

**U.S. DISTRICT COURT  
MIDDLE DISTRICT OF ALABAMA**



**Attorney's Guide:  
Opening a Civil Case**

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# INTRODUCTION

Using this guide, you will learn how to electronically open and file a new civil action through the Electronic Case Filing system.

## GETTING STARTED

### Prepare Your Documents

Your first step is to prepare and convert your filing documents to PDF.

Prepare an initiating document, such as a:

- **Complaint**
- **Notice of Removal**

Prepare as an attachment to your initiating document:

- **Civil Cover Sheet**

Prepare these documents as additional attachments if they apply to your case:

- **Exhibits (separate PDFs for each exhibit)**
- **Summons(es)**

Download and save the **Summons** form found on the court's website at <https://www.almd.uscourts.gov/forms/summons-civil-action>. Use this fillable form each time you docket a summons to the court docket.

- Attach summons (one per defendant) as a single attachment PDF document to the complaint.
- Summons(es) will be issued by the court electronically the following day.
- You will receive a Notice of Electronic Filing (NEF) of the summons when the Clerk's Office enters it on the docket.
- Use the NEF hyperlink to retrieve the issued summons form to effect service of process.

The following forms are also available for downloading from our court website:

<https://www.almd.uscourts.gov/forms>.

- Civil Cover Sheet **(Required)**
- Motion to Proceed Without Prepayment of Fees
- AO240 Short Form and AO241 Long Form Financial Affidavit
- Notice and Request for Waiver of Service and Waiver of Service forms
- Conflict Disclosure Statement **(Required)**

### Convert Documents to PDF Format

Convert a document by:

- Scanning to PDF
- Using the conversion software included in word processing programs such as Word.
- Downloading PDF conversion software, such as Adobe Standard or Professional.

## THE FILING FEE

- As of January 1, 2020, the filing fee for a standard civil case is **\$350.00 plus a \$52.00 administrative fee for a total of \$402.00.**
- **NOTE:** The administrative fee **does not** apply to :
  - **Miscellaneous civil cases,**
  - **Habeas corpus cases, or**
  - **Cases filed by pro se prisoner plaintiffs who have been provisionally granted permission to proceed *in forma pauperis*.**
- You must pay the filing fee through **Pay.gov**
- During case opening, you will be prompted for this payment and be guided through the **Pay.gov** screens, so have your card ready.
- See [Paying the Filing Fee](#) for details.

### To Request a Waiver of the Filing Fee:

- Have your **Motion to Proceed Without Prepayment of Fees, with AO240 or AO241 Affidavit**, prepared to file as a separate filing after you file your initiating documents.
- For detailed instructions, see [Docketing the Lead Event](#).

## OPENING YOUR CIVIL CASE

Do not start opening your case unless you are prepared to post your initiating document(s).

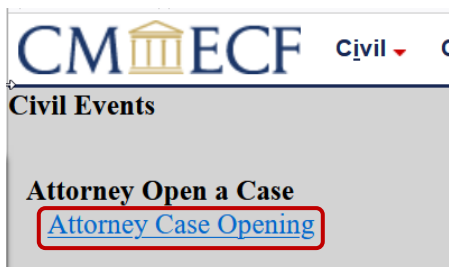
- Remember they must be in **PDF format** and saved on your computer.
- Be sure you have a copy of your civil cover sheet available. You will need to refer to it later in this process.

Now that you are ready to open your case, let's get started. Log into CM/ECF as you normally would to file documents. (Remember, you don't need a client code.)

On the blue tool bar select "**Civil.**"



Under "**Attorney Open a Case**" you will see the link to: "**Attorney Case Opening.**" Click on this link to begin opening your case.



On the “**Open a Civil Case**” screen, select the “**Office**” (Division). Please DO NOT modify the “**Case type**” which defaults to “**cv**” or anything below “**Date filed:**”.

**Note:** Montgomery is the Northern Division of the Middle District and is comprised of Autauga, Barbour, Bullock, Butler, Chilton, Coosa, Covington, Crenshaw, Elmore, Lowndes, Montgomery, and Pike counties.

Opelika is the Eastern Division of the Middle District and is comprised of Chambers, Lee, Macon, Randolph, Russell, and Tallapoosa counties.

Dothan is the Southern Division of the Middle District and is comprised of Coffee, Dale, Geneva, Henry, and Houston counties.

The image shows two versions of the "Open a Civil Case" form. The left version is the active form with the "Office" dropdown menu open, showing "Montgomery" selected. The right version is a faded version of the same form with a large red "X" over the "Lead case number" and "Other court name" fields, indicating they are not to be modified.

Once you have entered your case data information, select the “**Next**” button to move to the next screen. If you need to start over on this page, select the “**Clear**” button and it will erase all of your entries.

This next screen asks for information which can be taken directly from your Civil Cover Sheet. Make sure to have it available so you can refer to it.

The first box is the “**Jurisdiction**” box. Use the dropdown list to select the case jurisdiction information for your case. This box defaults to “**3: Federal Question**”.

The image shows the "Open a Civil Case" form with the "Jurisdiction" dropdown menu open. The dropdown list shows five options: 1 (U.S. Government Plaintiff), 2 (U.S. Government Defendant), 3 (Federal Question), 4 (Diversity), and 5 (Local Question). Option 3 is selected. The form also includes fields for Cause of action, Nature of suit, Origin, Citizenship plaintiff, Citizenship defendant, Jury demand, Class action, Demand (\$000), Arbitration code, County, Fee status, Fee date, and Date transfer.

For this example, we will select “**4 (Diversity)**” for the case jurisdiction.

Now you will select the “**Cause of Action**” for your case. For this example, we are going to select “**Diversity – Personal Injury 28:1332pi**”. You can start typing the cause of action in the “**Filter:**”

The next box is the “**Nature of Suit**”. Start typing the nature of suit in the “**Filter:**” box. For this example, we will select “**350 (Motor Vehicle)**” for the nature of suit.

