

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

John M. Domurad
Clerk of Court

Daniel R. McAllister
Chief Deputy



James M. Hanley Federal Building
P.O. Box 7367 100 S. Clinton Street
Syracuse NY 13261-7367
(315) 234-8500

Updated: December 1, 2023

FILING INITIAL PLEADINGS (COMPLAINTS/NOTICES OF REMOVAL)

Pursuant to General Order #22, Section 4.2, all civil actions commenced by members of the NDNY Bar must be 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. All members of the NDNY Bar must have a PACER log in to access CM/ECF for the NDNY. 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), if no credit card/bank account information was saved previously to their PACER account. New cases are deemed filed the day the Clerk's 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 proposed summons, civil cover sheet and motion papers as attachments, and call the Clerk's Office to notify of the filing pursuant to Local Rule 7.1(e). Once the case is opened and judges are assigned, you can file any additional supporting papers in the assigned civil action.**

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

The example below is for filing a new civil COMPLAINT. The screens for filing a Notice of Removal are very similar.

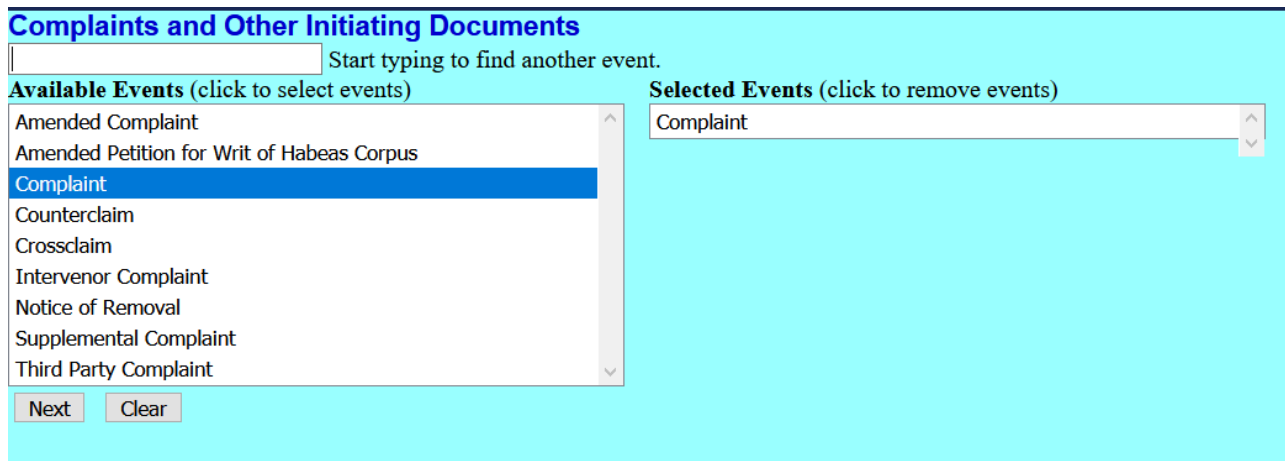
Select **Civil** from the menu bar at the top of the CM/ECF screen to file a Civil Initial Pleading.

Then select **Complaints and Other Initiating Documents**.



The screenshot shows the CM/ECF web interface. At the top is a navigation bar with the CM/ECF logo and several menu items: Civil (highlighted in yellow), Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar is a section titled "Civil Events". This section is divided into two columns. The left column is titled "Initial Pleadings and Service" and contains links: "Complaints and Other Initiating Documents" (highlighted in yellow), "Complaints - 4th Party and Higher", "Service of Process", "Answers to Complaints, Counterclaims and Crossclaims", and "Other Answers". The right column is titled "Other Filings" and contains links: "Appeal Documents", "Biennial Fee Payment - Law Firm", "Biennial Fee Payment", "Discovery Documents", "Mediation Documents", "Notices", "Other Documents", "Public Sealing Order", "Request for Certificate of Good Standing", "Social Security Appeal Events", and "Trial Documents". Below the "Initial Pleadings and Service" section are two more sections: "Motions and Related Filings" with links "Motions" and "MAD Pre-Motion Events", and "Emergency Motions" with the link "Emergency Motions (Orders to Show Cause)". At the bottom is another "Motions and Related Filings" section with the link "Supporting and Opposition Papers".

