING FEES, EXEMPTION FROM FILING FEE or PROCEEDING *in forma pauperis* (cont'd)

n = NO If the filer indicates no application to proceed *in forma pauperis* is included or if the filer is not exempt from payment of fees, the **pay.gov** screens will load providing the filer an opportunity to pay the filing fees online.

NOTE: Beginning on January 1, 2007, attorneys may pay filing fees for any document that requires a fee (e.g. Complaints, Notice of Appeal, Motion for Leave to Appear *pro hac vice*) by credit card through CM/ECF and pay.gov. If you are not prepared to do this you may answer yes to the question above. If you do not pay by credit card, you must submit payment to the Clerk's Office within 24 hours. The check should be accompanied by a copy of the 'Notice of Electronic Filing.'

All users accessing pay.gov must use a browser that supports 128 bit encryption.

Minimum browser requirements to support 128 bit encryption:

- IE 6.0 (Recommended)
- Mozilla Firefox 1.5 or greater
- Mozilla 1.7 or greater
- Netscape 7.x
- Safari 1.2 (for MAC users)

Not Recommended:

- IE 5.5 or lower



PAYING FILING FEES ON-LINE

This is the first screen of the pay.gov process. There are two screens. Note that all fields marked with the asterisk are required to be completed.

Things to remember:

- The Account Holder does not need to be the same as the attorney filer. For example: the credit card being used could be that of the law firm.
- This is a secure site. The payment goes directly from this screen to the United States Treasury.
- After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

The final payment screen provides the filer with an opportunity to authorize the payment. Again, all the required fields are indicated with an asterisk. The Authorization Box must be checked to continue. If you fail to check the box, the transaction will not be completed and pay.gov will return to this screen until the authorization is marked.

The e-mail confirmation receipt does not need to be the same e-mail address as the attorney filer. Example: the user may wish the credit card receipt be e-mailed to your finance office.

Note that the e-mail address is not a required field. If it is left blank, no e-mail receipt will be generated from pay.gov.

The screenshot shows the 'ECF' logo and navigation links (Civil, Criminal, Query, Reports, Utilities, Logout). The page title is 'Online Payment' with a link to 'Return to your originating application'. The main heading is 'Step 1: Enter Payment Information' and the sub-heading is 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. A note states 'Required fields are indicated with a red asterisk *'. The form contains the following fields: Account Holder Name (Helen Costelloatty), Payment Amount (\$350.00), Billing Address, Billing Address 2, City, State / Province (dropdown), Zip / Postal Code, Country (United States), Card Type (dropdown with logos for VISA, Mastercard, AMEX, Discover, and American Express), Card Number, Security Code (with a link to 'Help finding your security code'), and Expiration Date. At the bottom, there is a note: 'Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.' and two buttons: 'Continue with Plastic Card Payment' and 'Cancel'.

The screenshot shows the 'Payment Summary' screen with a link to 'Edit this information'. It is divided into three columns: Address Information, Account Information, and Payment Information. The Address Information column lists: Account Holder Name: Helen Costelloatty, Billing Address: 123 Main Street, City: Boston, State / Province: MA, Zip / Postal Code: 02109, Country: USA. The Account Information column lists: Card Type: Visa, Card Number: *****1111, Expiration Date: 4 / 2011. The Payment Information column lists: Payment Amount: \$350.00, Transaction Date: 12/22/2006 10:02 and Time: EST. Below this is the 'Email Confirmation Receipt' section with a note: 'To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.' It includes fields for Email Address, Confirm Email Address, and CC: (with a note: 'Separate multiple email addresses with a comma'). The 'Authorization and Disclosure' section contains the text: 'Required fields are indicated with a red asterisk *' and 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *'. Below this is a note: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' and two buttons: 'Submit Payment' and 'Cancel'.

FINAL STEPS

Once the payment screens have been completed, the filer will be provided the last two screens to verify their documents and file them with the court.

On the **Docket Text Modification** screen the user may add any additional information necessary to the docket text.

The text box will accept up to 250 characters.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "1:06-cv-15015 v. Jones et al". The main content area displays "Docket Text: Modify as Appropriate." followed by a text box containing "COMPLAINT" and a yellow highlighted area with the text "against IBM Filing fee: \$ 350, receipt number 165583 , filed by James E. Jones. (Costelloatty, Helen)". At the bottom of the text box, there are "Next" and "Clear" buttons.

