

CIVIL CASE OPENING



EASTERN DISTRICT OF WISCONSIN

(Revised February, 2011)

Civil Case Opening

Following are the instructions for filing a new civil case in CM/ECF in the Eastern District of Wisconsin.

OPENING A CIVIL CASE:

Introduction	2
What you need before you begin.....	2
Getting Started.....	3
Selecting the Correct Office.....	3
Case Type	5
Lead Case Numbers	5
Other Court Information	6
JPML Number.....	7
Related Cases.....	7
Jurisdiction	7
Cause of Action	8
Nature of Suit	9
Origin	9
Citizenship	9
Jury Demand	10
Class Action.....	10
Monetary Demand.....	10
Arbitration.....	10
County.....	10
Fee Status and Date.....	11
Date Transfer.....	11
Searching for a Party.....	11
Creating a New Party.....	12
Adding an Alias.....	15
Creating the Case.....	16

FILING THE LEAD EVENT:

Filing the Initiating Document.....	17
Selecting the Filer.....	18
Uploading Documents.....	19
Summons Instructions.....	20
Jury Demand.....	20
Paying Filing Fees On-Line.....	21
Final Steps.....	24
Notice of Electronic Filing (NEF).....	25

INTRODUCTION

Online case opening will allow for cases to be filed 24 hours a day, 7 days a week and will eliminate the need to come to the Clerk's Office or to provide the Clerk's Office with paper copies of documents.

A CM/ECF login and password are required to complete all electronic filings, including case openings. If you do not have a CM/ECF login and password please register using the form found on our web site, www.wied.uscourts.gov.

Please note that sealed cases may NOT be filed electronically and should still be presented in paper format to the Clerk's Office for processing.

If you are filing any emergency motions along with your complaint or notice of removal, please contact the Clerk's Office at 414-297-3372.

The Clerk's Office reserves the right to correct any information which is entered incorrectly during case opening.

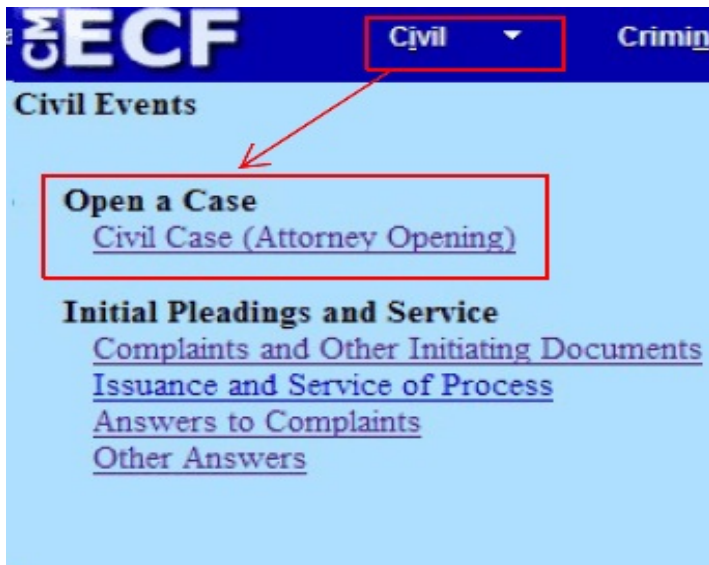
OPENING A CIVIL CASE

What you need before you begin:

Filing a Complaint	Filing a Notice of Removal
<ol style="list-style-type: none">1. Complaint in PDF2. Civil Cover Sheet in PDF3. Summons in PDF (if you want summons issued)4. A valid credit card, debit card or checking account.	<ol style="list-style-type: none">1. Notice of Removal in PDF2. Civil Cover Sheet in PDF3. Copies of all State Court documents in PDF, particularly:<ul style="list-style-type: none">- Complaint- Summons served- Any Answers- Any Pending Motions4. A valid credit card, debit card or checking account.

Getting Started:

To begin filing a new Civil Case log-in to CM/ECF and then choose Civil from the Main ECF menu bar and then click on Civil Case (Attorney Opening).



Selecting the Correct Office:

