

How to File a Complaint Electronically

Step 1 - Accessing the *Civil Events* page.

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



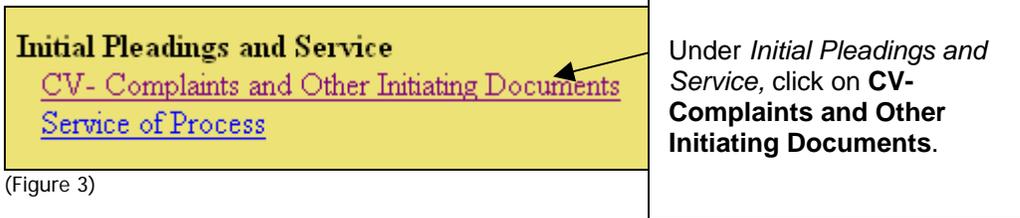
(Figure 1)

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



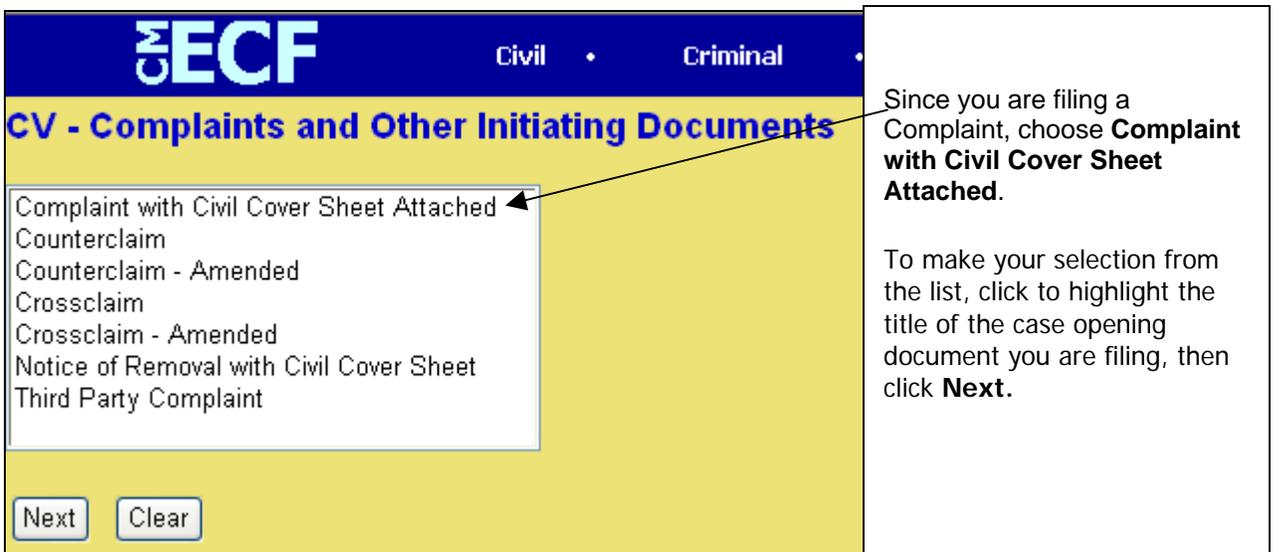
(Figure 2)

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.

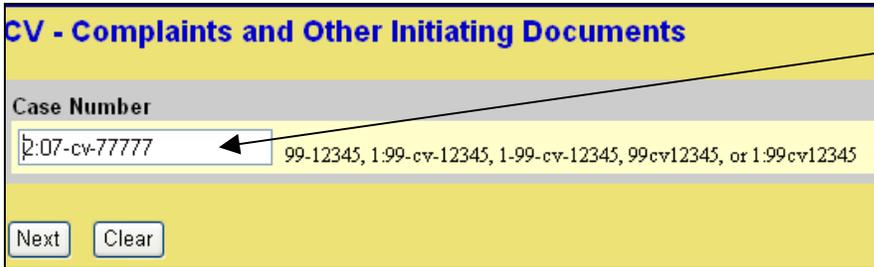
The following screen will display:



(Figure 5)

Review the message.

Click **Next**.

