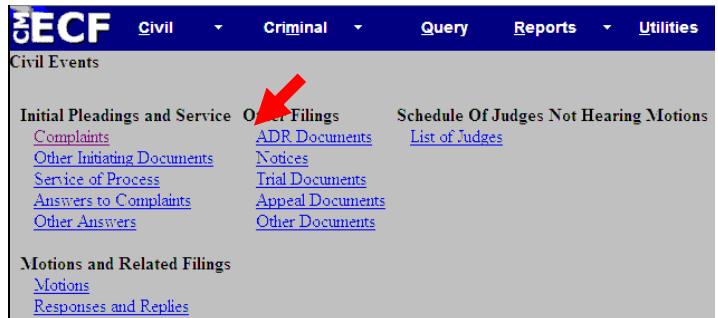


Filing a Complaint

Important Points to Keep in Mind

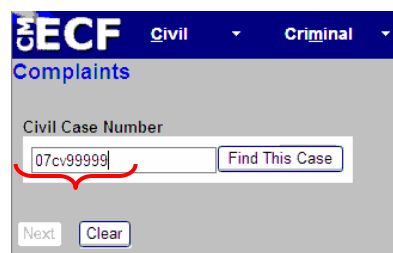
- ✓ Payment for filing fees will be made through Pay.gov, a service used by the District Court to process filing fees. It is **not** a department of, or managed by the District Court. Please review the General Order regarding refund of filing fees paid electronically. The full order is available at <http://10.205.15.104/PRESS/GeneralOrder102607.pdf> and applicable excerpt is provided at the end of this document.
- ✓ The filing user will be prompted to enter credit card information while filing the notice of appeal. Pay.gov accepts Visa[®], MasterCard[®], Discover[®], American Express[®] and Diners Club International[®]. **Debit cards are not accepted for payment at this time.**
- ✓ New cases are deemed filed on the day the Clerk's Office receives the required filing fee. Any complaint of miscellaneous filing submitted for payment electronically without payment will be docketed as a received document (fee due).
- ✓ Complaints will be filed in a temporary case record bearing the case number 07cv99999 and the case title "Plaintiff v. Defendant". Clerk's Office staff will assign a current case number, judge, and magistrate judge to the documents submitted by close of business at 4:30 p.m. Filings submitted after 4:30 p.m. will be assigned the following business day. Documents will maintain the filing date of the date submitted.
- ✓ Sealed documents are to be submitted to the Clerk's Office in paper form in accordance with local rules. No sealed documents are to be e-filed.

1. Click on the **Complaints** link.



2. A. Enter **07cv99999** as the case number.

B. Click **Find This Case**.



**** ROCKFORD office filers use case number 07cv59999**

Filing a Complaint

3. Once the case number displays in the box click **Next**.

The screenshot shows the ECF Complainants page. At the top, there is a blue header with the ECF logo and a dropdown menu set to 'Civil'. Below the header, the word 'Complainants' is displayed. A text input field labeled 'Civil Case Number' contains the text '1:07-cv-99999'. A mouse cursor is positioned over the input field. Below the input field are two buttons: 'Next' and 'Clear'.

4. Click **Next**.

The screenshot shows the ECF Complainants page after clicking 'Next'. The header now includes a dropdown menu set to 'Criminal'. The case number '1:07-cv-99999 Plaintiff v. Defendant' is displayed in blue text. Below the case number are two buttons: 'Next' and 'Clear'.

5. Click **Complaint**.

The screenshot shows the ECF Complainants page with the 'Available Events' dropdown menu open. The menu lists several event types: Amended Complaint, Complaint, Counterclaim, Crossclaim, Intervenor Complaint, Petition for Writ of Habeas Corpus, and Third Party Complaint. A red arrow points to the 'Complaint' option. To the right of the dropdown menu is a 'Selected Events' section with a list containing 'Complaint'. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

