



## ATTORNEY CIVIL CASE OPENING INSTRUCTIONS

JANUARY 2024

## Introduction

Starting January 1, 2024, attorneys may electronically file new civil cases, which are initiated with a Complaint, Notice of Removal, Petition for Writ of Habeas Corpus (2251), Petition for Writ of Habeas Corpus (2254), Complaint for Forfeiture, or Foreclosure Complaint. Filing a new case electronically is voluntary. New cases may still be filed in hard copy, with original ink signatures.

Sealed complaints, complaints filed by pro se litigants, and miscellaneous cases cannot be filed electronically.

If a mistake is made during normal business hours, do not proceed further. Please contact the Help Desk for assistance at (802) 951-8123. If a mistake is made during the case opening process outside of normal business hours, please proceed to docket the lead event to maintain/preserve the file date. After opening, send an email to [CMECFHelpDesk@vtd.uscourts.gov](mailto:CMECFHelpDesk@vtd.uscourts.gov) explaining the circumstances of the error. Someone will respond the following business day.

A civil case can be opened, and the initial document/pleading filed if:

- the filing fee, if applicable, is paid using a credit card with pay.gov when prompted as part of docketing; or
- a motion to proceed *in forma pauperis* is filed; or
- no filing fee is required.

You **must** complete the **entire** process. You must open the new case **and** file your initial document/pleading. Do **not** attempt to open the same case twice. Once a case number has been assigned, **do not** hit the back button to go back to the previous screens where you entered your parties or case.

### **READ ALL SCREEN MESSAGES CAREFULLY**

Messages contain important information about what should be attached to your filing and how to proceed during docketing.

The following instructions will guide you through opening a civil case.

## Case Opening

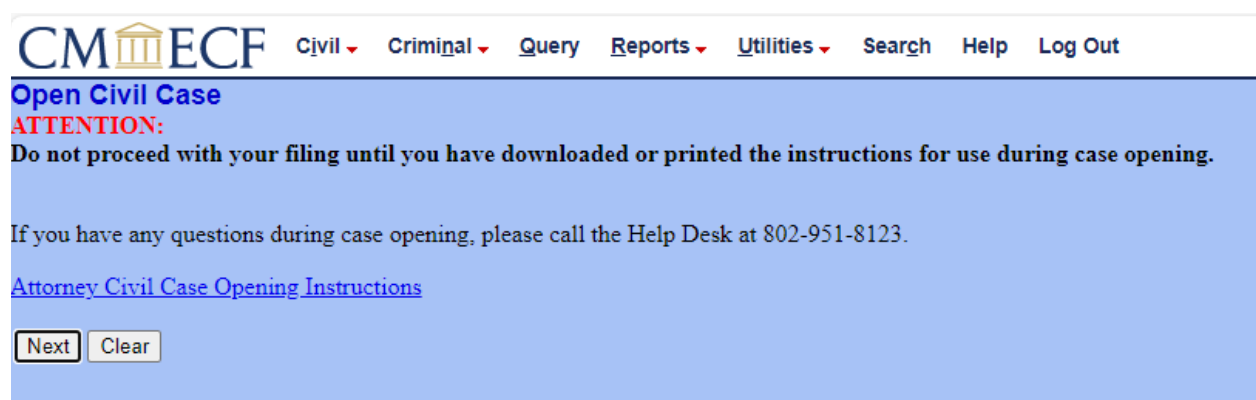
Log into CMECF.

Click Civil> Open a Case> New Civil Case



The screenshot shows the CMECF website interface. At the top, the logo 'CMECF' is displayed with a building icon. To the right of the logo are navigation links: 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities', each with a downward arrow. Below the navigation is a blue header area titled 'Civil Events'. Under this header, there are three main sections: 'Open a Case', 'Initial Pleadings and Service', and 'Motions and Related Filings'. The 'Open a Case' section has a red box around the link 'New Civil Case'. The 'Initial Pleadings and Service' section includes links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'. The 'Motions and Related Filings' section includes links for 'Motions' and 'Responses and Replies'. To the right of these sections is a column titled 'Other Filings' with links for 'ENE Documents', 'Discovery Documents', 'Notices', 'Trial Documents', 'Appeal Documents', and 'Other Documents'.

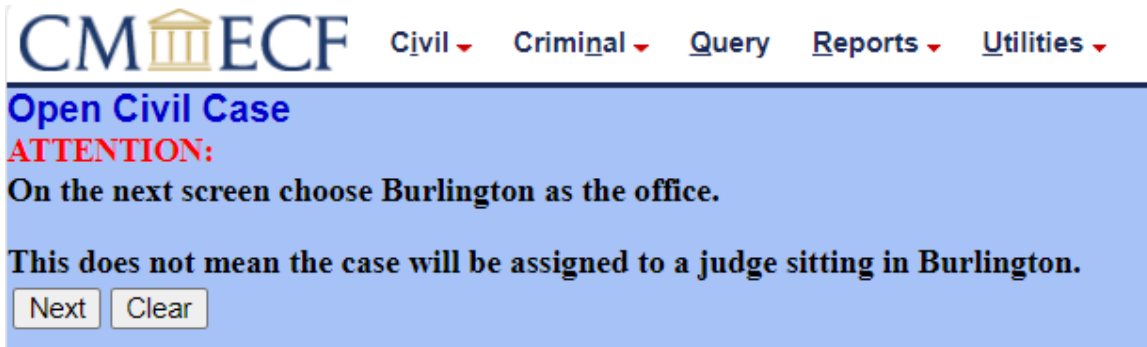
The next screen contains a display message with information on how to receive help with filing a new case electronically.



