ATTORNEY CIVIL CASE OPENING

INSTRUCTIONS FOR FILERS

MARCH 2024

JUMP TO

OPENING A CIVIL CASE

Introduction

Attorneys must electronically open new civil cases and file complaints and other initiating documents, except for cases being filed entirely under seal. If a mistake is made during case opening, the filer must proceed to docket the complaint or other initiating document to maintain and preserve the filing date. If you realize you have made an error, please call the Clerk's Office in the appropriate division at:

- **Pittsburgh**   **(412) 208-7500**
- **Erie**   **(814) 464-9600**
- **Johnstown**   **(814) 533-4504**

Begin Case Opening

Log in to **CM/ECF**.

Select **CIVIL** from the blue menu bar, then under **Attorney Open an Unassigned Civil Case** select **Civil Case Unassigned**.

A warning will appear regarding opening a sealed case. Click **[Next].**

On the following screen, select the appropriate **Office** (Erie, Pittsburgh, or Johnstown) from the dropdown menu (See LCvR3). Leave the **Case type** as **cv** or change to **mc** if you are opening a miscellaneous case.

NOTE: If you are filing a Notice of Removal, the Office is determined by the county court where the complaint was originally filed. For Notices of Removal, you must also enter the county court in **Other court name** and the county court case number in **Other court number**.

Check the box for **Related cases** if applicable. See LCvR40(D).

Then click **[Next]**.

Open Unassigned Civil Case

Office [▾] **Case type** [cv ▾]

Date filed: 4/1/2021

Lead case number [   ]

Association type [consolidated   ▾]

Other court name [   ]

Other court number [   ]

JPML number [   ]

☐ Related cases

[Next] [Clear]

NOTE: The **JPML number** pertains to MDL cases and should only be filled in if the Western District of Pennsylvania has the MDL master case (*e.g.* 3014 for Philips Recalled CPAP Litigation).

If there are related cases, add those on the following screen by searching for the **Related case number**.

Check the box for **More related cases** if applicable.

Click **[Next]** and continue the process until all related cases are added.

Open Unassigned Civil Case

Related case number [2:20-cv-1   ] [Show Case List]

Relation type [related ▾]

☐ **More related cases**

[Next] [Clear]

Civil Case Statistical Information Screen

Complete the fields on this screen using the guidelines provided below.

Click **[Next]**.

Jurisdiction:	Select one of the following jurisdiction codes:
	1 (U.S. Government Plaintiff)
	2 (U.S. Government Defendant)
	3 (Federal Question) *default*
	4 (Diversity) *must enter citizenship below*
	~~5 (Local Question)~~ *court use only*
Cause of action:	Select the U.S. Civil Statute under which you are filing, as cited in the complaint, or select the closest to what is cited – do NOT select Misc; call the Clerk's Office for assistance
Nature of suit:	Select the primary nature of suit from the drop-down list. (Refer to the Civil Cover Sheet and Nature of Suit Descriptions); call the Clerk's Office for assistance if CM/ECF will not accept the Cause of Action and Nature of Suit with the selected jurisdiction
Origin:	Select 1 (Original Proceeding) or 2 (Removal from State Court); only select 8 (Multidistrict Litigation – Direct Filed) if the Western District of Pennsylvania has the MDL master case
Citizenship:	Complete this field only if the selected jurisdiction is 4 (Diversity)
Jury demand:	Complete this field only if a jury demand is contained in the complaint or other initiating document (the civil cover sheet is NOT an initiating document)
Class action:	Select n (No Class Action Alleged) or y (Class Action Alleged)
Demand:	Dollar amount demanded in thousands (e.g., entering 1000 = $1,000,000.00) or rounded to the nearest thousand (e.g. 654 for $654,321.00)
Arbitration code:	Leave blank
County:	Select the county in Pennsylvania where the cause of action occurred or "XX US, Outside State" or "XX Outside US" as applicable
Fee status:	Select one of the following codes:
	pd (paid) *if you will be paying the filing fee through pay.gov upon filing the complaint or other initiating document*
	pend (IFP pending) *if you will be filing a motion for leave to proceed in forma pauperis along with the initiating document*
	wv (waived) *if filing on behalf of the United States*
Fee date:	Leave default
Date Transfer:	Leave default

Add New Party Screen

The left panel below contains the buttons to **[Add New Party]** and **[Create Case]**. Since no participants have been entered for this new case, the participant tree (under **Collapse All**) is empty.

