

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



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

Created May 2022

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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
- Petition for Writ of Habeas Corpus
- Inmate 1983 Complaint
- 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)**
- Conflict Disclosure Statement **(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

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 (\$49 filing fee),
- Habeas corpus cases (\$5 filing fee), 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 seat of the Northern Division of the Alabama Middle District and is comprised of Autauga, Barbour, Bullock, Butler, Chilton, Coosa, Covington, Crenshaw, Elmore, Lowndes, Montgomery, and Pike counties.

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

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

CM ECF

Civil Criminal Query Reports U

Open a Civil Case

Office: Case type:

Date filed:

Lead case #:

Association type:

Other court name:

Other court number:

☐ Related cases

CM ECF

Civil Criminal Query Reports U

Open a Civil Case

Office: Case type:

Date filed:

Lead case number:

Association type:

Other court name:

Other court number:

☐ Related cases

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 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.**”

CM ECF

Civil Criminal Query Reports Utilities Search Help Log Out

Open a Civil Case

Jurisdiction:

Cause of action: Filter:

Nature of suit: Filter:

Origin:

Citizenship plaintiff:

Citizenship defendant:

Jury demand: Class action: Demand (\$000):

Arbitration code: County:

Fee status: Fee date: 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

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 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.

Origin 1 (Original Proceeding) v

Citizenship plaintiff v

Citizenship defendant v

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

Arbitration code v County n (No Class Action Alleged)

Fee status pd (paid) v Fee date 3/7 y (Class Action Alleged)

Next Clear

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.

Open a Civil Case

Jurisdiction 3 (Federal Question) v

Cause of action v Filter: Clear filter

Nature of suit 0 (zero) v Filter: Clear filter

Origin 1 (Original Proceeding) v

Citizenship plaintiff v

Citizenship defendant v

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

Arbitration code v County Montgomery v

Fee status pd (paid) v Fee date 3/8/2022 Date transfer

Next Clear

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 the 'Open a Civil Case' form. The 'Fee status' dropdown menu is open, showing options: 'due (due)', 'fp (in forma pauperis)', 'none (no fee required)', 'pd (paid)', 'pend (IFP pending)', and 'wv (waived)'. The 'pd (paid)' option is selected. Other fields visible include 'Jury demand' (p (Plaintiff)), 'Class action' (n (No Class Action Alleged)), 'Demand (\$000)' (150), 'Arbitration code', 'County' (Montgomery), 'Fee date' (3/7/2022), and 'Date transfer'.

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 'Open a Civil Case' form with the 'Citizenship plaintiff' and 'Citizenship defendant' dropdown menus open. The 'Citizenship plaintiff' dropdown shows 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)', and '6 (Foreign Nation)'. The 'Citizenship defendant' dropdown shows the same options. The 'pd (paid)' option is selected for 'Fee status'. Other fields visible include 'Jury demand' (p (Plaintiff)), 'Class action' (n (No Class Action Alleged)), 'Demand (\$000)' (150), 'Arbitration code', 'County' (Montgomery), 'Fee date' (3/7/2022), and 'Date transfer'.

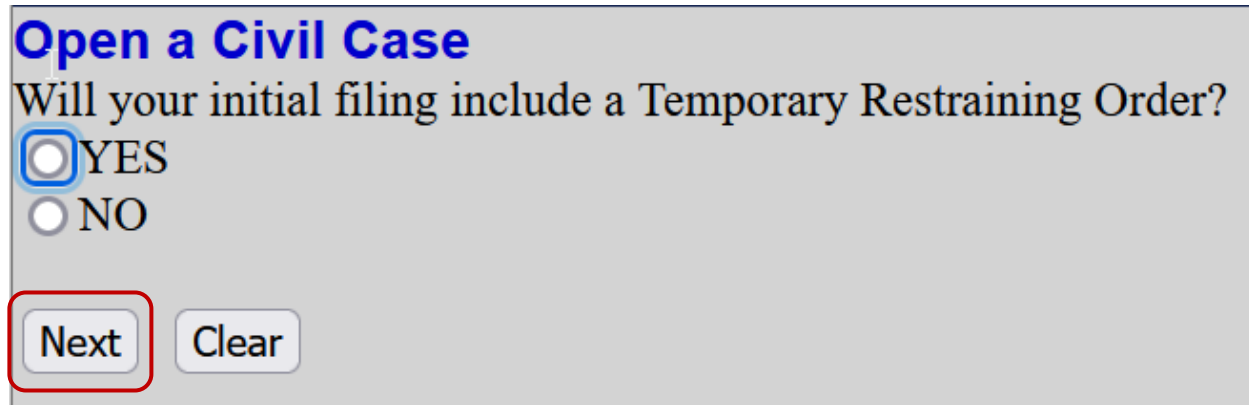
There is no need to utilize the “**Arbitration Code**” nor “**Date transfer**” fields.

