

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF GEORGIA



CIVIL CASE OPENING FOR ATTORNEY USERS

Effective April 15, 2026

Contents

Attorney Checklist	3
Before Opening a New Civil Case.....	3
Overview.....	3
Attorney Electronic Civil Case Opening.....	5
Open a New Civil Case.....	5
Select the Divisional Office	6
Statistical Screen	7
Adding Parties.....	9
Party Icons	12
Creating the Case.....	13
Docketing the Lead Event.....	13
Case Number.....	14
Selecting the Filer(s).....	15
Attorney / Party Association	16
Selecting Party(ies) Filing Against.....	16
Cover Sheet Requirement.....	17
Uploading PDF Document(s) and Attachment(s)	18
Sample Civil Complaint	18
Sample Notice of Removal.....	19
Filing Fee / Motion to Proceed In Forma Pauperis (IFP) / Filing on behalf of the United States / or Exempt	20
Online Payment	21
Final Docket Text	22
Notice of Electronic Filing (NEF)	23
Issuance of Summon(s) / Warrant(s) of Arrest in Rem.....	24
Subsequent Filings	24
Appendix	25
Adding Parties Supplemental FAQs.....	25

Attorney Checklist

Before Opening a New Civil Case

- ✓ ONLY Attorneys admitted to the bar of the Southern District of Georgia may open a case in ECF. See Local Rule 83 for admissions requirements.
- ✓ Read ALL instructions in the Civil Case Opening Guide for Attorneys.
- ✓ Prepare the following documents in advance (as applicable) to file and convert to PDF format (file size limit = 50 megabytes):
 - Initiating Document (i.e., Complaint, Notice of Removal or Petition for Writ of Habeas Corpus)
 - Civil Cover Sheet (JS-44)
 - Summons(es)
 - Motion to Proceed In Forma Pauperis (IFP)

Have all payment information readily available. Payment by credit card or bank account debit are the **only** acceptable methods of payment for new civil cases filed electronically by attorneys. The payment information is not required if you are:

- **Filing a motion to proceed IFP** or
- **Representing the United States of America.**

Overview

- ✓ **Enter all necessary information on CM/ECF screens.**
 - Enter all the statistical information ([Civil Cover Sheet JS-44](#)).
 - Enter all the parties in the **exact order** and **exact way** they are listed in the style of the complaint.
 - Do NOT enter party address information.
 - Modify the party role type to the correct role (i.e., Plaintiff, Defendant, Petitioner and/or Respondent) **NOTE: The party role defaults to Defendant.**
- ✓ **Docket the lead Event.**
 - **Review [Administrative Procedures for Electronic Signing Guidelines](#)**
 - Select the appropriate lead event and attach the signed initiating document¹.
 - Attach the completed and signed civil cover sheet as a separate attachment and describe it properly (i.e., Civil Cover Sheet).
 - Attach any supporting documentation as separate attachments (e.g., exhibits).
- ✓ **Docket additional documents.**
 - File a Motion to Proceed In Forma Pauperis (IFP) if no payment is made.
 - **If applicable, file additional documents using correct CM/ECF events.**
 - **Summons should be submitted separately using the Summons Submitted ECF event.**

¹ Only attorneys admitted to practice in the Southern District of Georgia should sign the initiating document.

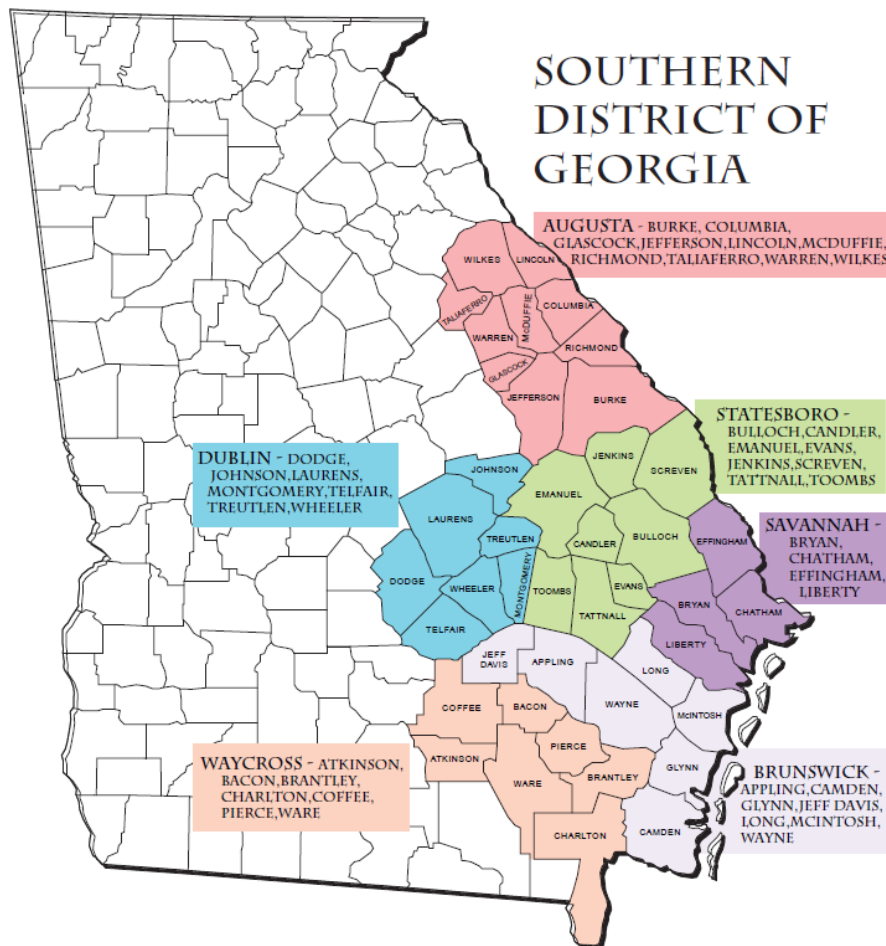
➤ If you have any questions or need assistance during the case opening process, please contact the Clerk's Office at:

- (912)-650-4019

➤ If you are filing a document considered to be an emergency or otherwise urgent, you **MUST** immediately contact the Clerk's Office at (912)-650-4020.

