

How to File a Miscellaneous Case Electronically

Miscellaneous case numbers are normally assigned to matters filed with the court that are not considered a civil or criminal case.

Documents filed as miscellaneous cases include Registration of Judgment from Another District, a Motion to Quash a Foreign Subpoena served on an individual located in this district, Motion to Withdraw Reference to Bankruptcy Court, filing of a copy of a complaint and order of appointment by a received appointed in another district as defined in 28 U.S.C. §754, and actions to enforce administrative subpoenas and summons pursuant to Title 26 U.S.C. §7402(B) and §7604(a).

Step 1 - Accessing the *Civil Events* page.

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



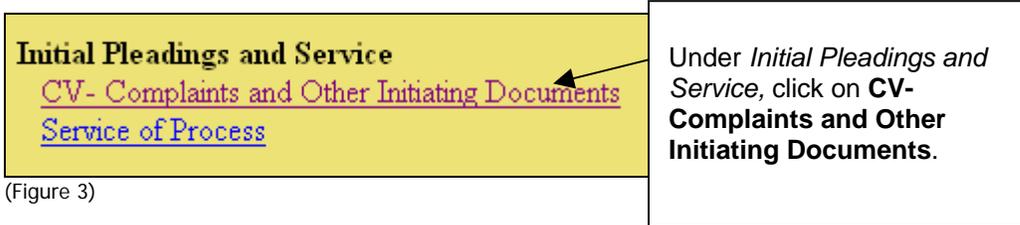
(Figure 1)

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



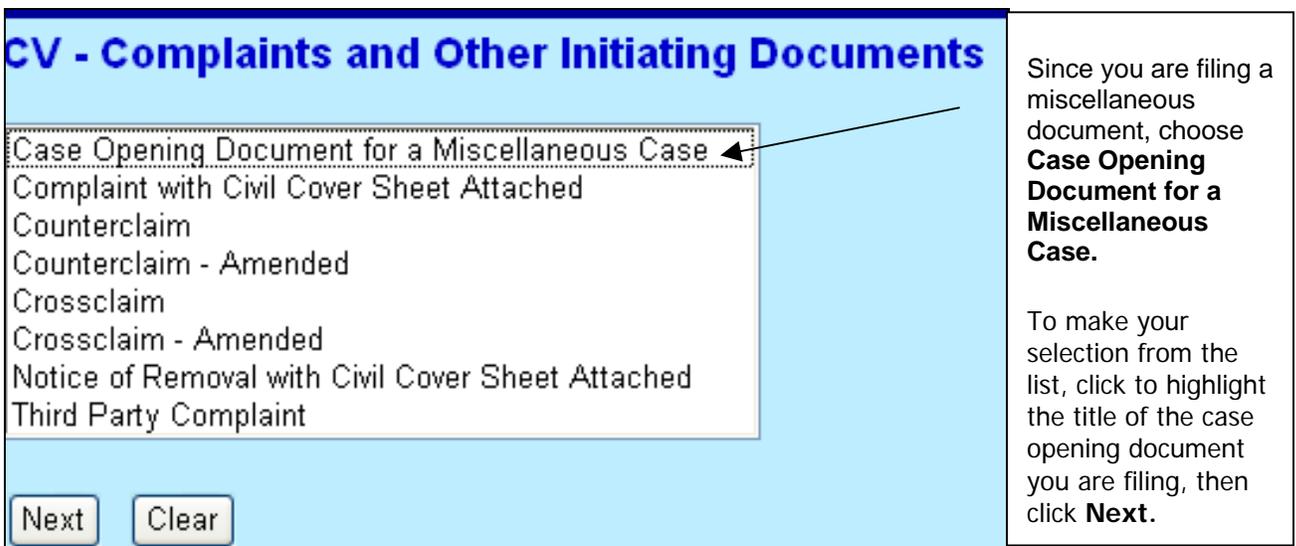
(Figure 2)

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



(Figure 3)

