

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA



**Civil Case Opening Manual  
for Attorneys**

Revised: May 2012



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# PARTY ENTRY GUIDE

The most critical piece of ONLINE CASE OPENING is the entry of party names. It is important that parties are entered correctly because it not only impacts your case, but the general records of the court. Your time is valuable, but please take a moment to review the following guidelines closely.

## **BEFORE YOU START:**

Before searching for or entering a party in a case, there are a few things to know:

1. **All party names must be entered in ALL CAPS.**
2. Party names must be entered in the case in the order they appear in the caption of the complaint.
3. Party names added to the case should match the caption of the complaint exactly.
4. If the complaint contains more than 50 plaintiffs, add only the first 50 plaintiffs to the case.
5. ALL defendants must be added to the case, no matter how many appear in the complaint.
6. As you click through the case opening program, you will be offered a “Search for a party” screen where you will have the opportunity to enter the **Last Name, First Name and Middle Name** of the party.
7. Names of companies, organizations, government agencies, etc., are entered in the **Last Name** field ONLY.
8. Do not include the words “The,” “An” or “A” when searching for or entering a company or business name (if applicable).

## **SEARCHING FOR A PARTY:**

You must first search to see if the party is already in the ECF database. If you add a party and it should not have been added, this may delay your case being available to the court while the error is corrected. Please utilize the following SEARCH hints:

1. For a person, enter the first few letters of the last name followed by an \* (which acts as a wild card) in the **Last Name** field, and the first few letters of the first name followed by an \* in the **First Name** field and click [**Search**].
  - a. For instance, when searching for **JAMES HARRINGTON**, you might enter *HARR\** in the **Last Name** field, and *JAM\** in the **First Name** field.
    - i. This search brings up four possible matches:
      1. **HARRINGTON, JAMES**
      2. HARRINGTON, JAMES T.
      3. HARRINGTON, JAMES CORNELL
      4. HARRINGTON, JAMES CORNEL

2. For a company, organization, or government agency, enter the first few letters or words of the party name followed by an \* in the **Last Name** field and click [**Search**].
  - a. For instance, when searching for the party **ELI LILLY AND COMPANY**, you might enter *ELI L\** into the **Last Name** field.
    - i. This search brings up three possible matches:
      1. ELI LILLY & COMPANY
      2. ELI LILLY & COMPANY, INC.
      3. **ELI LILLY AND COMPANY**
  - b. When searching for the party **THE BOEING COMPANY**, drop “The” from the name and enter *BOEI\** into the Last Name field.
    - i. This search brings up three possible matches:
      1. BOEING
      2. BOEING AIRCRAFT CO
      3. **BOEING COMPANY**
3. Try to avoid entering punctuation into the search fields as this could adversely affect the search results.
  - a. For instance, when searching for **U.S. DEPARTMENT OF HOMELAND SECURITY**, you might enter *U\*S\* DEPARTMENT OF HOM\** into the **Last Name** field.
    - i. This search brings up five possible matches:
      1. U. S. DEPARTMENT OF HOMELAND SECURITY
      2. U. S. DEPARTMENT OF HOMELAND SECURITY/ICE
      3. **U.S. DEPARTMENT OF HOMELAND SECURITY**
      4. UNITED STATES DEPARTMENT OF HOMELAND SECURITY
      5. UNITED STATES DEPARTMNET OF HOMELAND SECURITY  
TRANSPORTATION SECURITY ADMINISTRATION
4. Be sure to scroll through all search results and select the one that best matches your complaint.
5. If the exact same party name appears multiple times in your search results, select the **first** match from the list of duplicates.
6. If a match is found, select the party name and click [**Select Party**] and proceed to the section on ***Selecting an Existing Party*** on page 3.
7. Should you not locate a match AFTER performing the search, you may enter the new party into the ECF database by clicking [**Create New Party**] and proceeding to the section on ***Entering a New Party*** on page 4.

### **SELECTING AN EXISTING PARTY:**

If the name of the party you are searching for **does** come up in the search results, select the party name and click [**Select Party**]. Then follow these guidelines to add the **Role** and **Party Text**:

#### **ROLE:**

1. Select one of the following role types from the **Role** drop-down menu:
  - a. Plaintiff
  - b. Defendant
  - c. Petitioner
  - d. Respondent
2. The **Role** will default to *Defendant*, so please be sure to select another role type, if applicable.

#### **PARTY TEXT:**

1. The **Party Text** field is used for optional descriptive language added to enhance or distinguish the party named in the complaint.
  - a. Example: *in her official capacity as Secretary of State*
2. Only add **Party Text** if it appears in the caption of your complaint.
3. Do not get creative or verbose with party text.

### **PARTIES ALREADY IN THE SYSTEM:**

If you cannot find any of the parties listed below, please call the Clerk's Office to assist with the search. It is very rare that you would not be able to locate an agency/representative of a government or state, or major companies in a search. To assist you, note the following names/categories are already in the system:

- **UNITED STATES OF AMERICA** (Do not use USA)
- Current and past Presidents, unless newly elected
- Any government agency
- Congressional Members, unless newly elected
- U.S. Cabinet Members
- **DISTRICT OF COLUMBIA**
- Current and past Mayors of DC, unless newly elected
- Any DC agency
- **WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY** or **WMATA**
- International Associations of Machinists, etc.
- International Brotherhood of Painters, etc.
- Drug Companies
- Car Companies
- Universities
- Hospitals
- **AMTRAK, CSX CORPORATION, NORFOLK SOUTHERN CORP.,** etc.
- Major stores such as **CVS, SAFEWAY, TARGET CORP., GIANT FOOD, INC.,** etc.

**SIMILAR PARTY NAMES:** When a party name is listed in the complaint in a format that is slightly different from an existing party name in the database, add or select the exact name of the party as shown on the complaint.

**Example: JUDICIAL WATCH INC.**

1. JUDICIAL WATCH INC. (no comma) is listed as the party on the complaint.
2. JUDICIAL WATCH, INC. (with comma) comes up in the list of search results.
3. Add **JUDICIAL WATCH INC.** (no comma) to the ECF database as a new party, so that it exactly matches the name on the complaint.

**ENTERING A NEW PARTY:**

If the name of the party you are searching for **does not** come up in the search results, click [**Create New Party**] and follow these guidelines to add the party to the ECF database:

1. Enter the **Last Name, First Name** and **Middle Name** in **ALL CAPS!!!**
2. Example: **JAMES EARL JONES** would be entered as:
  - a. **Last Name: JONES**
  - b. **First Name: JAMES**
  - c. **Middle Name: EARL**
3. Middle initials should always be followed by a period (e.g. R.).
4. Enter the **Generation** in ALL CAPS and include a period, where applicable (e.g. JR., SR., III, etc.).
5. Leave the **Title** field blank at all times.
6. Do not enter the address, phone number, email, etc., of the party.
7. Select the proper **Role** of the party. (*Refer to instructions in **Selecting an Existing Party** on page 3*).
8. Enter **Party Text**, if applicable. (*Refer to instructions in **Selecting an Existing Party** on page 3*).

**COMPANIES OR BUSINESSES:**

When entering a new company or business name in the ECF database, utilize the following guidelines.

1. Drop small words such as “The,” “An” or “A” that may precede the official name of the company/business.
2. Enter the full name of the company/business in the **Last Name** field.
3. Do not use the **First Name** or **Middle Name** fields at all.
4. Include punctuation as it appears on the complaint.

**Example: THE TRAVELERS COMPANIES**

Last Name: **TRAVELERS COMPANIES**

**Example: PAPA JOHN’S USA, INC.**

Last Name: **PAPA JOHN’S USA, INC.**

**UNITED STATES OF AMERICA:**

When naming the United States of America as a party in a civil case, always use **UNITED STATES OF AMERICA (not USA)** as the party name. USA is reserved for criminal cases. Also, please note that **UNITED STATES OF AMERICA** is an established party in ECF, and you should **never** have to add it to the database.

**HISPANIC NAMES:**

When entering parties with Hispanic names, the father's surname, or in the case of a married woman, the husband's surname, is always used as the **Last Name**.

