



Eastern District of Michigan CM/ECF E-News

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Tips for Successfully E-Filing New Civil Actions



E-filing of new civil cases began on March 10, 2008. Attorneys are encouraged to try the new on-line process which is currently optional. However, beginning August 1, 2008, it will become mandatory.

It's a good idea to become as familiar with the process as possible before you attempt to file your first case. Here are some tips that you can follow to ensure success:

1. Read the Court-provided manual. It may seem like an obvious thing, but it is surprising how many people who run into problems admit that they had not read the manual prior to attempting to file their new case. The manual can be found at: <http://www.mied.uscourts.gov/CMECF/Policies/CaseSubmissionWrittenInstructions.pdf>
2. Be sure to choose the correct County per LR83.10(b). This county will determine which division the case will be assigned to.

Based on LR 83.10, select the appropriate County found within the Eastern District of Michigan according to the following priority.

- 1) If filing a Notice of Removal, choose the county in which the case was pending in State Court
- 2) The county in which the plaintiff resides
- 3) The county in which the claim arose
- 4) If a defendant is a US employee or officer being sued in an official capacity, or if the defendant is a US agency, choose the county in which an office is located
- 5) The county in which the defendant resides or has a place of business
- 6) The county in which the case is filed. See Figure 12.

3. Have the civil coversheet filled out and nearby. It is not necessary to file the civil coversheet, but it will provide the filer with the answers to the statistical questions that are asked when filing a new case.

4. Use upper and lower case letters when adding parties.
5. Do not add address information to the Party Information Screen.
6. Enter the party names exactly as listed on the complaint.
7. Be sure to put the first name in the first name field and the last name in the last name field. For businesses, the entire name goes in the Last/Business name field.
8. In the money demand field, the entry is to the thousands, therefore a demand of \$75,000 would be entered as 75. The dollar sign is not entered.

Title	<input type="text"/>
Role	<input type="text" value="Plaintiff (pla.pty)"/>
Prisoner Id	<input type="text"/>
Office	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Prison	<input type="text" value="Not Associated with Prison ALDERSON"/>
	<input type="text" value="Populate Prison Address Li"/>
Phone	<input type="text"/>
Party text	<input type="text"/>

Demand (\$000)

9. If you encounter a problem during the filing, and you have not yet been assigned the case number, you can start over by clicking on Civil in the blue menu bar and clicking on "Open a New Civil Case."
10. Once you've received a case number, you cannot start over by clicking "Open a New Civil Case" because that will assign ANOTHER case number. Instead, click on "Initiating Complaints and Other Pleadings" and select Complaint from the list.
11. For your first few new case filings, it's a good idea to file them during the hours of 8:30 a.m. and 5:00 p.m. so that if you have questions you can call the help desk at 313-234-5042.



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E-filing Notices of Removal

Although e-filing a Notice of Removal is very similar to filing a new civil complaint, it is important to note that there are some differences.

1. The Notice of Removal, summons and complaint, other state court documents, and the Notice of Filing Removal, should be saved as one PDF document and will be the main document.
2. Be sure to indicate which court the case is being removed from and the case number.
3. Select the County in which the case was pending in state court.
4. Enter the Plaintiff(s) in the lower court complaint as the Plaintiff in the Federal Court case.
5. Enter the Defendant(s) in the lower court complaint as the Defendant in the Federal Court case.

Open a Civil Case

Only enter information in the *Other court name* and *Other court number* field if filing a Notice of Removal.

Office	<input type="text" value="Detroit"/>	Case type	<input type="text" value="cv"/>	Case number	<input type="text"/>
Date filed	<input type="text" value="3/25/2008"/>				
Other court name		<input type="text"/>			
Other court number		<input type="text"/>			
<input type="button" value="Next"/>		<input type="button" value="Clear"/>			

Issuance of Additional Summons

Summons are now issued electronically. When filing a new civil case, summons are issued if during the filing of the new case, the filer indicates that he or she would like summons issued. However, there may be times when additional summons are required. For those times, there is an event in the Initiating Pleadings and Service category under Service of Process called Request for Additional Summons. No summons form is needed by the filer. Executing the event will prompt Court Staff to issue the summons which will be sent to the filer via e-mail. It is then the filer's responsibility to serve the defendants in the traditional manner and then electronically file the summons returned executed.

Civil Events

Open a Case
[Open a Civil Case](#)
[Open a Sealed Civil Case](#)

Initial Pleadings and Service
[Initiating Complaints and Service of Process](#)
[Answers to Complaints/Amended Complaints](#)
[Other Answers](#)

Available Events (click to select events)

- [Certificate of Service \(Docket Event Moved to Other Court\)](#)
- [Certificate of Service/Summons Returned Executed](#)
- [Request for Additional Summons](#)
- [Summons Returned Unexecuted](#)
- Waiver of Service Executed - 60 Day
- Waiver of Service Executed - 90 Day
- Waiver of Service Unexecuted



News for Netscape Users

As of March 1, 2008, Netscape Navigator is no longer supported. This means that there will no longer be security updates to the browser nor support services. See <http://blog.netscape.com/2007/12/28/end-of-support-for-netscape-web-browsers/> for more information. Netscape recommends that users download the free version of Mozilla Firefox, and add on the Netscape theme and Netscape extensions which are available at their website. Because Netscape is no longer supporting their browser, the Court will no longer endorse the use of Netscape to access CM/ECF.



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Helpful Tips and Information



E-Filers Can Update Contact Information in Utilities

E-filing users may now update their own name, address, e-mail, login and password information. There are detailed instructions on how to accomplish this on the Court's website at www.mied.uscourts.gov in the Training and Tutorials section.

The Ctrl Key Gives Control

The help desk receives many calls about how to select more than one party. The Ctrl key on the keyboard allows a user to select multiple parties, even if they are not next to each other in the list. Just remember, "the Ctrl Key gives the user control to pick whichever party is needed."



Stipulations and Orders Sent Through Utilities

The policy regarding stipulations and orders has not changed. This is a reminder that anything that is to be signed by a Judge must be sent through the Proposed Order hyperlink in the Utilities section. The documents should not be in PDF format, they must be in Word or WordPerfect format. There are two exceptions to the policy, they are:



1. If a Stipulation is being filed without an order. In that case the Stipulation should be filed in PDF in the Other Documents category using the Stipulation event
2. If the Order is being filed pursuant to [LR 58.1](#)

Help Available on the Court's Website

Many questions relating to e-filing can be answered by visiting the Court's website. There is a section specifically for Training and Tutorials as well as a Resources section that address many common e-filings. It is important to visit the Court's website regularly in order to stay current with policies and procedures. Look for a new E-filing Policies and Procedures to be posted to the website in the near future. Visit the court's website at www.mied.uscourts.gov. In addition the Pacer Service Center also provides help for many technical and browser related issues. You can contact them at their website, www.pacer.uscourts.gov, or by phone at 1-800-676-6856.