You must enter all appropriate parties exactly as they appear in your complaint or other initiating document. First, search for each party by entering the last name, first name, and middle initial if applicable, in the corresponding fields and clicking **[Search]**. Do **NOT** put any title, generation, or other descriptive text in the first, middle, or last name fields. If the party's last name includes a generational suffix (such as Jr. or Sr.), you will enter this information on a later screen. If the party is a corporation or other entity, the full name should be entered in the **Last / Business Name** field. If the party name appears in the **Search Results** box, highlight it and click **[Select Party]**. If the party name does not appear, click **[Create New Party]** and create the party.

REMEMBER: **Party names in this court are in ALL CAPITAL LETTERS. Also, the party names must <u>exactly match</u> the party names as they appear in the complaint.**

Party Information Screen

Once you have selected a party name using either the **[Select Party]** or **[Create New Party]** buttons, the **Party Information** screen will open. The *Role* field on this screen **defaults to Defendant**, as shown below. ****BE SURE TO ALWAYS CHANGE TO THE APPROPRIATE ROLE FOR THE PARTY****

If there is a title that precedes the party name, enter it in the *Title* field. If there is descriptive information for a party included in your complaint, enter it in the *Party Text* field.
EXAMPLE: CHIEF DONALD DUCK, individually and in his official capacity

Open Unassigned Civil Case

Add New Party	Create Case
Collapse All	Expand All

└─2:24-cv-?????

Party Information
DONALD DUCK

Title	CHIEF
Role	Defendant (dft:pty)
Pro se	No
Prisoner Id		Unit	
Office	
Address1	
Address 2		☐ Show this address on the docket sheet
Address 3		City	
State	Zip	Country	
Prison	
Phone		Fax	
E-mail	
Party text	individually and in his official capacity
Start date	3/12/2024	End date	
Corporation	no	Notice	yes

Add Party
Start a New Search

Leave all other fields blank. **Do not enter address information** unless you are filing a Notice of Removal and the Plaintiff is pro se. In that instance, change the **Pro se** dropdown to "Pro Se but not allowed to file electronically" and enter Plaintiff's mailing address from the state court record.

Open Unassigned Civil Case

Add New Party	Create Case
Collapse All	Expand All

└─2:24-cv-?????

Party Information
MICKEY MOUSE

Title	
Role	Plaintiff (pla:pty)
Pro se	Pro Se but not allowed to file electronically
Prisoner Id		Unit	
Office	
Address1	12345 Main Street
Address 2		☐ Show this address on the docket sheet
Address 3		City	Disney
State	FL	Zip	99999	Country	US
Prison	
Phone		Fax	
E-mail	
Party text	
Start date	3/12/2024	End date	
Corporation	no	Notice	yes

Add Party
Start a New Search

Notice dropdown should default to "yes" which should <u>not</u> be changed. **Corporation** dropdown should default to "no" which should be changed to "yes" only if the party is a corporation.

Once all required Party Information is entered and the correct Role selected, click **[Add Party]**. The party will be added to the participant tree in the left panel. **CONTINUE THIS PROCESS UNTIL <u>ALL</u> PLAINTIFFS AND DEFENDANTS HAVE BEEN ADDED.**

DO NOT FORGET THAT YOUR PARTY NAMES MUST <u>EXACTLY MATCH</u> THE PARTY NAMES AS THEY APPEAR IN THE COMPLAINT INCLUDING ANY TITLE, GENERATION, OR DESCRIPTIVE TEXT.

Once the parties have been added, you must add yourself as attorney for the filing party. Click on the icon to add person next to **Attorney** under the filing party. Search for each attorney by entering the last name, first name, and middle initial if applicable, in the corresponding fields and clicking **[Search]**. Select the attorney from **Search Results** and click on **[Select Attorney]**.

