



CASE OPENING DOCUMENTS, CHECKLIST AND INSTRUCTIONS FOR ENTERING PARTY NAMES

JANUARY 2024

Documents to be Filed

Each document must be uploaded as its own PDF. Do not upload as a singular PDF.

Complaint – New Case

ONLY the following documents are to be filed during case opening:

1. Complaint
2. Attachment(s) to Complaint, if applicable
3. JS-44 Civil Cover Sheet
4. Any proposed summonses

DO NOT file motions with the Complaint. Motions must be filed after a judge assignment has been made using the appropriate motion event.

DO NOT file the Corporate Disclosure Statement with the Complaint. The Corporate Disclosure Statement must be filed after a judge assignment has been made using the event *Other Filings> Other Documents> Corporate Disclosure Statement*.

Complaint with Motion to Proceed in forma pauperis – New Case

ONLY the following documents are to be filed during case opening:

1. Motion to Proceed in forma pauperis
2. Affidavit in Support
3. Proposed Complaint with any attachments
4. JS-44 Civil Cover Sheet

DO NOT file any additional motions with the Complaint. Motions must be filed after a judge assignment has been made using the appropriate motion event.

DO NOT file the Corporate Disclosure Statement with the Complaint. The Corporate Disclosure Statement must be filed after a judge assignment has been made using the event *Other Filings> Other Documents> Corporate Disclosure Statement*.

Notice of Removal – New Case

ONLY the following documents are to be filed during case opening:

1. Notice of Removal
2. Original Writ of Summons or other state court case initiating document.
3. Notice of Removal to Counsel
4. A Letter or Notice of Removal to State Court Clerk
5. JS-44 Civil Cover Sheet

DO NOT file motions with the Complaint. Motions must be filed after a judge assignment has been made using the appropriate motion event.

DO NOT file the Corporate Disclosure Statement with the Complaint. The Corporate Disclosure Statement must be filed after a judge assignment has been made using the event *Other Filings> Other Documents> Corporate Disclosure Statement*.

Petition for Writ of Habeas Corpus 2241/2254 – New Case

ONLY the following documents are to be filed during case opening:

1. Petition for Writ of Habeas Corpus
2. Exhibits to the Habeas Corpus Petition
3. Memorandum of Law
4. Exhibits to the Memorandum of Law
5. JS -44 Civil Cover Sheet

DO NOT file other motions with the Petition. Any other motions must be filed after the case is opened using the appropriate motion event.

If you have an emergency motion requiring expedited treatment during business hours, please call 802-951-8123.

If you have an emergency motion requiring expedited treatment outside business hours, please call 802-951-8118.

Filing Checklist

- Review [Civil Case Opening by Attorneys Instructions](#)
- Prepare documents to file and covert to pdf. Ensure documents are flattened so they are not editable.
 - Initiating document. After opening, a number will be assigned to the case. This number should be added to all documents prior to uploading.
 - Civil cover sheet

Save this document so that it cannot be edited after it is uploaded. This can be achieved by using File>Print to Adobe to save the document.
 - Any proposed summonses
- Have credit card available if information not on file on PACER.
- Open civil case
 - Enter all statistical information.
 - Enter all parties in exact order they are listed on the complaint. Do not add addresses. Change the party role type to the correct role, if necessary.
 - Ensure all parties have been added before committing.
 - Create a link between the attorney and party. Attorney for plaintiff(s) when filing a complaint. Attorney for defendant(s) when filing a notice of removal.
- File initiating document
 - Attach supporting documents to the complaint as separate attachments (i.e., each exhibit should be uploaded individually rather than Exhibits A-F as one document)
 - Attach a completed civil cover sheet.
 - Attach any proposed summonses. Each proposed summons should be uploaded as its own attachment rather than a combined attachment of all proposed summonses.

Searching and Adding new Parties

Before you start, have your Complaint available to ensure you are entering names exactly as they appear in the case initiating document.

DO NOT select the browser back button at any time during the 'Add Parties' process. You will lose your entire work product and will need start from the beginning. If you need to make a change to your party selection, or simply change the spelling, utilize the icons provided in the participant tree.

The goal is to have only one version of a particular name in the database. If the party's name is already there, DO NOT add them again.

Always search for a party name prior to adding them.

Search for existing party

- In the Last/Business Name field, enter the party name, surname, or company name only and select Search.
- You must enter a minimum of two letters in the Last/Business Name to search. An asterisk (*) can be used as a wildcard to broaden the criteria entered.

Select or Create New Party

- If you find a match from the list, highlight the name from the list and click on the "Select Party" button.
- If no match is found, search results will state "Search returned no results. Please try again or create a new party. "
- If you do not find a match, click on the "Create New Party" button.

Enter Party Information

Initial Caps: Only capitalize the first letter of a name or business unless the name is all capitals.

Role: The first party entered is the first-named plaintiff. The parties should be entered in the manner and in the order in which they are captioned on the initiating document being filed. Added parties will default to the role type of defendant, be sure that each party added has the correct role selected.

Party Information: Do not enter or edit any party information in the address, phone number, or fax fields. See the Attorney Civil Case Opening Instructions for more information on which fields to use on the Party Information Screen.

Examples of How to Search Party Names

Type the party's last name and first name in the corresponding fields and search. If you find your party's name already in the database, select the party. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field.

You may use an asterisk as a wild card when searching.

Individual

Example:	Albert Smith
Search Last Name Field:	Smith
Search First Name Field:	A*

Business

Type at least the first full word of the company name in the Last name field and search. Replace articles such as A, An, and The with an asterisk for better search results. When searching, common words such as Company, Corporation, or Incorporated may be abbreviated.