The **Final Text** screen is the last chance for the filer to review. Once the **NEXT** button is clicked, the filing is submitted to the court.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "1:06-cv-15015 v. Jones et al". The main content area displays "Docket Text: Final Text" followed by a text box containing "COMPLAINT against IBM Filing fee: \$ 350, receipt number 165583, filed by James E. Jones.(Costelloatty, Helen)". Below the text box, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom of the text box, there are "Next" and "Clear" buttons.

NOTICE OF ELECTRONIC FILING

The Notice of Electronic Filing is received by the user which constitutes the filing receipt for this transaction. Notice that the user is also provided a receipt number for the filing fee.



The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" with a link to "1:06-cv-15015 v. Jones et al". The main content area shows the court name "United States District Court" and "District of Massachusetts". The section is titled "Notice of Electronic Filing". The text states: "The following transaction was received from Costelloatty, Helen entered on 12/22/2006 at 10:05 AM EST and filed on 12/22/2006". It lists the following details: Case Name: v. Jones et al; Case Number: 1:06-cv-15015; Filer: James E. Jones; Document Number: 1. The "Docket Text" section reads: "COMPLAINT against IBM Filing fee: \$ 350, receipt number 165583, filed by James E. Jones (Costelloatty, Helen)". A note indicates: "The following document(s) are associated with this transaction:". The "Document description" is "Main Document", "Original filename" is "yes", and "Electronic document Stamp" is present.

JUDGE ASSIGNMENT

At this point your case has been opened and the next step is for the Clerk's Office to review the case and assign a presiding Judge. Once the judge has been identified through the random assignment system, you will be notified through a docket entry assigning the judge to the case.

INTERNET PAYMENT HISTORY

You may review your Internet payment history at any time. To do so, click **UTILITIES** on the Main ECF Menu bar.

From this menu select **Internet Payment History**



ECF will allow the user to select a date range.



The report reflects all the credit card transactions during the specific date range.

The report provides dates, times of day, transaction description, amount and receipt number.

There are no PACER costs charged for this report.

United States District Court District of Massachusetts Internet Payment History for Costelloatty, Helen 11/22/2006 to 12/22/2006				
Date Paid	Description	Payment Method	Receipt #	Amount
2006-12-05 11:31:27	Motion for Leave to Appear Pro Hac Vice(1:06-cv-54321-EFH) [motion appear] (100.00)	credit card	165165	\$ 100.00
2006-12-05 15:37:46	Motion for Leave to Appear Pro Hac Vice(1:05-cv-12052-WGY) [motion appear] (50.00)	credit card	165171	\$ 50.00
2006-12-06 12:32:36	Motion to Appear Pro Hac Vice (1:03-cr-10275-RCL) [motion cappear] (50.00)	credit card	165230	\$ 50.00
2006-12-22 10:03:24	Complaint(1:06-cv-15015) [cmp cmp] (350.00)	credit card	165583	\$ 350.00

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**



**ELECTRONIC CASE FILING
CIVIL CASE OPENING MANUAL
APPENDIX A - CAUSE OF ACTION LIST**

December 29, 2006

This appendix contains the current list of allowable Title and Section information to be included on the statistical screen of the civil case opening process.

If the cause of action for your case is not found on this list, please contact the CM/ECF Help Desk at by telephone at 866-239-6233 or by e-mail at ecfhelp@mad.uscourts.gov.

Appendix A

APPENDIX A - CAUSE OF ACTION

<u>Cause</u>	<u>Description</u>
0	no cause specified
02:0431	02:431 Fed. Election Commission: Failure Enforce Compliance
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
05:7101	05:7101 Management & Employee Relations
05:7703	05:7703 Discrimination - Review of Agency Act
05:8470	05:8470 Enforcement of Judgment against Retirement Benefits
07:0006	07:6(b) Federal Commodity Exchange Regulation
07:0025	07:25 Fraud - Commodities Leverage Contracts
07:0181	07:181 Packers & Stockyard Act
07:0499	07:499 Agricultural Commodities Act
07:0601	07:601 USDA Condemnation
07:2023	07:2023 Review of USDA Decision - Food Stamps
07:2321	07:2321 Plant Variety Protection Act
08:1105	08:1105(a) Aliens: Habeas Corpus to Release INS Detainee
08:1182	08:1182 Defend. Denial of Pla. Appl. for Alien Employment Cer
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 Petition

