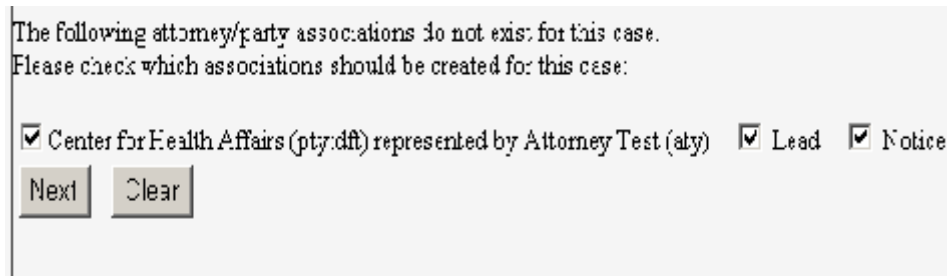# United States District Court
Northern District of Ohio

Creating an Attorney/Party Association in CM/ECF

When you electronically file the first document for a party in a case, the following screen will appear:

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☑ Center for Health Affairs (pty:dft) represented by Attorney Test (aty)   ☑ Lead   ☑ Notice

[Next]   [Clear]

To create an attorney/party association, enter a √ in the first box. The screen displays a √ in the Notice box.   Do not remove the √ from this box. If you do, you will not receive any electronic notices from CM/ECF.   Place a √ in the Lead box only if you are the lead attorney for the party you are representing.