



- All parties must be entered in CAPITAL letters.
- Attorneys must be active members of the bar of this Court.
- When entering parties, the filer must search to see if the party exists in the system.
- Party text is for adding additional information for a party, such as *Secretary of State*, or *CEO of Apple, Inc.*
- A maximum of 50 plaintiffs must be added to a new case; however, ALL DEFENDANTS must be added.
- The complaint must be filed the same day the case is opened.
- Change the **Role** of the party from *2255 government* to *plaintiff* or *defendant*.
- Attach the civil cover sheet (ours), exhibits, and summons to the complaint.
- DO NOT file sealed complaints, complaints requesting a pseudonym, or those complaints that have emergency matters electronically. These types of documents must be filed in person at the Clerk's Office.
- Filing fee is not paid if there is no receipt number in the docket entry when you receive your Notice of Electronic Filing (NEF).