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.

The screenshot shows the 'Open a Civil Case' form. The 'Next' button is highlighted with a red box. Other fields visible include 'Jurisdiction' (4 (Diversity)), 'Cause of action' (28:1332pi (28:1332 Diversity-Personal Injury)), 'Nature of suit' (350 (Motor Vehicle)), '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), and 'Date transfer'.

EMERGENCY MATTERS

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



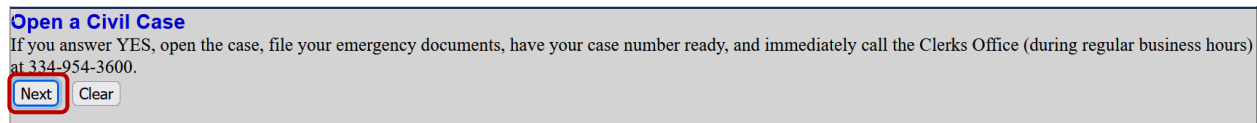
Open a Civil Case

Will your initial filing include a Temporary Restraining Order?

☒ YES

☐ NO

Next Clear



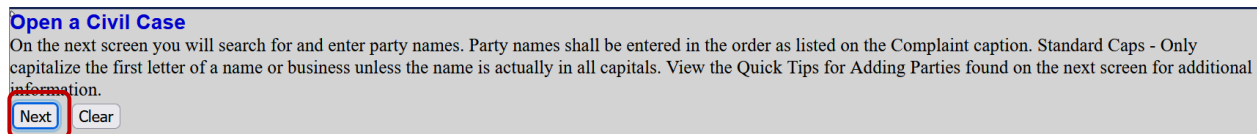
Open a Civil Case

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 PM CST.**

ADDING PARTIES

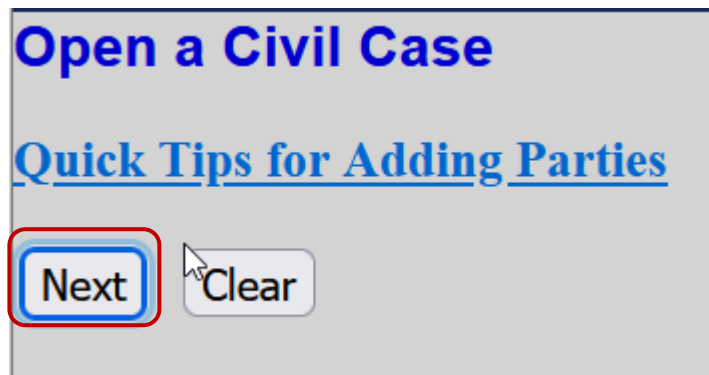


Open a Civil Case

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."**



Open a Civil Case

[Quick Tips for Adding Parties](#)

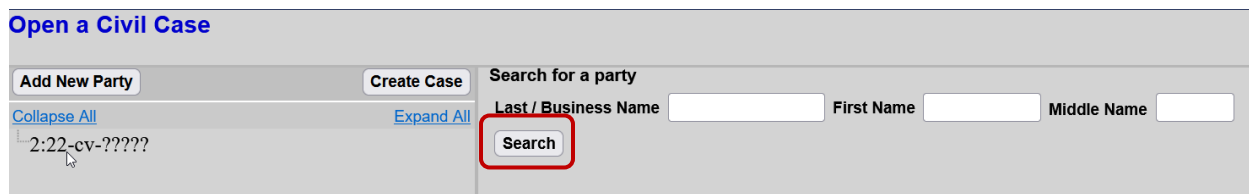
Next Clear

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.