6. A. Select **Plaintiff**.
B. Click **Next**.

The screenshot shows the ECF Complainants page with the 'Select the Party' dropdown menu open. The menu lists two options: 'Defendant [Defendant]' and 'Plaintiff [Plaintiff]'. The 'Plaintiff [Plaintiff]' option is selected. To the right of the dropdown menu is a link labeled 'Add/Create New Party'. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Filing a Complaint

7. A. Uncheck all boxes.
B. Click **Next**.

The screenshot shows the ECF Complaints page for case 1:07-cv-99999 Plaintiff v. Defendant. The page has a blue header with 'ECF' and navigation tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the header, the text reads: '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*.' There are three checkboxes: 'Plaintiff (pty:pla) represented by Attorney Test (aty)', 'Lead', and 'Notice'. All three are currently unchecked. Red arrows point to each of these checkboxes. At the bottom are 'Next' and 'Clear' buttons.

8. A. Select the defendant.
B. Click **Next**.

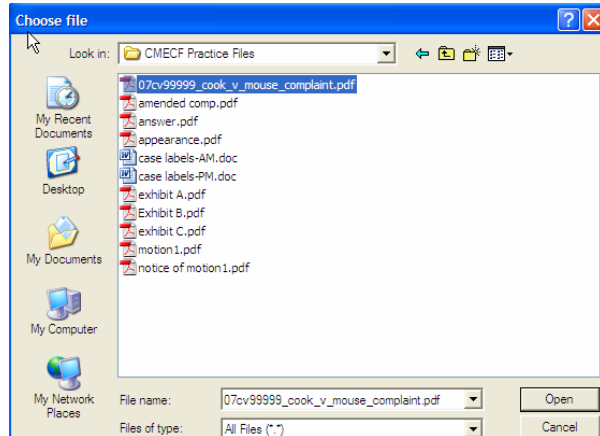
The screenshot shows the ECF Complaints page for case 1:07-cv-99999 Plaintiff v. Defendant. The text reads: 'Please select the party that this filing is **against**.' Below this, there are two sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', there is a list box containing 'Defendant [Defendant]' and 'Plaintiff [Plaintiff]'. Under 'Select a Group:', there are four radio button options: 'No Group' (selected), 'All Defendants', 'All Plaintiffs', and 'All Parties'. There is also a link 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

9. Click **Browse**.

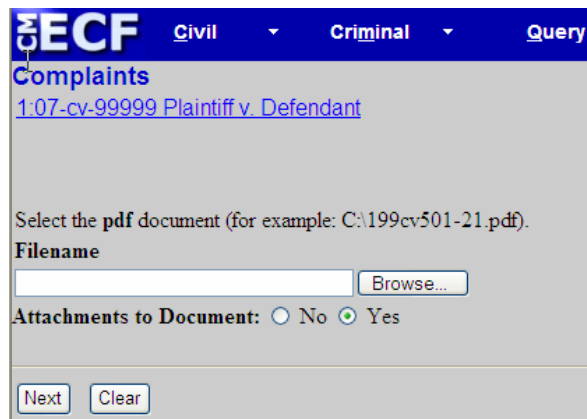
The screenshot shows the ECF Complaints page for case 1:07-cv-99999 Plaintiff v. Defendant. The text reads: 'Select the **pdf** document (for example: CA199cv501-21.pdf). Filename'. Below this is a text input field for the filename and a 'Browse...' button. A red arrow points to the 'Browse...' button. Below the input field, there is a section for 'Attachments to Document:' with two radio button options: 'No' and 'Yes' (selected). At the bottom are 'Next' and 'Clear' buttons.

Filing a Complaint

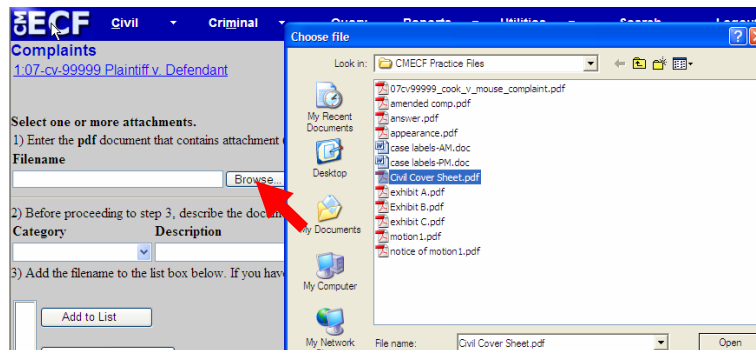
10. A. Click the complaint that you are filing.
B. Click **Open**.



