

LAST UPDATE: January 7, 2022

NOTICE!

**TO SUCCESSFULLY OPEN A NEW CASE,
A VALID CREDIT CARD IS REQUIRED**

**PER LOCAL RULE 2.02 FORMS TO BE
FILED IN CIVIL CASES, THE
FOLLOWING FORMS ARE REQUIRED
WHEN FILING A NEW CIVIL CASE IN
THIS COURT:**

- 1.** Complaint
- 2.** Civil Cover Sheet
- 3.** Original Filing Form
- 4.** Disclosure of Organizational Interests (non-governmental organizational party)
- 5.** Summons for each defendant or Waiver of Service for each defendant
- 6.** Notice of Process Server if serving defendant(s) via summons (non-federal government agency defendants only)
 - a. FRCP Rule 4 requires summonses to the U.S. Attorney General and U.S. Attorney for the Eastern District of Missouri if defendant is a federal agency or department

**PER LOCAL RULE 2.03 CASES
REMOVED TO THE DISTRICT COURT,
THE FOLLOWING FORMS ARE
REQUIRED WHEN REMOVING A CASE
FROM STATE COURT TO THE
DISTRICT COURT:**

- 1.** Notice of Removal (all parties must be listed in caption)
- 2.** Civil Cover Sheet
- 3.** Original Filing Form
- 4.** Disclosure of Organizational Interests (non-governmental organizational party)
- 5.** A current State Court Docket Sheet with complete state court file
- 6.** A Notice of Filing the Notice of Removal to the Plaintiff(s) and/or plaintiff's counsel

CIVIL CASE OPENING

1. Log into the live ECF Program for the Eastern District of Missouri at <https://ecf.moed.uscourts.gov/cgi-bin/login.pl>
2. Select **“CIVIL”**
3. Select **“OPEN A CIVIL CASE”**
4. Next to **“OFFICE”**, select Jurisdiction: St. Louis; Cape Girardeau; or Hannibal (**see attached county lists for venue and refer to U.S.C. 28:1331 and U.S.C. 28:1332 F.R.C.P. concerning jurisdiction**)
5. Next to **“CASE TYPE”**, select either **cv** for a civil case or **mc** for miscellaneous
6. If this case is being removed from state court, or is a miscellaneous case challenging a subpoena from another district court, enter the name of the court and the other court case number. Click on **“NEXT”**
7. At the drop-down box select the proper Jurisdiction (**i.e. U.S. Government Plaintiff; U.S. Government Defendant; Federal Question; or Diversity**)

8. “CAUSE OF ACTION” statute that makes this case properly filed in the U.S. District Court (the statute listed must match the jurisdiction) - select from drop down box

CM/ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Open a Civil Case

Jurisdiction 3 (Federal Question) ▼

Cause of action 0 (No cause code entered) ▼

Nature of suit 0 (No cause code entered)

Origin 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)

Citizenship plaintiff 05:0075 (05:75(2) Contract - Reduction in Grade)
05:0551 (05:551 Administrative Procedure Act)

Citizenship defendant 05:0552f (05:552 Freedom of Information Act)
05:0552pa (05:552 Right to Privacy Act)
05:0554 (05:0554 Constitutionality of Maritime Statutes)

Jury demand n (No)

Arbitration code []

Fee status pd (paid)