**Example (Male): CARLOS ARLEY CORTES RODRIGUEZ**

First Name: **CARLOS**  
Middle Name: **ARLEY**  
Last Name: **CORTES RODRIGUEZ**

**Example (Single Female): SONIA ISABEL CORTES RODRIGUEZ**

First Name: **SONIA**  
Middle Name: **ISABEL**  
Last Name: **CORTES RODRIGUEZ**

**Example (Married Female): DELORES VILLEGAS DE RODRIGUEZ**

First Name: **DELORES**  
Middle Name: **(blank)**  
Last Name: **VILLEGAS DE RODRIGUEZ**

**UNKNOWN FIRST NAMES:**

When entering a party name that does not include a first name or the first name is unknown or fictitious, search **only** by the **Last Name**, and do not add anything to the **First Name** field.

**Example: MPD Officer RICHMOND**

Last Name: **RICHMOND**  
First Name: **(blank)**  
Middle Name: **(blank)**  
Party Text: ***MPD Officer***

**Example: HARLTON**

Last Name: **HARLTON**  
First Name: **(blank)**  
Middle Name: **(blank)**  
Party Text: **(blank)**

**WEBSITES:**

Websites are entered including the “WWW” preceding the name of the site.

**Example: WWW.FACEBOOK.COM**

Last Name: **WWW.FACEBOOK.COM**

**HYPHENATED NAME:**

Hyphenated last names of a person are entered in the **Last Name** field.

**Example: JOHN J. JOHNS-SMITH**

Last Name: **JONES-SMITH**

First Name: **JOHN**

Middle Name: **J.**

**JOHN/JANE DOES:**

When entering a John or Jane Doe as a party to the case, be sure to select one of the existing party names in the ECF database, as there should be no reason to create a new party. For a large group of Does, add the number (e.g. 1-246) in **Party Text**. (The number of Does should NOT be part of the party name, regardless of what you might see on the search results list).

**Example: JOHN DOE**

Last Name: **DOE**

First Name: **JOHN**

Middle Name: **(blank)**

**Example: JOHN AND JANE DOES**

Last Name: **DOES**

First Name: **JOHN AND JANE**

Middle Name: **(blank)**

**Example: DOES, 1-495**

Last Name: **DOES**

First Name: **(blank)**

Middle Name: **(blank)**

Party Text: ***1-495***

**Example: XYZ COMPANIES, 1-36**

Last Name: **XYZ COMPANIES**

Party Text: ***1-36***

**REAL PROPERTY:**

When entering real property, enter the address or property description in the **Last Name** field as it appears on the complaint (with punctuation and abbreviations).

**Example: 123 FIFTH ST., NW, WASHINGTON, DC 20000**

Last Name: **123 FIFTH ST., NW, WASHINGTON, DC 20000**

**BANK ACCOUNTS:**

Enter the bank account number/description in the **Last Name** field, and any additional information (e.g. name on the account) in **Party Text**. (**Note:** Please review Privacy Information regarding redaction of financial records.)

**Example: BANK OF AMERICA ACCOUNT #XXXX9999 in the name of Sally Sue Jones**

Last Name: **BANK OF AMERICAN ACCOUNT #XXXX9999**

Party Text: *in the name of Sally Sue Jones*

**VEHICLES**

Enter the vehicle name/description in the **Last Name** field, and any additional information (e.g. VIN number) in **Party Text**.

**Example: RED 1910 CHEVROLET ANTIQUE MODEL CAR with license plate VA 919191**

Last Name: **RED 1910 CHEVROLET ANTIQUE MODEL CAR**

Party Text: *with license plate VA 919191*

**Example: ONE 2004 LINCOLN NAVIGATOR, VIN: 5XXXX28X74XX14200**

Last Name: **ONE 2004 LINCOLN NAVIGATOR**

Party Text: *VIN: 5XXXX28X74XX14200*

**VESSELS:**

Enter the vessel name/description in the **Last Name** field, and any additional information in **Party Text**.

**Example: THE PRESIDENTIAL YACHT, Official Government No. Pres1020**

Last Name: **PRESIDENTIAL YACHT**

Party Text: *Official Government No. Pres1020*

**ESTATES:**

If an estate is a named plaintiff or defendant in a case, enter the estate in the **Last Name** field as it appears on the complaint. If applicable, add additional plaintiffs/defendants (e.g. executors or personal representatives) using the **Last Name**, **First Name**, and **Middle Name** fields in the order they appear on the complaint. Enter any descriptive information as **Party Text**.

**Example: ESTATE OF JOHN JOHNSON**

Last Name: **ESTATE OF JOHN JOHNSON**  
Party Text: *by and through its Administrator, Jane Johnson*

**Example: JANE JOHNSON**

Last Name: **JOHNSON**  
First Name: **JANE**  
Middle Name: **(blank)**  
Party Text: *As Administrator of the Estate of John Johnson*

**UNIONS AND TRUSTEES AS PARTIES:**

If the plaintiffs are a combination of unions and trustees, enter the first named plaintiff, which should be the name of the union, in the **Last Name** field. (**Note:** Many unions already exist as parties in the ECF system, so be sure to conduct a thorough name search first before adding a union as a new party). Enter the remainder of the plaintiffs/trustees in **Party Text**.

**Example: INTERNATIONAL BROTHERHOOD OF PAINTERS AND ALLIED TRADES UNION AND INDUSTRY PENSION FUND**

Last Name: **INTERNATIONAL BROTHERHOOD OF PAINTERS AND ALLIED TRADES UNION AND INDUSTRY PENSION FUND**  
Party Text: *A.G. Monroe, Patrick Lane, Fred C. Hagen, Michael Monroe, as Employer Trustees*

If the union itself is not a named plaintiff in the case, enter the individual trustee parties using the **Last Name**, **First Name**, and **Middle Name** fields as described in earlier sections of these instructions. Add any descriptive language as **Party Text** for the last named plaintiff **only**. (Do not enter it for every plaintiff).

**Example (last named plaintiff): WILLIAM MCCONNELL**

Last Name: **MCCONNELL**  
First Name: **WILLIAM**  
Middle Name: **(blank)**  
Party Text: *As Trustees of, and on behalf of, the BRICKLAYERS & TROWEL TRADES INTERNATIONAL PENSION FUND and As Trustees of, and on behalf of, the INTERNATIONAL MASONRY INSTITUTE*

**ABBREVIATIONS:**

When acronyms are used to abbreviate the name of a party in the complaint, do not use periods to separate the acronym.

**Example:** Washington Metropolitan Area Transit Authority is **WMATA** and not W.M.A.T.A.

**NAMES OF MINORS:**

For privacy purposes, a minor’s name should be abbreviated using only their initials wherever possible. Add the initials in capital letters in the **Last Name** field, separated by periods, but not spaces.

**Example:** **S.A.J., a minor**

Last Name: **S.A.J.**  
Party Text: *a minor*

**Example:** **JOHN JOHNSON, Next Friend of S.A.J, a minor**

Last Name: **JOHNSON**  
First Name: **JOHN**  
Middle Name: **(blank)**  
Party Text: *Next friend of S.A.J., a minor*

**CITIES, COUNTIES AND STATES:**

Enter a city, county or state in the **Last Name** field as it appears on the complaint. (Note: Many cities, counties and states already exist as parties in the ECF system, so be sure to conduct a thorough name search first before adding a new party).

**Example:** **STATE OF MARYLAND**

Last Name: **STATE OF MARYLAND**

**Example:** **PRINCE GEORGE’S COUNTY**

Last Name: **PRINCE GEORGE’S COUNTY**

**Example:** **CITY OF ALEXANDRIA, VA**

Last Name: **CITY OF ALEXANDRIA, VA**

**ALIASES:**

If a party has an alias, enter the name in ALL CAPS and follow the same guidelines as if entering a regular party name. Begin by clicking on the “**Add Alias**” icon under the party name and performing a name search. Once you have selected an existing alias or adding a new one, choose the type of alias from the **Type** drop-down menu.