The screenshot shows the CMECF website interface. At the top, the logo 'CMECF' is displayed with a building icon. To the right of the logo are navigation links: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out', each with a downward arrow. Below the navigation is a blue header area titled 'Open Civil Case'. Under this header, there is a red 'ATTENTION:' label followed by the text: 'Do not proceed with your filing until you have downloaded or printed the instructions for use during case opening.' Below this text is a paragraph: 'If you have any questions during case opening, please call the Help Desk at 802-951-8123.' Below the paragraph is a blue link: 'Attorney Civil Case Opening Instructions'. At the bottom of the blue area are two buttons: 'Next' and 'Clear'.

Click **[Next]**.

The next screen contains a display message instructing users to select Burlington as the office. Although Burlington is selected as the office, this does not mean a judge sitting in Burlington will necessarily be assigned to the case. In accordance with General Order 111, a judge will be assigned to the case once it has been opened and reviewed.



The screenshot shows the top navigation bar with the CM ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities. Below the navigation bar is a blue header with the text "Open Civil Case". A red "ATTENTION:" label is followed by the instruction: "On the next screen choose Burlington as the office." Below this is another instruction: "This does not mean the case will be assigned to a judge sitting in Burlington." At the bottom of the blue area are two buttons: "Next" and "Clear".

Click [Next].

## Initial Case Filing Screen

'Burlington' and 'cv' are selected by default and should never be changed.

Only enter information in the 'Other court name' and 'Other court number' fields if filing a Notice of Removal.

If filing a case that is related to another case filed in the District of Vermont, do not include the related case number on this screen. Related case information should be noted on the Civil Cover Sheet.



The screenshot shows the top navigation bar with the CM ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search. Below the navigation bar is a blue header with the text "Open Civil Case". The form contains the following fields: "Office" (dropdown menu with "Burlington" selected), "Case type" (dropdown menu with "cv" selected), "Date filed: 10/23/2023", "Other court name" (text input field), and "Other court number" (text input field). At the bottom of the form are two buttons: "Next" and "Clear".

Click [Next].

## Civil Case Statistical Information

Complete the fields on this screen using the guidelines provided in the table as shown on the following page. Information entered here is gathered from the Civil Cover Sheet and should match exactly.

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Open Civil Case**

Jurisdiction 3 (Federal Question) ▼

Cause of action  Filter:  Clear filter

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

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff  ▼

Citizenship defendant  ▼

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

Arbitration code  County Addison ▼

Fee status pd (paid) ▼ Fee date 10/23/2023 Date transfer

Next Clear

Click **[Next]**.

NOTE: The system will verify the accuracy of combinations for Nature of Suit and Jurisdiction entered on this screen. For example, if an invalid Nature of Suit and Jurisdiction combination is selected, a screen will appear stating what the incorrect combination is and what the valid combinations are for the Nature of Suit selected:

**ecf-test.vtd.uscourts.gov says**

Invalid Nature of Suit/Jurisdiction combination [0/3]. Valid Jurisdiction code(s) for Nature of Suit [0] are []

OK

If an error is displayed, click **[OK]** and select valid combinations as indicated.

Click **[Next]**.

<b>Jurisdiction</b>	<ul style="list-style-type: none"> <li>1 (U.S. Government Plaintiff)</li> <li>2 (U.S. Government Defendant)</li> <li>3 (Federal Question) default</li> <li>4 (Diversity) must enter citizenship for diversity case</li> <li>5 (Local Question) court use only</li> </ul>
<b>Cause of Action</b>	Select the U.S. Civil Statute as cited in the initiating document.
<b>Nature of Suit</b>	Select the primary nature of suit from the drop-down list. (Refer to <a href="#">Civil Cover Sheet</a> for guidance; do not use 990).
<b>Origin</b>	<ul style="list-style-type: none"> <li>1 (Original Proceeding) used when filing an original complaint</li> <li>2 (Removal from State Court) used when filing a Notice of Removal.</li> <li>3 All other codes are for Court use only</li> </ul>
<b>Citizenship</b>	Complete this field only if the selected jurisdiction is diversity.
<b>Jury Demand</b>	Complete this field if the jury demand is contained in the initiating document.
<b>Class action</b>	Leave this as no
<b>Demand (\$000)</b>	Dollar amount demanded in thousands, e.g., \$100,000 = 100; complete this field only if a specific dollar demand is contained in the initiating document or on the civil cover sheet. Leave blank for Notice of Removal cases unless plaintiff is seeking demand. Round to nearest thousand.
<b>Arbitration code</b>	Leave blank
<b>County</b>	Select the county of residence of the first listed plaintiff in all actions except U.S. government plaintiff actions. If the U.S. government is the plaintiff, enter the county of residence or business of the first listed defendant.
<b>Fee status</b>	For government plaintiff set fee status to none (no fee required); for IFP plaintiffs, set fee status to IFP pending; otherwise, leave as default (paid)
<b>Fee date</b>	Leave default
<b>Date transfer</b>	Leave blank

## Add/Create New Party(s)

For guidance on adding parties, review [Instructions for Searching and Adding Parties](#).