Next Clear

- 00:0000 (00:0000 Cause Code Unknown)
- 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
- 02:0437 (02:437 Federal Election Commission)
- 05:0075 (05:75(2) Contract - Reduction in Grade)
- 05:0551 (05:551 Administrative Procedure Act)
- 05:0552f (05:552 Freedom of Information Act)
- 05:0552pa (05:552 Right to Privacy Act)
- 05:0554 (05:0554 Constitutionality of Maritime Statutes)
- 05:0701 (05:0701 Maritime Subsidy Board)
- 05:0702 (05:702 Administrative Procedure Act)
- 05:0704 (05:704 Labor Litigation)
- 05:7703 (05:7703 Discrimination - Review of Agency Act)
- 05:8701 (05:8701 Federal Employees Group Life Insurance Act)
- 05:8901 (05:8901 Federal Employees Health Benefits Act)
- 07:0006 (7:6(b) Federal Commodity Exchange Regulation)
- 07:0025 (7:25 Fraud - Commodities Leverage Contracts)
- 07:0181 (07:181 Packers & Stockyard Act)
- 07:0499 (07:499 Agricultural Commodities Act)
- 07:0601 (07:601 USDA Condemnation)
- 07:2321 (07:2321 Plant Variety Protection Act)
- 08:1105 (8:1105(a) Aliens: Habeas Corpus to Release INS Det)
- 08:1252 (08:1252(a)(2) Injunction for Deportation)
- 08:1260 (08:1260 Aliens: Access to Records)
- 08:1324 (08:1324 Aliens: Complaint for Forfeiture)
- 08:1329 (08:1329 Writ of Mandamus to Adjudicate Visa Petiti)
- 08:1446 (8:1446 Petition for Naturalization Hearing)
- 09:0001 (09:1 U.S. Arbitration Act)
- 09:0002 (09:2 Motion to Confirm Arbitration Award)

9. **“NATURE OF SUIT”** - Select from the drop down box
(See figure 11.1 below)

The screenshot shows the 'Open a Civil Case' form in the ECF system. The 'Nature of suit' dropdown menu is open, displaying a list of 36 categories. The 'Origin' dropdown menu is also open, showing '0 (zero)' selected. Other fields include 'Jurisdiction' (3 (Federal Question)), 'Cause of action' (0 (No cause code entered)), 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand' (n (No)), 'Arbitration code', and 'Fee status' (pd (paid)). There are 'Next' and 'Clear' buttons at the bottom left of the form.

Figure 11.1: Select the nature of suit from the list.

10. **“ORIGIN”** - Select either **“ORIGINAL PROCEEDING”** or **“REMOVAL FROM STATE COURT”**
11. **“CITIZENSHIP OF PLAINTIFF”** (Enter this FOR DIVERSITY CASES ONLY)
12. **“CITIZENSHIP OF DEFENDANT”** (Enter this FOR DIVERSITY CASES ONLY)
13. **“JURY DEMAND “**- Select from the drop down box.
14. **(SKIP “ARBITRATION CODE” - NOT NEEDED)**

15. “**COUNTY**” - Select the county of jurisdiction from the drop down box - (See attached list and 28 USC 1331; 28USC1332 and 28USC105 FRCP for guidance.)

The screenshot shows the ECF system interface for opening a civil case. The top navigation bar includes 'Civil', 'Criminal', 'Query', and 'Reports'. The main section is titled 'Open a Civil Case' and contains several dropdown menus and input fields:

- Jurisdiction:** 3 (Federal Question)
- Cause of action:** 0 (No cause code entered)
- Nature of suit:** 0 (zero)
- Origin:** 1 (Original Proceeding)
- Citizenship plaintiff:** (empty)
- Citizenship defendant:** (empty)
- Jury demand:** n (None)
- Class action:** n
- Demand (\$000):** (empty)
- Arbitration code:** (empty)
- County:** Adair (selected, with a dropdown menu open showing a list of counties)
- Fee status:** pd (paid)
- Fee date:** 11/ (empty)

The 'County' dropdown menu is open, displaying a list of counties: Adair, Audrain, Bollinger, Butler, Callaway, Cape Girardeau, Carter, Chariton, Clark, Cole, Crawford, DeKalb, Dent, Dunklin, Franklin, Gasconade, Greene, Iron, Jefferson, Knox, Lawrence, Lewis, Lincoln, Linn, Macon, Madison, Maries, Marion, Mississippi, and Monroe. A mouse cursor is pointing at the 'Adair' option.