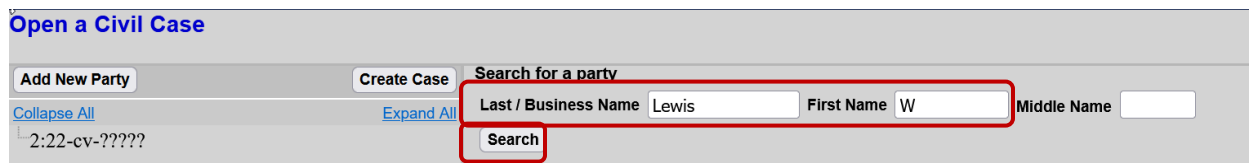
DO NOT ENTER OR MODIFY TELEPHONE, ADDRESS, OR E-MAIL ADDRESS FIELDS.



The screenshot shows the 'Open a Civil Case' interface. On the left, there's a sidebar with 'Add New Party' and 'Create Case' buttons, and a list of cases with a red box around the 'Search' button. The main area has a 'Search for a party' section with three input fields: 'Last / Business Name', 'First Name', and 'Middle Name'. The 'Search' button is highlighted with a red box.

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.**”



The screenshot shows the 'Open a Civil Case' interface. The 'Last / Business Name' field is filled with 'Lewis' and the 'First Name' field is filled with 'W'. The 'Search' button is highlighted with a red box.

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 Results

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

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 Results

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’s 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](#)

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.

Open a Civil Case

The screenshot shows a web form titled "Open a Civil Case". On the left, there are buttons for "Add New Party" and "Create Case", and links for "Collapse All" and "Expand All". Below these is a list item "2:22-cv-?????". The main form area is titled "Party Information" and contains the name "William C. Lewis". The form includes various input fields: Title, Role (set to "Plaintiff (pla:pty)"), Pro se (set to "No"), Prisoner Id, Office, Address1, Address2, Address3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, Party text, Start date (set to "3/7/2022" and highlighted with a red box), End date, Corporation (set to "no"), and Notice (set to "yes"). There is also a checkbox "Show this address on the docket sheet". At the bottom, there are buttons for "Add Party" and "Start a New Search".

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

This is a close-up of the bottom section of the form. It shows the "Start date" field set to "3/7/2022", the "End date" field, the "Corporation" dropdown set to "no", and the "Notice" dropdown set to "yes". The "Add Party" button is highlighted with a red 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 CM/ECF as the attorney filing this case, you do not need to enter your name as attorney of record. The CM/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

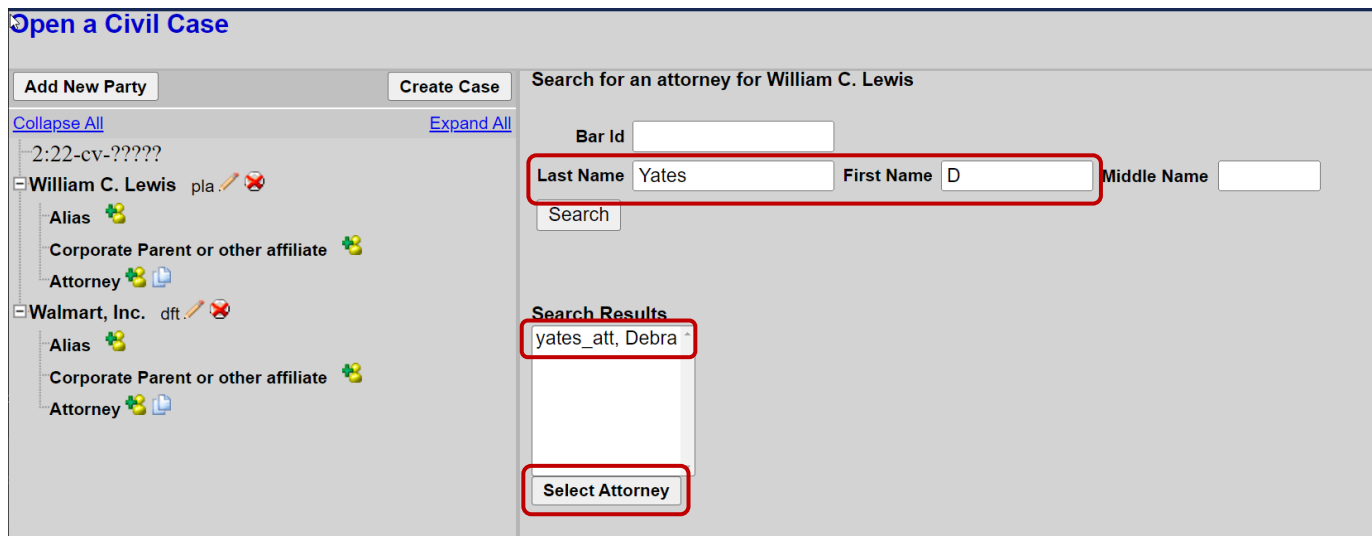
ICONS

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.