### Open Civil Case

Please review the instructions for how to add parties to a case before proceeding.

Do not enter party names in all caps.

[Adding Parties to Case](#)

Next

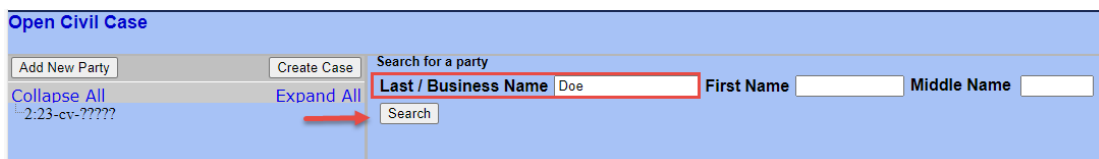
Clear

If you have any questions or concerns when adding a party, call the CMECF Help Desk at 802-951-8123 prior to adding parties.

The party information screen is used to enter all parties to the case.

**NOTE:** It is very important that you add the party names in the exact order they are listed on the complaint, and exactly as they appear on the complaint. For instance, if the party is Doe Oil Corp., the party should be entered as Doe Oil Corp. not as Doe Oil Corporation.

Always search the database for a party before adding them to the case. In the **Last/Business name** field, type the first few letters of the last name of the individual or company name. At least two letters must be entered in this field to search for a party name. Business names are entered using the Last/Business Name field only.



The screenshot shows the 'Open Civil Case' interface. At the top, there are buttons for 'Add New Party' and 'Create Case'. Below these is a search bar labeled 'Search for a party' with three input fields: 'Last / Business Name' (containing 'Doe'), 'First Name', and 'Middle Name'. A 'Search' button is located below the 'Last / Business Name' field. On the left side, there are links for 'Collapse All' and 'Expand All', with a red arrow pointing to the 'Expand All' link.

Click **[Search]**.

After clicking on the search button, the system will search the database for any matches. If a match is found, the results will display under the search selection.

Search for a party

Last / Business Name

Search Results

- Doe, James
- Doe, Nurse Manager
- Doe, Nurse(s)
- Doe, Sarah E., Jr
- Does 1-10, John

Scroll down the list of names to search for a matching party name. Only select a name that exactly matches the party as listed in the pleading. Select the name from the search results.

Click **[Select Party]**.

The role will default to defendant. Select the appropriate role of the party being added from the drop-down. Do not add any additional information on this screen.

Party Information  
James Doe

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

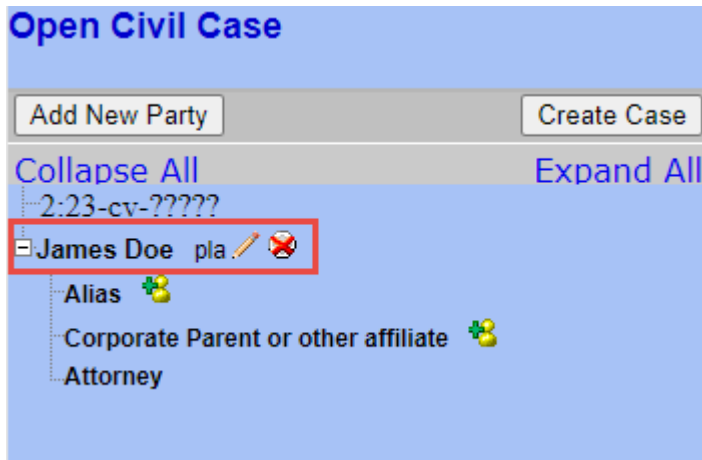
**Add Party**

[Start a New Search](#)

Click **[Add Party]**.



The party will be added to the case participant tree on the left-hand side of the screen.



If a match is not found, or the party does not appear in the list exactly as they are named in the pleading, click **[Create New Party]**.



## Adding new party

Party Information

Last name	Doe	First name	Alice
Middle name		Generation	Jr.
Title			
Role	Defendant (dft:pty) ▼		
Pro se	No ▼		
Prisoner Id		Unit	
Office			
Address1			
Address 2		<input type="checkbox"/> Show this address on the docket sheet	
Address 3		City	
State	Zip	Country	
Prison			
Phone		Fax	
E-mail			
Party text	in her official capacity		
Start date	10/25/2023	End date	
Corporation	no ▼	Notice	yes ▼

Add Party

Only fields outlined in red in the above screenshot should be entered. Greyed out boxes should not be used. In most cases, a party's address should not be added on this screen. NOTE: Address may be included in foreclosure cases, or cases where the address is listed in the case caption.