Buttons for 'Next' and 'Clear' are located at the bottom left of the form.

16. **“FEE STATUS”** - Select from drop down box: “ifp” for cases filed with a Motion To Proceed In Forma Pauperis; pd (paid) for credit card payment; “none (no fee required)” for cases that do not require a filing fee
17. **“SEARCH FOR A PARTY”** - Enter Last or Business name and click on **“SEARCH”** - Names will appear if a match is found. Highlight a name and click on **“SELECT NAME FROM LIST”** or click on **“CREATE NEW PARTY”** if no match is found. Please see CM/ECF Procedures Manual Section L. concerning entering names, etc. , in compliance with the E-Government Act of 2002 and **NAMING PARTIES**. Examples include:
- Aliases (a/k/a, d/b/a etc.) should **not be part of the last name**. Aliases are added separately as the party is being created.
 - Minor’s names must be initials **only** per Local Rule 2.17. This rule applies to both CM/ECF and the caption on the pleadings. Any documents containing a minor’s full name must be filed under seal pursuant to Local Rule 13.05.

The screenshot shows the 'Open a Civil Case' page on the CM/ECF system. At the top, there is a blue navigation bar with the 'CM/ECF' logo and tabs for 'Civil' and 'Criminal'. Below this, the page title 'Open a Civil Case' is displayed. The main section is titled 'Search for a party' and contains a form with the label 'Last/Business name' and a text input field containing the name 'Doe'. Below the input field are two buttons: 'Search' and 'Clear'.

Type the last name or business name you wish to search for and click search.

This screenshot is similar to the one above, showing the 'Open a Civil Case' search page. However, the text input field for 'Last/Business name' is currently empty. The 'Search' button remains highlighted.

Please select the appropriate name from the list. If the name you are looking for is not listed, you will have to create a new party

ECF Civil • Criminal •

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit

Address 2 Address

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Enter the party information and click the submit button (make sure you are in compliance with the E-Government Act of 2002 when entering party names.)

18. **“ROLE”** - Select from the drop down box –

- **“PLAINTIFF”** if new Civil case filed on behalf of a plaintiff
- **“DEFENDANT”** for Removal case
- **“PETITIONER”** should be used only for Habeas Corpus cases or 2255 Motions to Vacate Sentence
- **“MOVANT”** may be appropriate in mc cases such as Motions to Quash or Enforce Subpoenas

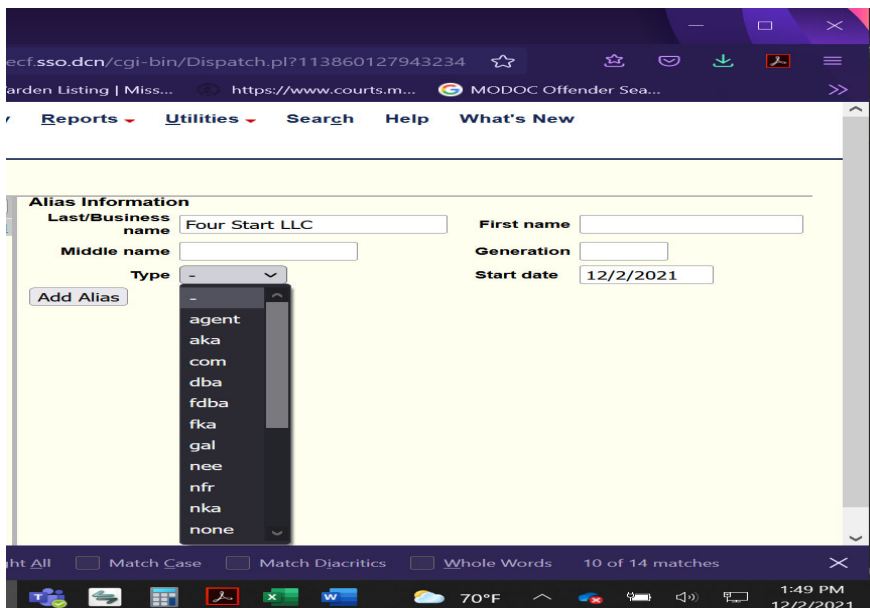
19. If the party has additional information in the caption of the pleading ie. “individually and on behalf of others similarly situated,” or “a Missouri corporation,” this information should be added to the Party Text box.