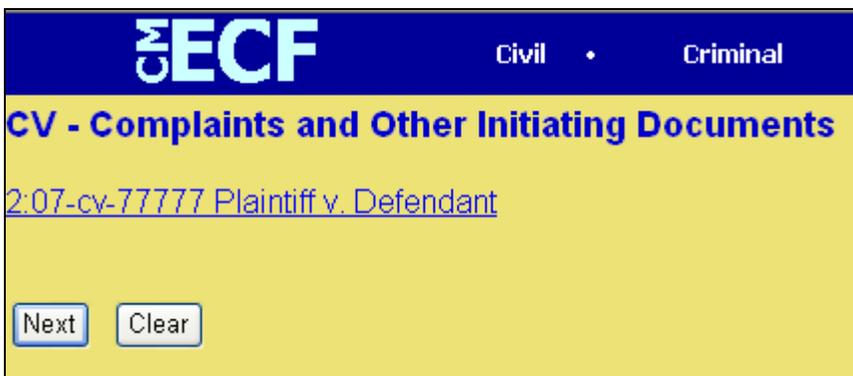


(Figure 6)

When the screen to the left displays, enter the following case number exactly as it appears below:

2:07-cv-77777

Click **Next**.



(Figure 7)

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**.

Step 4 - Entering the Filer.

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Select the filer.

Select the Party:

Defendant [Defendant]
Plaintiff [Plaintiff]

[Add/Create New Party](#)

Next Clear

Because you are filing a Complaint, you will select "Plaintiff" as your filer.

Do so by clicking on "Plaintiff" 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]
Plaintiff [Plaintiff]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Because you are filing a Complaint, select "Defendant" as the party this filing is against.

Do so by clicking on "Defendant" to highlight.

Click **Next**.

(Figure 9)

The system will display the following (see Figure 10)

(Figure 10)

Step 6 – Entering the Short Style of the case.

(Figure 11)

Step 7 – Entering the filing fee status.

(Figure 12)

Step 8 – Browsing in your documents.

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

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

- 1) - Complaint with Civil Cover Sheet;
- 2) - Proposed Summons(es)

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

Filename

Attachments to Document: No Yes

(Figure 13)

Documents **must** be in PDF format.

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

The proposed summons should be an attachment to the Main Document.

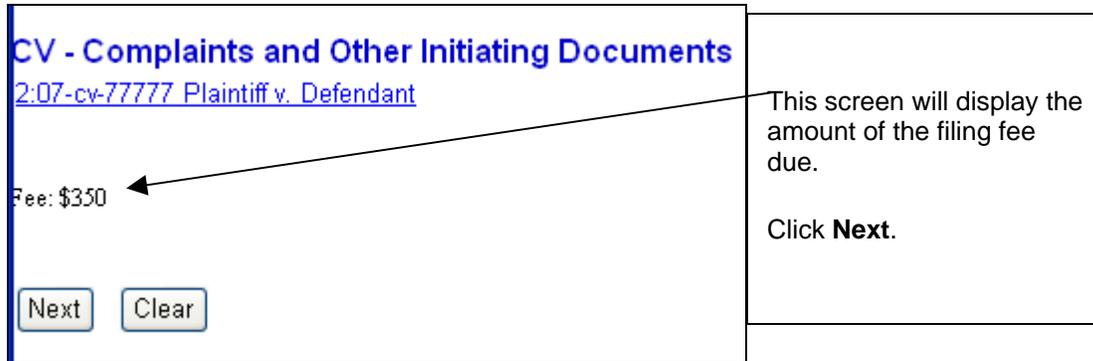
See the Note regarding additional attachments below.

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

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., the Motion/Application to Proceed without Prepayment of Fees, an Affidavit of the movant in support of the motion, and a Proposed Order granting the motion.

Step 9 – Paying the Filing Fee.

Note: Skip this step if you seek to proceed without prepayment of the filing fee.



This screen will display the amount of the filing fee due.

Click **Next**.