NOTE: Miscellaneous cases, Sealed and Qui Tam cases are not accepted electronically; these cases MUST be filed conventionally with the Clerk's Office. See Administrative Procedures.

Southern District of Georgia Jurisdictional Map



Attorney Electronic Civil Case Opening

Attorneys who are admitted to practice in the Southern District of Georgia can electronically file civil cases.

Requirements:

- Filing attorney must be an active member in good standing with the Southern District of Georgia.
- An upgraded PACER account with E-Filing privileges in this district.
- Filing fee
 - must be paid at the time of filing²; or
 - file a Motion to Proceed In Forma Pauperis (IFP); or
 - represent the United States of America (filing fee is waived).

To successfully open a new civil case:

- Complete the entire process as instructed in this Guide.
- Enter all necessary information on the CM/ECF screens.
- Docket the lead event and upload appropriate .pdf document(s).
- Enter all necessary information on PACER screens to process payment.
- **Do NOT attempt to open the same case twice.**
- **Open case in the appropriate Division.**

Open a New Civil Case

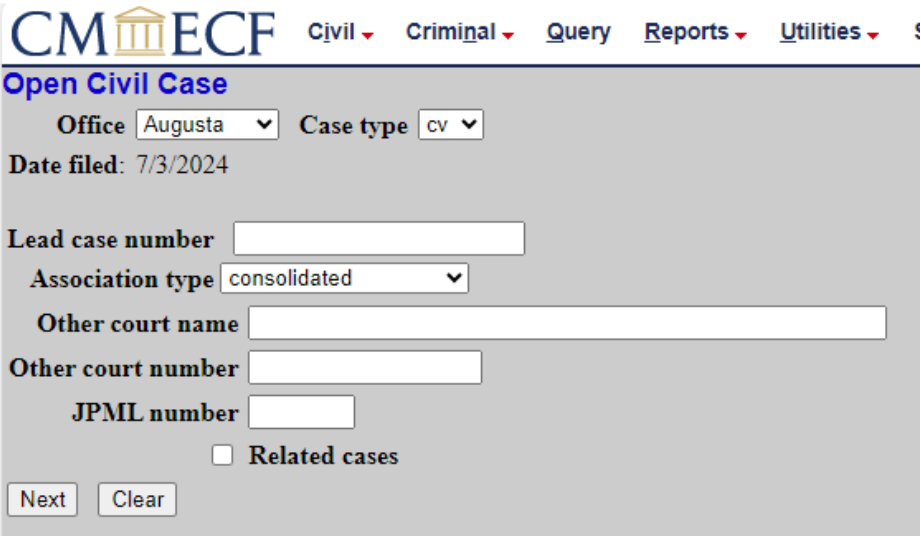
- Log in to CM/ECF using your PACER login and password.
- Click **Civil** on the menu bar.
- Select **Open a Civil Case** under the *Open a Case* category.



² When filing a *habeas petition*, you will be prompted for the \$5 filing fee, unless you are proceeding *IFP*. If you are prompted to pay the \$405 filing fee while filing a *habeas petition*, you should not proceed to that payment. Contact the Clerk's Office for further assistance.

Select the Divisional Office

- See 28 U.S.C. § 1391 – Venue, generally.

Divisional Prompts	Divisional Selection Screen
<p>Complaint</p> <ul style="list-style-type: none"> ➤ Case Type default is cv. Case Type does not change. ➤ Reference Local Rule 2.1 for appropriate Office selection ➤ Refer to the map on Page 4 of this document ➤ Do not enter any new information or alter any selections in any box other than Office drop down ➤ Click Next once Office has been selected from drop down ➤ On the next screen, a link to a map of the Southern District of Georgia which illustrates the counties in each division is available. You may use this tool to confirm that you have selected the proper division. If not, use the back button to navigate to the previous screen. Otherwise, click Next. 	 <p>The screenshot shows the 'Open Civil Case' screen on the CM ECF portal. The 'Office' dropdown is set to 'Augusta' and the 'Case type' dropdown is set to 'cv'. The 'Date filed' is 7/3/2024. There are input fields for 'Lead case number', 'Other court name', and 'Other court number'. The 'Association type' dropdown is set to 'consolidated'. There is a checkbox for 'Related cases' which is currently unchecked. 'Next' and 'Clear' buttons are visible at the bottom of the form.</p>

Statistical Screen

➤ Reference the prepared [Civil Cover Sheet \(JS-44\)](#) to complete the statistical screen.