08:1446	08:1446 Petition for Naturalization Hearing
08:1451(j)	08:1451(j) Motion to Correct Order & Judg. of Naturalization
08:287	08:287 Petition to Enforce INS Subpoena
09:0001	09:1 U.S. Arbitration Act
09:0009	09:0009 Motion to Confirm Arbitration
09:0010	09:0010 Petition to Vacate Arbitration Award
10:1408	10:1408 Claim for Military Retirement
10:1552	10:1552 Armed Forces: Action to Correct Records
10:1553	10:1553 Armed Forces: FOIA General
10:2005	10:2005 Reimbursement of Scholarship Funds
10:2305	10:2305 Review of Federal Contract
10:2733	10:2733 Armed Forces: Noncombat Activities-Personal Injury
11:0101	11:101 Bankruptcy
12:0022	12:22 Securities Fraud
12:0635	12:635 Breach of Insurance Contract
12:1461	12:1461 Homeowners Loan Act
12:1464	12:1464 Federal Savings and Loan
12:1703	12:1703 Default of HUD Loan
12:1715z-4	12:1715z-4a Unauthorized use of multifam.hous.project assets
12:1725	12:1725 Collection under Contract Guaranty
12:1730	12:1730 Collection Under Contract Guaranty
12:1819	12:1819 Default of Promissory Note
12:1821	12:1821 Default of Loan by Promissory Note
12:191	12:191 Bank Foreclosure
12:192	12:192 Liquidation of National Bank
12:1971	12:1971 Relief under Bank Holding Act
12:1972	12:1972 Typing Arrangement Act
12:2601	12:2601 Real Estate Settlement Procedures Act
12:3410	12:3410 Right to Financial Privacy Act
15:0001	15:1 Antitrust Litigation
15:0002at	15:2 Antitrust Litigation

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15:0002fl	15:2(a) Fair Labor Standards Act
15:0005	15:5(a) Fair Labor Standards Act
15:0015	15:15 Antitrust Litigation
15:0025	15:25 Clayton Act
15:0044	15:44 Trademark Infringement
15:0045	15:0045 Federal Trade Commission Act
15:0052	15:0052 Federal Trade Commission Act
15:0053	15:0053 Federal Trade Commission Act
15:0077	15:77 Securities Fraud
15:0078	15:78m(a) Securities Exchange Act
15:0631	15:631 Small Business Act
15:0717	15:717 Natural Gas Act
15:0754	15:754 Emergency Petroleum Allocation-Admin.& Enforcement
15:1051	15:1051 Trademark Infringement
15:1114	15:1114 Trademark Infringement
15:1121	15:1121 Trademark Infringement
15:1125	15:1125 Trademark Infringement (Lanham Act)
15:1126	15:1126 Patent Infringement
15:1127	15:1127 Trademark Infringement
15:1601	15:1601 Truth in Lending
15:1640	15:1640 Truth in Lending
15:1681	15:1681 Fair Credit Reporting Act
15:1692	15:1692 Fair Debt Collection Act
15:1693	15:1693 Electronic Fund Transfers Act
15:1938	15:1938 Fair Labor Standards Act
15:1981	15:1981 Fraud-Motor Vehicle (Odometer)
15:1988	15:1988 Fraud-Motor Vehicle (Odometer)
15:1989	15:1989 Fraud-Motor Vehicle (Odometer)
15:2301	15:2301 Magnuson-Moss Warranty Act
15:2801	15:2801 Petroleum Marketing Practices Act
15:53(b)	15:53(b) - Prelim & Perm Inj Relief & other Equita

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16:0668	16:668 Bald Eagle Protection Act
16:0703	16:703 Migratory Bird Act
16:1538	16:1538 Endangered Species Act
16:3371	16:3371 Wildlife Under the Lacey Act
16:3372	16:3372 Conservation: Complaint for Forfeiture
16:3373	16:3373 Appeal of Decision - DOI
16:3374	16:3374 Conservation: Complaint for Forfeiture
17:0101	17:101 Copyright Infringement
17:0501	17:501 Copyright Infringement
17:0504	17:504 Copyright Infringement
18:0241	18:241 Conspiracy Against Citizen Rights
18:0981	18:0981 Civil Forfeiture - Gambling, etc.
18:1030	18:1030 Computer Fraud and Abuse Act
18:1514A	18:1514A Sarbanes-Oxley Act of 2002
18:1955	18:1955 Forfeiture, Gambling
18:1957	18:1957 Monetary Transaction in Prop.Derive.from Unlaw.Activ
18:1961	18:1961 Racketeering (RICO) Act
18:1962	18:1962 Racketeering (RICO) Act
18:1964	18:1964 Racketeering (RICO) Act
18:2254	18:2254 Forfeiture-Materials Involv.Sexual Exploit.of Minors
18:2510	18:2510 Wire and Electronics Communications Act
18:2511	18:2511 Wiretapping
18:2701	18:2701 Electronics Communication Privacy Act
18:2707	18:2707 Illegal Disclosure of Electronic Comm. Svc. Records
18:3114	18:3114 Motion for Return of Seized Property
18:4208	18:4208(B) Agency Action Review
19:1305	19:1305 Custom Duties: Forfeiture-Immoral Articles
19:1603	19:1603 Seizure Without Prosecution [Rule 41(e)]
19:1604	19:1604 Seizure With Prosecution [Rule 41(e)]
20:1080	20:1080 Student Loan Recovery
20:1400	20:1400 Civil Rights of Handicapped Child