Select **COMPLAINT**. Click **NEXT**.
(For a Notice of Removal, select "Notice of Removal")



The screenshot shows the "Complaints and Other Initiating Documents" screen. At the top is a search bar with the text "Start typing to find another event." Below the search bar are two columns. The left column is titled "Available Events (click to select events)" and contains a list of events: "Amended Complaint", "Amended Petition for Writ of Habeas Corpus", "Complaint" (highlighted in blue), "Counterclaim", "Crossclaim", "Intervenor Complaint", "Notice of Removal", "Supplemental Complaint", and "Third Party Complaint". The right column is titled "Selected Events (click to remove events)" and contains a list box with "Complaint" selected. At the bottom are two buttons: "Next" and "Clear".

ALWAYS use **00-99999** as the case number. Click “**Find this Case**”. Click **NEXT**.

Complaints and Other Initiating Documents

Civil Case Number

00-99999 Find This Case

Next Clear

Click **NEXT**.

Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

Next Clear

For **all** complaints, **Plaintiff** will be the Filer. Select **Plaintiff**. Click **NEXT**. (Do **not** add parties names)

Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

Pick Filer

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

Defendant dft
Plaintiff pla

Select the filer.

Select the Party:

Defendant [dft]
Plaintiff [pla]

Next Clear New Filer

For **ALL** Defendants, **Defendant** will be the Filer. Leave “**No Group**” as Default. ALWAYS leave **Defendant** as Default. (Do **not** add parties names). Click **NEXT**.

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

Pick Party

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

Plaintiff pla
Defendant dft

Please select the party that this filing is **against**.

Select the Party: OR **Select a Group:**

Plaintiff [pla]
Defendant [dft]

☒ **No Group**
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Party**

Warning Page:

- Make sure the case number **5:00-at-99999** appears at the top left of the screen.
- Do **NOT** add parties or attorneys to this shell case.
- If you have already added parties and/or attorneys, **ABORT** this transaction now and begin again.
- Click **NEXT**.

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

ATTORNEYS - If you are filing a new case, either a Complaint or a Notice of Removal, please be sure you have entered the Shell case number of **5:00-at-99999** in the text box where you were asked to insert a case number. Please take a moment and make sure that this case number is visible at the top left of your screen.

Do NOT add parties or attorneys to this Shell case. If you have already added parties and/or attorneys, **ABORT** this transaction now and begin again. The Court will process your case opening and notify you when a case number and the judges have been assigned to your new case.

You will need all of your required case filing documents available for uploading during this transaction. All documents must be in .pdf format and descriptively named. Any document which exceeds 50MB should be separated into multiple smaller documents of less than 50MB each and appropriately named as Part 1, Part 2, etc. Please review each document to ensure compliance with Local Rule 8.1 Personal Privacy Protection.

Next **Clear**

Answer questions:

- Enter the case number of any related case in the NDNY.
- Answer the question as to whether a motion for PI/TRO will be filed. See Local Rule 7.1(e). If you do not plan to file a motion for PI/TRO with the complaint today, but you do plan to file such a motion within the next week, answer Yes to this question.
- Enter the contact information of the person filing the complaint (i.e. attorney/paralegal/secretary) to contact in the event of any questions or errors in your filing.

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

Please complete the fields below, including providing your contact information in case the court needs to contact you with a question regarding this filing:

If this case is related to another case in the Northern District of New York, please provide the case number or numbers here:

N

Will a Motion for Preliminary Injunction or Temporary Restraining Order be filed in this case? Please answer YES or NO here: Y

Your Name:

Your Email Address:

Your Phone Number:

FILING FEE REQUIREMENTS: Review and click NEXT.