Open Civil Case

For 2241 Federal Habeas Corpus, If NOS is 530, Jurisdiction MUST BE a 2

IF THE CASE YOU ARE FILING IS A TRO/Injunction, PLEASE CONTACT THE CLERKS OFFICE OF THE DIVISION FOR YOUR CASE AT THE FOLLOWING LINK:
<https://www.gasd.uscourts.gov/court-directory>

Jurisdiction	3 (Federal Question)		
Cause of action	05:0551 (05:551 Administrative Procedure Act)	Filter:	<input type="text"/> Clear filter
Nature of suit	130 (Miller Act)	Filter:	<input type="text"/> Clear filter
Origin	1 (Original Proceeding)		
Citizenship plaintiff			
Citizenship defendant			
Jury demand	p (Plaintiff)	Class action	n (No Class Action Alleged) Demand (\$000) 15
Arbitration code		County	Columbia
Fee status	pd (paid)	Fee date	3/12/2026 Date transfer
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

- **Jurisdiction.** There are 5 options.
 - 1 = U.S. Government Plaintiff
 - 2 = U.S. Government Defendant
 - 3 = Federal Question (default)
 - 4 = Diversity (Citizenship plaintiff and Citizenship defendant fields are required)
 - 5 = Local Question
- **Cause of Action.** Select the appropriate code from the drop-down list or use alphanumeric codes in the filter fields.
- **Nature of Suit.** Select the appropriate code from the drop-down list or use alphanumeric codes in the filter fields.
- **Origin.**
 - Select 1 (Original Proceeding) if filing an original complaint/case.
 - Select 2 (Removal from State Court) if filing a Notice of Removal. *All additional options are for court use only.*
- **Citizenship Plaintiff / Citizenship Defendant.** Complete these fields only if the jurisdiction selected above was 4 (Diversity). Otherwise, leave this field blank.
- **Jury Demand.** Select the appropriate code from the drop down list.
 - n (None) = if Plaintiff does not request a jury demand in the complaint.
 - p (Plaintiff) = if Plaintiff requests a jury demand in the complaint.
 - b (Both) = Notice of Removal cases **only**. If both parties request a jury trial in either court in the complaint, notice of removal, answer or other filed document.
 - d (Defendant) = Notice of Removal cases **only**. If defendant requests a jury trial in either court in the answer, notice of removal, or other document.
- **Class Action.** Defaults to (n). If appropriate, move to (y) Class Action Alleged.

- **Demand (\$000).** If applicable, enter the monetary demand of the plaintiff. This must be entered in thousands, rounded to the nearest thousand dollars, do **not** include the dollar sign (i.e. \$15,000.00 = 15).
- **Arbitration Code.** Skip this option - do not change this field, for Court use only.
- **County.** Select the county. See 28 U.S.C. § 1391 – Venue, generally.
- **Fee status.**
 - Defaults to: Pd (paid) = fee being paid electronically with this filing (default)
 - **Do not modify.**
- **Fee Date.** System generated. **Do not modify.**

➤ Click **[Next]**

Note: Notice of Removal Statistics Example

CM ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Open Civil Case

For 2241 Federal Habeas Corpus, If NOS is 530, Jurisdiction MUST BE a 2

IF THE CASE YOU ARE FILING IS A TRO/Injunction, PLEASE CONTACT THE CLERKS OFFICE OF THE DIVISION FOR YOUR CASE AT THE FOLLOWING LINK:
<https://www.gasd.uscourts.gov/court-directory>

Jurisdiction 4 (Diversity) ▾

Cause of action 28:1331 (28:1331 Fed. Question) ▾ Filter: Clear filter

Nature of suit 350 (Motor Vehicle) ▾ Filter: Clear filter

Origin 2 (Removal from State Court) ▾

Citizenship plaintiff 1 (Citizen of This State) ▾

Citizenship defendant 5 (Incorporated/Principal Place of Business-Other State) ▾

Jury demand n (None) ▾ Class action n (No Class Action Alleged) ▾ Demand (\$000)

Arbitration code ▾ County Columbia ▾

Fee status pd (paid) ▾ Fee date 7/23/2024 Date transfer

Next Clear

Adding Parties



The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Open Civil Case". The main content area contains the following text:

On the following screens you will be prompted to enter party information.

NOTE: DO NOT ENTER ANY ADDRESS INFORMATION FOR A PARTY UNLESS THAT PARTY IS PROCEEDING PRO SE.

DO NOT ENTER AN EMAIL ADDRESS FOR ANY PARTY.

Do not alter the Start date or Notice fields.

You may add any interested parties (such as a corporate parent) after adding a new party.

Once all parties are added, click on the Create Case button.

At the bottom of the instructions, there are two buttons: "Next" and "Clear".