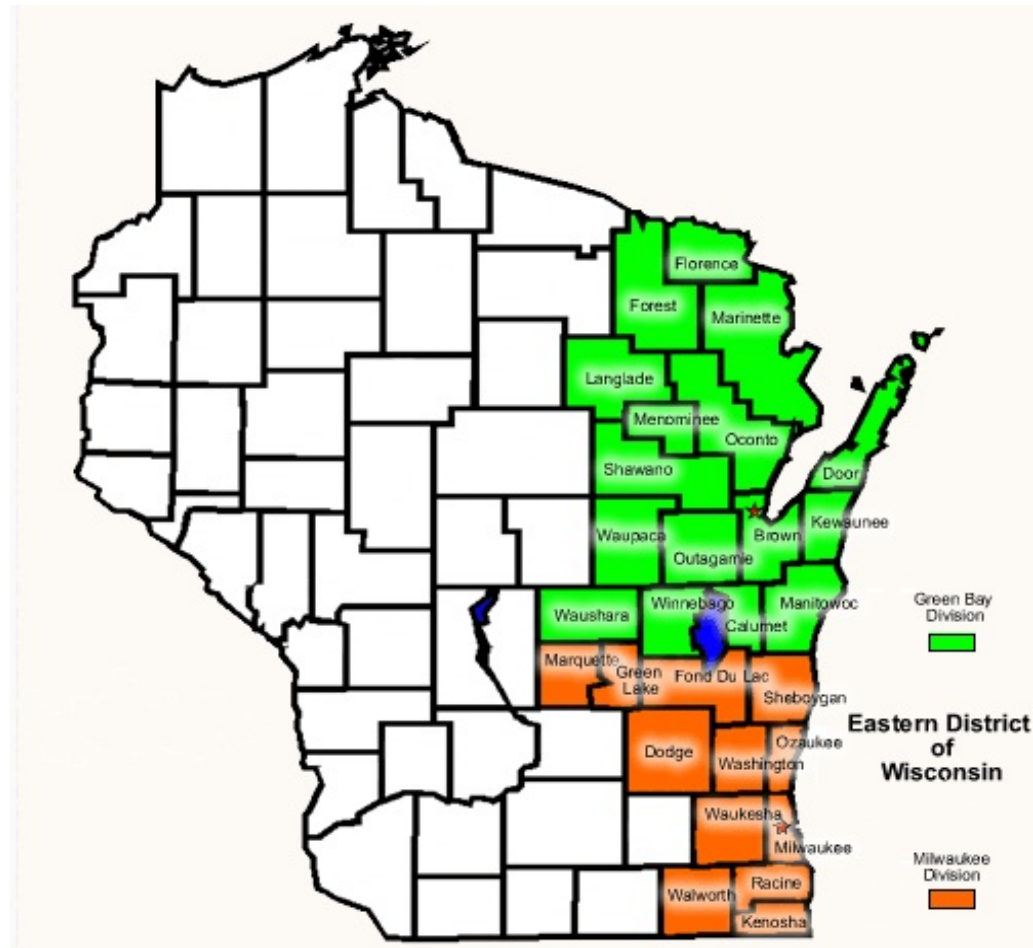
You have now reached the initial case opening screen and must make a selection of either the Milwaukee Division or the Green Bay Division.

A screenshot of the 'Open a Civil Case' form. The top navigation bar is blue with the 'ECF' logo on the left and 'Civil', 'Criminal', and 'Query' dropdown menus on the right. Below the navigation bar, the page has a light blue background. The form title is 'Open a Civil Case'. Below the title, there are two dropdown menus: 'Office' (with 'Milwaukee' selected) and 'Case type' (with 'cv' selected). A red box highlights the 'Office' dropdown menu. Below these dropdowns, the text 'Date filed: 2/24/2011' is displayed. The form contains several input fields: 'Lead case number', 'Association type' (with 'consolidated' selected), 'Other court name', 'Other court number', and 'JPML number'. At the bottom of the form, there is a checkbox labeled 'Related cases' and two buttons: 'Next' and 'Clear'.

The General Order Regarding Assignment of Cases to the United States District Judge Designated to Hold Court in Green Bay, Wisconsin, will assist you in determining which office is proper.

Cases removed from the County Circuit Court to the District Court are assigned to the District Court Division in which the County Court lies.

Below is map of Eastern District of Wisconsin showing the office divisions by county:



Milwaukee Division	Green Bay Division	
Dodge County	Brown County	Shawano County
Fond du Lac County	Calumet County	Waupaca County
Green Lake County	Door County	Waushara County
Kenosha County	Florence County	Winnebago County
Marquette County	Forest County	
Milwaukee County	Kewaunee County	
Ozaukee County	Langlade County	
Racine County	Manitowoc County	
Sheboygan County	Marinette County	
Walworth County	Menominee County	
Washington County	Oconto County	
Waukesha County	Outagamie County	

Case Type:

Only civil and miscellaneous cases can be opened by attorneys. Select “cv” for a civil case or “mc” for a miscellaneous case.

The following are typical initiating documents are to receive a civil “cv” case number:

- Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus (2254 and 2255)
- Motion to Quash IRS Summons

The following are typical initiating documents are to receive a miscellaneous “mc” case number:

- Motion to Enforce IRS Summons
- Motion to Enforce Subpoena
- Motion to Quash Subpoena
- Registration of Foreign Judgment

Lead Case Numbers:

The Lead case number and Association type fields are not used by the Eastern District of Wisconsin so it is not necessary to enter additional information in these boxes.

ECF Civil Criminal Query

Open a Civil Case

Office Case type

Date filed: 2/24/2011

~~Lead case number~~

~~Association type~~

Other court name

Other court number

JPML number

☐ Related cases

Other Court Information:

If you are filing a notice of removal, enter the name of the other court, i.e., Milwaukee County Circuit Court, in the Other court name field.