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20:1401	20:1401 Education: Handicapped Child Act
21:0301	21:0301 Federal Food, Drug & Cosmetic Act
21:0342	21:0342 Forfeiture Property - Food
21:0841	21:841 Forfeiture Property-Drugs
21:0881	21:881 Forfeiture Property-Drugs
21:0881a	21:881 Forfeiture Property - Aircraft
21:0881re	21:881 Forfeiture Property - Real Estate
23:0134	23:134 P.I.- Auto Negligence
23:1441	23:1441 Contract Real Estate
24:1000	24:1000 Hospitals & Asylums: Withdrawal Liability
25:0640	25:640 Indian Tribal Rights
25:1901	25:1901 Indian Child Welfare Act
26:6212	26:6212 Injunctive Relief from IRS Lien
26:6213	26:6213 Injunctive Relief from IRS Lien
26:6502	26:6502 IRS:Enforcement of tax liens
26:6532	26:6532 IRS: Refund of Tax Penalty
26:6702	26:6702 IRS: Refund of Income Tax Penalty
26:6703	26:6703 IRS: Refund of Tax Penalty
26:7401	26:7401 IRS: Tax Liability
26:7402	26:7402 IRS: Petition to Enforce IRS Summons
26:7403	26:7403 Suit to Enforce Federal Tax Lien
26:7422rt	26:7422 IRS: Refund Taxes
26:7422rx	26:7422 IRS: Refund Excise Tax
26:7426	26:7426 IRS: Wrongful Levy for Taxes
26:7429	26:7429 IRS: Tax Jeopardy Assessment
26:7431	26:7431 IRS: Civil Damages for Unauthorized Disclosure
26:7609	26:7609 IRS: Petition to Quash IRS Summons
27:0185	27:185 Enforcement of Arbitration Award
28:0157c	28:0157(c)(1) Findings, Concl. & Proposed Judgment
28:0157d	28:0157 Motion for Withdrawal of Reference
28:0158	28:0158 Bankruptcy Appeal from Judgment/Order

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28:0185	28:185 Suit to Compel Arbitration
28:0451	28:451 Employment Discrimination
28:0754	28:754 Receiver of Property in Different Districts
28:0794	28:794 Rehabilitation Act
28:1001	28:1001 E.R.I.S.A.
28:1132	28:1132 E.R.I.S.A.
28:1330	28:1330 Breach of Contract
28:1331	28:1331 Fed. Question
28:1331al	28:1331 Fed. Question: Airline Crash
28:1331at	28:1331 Fed. Question: Anti-trust
28:1331au	28:1331 Fed. Question: Auto Negligence
28:1331b	28:1331 Federal Question: Bivens Act
28:1331bc	28:1331 Fed. Question: Breach of Contract
28:1331bv	28:1331 Prisoner Bivins action
28:1331ca	28:1331 Fed Question: Fed Communications Act of 1
28:1331cm	28:1331 Fed. Question: Interstate Commerce Act
28:1331cv	28:1331 Fed. Question: Civil Rights Violation
28:1331ed	28:1331 Fed. Question: Employment Discrimination
28:1331ej	28:1331 Federal Question: Enforcement of Judgment
28:1331es	28:1331 Enforcement of Administrative Subpoena
28:1331fl	28:1331 Fed. Question: Fair Labor Standards
28:1331in	28:1331 Fed. Question: Insurance Contract
28:1331mm	28:1331 Fed. Question: Medical Malpractice
28:1331ng	28:1331 Fed. Question: Natural Gas Act
28:1331pd	28:1331 Federal Question: Property Damage
28:1331pi	28:1331 Fed. Question: Personal Injury
28:1331rd	28:1331 Fed. Question: Review Agency Decision
28:1331rp	28:1331(a) Fed. Question: Real Property
28:1331rr	28:1331 Fed. Question: Railway Labor Act
28:1331sv	28:1331 Fed. Question: Securities Violation
28:1331tr	28:1331 Fed. Question: Trademark