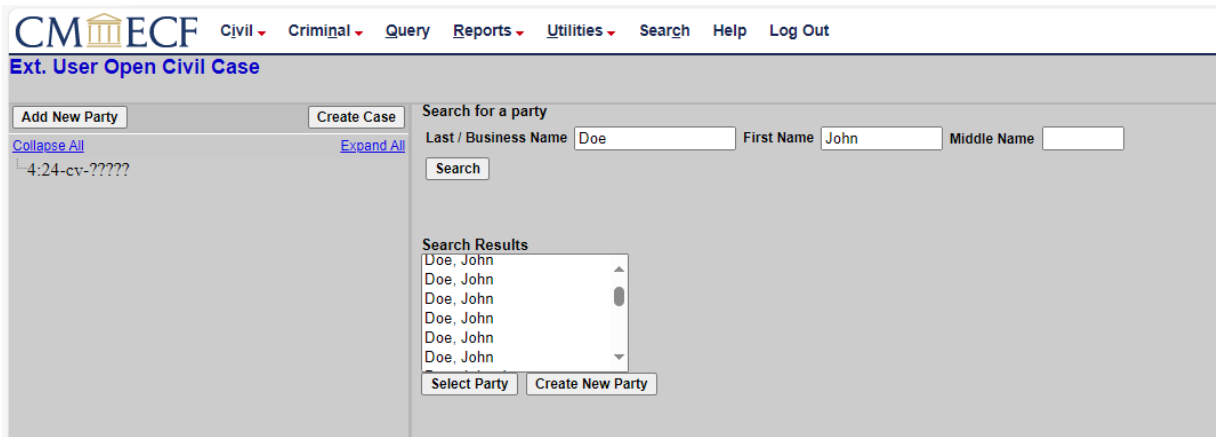
- You will be prompted to add parties. Please review the information on the screen before proceeding. Select Next once reviewed.

Notes:

- Do not enter any address information unless a party is proceeding pro se.
- Do not add an email address for any party.
- Do not alter the start date or notice fields when adding a party.
- If filing a **notice of removal**, parties should be taken from the most recent complaint.
- Enter all Parties in sentence case (ex. Jean T. Smith)

PLEASE SEE [APPENDIX](#) FOR MORE DETAILED INFORMATION re PARTY NAMES

- **Party Name.** The Southern District of Georgia has an extensive list of names and businesses stored in the CM/ECF database. To avoid the addition of duplicate parties, search the database for existing party names before adding a new name. If a party name already exists, select that party.
 - Add all parties in the manner and order in which they appear on the complaint.
 - Enter the complete Last/Business Name, First Name, and Middle Name, as applicable. **NOTE:** The complete business name is entered in the Last/Business Name field. Use upper and lower case letters to input names (e.g. John Doe or XYZ Corporation).
 - When accurate, click **[Search]**.



- The Search Results list will display matching names.
- Scroll through the entire list to determine if there is a party name match. If the name of the party is found in the party **Search Results**, highlight the name and click **[Select Party]**. Only one name may be selected at a time. Common names may yield numerous results. Select any matching result.
- If no match is found, click **[Create New Party]**.



Note: Enter only the Role and Party Text on the Party Information screen.³

- **Role.**
 - Select the correct "role" of the party, the default role is Defendant.
- **Party Text.**
 - Enter any "party text" information (e.g., individually, a Georgia corporation, etc.).
 - Do **not** enter any alias, corporate parent or other affiliate information in this field. (See adding alias, corporate parent or other affiliate information under Party Icons section).

³ Some existing party name matches, when selected, may have address or other information included in the fields. You may clear out any erroneous information that appears in these fields before selecting "Add Party." Do not add any addresses.

Open Civil Case

Add New Party Create Case

[Collapse All](#) [Expand All](#)

1:24-cv-?????

- Test Defendant dft. ✎ ✖
- Test Plaintiff pla ✎ ✖
 - Alias 🌱
 - Corporate Parent or other affiliate 🌱
 - Attorney

Party Information
Test Defendant

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

 [Start a New Search](#)

➤ Click **[Add Party]** button.

- A new search screen will be displayed from which the user can search for and add additional parties as applicable. Repeat the above process until ALL parties from the complaint have been entered and added to the case.

Party Icons

- After searching for, selecting, and adding all parties, the parties' names appear in the participant tree (left pane). Parties that are added to civil cases will have control icons in the participant tree so the user can add aliases and corporate parents for the party.

The screenshot displays the CM ECF web application interface. At the top, there is a navigation menu with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu, the page title is 'Open Civil Case'. The main content area is divided into two sections. On the left, there is a 'Participant Tree' for case '1:24-cv-?????'. It lists two parties: 'DEI Insurance Company, Inc.' and 'John Doe'. Each party has three icons: a green plus sign for 'Alias', a green plus sign for 'Corporate Parent or other affiliate', and a red X for 'Attorney'. On the right, there is a search bar with fields for 'Last / Business Name', 'First Name', and 'Middle Name', and a 'Search' button.

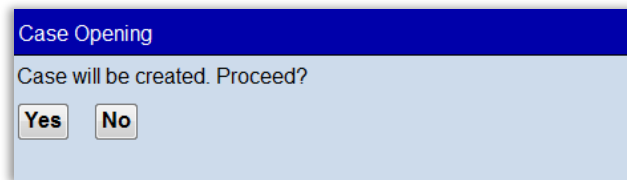
- Users can:
 - Edit the party information by clicking on the pencil "edit" icon;
 - Delete the party by clicking on the red X "delete" icon;
 - Add an alias by clicking on the add icon;
 - Add a corporate parent or other affiliate by clicking on the add icon;
 - A corporate parent is an entity identified in paragraph 3 of the Disclosure Statement of Parties and Intervenors. See LR 7.1.1 for filing requirements.
 - Add a new party by clicking on the **[Add New Party]** button on the top left of the screen.

Creating the Case

- Once all parties have been entered, click **[Create Case]**.

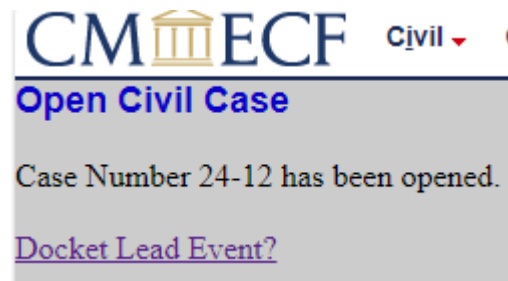


- Click **[Yes]** to proceed with the case opening or **[No]** to return to the party screen.



