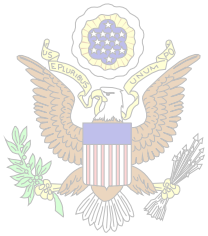
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

LAWRENCE K. BAERMAN
Clerk

JOHN M. DOMURAD
Chief Deputy

DAN MCALLISTER
Chief Deputy



James M. Hanley Federal Building
P.O. Box 7367, 100 S. Clinton St.
Syracuse, New York 13261-7367
(315) 234-8500

November 30, 2009

FILING INITIAL PLEADINGS (COMPLAINTS/NOTICES OF REMOVAL)

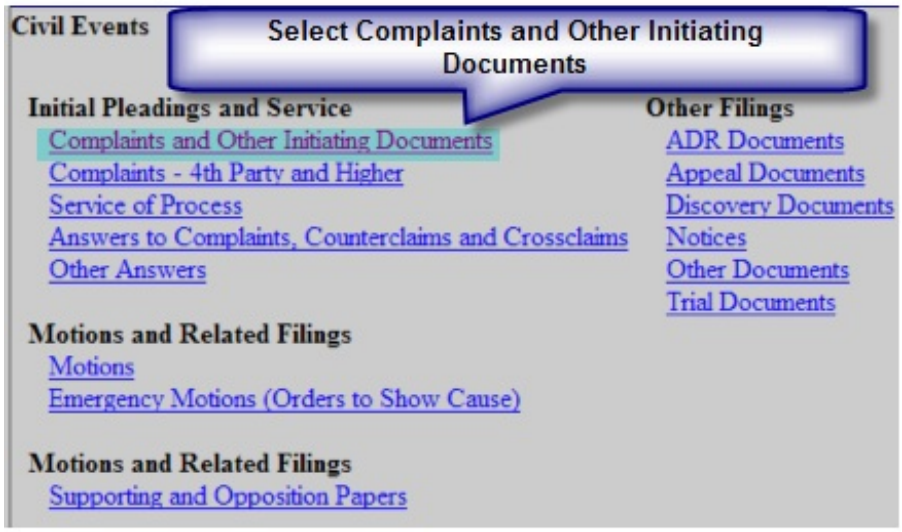
Pursuant to General Order #22, Section 4.2, all civil actions commenced by members of the Bar must e filed electronically in CM/ECF. The payment of the filing fee will be made through a secure United States Treasury site known as Pay.Gov. The filing user will be prompted to enter either credit card or checking account information while filing the initial pleading (complaint or notice of removal). New cases are deemed filed the day the Clerk' Office receives the complaint/notice of removal **and** required filing fee.

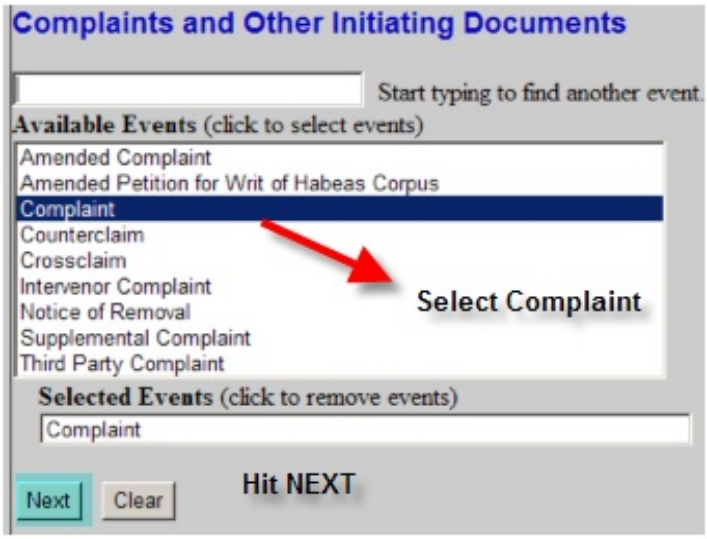
The attorney will log into CM/ECF and submit all initiating documents in .pdf format. The below screens illustrate what the filing user will see as the initial complaint in a civil case is filed, and the fee is paid via Pay.Gov. **If your initial complaint includes a motion for TRO, please file the complaint as the main document with summons and civil cover sheet as attachments, and call the Clerk's Office to notify of the filing. Once the case is opened and judges are assigned, you can file the motion for TRO and supporting papers in the assigned civil action.**