**Open a Civil Case**

**Jurisdiction** 4 (Diversity) ▼

**Cause of action** 28:1332pi (28:1332 Diversity-Personal Injury) ▼ Filter:  Clear filter

**Nature of suit** 350 (Motor Vehicle) ▼ Filter:  Clear filter

**Origin** 1 (Original Proceeding) ▼

At the “**Origin**” dropdown list, select either:

- **1 Original Proceeding** (Default) or
- **2 Removal from State Court.**

Please note that there are other options in the “**Origin**” dropdown list; however, you will only utilize the two listed above. For this example, we are going to use “**1 (Original Proceeding)**”.

**Open a Civil Case**

**Jurisdiction** 4 (Diversity) ▼

**Cause of action** 28:1332pi (28:1332 Diversity-Personal Injury) ▼ Filter:  Clear filter

**Nature of suit** 350 (Motor Vehicle) ▼ Filter:  Clear filter

**Origin** 1 (Original Proceeding) ▼

If you are requesting a Jury Demand you will select the requestor(s) in the dropdown list.

**Origin** 1 (Original Proceeding) ▼

**Citizenship plaintiff** ▼

**Citizenship defendant** ▼

**Jury demand** n (None) ▼ **Class action** n (No Class Action Alleged) ▼ **Demand (\$000)**

**Arbitration code** b (Both) ▼ **County** Montgomery ▼

**Fee status** pd (paid) ▼ **Fee date** 3/7/2022 **Date transfer**

**Next** **Clear**

**Jury demand** dropdown menu options: n (None), b (Both), d (Defendant), n (None), p (Plaintiff)

**Remember:** If you are including a Jury Demand in your case, you must also include the demand in the relief section(s) of your Complaint as required under Fed R Civ P 38(d) and also notate the demand beneath the case number on the front page in compliance with ALMD Local Rule 38.1.

The “**Class action**” box defaults to “**n (No Class Action Alleged)**”. Use the dropdown to change to “**y (Class Action Alleged)**”, if appropriate.

If applicable, enter the compensatory monetary “**Demand**” (\$000) of the plaintiff. This must be entered in thousands, rounded to the nearest thousand dollars. For this example, the demand is for \$149,800, so we will enter “150.” Do not include the dollar sign. DO NOT enter punitive monetary demands.

The screenshot shows a portion of the 'Open a Civil Case' form. A red rectangular box highlights two specific fields: the 'Class action' dropdown menu, which currently shows 'n (No Class Action Alleged)', and the 'Demand (\$000)' text box, which contains the value '150'. Other visible fields include 'Origin' (1 (Original Proceeding)), 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand' (p (Plaintiff)), 'Arbitration code', 'County' (n (No Class Action Alleged)), 'Fee status' (pd (paid)), and 'Fee date' (3/7/2022). At the bottom left are 'Next' and 'Clear' buttons.

The “**County**” box (defaults to Montgomery) contains all of the Alabama counties, “XX US, Outside State”, and “XX Outside US”. The correct selection for regular civil cases is based on the following criteria in this order: 1) County of the plaintiff; 2) County of the Defendant for USA Plaintiff; 3) XX US, Outside State - Plaintiff is located outside Alabama; and 4) XX Outside US – Plaintiff (or Defendant for USA Plaintiff suits) is outside the USA. Notice of Removal cases are based on the County Circuit Court where the case originated.

This screenshot shows the full 'Open a Civil Case' form. Fields include: 'Jurisdiction' (3 (Federal Question)), 'Cause of action' (with a 'Filter' button), 'Nature of suit' (0 (zero) with a 'Filter' button), 'Origin' (1 (Original Proceeding)), 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand' (n (None)), 'Class action' (n (No Class Action Alleged)), 'Demand (\$000)' (empty text box), 'Arbitration code', 'County' (Montgomery), 'Fee status' (pd (paid)), 'Fee date' (3/8/2022), and 'Date transfer' (empty text box). 'Next' and 'Clear' buttons are at the bottom left.

The “**Fee Status**” box has five choices in the dropdown list:

- **pd (paid):** Payment of the regular civil filing fee through Pay.Gov.
- **pend (IFP pending):** When filing a Motion to Proceed Without Prepayment of Fees as a separate filing after filing your complaint.
- **wv (waived):** When you are a US Attorney for the Department of Justice filing a case on behalf of the United States.

- **none (no fee required):** When filing a case that does not require a fee
- **fp (in forma pauperis):** When filing a case after a provisional grant of a Motion to Proceed Without Prepayment of Fees

**Please leave the fee status “pd (paid)” unless you are a US Attorney or filing a Motion to Proceed Without Prepayment of Fees**

The screenshot shows a case filing form with the following fields:
 

- Jury demand:** p (Plaintiff)
- Class action:** n (No Class Action Alleged)
- Demand (\$000):** 150
- Arbitration code:** (blank)
- County:** Montgomery
- Fee status:** pd (paid) (with a dropdown menu open showing options: due (due), fp (in forma pauperis), none (no fee required), pd (paid), pend (IFP pending), wv (waived))
- Fee date:** 3/7/2022
- Date transfer:** (blank)
- Buttons:** Next, Clear

The “**Citizenship plaintiff**” and the “**Citizenship defendant**” dropdown boxes are used only in diversity cases. You would leave these boxes blank unless your case is a diversity case.

For this example, we are going to select “**1 (Citizen of This State)**” for the plaintiff and “**4 (Incorporated/Principal Place of Business – Other State)**” for the Defendant.

The screenshot shows the same case filing form as above, but with the Citizenship dropdown menus open:
 

- Citizenship plaintiff:** 1 (Citizen of This State)
- Citizenship defendant:** (blank)
- Jury demand:** p (Plaintiff)
- Arbitration code:** (blank)
- Fee status:** pd (paid)
- Buttons:** Next, Clear
- Demand (\$000):** 150

 The dropdown menu for Citizenship defendant is open, showing options:
 

- 1 (Citizen of This State)
- 2 (Citizen of Another State)
- 3 (Citizen or Subject of a Foreign Country)
- 4 (Incorporated/Principal Place of Business-This State)
- 5 (Incorporated/Principal Place of Business-Other State)
- 6 (Foreign Nation)

There is no need to utilize the “**Arbitration Code**” nor “**Date transfer**” fields.