Docketing the Lead Event

- After creating the case, an assigned case number is displayed. **Write down or otherwise note the case number before continuing.** The case number displayed will show only the year and civil case number (i.e. "24-12"). The case number will not display the division in which the case was filed ("1" for Augusta; "2" for Brunswick; "3" for Dublin; "4" for Savannah; "5" for Waycross; "6" for Statesboro), nor the type of case ("cv" for civil).
- The case opening process is incomplete until you docket the complaint or other initiating document and pay any required filing fee. The next step in opening a new civil case is to **Docket the Lead Event**.
- Click **[Docket Lead Event?]**.



Initiating Document Events

- Initiating events for civil cases opened by Attorneys are: Complaint, Complaint SS, Complaint for Forfeiture, Notice of Removal, and Petition for Writ of Habeas Corpus
- Select the applicable initiating event and Click **[Next]**.⁴

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Complaints and Other Initiating Documents

Available Events (click to select an event)

- Amended Complaint
- Complaint
- Complaint SS
- Complaint for Forfeiture
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Third Party Complaint

Selected Event

Next Clear

Complaints and Other Initiating Documents

Make sure you have selected the right event for the case you are filing!

If you are unsure your selection was correct, please go back and change it.

Next Clear

Case Number

- The system automatically displays the case number for the case just assigned. Click **[Next]** to continue.

⁴ The Complaint SS event is built to serve the parties as required in Rule 3 of the Supplemental Rules for Social Security Actions Under 42 U.S.C. § 405(g). The Petition for Writ of Habeas Corpus event prompts a \$5 filing fee.

CM ECF Civil Criminal Query

Complaints and Other Initiating Documents

Civil Case Number

1:24-cv-14

Next Clear

- Verify this is the correct case number and short title and click **[Next]** to continue.

CM ECF Civil Criminal Query

Complaints and Other Initiating Documents

1:24-cv-00014 Plaintiff v. Defendant

Next Clear

Selecting the Filer(s)

- Select the filer by clicking on the party's name. To select multiple filers, hold down the [Ctrl] key on your keyboard and click all applicable filers. Once all filers have been selected, click **[Next]**.

NOTE: All plaintiffs should be the filer for an original complaint. If the initiating document is a Notice of Removal, the filing party of the Notice of Removal should be the defendant that is removing the case from state court to federal court.

Complaints and Other Initiating Documents

1:26-cv-00007 Doe v. Doe

Pick Filer

Collapse All Expand All

John Doe pla
Britney Doe dft

Select the filer.

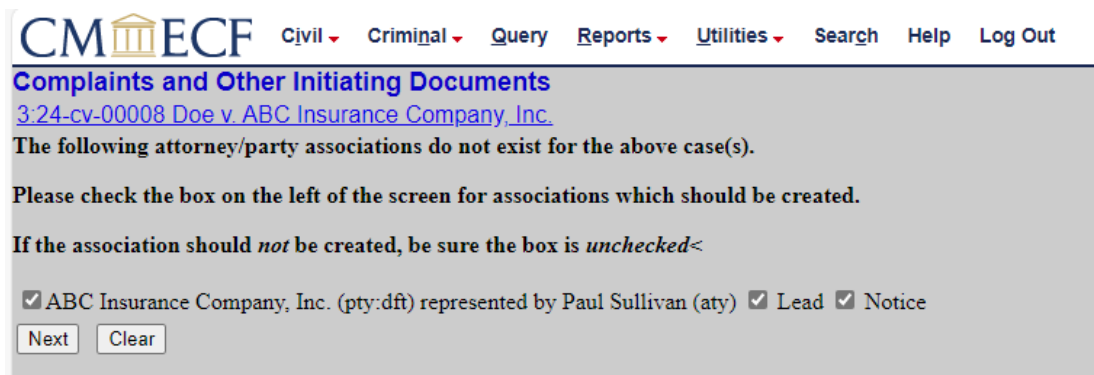
Select the Party:

Doe, John [pla]
Doe, Britney [dft]

Next Clear New Filer

Attorney / Party Association

- You **must** associate yourself as counsel of record for the filer(s). Please leave the first box and the Notice box checked for all parties you represent. If you are not **Lead Counsel**, uncheck the Lead box. *Only the attorney whose login is used to electronically file the case will be associated with the party(ies)*. Co-counsel who signed the complaint will be screened and added, if appropriate, after review. Co-counsel not admitted to the bar of the Southern District should not sign the complaint or any other document until admitted. See LR 83.



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Complaints and Other Initiating Documents
3:24-cv-00008 Doe v. ABC Insurance Company, Inc.

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

ABC Insurance Company, Inc. (pty:dft) represented by Paul Sullivan (aty) Lead Notice

Next Clear

- Click **[Next]**.

Selecting Party(ies) Filing Against

- Select the party(ies) this filing is against by clicking on the party's name. To select multiple filers, hold down the [Ctrl] key on your keyboard and click all applicable filers. Once all parties have been selected, click **[Next]**.

NOTE: All defendants should be the party the filing is against for an original Complaint. All plaintiffs should be the party the filing is against for a Notice of Removal.



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Complaints and Other Initiating Documents
3:24-cv-00008 Doe v. ABC Insurance Company, Inc.