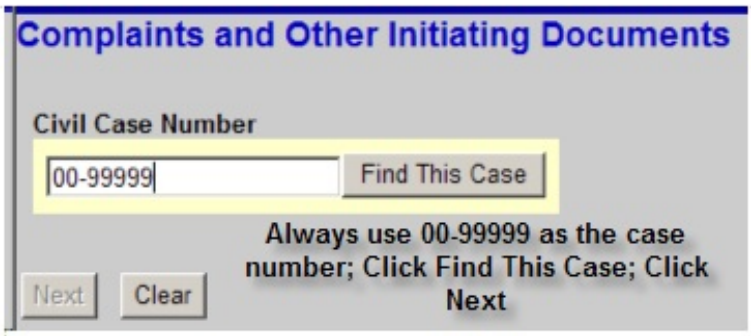
<u>EXCEPTIONS</u>: If you are seeking to have your complaint filed under SEAL, this should be filed traditionally at the Clerk's Office.

1. **Select the type of event that is being filed (The below example is for a new civil COMPLAINT)**

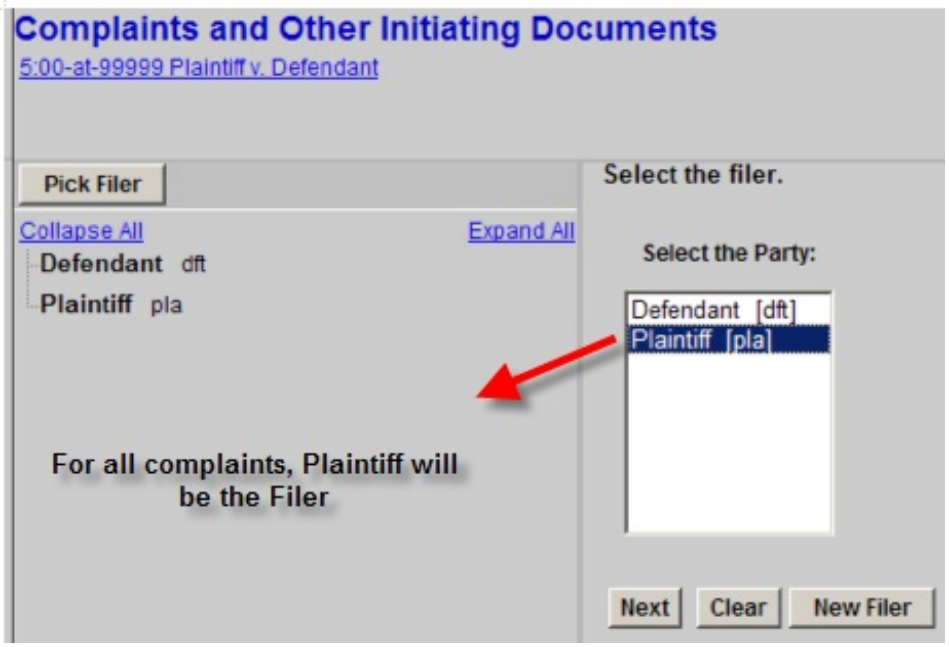
- Select **Civil** from the blue menu bar at the top of the CM/ECF screen to file a Civil Initial Pleading. The examples below refer to the filing of a Civil Complaint in CM/ECF.