Look over this screen and make sure you entered the correct case information. Once you are confident that your case information is correct you are ready to proceed and select “**Next**” to move to the next screen.



**Open a Civil Case**

**Jurisdiction** 4 (Diversity) Filter:  Clear filter

**Cause of action** 28:1332pi (28:1332 Diversity-Personal Injury) Filter:  Clear filter

**Nature of suit** 350 (Motor Vehicle) Filter:  Clear filter

**Origin** 1 (Original Proceeding)

**Citizenship plaintiff** 1 (Citizen of This State)

**Citizenship defendant** 5 (Incorporated/Principal Place of Business-Other State)

**Jury demand** p (Plaintiff) **Class action** n (No Class Action Alleged) **Demand (\$000)** 150

**Arbitration code** **County** Montgomery

**Fee status** pd (paid) **Fee date** 3/7/2022 **Date transfer**

**Next** Clear

## EMERGENCY MATTERS

CM/ECF will prompt you to answer **Yes** or **No** if your initial filing includes a Temporary Restraining Order.

**Open a Civil Case**

Will your initial filing include a Temporary Restraining Order?

☒ YES

☐ NO

**Next** Clear

**Open a Civil Case**

If you answer YES, open the case, file your emergency documents, have your case number ready, and immediately call the Clerks Office (during regular business hours) at 334-954-3600.

**Next** Clear

- The Clerk's Office will assign a judge to your case and notify them of the emergency.
- To ensure that your case receives the immediate attention it needs, **please file prior to 4:30 P.M. CST**

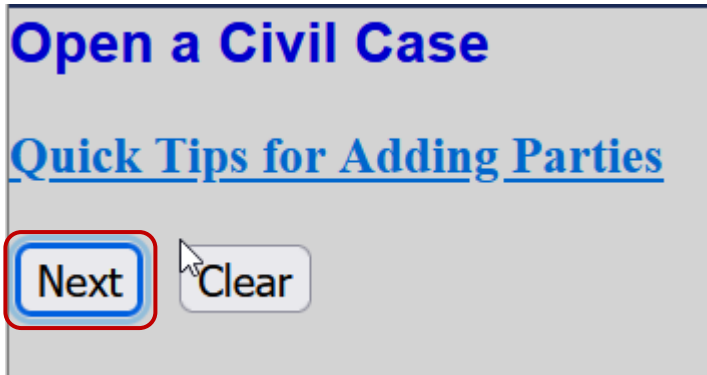
## ADDING PARTIES

**Open a Civil Case**

On the next screen you will search for and enter party names. Party names shall be entered in the order as listed on the Complaint caption. Standard Caps - Only capitalize the first letter of a name or business unless the name is actually in all capitals. View the Quick Tips for Adding Parties found on the next screen for additional information.

**Next** Clear

If you would like to review Quick Tips for Adding Parties, click on the link provided. Otherwise, select **"Next"**.



Before you get started, have your Complaint available. You will need this to add all parties in this case opening process.

- This screen will allow you to enter your party names and do a search to see if these parties are already in the court's database.
- This screen and all subsequent screens begin displaying a partial case number. A full case number will be assigned at the completion of the case opening process.
- **Notice of Removal cases** are opened by using the **original caption from the state court case**. For example, if the defendant is the "filer" of the removal case in Federal Court, then they remain the defendant in the case filed here.
- **DO NOT** select the browser back button **at any time** during the 'Add Parties' process. You will lose your entire work product. If you need to make a change to your party selection or simply change the spelling, utilize the icons provided in the participant tree.
- **DO NOT ENTER OR MODIFY TELEPHONE, ADDRESS, OR E-MAIL ADDRESS FIELDS.**

 A screenshot of the "Open a Civil Case" form. The form has a header with the title "Open a Civil Case". Below the header are two buttons: "Add New Party" and "Create Case". To the right of these buttons is a section titled "Search for a party" which contains three input fields: "Last / Business Name", "First Name", and "Middle Name". Below these fields is a "Search" button, which is highlighted with a red border. On the left side of the form, there are links for "Collapse All" and "Expand All", and a partial case number "2:22-cv-????".

In the "**Last/Business Name**" field, enter the party name, surname or company name only and select "**Search**". Do not enter any descriptive text (doctor, Mr., Sergeant, etc.). The "**Party Text**" field will be used for that purpose later in the add party process.

Example: The case we will be opening is a civil case entitled: "**William C. Lewis vs. Walmart, Inc**". Let's get started by entering the plaintiff's last name, "**Lewis**", and first initial "**W**" then select "**Search**".

 A screenshot of the "Open a Civil Case" form, similar to the one above but with data entered. The "Last / Business Name" field now contains the text "Lewis" and the "First Name" field contains the text "W". The "Search" button remains highlighted with a red border. The other elements of the form, including the "Add New Party" and "Create Case" buttons, the "Collapse All" and "Expand All" links, and the partial case number "2:22-cv-????", are the same as in the previous screenshot.

If you find an exact match from the list, highlight the name from the list and click on the "**Select Party**" button.

**Open a Civil Case**

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

2:22-cv-????

**Search for a party**

Last / Business Name  First Name  Middle Name

[Search](#)

**Search Results**

- Lewis, Walter
- Lewis, Wanda Griffin
- Lewis, Wilfred Craig
- Lewis, William R., Jr
- Lewis, William
- Lewis, William C.**

[Select Party](#) [Create New Party](#)

**Note:** If no match is found, no name will appear in the “**Last/Business Name**” box, and search results will state “**Search returned no results. Please try again or create a new party**”. In this situation, click on the “**Create New Party**” button.

**Open a Civil Case**

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

2:22-cv-????

**Search for a party**

Last / Business Name  First Name  Middle Name

[Search](#)

**Search Results**

[Select Party](#) [Create New Party](#)

Search returned no results. Please try again or create a new party.