**Example:** **MARK CRUZ, also known as “MARKY MARK”**

Last Name: **CRUZ**  
First Name: **MARK**  
Alias Last/Business Name: **MARKY MARK**  
Alias Type: **aka**

**Example: SMITH, SMYTHE AND SMITHY, doing business as SS&S**

Last Name: **SMITH, SMYTHE AND SMITHY**  
Alias Last/Business Name: **SS&S**  
Alias Type: **dba**

Choose one of the following aliases from the **Type** the drop-down menu:

agent = agent  
aka = also known as  
dba = doing business as  
fdba = formerly doing business as  
fka = formerly known as  
ino = in the name of (unknown)  
nee = born  
nka = now known as  
obo = on behalf of  
other = other  
rpi = real party in interest  
scr = successor to  
ta = trading as

## **APPENDIX**

### **PARTY ROLES:**

2255 (Used Internally only)  
Amicus  
Appellant  
Appellee  
Arbitrator  
Claimant  
Do not use any of the Consol Roles  
Counter Claimant  
Counter Defendant  
Creditor  
Cross Claimant  
Cross Defendant  
Debtor  
Debtor-in-Possession  
Defendant  
Fourth Party Defendant  
Fourth Party Plaintiff  
Garnishee  
In Re  
Interested Party  
Interpleader  
Intervenor  
Intervenor Defendant  
Intervenor Plaintiff  
Lead Plaintiffs (Do Not use-Court only)  
Material Witness (Do Not use-Court only)  
Mediator (Do Not use-Court only)  
Movant  
Non-Party Petitioner  
Objector  
Petitioner  
Plaintiff  
Receiver  
Respondent  
Special Master(Do Not use-Court only)  
Tax Payer (Do Not use-Court only)  
Third Party Defendant  
Third Party Plaintiff  
Trustee  
Federal Defendant for Service Only (Do Not use)  
Nonparty

**STANDARD ABBEVIATIONS FOR A SHORTENED FIELD:**

When the space of a name field is limited and you are forced to abbreviate a party name, be sure to use the standard abbreviations as shown below:

Administration	ADM.
American	AMER.
Apartment	APT.
Associates	ASSOC.
Attorney General	ATTY GEN.
Center	CTR.
Commission	COMM.
Company	CO.
Corporation	CORP.
Construction	CONSTR.
Department	DEPT.
District of Columbia	DC
Education	EDUC.
Electric	ELEC.
Election	ELECT.
Executive	EXEC.
Federal	FED.
General	GEN.
Government	GOV.
Hospital	HOSP.
Incorporated	INC.
Institute	INST.
Insurance	INS.
International	INTL.
Laboratories	LAB.
Limited	LTD.
Management	MGMT.
Medical	MED.
Metropolitan	METRO.
Mortgage	MTG.
National	NATL.
Partnership	PART.
Railroad	RR.
Republic	REP.
Secretary	SECY.
United States of America	USA (No periods)

## **GOVERNMENT AGENCY ABBREVIATIONS:**

Agency for International Development	AID
American International Group	AIG
U. S. Air Force	AIRFORCE
Department of Army	ARMY
Bureau of Alcohol, Tobacco & Firearms	ATF
Bureau of Engraving & Printing	BEP
Bureau of Indian Affairs	BIA
Bureau of Land Management	BLM
Federal Bureau of Prisons	BOP
Civil Aeronautics Board	CAB
Commodities Future Trading Commission	CFTR
DC Department of Corrections	COR-DC
Consumer Product Safety Commission	CPSC
US Civil Service Commission	CSC
Civil Service Retirement System	CSRS
Department of Agriculture	DOA
Department of Commerce	DOC
Drug Enforcement Agency	DEA
Department of Energy	DOE
Department of Interior	DOI
Department of Justice	DOJ
Department of Labor	DOL
Department of State	DOS
Department of Transportation	DOT
Department of Education	EDUC
Equal Employment Opportunity Commission	EEOC
Environmental Protection Agency	EPA
Federal Aviation Administration	FAA
Federal Bureau of Investigation	FBI
Food & Drug Administration	FDA
Federal Communications Commission	FCC
Federal Deposit Insurance Corporation	FDIC
Federal Energy Agency	FEA
Federal Energy Regulatory Commission	FERC
Federal Emergency Management Agency	FEMA
Federal Home Loan Bank Board	FHLB
Federal Labor Relations Authority	FLRA
Federal Maritime Board	FMBD
Federal Reserve System	FRS
Federal Trade Commission	FTC
General Accounting Office	GAO
Government National Mortgage Association	GNMA
Government Printing Office	GPO
General Service Administration	GSA
Department of Health and Human Services	DHS-DC
Department of Housing & Urban Development	HUD

International Association of Machinists	I.A.M.
IAM National Pension Fund	IAM
Interstate Commerce Commission	ICC
Immigration & Naturalization Service	INS
Federal Mine Safety & Health Administration	MSHA
Federal Mine Safety & Health Review Board	MSHR
Merit Systems Protection Board	MSPB
National Archives Administration	NATL.ARCHIVES
National Credit Union Administration	NCUA
National Highway Traffic Safety Administration	NHTSA
National Labor Relations Board	NLRB
National Rifle Association	NRA
Nuclear Regulatory Commission	NRC
Office of Management & Budget	OMB
Patent & Trademark Office	PTO
Small Business Administration	SBA
Securities & Exchange Commission	SEC
Secret Service	SS
Urban Mass Transit Administration	UMTA
United Mine Workers	UMW
United Press International	UPR
U.S. Coast Guard	USCG
U.S. Marshal's Service	USMS
U.S. Parole Commission	USPC
U.S. Sentencing Commission	USSC

### Appendix C: Cause of Action Codes

Note: This is not a comprehensive list of cause of action codes for the judiciary. Each court maintains its own list and adds codes as needed. The list below is a compilation of cause of action codes that have been provided to the Statistics Division.

Code	Description
0	No cause code entered
02:0431	02:431 Fed. Election Commission: Failure Enforce Compliance
02:0437	02:437 Federal Election Commission
05:0075	05:75(2) Contract - Reduction in Grade
05:0551	05:551 Administrative Procedure Act
05:0552fi	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
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 Detainee
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 Petition
08:1446	8:1446 Petition for Naturalization Hearing
09:0001	09:1 U.S. Arbitration Act
09:0009	9:9 Motion to Confirm Arbitration Loan
09:0010	09:0010 Petition to Vacate Arbitration Award
10:1552	10:1552 Armed Forces: Action to Correct Records
10:1553	10:1553 Armed Forces: FOIA General
10:2305	10:2305 Review of Federal Contract
11:0101	11:101 Bankruptcy
12:0022	12:22 Securities Fraud
12:0635	12:635 Breach of Insurance Contract
12:1461	12:1461 Homeowners Loan Act
12:1703	12:1703 Default of HUD Loan
12:1725	12:1725 Collection under Contract Guaranty
12:1730	12:1730 Collection under Contract Guaranty

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12:1819	12:1819 Default of Promissory Note
12:1821	12:1821 Default of Loan by Promissory Note
12:1971	12:1971 Relief under Bank Holding Act
12:3410	12:3410 Right to Financial Privacy Act
15:0001	15:1 Antitrust Litigation
15:0002at	15:2 Antitrust Litigation
15:0002fl	15:2(a) Fair Labor Standards Act
15:0005	15:5(a) Fair Labor Standards Act
15:0015	15:15 Antitrust Litigation
15:0025	15:25 Clayton Act
15:0044	15:44 Trademark Infringement
15:0045	15:0045 Federal Trade Commission Act
15:0052	15:0052 Federal Trade Commission Act
15:0053	15:0053 Federal Trade Commission Act
15:0077	15:77 Securities Fraud
15:0078	15:78m(a) Securities Exchange Act
15:0631	15:631 Small Business Act
15:0717	15:717 Natural Gas Act
15:1051	15:1051 Trademark Infringement
15:1114	15:1114 Trademark Infringement
15:1121	15:1121 Trademark Infringement
15:1125	15:1125 Trademark Infringement (Lanham Act)
15:1126	15:1126 Patent Infringement
15:1127	15:1127 Trademark Infringement
15:1601	15:1601 Truth in Lending
15:1640	15:1640 Truth in Lending
15:1681	15:1681 Fair Credit Reporting Act
15:1692	15:1692 Fair Debt Collection Act
15:1938	15:1938 Fair Labor Standards Act
15:1981	15:1981 Fraud-Motor Vehicle (Odometer)
15:1988	15:1988 Fraud-Motor Vehicle (Odometer)
15:1989	15:1989 Fraud-Motor Vehicle (Odometer)
15:2301	15:2301 Magnuson-Moss Warranty Act
15:2801	15:2801 Petroleum Marketing Practices Act
15:53(b)	15:53(b) - Prelim & Perm Inj Relief & other Equitable Relief
16:0668	16:668 Bald Eagle Protection Act
16:0703	16:703 Migratory Bird Act
16:1538	16:1538 Endangered Species Act
16:3371	16:3371 Wildlife under the Lacey Act
16:3372	16:3372 Conservation: Complaint for Forfeiture
16:3373	16:3373 Appeal of Decision - DOI
16:3374	16:3374 Conservation: Complaint for Forfeiture
17:0101	17:101 Copyright Infringement
17:0501	17:501 Copyright Infringement
17:0504	17:504 Copyright Infringement
18:0241	18:241 Conspiracy Against Citizen Rights