The screenshot shows the 'Party Information' form in the ECF system. The form is set to 'Civil' mode. It contains various input fields for personal and contact information. A large red arrow points to the 'Party text' field at the bottom of the form.

ECF		Civil	Criminal
Party Information			
Last name	Doe	First name	
Middle name		Generation	
Title			
Role	Plaintiff (pla:pty)	Pro se	no
Prisoner Id		Office	
Unit		Address 1	
Address 2		Address 3	
City		State	Zip
County		Country	
Phone		Fax	
E-mail			
Party text			
Start date	11/28/2006		

Additional party information in the caption of a pleading (“individually”, “a Delaware Corporation”) should go here.

20. CHECK TO MAKE SURE ALL PARTY INFORMATION IS CORRECT - if correct, click on “**SUBMIT**” if not correct, click on “**BACK**” and begin again.
21. If the party has an alias (aka, dba), click on **Alias** and search for an Alias by last name in the same manner as searching for a party, or creating a new party if the Alias cannot be found. Select the proper type (dba, aka) from the drop down menu and click “Add Alias.”

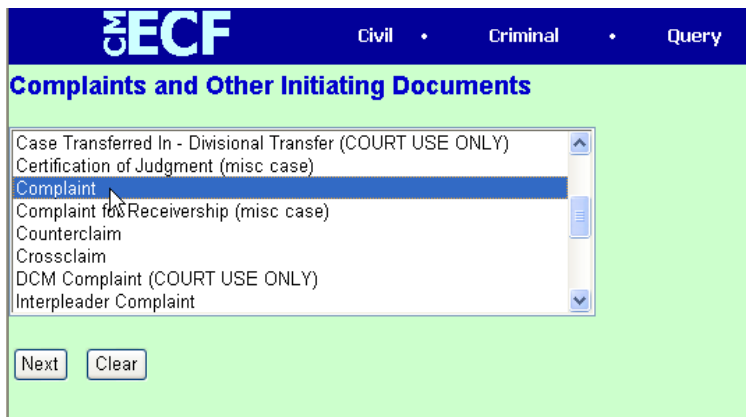


22. REPEAT STEPS 17 - 20 AND ENTER ALL PARTIES - when all parties are entered, click on “**END PARTY SELECTION**” **WARNING!** THIS CASE HAS BEEN OPENED AND THE CASE NUMBER HAS BEEN ASSIGNED, PLEASE MAKE NOTE OF THE CASE NUMBER. DO NOT BEGIN TO OPEN THIS CASE AGAIN! IF A MISTAKE IS MADE, PLEASE CONTACT THE ECF HELP DESK FOR INSTRUCTIONS

23. Click on “**DOCKET LEAD EVENT?**” Complaints and Other Initiating Documents will appear

24. Choose from drop down events

- The most commonly used events are:
 - For civil (cv) cases:
 - **Complaint**
 - **Notice of Removal Petition**
 - **Complaint (Social Security)**
 - For miscellaneous (mc) cases:
 - **Complaint for Receivership (misc case)**
 - **Enforce (Misc case)** – used to motion the Court enforce or compel compliance with a subpoena or summons
 - **Quash (Misc case)** – used to motion the Court to quash a subpoena or summons
 - **Registration of Judgment (Misc case)** – registering a foreign judgment with this Court



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Criminal', and 'Query' options. Below this, the page title is 'Complaints and Other Initiating Documents'. A dropdown menu is open, showing a list of events. The 'Complaint' option is highlighted. Below the dropdown are 'Next' and 'Clear' buttons.