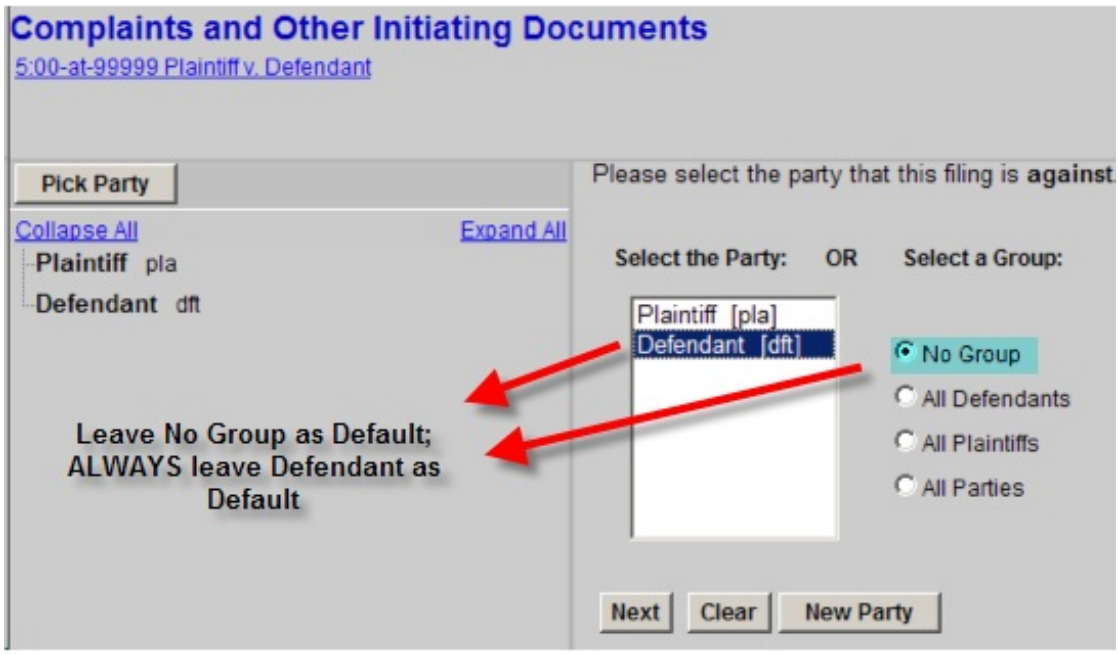


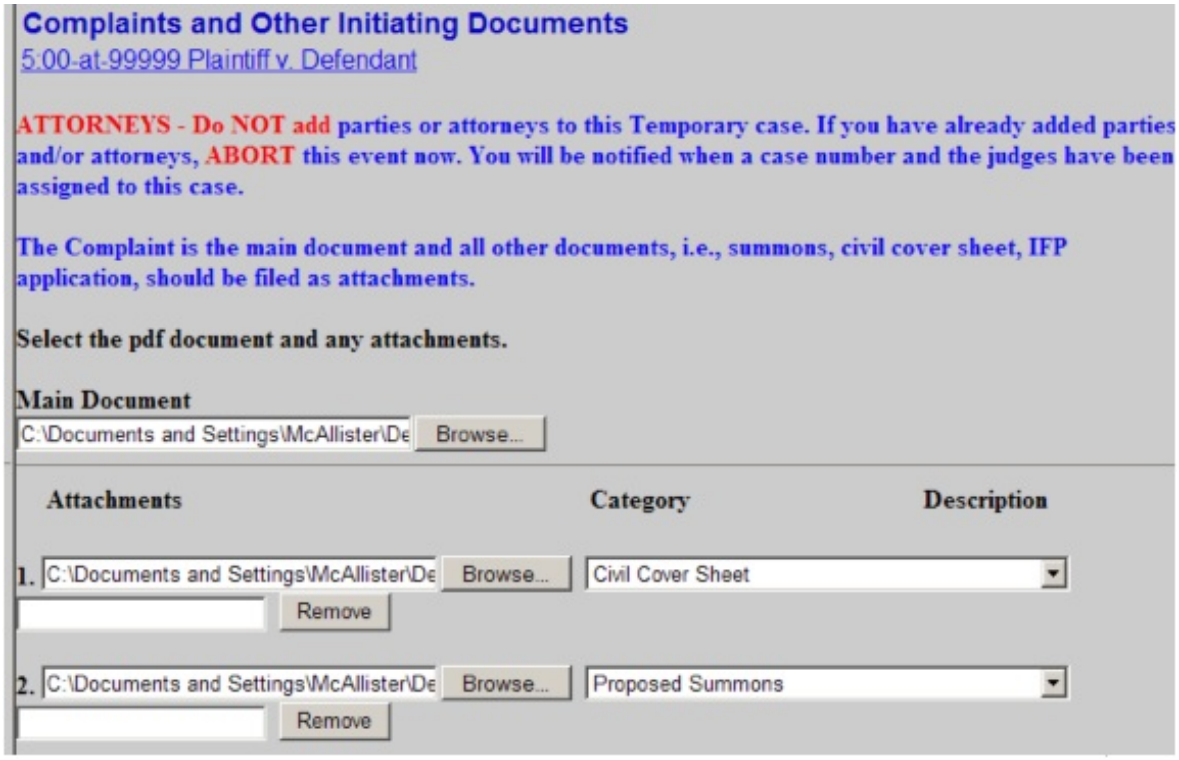



Complaints and Other Initiating Documents
Civil Case Number
00-99999
Find This Case
Always use 00-99999 as the case number; Click Find This Case; Click Next
Next
Clear

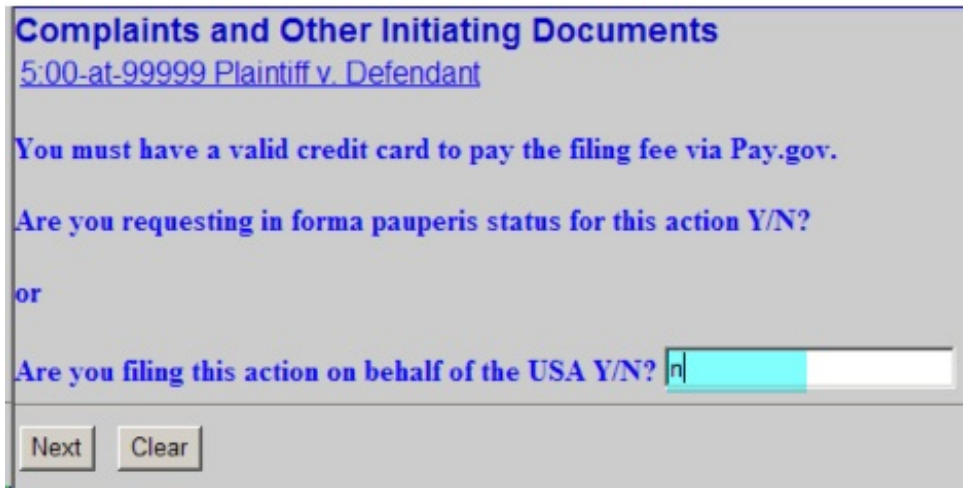
Complaints and Other Initiating Documents
5:00-at-99999 Plaintiff v. Defendant
Click Next
Next
Clear


Complaints and Other Initiating Documents
5:00-at-99999 Plaintiff v. Defendant
Pick Filer
Select the filer.
Collapse All
Expand All
Defendant dft
Plaintiff pla
Select the Party:
Defendant [dft]
Plaintiff [pla]
For all complaints, Plaintiff will be the Filer
Next
Clear
New Filer





The Complaint will be the main document, with all other documents added as attachments. Please ensure to use the category drop down list. All documents will be returned to you via a Notice of Electronic Filing (NEF) once filed in the assigned case.



