

HOW TO ELECTRONICALLY FILE A NEW CASE

Texas Eastern District Court
(Revised November 28, 2006)

Effective November 1, 2006, attorneys can electronically file the initial document in a new case if:

- (1) the required filing fee will be paid with a credit card over the internet;
- (2) the case is being filed in forma pauperis; or
- (3) the filing fee is waived.

Step by Step Instructions:

1. Email a **civil cover sheet** (JS44), a **prepared summons**[†] (AO440) in pdf, and a **list of the parties*** *in the exact order they are listed* on the complaint to the appropriate email address below:

Tyler Cases: newcasetyl@txed.uscourts.gov
Beaumont Cases: newcasebmt@txed.uscourts.gov
Marshall Cases: newcasemsh@txed.uscourts.gov
Lufkin Cases: newcaseluf@txed.uscourts.gov
Sherman Cases: newcaseshm@txed.uscourts.gov
Texarkana Cases: newcasetxk@txed.uscourts.gov

[†]Please use the summons form posted on our website:

http://www.txed.uscourts.gov/Forms/Civil/A0440-Civil_Summons-Modified.pdf

*If you are filing a notice of removal, please make sure the state court case number is included on the same page as your list of parties. This will assist the clerk's office in processing your request.

2. The clerk's office will add the information and enter the parties. *The case is not officially opened until you file the complaint in the following step.* You will be contacted by email with your case number.
3. After receiving your case number from the clerk's office, you must file your complaint (or other initiating document) and pay the fee within 24 hours. Please note the following conditions:
 1. You must attach the exhibits as separate attachments. Please do not combine all of your exhibits into a single pdf.
 2. When filing a notice of removal, please attach the state court petition, court docket sheet, and any answers to petition as separate attachments.
 3. Judge Clark, Judge Crone, Judge Schell and Judge Bush request that a courtesy copy of the complaint be mailed to their office.
 4. If you are filing a motion to *proceed in forma pauperis*, it must be filed as a separate document.

5. If you are filing a *patent case*, please file the patent form as a separate document.
6. Please indicate the case number on the complaint.

For detailed filing instructions, see section two of this document, Filing the Initiating Document/Pleading.

4. After you file your complaint, the clerk's office will receive electronic notification of the filing and will assign a judge and magistrate judge, if appropriate. You will receive email notice of the judge(s) assigned to the case.
5. The clerk's office will electronically sign and seal the summons and email them to you.
6. After you serve the summons, don't forget to file the returns in paper form.

SECTION TWO - FILING THE INITIATING DOCUMENT/PLEADING

Step by Step Instructions:

1. Log into CM/ECF with your CM/ECF login and password.
2. Click on Civil
3. Click on Complaints and Other Initiating Documents

Select the document you are filing
Click Next

Enter the case number
Next

Select the party who is filing the complaint
Next

Check the box to set up your attorney/client relationship. Check Lead if you are lead counsel. Do NOT remove the check by Notice.
Next

Select the party(ies) the complaint is filed against
Next

Select the pdf document - either type in the name or use the Browse button

If there are attachments, click Yes - the system will loop back to let you add all of your attachments.

Next

4. You will see a screen with two questions
Is this filed with an Application to Proceed without Prepayment of Fees Y/N?
or
Is this complaint filed on behalf of the USA Y/N?

Type N in the white box if you are going to pay the fee with a credit card.

Next

5. You will see a warning message. ***Please read this message***. The amount of the filing fee appears

Next

6. You will see a message “Now loading the payment processing screen...”

NOTE: Once you enter the payment process you must not press the BACK button or you may end up being *charged twice*.

7. The online payment screen appears

Fill in the fields marked with a red asterisk. The information should match the credit card holder’s name and billing address.

Click Continue with Plastic Card Payment

8. You will see an authorization screen with your information entered. Verify that your information is correct. Enter your email address if you want to receive confirmation of the charge.

Check the block to authorize payment

Click on Submit Payment.

9. You will see the text of your docket entry. You can add text in the white block if needed.

Next

10. Your final text will appear.
Press Next to complete the transaction.

Wait to see the Notice of Electronic Filing.

Congratulations, the transaction is complete.