

Attorney Checklist Before Opening a New Civil Case

- Read documentation on Opening a New Civil Case**
 - www.ohnd.uscourts.gov/Electronic_Filing/electronic_filing.html
- Prepare documents to file and convert to pdf**
 - Initiating document
 - Civil cover sheet
 - Summons(es), if applicable
 - U.S. Marshal forms, if applicable
 - any additional documents to be filed (i.e., Application/Motion to proceed inform a pauperis)
- Have credit card available**
- Open civil case**
 - Enter all the statistical information
 - Enter all the parties in exact order they are listed on the complaint
 - Do not add addresses
 - Change the party role type to the correct role
 - Create a link for the attorney and party
 - Attorney for plaintiff(s), if Complaint is filed
 - Attorney for defendant(s), if Notice of Removal is filed
- File initiating document**
 - Attach supporting documents to the complaint as a separate attachment (i.e., exhibits)
 - Do not attach applications/motions to proceed inform a pauperis. This document should be filed as a separate entry.
 - Attach a completed and signed civil cover sheet as a separate attachment
 - Attach summons(es) as a separate attachment
 - Attach US Marshal forms, if applicable as a separate attachment
- File any additional documents using the appropriate event**
 - Motion for Temporary Restraining Order, Motion to Proceed Informa Pauperis

If you have any questions, concerns or experience problems during the process, please contact the Clerk's Office for assistance.

Akron:	330-252-6019
Cleveland:	216-357-7002
Toledo:	419-213-5500
Youngstown:	330-884-7415
CM/ECF Help Desk:	1-800-355-8498

The CM/ECF system is typically available for filing 24 hours, seven days per week. In the event help desk support is needed and to avoid any unscheduled system downtime required for system maintenance, attorneys needing to meet filing deadlines should attempt to file during normal business hours (Monday through Friday from 8:00 a.m. to 4:45 p.m.).