The Party text field should be used for descriptive information included in the case caption, i.e., "in their official capacity." Only enter information in this field if it is contained in the pleading. Titles such as "Dr.", "Honorable", or "Director" should also be entered in this field.

When done entering party information, click **[Add Party]**.


Click on **[Add New Party]** to add any remaining parties.



The following table provides a description for each of the icons that appears in the participant tree.

Icon	Description
	<b>Delete Party</b> A warning will pop up to confirm deletion. If confirmed, the party will be deleted from the case.
	<b>Edit Party</b> The following message is displayed when editing a party: "The changes you made have been temporarily stored for processing." If additional changes are needed, use the case participant tree to navigate to the next party to be modified. Either the <b>Update Case</b> or <b>Create Case</b> button must be clicked on to save changes made.
	<b>Add Alias</b> Used to add an alias to a party name. Do not use to add a corporate parent or affiliate. Only add if listed in complaint caption.
	<b>Copy Attorney</b> Allows for an attorney to be copied from one party to another party.

## Adding an Alias

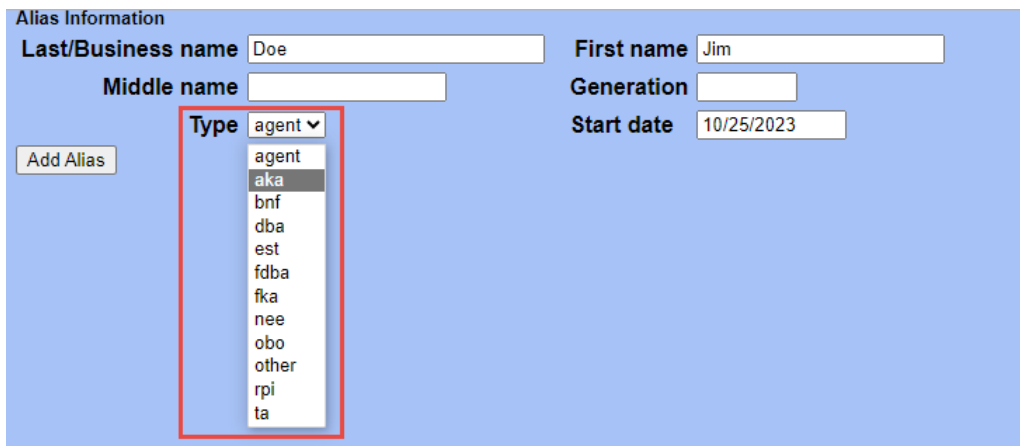
Add an alias (i.e., "formerly known as", "doing business as", etc.) by clicking the alias icon button  in the case participant tree.



Search the database for the alias name. In the **Last/Business name** field, type the first few letters of the last name of the individual, or the first few letters of the company name and click **[Search]**. At least two letters must be entered in the Last/Business name field to search for a party name.

If a match is found, the results will display below the search area. If a match is not found, click **[Create New Alias]**.

Choose the appropriate alias type from the drop-down box and click **[Add Alias]**. See definition of alias types on following page.



The screenshot shows the 'Alias Information' form. It has several input fields: 'Last/Business name' (containing 'Doe'), 'First name' (containing 'Jim'), 'Middle name' (empty), 'Generation' (empty), and 'Start date' (containing '10/25/2023'). There is an 'Add Alias' button on the left. A red box highlights the 'Type' dropdown menu, which is open and shows a list of alias types: agent, aka, bnf, dba, est, fdba, fka, nee, obo, other, rpi, and ta. The 'aka' option is currently selected.

Alias Type	Alias Definition
agent	<i>agent of</i>
aka	<i>also known as</i>
aso	<i>as subrogee of</i>
bnf	<i>by next friend</i>
dba	<i>doing business as</i>
est	<i>estate of</i>
fdba	<i>formerly doing business as</i>
fka	<i>formally known as</i>
guard	<i>as Guardian for</i>
nee	<i>born</i>
nka	<i>now known as</i>
obo	<i>on behalf of</i>
other	<i>other</i>
rpi	<i>real party in interest</i>
sbm	<i>successor by merger</i>
ta	<i>trading as</i>

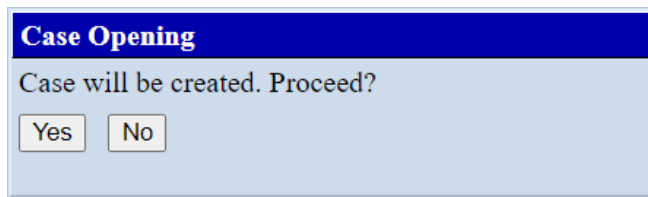
## Complete Adding Parties

Once all parties have been added, click on **[Create Case]**. If any parties were not added, you may add them at the time of filing of the complaint.



The screenshot shows a web interface titled "Open Civil Case". At the top, there are two buttons: "Add New Party" and "Create Case", with the latter highlighted by a red box. To the right of these buttons is a search bar with the text "Search for an alias for James Doe" and a "Search" button. Below the buttons, there are links for "Collapse All" and "Expand All". The main area displays a tree view of parties. The first party is "James Doe" (pla), which is expanded to show "Alias" (containing "Jim Doe") and "Corporate Parent or other affiliate" (containing "Attorney"). The second party is "Alice Doe, Jr." (dft), which is also expanded to show "Alias" and "Corporate Parent or other affiliate" (containing "Attorney").