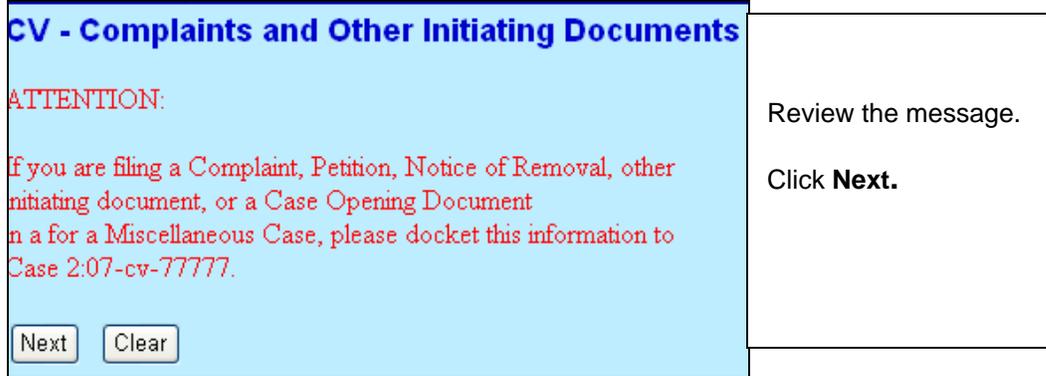
The following screen will display (see Figure 4).



(Figure 4)

Step 3 - Entering the Shell Case number.

The following screen will display:



CV - Complaints and Other Initiating Documents

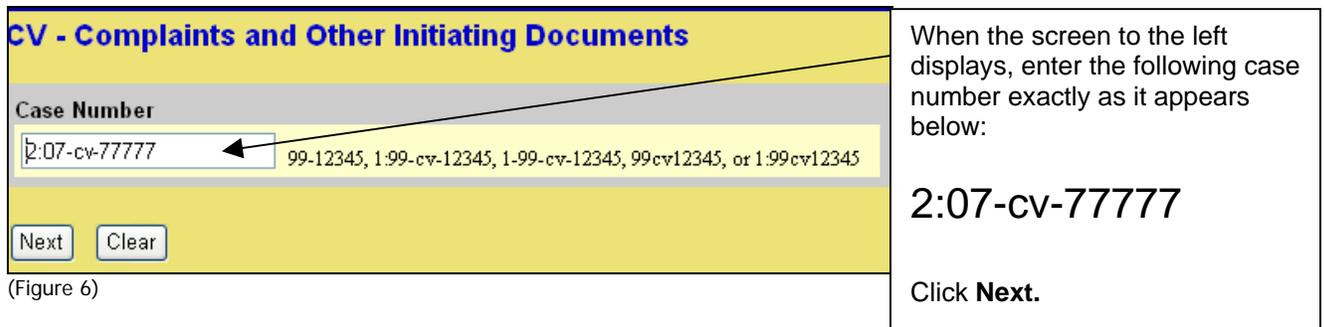
ATTENTION:

If you are filing a Complaint, Petition, Notice of Removal, other initiating document, or a Case Opening Document in a for a Miscellaneous Case, please docket this information to Case 2:07-cv-77777.

Next Clear

Review the message.
Click **Next**.

(Figure 5)



CV - Complaints and Other Initiating Documents

Case Number

2:07-cv-77777 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

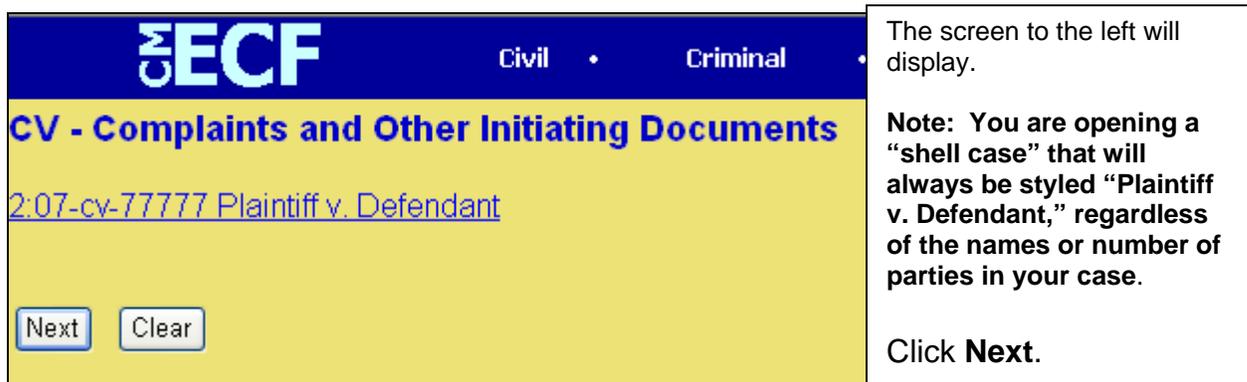
Next Clear

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)



ECF Civil • Criminal •

CV - Complaints and Other Initiating Documents

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

Next Clear

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

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.