Once you have highlighted a name match and selected “**Select Party**” or selected the “**Create New Party**” button, CM/ECF will display the party information screen. You will notice your party name on this screen with a role type of “**Defendant**” (default). Let’s proceed with entering your party information.

**Open a Civil Case**

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

2:22-cv-?????

**Party Information**  
William C. Lewis

Title

Role

Pro se

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

Start date  End date

Corporation  Notice

[Add Party](#) [Start a New Search](#)

Please **DO NOT** use the Title field. You will enter any descriptors in the “**Party text**” field.

Now you will select the party’s role from the drop-down menu. The first party entered is the **Plaintiff**. The parties should be entered in the manner and in the order in which they are captioned on the initiating document being filed. (Keep in mind the party name examples.)

**Open a Civil Case**

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

2:22-cv-?????

**Party Information**  
William C. Lewis

Title

Role

Pro se

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

Start date  End date

Corporation  Notice

[Add Party](#) [Start a New Search](#)

**Role Selection List:**

- Defendant (dft:pty)
- In Re (inre:pty)
- Interested Party (ip:pty)
- Interpleader (intpl:pty)
- Intervenor (intv:pty)
- Intervenor Defendant (intvd:pty)
- Intervenor Plaintiff (intvp:pty)
- Material Witness (mw:pty)
- Mediator (med:pty)
- Movant (mov:pty)
- Notice Only (ntc:pty)
- Objector (obj:pty)
- Petitioner (pet:pty)
- Plaintiff (pla:pty)**
- Receiver (rc:pty)
- Respondent (res:pty)
- Special Master (sm:pty)
- Taxpayer (tax:pty)
- ThirdParty Defendant (3pd:pty)
- ThirdParty Plaintiff (3pp:pty)
- Trustee (trust:pty)

**DO NOT** enter any party information in the “**Address**”, “**Phone number**”, or “**E-mail**” fields, **UNLESS** the party has made a Pro Se appearance (such as the case with some Notices of Removal from State Court). Then enter the address and phone number **ONLY**.

The “**Party text**” field is for information describing the party in further detail. For example, if the party is a company, party text might be “**an Alabama corporation**”. The party might be “**doctor**”, “**warden**”, “**sued in his/her individual and/or official capacity/capacities**”, “**as Parent and/or Next Friend of**” or “**as Administrator of the Estate**”. In our example, we will not add any party text for the Plaintiff.

The start date field will default to the current date. You should **NOT** modify this field.

The screenshot shows the 'Open a Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', and a list of cases with '2:22-cv-?????' selected. The main section is titled 'Party Information' for 'William C. Lewis'. It contains various input fields: Title, Role (Plaintiff (pla:pty)), Pro se (No), Prisoner Id, Office, Address1, Address2, Address3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, and Party text. A checkbox 'Show this address on the docket sheet' is also present. At the bottom, there are 'Add Party' and 'Start a New Search' buttons. The 'Start date' field, which contains '3/7/2022', is highlighted with a red rectangular box.

If you are not adding any additional information, select the “**Add Party**” button.

This is a close-up of the bottom portion of the form. It shows the 'Start date' (3/7/2022), 'End date' (empty), 'Corporation' (no), and 'Notice' (yes) fields. The 'Add Party' button is highlighted with a red rectangular box. Below it is a link for 'Start a New Search'.

To add the remainder of your parties, select “**Add New Party**” and follow the same steps listed above.

**Open a Civil Case**

**Add New Party** **Create Case**

[Collapse All](#) [Expand All](#)

2:22-cv-?????

William C. Lewis pla ✎ ✕

- Alias +
- Corporate Parent or other affiliate +
- Attorney +

Search for a party

Last / Business Name  First Name  Middle Name

Prisoner ID

**Search**

## ADDING ATTORNEYS

Since you logged into ECF as the attorney filing this case, you do not need to enter your name as attorney of record. The ECF system will ask you later in this process if you are associated with the party that you are representing.

You may enter additional attorneys associated with this case by selecting the icon next to “Attorney”.

**DO NOT** add attorneys for the opposing parties **UNLESS** this is a Notice of Removal case.

**Open a Civil Case**

**Add New Party** **Create Case**

[Collapse All](#) [Expand All](#)

2:22-cv-?????