The system will confirm a new case opening and ask if you want to proceed.



The screenshot shows a dialog box with a blue header titled "Case Opening". The main text reads "Case will be created. Proceed?". At the bottom, there are two buttons: "Yes" and "No".

Click **[Yes]**.

The assigned case number and **Docket Lead Event** link will be displayed. Click on **Docket Lead Event** to file the complaint or other case initiating document unless you are filing a motion to proceed *in forma pauperis*.

**FILING IFP?**

**Stop here.** Do not click on the Docket Lead Event link.  
See section on [Proceeding In Forma Pauperis](#) starting on page 24.



**BEFORE PROCEEDING FURTHER**

The case number should be added to all documents prior to uploading. Be sure to include the entire case number, i.e., 2:23-cv-13.

**Open Civil Case**

Case Number 23-13 has been opened.

[Docket Lead Event?](#)

If another screen was selected and the case number was not noted, contact the Clerk's Office to obtain the case number. If you did not click on the Docket Lead Event link, go to Civil > Complaints and Other Initiating Documents to continue.

**NOTE:** Once parties have been added and a case number has been assigned, **do not** hit the back button to go back to any previous screen. If an error was made entering the parties or any civil case opening information, please call the Help Desk at 802-951-8123.

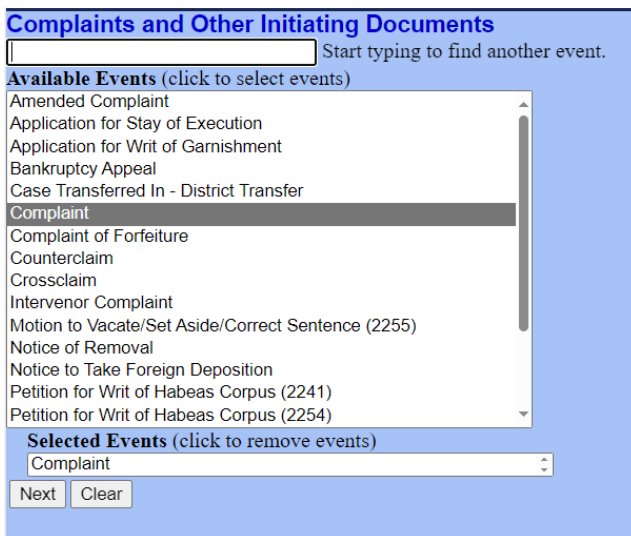
**Using the back button may cause duplicate payments to occur.**

## Filing a New Complaint

After clicking on the [Docket Lead Event](#) link, the system provides a drop-down of potential lead events. Select the appropriate event and click **[Next]**. *Events other than case initiating documents will also be listed in the drop-down.*

Only one of the following events should be chosen for opening a new civil case:

- Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus (2241)
- Petition for Writ of Habeas Corpus (2254)
- Complaint of Forfeiture
- Foreclosure complaints



**Complaints and Other Initiating Documents**

Start typing to find another event.

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

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Complaint**
- Complaint of Forfeiture
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Removal
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus (2241)
- Petition for Writ of Habeas Corpus (2254)

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

Complaint

Next Clear



For illustration purposes, a civil complaint will be filed using the **Complaint** event.

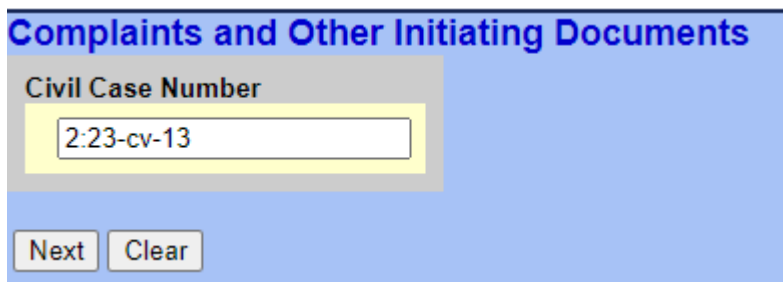
ONLY the following documents are to be filed during case opening when choosing the Complaint event:

- complaint;
- any exhibits to the complaint;
- civil Cover Sheet; and
- any proposed summonses.

**DO NOT** file motions as an attachment to the complaint. Motions must be filed after a judge has been assigned using the appropriate motion event. **Exception:** Emergency motions or requests for immediate or urgent action by the court. See section on emergency motions on Page 21.

**DO NOT** file Corporate Disclosure Statements as an attachment to the complaint. The Corporate Disclosure Statement must be filed after the case is opened using the event Other Filings> Other Documents> Corporate Disclosure Statement.

After choosing the appropriate event, the case number screen will appear. The case number may auto-populate. Verify that the correct number has populated. If the new case number does not appear in the box, enter the number that was assigned to the new case.



**Complaints and Other Initiating Documents**

Civil Case Number

2:23-cv-13

Next Clear

Click **[Next]**.