Pick Party

Please select the party that this filing is against.

Select the Party: OR Select a Group:

ABC Insurance Company, Inc. [dft]
Doe, John [pla]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear New Party

Cover Sheet Requirement

Complaint

- You must file a completed Civil Cover Sheet (JS-44) with all initiating documents (i.e. Complaints, Complaint - SS, Notice of Removal, or Petition for Writ of Habeas Corpus).

Notice of Removal

- You must file a completed Civil Cover Sheet (JS-44) when filing a Notice of Removal.
- All State Court documents must be attached as **separate** .pdf files as follows:
 - State Court Complaint,
 - State Court Answer,
 - State Court Docket Sheet, &
 - State Court Other Documents.

Uploading PDF Document(s) and Attachment(s)

- Attach the **Main Document** [i.e. Complaint, Notice of Removal or Petition for Writ of Habeas Corpus]. Click **[Browse]** to locate and select the document to be filed. Document(s) must be in PDF format. Attach any exhibits to the initiating document as attachments.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Complaints and Other Initiating Documents
[1:26-cv-00040 Plaintiff v. Defendant](#)
Attach the Complaint under Main Document.

Only attorneys admitted to practice in the Southern District of Georgia should sign and file the complaint.

Attach the Civil Cover Sheet under Attachments. Attach separately any exhibits to the complaint. Describe all Attachments using the Category and/or Description fields.

Select the PDF document and any attachments.

Main Document
Choose File | No file chosen

Attachments	Category	Description
1. Choose File No file chosen		

Next Clear

- A pop-up box will appear. Navigate to the applicable file you wish to upload. Right click on the document and preview the document by selecting the option to open the document with Adobe Acrobat. This allows you to ensure the correct document(s) is/are being uploaded.

NOTE: Incorrect documents will not be altered, replaced, or edited by Clerk's Office staff.

- After verifying you have selected the correct PDF document, click **[Open]** to select the document. The filename will appear in the white box, beside the **[Browse]** button.

Sample Civil Complaint

The Civil Cover Sheet (JS-44) is added as an Attachment to the Complaint. Exhibits should be separated by identifier, i.e., Exhibit A added separately from Exhibit B, etc.

Complaints and Other Initiating Documents
[4:26-cv-00008-RSB-CLR Plaintiff v. Defendant](#)
Attach the Complaint under Main Document.

Only attorneys admitted to practice in the Southern District of Georgia should sign and file the complaint.

Attach the Civil Cover Sheet under Attachments. Attach separately any exhibits to the complaint. Describe all Attachments using the Category and/or Description fields.

Select the PDF document and any attachments.

Main Document
Choose File | Test Doc.pdf

Attachments	Category	Description
1. Choose File TEST SHEET.pdf	Exhibit	
2. Choose File TEST WAIVER.pdf	Civil Cover Sheet	
3. Choose File No file chosen		

Next Clear

Sample Notice of Removal

The Civil Cover Sheet (JS-44) and the state court record are added as separate Attachments to the Notice of Removal. The state court record is separated into the following categories:

- State Court Complaint
- State Court Answer
- State Court Docket Sheet
- State Court Other Documents

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Complaints and Other Initiating Documents
1:24-cv-00015 Test v. Test

The state court record **MUST** include the complaint and answer, if any.

Attach the Notice of Removal as Main Document.

State Court Records should be attached as separate files under the Attachments section

Leave the category field blank and Type in the appropriate description.

State Court Documents which should be attached separately include:

1. The Complaint
2. Answer (if any)
3. Docket Sheet
4. Proof of Service
5. All remaining state court documents
6. Civil Cover Sheet

Any motions pending in State Court at time of Removal must be filed in this Court within 14 days. Further, a Statement of Motions Pending should be filed on the record of the case within 10 days.

Select the PDF document and any attachments.

Main Document
Choose File No file chosen

Attachments	Category	Description
1. Choose File No file chosen		

Next Clear

Enter Name of Court case removed from i.e, “Superior Court of Dodge County, Georgia” and Case Number in Other Court,

CM/ECF Civil Criminal Query Reports

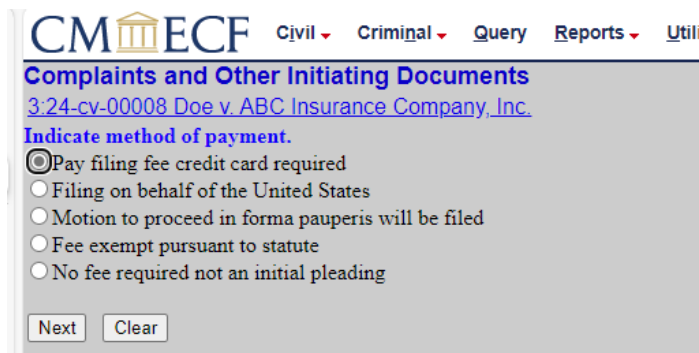
Complaints and Other Initiating Documents
3:24-cv-00008 Doe v. ABC Insurance Company, Inc.

Name of other court Superior Court of Dodge Col

Case number in other court SVC2024Example001

Next Clear

Filing Fee / Motion to Proceed In Forma Pauperis (IFP) / Filing on behalf of the United States / or Exempt



CM/ECF Civil Criminal Query Reports Utili

Complaints and Other Initiating Documents
3:24-cv-00008 Doe v. ABC Insurance Company, Inc.