For cases where the filing attorney is paying the filing fee, enter N; If you re filing on behalf of the U.S. Government or are seeking In Forma Pauperis Status, enter Y and file the In Forma Pauperis Application as an attachment to the complaint.

Clicking Next will take the user to the Pay.Gov payment screens.

Option 1: Pay Via Bank Account (ACH)

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment Return to your originating application

Step 1: Enter Payment Information 1 | 2

This item is payable by Bank Account Debit (ACH) or Plastic Card (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Option 1: Pay Via Bank Account (ACH) About ACH Debit

Required fields are indicated with a red asterisk *

Account Holder Name: strain48 *
Payment Amount: $350.00
Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number:

Routing Number Account Number Check Number

⑆026946783⑆ 9243767390⑈ 1234

Payment Date: 11/02/2009

Select the"Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment Cancel

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.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, MasterCard, American Express)

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: strain48 *
Payment Amount: $350.00
Billing Address: *
Billing Address 2:
City:
State / Province: ------
Zip / Postal Code: 12220
Country: United States *
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.

Continue with Plastic Card Payment | Cancel

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.

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: strain48	**Card Type:** Visa	**Payment Amount:** $350.00
Billing Address: 123 Main Sreet	**Card Number:** **********1111	**Transaction Date and Time:** 10/30/2009 13:2 EDT
Billing Address 2:		
City: Syracuse		
State / Province: NY		
Zip / Postal Code: 12220		
Country: USA		

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 *

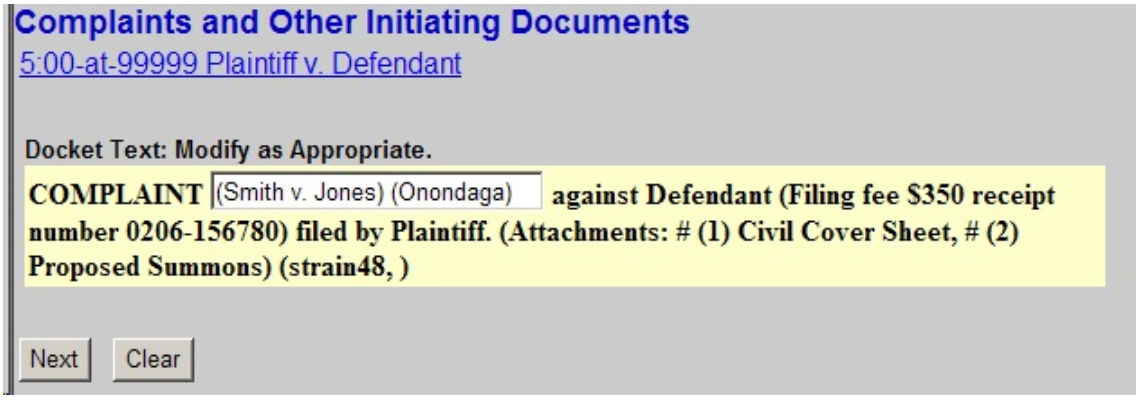
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☑ *

