

How to File a Notice of Removal Electronically

Step 1 - Accessing the *Civil Events* page.

After logging in to CM/ECF, click **Civil** on the Main Menu bar (see Figure 1).



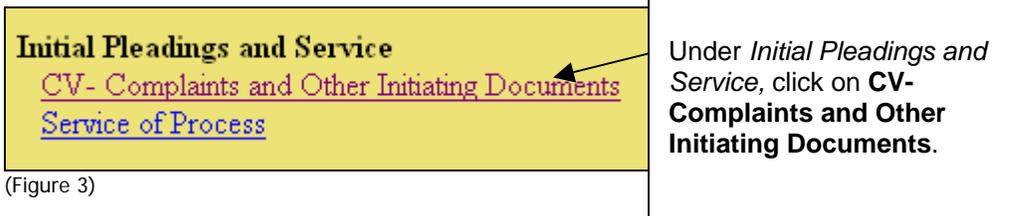
(Figure 1)

The *Civil Events* page will display (see Figure 2).



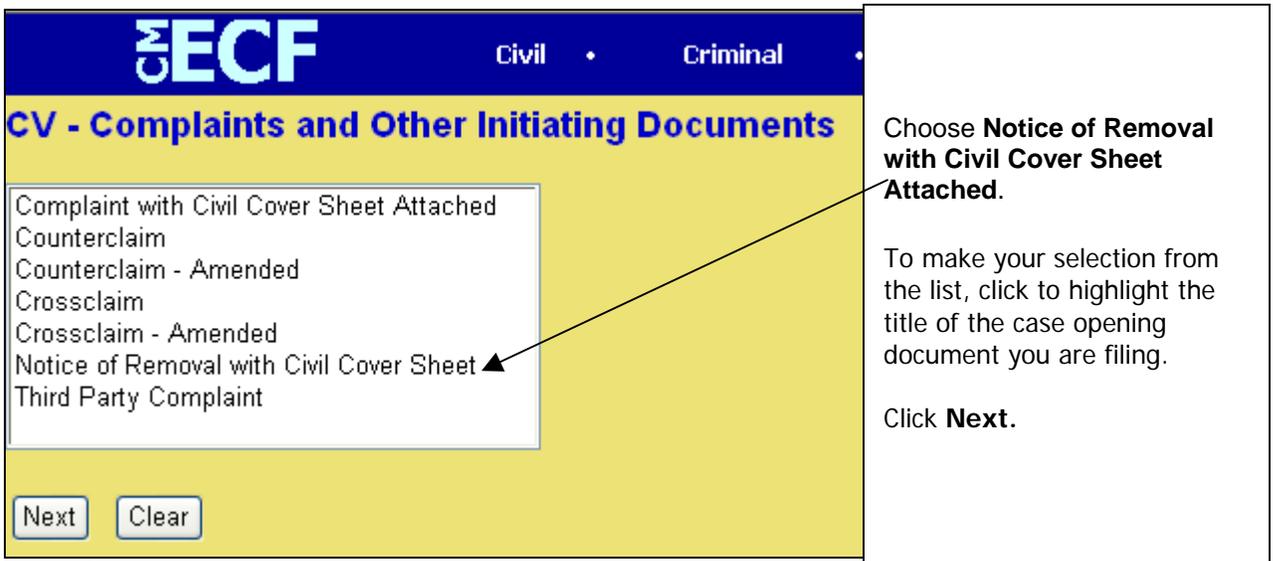
(Figure 2)

Step 2 - Choosing the Case Opening Document you are filing
(see Figure 3).



(Figure 3)

The following screen will display (see Figure 4).



(Figure 4)

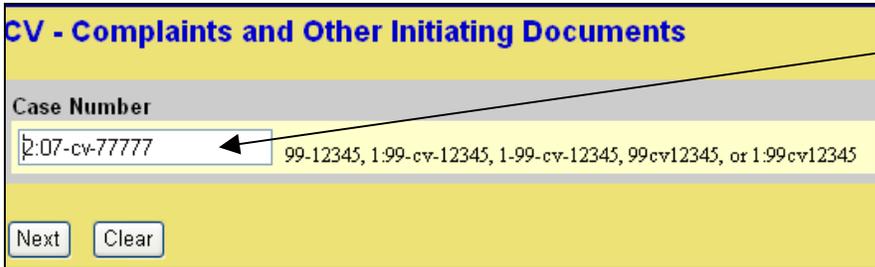
Step 3 - Entering the Shell Case number.

The following screen will display:



Review the message.
Click **Next**.

(Figure 5)



When the screen to the left displays, enter the following case number exactly as it appears below:
2:07-cv-77777
Click **Next**.

(Figure 6)



The screen to the left will display.
Note: You are opening a "shell case" that will always be styled "Plaintiff v. Defendant," regardless of the names or number of parties in your case.
Click **Next**.

(Figure 7)

Step 4 - Entering the Filer.

CV - Complaints and Other Initiating Documents
2:07-cv-77777 Plaintiff v. Defendant

Select the filer.