Select the appropriate event from the drop down list.

25. Click on **“NEXT”**
26. Highlight the filing party and click **“NEXT”** (to highlight more than one party, hold down on **“CTRL”**)
27. Verify the party and representation by clicking on the box next to the party’s name and by clicking on **“LEAD”** and **“NOTICE”**
28. Click on **“NEXT”**
29. Highlight who the case is being filed against. (If you represent the Defendant in a Removal action - for filing purposes the case is being filed against the Plaintiff- to highlight more than one name, hold down on **“CTRL”**)
30. Click on **“BROWSE”** and upload the originating document (i.e. Complaint, Notice of Removal, etc.)
31. **“ATTACHMENTS TO DOCUMENT:”** Click on **“YES”**
32. Click on **“NEXT”** and **“BROWSE”** (to upload attachments such as **“EXHIBITS”**, **“CIVIL COVER SHEET”** and **“ORIGINAL FILING FORM”** - ***SERVICE DOCUMENTS SHOULD BE ATTACHED TO THE COMPLAINT (i.e. Summons and or Waiver of Service of Summons)*** - **The copy of the State Court File will be an attachment to the Notice of Removal.**
33. **“CATEGORY”** select name of document from drop down box, or type name of document by using the box under

‘DESCRIPTION’ - ‘ADD TO LIST’ AFTER EACH DOCUMENT - when finished entering all attachments proceed

34. Click on **“NEXT”**
35. **“JURY OR NON-JURY DEMAND”** select either Jury or Non-Jury
36. **“IS THIS FILED WITH AN APPLICATION TO PROCEED WITHOUT PREPAYMENT OF FEES Y/N?”**
Click on the radio button next to **Yes** or **No**
37. Click on **“NEXT”**
38. If a fee is to be paid, **“FEE \$402”** will appear (civil cases) (\$49.00 – miscellaneous cases; \$5.00 – Petition for Writ of Habeas Corpus)
39. Click on **“NEXT”**
40. If a filing fee is to be paid, **The Pay.Gov screen will appear for your payment.** Read the Pay.Gov screen carefully. (See figure on the next page)

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$402.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code:  (On the back of your Card, find the last 3 digits) [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Fill out all necessary information, and click on the Continue with Plastic Card Payment button.

IF YOU FAIL TO ENTER PARTY OR OTHER INFORMATION DURING THE CASE OPENING PROCESS AND YOU HAVE ALREADY ENTERED YOUR CREDIT CARD INFORMATION, DO NOT CLICK ON THE BACK ARROW! A CHARGE HAS ALREADY BEEN PROCESSED TOWARDS YOUR CREDIT CARD AND FURTHER FILINGS COULD RESULT IN ADDITIONAL CHARGES. PLEASE CONTACT THE CM/ECF HELP DESK FOR ASSISTANCE.

- Continue through to the final SUBMIT screen. Your entry is only complete when you are on the Notice of Electronic Filing Screen.

The screenshot shows a web browser window with the URL <https://moed-ecf.sso.dcn/cgi-bin/DisplayReceipt.pl?17053892018337>. The browser's address bar also shows other tabs: "Eastern District of Mis...", "Public Access to Court...", "Warden Listing | Miss...", "https://www.courts.m...", and "MODOC Offender Sea...". The page header features the CM/ECF logo and navigation links: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "What's New". A "Log Out (Jason Dockery)" link is also present.

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court
Eastern District of Missouri

Notice of Electronic Filing

The following transaction was entered on 1/6/2022 at 2:47 PM CST and filed on 1/6/2022

Case Name: Jones v. Wells et al
Case Number: [4:22-cv-00026](#)
Filer: Karen S. Jones
Document Number: [1](#)
Judge(s) Assigned: None (Assignment will be completed shortly.)