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

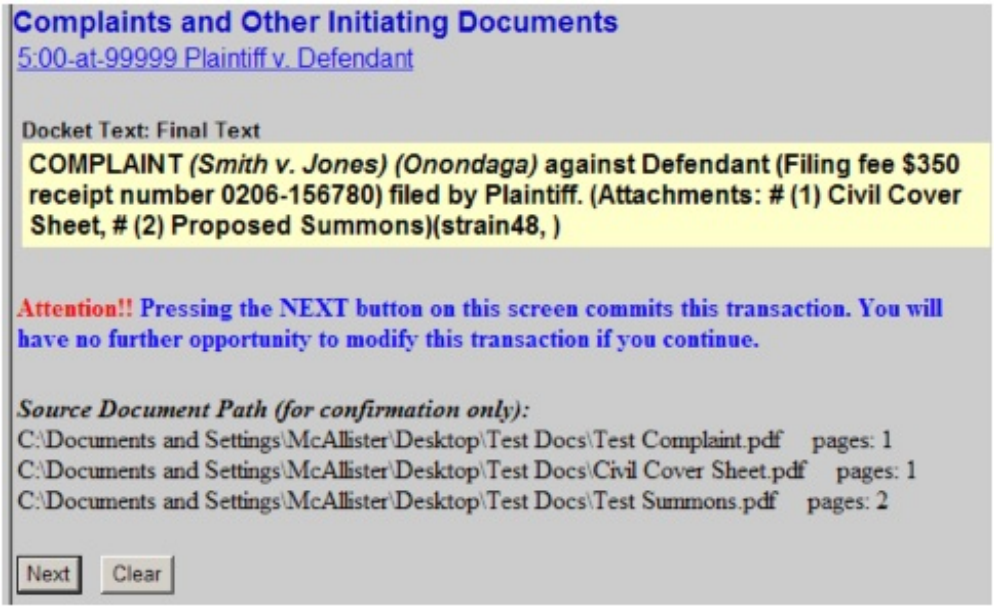
Submit Payment | Cancel

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.

Once payment has been completed, the user will be returned to CM/ECF to complete the filing transaction.



Add the short title of your casein the text box as well as the county of origin from the civil cover sheet. This will assist the clerk's office when the case is processed.



Review the final docket text and click next when finished. This will commit the transaction and file the documents with the clerk.

Complaints and Other Initiating Documents
5:00-at-99999 Plaintiff v. Defendant

U.S. District Court

Northern District of New York - Main Office (Syracuse) [TEST - Version 3.2.2]

Notice of Electronic Filing

The following transaction was entered by strain48, on 10/30/2009 at 1:56 PM EDT and filed on 10/30/2009
Case Name: Plaintiff v. Defendant
Case Number: 5:00-at-99999
Filer: Plaintiff
Document Number: 98

The document number should be disregarded, as this is only a temporary case and this document number will not carry over to the permanent case

Docket Text:
COMPLAINT *(Smith v. Jones) (Onondaga)* against Defendant (Filing fee $350 receipt number 0206-156780) filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons) (strain48,)

5:00-at-99999 Notice has been electronically mailed to:

5:00-at-99999 Notice has been delivered by other means to:

Plaintiff

WHAT THE ATTORNEY WILL RECEIVE UPON CASE ASSIGNMENT AND OPENING

1. Notice of Electronic Filing (NEF) of **Complaint** with Civil Case Number and Assigned Judges.

2. Notice of Electronic Filing (NEF) of **Summons Issued** with summons for service upon defendant(s). One entry will be one for each named defendant. Please note that the Northern District of New York utilizes an electronic signature with the Court Seal for summons. Use the NEF hyperlink to retrieve the issued summons form to effect service of process.

3. Notice of Electronic Filing (NEF) of **G.O. 25 Filing Order Issued**. This will be a copy of the Court's General Order #25 packet with a date for the Rule 16 conference before the assigned Magistrate Judge. Use the NEF hyperlink to retrieve the issued General Order #25 packet. The General Order #25 packet will need to be served along with your summons and complaint upon each named defendant.

MONITORING INTERNET CREDIT CARD PAYMENTS

Internet fees and payments may e reviewed by using the **Internet Payment History** option on the **Utilities** menu in CM/ECF.

An example of the report is shown below:

U.S. District Court
Northern District of New York - Main Office (Syracuse) [TEST - Version 3.2.2]
Internet Payment History for strain48
9/30/2009 to 10/30/2009

Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
5:00-at-99999	2009-10-30 13:31:39	Complaint(5:00-at-99999) [cmpat cmpX] (350.00)	CreditCard	0206-156780	$ 350.00

The report includes all payments of charges paid via Pay.Gov and may be viewed for a particular date range.