Example:	The Wall Street Journal
Search Last name field	* Wall Street Journal
Example	First United Insurance Company
Search Last name field	First United *

If you find the party's name already in the database, select that party. If descriptive information for a party is reflected in the case caption, enter the description in the party text field. For example, "*in their official and individual capacities*" would be added in the party text field.

Examples of How to Enter Party Names

INDIVIDUALS

Example	Enter as	
Jane Doe Smith	Last name	Smith
	First name	Jane
	Middle name	Doe

Example	Enter as	
Jon Adolfo Cruz-Navi	Last name	Cruz-Navi
	First name	Jon
	Middle name	Adolfo

BUSINESS NAMES

Enter the full name of the business in the Last/Business Name field.

Enter the entire corporate name as it appears in the complaint in the Last/Business Name field. If corporation is spelled out, spell it out. If Corp. is used, enter Corp. For instance, if the company name is ABC Corporation, and the search finds ABC, Corp. DO NOT select ABC, Corp. You must create a new party for ABC Corporation.

Do not use spaces between initials of corporate names containing first name and surname. Examples: A.B. Jones Company; A.E. Smith, Incorporated.

If, however, initials are the only thing used in the name (i.e., ACS Corporation, A&L Plumbing) use the initials but no spaces and no periods.

If the corporate name is "The Brothers Co." enter that as the full name in the Last/Business Name field.

Example	Enter as	
The Boeing Company	Last name	The Boeing Company

Example	Enter as	
www.followdirections.com	Last name	www.followdirections.com

Example	Enter as	
ABC, Corp	Last name	ABC, Corp

FEDERAL AGENCIES

Enter using the appointed official's name with their title as party text.

Example	Enter as	
Named Individual in Official Capacity Ur Jaddou, Director, U.S. Citizenship and Immigration Services	Last name	Jaddou
	First name	Ur
	Party text	Director, U.S. Citizenship and Immigration Services

Example	Enter as	
Official Role, with no Named Individual Director, U.S. Citizenship and Immigration Services	Last name	Director, U.S. Citizenship and Immigration Services

Example	Enter as	
Agency Only U.S. Citizenship and Immigration Services Enter as listed on complaint. FBI should be entered as FBI, not Federal Bureau of Investigation	Last name	U.S. Citizenship and Immigration Services

For social security cases only, do not include the appointed official's name.

Example	Enter as	
Nancy Smith, Commissioner of Social Security	Last name	Commissioner of Social Security

ADMIRALTY CASES

Enter ships, vessels, etc. as they appear in the case initiating document, i.e. M/V Harbour Feature, S/V Niobe, S/S Tsunami.

For indexing/searching purposes, add an alias of just the name without the Merchant Navy Prefixes

Example	Enter as	
S/S Tsunami Her engines, tackle, apparel, appurtenances, etc. having official no. 1024692 and hull serial no. WEKP6013H990, in rem	Last name field	S/S Tsunami
	Party text field	<i>Her engines, tackle, apparel, appurtenances, etc. having official no. 1024692 and hull serial no. WEKP6013H990, in rem</i>
	Alias (Alias type: select – Other)	Tsunami

ESTATE OF

Enter the name of individual appointed to handle the estate in the last and first name fields. Enter as listed in the pleading. He/she is usually referred to as the administrator, administratrix, executor, or executrix.

In party text enter “as Administratrix of the Estate of (and deceased person’s name)” or whatever is appropriate as referenced in the case initiating document. Alias the deceased person’s name and select *Est* as the type from the alias drop down menu.

Example	Enter in Fields as follows	
Robert Wright, as Executor of the Estate of Sharon Wright	Last name field	Wright
	First name field	Robert
	Party text field	<i>as Executor of the Estate of Sharon Wright</i>
	Alias (Alias Type: select – Est)	Sharon Wright

Example	Enter in Fields as follows	
<p>If named in two capacities, two parties are added. Add as in previous example, and then as in this example.</p> <p>Robert Wright, individually, and as Executor of the Estate of Sharon Wright</p>	Last name field	Wright
	First name field	Robert
	Party text field	<i>Individually</i>

UNITED STATES OF AMERICA

For United States of America use United States of America, do not abbreviate as USA.

Example	Enter in Last Name Field
United States of America	United States of America

STATES

Enter states as listed in the complaint. Do not include “the” in the name.

Example	Enter in Fields as follows	
State of Vermont	Last name field	State of Vermont

COUNTIES

Enter the county name in the last name field.

Example	Enter in Last Name Field
Washington County	Washington County
Chittenden County	Chittenden County

CITIES/TOWNS

For cities and towns, enter City of or Town of followed by the city or town all in the last name field. Do not include “the” in the name.

Example	Enter in Last Name Field
City of Burlington	City of Burlington
Town of St. Johnsbury, VT	Town of St. Johnsbury, VT

INDIVIDUALS NAMED IN OFFICIAL CAPACITIES

For individuals sued in their official capacities, add party text for their role.

Example	Enter in Fields as follows	
Joan Wright, Town Clerk	Last name field	Wright
	First name field	Joan
	Party text field	<i>Town Clerk</i>

Example	Enter in Fields as follows	
John Smith, Correctional Officer	Last name field	Smith
	First name field	John
	Party text field	<i>Correctional Officer</i>

Example	Enter in Fields as follows	
John Doe, Governor	Last name field	Doe
	First name field	John
	Party text field	<i>Governor</i>