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

To initiate a new case in federal court, you must satisfy the filing fee requirement during this transaction. Here are the options:

1. Pay the Civil Filing Fee via valid credit card on file in your PACER account.
2. Request the Civil Filing Fee be waived by uploading a completed Application to Proceed Without Prepaying Fees or Costs.
3. If you are initiating this new case on behalf of the USA, the Civil Filing Fee is waived.

Decision Screen regarding the Filing Fee Requirement:

- 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.
- Click **NEXT**.

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

DECISION SCREEN REGARDING THE FILING FEE REQUIREMENT:

Are you requesting to have the filing fee waived for this action Y/N?

- If you enter **Y** in the box below, you will advance to the next screen where you will upload your case documents.

- If you enter **N** in the box below, you will be redirected back to your PACER account where you will pay the filing fee with the credit card you have on file in your PACER account. After the payment is completed, you will be redirected back to CM/ECF where you will upload your case documents.

Next

Clear

Filing Fee: \$402. Click **NEXT**. Clicking Next will take the user to the PACER to log in and make a payment via Pay.Gov payment screens.

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

Fee: \$405

Next

Clear

Log into the attorney's **PACER** account to make a payment using pay.gov.

PACER
Public Access To Court Electronic Records

Manage My Account

N ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

** Required Information*

Username * lw_tester

Password *

Not lw_tester? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Pay.gov will use the credit card or bank account you have saved in your PACER account. Or you can select an alternative credit card or bank account (ACH) now. PACER accepts VISA, MasterCard, American Express. Enter appropriate payment information. Click **NEXT**.

Account Number	XXXXXXXXXXXX
Username	lw_tester
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account


Pay Filing Fee for New York Northern District Court (test)

** Required Information*

Payment Amount

Amount Due * **\$405.00**

Select a Payment Method

☒ 
Lori Tester
XXXXXXXXXXXX4747
01/2039

☐ Enter a credit card

☐ Enter an ACH account

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

Confirmation Page: Check the box at the bottom of the page to authorize payment to your credit card or ACH account. Click **SUBMIT**.
You will be redirected back to CM/ECF.

Account Number	XXXXXXXXXX
Username	lw_tester
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for New York Northern District Court (test)

Payment Summary

Payment Method

VISA

XXXXXXXXXXXX4747
01/2039

Lori Tester
123 Any Street
Syracuse, NY
13261
USA

Payment Details

Payment Amount

\$405.00

Fee Type

Filing Fee

Email Receipt

Email

XXXXXXXXXX@nynd.uscourts.gov

Confirm Email

XXXXXXXXXX@nynd.uscourts.gov

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

8

Document requirements. Review and click **NEXT**.

Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

The Complaint or Notice of Removal is to be uploaded as the Main Document.

All other case documents should be filed as attachments to the Main Document.

All documents must be in .pdf format and be descriptively named. Any document which exceeds 50MB should be separated into multiple smaller documents of less than 50MB each and appropriately named as Part 1, Part 2, etc. Please review each document to ensure compliance with Local Rule 8.1 Personal Privacy Protection.

You will receive a Notice of Electronic Filing once your case has been assigned and opened.

[Next](#)

[Clear](#)

Select PDF Document and any attachments:

- Upload all your documents on this page: the Complaint should be uploaded as the main document, with all other documents added as attachments.
- Click “**Browse**” to add each document separately and use the category drop down list to describe each document.
- Include a **civil cover sheet, proposed summons(es)**, any exhibits to the complaint, any application to proceed *In Forma Pauperis*, and any motions for TRO/PI as attachments.
- All documents will be returned to you via a Notice of Electronic Filing (NEF) once filed in the assigned case.
- After all documents have been uploaded. Click **NEXT**.

Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

Select the PDF document and any attachments.

