



U. S. District Court, Southern District of Indiana
Case Management/Electronic Case Filing System

Electronic Civil Case Opening Check List

(Updated 1/11/2022)



1. Prepare all necessary documents:

- The initiating document, appearance and subsequent filings should not be converted to PDF until after PART I of the case opening process is complete and a case number has been provided by CM/ECF.
- Documents typically filed in a new case are listed below.
 - Initiating Document (e.g, Complaint or Notice of Removal) and attachments
 - Exhibits (each exhibit should be a separate PDF file and may be scanned, if necessary)
 - State Court Record (for removals - must the state court docket sheet, all pleadings, motions, orders, and all other filings, organized in chronological order by the state court filing date as a single PDF document). See [Local Rule 81-2](#).
 - Proposed Summons (for complaints, if applicable)
 - Notice of Lawsuit and Request for Waiver of Service
 - Notice of Appearance (an appearance must be filed separately for each attorney)
 - Corporate Disclosure Statement (must be filed on behalf of any non-governmental party)
 - Motion to Proceed Without Prepayment of Fees (*in forma pauperis*)



2. Login with the proper ECF account/password:

- Use the login belonging to the attorney who signed the filing in accordance with Fed. R. Civ. P. 5(d)(3)(C).



3. Verify the necessary financial account numbers for payment of the filing fee:

- The filing fee must be paid using one of the following options:
 - Pay with ACH (checking or savings account) routing number and account number
 - Pay with credit card (with expiration date and 3-digit security code)

NOTE: The filing fee is not required when filing a new case on behalf of the United States or with a Motion to Proceed Without Prepayment of Fees (*in forma pauperis*).



4. Review the Electronic Civil Case Opening Instructions:

- Review a copy of the [Electronic Civil Case Opening Instructions](#) and consult them regularly during the case opening process. Do not proceed without the written instructions.



5. Complete PART I of the Electronic Civil Case Opening Process



6. Review Case Initiating Document (Complaint or Notice of Removal) for the following:

- The caption reflects the appropriate party names, document title and division (Indianapolis, Terre Haute, Evansville or New Albany)
- The cause number has been added to the caption (a cause number is assigned by CM/ECF after completion of PART I of the case opening process)
- Personal identifiers have been redacted in accordance with Fed. R. Civ. P. 5.2
- Signed in accordance with Fed. R. Civ. P. 5(d)(3)(C). (see [Local Rule 5-7](#))
- Each document has been converted to PDF from a word processing program (not scanned)



7. Complete PART II of the Electronic Case Opening Process

IMPORTANT:

- Questions about Electronic Civil Case Opening may be directed to the Clerk's Office at (317) 229-3700