Enter the county's case number in the Other court number field.

ECF Civil Criminal Query

Open a Civil Case

Office Case type

Date filed: 2/24/2011

~~Lead case number~~

~~Association type~~

Other court name

Other court number

JPML number

☐ Related cases

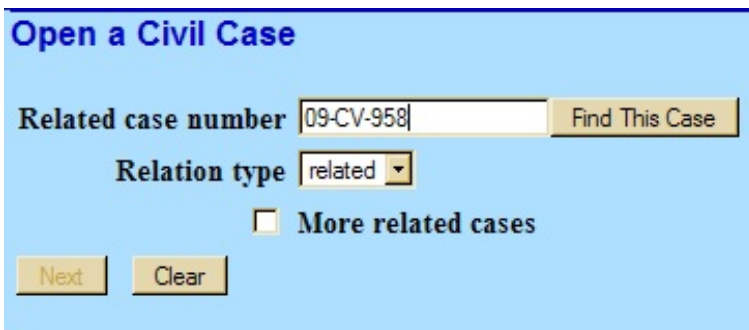
JPML Number:

The Judicial Panel on Multidistrict Litigation (JPML) creates an MDL docket number when it determines that civil cases involving the same issue but filed in different courts should be consolidated in one court for pretrial proceedings. The JPML number is a 1-4 digit number assigned by the Panel. If you are aware of the MDL docket number you may enter it here. If you do not know if your case is part of multidistrict litigation, or do not know the MDL docket number, leave this field blank.

Related Cases:

The Related cases box should only be checked if there is a related, pending case in the Eastern District of Wisconsin. This box should also only be checked if you have included the related case information on the Civil Cover Sheet.

If you check the Related cases box a new screen will open which allows you to add the related case information.



Jurisdiction:

The information regarding jurisdiction, cause of action and other statistical information can be completed from the information supplied on the civil cover sheet. Please remember that it is still necessary to attach the civil cover sheet in .pdf format when filing the case initiating document.

There are four options for the jurisdiction field: U.S. Government Plaintiff, U.S. Government Defendant, Federal Question and Diversity. This field defaults to Federal Question. Choosing Diversity jurisdiction will require you to complete the Citizenship fields located in the middle of the screen.

Open a Civil Case

Jurisdiction	3 (Federal Question)
Cause of action	1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant)
Nature of suit	3 (Federal Question) 4 (Diversity)
Origin	1 (Original Proceeding)
Citizenship plaintiff	
Citizenship defendant	
Jury demand	n (None)
Class action	n
Demand (\$000)	
Arbitration code	
County	Milwaukee
Fee status	pd (paid)
Fee date	12/4/2009
Date transfer	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

Cause of Action:

The statutes, also referred to as causes of action, are listed in numerical order. To select the cause of action, users can click the drop down list and scroll down to find the appropriate statute.

Open a Civil Case

Jurisdiction	3 (Federal Question)
Cause of action	17:0501 (17:501 Copyright Infringement)
Nature of suit	15:2301 (15:2301 Magnuson-Moss Warranty Act) 15:2801 (15:2801 Petroleum Marketing Practices Act) 15:53(b) (15:53(b) - Prelim. & Perm. Inj Relief & other Equita)
Origin	16:0668 (16:668 Bald Eagle Protection Act) 16:0703 (16:703 Migratory Bird Act)
Citizenship plaintiff	16:1538 (16:1538 Endangered Species Act) 16:3371 (16:3371 Wildlife Under the Lacey Act)
Citizenship defendant	16:3372 (16:3372 Conservation: Complaint for Forfeiture) 16:3373 (16:3373 Appeal of Decision - DOI) 16:3374 (16:3374 Conservation: Complaint for Forfeiture)
Jury demand	n (None)
Arbitration code	
Fee status	pd (paid)
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

Filter:

Filter:

17:0501 (17:501 Copyright Infringement)

17:0504 (17:504 Copyright Infringement)

18:0241 (18:241 Conspiracy Against Citizen Rights)

18:1030 (18:1030 Computer Fraud & Abuse Act)

18:1595 (18:1585 (human trafficking, peonage, slavery))

18:1961 (18:1961 Racketeering (RICO) Act)

18:1962 (18:1962 Racketeering (RICO) Act)

18:1964 (18:1964 Racketeering (RICO) Act)

18:2510-2521 (18:2510 Electronic Communications Privacy Act)

An alternate way of finding the cause of action is to enter the full or partial statute in the Filter field. CM/ECF will narrow down the drop down list to just the items that match the string entered.