CV - Complaints and Other Initiating Documents
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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

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)

<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>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="Foxboro Co. v. Wade"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></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>
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(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, 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.

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

Filename

Attachments to Document: No Yes

(Figure 13)

Documents **must** be in PDF format and the file size can be no larger than 2.0 MB.

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.

CV - Complaints and Other Initiating Documents

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

Fee: \$39.00

(Figure 14)

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

Click **Next**.

Step 9 – Paying the Filing Fee.

If you are seeking leave to file this miscellaneous case without prepayment of the filing fee, skip to Step 10.

Note: To pay the filing fee, enter your credit card information on the screen below (see Figure 15) When you are finished with this screen, click **“Continue with Plastic Card Payment.”**

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

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

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)

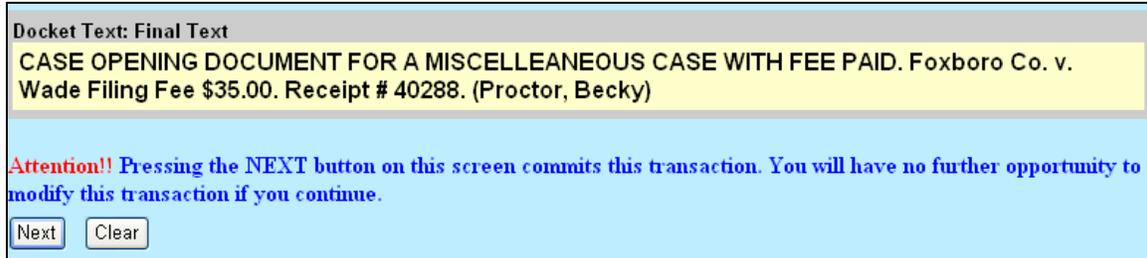
CV - Complaints and Other Initiating Documents
[2:07-cv-77777 Plaintiff v. Defendant](#)

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

(Figure 17)

Step 10 – Committing the transaction.

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

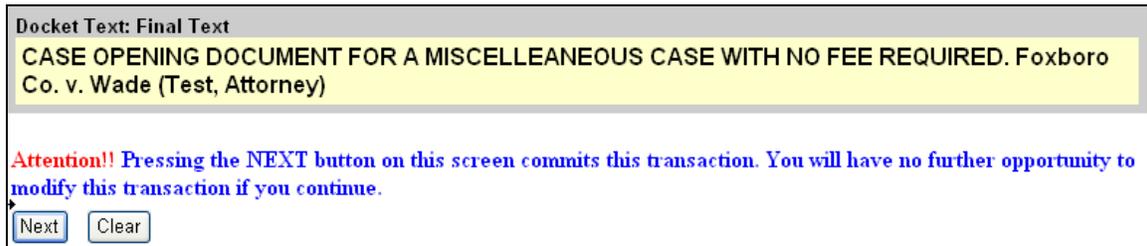


Docket Text: Final Text
CASE OPENING DOCUMENT FOR A MISCELLENEOUS CASE WITH FEE PAID. Foxboro Co. v. Wade Filing Fee \$35.00. Receipt # 40288. (Proctor, Becky)

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).



Docket Text: Final Text
CASE OPENING DOCUMENT FOR A MISCELLENEOUS CASE WITH NO FEE REQUIRED. Foxboro Co. v. Wade (Test, Attorney)

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.

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 Proctor, Becky on 2/16/2007 at 11:33 AM EST

Case Name: Plaintiff v. Defendant
Case Number: [2:07-cv-77777](#)
Filer: Plaintiff
Document Number: [3](#)

Docket Text:
CASE OPENING DOCUMENT FOR A MISCELLENEOUS CASE WITH FEE PAID. Foxboro Co. v. Wade Filing Fee (Proctor, Becky)

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

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)