William C. Lewis pla ✎ ✕

- Alias +
- Corporate Parent or other affiliate +
- Attorney +

Walmart, Inc. dft ✎ ✕

- Alias +
- Corporate Parent or other affiliate +
- Attorney +

Search for a party

Last / Business Name  First Name  Middle Name


Prisoner ID

**Search**

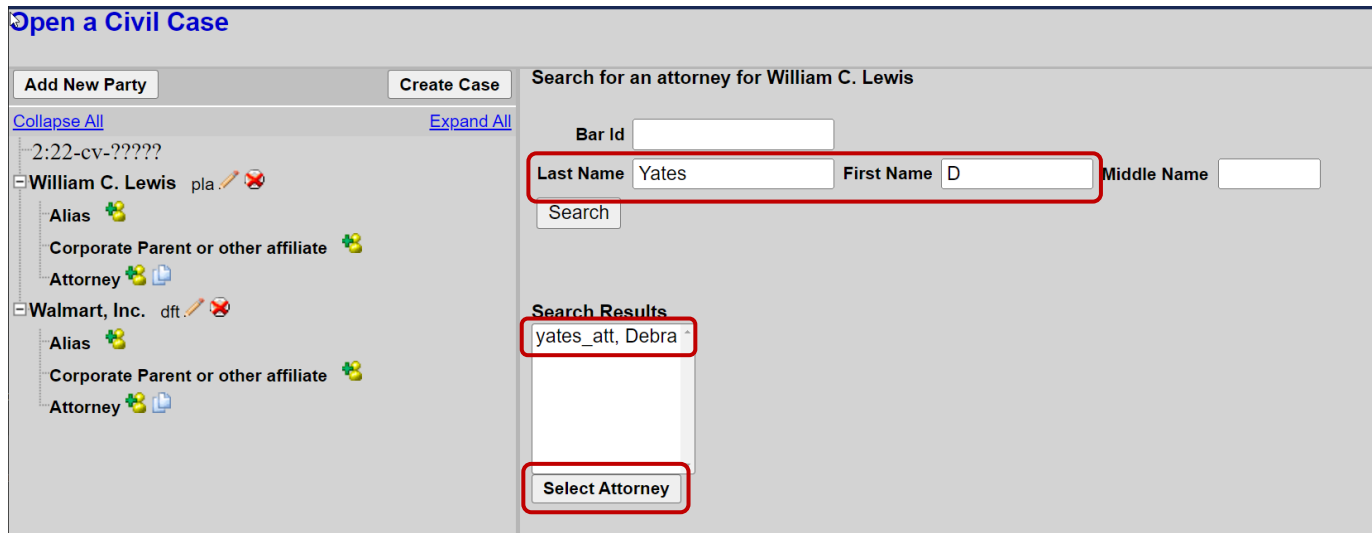
## Icons

These icons located next to the names on the left allow you to make modifications, edits and add new alias. These are the Icon Descriptions:

Icon	Description
	Delete this party from the case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

When you click on the  icon, you will go to the “Attorney Search” screen, which resembles the “Party Search” screen.

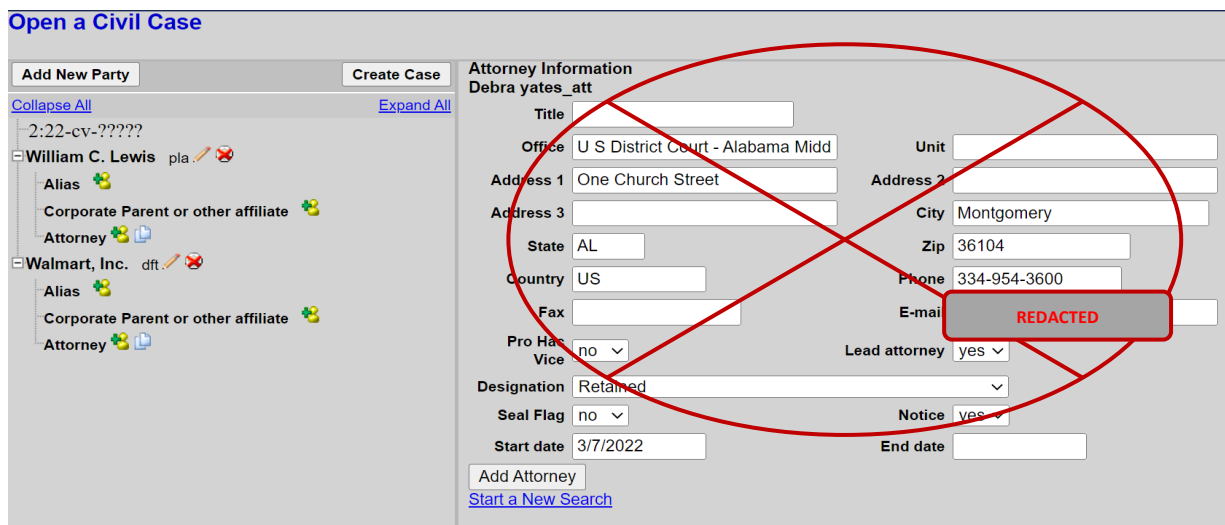
For this example, Lee Joseph will be added as an additional attorney in this case.



As with the “Party Search” screen, you will see search results which allow you to select the attorney’s name from the dropdown list. Choose the attorney from the dropdown list. You can only add additional attorneys that are registered with CM/ECF. **DO NOT enter Pro Hac Vice Attorneys.**

Once you have highlighted the attorney’s name from the list, you will click on “Select Attorney”.

On the Attorney Information screen, **DO NOT** alter the information in the fields. All updates to attorney information must be submitted by the registered attorneys through their individual PACER accounts.



Accept the information by clicking “Add Attorney”.

### Open a Civil Case

[Collapse All](#)
[Expand All](#)

2:22-cv-?????

William C. Lewis

pla

Alias
Corporate Parent or other affiliate
Attorney

Walmart, Inc.

dft

Alias
Corporate Parent or other affiliate
Attorney

#### Attorney Information

Debra yates\_att

Title
Office U S District Court - Alabama Midd
Unit

Address 1 One Church Street
Address 2

Address 3
City Montgomery

State AL
Zip 36104

Country US
Phone 334-954-3600

Fax
E-mail REDACTED

Pro Hac Vice no
Lead attorney yes

Designation Retained

Seal Flag no
Notice yes

Start date 3/7/2022
End date

[Start a New Search](#)

This returns you to the “**Add New Party**” screen. Notice the attorney’s name you just added on the left screen for the party Whole House Movers. Repeat this process until all associated attorneys are added.

### Open a Civil Case

[Collapse All](#)
[Expand All](#)

2:22-cv-?????

William C. Lewis

pla

Alias
Corporate Parent or other affiliate
Attorney

Debra yates\_att

Walmart, Inc.

dft

Alias
Corporate Parent or other affiliate
Attorney

## ADDING AN ALIAS

If you are adding an alias, select next to “**Alias**” and search for the name of the alias.



## Open a Civil Case

Add New Party
Create Case

[Collapse All](#)
[Expand All](#)

2:22-cv-?????

William C. Lewis
pla

Alias
Corporate Parent or other affiliate

Attorney
Debra yates\_att

Walmart, Inc.
dft

Alias
Corporate Parent or other affiliate

Attorney

Highlight the name from the list of search results and click “**Select Alias**”, or click “**Create New Alias**” if there are no search results.

## Open a Civil Case

Add New Party
Create Case

[Collapse All](#)
[Expand All](#)

2:22-cv-?????

William C. Lewis
pla

Alias
Corporate Parent or other affiliate

Attorney
Debra yates\_att

Walmart, Inc.
dft

Alias
Corporate Parent or other affiliate

Attorney

Search for an alias for Walmart, Inc.

Last / Business Name
Walmart

Search

Search Results
Walmart

Select Alias
Create New Alias

Select the alias role “**Type**” from the drop-down list.