The attorney's contact information will prepopulate, and these fields should not be edited; if any information is incorrect, the attorney must perform PACER account maintenance to update their profile. The attorney **Designation** will default to Retained but can be changed if necessary. **Notice** and **Seal Flag** should default to yes but check that these fields say yes. If the correct attorney has been selected, click on **[Add Attorney]**.

NOTE: **If the initiating document is a Notice of Removal, you must follow the same process to add Plaintiff's counsel.** If you do not get a result when searching for Plaintiff's counsel or the contact information for the selected result does not match the contact information for the attorney on the state court record, do not add an attorney for that party. It is possible that the attorney is not a registered user of CM/ECF or that another user has the same name.

Participant Tree and Functional Icons

The participant tree is displayed on the left panel as parties are added to the case. Also present in the participant tree are functional icons:

 Delete this party from the case

 Edit this party
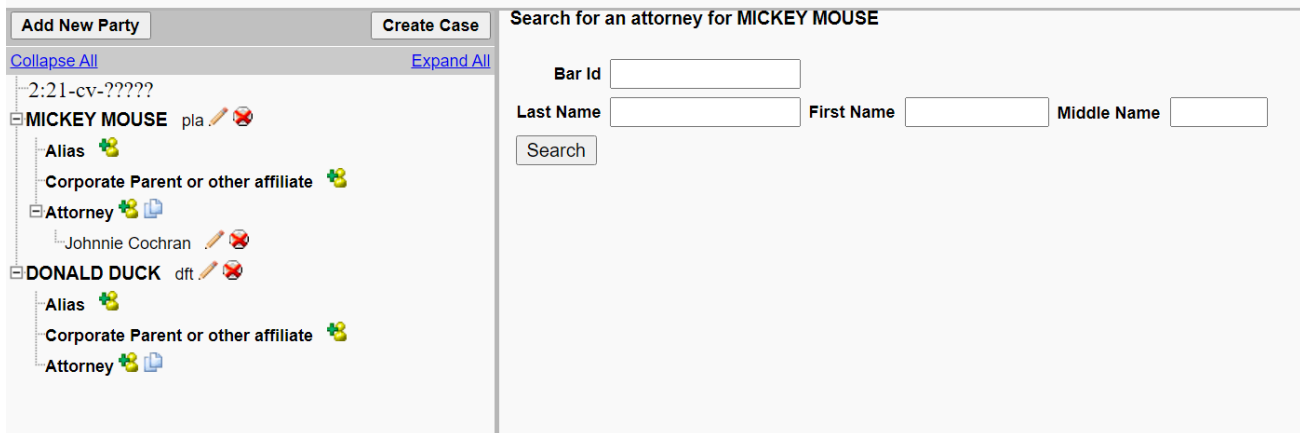
 Add Alias, Corporate Parent or other affiliate, or Attorney

 Copy Attorney

Note: The **Edit** icon only displays next to a party's name once it's been added to the participant tree; therefore, if no participant is added, this icon is suppressed.

The right panel of the screen allows you to search for and add additional parties. Add **all of the parties** as they appear in the caption of the complaint. If you omit a party, there is an opportunity to add a party as you file your complaint or other initiating document.

You should also add any known **Corporate Parent or other affiliate** at this point before filing a Disclosure Statement pursuant to LR 7.1.1 and or FRCvP 7.1.

If the party name in the complaint or other initiating document includes any kind of alias (e.g. aka, doing business as, as subrogee of, etc.), add the **Alias** at this point.

Once all parties and attorneys have been added to the case, click **[Create Case]**.

Once you have clicked the **[Create Case]** button, you will be presented with an option to either create the case or stop the process. If you select **[Yes]** and create the case, you must continue and file the complaint. Clicking **[No]** allows you to go back and correct any mistakes or to stop the process.