Indicate method of payment.

Pay filing fee credit card required

Filing on behalf of the United States

Motion to proceed in forma pauperis will be filed

Fee exempt pursuant to statute

No fee required not an initial pleading

Next Clear

- Select the method of payment from the available options.
- Click **[Next]**.
- If you select “Pay filing fee credit card required,” you will be taken to PACER to enter payment information.
- If you are filing a Motion to Proceed In Forma Pauperis or Application to Proceed Without Prepayment of Fees you **must** file the motion as a separate event. After filing the complaint, notice of removal or petition for writ of habeas corpus event, return to the **Civil Events List**, Select Motions and file the IFP motion.
- If you are paying the filing fee, the fee amount will be displayed. Click **[Next]**. The payment screen will load providing the filer an opportunity to pay the filing fee online.



CM/ECF Civil Criminal Query Reports

Complaints and Other Initiating Documents
3:24-cv-00008 Doe v. ABC Insurance Company, Inc.

Fee: \$405

Next Clear

NOTE: Do **not** click the "back button", this may lead to incomplete data being transmitted. Complete the payment data fields as required. Fields marked with a red asterisk [*] are required fields.

Online Payment

- You may choose to pay the fee by an existing payment method or choose to enter a new credit card.

NOTE:

- This is a secure site.
 - The Account Holder does not need to be the same as the attorney filing the case. For example, the credit card being used could be that of the law firm.
 - All payments go directly to the United States Treasury.
 - All transactions are reviewed by the Court.
 - All users are notified of discrepancies or problems. If payments are not processed properly, counsel will be notified by the Clerk's Office and proper payment must be made no later than the next business day.
- Verify the Address Information, Account Information and Payment Information is correct.
 - **Court Specific:** Enter required information.
 - **Email Receipt:** Add an email address to receive a receipt of payment.
 - Review Authorization and check the box.
 - Click [Submit]. **Do not double click** the [Submit] button. This may result in a duplicate charge.

1.

Account Number 7039800
Username testsdgapau2020
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for Georgia Southern District Court (test)

Required Information

Payment Amount
Amount Due * \$405.00

Select a Payment Method

Visa
Paul Sullivan
XXXXXXXXXXXXXXXXXXXX1111
12/2043

Enter a credit card

Enter an ACH account

Account Holder Name * Test Attorney
Card Type * Select Card Type
Account Number *
Card Expiration Date * 01 / 2024
 Use billing address
Address *
City *
State * Select State
Zip/Postal Code *
Country * United States of America

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

2.

Account Number 7039800
Username testsdgapau2020
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for Georgia Southern District Court (test)

Payment Summary

Payment Method	Payment Amount	Fee Type
XXXXXXXXXXXXXXXX1111 12/2043	\$405.00	Filing Fee

Paul Sullivan
P.O. Box 1130
Augusta, GA
30903
USA

Email Receipt

Email test@gmail.com
Confirm Email test@gmail.com
Additional Email Addresses

Authorization

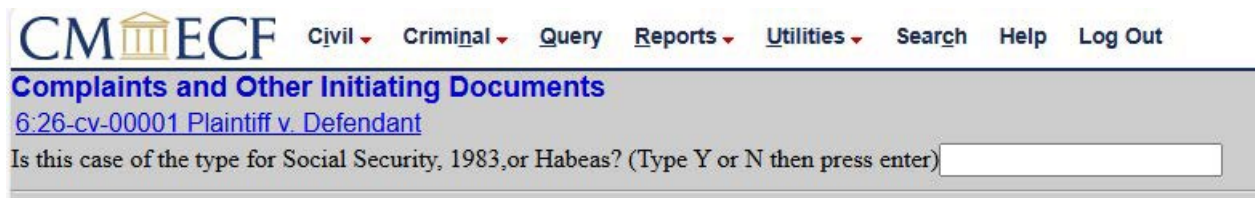
I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Cancel

****STATESBORO CASES ONLY****

When filing a case in the Statesboro Division, before reviewing the docket text and submitting your case, you will be prompted to answer the following:

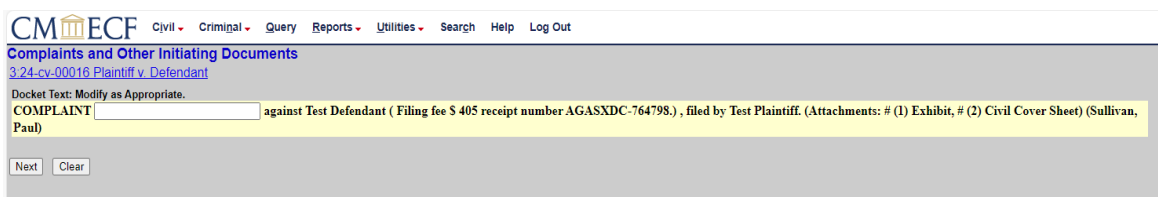


The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The case number "6:26-cv-00001 Plaintiff v. Defendant" is displayed. A text input field contains the question: "Is this case of the type for Social Security, 1983, or Habeas? (Type Y or N then press enter)".

Type either Y for Yes or N for No and then "enter" to proceed to the Final Docket Text Screen.

Final Docket Text

- You may add docket text. When accurate, click [Next].