**Open a Civil Case**

**Add New Party**

[Collapse All](#)

[Expand All](#)

2:22-cv-????

- William C. Lewis pla ✕
  - Alias
  - Corporate Parent or other affiliate
  - Attorney
    - Debra yates\_att ✕
- Walmart, Inc. dft ✕
  - Alias
  - Corporate Parent or other affiliate
  - Attorney

**Create Case**

**Alias Information**

Last/Business name Walmart Supercenter

Middle name

Type agent ▼

- agent
- aka
- dba
- fdba
- fka
- nee
- obo
- other
- rpi
- ta

Add Alias

[Start a New Search](#)

First name

Generation

Start date 3/7/2022

The alias role options from the drop-down list are identified below

- agent: Agent of
- aka: Also known as
- dba: Doing business as
- fdba: Formerly doing business as
- fka: Formerly known as
- nee: Born (usually refers to maiden name)
- obo: On behalf of
- other: Other
- rpi: Real party interest
- ta: Trading as

Now that you have your alias name entered and the role selected, select the “**Add Alias**” button. This will return you to the “**Party Information**” screen.

**Open a Civil Case**

**Add New Party**

[Collapse All](#)

[Expand All](#)

2:22-cv-????

- William C. Lewis pla ✕
  - Alias
  - Corporate Parent or other affiliate
  - Attorney
    - Debra yates\_att ✕
- Walmart, Inc. dft ✕
  - Alias
  - Corporate Parent or other affiliate
  - Attorney

**Create Case**

**Alias Information**

Last/Business name Walmart Supercenter

Middle name

Type aka ▼

**Add Alias**

[Start a New Search](#)

First name

Generation

Start date 3/7/2022

## CORPORATE PARENT OR OTHER AFFILIATE

The next option is the “**Corporate Parent or Other Affiliate**” button.

- **DO NOT SELECT THIS OPTION.**

- Pursuant to ALMD Local Rule 7.1, **ALL PARTIES** are required to file a **Corporate/Conflict Disclosure Statement** which provides this information. The Clerk's Office will enter this information during the QC process.

## Open a Civil Case

Add New Party

Create Case

[Collapse All](#)
[Expand All](#)

2:22-cv-????

William C. Lewis

pla.

Alias

Corporate Parent or other affiliate

Attorney

William Lewis\_att

Walmart, Inc.

dft.

Alias

Walmart Supercenter

Corporate Parent or other affiliate

Attorney

Search for an alias for Walmart, Inc.

Last / Business Name

Search

**Finish adding all your parties and attorneys before proceeding to the next step.**

## CREATE CASE

**ONLY when you are finished adding all parties**, click on the “**Create Case**” button on the Participant Tree. Once you click “**Create Case**”, you will not be able to go back and add any further parties or attorneys to the case.

**NOTE: Clerk's Office staff checks all new cases filed electronically and will verify and add any missing parties or attorneys.**

**Open a Civil Case**

[Collapse All](#)
[Expand All](#)

2:22-cv-?????

☐ William C. Lewis pla 

- Alias
- Corporate Parent or other affiliate
- ☐ Attorney
  - William Lewis\_att

☐ Walmart, Inc. dft. 

- Alias
  - Walmart Supercenter
- Corporate Parent or other affiliate
- Attorney

Search for an alias for Walmart, Inc.

Last / Business Name

Once the “**Create Case**” button is selected, you will see the box below that states: “**Case will be created. Proceed?**” Select “**Yes**” if you are ready to proceed with filing of this case.

**Note: this case will not be opened until the initiating document is filed.**

**Case Opening**

Case will be created. Proceed?

On the next screen, you will be provided with your case number. Click on the “**Docket Lead “Event”**” hyperlink to continue to attach your initiating documents and pay the filing fee.

**Open a Civil Case**

Case Number 22-4 has been opened.

[Docket Lead Event?](#)

## DOCKETING THE LEAD EVENT

Next you will need to file your initiating documents in the case.

- Click on “**Docket Lead Event?**” to proceed.
- ECF will automatically open the event Complaints and Initiating Documents screen.

## Lead Event Types

There are two types of initiating documents or “lead events” to choose from.

- **Complaint**
- **Notice of Removal**

**Complaints and Other Initiating Documents**

Start typing to find an event.

**Available Events** (click to select events)

- Amended Complaint
- Amendment to Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Complaint**
- Counterclaim
- Crossclaim
- Inmate 1983 Complaint
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Removal**
- Notice of Removal, Amended

**Selected Events** (click to remove events)

## Complaint

Select “**Complaint**” from the “**Available Events**” menu. Clicking on the word “**Complaint**” places it in the “**Selected Events**” box. Click “**Next**”.

**Complaints and Other Initiating Documents**

Start typing to find another event.

**Available Events** (click to select events)

- Amended Complaint
- Amendment to Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Complaint**
- Counterclaim
- Crossclaim
- Inmate 1983 Complaint
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Removal
- Notice of Removal, Amended

**Selected Events** (click to remove events)

**Complaint**

You will notice the case number appears. Click “**Next**”.

## Complaints and Other Initiating Documents

**Civil Case Number**

2:22-cv-4

**Next** **Clear**

Select the party filing the document being represented by you in this case and click “**Next**”.  
**NOTE:** If there are multiple parties, hold down the Ctrl key and click on each of the desired parties. **DO NOT select the “All Plaintiffs” radio button.**

## Complaints and Other Initiating Documents

2:22-cv-00004 [Lewis v. Walmart, Inc.](#)

**Pick Filer**

[Collapse All](#) [Expand All](#)

William C. Lewis pla  
 + Walmart, Inc. dft

**Select the filer.**

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

Lewis, William C. [pla]  
 Walmart, Inc. [dft]

☒ No Group  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

**Next** **Clear** **New Filer**

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

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*<

☒ William C. Lewis (pty:pla) represented by William Lewis\_att (aty) ☒ Lead ☒ Notice

Next

Clear

Be sure to **ONLY** select the party or parties you are filing against. **NOTE:** If there are multiple parties, hold down the Ctrl key and click on each of the desired parties. **DO NOT select the "All Defendants" radio button.** Click "Next".