18:1961	18:1961 Racketeering (RICO) Act
18:1962	18:1962 Racketeering (RICO) Act
18:1964	18:1964 Racketeering (RICO) Act
18:4208	18:4208(B) Agency Action Review
19:1305	19:1305 Custom Duties: Forfeiture-Immoral Articles
20:1080	20:1080 Student Loan Recovery
20:1400	20:1400 Civil Rights of Handicapped Child
20:1401	20:1401 Education: Handicapped Child Act
21:0841	21:841 Forfeiture Property-Drugs
21:0881	21:881 Forfeiture Property-Drugs
21:0881a	21:881 Forfeiture Property - Aircraft
21:0881re	21:881 Forfeiture Property - Real Estate
23:0134	23:134 P.I.- Auto Negligence
23:1441	23:1441 Contract Real Estate
24:1000	24:1000 Hospitals & Asylums: Withdrawal Liability
25:0640	25:640 Indian Tribal Rights
25:1901	25:1901 Indian Child Welfare Act
26:6212	26:6212 Injunctive Relief from IRS Lien
26:6213	26:6213 Injunctive Relief from IRS Lien
26:6502	26:6502 IRS: Enforcement of tax liens
26:6532	26:6532 IRS: Refund of Tax Penalty
26:6702	26:6702 IRS: Refund of Income Tax Penalty
26:6703	26:6703 IRS: Refund of Tax Penalty
26:7401	26:7401 IRS: Tax Liability
26:7402	26:7402 IRS: Petition to Enforce IRS Summons
26:7403	26:7403 Suit to Enforce Federal Tax Lien
26:7422rt	26:7422 IRS: Refund Taxes
26:7422rx	26:7422 IRS: Refund Excise Tax
26:7426	26:7426 IRS: Wrongful Levy for Taxes
26:7429	26:7429 IRS: Tax Jeopardy Assessment
26:7609	26:7609 IRS: Petition to Quash IRS Summons
27:0185	27:185 Enforcement of Arbitration Award
28:0157c	28:0157(c)(1) Findings, Concl. & Proposed Judgment
28:0157d	28:0157 Motion for Withdrawal of Reference
28:0158	28:0158 Notice of Appeal re Bankruptcy Matter (BAP)
28:0185	28:185 Suit to Compel Arbitration
28:0451	28:451 Employment Discrimination
28:0794	28:794 Rehabilitation Act
28:1001	28:1001 E.R.I.S.A.
28:1132	28:1132 E.R.I.S.A.
28:1330	28:1330 Breach of Contract
28:1331	28:1331 Fed. Question
28:1331al	28:1331 Fed. Question: Airline Crash
28:1331at	28:1331 Fed. Question: Anti-trust
28:1331au	28:1331 Fed. Question: Auto Negligence
28:1331b	28:1331 Federal Question: Bivens Act

28:1331bc	28:1331 Fed. Question: Breach of Contract
28:1331ca	28:1331 Fed Question: Fed Communications Act of 1934
28:1331cm	28:1331 Fed. Question: Interstate Commerce Act
28:1331cv	28:1331 Federal Question: Other Civil Rights
28:1331ed	28:1331 Fed. Question: Employment Discrimination
28:1331es	28:1331 Enforcement of Administrative Subpoena
28:1331fl	28:1331 Fed. Question: Fair Labor Standards
28:1331in	28:1331 Fed. Question: Insurance Contract
28:1331mm	28:1331 Fed. Question: Medical Malpractice
28:1331pi	28:1331 Fed. Question: Personal Injury
28:1331rd	28:1331 Fed. Question: Review Agency Decision
28:1331rp	28:1331(a) Fed. Question: Real Property
28:1331rr	28:1331 Fed. Question: Railway Labor Act
28:1331sv	28:1331 Fed. Question: Securities Violation
28:1331tr	28:1331 Fed. Question: Trademark
28:1331tt	28:1331 Fed. Question: Tort Action
28:1331v	28:1331 Fed. Question: Violation 5th & 8th Amendment
28:1331wl	28:1331 Federal Question: EPA Waste Lien
28:1331wt	28:1331 Fed. Question: Water Rights
28:1332ac	28:1332 Diversity-Account Receivable
28:1332al	28:1332 Diversity-Airline Crash
28:1332as	28:1332 Diversity-Asbestos Litigation
28:1332au	28:1332 Diversity-Auto Negligence
28:1332bc	28:1332 Diversity-Breach of Contract
28:1332co	28:1332 Diversity-Conversion
28:1332ct	28:1332 Diversity-(Citizenship)
28:1332det	28:1332 Diversity: Forcible Detainer
28:1332df	28:1332 Diversity-Contract Default
28:1332ds	28:1332 Diversity-Contract Dispute
28:1332ed	28:1332 Diversity-Employment Discrimination
28:1332fd	28:1332 Diversity-Breach of Fiduciary Duty
28:1332fr	28:1332 Diversity-Fraud
28:1332ia	28:1332 Diversity-Interpleader Action
28:1332ij	28:1332 Diversity-Injunctive & Declaratory Relief
28:1332in	28:1332 Diversity-Insurance Contract
28:1332jd	28:1332 Diversity-Declaratory Judgment
28:1332lb	28:1332 Diversity-Libel, Assault, Slander
28:1332lm	28:1332 Diversity - Legal Malpractice
28:1332ma	28:1332 Diversity-Miller Act
28:1332mm	28:1332 Diversity-Medical Malpractice
28:1332mv	28:1332 Diversity-Motor Vehicle Product Liability
28:1332ni	28:1332 Diversity-Negotiable Instrument
28:1332nm	28:1332 Diversity-Non-Motor Vehicle
28:1332oc	28:1332 Diversity-Other Contract
28:1332pd	28:1332 Diversity-Property Damage
28:1332pi	28:1332 Diversity-Personal Injury

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28:1332pl	28:1332 Diversity-Product Liability
28:1332pr	28:1332 Diversity-Petition for Removal
28:1332qt	28:1332 Diversity-Petition to Quiet Title
28:1332ri	28:1332 Diversity-Racketeering (RICO) Act
28:1332sa	28:1332 - Diversity: Securities & Exchange Commission Act
28:1332sf	28:1332 - Diversity: Securities Fraud
28:1332ss	28:1332 Diversity - Stockholders Suits
28:1332tl	28:1332 Diversity-Torts to Land
28:1332tm	28:1332 Diversity-Tort/Motor Vehicle (P.I.)
28:1332tn	28:1332 Diversity-Tort/Non-Motor Vehicle
28:1332wd	28:1332 Diversity-Wrongful Death
28:1333	28:1333 Admiralty
28:1334	28:1334 Bankruptcy Appeal
28:1334c	28:1334(c) R&R re motions for abstention (non-core)
28:1335	28:1335 Interpleader Action
28:1337	28:1337 Sherman-Clayton Act
28:1338cp	28:1338 Copyright Infringement
28:1338pt	28:1338 Patent Infringement
28:1338tr	28:1338 Trademark Infringement
28:1340	28:1340 IRS: Custom Duties
28:1340er	28:1340 Recovery of Erroneous Refund
28:1341	28:1341 Complaint for Forfeiture
28:1343	28:1343 Violation of Civil Rights
28:1345co	28:1345 Replevin & Conversion
28:1345db	28:1345 Debt to US - FHA/HUD Title I
28:1345df	28:1345 Default of Promissory Note
28:1345er	28:1345 Recovery of Erroneous Refund
28:1345fc	28:1345 Foreclosure
28:1345ff	28:1345 Complaint for Forfeiture
28:1345hl	28:1345 VA Home Loan Guaranty Debt
28:1345mc	28:1345 Medical Care Recovery
28:1345mi	28:1345 Mining Claim Ejectment
28:1345pd	28:1345 Property Damage
28:1345pe	28:1345 Property Ejectment
28:1345rc	28:1345 Recovery of Debt to US
28:1345st	28:1345 Default of Student Loan
28:1345tp	28:1345 Trespass on Public Land
28:1345va	28:1345 Recovery of VA Overpayment
28:1346bc	28:1346 Breach of Contract
28:1346rc	28:1346 Recovery of IRS Tax
28:1346tc	28:1346 Tort Claim
28:1346wd	28:1346 Wrongful Death
28:1352	28:1352 Miller Act
28:1355	28:1355 Petition for Return of Property
28:1358	28:1358 Land Condemnation
28:1361	28:1361 Petition for Writ of Mandamus