Once the case has been created, do not click the back button on your web browser. If you forgot to add a party or parties, or have made another type of error, please contact the Clerk's Office in the appropriate division at:

- **Pittsburgh (412) 208- 7500**
- **Erie (814) 464-9600**
- **Johnstown (814) 533-4504**

DO NOT OPEN ANOTHER CIVIL CASE TO MAKE CORRECTIONS AFTER YOU HAVE OPENED A CASE. FILE YOUR INITATING DOCUMENTS AT THE CASE YOU OPENED TO PRESERVE YOUR FILING DATE AND CONTACT THE CLERK'S OFFICE DURING BUSINESS HOURS TO MAKE ANY CORRECTIONS.

Docketing the Complaint or other initiating document (not seeking *in forma pauperis* status)

Once the case has been created, you will be given a case number. Make note of the case number so that you may add this to your documents before you file them electronically.

Note: The new case number is displayed without an assigned judge. You will receive a Notice of Electronic Filing when the Clerk's Office has reviewed the case and assigned a judge.

The complaint or other initiating document **must** now be filed. Click the hyperlink, **Docket Lead Event?**.

In the list of **Available Events**, you will see several designated with the word **ATTORNEY**. These are the events you should select for complaints and other initiating documents.

For this set of instructions, we will continue with the filing of a complaint.

Select **ATTORNEY Complaint** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.

Your new case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.

Complaints and Other Initiating Documents

Civil Case Number

2:21-cv-5

Next   Clear

Click **[Next]**.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

Next   Clear

Select the filer(s) of the complaint (i.e., the plaintiffs) and click **[Next]**. **Note:** If you forgot to add a plaintiff while opening the case, you could add them now by clicking **[New Filer]**.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

If adding new parties enter them in all CAPITAL LETTERS.

Pick Filer

Collapse All   Expand All
  DONALD DUCK dft
⊞ MICKEY MOUSE pla

Select the filer.

Select the Party:

DUCK, DONALD [dft]
MOUSE, MICKEY [pla]

Next   Clear   New Filer

Select the party or parties that this filing is against (i.e., the defendant(s)) and click **[Next]**. Please heed the warning on the page to select each individual party and not to use All Defendants. If there is a large volume of defendants, click on the first-listed defendant and then hold down your Shift key while you scroll down and then select the last-listed defendant. This should select all defendants.

Complaints and Other Initiating Documents
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Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

Pick Party		Please select the party that this filing is **against**.
Collapse All Expand All		
⊞ **MICKEY MOUSE** pla		**Select the Party:**　　OR　**Select a Group:**
└**DONALD DUCK** dft		MOUSE, MICKEY [pla]
		DUCK, DONALD [dft]　　◉ No Group
		○ All Defendants
		○ All Plaintiffs
		○ All Parties
		[Next] [Clear] [New Party]

The following screen will warn you not to proceed with this event if you are filing a motion to proceed in forma pauperis. If you are paying the filing fee or the filing fee will be waived because you are filing on behalf of the United States, click **[Next].** (If you are filing a motion for leave to proceed *in forma pauperis*, please refer to the separate instructions for cases where the filer is requesting *in forma pauperis* status.)

Complaints and Other Initiating Documents
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If you are filing a motion to proceed in forma pauperis, you are using the wrong event. Back out and select the Motion to Proceed IFP event.

[Next] [Clear]

Only select yes on the following screen if you need to bypass the credit card payment screen because you are filing on behalf of the United States.

Complaints and Other Initiating Documents
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Do you have or are you requesting in forma pauperis status for this petition?
○ Yes
◉ No

[Next] [Clear]

The following screen alerts you of the filing fee and implications of proceeding further. Click **[Next]**.

Complaints and Other Initiating Documents
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Fee: $402

Once you authorize and submit the Credit Card Payment (from an upcoming screen), you will **NOT BE ABLE TO BACK OUT OR UN-DO IT**, even though you will not have finished docketing this appeal/motion. Should you wish to abort the docketing after confirming the financial transaction, your credit card will still be billed! Please refer to the court policies and procedures, located on our website, concerning refunds.

Next   Clear

You will then be directed to PACER to **Select a Payment Method**.