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28:1331tt	28:1331 Fed. Question: Tort Action
28:1331v	28:1331 Fed. Question: Violation 5th & 8th Amendment
28:1331wl	28:1331 Federal Question: EPA Waste Lien
28:1331wt	28:1331 Fed. Question: Water Rights
28:1332	28:1332 Diversity
28:1332ac	28:1332 Diversity-Account Receivable
28:1332al	28:1332 Diversity-Airline Crash
28:1332as	28:1332 Diversity-Asbestos Litigation
28:1332au	28:1332 Diversity-Auto Negligence
28:1332bc	28:1332 Diversity-Breach of Contract
28:1332co	28:1332 Diversity-Conversion
28:1332ct	28:1332 Diversity-(Citizenship)
28:1332det	28:1332 Diversity: Forcible Detainer
28:1332df	28:1332 Diversity-Contract Default
28:1332ds	28:1332 Diversity-Contract Dispute
28:1332ed	28:1332 Diversity-Employment Discrimination
28:1332fd	28:1332 Diversity-Breach of Fiduciary Duty
28:1332fr	28:1332 Diversity-Fraud
28:1332ia	28:1332 Diversity-Interpleader Action
28:1332ij	28:1332 Diversity-Injunctive & Declaratory Relief
28:1332in	28:1332 Diversity-Insurance Contract
28:1332jd	28:1332 Diversity-Declaratory Judgment
28:1332lb	28:1332 Diversity-Libel, Assault, Slander
28:1332lm	28:1332 Diversity - Legal Malpractice
28:1332ma	28:1332 Diversity-Miller Act
28:1332mm	28:1332 Diversity-Medical Malpractice
28:1332mv	28:1332 Diversity-Motor Vehicle Product Liability
28:1332ni	28:1332 Diversity-Negotiable Instrument
28:1332nm	28:1332 Diversity-Non-Motor Vehicle
28:1332nr	28:1332 Diversity-Notice of Removal
28:1332oc	28:1332 Diversity-Other Contract

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28:1332pd	28:1332 Diversity-Property Damage
28:1332pi	28:1332 Diversity-Personal Injury
28:1332pl	28:1332 Diversity-Product Liability
28:1332pr	28:1332 Diversity-Petition for Removal
28:1332qt	28:1332 Diversity-Petition to Quiet Title
28:1332ri	28:1332 Diversity-Racketeering (RICO) Act
28:1332sa	28:1332 Diversity: Securities & Exchange Commiss
28:1332sf	28:1332 - Diversity: Securities Fraud
28:1332ss	28:1332 Diversity - Stockholders Suits
28:1332tl	28:1332 Diversity-Torts to Land
28:1332tm	28:1332 Diversity-Tort/Motor Vehicle (P.I.)
28:1332tn	28:1332 Diversity-Tort/Non-Motor Vehicle
28:1332wd	28:1332 Diversity-Wrongful Death
28:1333	28:1333 Admiralty
28:1334	28:1334 Bankruptcy Appeal
28:1334c	28:1334(c) R&R re motions for abstention (non-cor
28:1334jt	28:1334 Bankruptcy Adversary Jury Trial
28:1335	28:1335 Interpleader Action
28:1337	28:1337 Sherman-Clayton Act
28:1338cp	28:1338 Copyright Infringement
28:1338pt	28:1338 Patent Infringement
28:1338tr	28:1338 Trademark Infringement
28:1340	28:1340 IRS: Custom Duties
28:1340er	28:1340 Recovery of Erroneous Refund
28:1341	28:1341 Complaint for Forfeiture
28:1343	28:1343 Violation of Civil Rights
28:1345	28:1345 USA Plaintiff
28:1345co	28:1345 Replevin & Conversion
28:1345db	28:1345 Debt to US - FHA/HUD Title I
28:1345df	28:1345 Default of Promissory Note
28:1345er	28:1345 Recovery of Erroneous Refund

