

Filing a case initialing document in the U.S. District Court

CM/ECF is a menu driven system. Attorney's may now file case initiating documents using new options added to the menu.

*** Microsoft Internet Explorer users should clear browser cache before attempting to activate the new features inside CM/ECF. To accomplish this task, locate the tools option in your browser. Select Internet options and Delete Temporary Files. For more information, please contact our technical support team at 912-650-4010.

1. Login the CM/ECF.
2. Choose Civil Menu

Note new options under “**Initial Pleading and Service**”

“Case Initiating Documents” and “Other Initiating Documents”



Example 2

Filing a complaint

3. Select or click on Case Initiating Documents
4. Select Complaint from the list of event types

Start typing to find another event.

Available Events (click to select events)

- Complaint
- Complaint (IFP)
- Complaint (Prisoner Litigation - Fee Required)
- Complaint - Removal
- Complaint for Forfeiture

Selected Events (click to remove events)

- Complaint

On the next screen, enter case number **08-5000** then select the proper division on the following screen.

Next Clear

5. Click Next to proceed
(Note message about case number in RED)
6. Enter YY-5000 for the case number
7. Check the box matching the appropriate division
8. Click on Next Button to proceed
9. Re-verify Case Number and press Next
10. Shows user the fee charged. Prepare to pay by credit card.

Civil Case Number

08-5000 Hide Case List

Select a case:

- 1:08-tc-05000 Augusta Division
- 2:08-tc-05000 Brunswick Division
- 3:08-tc-05000 Dublin Division
- 4:08-tc-05000 Savannah Plaintiff
- 5:08-tc-05000 Waycross Division
- 6:08-tc-05000 Statesboro Division

Next Clear

Example 7

11. Credit card transaction screen is now displayed. Complete form with the identifying information from the card holder.

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.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Credit Card

12. Press Continue with Plastic Card Payment

13. Enter email information and click on Final Authorization Box

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.

14. Click on Submit Payment
(If no errors are reported, you will be returned back to CM/ECF Screen
*** Once submit has been pressed your credit card is charged for this transaction
*** If for some reason you do not finish transaction you will need to call Court for a credit against your account)
15. Read Notice and Click Next
16. Enter PDF document and Attachments
(General routine like all cm/ecf filing)
17. Enter the short/style name of the Case and press Next
(Jones v Smith)
18. Add additional Text as needed for Docket Entry, press Next
19. Verify the text of the entry and press Submit to File.

Filing an Other Initiating Document

1. Under the Civil Section, locate the Other Initiating Document Link
2. Select the most appropriate event for the type of document you wish to file. Click Next

ECF

Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Logout

Complaints and Other Initiating Documents

Start typing to find an event.

Available Events (click to select an event)

Third Party Complaint

Selected Event

Next Clear

3. Enter Case Number you wish to file against, Click Next
4. Verify Case Number, Click Next
5. Select the Party filing this Complaint/Document
(Add Party if necessary
Complete all information about new party)
6. Select Defendant Party
(Add Party if necessary
Please complete all information about new party)
7. Enter PDF Document Name and Attachments
8. Add Text if necessary to docket entry
9. Verify Docket entry and click Nextt when Ready

Document is filed

I encourage all attorneys to use Training System if you want to practice.

For more information or help on this process, please contact technical support at 912-650-4010