Select the party(s) filing the complaint. If there is more than one filer, select each party while holding down the control key to select all parties. **NOTE:** Any missing plaintiff parties may be added on this screen by clicking on the [New Filer] button.

**Complaints and Other Initiating Documents**  
[2:23-cv-00013 Doe v. Doe](#)

Pick Filer

Collapse All Expand All

Alice Doe, Jr. dft

James Doe pla

Select the filer.

Select the Party:

Doe, Alice Jr. [dft]

Doe, James [pla]

Next Clear New Filer

Click **[Next]**.

The system will create an association between any new filing party(s) and the filing attorney. **DO NOT** uncheck this box. Unchecking this box means electronic notifications in this case will not be sent to the filing attorney.

**Complaints and Other Initiating Documents**  
[2:23-cv-00013 Doe v. Doe](#)

**The following attorney/party associations do not exist for this case.**

**Unchecking of this association means the attorney will not receive notice in this case.**

James Doe (pty:pla) represented by Tony Stark (aty)

Next Clear

Select the party(s) the complaint is against. To select more than one party, hold the control key while selecting multiple party names. **DO NOT** use the 'Select a Group' option. **NOTE:** Any missing defendant parties may be added on this screen by clicking on the [New Party] button.

The screenshot shows a web interface for filing documents. The title is "Complaints and Other Initiating Documents" with a sub-header "2:23-cv-00013 Doe v. Doe". On the left, there is a "Pick Party" section with "Collapse All" and "Expand All" links. Below these are two party names: "James Doe pla" and "Alice Doe, Jr. dft". The main area contains the instruction "Please select the party that this filing is against." Below this, there are two options: "Select the Party:" and "OR Select a Group:". The "Select the Party:" option has a dropdown menu with "Doe, James [pla]" and "Doe, Alice Jr. [dft]" selected. The "Select a Group:" option has four radio buttons: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom, there are three buttons: "Next", "Clear", and "New Party".

Click **[Next]**.

Instructions are provided on how documents should be uploaded.

The screenshot shows a web interface for filing documents. The title is "Complaints and Other Initiating Documents" with a sub-header "2:23-cv-00013-cr Doe v. Doe". The main area contains the instruction "Add your Complaint as the main document and the following attachments in this order:" followed by a numbered list: "1. Any exhibits to the complaint", "2. The Civil Cover Sheet", and "3. Any proposed summonses". Below the list, there is a "NOTE:" section with the text "Do not file motions or other pleadings as part of this submission. If you would like to file a motion, you may do so using the appropriate event after filing of the complaint." At the bottom, there are two buttons: "Next" and "Clear".

Click **[Next]**.

Click **[Browse]** to add the main document and its attachments.

Select the appropriate category from Category drop-down list and/or type a description for each attachment. Do not enter the same text in both fields. Attachment names should be concise and match how they are referenced in the pleadings without descriptive text. For example, enter “Exhibit A” not “Exhibit A, Affidavit of John Doe to Complaint.”

**Complaints and Other Initiating Documents**  
[2:23-cv-00013-cr Doe v. Doe](#)  
Select the PDF document and any attachments.

**Main Document**  
Choose File complaint.pdf

Attachments	Category	Description
1. Choose File Exhibit A.pdf	Exhibit	A Remove
2. Choose File civilcoversheet.pdf	Civil Cover Sheet	Remove
3. Choose File SUMMONS.pdf		Proposed Summons Remove
4. Choose File No file chosen		

Next Clear

Click **[Next]**.

Choose whether this is being filed on behalf of the USA.

**Complaints and Other Initiating Documents**  
[2:23-cv-00013 Doe v. Doe](#)

**Is this being filed on behalf of the USA?**

Yes  
 No

Next Clear

Click **[Next]**.

If filing as a government attorney, proceed to Page 21.

If filing as a non-government attorney, the current filing fee is displayed.

**Complaints and Other Initiating Documents**  
[2:23-cv-00013-cr Doe v. Doe](#)  
Fee: \$405

Click **[Next]**.

Payment processing will now take place through PACER and pay.gov.

The District of Vermont only accepts credit card payments via PACER. ACH payments are not accepted.

If a credit card is already on file, it will be displayed. Alternatively, a card that differs from the one on file may entered for payment.

<b>Account Number</b>	7040140
<b>Username</b>	tstarkim
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account


**Pay Filing Fee for Vermont District Court (test)**

**\* Required Information**

**Payment Amount**

Amount Due *	<b>\$405.00</b>
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**Select a Payment Method**

  
Tony Stark  
XXXXXXXXXXXX4747  
01/2039


Enter a credit card

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

The authorization check box must be checked to continue.

### Pay Filing Fee for Vermont District Court (test)

#### Payment Summary

<b>Payment Method</b>	<b>Payment Details</b>
 XXXXXXXXXXXX4747 01/2039  Tony Stark [REDACTED] Burlington, VT 05401 USA	<b>Payment Amount</b> \$405.00 <b>Fee Type</b> Filing Fee

#### Email Receipt

Email

Confirm Email

Additional Email Addresses

#### Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

Click **[Submit]**.



**DO NOT** hit the back button after the payment has been processed.  
Doing so may cause duplicate payments to be processed.