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28:1345fc	28:1345 Foreclosure
28:1345ff	28:1345 Complaint for Forfeiture
28:1345hl	28:1345 VA Home Loan Guaranty Debt
28:1345mc	28:1345 Medical Care Recovery
28:1345mi	28:1345 Mining Claim Ejectment
28:1345pd	28:1345 Property Damage
28:1345pe	28:1345 VA Property Ejectment
28:1345rc	28:1345 Recovery of Debt to US
28:1345st	28:1345 Default of Student Loan
28:1345tp	28:1345 Trespass on Public Land
28:1345va	28:1345 Recovery of VA Overpayment
28:1346bc	28:1346 Breach of Contract
28:1346cc	28:1346cc Contract Claims
28:1346rc	28:1346 Recovery of IRS Tax
28:1346tc	28:1346 Tort Claim
28:1346wd	28:1346 Wrongful Death
28:1349	28:1348 Corporation organized under Federal Law as party
28:1352	28:1352 Miller Act
28:1355	28:1355 Petition for Return of Property
28:1358	28:1358 Land Condemnation
28:1361	28:1361 Petition for Writ of Mandamus
28:1362ic	28:1362 Indian Tribal Controversy
28:1362iw	28:1362 Declaration re: Indian Tribal Water Rights
28:1364	28:1364 Auto Negligence
28:1391	28:1391 Personal Injury
28:1402	28:1402 Medical Malpractice
28:1407	28:1407 Airline Crash
28:1441ac	28:1441 Notice of Removal-Account Receivable
28:1441al	28:1441 Notice of Removal-Airline Crash
28:1441as	28:1441 Notice of Removal-Asbestos Litigation
28:1441au	28:1441 Notice of Removal-Auto Negligence

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28:1441bc	28:1441 Notice of Removal-Breach of Contract
28:1441cv	28:1441 Petition for Removal- Civil Rights Act
28:1441df	28:1441 Notice of Removal-Contract Default
28:1441dj	28:1441 Notice of Removal-Declaratory Judgment
28:1441ds	28:1441 Notice of Removal-Contract Dispute
28:1441ed	28:1441 Petition for Removal - Employment Discrim
28:1441er	28:1441 Notice of Removal-ERISA
28:1441fc	28:1441 Petition for Removal - Fair Credit Reporti
28:1441fr	28:1441 Notice of Removal-Fraud
28:1441ij	28:1441 Notice of Removal-Injunctive/Declaratory Relief
28:1441in	28:1441 Notice of Removal-Insurance Contract
28:1441int	28:1441 Petition for Removal- Action for Interplea
28:1441lb	28:1441 Notice of Removal-Libel, Assault, Slander
28:1441lm	28:1441 Petition for Removal- Labor/Mgmt. Relatio
28:1441mm	28:1441 Notice of Removal-Medical Malpractice
28:1441ni	28:1441 Notice of Removal-Negotiable Instrument
28:1441nm	28:1441 Notice of Removal-Non-Motor Vehicle
28:1441nr	28:1441 Notice of Removal
28:1441oc	28:1441 Petition For Removal--Other Contract
28:1441pd	28:1441 Notice of Removal-Property Damage
28:1441pi	28:1441 Notice of Removal-Personal Injury
28:1441pl	28:1441 Notice of Removal-Product Liability
28:1441pr	28:1441 Petition for Removal
28:1441qt	28:1441 Notice of Removal-Petition to Quiet Title
28:1441ri	28:1441 Petition for Removal- Racketeering (RICO)
28:1441sa	28:1441 Petition for Removal: SEC Act
28:1441sf	28:1441 Petition for Removal: Securities Fraud
28:1441tl	28:1441 Notice of Removal-Torts to Land
28:1441tm	28:1441 Notice of Removal-Tort/Motor Vehicle (P.I.)
28:1441tn	28:1441 Notice of Removal-Tort/Non-Motor Vehicle
28:1441wd	28:1441 Notice of Removal-Wrongful Death

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28:1442bc	28:1442 Notice of Removal-Breach of Contract
28:1442nr	28:1442 Notice of Removal
28:1442pr	28:1442 Petition for Removal
28:1443	28:1443(1) Rent, Lease & Ejectment
28:1444	28:1441 Notice of Removal-Foreclosure
28:1446in	28:1446 Breach of Contract- Insurance
28:1446nr	28:1446 Notice of Removal
28:1446pd	28:1446 Notice of Removal-Property Damage (P.I.)
28:1446pi	28:1446 Notice of Removal-Personal Injury
28:1446pl	28:1446pl Petition for Removal - Product Liability
28:1446pr	28:1446 Petition for Removal
28:1452	28:1452 Removal of Claim in Civil Action Related to BK. Case
28:1651	28:1651 Petition for Writ of Coram Nobis
28:1651hc	28:1651 Petition for Writ of Habeas Corpus
28:1651mn	28:1651 Petition for Writ of Mandamus
28:1738A	28:1738A Full Face and Credit Given to Child Custody Determinations
28:1782	28:1782 Letter rogatory - appointment
28:1875	28:1875 Protection of Juror Employment
28:1983	28:1983 Civil Rights
28:2201	28:2201 Constitutionality of State Statute(s)
28:2201dj	28:2201 Declaratory Judgment
28:2201ij	28:2201 Injunction
28:2201in	28:2201 Declaratory Judgment (Insurance)
28:2241	28:2241 Petition for Writ of Habeas Corpus (Federal)
28:2254	28:2254 Petition for Writ of Habeas Corpus (State)
28:2254se	28:2254 Ptn for Writ of H/C - Stay of Execution
28:2255	28:2255 Motion to Vacate Sentence
28:2271	28:2271 Federal Tort Claims Act
28:2345	28:2345 Medicare Recovery
28:2409	28:2409(a) Quiet Title Action
28:2410	28:2410 Actions affecting property on which United States had lien

