

SECTION 7.0 OPENING A CASE – CIVIL and CRIMINAL

7.1 Opening a Case – Civil

The filing of all initial documents in a civil case, such as the complaint and the issuance and service of the summons, will be accomplished in the traditional manner on paper rather than electronically. Attorneys will continue to tender the filing fees to the Clerk's Office, along with an original of the complaint or petition, certificate of interest, civil cover sheet, and requested service of process forms. If possible, a 3.5" disk or CD ROM containing the initial documents in PDF format should be included. The Clerk's Office staff will open the case in ECF, add the party information, and upload the initial documents for inclusion into the electronic file. All future pleadings and documents required to be filed with the court will be maintained in electronic format.

7.2 Opening a Case – Criminal

The filing of all initial documents in a criminal case, such as the indictment or information, warrant for arrest or summons, will be accomplished in the traditional manner on paper rather than electronically. If possible, a 3.5" disk or CD ROM containing the initial documents in PDF format should be included. The Clerk's Office staff will open the case in ECF, add the party information, and upload the initial documents for inclusion into the electronic file. All future pleadings and documents required to be filed with the court will be maintained in electronic format.