11. A. Click the **Yes** radio button.
B. Click **Next**.



12. Attach the Civil Cover sheet that you created.
- A. Click **Browse**.
- B. Locate and click on the Civil Cover sheet for this case.
- C. Click **Open** to link it to the complaint.



Filing a Complaint

13. A. Click the ▼ arrow and select **Civil Cover Sheet**.
B. Click **Add to List**.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
F:\CMECF - Attorney\CMECF Practice Fi

2) Before proceeding to step 3, describe the document using the Category list, the Description field, and the list box below. If you have more attachments, go back to Step 1.

Category	Description
<input type="button" value="▼"/>	
Affidavit	
Appendix	
Certificate of Service	
Civil Cover Sheet	
Declaration	
Errata	

14. A. Repeat steps 11 and 12 to add the Appearance Form and Summonses.
B. Click **Next** once all files have been attached.

Instead of selecting a category, type the name of the document in the description field.

You may attach the required number of PDFs for your summons. Provide one summons for each named defendant. If the government is a defendant, also provide one summons for the U.S. Attorney General, U.S. Attorney's Office, and the officer of agency of the United States (See FRCP 4.)

As an alternative you may present the summonses for issuance in person at the Clerk's Office between 8:30 a.m. – 4:30 p.m. once you receive notification that the case has been assigned a case number.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
F:\CMECF - Attorney\CMECF Practice Fi

2) Before proceeding to step 3, describe the document using the Category list, the Description field, and the list box below. If you have more attachments, go back to Step 1.

Category	Description
<input type="button" value="▼"/>	Appearance

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description field, and the list box below. If you have more attachments, go back to Step 1.

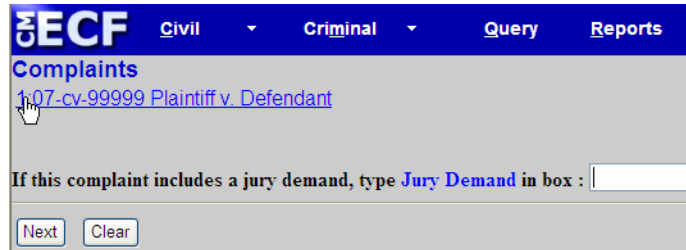
Category	Description
<input type="button" value="▼"/>	

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

F:\CMECF - Attorney\CMECF Practice Files\Civil Cover Sheet.pdf	<input type="button" value="Add to List"/>
F:\CMECF - Attorney\CMECF Practice Files\Summonses.pdf	
F:\CMECF - Attorney\CMECF Practice Files\appearance.pdf	<input type="button" value="Remove from List"/>

Filing a Complaint

15. Respond to the jury demand prompt and click **Next**.



16. Type N in the box.

***ALWAYS enter no if your intent is to make a credit card payment.**



17. Click **Next**.

This screen will reflect the filing fee amount that will be charged to your credit card.



18. Wait for the processing screen to display.



Filing a Complaint

19. Follow the prompts and enter your credit card information.

The payment amount displayed will reflect the appropriate fee for the type initiating document being filed.

Online Payment [Return to your origin](#)

Step 1: Enter Payment Information

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$1.00

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 Pa

20. A. Check the box authorizing the charge. If this box is not checked the filing fee cannot be processed.
- B. To have a receipt emailed to you, enter your email address in both boxes.

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: Attorney Test 219 S. Billing Address: Dearborn Billing Address 2: City: State / Province: Zip / Postal Code: 60600 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 4 / 2008	Payment Amount: \$1.00 Transaction Date 10/25/2007 14:22 and Time: EDT

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.

Enter email address for receipt.