Pay Filing Fee for Pennsylvania Western District Court (test)

* Required Information

Payment Amount

Amount Due *   **$402.00**

Select a Payment Method

⦿   VISA
Johnnie Cochran
XXXXXXXXXXXX4747
01/2028

◯   **Enter a credit card**

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

Next   Cancel

Select an existing payment method or select **Enter a credit card**.

Account Number	7003120
Username	TR003120
Account Balance	$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Pennsylvania Western District Court (test)

Payment Summary

Payment Method

VISA

XXXXXXXXXXXXX4747
01/2024

Johnnie Cochran
123 Main Street
Pittsburgh, PA
15222
USA

Payment Details

Payment Amount	$402.00
Fee Type	Filing Fee

Court Specific

Attorney Completing Transaction *	Johnnie Cochran

Email Receipt

Email	johnnie_cochran@gmail.com
Confirm Email	johnnie_cochran@gmail.com
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]

Enter the name of the **Attorney Completing Transaction**, add any additional email addresses for a receipt, check the **Authorization**, and click [**Submit**] to finalize the payment.

Once the credit card payment information has been submitted, **wait until the fee has been processed**.

DO NOT click [Submit] a second time and **DO NOT** hit the back button on your web browser or you may be charged twice without your complaint being filed.

AFTER THE FILING FEE IS PAID, YOU ARE NOT DONE WITH THE TRANSACTION. NO DOCUMENTS HAVE BEEN TRANSMITTED TO THE COURT AT THIS POINT. YOU MUST CONTINUE TO FILE YOUR COMPLAINT.

After payment is completed, you will be returned automatically to CM/ECF.

The next screen alerts the filer to upload the civil cover sheet and the summons as attachments to the complaint. In addition, it directs that any attachments must be labeled. You may simply select a description from the [**Category**] dropdown menu and/or type into the **[Description]** field. You do not need to retype anything in a [**Category**] dropdown selection into the **[Description]** field or you will create duplicate text.

[Choose File] for the PDF version of your complaint to attach it to the docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add all required attachments, including the civil cover sheet, and any summons or exhibits as applicable. Once all documents have been attached and descriptions added, click **[Next]**.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

ATTACHMENTS REQUIRED: (1) The Civil Cover Sheet must be filed as an attachment to the complaint. (2) If you are requesting that Summons be issued, file the completed Summons as an additional attachment.

Please LABEL each Attachment.

Select the PDF document and any attachments.

Main Document
[Choose File] Civil Suit Complaint.pdf   Describe Attachment

Attachments	**Category**	**Description**	
1. [Choose File] Civil Suit CCS.pdf	Civil Cover Sheet ⌄		Remove
2. [Choose File] Civil Suit Summons.pdf	Summons ⌄	Donald Duck	Remove
3. [Choose File] No file chosen	⌄		

[Next] [Clear]

NOTE: Any Disclosure Statement must be filed separately using the Disclosure Statement (LR 7.1.1 and/or FRCvP 7.1(a)(2)) event under Civil > Other Filings > Other Documents and **NOT** as an attachment to the Complaint.

Click **[Next]**.

Complaints and Other Initiating Documents
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[Next]   [Clear]

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** if the docket text is correct.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

Docket Text: Final Text
COMPLAINT (Filing fee, including Administrative fee, $405, receipt number APAWXDC-164896), filed by MICKEY MOUSE. (Attachments: # (1) Civil Cover Sheet, # (2) Summons Donald Duck) (Cochran, Johnnie)

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\Civil Suit Complaint.pdf   pages: 5
C:\fakepath\Civil Suit CCS.pdf   pages: 2
C:\fakepath\Civil Suit Summons.pdf   pages: 2

[Next]   [Clear]

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Cochran, Johnnie on 3/11/2024 at 4:50 PM EDT and filed on 3/11/2024

Case Name:	MOUSE v. DUCK
Case Number:	2:21-cv-00005
Filer:	MICKEY MOUSE
Document Number:	1

Docket Text:
COMPLAINT (Filing fee, including Administrative fee, $405, receipt number APAWXDC-164896), filed by MICKEY MOUSE. (Attachments: # (1) Civil Cover Sheet, # (2) Summons Donald Duck) (Cochran, Johnnie)

2:21-cv-00005 Notice has been electronically mailed to:

Johnnie Cochran   Johnnie_Cochran@gmail.com

2:21-cv-00005 Filer must deliver notice by other means to:

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

Document description: Main Document
Original filename: n/a

After the case is reviewed by the Clerk's Office, you will be notified of the judge assigned to the case as well as any summons issued by Notice of Electronic Filing.