Jurisdiction 3 (Federal Question)

Cause of action 17.0501 (17.501 Copyright Infringement) Filter: 501 Clear filter

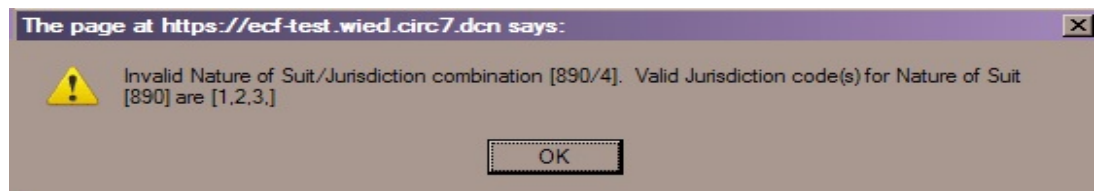
Nature of suit 0 (zero) Filter: Clear filter

Nature of Suit:

The natures of suit are also listed in numerical order and may be selected by either clicking on the drop down list and scrolling to find the appropriate entry, or, entering the full or partial nature of suit into the Filter field to further narrow the list.

Nature of suit 820 (Copyright) Filter: 820 Clear filter

PLEASE NOTE that the system will verify the accuracy of combinations entered on this screen. For example, if an invalid Nature of Suit and Jurisdiction combination is selected, a screen will appear stating:



If you receive this error message, click OK and select valid combinations as indicated.

Origin:

A complaint originating in the Federal Court is always 1 (Original Proceeding) and a notice of removal is always 2 (Removal from State Court). Use the drop down box to select the appropriate origin. Options other than 1 or 2 are only used by the Clerk's Office.

Origin 1 (Original Proceeding)

1 (Original Proceeding)

2 (Removal from State Court)

Citizenship:

The Citizenship fields only need to be filled out in diversity cases. If you are filing a diversity case, select the appropriate citizenship statement for the parties. Note: Diversity must be selected on the Jurisdiction field if you are completing the Citizenship fields.

Citizenship plaintiff 1 (Citizen of This State)

Citizenship defendant 2 (Citizen of Another State)

Jury demand n (None)

Arbitration code

Fee status pd (paid)

1 (Citizen of This State)
 2 (Citizen of Another State)
 3 (Citizen or Subject of a Foreign Country)
 4 (Incorporated/Principal Place of Business-This State)
 5 (Incorporated/Principal Place of Business-Other State)
 6 (Foreign Nation)

Next Clear

Jury Demand:

Jury demand should only be requested if there is a jury demand contained within the case initiating document. The jury demand can be made by the plaintiff when filing a complaint or the defendant when filing a notice of removal. N (none) should be selected if the document filed does not state a jury demand.

Jury demand n (None)

Class Action:

This field defaults to n (No Class Action Alleged). To request class action certification, you must file a motion once your case has been opened.

Class action n (No Class Action Alleged)

Demand:

If a monetary demand is requested in the complaint, enter the amount to the nearest thousand. For example, if you are requesting \$1,500,000 enter 1500, without a dollar sign, comma or decimal.

Demand (\$000) 1500

Arbitration:

The Arbitration field is not used by the Eastern District of Wisconsin and is left blank.

County:

Click the County drop down list to display a list of all counties in the Eastern District of Wisconsin. The county selected should be the county of residence for the first listed plaintiff as designated on the Civil Cover Sheet. If the United States is the plaintiff, select the county for the first listed defendant.

Fee Status:

Unless you are a U. S. governmental agency or you are filing in forma pauperis, the fee status should be set to p (paid). If a motion to proceed in forma pauperis is being filed, fp (in forma pauperis) should be selected. Attorneys for the United States or agencies of the United States government should select the fee status waived.

Fee Date:

The fee date will automatically default to the current date. Please do not change or remove the date.

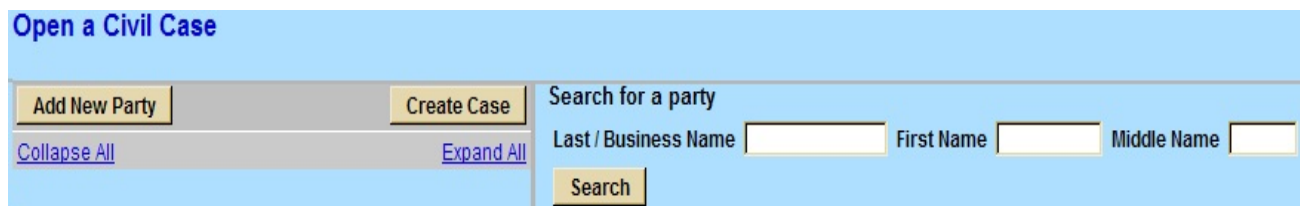
Date Transfer:

The Date Transfer field remains blank.

Searching for a Party:

Perhaps the most critical piece of Online Case Opening is the entry of party names. It is important that this be done correctly since it impacts not only your case, but the general records for the court. The full Party Name Guidelines are available on our web site. We suggest you print it for future reference.

The party search screen is divided into two panels. The left panel contains controls to Add New Party and Create Case. The search fields in the right panel allow users to search the CM/ECF database for parties.