Check this box to authorize charge

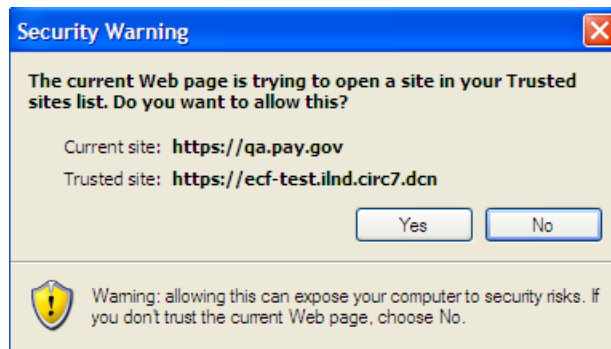
Filing a Complaint

21. Wait until your credit card charge has been processed.

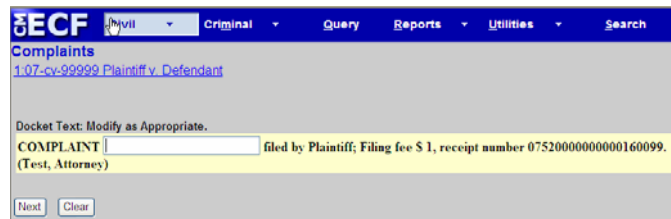
Your request is being processed. Please wait.



22. Click **Yes** to return to CM/ECF.

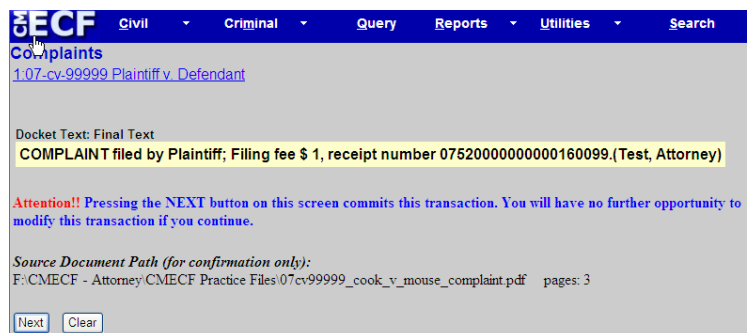


23. A. Add any desired text to the docket entry.
B. Click **Next**.



24. Verify that the docket text, **and** attachments are correct then click **Next**.

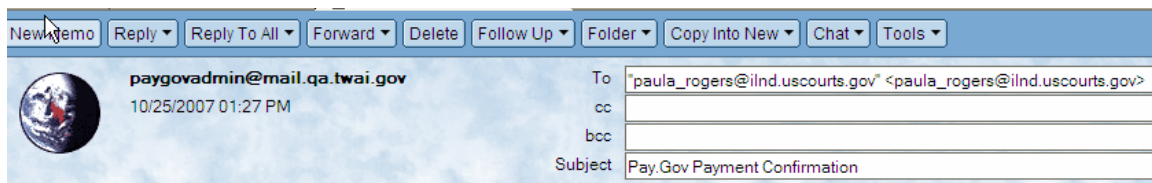
List of attachments included with the filing.



Filing a Complaint

25. Wait for the Notice of Electronic Filing (NEF) to display.

Make sure that you either print a copy of the NEF for reference or write down the document number. You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.



THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Payment Summary

Application Name: ILND CM ECF TEST
Pay.gov Tracking ID: 3FOB9Q4B
Payment Agency Tracking ID: 07520000000000160100

Cardholder Name: Attorney Test
Cardholder Address: 219 S. Dearborn
Cardholder Country: USA
Cardholder Zip Code: 60600
Card Type: Visa
Payment Amount: \$1.00
Transaction Date: Oct 25, 2007 2:27:24 PM

Shown above is a sample receipt generated by Pay.gov. Remember, in order to generate a receipt you must enter your email address at the prompt on the Pay.gov screen. Refer to step 20 for details.

Filing a Complaint

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 07 – 0023
GENERAL ORDER ON ELECTRONIC CASE FILING

Excerpt regarding refund of erroneous or duplicate payments:

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.