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28:2671	28:2671 Federal Tort Claims Act
28:2674	28:2674 Federal Tort Claims Act
28:3001	28:3001 Federal Debt Collection Act
28:3301	28:3301 Fraudulent Transfer Involving Debt
28:7402	28:7402 Refund of Taxes
28:7422	28:7422 Appeal from Administrative Decision
29:0151	29:151 Labor: Review of Agency Action
29:0160	29:160(1) National Labor Relations Act
29:0184	29:184 Violation Collection Bargain Agreement
29:0185ep	29:185 Employee Pension Plan
29:0185lm	29:185 Labor/Mgt. Relations (Contracts)
29:0201do	29:201 Denial of Overtime Compensation
29:0201fl	29:201 Fair Labor Standards Act
29:0203	29:203 Equal Pay Act
29:0206	29:206 Collect Unpaid Wages
29:0401	29:0401 Labor Management Disclosure Act
29:0621	29:621 Job Discrimination (Age)
29:0623	29:623 Job Discrimination (Age)
29:0626	29:626 Job Discrimination (Age)
29:0633	29:633 Job Discrimination (Age)
29:0651	29:651 Occupational Safety/Health
29:0754	29:754 Discrimination
29:0791	29:791 Job Discrimination (Rehabilitation Act)
29:0794	29:0794 Job Discrimination (Handicap)
29:1001	29:1001 E.R.I.S.A.: Employee Retirement
29:1002	29:1002 E.R.I.S.A.: Employee Retirement
29:1104	29:1104 Recovery of Benefits to Employee
29:1109	29:1109 Breach of Fiduciary Duties
29:1131	29:1131 E.R.I.S.A. - Collection of Delinquent Trust Funds
29:1132	29:1132 E.R.I.S.A.- Employee Benefits
29:1145	29:1145 E.R.I.S.A.

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29:1149	29:1149 Recover Pension & Profit Sharing
29:1307	29:1307 E.R.I.S.A - Recovery of Penalty & Interest
29:1337	29:1337 E.R.I.S.A.
29:1362	29:1362 E.R.I.S.A.
29:1381	29:1381 E.R.I.S.A.
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**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**



**ELECTRONIC CASE FILING
CIVIL CASE OPENING MANUAL
APPENDIX B - PARTY NAME STANDARDS**

December 29, 2006

This appendix contains the standards to be used by attorneys adding parties to the court's CM/ECF database.

If you need additional assistance, please contact the CM/ECF Help Desk at by telephone at 866-239-6233 or by e-mail at ecfhelp@mad.uscourts.gov.

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Introduction

This guide contains the preferred style practices for all users of the CM/ECF application in the District of Massachusetts. The intention of the guide is to make everyone's task easier, whether they are entering data or inquiring into the CM/ECF data base, or uploading a proposed order. The application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in CM/ECF, since successful queries require very exact matches on search data including punctuation, abbreviations, and upper or lower case characters.

Adding Parties

Much of case opening in CM/ECF consists of adding the names of plaintiffs and defendants to cases. *When adding new parties to the CM/ECF database, the names should conform with standard punctuation and spacing conventions listed in the Style Conventions for Names section of this Guide.*

Searching For Parties

Before adding any party to a case, search for that party using appropriate "search clues". If the system finds the correct name, select it to help eliminate different versions of the same party name.

Even something as simple as "United States" can cause ambiguity if everyone is entering it differently. For instance, following this style guide can help avoid "United States" being in the database also as "UNITED STATES", "U.S.", "US", "USA", "U.S.A.", or "U.S. of A." **See page 6 for examples.**

Search Strategies

CM/ECF searches are not key word searches but require exact text matches.