If you have a Disclosure Statement, Motion for Temporary Restraining Order, or other motions or pleadings to file, you may do so using the assigned civil case number and the appropriate CM/ECF filing event.

Happy filing!

Docketing the Complaint or other initiating document (seeking *in forma pauperis* status)

Once the case has been created, you will be given a case number. Make note of the case number so that you may add this to your documents before you file them electronically.

Note: The new case number is displayed without an assigned judge. You will receive a Notice of Electronic Filing when the Clerk's Office has reviewed the case and assigned a judge.

Open Unassigned Civil Case

Case Number 21-5 has been opened.

[Docket Lead Event?](#)

The motion to proceed *in forma pauperis* **must** now be filed along with the complaint or other initiating documents. Click the hyperlink, **Docket Lead Event?**.

In the list of **Available Events**, you will see several designated with the word **ATTORNEY**. These are the events you should select for complaints and other initiating documents.

For this set of instructions, we will continue with the filing of a complaint.

Select **ATTORNEY Motion for Leave to Proceed In Forma Pauperis** from the **Available Events** list and it will populate in the **Selected Events** field. Click **[Next]**.

Complaints and Other Initiating Documents

Start typing to find another event.

Available Events (click to select events)

- ATTORNEY Complaint (To be used by filers. Credit card required.
- ATTORNEY Complaint in Receivership (Credit Card Required)
- ATTORNEY Motion for Leave to Proceed In Forma Pauperis
- ATTORNEY Motion to Vacate/Set Aside/Correct Sentence (2255)
- ATTORNEY Notice of Removal (Credit Card Required)
- ATTORNEY Petition for Writ of Habeas Corpus (Credit Card Requ
- ATTORNEY Petition to Enforce IRS Summons
- ATTORNEY Petition to Perpetuate Testimony
- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Intervenor Complaint
- Amended Third Party Complaint
- Application for Stay of Execution
- Application for Writ

Selected Events (click to remove events)

- ATTORNEY Motion for Leave to Proceed In Forma Pauperis

[Next] [Clear]

Your new case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number. Click **[Next]**.

Complaints and Other Initiating Documents

Civil Case Number

2:21-cv-5

[Next] [Clear]

Click **[Next]**.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

[Next] [Clear]

Select the filer(s) of the motion to proceed *in forma pauperis* (i.e., the plaintiffs) and click **[Next]**. **Note:** If you forgot to add a plaintiff while opening the case, you could add them now by clicking **[New Filer]**.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

If adding new parties enter them in all CAPITAL LETTERS.

Pick Filer	Select the filer.

Collapse All   Expand All

DONALD DUCK   dft
⊞ MICKEY MOUSE   pla

Select the Party:

DUCK, DONALD [dft]
MOUSE, MICKEY [pla]

[Next] [Clear] [New Filer]

Select the party or parties that this filing is against (i.e., the defendant(s)) and click **[Next]**. Please heed the warning on the page to select each individual party and not to use All Defendants. If there is a large volume of defendants, click on the first-listed defendant and then hold down your Shift key while you scroll down and then select the last-listed defendant. This should select all defendants.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

Please select individual parties from the pick list. Hold Control Key down and click on each individual party. Only use All Defendants or All Plaintiffs if you have an extremely large volume of parties to pick from.