BEFORE ENTERING ANY PARTY NAME, do a search of the current list of names in the CM/ECF database.

- Searches are not case sensitive. Do not use periods or commas. No spaces are used between initials.
- The asterisk (*) is optional when searching party names. To search the name Ann Smith you may use Sm* or Sm in the last name field and An* or An in the first name field to return the results Ann Smith, Anne Smith, Anne Smyth, Annabelle Smith, etc. Note: Only last names beginning with Sm and first names beginning with An will be returned.
- The asterisk (*) may be used before and, optionally, after a party name to return all parties with the key word searched. For example, searching the key word

*Insurance or *Insurance* in the last name field will return the results Allstate Insurance, Insurance Administrators Inc, Truck Insurance Exchange, The Hartford Insurance Company, etc.

If the system finds a match, CM/ECF will display a list of party names. Be SURE to scroll down through the list offered on the screen. If you find something similar, check your own spelling or configuration to determine which is preferable.

Search for a party

Last / Business Name First Name Middle Name

Search Results

- Mil-Mar Shoe Co Inc
- Miladinovic, Radivoje
- Milaeger, Paul J
- Milaeger Well & Pump Co
- Milam, Ann
- Milan, Hugo F

If the name of the party you searched for appears in the list, select it and then click Select Party.

Creating a New Party:

If you do not find a match AFTER performing a search, click Create New Party to enter the party as a new entry into the database.

ECF will display the Party Information screen to collect information on the new party.

While there are many data entry boxes on this screen, **only limited fields need to be completed**. These are:

- Last name;
- First name;
- Middle name (if applicable);
- Generation (if applicable);
- Role; and
- Party text (if applicable).

DO NOT enter any additional information for new parties.

Open a Civil Case

[Add New Party](#) [Create Case](#)

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

Party Information

Last name First name

Middle name Generation

Title

Role

Pro se

Prisoner Id Unit

Office

Address 1

Address 2 ☐ Show this address on the docket sheet

Address 3

State Zip City

Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

[Add Party](#)

Complete guidelines for entering new party names can be found in the Party Name Guidelines found on our web site. Basic guidelines are as follows:

- For businesses, the company name is entered in the Last name field.
- For individuals, the Last name, First name and Middle name fields are used along with the Generation field if applicable.
- Names are entered using standard capitalization. Names should not be entered in all capital letters unless that is the business name, such as IBM.
- NO periods or commas are used in party names with the exception of internet companies such as AOL.com
- NO spaces are used between initials (AO Smith, M&I)
- If a business name begins with an article (A, An or The), enter the name with the article preceding the name as written (The Grand Avenue Mall)
- If the company name is U. S. Furnace Co., use US Furnace Co
- If the business name uses “and”, use and (Junge and Associates). If the business uses “&” use & (M&I Bank).
- If you only have a first name, put it in the last name field.




The Role type defaults to **defendant**. Select the correct party role from the drop down list.

The Party text field is OPTIONAL and allows you to add descriptive information about the party. Examples of party text are: a Wisconsin Corporation, Individually and in the Official Capacity, etc.

When all required information is entered, click the Add Party button.

As the parties are added, you will see them appear in the left panel. The information in the left panel is referred to as the Case Participant Tree.

The following chart provides you with a description of the icons and hyperlinks you see in the left panel of the Case Participant Tree.

Icon	Description
	Delete this party from the case.
	Add new alias.
	Edit a party or alias.

PLEASE NOTE that once you begin adding parties you should NOT use the back button on your internet browser. Doing so will cause you to lose any parties you have entered. All editing of the parties should be done using the icons found on the screen.

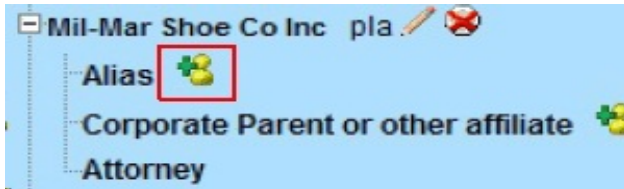
The Expand All hyperlink displays all parties, including aliases, corporate parents (not used in the Eastern District of Wisconsin) and attorneys.

The Collapse All hyperlink displays only the parties in the case, with all other information collapsed in the tree.

Each branch of the case participant tree can be expanded or collapsed individually by clicking on the + or - icons.

Adding an Alias:

Click on the Add Person icon next to Alias in the participant tree.



Enter the name and click the Search button.

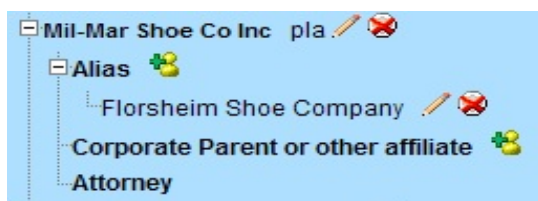
A screenshot of a search form titled 'Search for an alias for Mil-Mar Shoe Co Inc'. It contains a text input field labeled 'Last / Business Name' with the text 'Florsheim Shoe' entered. Below the input field is a yellow button labeled 'Search'.