Open a Civil Case


[Add New Party](#) [Create Case](#) [Search for an attorney for William C. Lewis](#)



[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  

Bar Id

Last Name Yates First Name D Middle Name

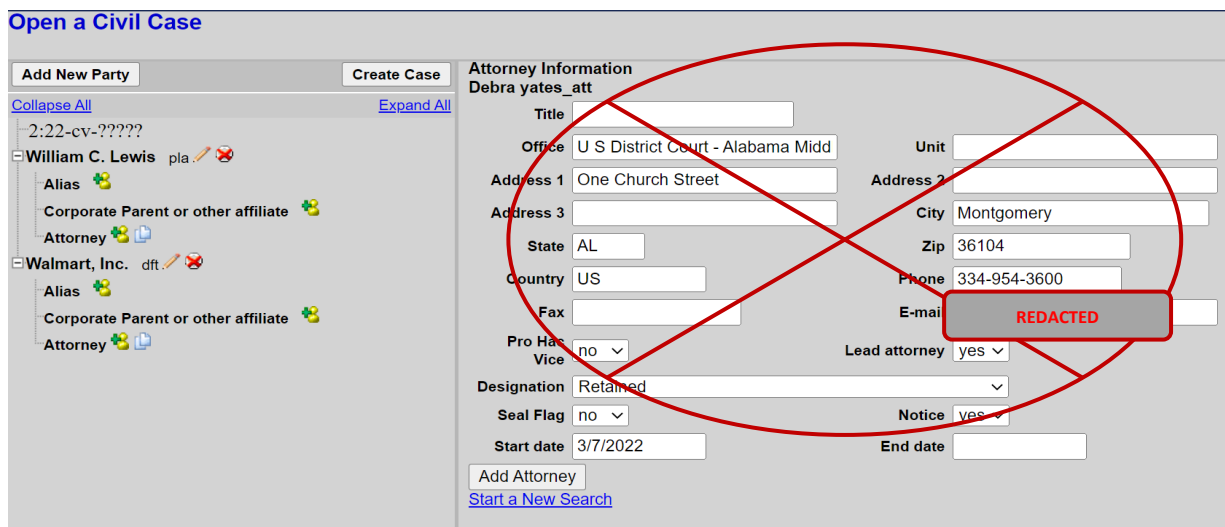
Search Results

yates_att, Debra

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.






Open a Civil Case


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



[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  

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](#)

Accept the information by clicking “**Add Attorney.**”

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 +

Attorney Information
Debra yates_att

Title

Office Unit

Address 1 Address 2

Address 3

State City

Country Zip

Fax

Phone

E-mail

Pro Hac Vice Lead attorney

Designation

Seal Flag Notice

Start date End date

Add Attorney [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

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 +

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

[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



[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

Search Results

Walmart

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

Open a Civil Case

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

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

Alias Information

Last/Business name: Walmart Supercenter

Middle name:

Type: agent (dropdown menu open showing: agent, aka, dba, fdba, fka, nee, obo, other, rpi, ta)

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

First name:

Generation:

Start date: 3/7/2022

Party List:

- 2:22-cv-?????
- William C. Lewis (pla) (edit) (delete)
 - Alias
 - Corporate Parent or other affiliate
- Attorney
 - Debra yates_att (edit) (delete)
- Walmart, Inc. (dft) (edit) (delete)
 - Alias
 - Corporate Parent or other affiliate
 - Attorney

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

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

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

Alias Information

Last/Business name: Walmart Supercenter

Middle name:

Type: aka (dropdown menu)

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

First name:

Generation:

Start date: 3/7/2022

Party List:

- 2:22-cv-?????
- William C. Lewis (pla) (edit) (delete)
 - Alias
 - Corporate Parent or other affiliate
- Attorney
 - Debra yates_att (edit) (delete)
- Walmart, Inc. (dft) (edit) (delete)
 - Alias
 - Corporate Parent or other affiliate
 - Attorney

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 (separately) 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

[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

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?