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28:1362ic	28:1362 Indian Tribal Controversy
28:1362iw	28:1362 Declaration re: Indian Tribal Water Rights
28:1364	28:1364 Auto Negligence
28:1391	28:1391 Personal Injury
28:1402	28:1402 Medical Malpractice
28:1407	28:1407 Airline Crash
28:1441ac	28:1441 Petition for Removal- Account Receivable
28:1441al	28:1441 Petition for Removal- Airline Crash
28:1441as	28:1441 Petition for Removal- Asbestos Litigation
28:1441au	28:1441 Petition for Removal- Auto Negligence
28:1441bc	28:1441 Petition for Removal- Breach of Contract
28:1441cv	28:1441 Petition for Removal- Civil Rights Act
28:1441df	28:1441 Petition for Removal- Contract Default
28:1441dj	28:1441 Petition for Removal- Declaratory Judgment
28:1441ds	28:1441 Petition for Removal- Contract Dispute
28:1441ed	28:1441 Petition for Removal - Employment Discrimination
28:1441fc	28:1441 Petition for Removal - Fair Credit Reporting Act
28:1441fr	28:1441 Petition for Removal- Fraud
28:1441ij	28:1441 Petition for Removal- Injunctive/Declaratory Relief
28:1441in	28:1441 Petition for Removal- Insurance Contract
28:1441int	28:1441 Petition for Removal- Action for Interpleader
28:1441lb	28:1441 Petition for Removal Libel, Assault, Slander
28:1441lm	28:1441 Petition for Removal- Labor/Mgmt. Relations
28:1441mm	28:1441 Petition for Removal- Medical Malpractice
28:1441ni	28:1441 Petition for Removal- Negotiable Instrument
28:1441nm	28:1441 Petition for Removal- Non-Motor Vehicle
28:1441oc	28:1441 Petition For Removal--Other Contract
28:1441pd	28:1441 Petition for Removal- Property Damage
28:1441pi	28:1441 Petition for Removal- Personal Injury
28:1441pl	28:1441 Petition for Removal- Product Liability
28:1441pr	28:1441 Petition for Removal
28:1441qt	28:1441 Petition for Removal- Petition to Quiet Title
28:1441ri	28:1441 Petition for Removal- Racketeering (RICO)
28:1441sa	28:1441 - Petition for Removal: SEC Act
28:1441sf	28:1441 - Petition for Removal: Securities Fraud
28:1441tl	28:1441 Petition for Removal- Torts to Land
28:1441tm	28:1441 Petition for Removal- Tort/Motor Vehicle (P.I.)
28:1441tn	28:1441 Petition for Removal- Tort/Non-Motor Vehicle
28:1441wd	28:1441 Petition for Removal- Wrongful Death
28:1442bc	28:1442 Petition for Removal- Breach of Contract
28:1442pr	28:1442 Petition for Removal
28:1443	28:1443(1) Rent, Lease & Ejectment
28:1444	28:1444 Petition for Removal- Foreclosure
28:1446in	28:1446 Breach of Contract- Insurance
28:1446pd	28:1446 Petition for Removal- Property Damage (P.I.)
28:1446pi	28:1446 Petition for Removal- Personal Injury

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28:1446pl	28:1446pl Petition for Removal - Product Liability
28:1446pr	28:1446 Petition for Removal
28:1452	28:1452 R&R re motions to remand (non-core)
28:1651	28:1651 Petition for Writ of Coram Nobis
28:1651hc	28:1651 Petition for Writ of Habeas Corpus
28:1651mn	28:1651 Petition for Writ of Mandamus
28:1983	28:1983 Civil Rights
28:2201	28:2201 Constitutionality of State Statute(s)
28:2201dj	28:2201 Declaratory Judgment
28:2201ij	28:2201 Injunction
28:2201in	28:2201 Declaratory Judgment (Insurance)
28:2241	28:2241 Petition for Writ of Habeas Corpus (federal)
28:2254	28:2254 Petition for Writ of Habeas Corpus (State)
28:2254se	28:2254 Ptn for Writ of H/C - Stay of Execution
28:2255	28:2255 Motion to Vacate / Correct Illegal Sentence
28:2271	28:2271 Federal Tort Claims Act
28:2345	28:2345 Medicare Recovery
28:2409	28:2409(a) Quiet Title Action
28:2410	28:2410 Quiet Title
28:2671	28:2671 Federal Tort Claims Act
28:2674	28:2674 Federal Tort Claims Act
28:7402	28:7402 Refund of Taxes
28:7422	28:7422 Appeal from Administrative Decision
29:0151	29:151 Labor: Review of Agency Action
29:0160	29:160(1) National Labor Relations Act
29:0184	29:184 Violation Collection Bargain Agreement
29:0185ep	29:185 Employee Pension Plan
29:0185lm	29:185 Labor/Mgt. Relations (Contracts)
29:0201do	29:201 Denial of Overtime Compensation
29:0201fl	29:201 Fair Labor Standards Act
29:0203	29:203 Equal Pay Act
29:0206	29:206 Collect Unpaid Wages
29:0401	29:0401 Labor Management Disclosure Act
29:0621	29:621 Job Discrimination (Age)
29:0623	29:623 Job Discrimination (Age)
29:0626	29:626 Job Discrimination (Age)
29:0633	29:633 Job Discrimination (Age)
29:0651	29:651 Occupational Safety/Health
29:0754	29:754 Discrimination
29:0791	29:791 Job Discrimination (Rehabilitation Act)
29:0794	29:0794 Job Discrimination (Handicap)
29:1001	29:1001 E.R.I.S.A.: Employee Retirement
29:1002	29:1002 E.R.I.S.A.: Employee Retirement
29:1104	29:1104 Recovery of Benefits to Employee
29:1109	29:1109 Breach of Fiduciary Duties
29:1131	29:1131 E.R.I.S.A - Collection of Delinquent Trust Funds

29:1132	29:1132 E.R.I.S.A.-Employee Benefits
29:1145	29:1145 E.R.I.S.A.
29:1149	29:1149 Recover Pension & Profit Sharing
29:1337	29:1337 E.R.I.S.A.
29:1362	29:1362 E.R.I.S.A.
29:1381	29:1381 E.R.I.S.A.
29:1401	29:1401(b)(2) Appeal of Arbitration Award
29:1451	29:1451 E.R.I.S.A.
29:1801	29:1801 Farmworker Rights
29:790	29:790 Rehabilitation of Labor
30:0181	30:181 Environment: Review of Agency Action
30:0801	30:0801 Penalties/Federal Mine Safety Health Act
30:1201	30:1201 Environment: Review of Agency Action
30:1202	30:1202 Mining Reclamation Act
30:1276	30:1276 Interior: Review of Agency Action
31:3545	31:3545 Action to Recovery Money
31:3729	31:3729 False Claims Act
31:3731	31:3731 Fraud
33:1319cw	33:1319 Clean Water Act
33:1319pv	33:1319 Pollutants & Permit Violations
33:1365	33:1365 Environmental Matters
35:0145	35:145 Patent Infringement
35:0183	35:183 Patent Infringement
35:0271	35:271 Patent Infringement
38:1681	38:1681 Recovery of VA Overpayment
38:1686	38:1686 Recovery of VA Overpayment
38:1780	38:1780 Recovery of VA Overpayment
38:2011	38:2011 - Veteran's Readjustment Assistance Act of 1974
38:3116	38:3116 VA Overpayment
39:3005	39:3005 Detention of Mail for Temporary Periods
39:409	9:409 Postal Service
40:0258	40:258(a) Public Buildings & Property: Land Condemnation
40:0270	40:270 Miller Act
40:0875	40:875 Public Buildings & Property: Negligence
41:0251	41:251 Public Contracts-Review of Agency Action
41:1463	41:1463 Public Contracts: Unlawful Employment Practices
42:0205	42:205 Denial Social Security Benefits
42:0206	42:206 Social Security Benefits
42:0247	42:247 Personal Injury-Swine Flu
42:0402	42:402 Social Security Benefits
42:0405id	42:405 Review of HHS Decision (SSID)
42:0405wc	42:405 Review of HHS Decision (DIWC)
42:0405ww	42:405 Review of HHS Decision (DIWW)
42:0416	42:416 Denial of Social Security Benefits
42:0427	42:427 Social Security Benefits
42:1383	42:1383 Review of HHS Decision