You may either choose a name from the list of names already in the database, or, if necessary, you may create a new alias.

You must add an alias Type and then click the Add Alias button.

A screenshot of the 'Alias Information' form. It has several input fields: 'Last/Business name' (containing 'Florsheim Shoe Company'), 'First name' (empty), 'Middle name' (empty), 'Generation' (empty), and 'Start date' (containing '12/14/2009'). There is a yellow button labeled 'Add Alias' on the left. A dropdown menu labeled 'Type' is open, showing a list of options: 'dba', 'agent', 'aka', 'dba', 'est', 'fdba', 'tka', 'gal', 'nee', 'nfr', 'nka', 'obo', 'other', 'rec', 'rpi', 'suc', and 'ta'. The 'dba' option is highlighted. A red rectangular box highlights the 'Type' dropdown menu.

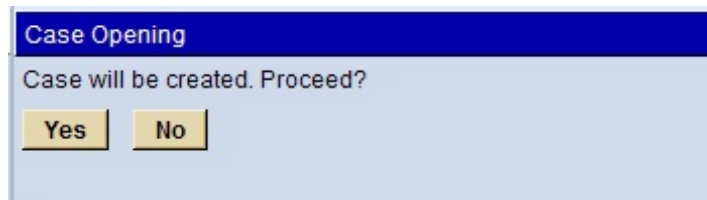
The alias is added to the participant tree.



At this time, if the party tree is not expanded, you should expand it to make certain you have all parties and aliases added. If necessary, click on Add New Party or the appropriate icon in the case participant tree to add or correct information. When all parties have been added and appear correctly in the case participant tree, click Create Case.

Creating the Case:

CM/ECF gives you one last opportunity to make changes to the case opening information.



Clicking No will allow you to add, delete or modify parties. If all of the information is correct, click Yes to create the case.

The case is now open in CM/ECF and a case number has been assigned. Please make a note of the case number for future reference.

Open a Civil Case

Case Number 09-624 has been opened.

[Docket Lead Event?](#)

Your case is not considered filed until the complaint/petition (or other initiating document) is filed. You must immediately file the initiating document or your case will be deleted.

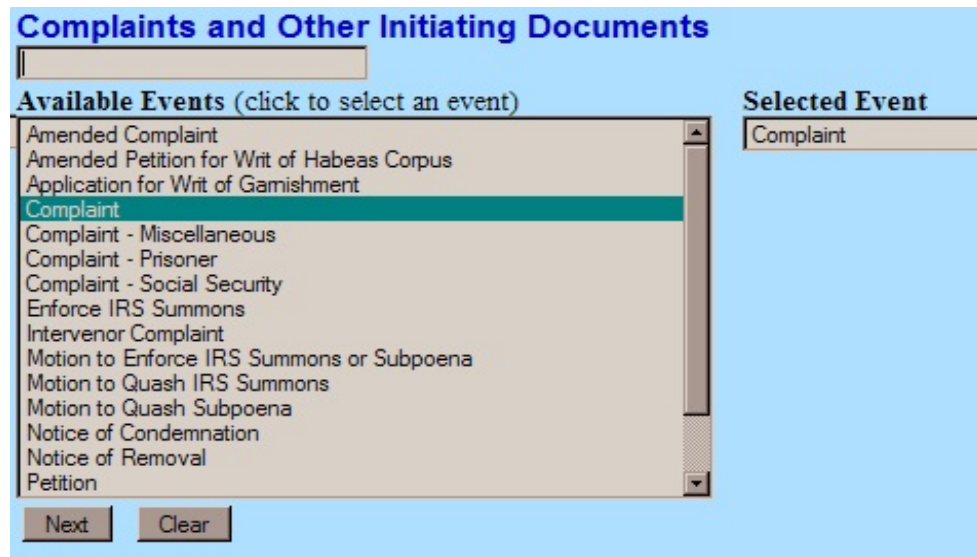
YOU MUST FILE YOUR CASE INITIATING DOCUMENT IMMEDIATELY AFTER THE CASE HAS BEEN OPENED.

To do so, click Docket Lead Event to docket your complaint, notice of removal or miscellaneous case initiating document.

FILING THE LEAD EVENT

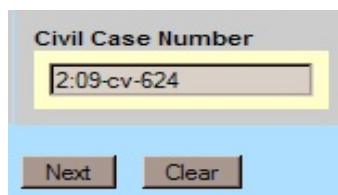
Filing the Initiating Document:

To file your initiating document click on Docket Lead Event and select the appropriate document from the Complaints and Other Initiating Documents menu.