Docket Text:
COMPLAINT against defendant **Stange Law Firm, P.C., Regina L.L. Wells, Jury Demand**, filed by **Karen S. Jones**.
(Attachments: # (1) Civil Cover Sheet, # (2) Original Filing Form, # (3) Envelope)(JWD)

4:22-cv-00026 Notice has been electronically mailed to:

42. You will receive a Notice of Electronic Filing of a Case Opening Notification after the Clerk's Office has quality controlled the case and assigned it to a judge.

EDMO COUNTY LIST

NORTHERN DIVISION:

**ADAIR
AUDRAIN
CHARITON
CLARK
KNOX
LEWIS
LINN
MACON
MARION
MONROE
MONTGOMERY
PIKE
RALLS
RANDOLPH
SCHUYLER
SCOTLAND
SHELBY**

SOUTHEASTERN DIVISION:

**BOLLINGER
BUTLER
CAPE GIRARDEAU
CARTER
DUNKLIN
IRON
MADISON
MISSISSIPPI
NEW MADRID**

**PEMISCOT
PERRY
REYNOLDS
RIPLEY
SCOTT
SHANNON
STE. GENEVIEVE
STODDARD
WAYNE**

EASTERN DIVISION

**CRAWFORD
DENT
FRANKLIN
GASCONADE
JEFFERSON
LINCOLN
MARIES
PHELPS
ST. CHARLES
ST. FRANCOIS
ST. LOUIS CITY
ST. LOUIS COUNTY
WARREN
WASHINGTON**

NAMING PARTIES

1. DO NOT BEGIN A PARTY NAME WITH "THE"
2. PARTIES WITH FOUR NAMES SHOULD BE ENTERED WITH THE LAST NAME, THE FIRST NAME AND THE TWO REMAINING NAMES AS THE MIDDLE NAME
3. DESCRIPTIONS OF PARTIES SHOULD BE ENTERED IN PARTY TEXT (i.e. individually and on behalf of all others similarly situated) and (i.e. Executor of the Estate of)
4. CITY NAMES SHOULD BE ENTERED AS FOLLOWS: ST. LOUIS, MISSOURI, CITY OF
5. WHEN ONLY A LAST NAME IS KNOWN, LIST THE FIRST NAME AS "UNKNOWN"
6. WHEN PARTY IS U.S. GOVERNMENT AGENCY, ENTER OFFICER OR HEAD OF AGENCY AS MAIN PARTY AND AGENCY IN PARTY TEXT (i.e. Andrew M. Saul should be entered in Last Name and First Name sites - and "Commissioner of Social Security Administration" entered in Party Text site)
7. MONEY AS A PARTY SHOULD BE ENTERED IN LAST NAME SITE (i.e. \$15,000.00 in U.S. Currency) Enter in Party Text: Fifteen Thousand dollars and no cents in U.S. Currency
8. VEHICLE AS A PARTIES SHOULD BE ENTERED IN LAST NAME SITE (i.e. Chrysler 2006 VIN#12345678) Enter in Party Text: 2006 Chrysler 300 VIN#12345678 with all appurtenances and attachments thereon .
9. REAL ESTATE AS PARTIES SHOULD BE ENTERED IN LAST NAME SITE (i.e. 111 South Tenth Street St. Louis) Enter in Party Text: One parcel of Real Estate located at 111 South Tenth Street, St. Louis, Missouri
10. UNIONS AS PARTIES SHOULD BE LISTED IN LAST NAME SITE (i.e. Carpenters District Council of Greater St. Louis or Local 36 Sheet Metal Workers International Association, AFL-CIO) NAMES OF TRUSTEES SHOULD BE ENTERED USING LAST NAME, FIRST AND MIDDLE IF APPLICABLE. ENTER IN PARTY TEXT ANY IDENTIFYING INFORMATION (i.e. as

Trustee of the Pension Fund)

11. **MINORS' NAMES SHOULD NOT BE ENTERED ON ECF. SUBSTITUTE MINORS' INITIALS FOR THEIR PROPER NAMES.**