Select the Party:

Defendant [Defendant] [Add/Create New Party](#)
Plaintiff [Plaintiff]

Next Clear

Because you are filing a Notice of Removal, you will select "Defendant" as your filer.

Do so by clicking on "Defendant" to highlight.

Click **Next**.

(Figure 8)

Step 5 – Selecting the party against whom you are filing.

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Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

Defendant [Defendant] [Add/Create New Party](#)
Plaintiff [Plaintiff]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Because you are filing a Notice of Removal, select "Plaintiff" as the party this filing is against.

Do so by clicking on "Plaintiff" to highlight.

Click **Next**.

(Figure 9)

The system will display the following (see Figure 10)

<p>CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>No action is required.</p> <p>Click Next.</p>
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(Figure 10)

Step 6 – Entering the Short Style of the case.

<p>ECF Civil • Criminal •</p>	<p>Enter just the Last Name of the first Plaintiff “v.” the Last Name of the first Defendant, as shown.</p> <p>Click Next.</p>
<p>CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p>Enter Short Style of Case (e.g., Doe v. Jones): <input type="text" value="Smith v. Jonesborough"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	

(Figure 11)

Step 7 – Entering the filing fee status.

<p>Do you have in forma pauperis (without prepayment of fees) status for this complaint?</p> <p>OR</p> <p>Are you requesting in forma pauperis (without prepayment of fees) status for this complaint?</p> <p>OR</p> <p>Are you filing this complaint on behalf of the USA?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>If you represent the USA, or if you seek leave of the court to proceed without prepayment of fees, change the radio button to <u>Yes</u>, then click Next.</p> <p>Otherwise, click Next.</p>
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(Figure 12)

Step 8 – Browsing in your documents.

Browse in your documents and any attachments just as you do when filing any document electronically. For detailed instructions, refer to this district's User's Manual and the Administrative Procedures for Electronic Case Filing located on this Court's web site at www.wvsc.uscourts.gov.

CV - Complaints and Other Initiating Documents

[2:07-cv-77777 Plaintiff v. Defendant](#)

The documents required to be filed with this event (as either the Main Document or Attachment(s)) are:

- ① - Notice of Removal with Civil Cover Sheet;
- ② - State Court Docket Sheet; and
- ③ - Any State Court documents

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Documents **must** be in PDF format.

You may scan your Notice of Removal and Civil Cover Sheet as one PDF file if it is no larger than 2.0 MB.

The State Court Docket Sheet and any necessary State Court Documents should be attachments to the Main Document.

[See **Note** below.]

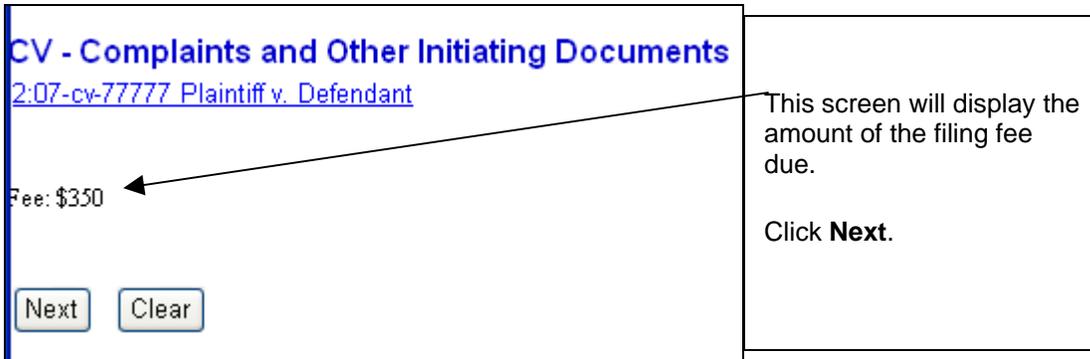
When all documents have been selected, click **Next**.

(Figure 13)

Note: If you indicated in Step 7 that you are seeking leave to proceed without prepayment of fees, additional attachments you must file include the required IFP forms, e.g., a Motion/Application to Proceed without Prepayment of Fees, an Affidavit of the movant, and a Proposed Order granting the motion.

NOTE: You will skip Step 9 if you seek leave to file without prepayment of the filing fee.

Step 9 – Paying the Filing Fee.



(Figure 14)

Note: To pay the filing fee, enter your credit card information on the screen below. When you are finished with this screen, click “**Continue with Plastic Card Payment.**”

The screenshot shows the "Online Payment" interface. At the top right is a link "Return to your originating application". The main heading is "Step 1: Enter Payment Information" with a page indicator "1 | 2". Below this is the instruction "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk *".

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

(Figure 15)

Step 9 – Paying the Filing Fee (...continued).