- The search is not case sensitive but party names should be entered with initial caps.
- When searching for parties, the more search clues you provide, the more likely you are to find the exact person you are searching for. For example, if you search for a last name of Grant, CM/ECF may return a list of a hundred parties with that last name. However, if you know the first name or initial, you can add that to the first name field to narrow your search. For example if you search for Carol Grant, you will retrieve Carol A. Grant and Carolyn Grant.
- When searching for parties, it may be necessary to conduct multiple searches. First, search for the entire party's name (e.g., World Communications). If that is not successful, you can search for part of the party's name (e.g., World Comm or just World). If there are articles in

the title such as "A" or "The," you may or may not need to include the article in the search. For example, a search request for The Timely Times may not produce a result. But a search request for Timely Times will be successful. Likewise a search for Timely Times may not produce a result; but a search for The Timely Times will be successful.

- When searching for a Party **DO NOT** use an asterisk or star at the end of the word. But an asterisk or star may be used before or within search strings as in the following:

☹ Villa*

☹ *Agriculture*Dep

Use of the asterisk slows down the entire system. When searching for Villareal, the name will be found without using the asterisk as follows:

Villa

- An unsuccessful search for A & A Metals might be successful if you search without spaces (i.e., A&A Metals). On the other hand, an unsuccessful search for A&A Metals might be successful if you search with spaces (i.e., A & A Metals).
- Search by last name “Doe”, if you have parties referenced as “Jane Doe, John Doe, Doe, or Does”.

Adding Plaintiffs and Defendants

- Add plaintiffs and defendants to cases using names exactly as they appear on the complaint. When you search for plaintiffs and defendants, you may find the name in the database already and you can select the party name from the list in the database.
- If a plaintiff or defendant has a title, add the title in the “party text” box. Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma.

Title Tips

1. The name of the plaintiff or defendant without the title will appear in docket text.
2. Titles will not appear on notices.
3. Titles will appear on the face of the docket report in upper and lower case following the plaintiffs or defendants name as shown below:

Jose Garza, Administrator of the Estate of Sylvia Garza

Alamo Limestone, a Texas Corp

Catherine V Ruiz, Official Administrator of Lottery Winnings

Adding Plaintiffs and Defendants

- Add plaintiffs and defendants to cases using names exactly as they appear on the complaint. Or when you search for plaintiffs and defendants, you will probably find them in the database and can use the information in the database.
- Make sure to select the plaintiff or defendant party role. If you find a plaintiff or defendant in CM/ECF with an address, delete the address fields before accepting the Party Information screen.

Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

- Use upper and lower case characters for all names and capitalize the first letter in a proper noun.

Wallace D. Smith
United Services Fidelity and Guaranty

- Use single spacing between all names and initials and punctuation if appropriate.

J. J. Jones
Smith, Inc.
CW Bradford Ltd.

- When typing names that have upper and lower case letters or hyphens, do not insert spaces.

Patrick MacDougal
Kathleen O'Brien
Mary Smith-Baker

- If an individual does not have a middle name, leave that field blank. Do not enter "NMI" (no middle initial).

- If a party has multiple names such as Robert Kramer Johns Martin, add the extra names in the Middle Name box.

Last name: Martin
Middle name: Kramer Johns
First name: Robert

- Business names should be entered entirely in the Last Name field. Do not use the First Name or Middle Name field when entering business names.

- Do not use the ampersand sign for “and” unless it is part of a company name on the petition or pleading.

B & D Company
Cameron & Associates

- Enter US and USA without any spaces.

☉ USDA
☉ US Attorney

☉ US Department of Agriculture
☉ United States Attorney

Entering Spanish Surnames

The father’s surname, or in the case of a married woman, the husband’s surname, is always used as the control name.

Jose Rodolfo Ramirez-Villareal
First name: Jose
Middle name: Rodolfo
Father’s surname: Ramirez
Mother’s surname: Villareal

Enter: Last name: Ramirez-Villareal
First name: Jose
Middle name: Rodolfo

Married Spanish Female

Lucero Villegas de Ramirez

The “de” in lower-case letters indicates that the woman is married. Consequently, the control name is her husband’s surname, “Ramirez”. **NOTE:** There are some exceptions when the “de” is used to link two first names. See the following example:

First name: Lucero
Middle name:
Father’s (her maiden) name: Villegas
Husband’s surname: Ramirez
Enter: Last name: Ramirez-Villegas de
First name: Lucero

Spanish speaking countries use the “de”, “la”, “los”, “del” to link two first names to make it into

one name, e.g., Maria **de** Jesus, Maria **de** Asencion, Maria **de la** Luz, Maria **de los** Angeles, Maria **del** Rosario, Maria **de** Atoche.

All the names linked with the **de, la, los, del**, mentioned above form one first name.
post office address.