42:1395	42:1395 HHS: Adverse Reimbursement Review
42:1396	42:1396 Tort Negligence
42:1471	42:1471 Declaratory & Injunctive Relief – Foreclosure Sale
42:1981cv	42:1981 Civil Rights
42:1981hs	42:1981 Housing Discrimination
42:1981jb	42:1981 Job Discrimination (Race)
42:1981sx	42:1981 Sex Discrimination
42:1983cv	42:1983 Civil Rights Act
42:1983ed	42:1983 Civil Rights (Employment Discrimination)
42:1983pr	42:1983 Prisoner Civil Rights
42:1986	42:1986 Neglect of Duty
42:2000ag	42:2000 Job Discrimination (Age)
42:2000e	42:2000e Job Discrimination (Employment)
42:2000pb	42:2000 Job Discrimination (Public Accommodations)
42:2000ra	42:2000 Job Discrimination (Race)
42:2000sx	42:2000 Job Discrimination (Sex)
42:2003	42:2003 Job Discrimination
42:2005	42:2005 Review of Agency Action-HHS
42:2651	42:2651 Medical Care Recovery
42:3601	42:405 Fair Housing Act
42:4000	42:4000 National Flood Insurance Act
42:4001	42:4001 National Insurance Flood Act
42:4053	42:4053 Breach of Insurance Contract
42:4072	42:4072 Payment of Flood Insurance Claim
42:4321	42:4321 Review of Agency Action-Environment
42:4332	42:4332 Environmental Policy - Coop of Agency Reports
42:6901en	42:6901 Environmental Cleanup Expenses
42:6901rs	42:6901 Resource & Recovery Act
42:7413	42:7413(b) Clean Air Act
42:7604cl	42:7604 Clear Air Act (Emission Standards)
42:7604ir	42:7604 Petition to Quash IRS Summons
42:9607	42:9607 Real Property Tort to Land
43:945	43:945 Compensation for Land Condemnation
43:945a	43:945a Complaint in Condemnation
43:946	43:946 Complaint in Condemnation - Eminent Domain
45:0051	45:51 Railways: Fed. Employer's Liability Act
45:0151	45:151 Railway Labor Act
45:0184	45:184 Action to Set Aside Award of a System Board
45:1395	45:1395 Railroads: Adverse Reimbursement Review
45:7457	45:7457 Compel Reclamation under Clear Air Act
46:0688	46:688 Jones Act
46:0741	46:741 Shipping
46:0761	46:761 Shipping: Damages for Death on High Seas
46:1101	46:1101 Violation of Maritime Regulations
46:1156	46:1156 Administrative Procedure Act
48:0883	48:883 Violation of US Coastal Law

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48:1985	48:1985 Conspiracy/Deprivation Civil Rights
49:0081	49:81 Damaged Goods While Being Transported
49:0781	49:781 Forfeiture
49:11503	49:11503 Railroad Revitalization Regulatory Reform
49:11702	49:11702(a)(4) Violations of Interstate Commerce Act
49:1471	49:1471 Federal Aviation Act
49:1903	49:1903 Petition to enforce administrative summon
8:287	8:287 Petition to Enforce INS Subpoena
misc	Civil Miscellaneous Case

## ENTERING CIVIL COVER SHEET INFORMATION

The **Open a Civil Case** screen includes categories from the civil cover sheet (JS-44), which is attached as Exhibit A.

When opening a case, note the following:

1. **Date Filed:** The current date will appear on the first screen as a default.
2. **Jurisdiction:** Select the proper jurisdiction from the following choices:
  - **1 (U.S. Government Plaintiff)**
  - **2 (U.S. Government Defendant)**
  - **3 (Federal Question)**
  - **4 (Diversity)**
  - **5 (Local Question)**
3. **Cause of Action:** Determine from the civil cover sheet the statute under which the party is filing. If the statute does not show up as one of the options on the drop-down menu, consult the complaint for further statutes.
4. **Nature of Suit:** Select the appropriate three-digit code. If you use a combination of **Nature of Suit** and **Jurisdiction** that is incompatible, you will receive an error message.

For example: *Invalid Nature of Suit/Jurisdiction combination [730/4]. Valid Jurisdiction code(s) for Nature of Suit [730] are [1,2,3]*

5. **Origin:** Leave the default selection as **1 (Original proceeding)**.
6. **Citizenship Plaintiff/Defendant:** These two fields apply only when **4 (Diversity)** is selected as the **Jurisdiction**. If applicable, select the appropriate citizenship for each party. Otherwise, leave these fields blank as it will cause an error in case opening.

7. **Jury Demand:** Select *p (Plaintiff)* if the plaintiff is requesting a jury. Leave the default as *n (None)* if the plaintiff is not requesting a jury.
  8. **Class Action:** Leave the default as *n*.
  9. **Demand (\$000):** Round off the monetary demand (if any) to the nearest \$1000 and do not add a \$. For example, if the demand is \$25,000, enter 25 in the text field. If the demand is more than \$10 million, enter 9999.
  10. **Arbitration Code:** DO NOT MAKE A SELECTION IN THIS FIELD
  11. **County:** Select the county of residence for the first plaintiff from the following choices:
    - **11001**, if the plaintiff is a resident of D.C. (whether a person or corporation)
    - **88888**, if the plaintiff lives outside D.C. but in the U.S. (including Alaska and Hawaii)
    - **99999**, if the plaintiff lives outside the U.S.
- Note: If the United States is the first plaintiff, select the appropriate county code as it pertains to the first defendant.
12. **Fee Status:** Leave the default selection as *pd (paid)* if being paid through pay.gov. If government filer, change to **(none)**, no fee paid.
  13. **Fee Date:** This date will default to the date the case was filed. DO NOT change it.
  14. **Date Transfer:** LEAVE BLANK

# CIVIL COVER SHEET

JS-44 (Rev. 5/12 DC)

<b>I. (a) PLAINTIFFS</b>   (b) COUNTY OF RESIDENCE OF FIRST LISTED PLAINTIFF _____ (EXCEPT IN U.S. PLAINTIFF CASES)	<b>DEFENDANTS</b>   COUNTY OF RESIDENCE OF FIRST LISTED DEFENDANT _____ (IN U.S. PLAINTIFF CASES ONLY) <small>NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED</small>
(c) ATTORNEYS (FIRM NAME, ADDRESS, AND TELEPHONE NUMBER)	ATTORNEYS (IF KNOWN)