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Pick Party

[Collapse All](#)

[Expand All](#)

+ William C. Lewis pla

+ Walmart, Inc. dft

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

Select the Party:

OR

Select a Group:

Lewis, William C. [pla]  
Walmart, Inc. [dft]

- ☒ No Group  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

Next

Clear

New Party

On the next screen you'll be asked if the case is being filed after hours and if it requires immediate Court action. Select "YES" or "NO" and then "Next".

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Select the PDF document and any attachments.

### Main Document

No file selected.

### Attachments

### Category

### Description

1.  No file selected.

### Attach the Complaint

All documents must be in PDF format. Starting with the “Main Document”, click “Browse”.

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Select the PDF document and any attachments.

### Main Document

Atty Case Opening Test PDF - Complaint.pdf

### Attachments

### Category

### Description

1.  No file selected.

Navigate to the appropriate directory and file on your computer to locate the Complaint. **Make sure to make any redactions as required under the E-Government Rules before attaching.** Always check your document before you upload it. Double click on the file name to upload it to CM/ECF.

The name of your document will appear in the “Filename” window.



## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Select the PDF document and any attachments.

### Main Document

Atty Case Opening Test PDF - Complaint.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> Atty Case Opening Test PDF - CCS.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> No file selected.	<div>Affidavit Appendix Civil Cover Sheet Errata Exhibit Supplement Text of Proposed Order Judgement</div>	<input type="text"/>

To attach the Civil Cover Sheet, click “**Browse**” under “**Attachment #1**”.

Navigate to the appropriate directory and file on your computer to locate the Civil Cover Sheet. After verifying it is the correct Civil Cover Sheet, double click on the file name. The name of your document will appear in the “**Filename**” window. Describe the Civil Cover Sheet using the “**Category**” drop down list.

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Select the PDF document and any attachments.

### Main Document

Atty Case Opening Test PDF - Complaint.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> Atty Case Opening Test PDF - CCS.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> Atty Case Opening Test PDF - Summons.pdf		<input type="text" value="Summons"/> <input type="button" value="Remove"/>
3. <input type="button" value="Browse..."/> No file selected.		<input type="text"/>

## Attach the Summons

Prepare one summons per defendant, convert to PDF and file as separate attachments.

Click “**Browse**” under “**Attachment #2**” to upload the summons. Describe the summons (es) under “**Description**” and click “**Next**”.

**Complaints and Other Initiating Documents**  
[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

On the next screen please select defendant(s) to which this deadline applies

**Next** Clear

On the next screen, you will receive the Rule 4(m) deadline prompt. Click “**Next**”.

**Complaints and Other Initiating Documents**  
[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

*Complaint*

Select party for deadline(s) below

**Select the Party:**

Lewis, William C. [pla]  
Walmart, Inc. [dft]

**90 Day Rule 4(m) Deadline**

Date 6/5/2022 Calendar

**Next** Clear

Select the defendant to which the 90 Day Rule 4(m) Deadline applies. The deadline will automatically calculate. **DO NOT modify the deadline.**

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

or

Is this complaint filed on behalf of the USA Y/N?

Next

Clear

Enter the appropriate selection “Y or N” and select “Next”. If paying filing fee, continue to [Paying the Filing Fee](#).

### MOTION TO PROCEED IN FORMA PAUPERIS

If you are filing an IFP or a complaint on behalf of the USA, place “Y” in the box and click “Next”. You will be given a reminder to file your Motion to Proceed Without Prepayment of Fees and Costs on the next screen. If you are a USA Plaintiff, you may ignore the motion reminder. Click “Next”.

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Please remember to file your Motion to Proceed Without Prepayment of Fees and Costs directly after this event

Next

Clear

If the filing fee is not paid, you must immediately file a Motion to Proceed Without Prepayment of Fees after completion of your complaint filing by clicking on “Civil” and then “Motions”. Find and select “Proceed In Forma Pauperis” from the “Available Events” menu. Clicking on “Proceed In Forma Pauperis” places it in the “Selected Events” box. Click “Next”.

**Motions**

Start typing to find another event.

**Available Events** (click to select events)

- Leave to File Document
- Miscellaneous Relief
- Modify
- More Definite Statement
- New Trial
- Order
- Partial Summary Judgment
- Permanent Injunction
- Preliminary Injunction
- Proceed In Forma Pauperis**
- Produce
- Protective Order
- Quash
- Reassign Case
- Reconsideration

**Selected Events** (click to remove events)

- Proceed In Forma Pauperis

Next Clear

You will notice the case number appears. Click **“Next”**. (Note: If your case number does not automatically appear, enter it and select **“Find this case”**. Then select **“Next”**.)

**Motions**

**Civil Case Number**

2:22-cv-4

Next Clear

Select the party that you represent and click **“Next”**.

**Motions**

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

**Pick Filer**

[Collapse All](#) [Expand All](#)

- William C. Lewis pla
- Walmart, Inc. dft

**Select the filer.**

**Select the Party:**

- Lewis, William C. [pla]**
- Walmart, Inc. [dft]

Next Clear New Filer

All documents must be in PDF format. Attach your document in the same way you attached your complaint.

**Motions**  
[2:22-cv-00004 Lewis v. Walmart, Inc.](#)  
**Select the PDF document and any attachments.**

**Main Document**  
Browse... No file selected.

Attachments	Category	Description
1. <span>Browse...</span> No file selected.	<div>▼</div>	

Next Clear

The motion will appear in the “**Filename**” box.

**Motions**  
[2:22-cv-00004 Lewis v. Walmart, Inc.](#)  
**Select the PDF document and any attachments.**

**Main Document**  
Browse... Atty Case Opening Test PDF - Motion IFP.pdf

Attachments	Category	Description
1. <span>Browse...</span> No file selected.	<div>▼</div>	

Next Clear

You have one opportunity to describe your document by entering text in the box, if appropriate. You can add modifiers from the drop-down menu and/or add information to the white box before finalizing your docket entry. You are not required to utilize either the drop-down menu or the blank white box.