You will be asked if this case is being filed with any emergent relief.

**Complaints and Other Initiating Documents**  
[2:23-cv-00013-cr Doe v. Doe](#)

Is this complaint being filed with a Motion for TRO or a Motion for Preliminary Injunction?

OR

Is this case a petition filed pursuant to the Convention on the Civil Aspects of International Child Abduction (the Hague Convention) or the International Child Abduction Remedies Act (ICARA), or any other case that requires immediate or urgent action by the court?

Yes  
 No

Click **[Next]**.

If the case requires immediate or urgent action, instructions on what to do next are provided.

**Complaints and Other Initiating Documents**  
[2:23-cv-00013-cr Doe v. Doe](#)

If filing a Motion for TRO or Preliminary Injunction, file the motion immediately after docketing the complaint. If this case is requesting immediate or urgent action by the court call the clerk's office after docketing is complete.

During normal business hours:  
(802) 951-6301

Outside normal business hours:  
(802) 951-8118

Click **[Next]**.

Do not abort the filing at this time, the entry must be completed. If the entry is not completed, payment will have been processed, however, the pleading has not filed with the court.

**Complaints and Other Initiating Documents**  
[2:23-cv-00013 Doe v. Doe](#)

Docket Text: **Modify as Appropriate.**

**COMPLAINT** [ ] against Alice Doe, Jr filed by James Doe. ( Filing fee \$402, receipt number #AVTXDC-137856) Commissioner of Social Security answer due in 60 days. (Attachments: # (1) Exhibit A, # (2) Civil Cover Sheet, # (3) Service Documents)

Click **[Next]**.

## Complaints and Other Initiating Documents

[2:23-cv-00013 Doe v. Doe](#)

Docket Text: Final Text

**COMPLAINT against Alice Doe, Jr filed by James Doe.( Filing fee \$402, receipt number #AVTXDC-137856) Commissioner of Social Security answer due in 60 days. (Attachments: # (1) Exhibit A, # (2) Civil Cover Sheet, # (3) Service Documents)**

**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\complaint.pdf pages: 1

C:\fakepath\Exhibit A.pdf pages: 1

C:\fakepath\civilcoversheet.pdf pages: 1

C:\fakepath\SUMMONS.pdf pages: 1

Verify that the correct documents  
have been attached.

Next

Clear

After verifying the docket text and all attachments are uploaded to the entry, click **[Next]**.

**NOTE:** If an error was made during docketing, **DO NOT** hit the back button. Duplicate payments may be processed. Please contact the Help Desk if a payment has been processed and the new case should not be filed. If error was made while opening a new case, complete the filing and contact the Help Desk to discuss how best to proceed.



The Notice of Electronic Filing displays, verifying the filing has been completed. The Notice shows the case number, case name, and document number.

**Complaints and Other Initiating Documents**

[2:23-cv-00013 Doe v. Doe](#)

U.S. District Court  
DISTRICT OF VERMONT

**Notice of Electronic Filing**

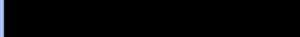
The following transaction was entered by Stark, Tony on 11/2/2023 at 2:19 PM EDT and filed on 11/2/2023

**Case Name:** Doe v. Doe  
**Case Number:** [2:23-cv-00013](#)  
**Filer:** James Doe  
**Document Number:** [1](#)

**Docket Text:**

**COMPLAINT** against Alice Doe, Jr filed by James Doe.( Filing fee \$402, receipt number #AVTXDC-137856)  
**Commissioner of Social Security answer due in 60 days. (Attachments: # (1) Exhibit A, # (2) Civil Cover Sheet, # (3) Service Documents)**

2:23-cv-00013 Notice has been electronically mailed to:

Tony Stark 

2:23-cv-00013 Notice has been delivered by other means to:

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

The civil case and its initiating documents have now been filed. After review, the court will make an entry of the judge assignment. Once a judge has been assigned to the case, any additional filings may be docketed. (*Emergency motions as described on Page 21 may be filed prior to judge assignment.*)

## Filing *In Forma Pauperis*

After opening the case, do **NOT** click on the link Docket Lead Event?

From the Civil menu select Motions in the Motions and Related Filings category.

### Motions and Related Filings

[Motions](#)

[Responses and Replies](#)

Select the event Proceed In Forma Pauperis.

**Motions**

Start typing to find another event.

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

- Judgment on Partial Findings
- Judgment on the Pleadings
- Leave to Appeal
- Leave to File Document
- Letters Rogatory
- Lift Stay
- Miscellaneous Relief
- Modify
- More Definite Statement
- New Trial
- Not a motion (Court use only)
- Partial Summary Judgment
- Permanent Injunction
- Preliminary Injunction
- Proceed In Forma Pauperis

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

Proceed In Forma Pauperis

Next Clear

Click **[Next]**.

Upload the motion or application as the main document. Any affidavit in support will be uploaded as an attachment. The proposed complaint with any of its attachments will be uploaded as a singular PDF as the next attachment. The civil cover sheet will be uploaded as the final attachment. Proposed summonses should not be filed until the complaint is docketed.

**Motions**

[2:23-cv-00013-cr Doe v. Doe](#)

Select the PDF document and any attachments.