The screenshot shows a web interface titled "Complaints and Other Initiating Documents". It features a list of "Available Events (click to select an event)" on the left and a "Selected Event" box on the right. The "Available Events" list includes: Amended Complaint, Amended Petition for Writ of Habeas Corpus, Application for Writ of Garnishment, Complaint (highlighted), Complaint - Miscellaneous, Complaint - Prisoner, Complaint - Social Security, Enforce IRS Summons, Intervenor Complaint, Motion to Enforce IRS Summons or Subpoena, Motion to Quash IRS Summons, Motion to Quash Subpoena, Notice of Condemnation, Notice of Removal, and Petition. The "Selected Event" box contains the text "Complaint". Below the list are "Next" and "Clear" buttons.

The assigned case number appears in the Civil Case Number box. This number should not be changed. Click on Next.



The screenshot shows a web interface titled "Civil Case Number". It features a text box containing the case number "2:09-cv-624". Below the text box are "Next" and "Clear" buttons.

The next screen will show you the case number and short caption for the case you are filing in. Click on Next.



The screenshot shows a web interface titled "Complaints and Other Initiating Documents". It displays the case number "2:09-cv-00624" and the caption "Mil-Mar Shoe Co Inc v. Brown Shoe Company". Below this information are "Next" and "Clear" buttons.

Selecting the filers:

Highlight the party filing the complaint or other initiating document. If there is more than one party filing this action you may click on multiple names while holding down the control key.

Pick Filer

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

2:09-cv-624

- Brown Shoe Company dft
- Mil-Mar Shoe Co Inc pla

Select the filer.

Select the Party:

- Brown Shoe Company [dft]
- Mil-Mar Shoe Co Inc [pla]

Next Clear New Filer

CM/ECF will now add the filing attorney to the party that was selected as the filer. Confirm that you are indeed the attorney for this party and then leave the boxes checked. Un-checking either box will prevent you from receiving notices of electronic filing.

Complaints and Other Initiating Documents

[2:09-cv-00624 Mil-Mar Shoe Co Inc v. Brown Shoe Company](#)

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*<

☒ Mil-Mar Shoe Co Inc (pty:pla) represented by atty3 (aty) ☒ Notice

Next Clear

Highlight the party that this document is filing against. If there is more than one party, you may click on multiple names while holding down the control key, or, you may also choose from one of the groups of parties listed on the right.

Pick Party

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

2:09-cv-624

- ± Mil-Mar Shoe Co Inc pla
- ± Brown Shoe Company dft

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

Select the Party: OR Select a Group:

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

Next Clear New Party

Uploading Documents:

You will now attach your initiating document. CM/ECF only accepts documents in PDF.

The Main Document should always be your initiating document. You may then use the attachments option to add additional documents. For Notices of Removal you are required to include copies of all documents filed in the state court along with your removal.

For all initiating documents you are required to attach the Civil Cover Sheet.

For each attachment you must either choose a category from the drop down menu or type in a description into the text box.

DO NOT attach motions, certificates of interest, or other pleadings not associated with the initiating document. Motion, certificates of interest, etc. should be filed using the appropriate events after you have filed your initiating document.

Complaints and Other Initiating Documents

2:09-cv-00624 Mil-Mar Shoe Co Inc v. Brown Shoe Company

Select the pdf document and any attachments.

Main Document

S:\wkb\09cv624 complaint.pdf

Attachments	Category	Description
1. S:\wkb\09cv624 exhibits a-f.pdf <input type="button" value="Browse..."/>	Exhibit	A - F <input type="button" value="Remove"/>
2. S:\wkb\09cv624 summons.pdf <input type="button" value="Browse..."/>	Summons	<input type="button" value="Remove"/>
3. S:\wkb\09cv624 civil cover sheet.pdf <input type="button" value="Browse..."/>	Civil Cover Sheet	<input type="button" value="Remove"/>
4. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Remove"/>

Summons Instructions:

If you wish to have summons issued at the time of this filing then you should include your prepared summons in PDF format as an attachment to your initiating document.

Counsel should prepare the civil summons using the court's PDF version. The court will electronically issue the summons and email them back to the filing attorney.

Jury Demand:

If your initiating document includes a jury demand then select the "Yes" radio button.

Does this document contain a jury demand?

☐ Yes

☒ No

Paying Filing Fees Online:

Filing fees are paid online during the filing of the initiating document. During the filing of the initiating document you will be prompted to answer a series of questions.

2:09-cv-00624 Mil-Mar Shoe Co Inc v. Brown Shoe Company

Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this application filed on behalf of the USA?

☐ Yes

☒ No

Next Clear

If you answer Yes to any of the questions you will NOT have the option of paying on-line. If you answer No and click Next you will be taken to the pay.gov web site. **Once you reach this site it is strongly recommended that you not click the back button on your browser.** Pay.gov accepts Visa, MasterCard, American Express, Diner's Club and Discover. It also allows for payment via bank account debit.

When the initial pay. gov screen appears the name and address of the attorney whose login is being used in the CM/ECF system will automatically be imported into the billing information screen.