<b>II. BASIS OF JURISDICTION</b> (PLACE AN X IN ONE BOX ONLY)	<b>III. CITIZENSHIP OF PRINCIPAL PARTIES</b> (PLACE AN X IN ONE BOX FOR PLAINTIFF AND ONE BOX FOR DEFENDANT) <b>FOR DIVERSITY CASES ONLY!</b>																												
<table style="width: 100%;"> <tr> <td><input type="radio"/> 1 U.S. Government Plaintiff</td> <td><input type="radio"/> 3 Federal Question (U.S. Government Not a Party)</td> </tr> <tr> <td><input type="radio"/> 2 U.S. Government Defendant</td> <td><input type="radio"/> 4 Diversity (Indicate Citizenship of Parties in item III)</td> </tr> </table>	<input type="radio"/> 1 U.S. Government Plaintiff	<input type="radio"/> 3 Federal Question (U.S. Government Not a Party)	<input type="radio"/> 2 U.S. Government Defendant	<input type="radio"/> 4 Diversity (Indicate Citizenship of Parties in item III)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">PTF</th> <th style="text-align: center;">DFT</th> <th></th> <th style="text-align: center;">PTF</th> <th style="text-align: center;">DFT</th> </tr> </thead> <tbody> <tr> <td>Citizen of this State</td> <td style="text-align: center;"><input type="radio"/> 1</td> <td style="text-align: center;"><input type="radio"/> 1</td> <td>Incorporated or Principal Place of Business in This State</td> <td style="text-align: center;"><input type="radio"/> 4</td> <td style="text-align: center;"><input type="radio"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td style="text-align: center;"><input type="radio"/> 2</td> <td style="text-align: center;"><input type="radio"/> 2</td> <td>Incorporated and Principal Place of Business in This State</td> <td style="text-align: center;"><input type="radio"/> 5</td> <td style="text-align: center;"><input type="radio"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td style="text-align: center;"><input type="radio"/> 3</td> <td style="text-align: center;"><input type="radio"/> 3</td> <td>Foreign Nation</td> <td style="text-align: center;"><input type="radio"/> 6</td> <td style="text-align: center;"><input type="radio"/> 6</td> </tr> </tbody> </table>		PTF	DFT		PTF	DFT	Citizen of this State	<input type="radio"/> 1	<input type="radio"/> 1	Incorporated or Principal Place of Business in This State	<input type="radio"/> 4	<input type="radio"/> 4	Citizen of Another State	<input type="radio"/> 2	<input type="radio"/> 2	Incorporated and Principal Place of Business in This State	<input type="radio"/> 5	<input type="radio"/> 5	Citizen or Subject of a Foreign Country	<input type="radio"/> 3	<input type="radio"/> 3	Foreign Nation	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 1 U.S. Government Plaintiff	<input type="radio"/> 3 Federal Question (U.S. Government Not a Party)																												
<input type="radio"/> 2 U.S. Government Defendant	<input type="radio"/> 4 Diversity (Indicate Citizenship of Parties in item III)																												
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Citizen of Another State	<input type="radio"/> 2	<input type="radio"/> 2	Incorporated and Principal Place of Business in This State	<input type="radio"/> 5	<input type="radio"/> 5																								
Citizen or Subject of a Foreign Country	<input type="radio"/> 3	<input type="radio"/> 3	Foreign Nation	<input type="radio"/> 6	<input type="radio"/> 6																								

### IV. CASE ASSIGNMENT AND NATURE OF SUIT

(Place an X in one category, A-N, that best represents your Cause of Action and one in a corresponding Nature of Suit)

<input type="radio"/> <b>A. Antitrust</b>  410 Antitrust	<input type="radio"/> <b>B. Personal Injury/Malpractice</b>  310 Airplane 315 Airplane Product Liability 320 Assault, Libel & Slander 330 Federal Employers Liability 340 Marine 345 Marine Product Liability 350 Motor Vehicle 355 Motor Vehicle Product Liability 360 Other Personal Injury 362 Medical Malpractice 365 Product Liability 367 Health Care/Pharmaceutical Personal Injury Product Liability 368 Asbestos Product Liability	<input type="radio"/> <b>C. Administrative Agency Review</b>  151 Medicare Act  <u>Social Security</u> 861 HIA (1395ff) 862 Black Lung (923) 863 DIWC/DIWW (405(g)) 864 SSID Title XVI 865 RSI (405(g))  <u>Other Statutes</u> 891 Agricultural Acts 893 Environmental Matters 890 Other Statutory Actions (If Administrative Agency is Involved)	<input type="radio"/> <b>D. Temporary Restraining Order/Preliminary Injunction</b>  Any nature of suit from any category may be selected for this category of case assignment.  *(If Antitrust, then A governs)*
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<input type="radio"/> <b>E. General Civil (Other)</b>	OR	<input type="radio"/> <b>F. Pro Se General Civil</b>	
<u>Real Property</u> 210 Land Condemnation 220 Foreclosure 230 Rent, Lease & Ejectment 240 Torts to Land 245 Tort Product Liability 290 All Other Real Property  <u>Personal Property</u> 370 Other Fraud 371 Truth in Lending 380 Other Personal Property Damage 385 Property Damage Product Liability	<u>Bankruptcy</u> 422 Appeal 27 USC 158 423 Withdrawal 28 USC 157  <u>Prisoner Petitions</u> 535 Death Penalty 540 Mandamus & Other 550 Civil Rights 555 Prison Conditions 560 Civil Detainee – Conditions of Confinement  <u>Property Rights</u> 820 Copyrights 830 Patent 840 Trademark  <u>Federal Tax Suits</u> 870 Taxes (US plaintiff or defendant) 871 IRS-Third Party 26 USC 7609	<u>Forfeiture/Penalty</u> 625 Drug Related Seizure of Property 21 USC 881 690 Other  <u>Other Statutes</u> 375 False Claims Act 400 State Reapportionment 430 Banks & Banking 450 Commerce/ICC Rates/etc. 460 Deportation 462 Naturalization Application 465 Other Immigration Actions 470 Racketeer Influenced & Corrupt Organization	480 Consumer Credit 490 Cable/Satellite TV 850 Securities/Commodities/Exchange 896 Arbitration 899 Administrative Procedure Act/Review or Appeal of Agency Decision 950 Constitutionality of State Statutes 890 Other Statutory Actions (if not administrative agency review or Privacy Act)

<input type="radio"/> <b>G. Habeas Corpus/ 2255</b>  530 Habeas Corpus – General 510 Motion/Vacate Sentence 463 Habeas Corpus – Alien Detainee	<input type="radio"/> <b>H. Employment Discrimination</b>  442 Civil Rights – Employment (criteria: race, gender/sex, national origin, discrimination, disability, age, religion, retaliation)  *(If pro se, select this deck)*	<input type="radio"/> <b>I. FOIA/Privacy Act</b>  895 Freedom of Information Act 890 Other Statutory Actions (if Privacy Act)  *(If pro se, select this deck)*	<input type="radio"/> <b>J. Student Loan</b>  152 Recovery of Defaulted Student Loan (excluding veterans)
<input type="radio"/> <b>K. Labor/ERISA (non-employment)</b>  710 Fair Labor Standards Act 720 Labor/Mgmt. Relations 740 Labor Railway Act 751 Family and Medical Leave Act 790 Other Labor Litigation 791 Empl. Ret. Inc. Security Act	<input type="radio"/> <b>L. Other Civil Rights (non-employment)</b>  441 Voting (if not Voting Rights Act) 443 Housing/Accommodations 440 Other Civil Rights 445 Americans w/Disabilities – Employment 446 Americans w/Disabilities – Other 448 Education	<input type="radio"/> <b>M. Contract</b>  110 Insurance 120 Marine 130 Miller Act 140 Negotiable Instrument 150 Recovery of Overpayment & Enforcement of Judgment 153 Recovery of Overpayment of Veteran’s Benefits 160 Stockholder’s Suits 190 Other Contracts 195 Contract Product Liability 196 Franchise	<input type="radio"/> <b>N. Three-Judge Court</b>  441 Civil Rights – Voting (if Voting Rights Act)

**V. ORIGIN**  
 1 Original Proceeding   
 2 Remand from State Court   
 3 Remanded from Appellate Court   
 4 Reinstated or Reopened   
 5 Transferred from another district (specify)   
 6 Multi-district Litigation   
 7 Appeal to District Judge from Mag. Judge

**VI. CAUSE OF ACTION (CITE THE U.S. CIVIL STATUTE UNDER WHICH YOU ARE FILING AND WRITE A BRIEF STATEMENT OF CAUSE.)**

<b>VII. REQUESTED IN COMPLAINT</b>	CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23 <input type="checkbox"/>	DEMAND \$ _____ JURY DEMAND: <input type="checkbox"/>	Check YES only if demanded in complaint YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>VIII. RELATED CASE(S) IF ANY</b>	(See instruction)	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please complete related case form

DATE: _____	SIGNATURE OF ATTORNEY OF RECORD _____
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**INSTRUCTIONS FOR COMPLETING CIVIL COVER SHEET JS-44**  
**Authority for Civil Cover Sheet**

The JS-44 civil cover sheet and the information contained herein neither replaces nor supplements the filings and services of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently, a civil cover sheet is submitted to the Clerk of Court for each civil complaint filed. Listed below are tips for completing the civil cover sheet. These tips coincide with the Roman Numerals on the cover sheet.