## Motions

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Docket Text: Modify as Appropriate.

MOTION for Leave to Proceed in forma pauperis  by William C. Lewis.  
(iam)

First  
Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth  
Tenth  
Amended  
Consent  
Counter  
Cross  
Emergency  
Endorsed  
Ex Parte  
Final  
Interim

Review this carefully; because once you click on the “**Next**” button, you will have no further opportunity to modify any part of this transaction.

## Motions

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Docket Text: Final Text

**MOTION for Leave to Proceed in forma pauperis by William C. Lewis. (Lewis\_att, William)**

**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\Atty Case Opening Test PDF - Motion IFP.pdf pages: 1

**Next**

Clear

If the information entered is correct, select “**Next**”. You will then receive a **Notice of Electronic Filing**. This screen tells you that your document has been filed, and who has been electronically notified of the filing.

## Motions

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

U.S. District Court

Alabama Middle District [TEST]

### Notice of Electronic Filing

The following transaction was entered by Lewis\_att, William on 3/7/2022 at 4:39 PM CST and filed on 3/7/2022

**Case Name:** Lewis v. Walmart, Inc.

**Case Number:** [2:22-cv-00004](#)

**Filer:** William C. Lewis

**Document Number:** [2](#)

#### Docket Text:

**MOTION for Leave to Proceed in forma pauperis by William C. Lewis. (Lewis\_att, William)**

2:22-cv-00004 Notice has been electronically mailed to:

William Lewis\_att

REDACTED

2:22-cv-00004 Notice has been delivered by other means to:

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

## PAYING THE FILING FEE

If you are filing a Complaint or Notice of Removal, this screen appears after you set your 90 Day Rule 4(m) deadline. The filing fee is \$350.00, plus an administrative fee of \$52.00, for a total of \$402.00.

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

**Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?**

or

**Is this complaint filed on behalf of the USA Y/N?**

Next

Clear

If you are paying the filing fee, place "N" in the box and click "Next".

**Complaints and Other Initiating Documents**  
2:22-cv-00004-SRW Lewis v. Walmart, Inc.  
 Fee: \$402.00

**Next** Clear

ECF verifies the filing fee amount and directs you to press “**Next**” to accept.

**PACER**  
 Public Access To Court Electronic Records

**Manage My Account**

TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TR

Enter your PACER credentials to update personal information, register to e-  
 an online payment, or to perform other account maintenance functions.

**Login**

\* Required Information

Username \* WilliamCLewis

Password \* .....

**Login** Clear Cancel

Not WilliamCLewis? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

You will then be routed to pacer.gov to pay your filing fee. Enter your password and login to complete the process for paying the filing fee.

## COMPLETING THE CASE OPENING PROCESS

After completing the payment screens, CM/ECF returns you to the case opening program to complete the process.

**Complaints and Other Initiating Documents**  
2:22-cv-00004 Lewis v. Walmart, Inc.

Docket Text: ~~Modify as Appropriate.~~

**COMPLAINT** [Redacted] against Walmart, Inc. , filed by William C. Lewis. 90 day Rule 4m deadline set for 6/5/2022. (Attachments: # (1) Civil Cover Sheet, # (2) Summons) (Lewis\_att, William)

**Next** Clear



You have one opportunity to describe your document by entering text in the box, if appropriate. You are not required to add anything to the white box unless your complaint is requesting a Trial by Jury. If you're pleading requests a Jury Trial in compliance with ALMD Local Rule 38.1, the enter the text **"with JURY DEMAND"**. Select **"Next"**.

**Complaints and Other Initiating Documents**  
[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Docket Text: ~~Modify as Appropriate~~

**COMPLAINT** with JURY DEMAND against Walmart, Inc. , filed by William C. Lewis. 90 day Rule 4m deadline set for 6/5/2022. (Attachments: # (1) Civil Cover Sheet, # (2) Summons) (Lewis\_att, William)

**Next** Clear

This screen displays the final text as it will appear on the docket. Review this carefully; because once you click on the **"Next"** button, you will have no further opportunity to modify any part of this transaction.

**Complaints and Other Initiating Documents**  
[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

Docket Text: Final Text

**COMPLAINT with JURY DEMAND** against Walmart, Inc., filed by William C. Lewis. 90 day Rule 4m deadline set for 6/5/2022. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Lewis\_att, William)

**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\Atty Case Opening Test PDF - Complaint.pdf pages: 1  
C:\fakepath\Atty Case Opening Test PDF - CCS.pdf pages: 1  
C:\fakepath\Atty Case Opening Test PDF - Summons.pdf pages: 1

**Next** Clear

If the information entered is correct, select **"Next"**. You will then receive a **Notice of Electronic Filing**. This screen tells you that your document has been filed, and who has been electronically notified of the new case.

## Complaints and Other Initiating Documents

[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

U.S. District Court

Alabama Middle District [TEST]

### Notice of Electronic Filing

The following transaction was entered by Lewis\_att, William on 3/7/2022 at 4:24 PM CST and filed on 3/7/2022

**Case Name:** Lewis v. Walmart, Inc.

**Case Number:** [2:22-cv-00004](#)

**Filer:** William C. Lewis

**Document Number:** [1](#)

**Judge(s) Assigned:** None (please contact the court)

#### Docket Text:

**COMPLAINT with JURY DEMAND** against Walmart, Inc., filed by William C. Lewis. 90 day Rule 4m deadline set for 6/5/2022. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Lewis\_att, William)

2:22-cv-00004 Notice has been electronically mailed to:

William Lewis\_att

REDACTED

2:22-cv-00004 Notice has been delivered by other means to:

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

## Just a Reminder!

Follow these steps to file an emergency matter:

- **Open the case.**
- **File your emergency matter documents.**
- **Have your case number ready. Immediately call the Clerk's Office.**
  - **334-954-3600**
- **The Clerk's Office will assign a judge to your case and notify them of the emergency.**
- **To ensure that your case receives the immediate attention it needs, please file prior to 4:30 P.M.**