On the screen below, review the information you entered, complete the E-mail Confirmation Receipt, check the authorization box and click “**Submit Payment.**”

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney Test Billing Address: P.O. Box 0000 Billing Address 2: City: Charleston State / Province: WV Zip / Postal Code: 25301 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 10 / 2014	Payment Amount: \$350.00 Transaction Date and Time: 02/14/2007 12:09 EST

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

(Figure 16)

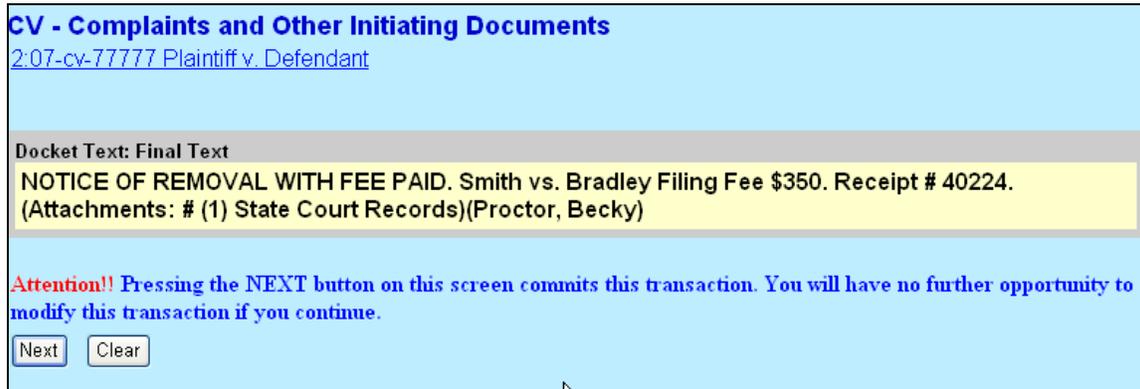
CV - Complaints and Other Initiating Documents
[2:07-cv-77777 Plaintiff v. Defendant](#)

When the screen to the left displays (see Figure 17), click **Next.**

(Figure 17)

Step 10 – Committing the transaction.

If you **paid the filing fee**, the screen below (see Figure 18) will display.



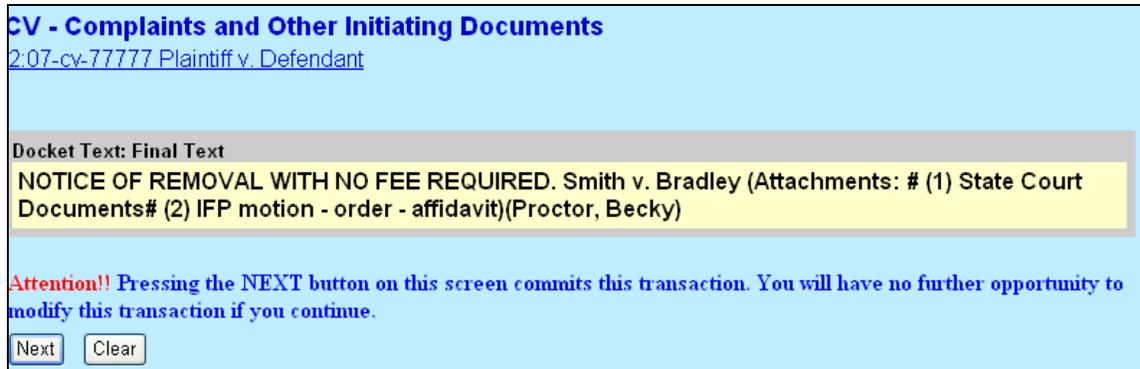
CV - Complaints and Other Initiating Documents
[2:07-cv-77777 Plaintiff v. Defendant](#)

Docket Text: Final Text
NOTICE OF REMOVAL WITH FEE PAID. Smith vs. Bradley Filing Fee \$350. Receipt # 40224.
(Attachments: # (1) State Court Records)(Proctor, Becky)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

(Figure 18)

If you **did not pay a filing fee**, the screen below (Figure 19) will display.



CV - Complaints and Other Initiating Documents
[2:07-cv-77777 Plaintiff v. Defendant](#)

Docket Text: Final Text
NOTICE OF REMOVAL WITH NO FEE REQUIRED. Smith v. Bradley (Attachments: # (1) State Court Documents# (2) IFP motion - order - affidavit)(Proctor, Becky)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

(Figure 19)

Click **Next** to commit the transaction. **Do not log out of CM/ECF until the Notice of Electronic Filing (NEF) displays.** The NEF is your proof that the Court received your Notice of Removal documents.

Step 11 – Reviewing the NEF.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

CV - Complaints and Other Initiating Documents
[2:07-cv-77777 Plaintiff v. Defendant](#)

United States District Court
Southern District of West Virginia

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 2/14/2007 at 3:34 PM EST and filed on 2/14/2007

Case Name: Plaintiff v. Defendant
Case Number: [2:07-cv-77777](#)
Filer: Defendant
Document Number: 1

Docket Text:
NOTICE OF REMOVAL WITH NO FEE REQUIRED. Smith v. Jonesborough (Attachments: # (1) State Court Records)(Test, Attorney)

2:07-cv-77777 Notice has been electronically mailed to:

2:07-cv-77777 Notice has been delivered by other means to:

Plaintiff

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a

The date on the NEF is the official filed date of your Notice of Removal.

The full case opening process will be done by Clerk's Office staff using this date as the official filed date for your civil action.

(Figure 20)