

## OPEN NEW CASE CHECKLIST

- ✓ Is your filing an emergency, such as a motion for temporary restraining order?
  - **Please open the case, file your emergency documents, have your case number ready, and immediately contact the Clerk's Office (during regular business hours, Monday thru Friday 8 AM to 5 PM) at 334-954-3600.**
  
- ✓ Read the Attorney's Guide to Opening a Civil Case document on our website ([www.almd.uscourts.gov/attorney-case-opening](http://www.almd.uscourts.gov/attorney-case-opening))
  
- ✓ Prepare documents to file and convert to PDF.
  - Initiating document:
    - Complaint
    - OR
    - Notice of Removal
    - Civil Cover Sheet
    - Summons(es)
  - Any additional documents to be filed, such as but not limited to:
    - Corporate/Conflict Disclosure Statement
  
- ✓ Have your credit card available. The required filing fee is paid on-line with a credit card thru Pay.Gov.
  
- ✓ Open civil case - **you must complete the entire process!**
  - Enter all the statistical information from the Civil Cover Sheet.
  - Enter all the parties in the **exact** order they are listed on the Complaint and exactly how they are named. (Please refer to our "Quick Tips for Adding Parties" guide, [www.almd.uscourts.gov/attorney-case-opening](http://www.almd.uscourts.gov/attorney-case-opening))
  - DO NOT add addresses.
  - Change the party role type to the correct role.
  
- ✓ File initiating document:
  - Complaint, OR
  - Notice of Removal (w/ State Court Record as a separately attached PDF exhibit)

- ✓ File applicable documents as attachments to the initiating document, such as:
  - Supporting Affidavits/Declarations/Exhibits as separate PDF attachments
  - A completed and signed Civil Cover Sheet
  - Individual summons for each named defendant and, if necessary, for the US Attorney, US Attorney General, SSA Office of Regional Chief Council, or any other agency for service under the Federal Rules of Civil Procedure (FRCP). Summons will be issued by the court electronically the following day and counsel is required to print copies and perfect service pursuant to FRCP 4.
  
- ✓ File these documents using the appropriate ECF event following your case opening:
  - Motion to Proceed In Forma Pauperis (w/ IFP Affidavit attached)
  - Motion for Temporary Restraining Order and/or Preliminary Injunction
  - Brief/Memorandum in Support
  - Corporate Disclosure Statement
  
- ✓ If you have any questions, concerns, or experience problems during the process, please contact the CM/ECF Help Desk during normal business hours Monday thru Friday, 8 AM to 5 PM, at 334-954-3935. The CM/ECF system is typically available for filing 24 hours, seven days per week.
  
- ✓ NOTE: 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 AM to 5 PM)