(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 with the following details:

- Page Title: **Online Payment** [Return to your originating application](#)
- Step: **Step 1: Enter Payment Information** 1 | 2
- Payment Method: **Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)**
- Requirement: **Required fields are indicated with a red asterisk ***
- Fields:
 - 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: / *
- Logos: VISA, MasterCard, AMEX, Diners Club International, DISCOVER
- Instructions: Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
- Buttons: and

(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)

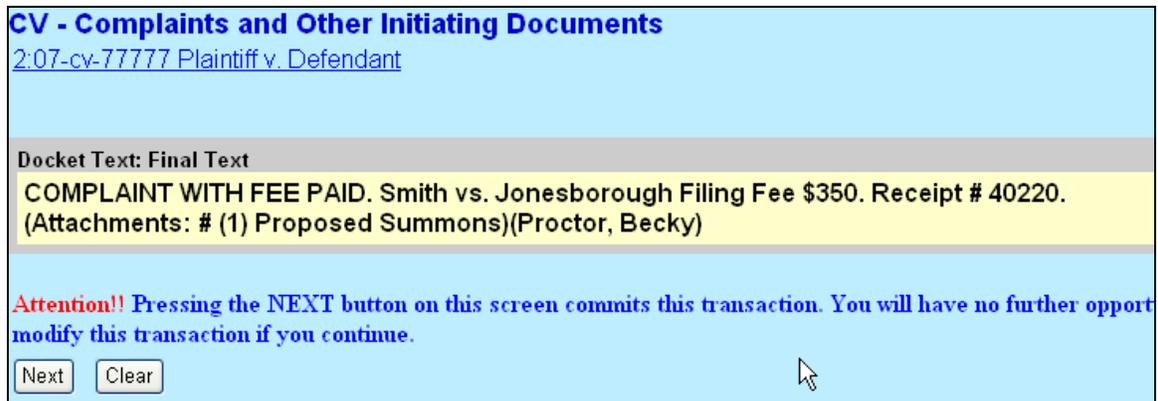
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When the screen to the left displays (see Figure 17), click **Next.**

(Figure 17)

Step 10 – Committing the transaction.

If you have **paid your filing fee**, the Final Text screen will appear as displayed below (see Figure 18).



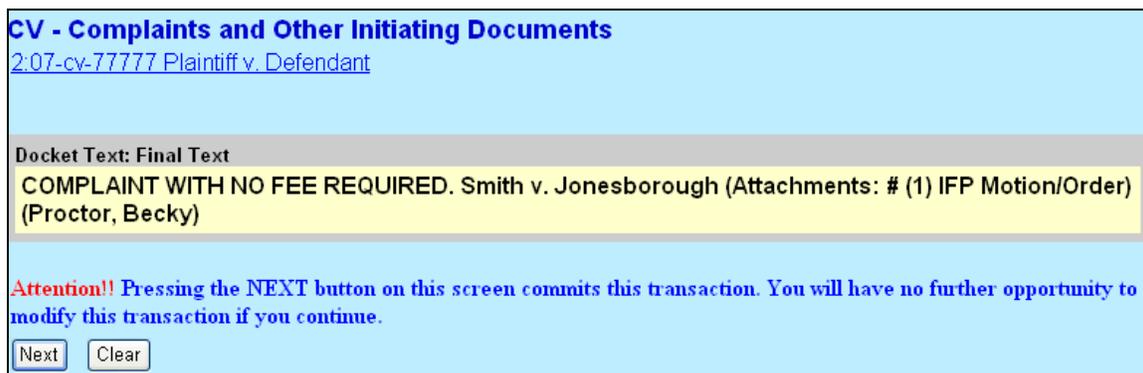
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Docket Text: Final Text
COMPLAINT WITH FEE PAID. Smith vs. Jonesborough Filing Fee \$350. Receipt # 40220.
(Attachments: # (1) Proposed Summons)(Proctor, Becky)

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 **no filing fee was paid**, the Final Text screen will appear as displayed below (see Figure 19).



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Docket Text: Final Text
COMPLAINT WITH NO FEE REQUIRED. Smith v. Jonesborough (Attachments: # (1) IFP Motion/Order)
(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 documents.

Step 11 – Reviewing the NEF.

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

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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 Complaint.

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

(Figure 20)