- I.** COUNTY OF RESIDENCE OF FIRST LISTED PLAINTIFF/DEFENDANT (b) County of residence: Use 11001 to indicate plaintiff if resident of Washington, DC, 88888 if plaintiff is resident of United States but not Washington, DC, and 99999 if plaintiff is outside the United States.
- III.** CITIZENSHIP OF PRINCIPAL PARTIES: This section is completed only if diversity of citizenship was selected as the Basis of Jurisdiction under Section II.
- IV.** CASE ASSIGNMENT AND NATURE OF SUIT: The assignment of a judge to your case will depend on the category you select that best represents the primary cause of action found in your complaint. You may select only one category. You must also select one corresponding nature of suit found under the category of the case.
- VI.** CAUSE OF ACTION: Cite the U.S. Civil Statute under which you are filing and write a brief statement of the primary cause.
- VIII.** RELATED CASE(S), IF ANY: If you indicated that there is a related case, you must complete a related case form, which may be obtained from the Clerk’s Office.

Because of the need for accurate and complete information, you should ensure the accuracy of the information provided prior to signing the form.

## Attorney Checklist for Opening a New Civil Case

- Read all training documentation thoroughly before opening a new case
- Prepare documents to file and convert to PDF:
  - Complaint
  - This court's Civil Cover Sheet (<http://www.dcd.uscourts.gov/dcd/new-case-forms>)
  - Summons(es), if applicable
  - Any additional documents to be filed (e.g. Corporate Disclosure Statement, Related Case Form, Patent/Trademark or Copyright report forms, any Motions other than TROs, etc.)
- Have credit card available to pay filing fee
- Open civil case
  - Enter all statistical information
  - Enter all parties in the exact order they are listed on the complaint  
(Note: Maximum 50 plaintiffs and ALL defendants; Do not enter addresses)
  - Change the party **Role** type to either plaintiff or defendant
- File complaint
  - Attach the complaint as the main document
  - Attach supporting documents to the complaint as separate attachments (e.g. exhibits, affidavits, etc.)
  - Link/Associate the attorney to the appropriate plaintiff(s) when prompted
  - Attach a completed and signed civil cover sheet as a separate document
  - Attach summons(es) as a separate attachment
- File any additional document(s) using the appropriate event(s) (e.g., Motion to Appear Pro Hac Vice, Patent/Trademark Report, or Notice of Related Case)
- REMINDER: DO NOT file emergency matters (e.g., a Motion for Temporary Restraining Order) electronically with the complaint. Such matters should be brought to the Clerk's Office in paper and on disk.

## Common Errors Made When Filing a New Case

- Wrong type of case (choosing CV for a miscellaneous case or MC for a civil case)
- Opening case date does not match the complaint filing date
- Incorrect role of the party
- Incorrect party name or name not entered in ALL CAPS
- Signature line does not include signature or /s/[Name of Attorney]
- Incorrect event used
- Required documents not filed
- Document illegible
- Docket text incomplete
- Documents referenced in complaint not attached to the docket entry
- Related case document not filed (if applicable)
- Corporate Disclosure Statement not filed (if applicable)
- Filing Sealed materials inadvertently

## Party Names in ECF

The following parties are already in the ECF system. If you cannot find any of the parties below, call the Clerk's Office.

- UNITED STATES OF AMERICA (Do not use USA)
- Current and past Presidents, unless newly elected
- Most government agencies
- Congressional Members, unless newly elected
- U.S. Cabinet Members, unless newly appointed
- DISTRICT OF COLUMBIA
- Current and past Mayors of DC, unless newly elected
- Most DC Agencies
- WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY or WMATA
- AMTRAK, CSX CORPORATION, NORFOLK SOUTHERN CORP., etc.
- Most Unions (i.e. International Brotherhood of Painters, etc.)
- Most drug companies
- Most car companies
- Most Universities

- Most hospitals
- Most major stores such as TARGET CORP., CVS, SAFEWAY or GIANT FOOD, INC., etc.

## Important Points to Remember

- In order for an attorney to file a case electronically, he/she **must** be able to pay any required fee with a credit card online.
- Once the process of filing begins, it **must** be completed. The new civil case must be opened and the complaint filed. **A case is not filed until the complaint is filed and the any required filing fee paid.**
- **DO NOT** attempt to start over again once a case number has been assigned. The Clerk's Office can correct case opening errors. The complaint must be filed under the first case number assigned.
- The filing fee is paid while filing the complaint. **Never** hit the **[Back]** button after the credit card screen appears, as this could result in double charges.
- The Clerk's Office will issue summons(es) electronically.
- The online tutorials will walk you through the entire case opening process.
- **DO NOT file sealed documents or Qui Tam cases electronically.** These types of cases must be brought to the Clerk's Office.
- The complaint must be filed by a member of the bar of this Court with that attorney's login and password. Other attorneys in the firm or agency should not file documents using their login and password. The attorney who filed the case must be the attorney whose login is used.
- Previously admitted pro hac vice attorneys are not permitted to file new civil actions. Their login is for a limited purpose in a specific established case.
- If the case is opened and the complaint is not filed, the attorney will forfeit the filing fee except under certain circumstances.

# ICONS

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When entering party names, certain icons will be used to make modifications or edits and to add new aliases. Below are the icon descriptions. You will only use:

- Delete this party from the case.
- Add new alias.
- Edit the party or alias.

Do not use any icons related to corporate parents (add or edit) or attorneys (add, edit or copy).

Icon	Description
	Delete this party from this 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.

# CM/ECF Electronic New Civil Case Opening Guide for Attorneys and Staff

Enter **all** necessary **STATISTICAL INFORMATION** on CM/ECF screens as follows:

**Jurisdiction:** There are five options:

1. U.S. Government Plaintiff
2. U.S. Government Defendant
3. Federal Question (system default)
4. Diversity (Citizenship fields required for both plaintiff & defendant)
5. Local Question

**Cause of Action & Nature of Suit:** Use alpha-numeric codes in the filter fields.

**Origin:** Select 1 (Original Proceeding) or 2 (Removal from State Court)

**Citizenship plaintiff/Citizenship defendant:**

Complete these fields only if the Jurisdiction, selected above, was 4 (Diversity).

**Jury Demand:** Choose p for plaintiff; d for defendant; n for none and b for both.

**Class Action:** Skip this option.

**Demand (\$000):** Dollar amount in thousands, e.g. 9=\$9000.00

**Arbitration Code:** Leave blank.

**County:** Select the county 11011 if plaintiff lives in DC; 88888 if plaintiff outside DC but in US; or 99999 if plaintiff is outside U.S.

**Fee Status:**

- **pd (Paid)** : if being paid electronically with this filing, through pay.gov or if government, (**none**) no fee required.

**ADDING PARTIES:** Add parties in the exact **order** they are **listed** on the initiating document.

**Search** for the party **name** and highlight the name if already in the database to **prevent duplicate parties**.

If more than 1 party matches your search, **double-click** on the name **to display** any additional **details** for each.

Use **all Capital letters** to input names.

**Do not enter** any **address** information.

Modify the **party role** type to the correct role.

**Verify** all party information, role, and spelling **before accepting**.

Use the **icons** to **edit**, **delete**, or **add** alias.

A **lead event must be selected** to ensure the case is processed.

**Upload** the following **PDF documents** (if applicable) **in the order** listed below:

**Main Document:**

1. **Initiating Document** (Complaint)

**Attachments:**

1. **Civil Cover Sheet** (JS-44)
2. **Summons(es)**
3. **Exhibits** to Initiating Document (the lead event).

## **ADDITIONAL TIPS:**

- **Do not click** the **back button** once you begin the process.
- **Complete** the entire **process** as instructed in this Case Opening Guide.
- **Enter all** necessary **information** on the CM/ECF screens.
- **Docket** the **lead event** and **upload** all **pdf** documents **as instructed** above.
- **Enter** all necessary **information** on the **pay.gov** screens.
- **Do not** attempt to **open** the same **case twice**.
- Refer to the **CM/ECF Electronic New Civil Case Opening Guide** for additional details.