The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The case number "3:24-cv-00016 Plaintiff v. Defendant" is displayed. The text "Docket Text: Modify as Appropriate." is shown. Below this, there is a text input field containing "COMPLAINT" and a text area containing "against Test Defendant (Filing fee \$ 405 receipt number AGASXDC-764798.), filed by Test Plaintiff. (Attachments: # (1) Exhibit, # (2) Civil Cover Sheet) (Sullivan, Paul)". At the bottom, there are "Next" and "Clear" buttons.

- Review the **Final Text** screen. This is the final step before submitting the filing to the court. Once you click [Next] on this screen, you will have no further opportunities to modify this transaction.
 - The **Source Document Path** lists the file path and total number of pages for each document attached.



The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The case number "3:24-cv-00016 Plaintiff v. Defendant" is displayed. The text "Docket Text: Final Text" is shown. Below this, there is a text area containing "COMPLAINT against Test Defendant (Filing fee \$ 405 receipt number AGASXDC-764798.), filed by Test Plaintiff. (Attachments: # (1) Exhibit, # (2) Civil Cover Sheet)(Sullivan, Paul)". Below the text area, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?". Below the warning message, there is a section titled "Source Document Path (for confirmation only):" with a list of file paths and page counts: "C:\fakepath\Test Doc.pdf pages: 1", "C:\fakepath\TEST SHEET.pdf pages: 1", and "C:\fakepath\TEST WAIVER.pdf pages: 1". At the bottom, there are "Next" and "Clear" buttons.

- Click [Next].

Notice of Electronic Filing (NEF)

- The Notice of Electronic Filing (NEF) is displayed with the filing information as a receipt of the transaction.

The screenshot displays the CM/ECF Case Management System interface. At the top, there is a navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" with a sub-link "6:26-cv-00001 Plaintiff v. Defendant". The court name is "U.S. District Court Southern District of Georgia".

Notice of Electronic Filing

The following transaction was entered by Sullivan, Paul on 1/27/2026 at 10:45 AM EST and filed on 1/27/2026

Case Name: Plaintiff v. Defendant
Case Number: [6:26-cv-00001-JRH-CLR](#)
Filer: Test Plaintiff
Document Number: [1](#)
Judge(s) Assigned: J. Randal Hall (presiding), Christopher L Ray (referral)

Docket Text:
COMPLAINT against Test Defendant, filed by Test Plaintiff.(Sullivan, Paul)

6:26-cv-00001-JRH-CLR Notice has been electronically mailed to:

Paul Sullivan paul_sullivan@gas.uscourts.gov

6:26-cv-00001-JRH-CLR Notice has been delivered via US Postal Service to:

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
KeyFile (/opt/DCECF/test/server/server/./support/Keys/dcecf.key) is not available for this court.

Issuance of Summon(s) / Warrant(s) of Arrest in Rem

- Proposed summons(es) should be submitted to the Court using the ECF event Summons Submitted. This event is found under the Civil Events Menu -> Initial Pleadings -> Service of Process -> Summons Submitted.

Once filed in ECF, the Clerks' Office will review the submitted documents and issue the summons, if appropriate. Issued summons will be delivered to the requesting party via NEF. Please allow 24-48 hours for review and issuance of summons submitted.

- Any warrant(s) of arrest in rem, attached to the initial document entry, will be reviewed and if appropriate, issued and returned to the filing attorney.

Subsequent Filings

- Once the initial document(s) has/have been filed, subsequent filings should be filed separately onto the record of the case.
- Subsequent filings should not be attached to the Complaint filing and may include: Corporate Disclosure Statements (LR7.1.1), Litigant's Bill of Rights, Motions, or Notices.

Appendix

Adding Parties Supplemental FAQs

Search Strategies

- CM/ECF searches do not use key words. Searches require **exact** matches.
- It may be necessary to conduct multiple searches.
- General search criteria can return more results than desired. For example, if you search for Last Name "Smith" and no first name, the results will return every Smith in the CM/ECF database. It is necessary to provide as much information as known about the party(ies) (i.e. John E. Smith as opposed to Smith only).
 - Search for the entire party's name (e.g., ABC Corporation).
 - Search for part of the party's name (e.g., ABC Corp).
 - Use the asterisk symbol [*] as a wild card to search for words contained within a name.
 - *Corporation would return all party names in the database that contain the word "Corporation" but do not start with the word Corporation.
 - *Corporation* would return all party names in the database that contain the word "Corporation" but do not start or end with the word Corporation.
(The use of an asterisk at the end of the word is not required. The system will automatically perform this function without the asterisk.)
 - Search with and without spaces (e.g., ABC Corporation and A B C Corporation).
 - Search by last name (e.g., Smith) and the first name (e.g., John) and leave the middle name field blank.

Style Conventions for Names

- Do not use all caps. Names should be entered with upper and lower case letters (e.g., Jane Wilson).
- Use punctuation after initials and names (e.g., R.S.T. Development, Inc.).
- When entering names that have upper- and lower-case letters and hyphens, do not insert spaces (e.g., Wal-Mart, Mary Jones-Smith).
- If an individual does not have a middle name, leave that field blank. **Do not enter "NMN" (no middle name) or NMI (no middle initial).**
- If a party has multiple names such as Mary Ellen Kramer Rogers, add the extra names in the middle name field (e.g., Last Name = Rogers; First Name = Mary; Middle Name = Ellen

Kramer).

- Business names should be entered entirely in the Last Name field. Do not use the First Name or Middle Name fields when entering a business name.
- Do not use the ampersand (&) sign for "and" unless it is part of the business name on the initiating document (e.g., A & B Corporation).