Option 1 allows for payment via bank account debit.

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 \(ex: VISA, Mastercard, American Express, Discover\)](#)

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

Required fields are indicated with a red asterisk *

Account Holder Name: atty3 *

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: 12/28/2009

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.

You will need to choose an account type, enter the routing and account numbers, then retype the account number for verification. You may, but are not required to, enter a check number. Then click on Continue with ACH Payment.

Option 2 allows for payment via credit card.

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

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.

The name and address of the attorney whose login and password were being used in CM/ECF are automatically imported into the billing information screen. If you are using a firm credit card or one with a different name and/or billing address you will need to change that information. Select the type of credit card you are using. Enter the credit card number, security code and expiration date. Then click on Continue with Plastic Card Payment.

Regardless of which type of payment you choose, the next screen will show a summary of the payment and allows you to enter an email address where confirmation of the transaction may be sent. It is strongly recommended that you enter an email address.

Step 2: Authorize Payment

1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: atty3 517 E Wisconsin Billing Address: Avenue Billing Address 2: City: Milwaukee State / Province: WI Zip / Postal Code: 53202 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$350.00 Transaction Date and Time: 12/23/2009 15:30 EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:	<input type="text" value="attomey@wied.uscourts.gov"/>
Confirm Email Address:	<input type="text" value="attomey@wied.uscourts.gov"/>
CC:	<input type="text"/>

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.

In order for the transaction to go through, you must click on the box next to the sentence "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement" or "I agree to authorization and disclosure language" depending upon the payment method you choose. Then click on Submit Payment. Once the transaction is processed you will be taken back to the CM/ECF site and may finish filing your document.

If you filled in an email address you will receive an email confirmation of the transaction.

Once you are returned to the CM/ECF site, the pay.gov transaction has been completed and your credit card will be billed regardless of whether you finish filing your document. If for any reason you are unable to complete filing the document once the pay.gov transaction has been completed and have to start the filing process over, you will be charged a second fee. To have the first fee removed from your credit card account or bank account you must contact the court. You will need the Agency Tracking ID and Pay.gov Tracking ID from the confirmation email you received as well as the date of the transaction and the name of the attorney whose CM/ECF login and password were used.

Final Steps:

Once the filing fee has been paid, or you have bypassed the pay.gov site, you will be presented with the docket text for your initiating document. You may add descriptive text into the text box if you choose.

Complaints and Other Initiating Documents
[2:09-cv-00624 Mil-Mar Shoe Co Inc v. Brown Shoe Company](#)
Docket Text: Modify as Appropriate.
COMPLAINT with Jury Demand; against Brown Shoe Company by Mil-Mar Shoe Co Inc. (Filing Fee PAID \$350 receipt number 0757-985916) (Attachments: # (1) Exhibit A - F, # (2) Summons, # (3) Civil Cover Sheet) (atty3,)

Clicking Next will take you to the final version of the docket entry. Verify that the entry is complete and correct and that you have attached all necessary documents. Once you click on Next no further changes can be made to this filing and the filing will be submitted.

Complaints and Other Initiating Documents
[2:09-cv-00624 Mil-Mar Shoe Co Inc v. Brown Shoe Company](#)
Docket Text: Final Text
COMPLAINT with Jury Demand; against Brown Shoe Company by Mil-Mar Shoe Co Inc. (Filing Fee PAID \$350 receipt number 0757-985916) (Attachments: # (1) Exhibit A - F, # (2) Summons, # (3) Civil Cover Sheet)(atty3,)
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Source Document Path (for confirmation only):
09cv624 complaint.pdf pages: 1
09cv624 exhibits a-f.pdf pages: 1
09cv624 summons.pdf pages: 1
09cv624 civil cover sheet.pdf pages: 1

Notice of Electronic Filing (NEF):

The final screen presented in the Notice of Electronic Filing. This is your confirmation that your document has been accepted and is now filed.

Complaints and Other Initiating Documents

[2:09-cv-00624 Mil-Mar Shoe Co Inc v. Brown Shoe Company](#)

United States District Court

Eastern District of Wisconsin

Notice of Electronic Filing

The following transaction was entered by atty3, on 12/23/2009 at 2:48 PM CST and filed on 12/23/2009

Case Name: Mil-Mar Shoe Co Inc v. Brown Shoe Company

Case Number: [2:09-cv-00624](#)

Filer: Mil-Mar Shoe Co Inc

Document Number: [1](#)

Docket Text:

COMPLAINT with Jury Demand; against Brown Shoe Company by Mil-Mar Shoe Co Inc. (Filing Fee PAID \$350 receipt number 0757-985916)
(Attachments: # (1) Exhibit A - F, # (2) Summons, # (3) Civil Cover Sheet)(atty3,)

Clerk's Office staff will receive electronic notification of the filing and will assign a Judge and/or a Magistrate Judge. An electronic notice will be issued to the filing attorney notifying them of the judge assignment.