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

Collapse All   Expand All

⊞ MICKEY MOUSE   pla
DONALD DUCK   dft

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

MOUSE, MICKEY [pla]
DUCK, DONALD [dft]

◉ No Group
○ All Defendants
○ All Plaintiffs
○ All Parties

[Next] [Clear] [New Party]

[Choose File] for the PDF version of your motion to proceed *in forma pauperis* to attach it as the **Main Document** docket entry. Be sure to right click on the file name, then **Open Document**, to verify you have the correct PDF document. Add all required attachments, **including the complaint (which must be labeled from the [Category] dropdown menu as Complaint lodged pending disposition of IFP motion)**, the civil cover sheet, the proposed order as required by LCvR 7.D, and any summons or exhibits as applicable. Once all documents have been attached and descriptions added, click **[Next]**.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

ATTACHMENTS REQUIRED:

(1) You must file a Proposed Order for your motion as an attachment.

(2) The complaint must be filed as an attachment.

(3) The Civil Cover Sheet must be filed as an attachment.

(4) If you are requesting that Summons be issued, file the completed Summons as an additional attachment.

Please LABEL each Attachment. Use the Complaint lodged pending disposition of motion for IFP selection for your complaint.

Select the PDF document and any attachments.

Main Document
| Choose File | IFP Motion.pdf   Describe Attachment

Attachments	**Category**	**Description**
1. Choose File IFP Proposed Order.pdf	Proposed Order ▾	[ ] Remove
2. Choose File IFP Complaint.pdf	Complaint lodged pending disposition of IFP Motion ▾	[ ] Remove
3. Choose File IFP CCS.pdf	Civil Cover Sheet ▾	[ ] Remove
4. Choose File No file chosen	▾	[ ]

Next   Clear

NOTE: If you have a Disclosure Statement, Motion for Temporary Restraining Order, or other motions or pleadings to file at this time, you must do so by making the documents attachments to the motion to proceed *in forma pauperis*.

Click **[Next]**.

Motions
2:21-cv-00005 MOUSE v. DUCK
Next   Clear

On this screen, you may add a prefix to the motion or additional docket text in the fillable field. Click **[Next]**.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK
Docket Text: Modify as Appropriate.
[▾] **MOTION for Leave to Proceed in forma pauperis** [   ] **, filed by MICKEY MOUSE. (Attachments: # (1) Proposed Order, # (2) Complaint lodged pending disposition of IFP Motion, # (3) Civil Cover Sheet) (Cochran, Johnnie)**

Next   Clear

On this screen, you will see a preview of the docket text. This is the final screen to complete your transaction. Click **[Next]** if the docket text is correct.

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

Docket Text: Final Text
MOTION for Leave to Proceed in forma pauperis , filed by MICKEY MOUSE. (Attachments: # (1) Proposed Order, # (2) Complaint lodged pending disposition of IFP Motion, # (3) Civil Cover Sheet) (Cochran, Johnnie)

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\IFP Motion.pdf   pages: 2
C:\fakepath\IFP Proposed Order.pdf   pages: 1
C:\fakepath\IFP Complaint.pdf   pages: 4
C:\fakepath\IFP CCS.pdf   pages: 2

Next   Clear

Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated, as shown below. **THIS IS HOW YOU KNOW THAT YOUR FILING HAS BEEN TRANSMITTED TO THE COURT.**

Complaints and Other Initiating Documents
2:21-cv-00005 MOUSE v. DUCK

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Cochran, Johnnie on 3/11/2024 at 5:25 PM EDT and filed on 3/11/2024
Case Name: MOUSE v. DUCK
Case Number: 2:21-cv-00005
Filer: MICKEY MOUSE
Document Number: 21

Docket Text:
MOTION for Leave to Proceed in forma pauperis , filed by MICKEY MOUSE. (Attachments: # (1) Proposed Order, # (2) Complaint lodged pending disposition of IFP Motion, # (3) Civil Cover Sheet) (Cochran, Johnnie)

2:21-cv-00005 Notice has been electronically mailed to:

Johnnie Cochran   Johnnie_Cochran@gmail.com

2:21-cv-00005 Filer must deliver notice by other means to:

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

Document description: Main Document
Original filename:n/a

After the case is reviewed by the Clerk's Office, you will be notified of the judge assigned to the case by Notice of Electronic Filing and the judge's ruling on the motion to proceed *in forma pauperis* thereafter.

Happy filing!