

5 TIPS FOR OPENING A NEW CIVIL CASE

For step by step instructions to open a new civil case, see the *Civil Case Opening Instructions*.

TIPS

TIP 1: If there are questions or concerns when opening a new case, or opening a sealed Qui Tam case, or if bounced from the system at any point during the case opening process, **CALL the Clerk's Office Help Desk at (313) 234-5000.**

TIP 2: The electronic case opening process consists of **two steps. BOTH** steps must be completed to successfully open a case.

Step 1: Open the case by providing information from the Civil Cover Sheet and enter all the parties. **A case number will then be assigned, and Step 1 is complete.**

Step 2: Upload initiating document at which time a Judge will be assigned and a Notice of Electronic Filing "NEF" will be emailed.

TIP 3: **DO NOT** click the back button while opening the case. This could cause the filer to get bounced out of the CM/ECF system.

If the filer is bounced out of the ECF system **DO NOT** open the same case twice. **Contact the Help Desk.**

TIP 4: Enter the jurisdictional/statistical information from the civil cover sheet.

**** Be sure to select the correct COUNTY from the drop-down menu. *This field determines which division the case will be assigned.* ****

TIP 5: Add **ALL** of the parties to the case.

- **DO NOT** add address information
- **DO NOT** add title information
- Add party text when **applicable**