**Main Document**

Choose File motion.pdf

Attachments	Category	Description
1. Choose File affidavit.pdf		Affidavit in Support of IFP Remove
2. Choose File complaint.pdf		Proposed Complaint Remove
3. Choose File civilcoversheet.pdf	Civil Cover Sheet	Remove
4. Choose File No file chosen		

Next Clear

Click **[Next]**.

A system generated response deadline will display.

**Motions**  
[2:23-cv-00013-cr Doe v. Doe](#)  
*Motion for Leave to Proceed in Forma Pauperis*

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**Response Deadline**

11/26/2023

Click **[Next]**

A screen will display instructing the user that the complaint must be docketed after the motion has been ruled upon.

**Motions**  
[2:23-cv-00013-cr Doe v. Doe](#)  
Once this motion has been ruled upon, you are responsible for docketing the complaint along with any proposed summonses.

Click **[Next]**.

Modify docket text as necessary. Additional text is likely not needed on this screen.

**Motions**  
[2:23-cv-00013-cr Doe v. Doe](#)

Docket Text: Modify as Appropriate.

**MOTION for Leave to Proceed in Forma Pauperis**  
. Filed by James Doe (Attachments: # (1) Affidavit in Support of IFP, # (2) Proposed Complaint, # (3) Proposed Summons, # (4) Civil Cover Sheet) (Stark, Tony)

Click **[Next]**

Verify the docket text and all attachments are attached to the entry.

### Motions

[2:23-cv-00013-cr Doe v. Doe](#)

Docket Text: Final Text

**MOTION for Leave to Proceed in Forma Pauperis . Filed by James Doe  
(Attachments: # (1) Affidavit in Support of IFP, # (2) Proposed Complaint, # (3) Civil  
Cover Sheet)(Stark, Tony)**

**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\motion.pdf pages: 1

C:\fakepath\affidavit.pdf pages: 1

C:\fakepath\complaint.pdf pages: 1

C:\fakepath\civilcoversheet.pdf pages: 1

Next

Clear

Click **[Next]**.

The motion has been docketed.

After review, an entry will be made into the case notifying parties of the judge assignment.

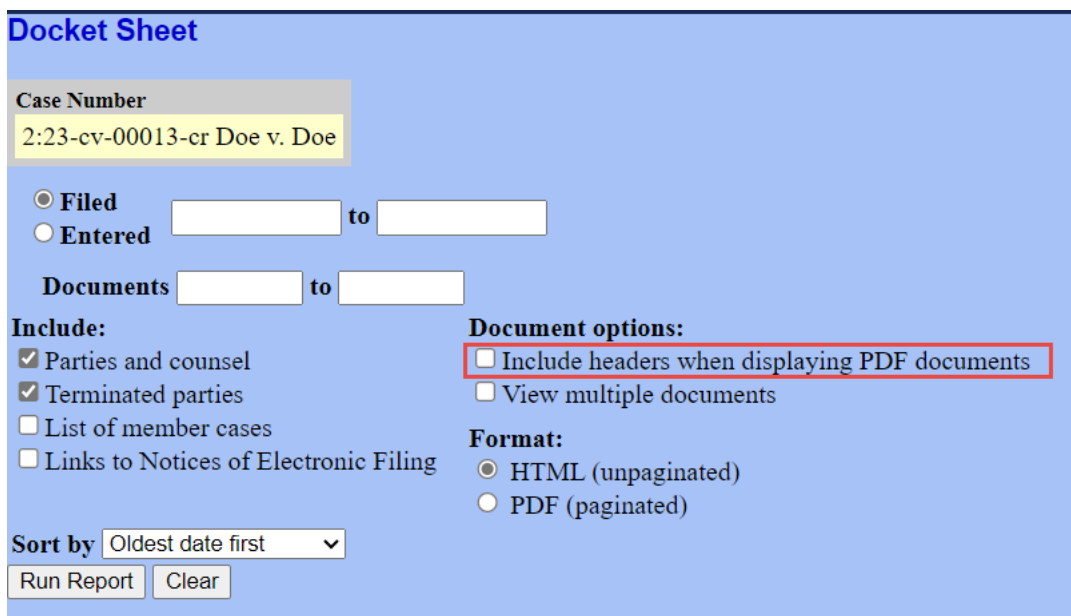
If the motion is granted you must docket the complaint and attach any proposed summonses.

DO NOT docket the complaint until the motion for *in forma pauperis* has been granted.

## Summonses

If proposed summonses were provided, they will be issued and docketed after the judge assignment has been made. These should be downloaded without the PDF header to effect service.

To obtain the document without PDF headers, query the case and unselect the 'Include headers when displaying PDF documents' box before accessing the docket sheet.



**Docket Sheet**

Case Number  
2:23-cv-00013-cr Doe v. Doe

Filed  to   
 Entered  to

Documents  to

**Include:**

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents

**Format:**

- HTML (unpaginated)
- PDF (paginated)

Sort by  ▼

Summonses can be requested after the case has been filed by uploading a proposed summons using the event Civil> Service of Process> Request for Issuance of Summons.