Yes **No**

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. CM/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; and
- 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

Browse...

No file selected.

Attachments

Category

Description

1. Browse... No file selected.

▼

Next

Clear

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

Browse...

Atty Case Opening Test PDF - Complaint.pdf

Attachments

Category

Description

1. Browse... No file selected.

▼

Next

Clear

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

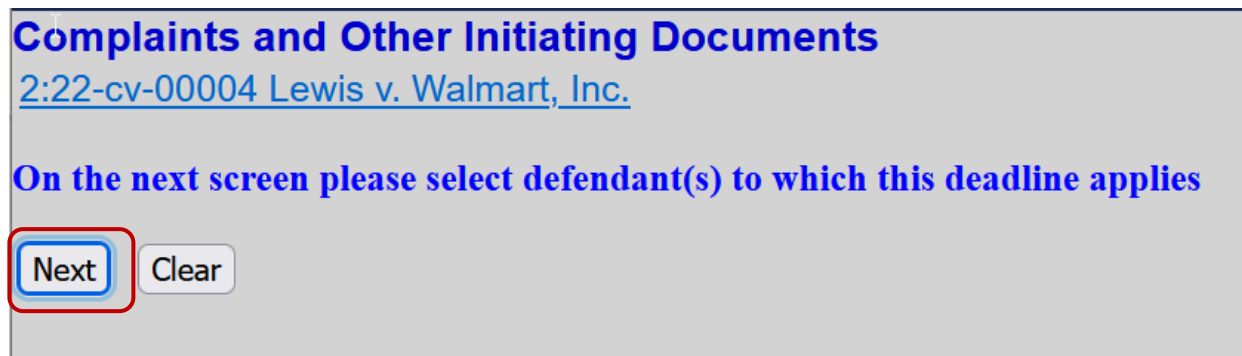
Atty Case Opening Test PDF - Complaint.pdf

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**.”