Main Document

[Browse...](#) Test Complaint.pdf

	Attachments	Category	Description	
1.	Browse... Test Exhibits.pdf	Exhibit(s)		Remove
2.	Browse... Test Civil Cover Sheet.pdf	Civil Cover Sheet		Remove
3.	Browse... Test Summonses.pdf	Proposed Summons		Remove
4.	Browse... Test Motion for TRO.pdf	Motion for TRO/PI		Remove
5.	Browse... test.pdf		Exhibits to Motion for T	Remove
6.	Browse... test review.pdf	Application to Proceed without Prepayment of Filing Fees/Costs (IFP)		Remove
7.	Browse... No file selected.			

[Next](#)

[Clear](#)

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

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

Docket Text: Modify as Appropriate.

COMPLAINT (Smith vs. Jones) (Onondaga County) (Filing fee \$405 receipt number BNYNXDC-3979556) This new filing is related to another NYND case: No; Emergency Motion for PI/TRO to be filed within 7 days via OSC: No; For questions about this filing, contact Thomas Testerly at (315) 555-5555 or ThomasTesterly@gmail.com filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons, # (3) Motion for TRO/PI, # (4) Exhibits to Motion for TRO, # (5) Application to Proceed without Prepayment of Filing Fees/Costs (IFP)) (Tester, Lori)

Next

Clear

Review the final docket text and click **NEXT**. This will commit the transaction and file the documents with the clerk.

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

Docket Text: Final Text

COMPLAINT (Smith vs. Jones) (Onondaga County) (Filing fee \$405 receipt number BNYNXDC-3979556) This new filing is related to another NYND case: No; Emergency Motion for PI/TRO to be filed within 7 days via OSC: No; For questions about this filing, contact Thomas Testerly at (315) 555-5555 or ThomasTesterly@gmail.com filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons, # (3) Motion for TRO/PI, # (4) Exhibits to Motion for TRO, # (5) Application to Proceed without Prepayment of Filing Fees/Costs (IFP))(Tester, Lori)

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?

Source Document Path (for confirmation only):

C:\fakepath\Test_Complaint.pdf pages: 1
C:\fakepath\Test_Civil Cover sheet.pdf pages: 1
C:\fakepath\Test_Summons.pdf pages: 1
C:\fakepath\Test_motion.pdf pages: 1
C:\fakepath\Test.pdf pages: 1
C:\fakepath\Test_letter.pdf pages: 1

Next

Clear

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

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 - NextGen CM/ECF Release 1.7 (Revision 1.7.1.2)]

Notice of Electronic Filing

The following transaction was entered by Tester, Lori on 11/30/2023 at 6:23 PM EST and filed on 11/30/2023

Case Name: Plaintiff v. Defendant

Case Number: [5:00-at-99999](#)

Filer: Plaintiff

Document Number: 42

Docket Text:

COMPLAINT (Smith vs. Jones) (Onondaga County) (Filing fee \$405 receipt number BNYNXDC-3979556) This new filing is related to another NYND case: No; Emergency Motion for PI/TRO to be filed within 7 days via OSC: No; For questions about this filing, contact Thomas Testerly at (315) 555-5555 or ThomasTesterly@gmail.com filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons, # (3) Motion for TRO/PI, # (4) Exhibits to Motion for TRO, # (5) Application to Proceed without Prepayment of Filing Fees/Costs (IFP)) (Tester, Lori)

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

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

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

ISTAMP deefStamp ID=1051896954 IDate=11/30/2023 IFileNumber=3933378.

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 via email address in attorney's record in PACER.
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 in the email 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 in the email 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.
4. Notice of Electronic Filing (NEF) of any motion papers filed.

MONITORING INTERNET CREDIT CARD PAYMENTS

Internet fees and payments may be reviewed by using the **Internet Payment History** option found under 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 - NextGen CM/ECF Release 1.7 (Revision 1.7.1.2)] Internet Payment History for Tester, Lori Q. 11/30/2023 to 11/30/2023					
Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
5:00-at-99999	2023-11-30 18:20:08	Complaint(5:00-at-99999) [cmpat cmpX3] (405.00)	cr card	BNYNXDC-3979556	\$ 405.00

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