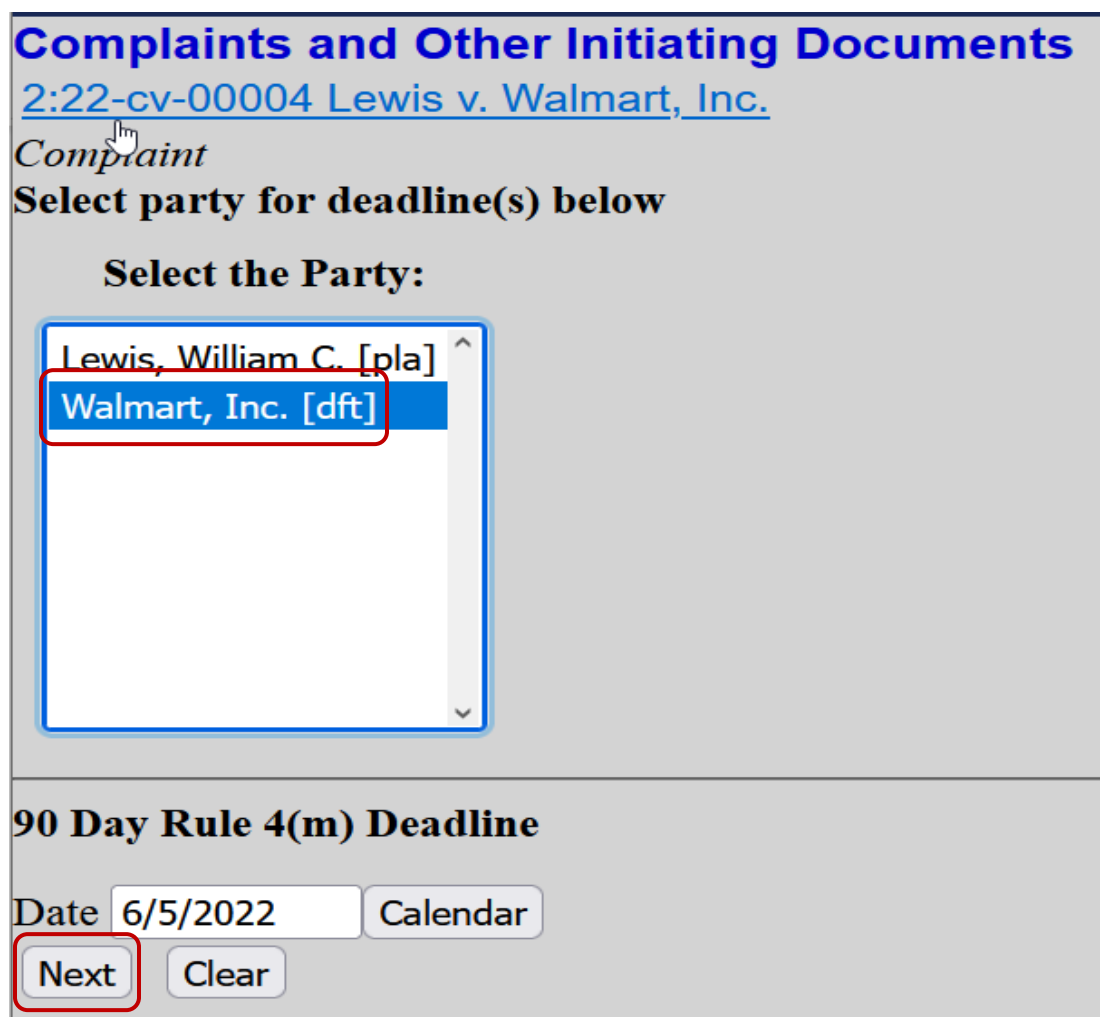


Complaints and Other Initiating Documents
[2:22-cv-00004 Lewis v. Walmart, Inc.](#)

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. Browse... No file selected.	▼	

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. Browse... No file selected.	<input type="text" value="v"/>	<input type="text"/>

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.

- 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

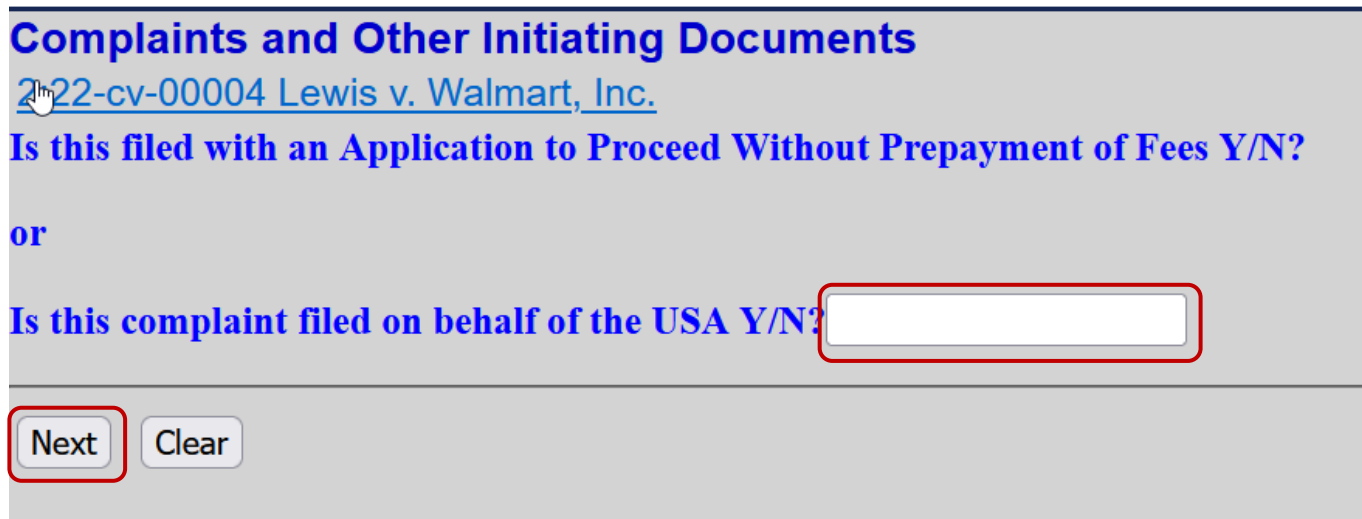
REDACTED

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?

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

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

Manage My Account

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

Enter your PACER credentials to update personal information, register to e-file, make 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 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.