



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

## CIVIL E-Filing Event List for Attorneys

(Updated 2/14/2023)

### Initial Pleadings and Service

#### Case Opening Documents (New Cases Only)

*NOTE: Events in this category are used with attorney civil case opening procedures and require online payment of filing fees. For more information, please see:*

[www.insd.uscourts.gov/attorney-case-opening](http://www.insd.uscourts.gov/attorney-case-opening)

Complaint  
Miscellaneous case-Initiating Document  
Notice of Removal  
Petition for Certificate of Innocence  
Petition for Writ of Habeas Corpus

#### Other Initiating Documents

Amended Complaint  
Counterclaim  
Crossclaim  
Intervenor Complaint  
Third Party Complaint

#### Service of Process

Affidavit of Service  
Certificate of Service  
Request for Waiver of Service  
Return of Personal Service  
Return of Service  
Return of Service by CMRRR  
Return of USM Service  
Service by Publication  
Summons (Proposed)  
Summons Returned Executed as to USA  
Summons Returned Unexecuted  
Waiver of Service Executed  
Waiver of Service Unexecuted

#### Answers to Complaints

*Linked to case opening and other initiating documents events.*

#### Other Answers

Affidavit in Opposition  
Affidavit in Support  
Amended Answer to Complaint  
Answer  
Answer to Writ of Garnishment  
Objection to Report and Recommendations  
Response to Motion to Vacate/Set Aside/Correct Sentence (2255)

### Motions and Related Filings

#### Motions

Amend/Correct  
Appear pro hac vice  
Appoint Additional Recruited Counsel re LR 87  
Appoint Counsel  
Appoint Receiver  
Attorney Fees  
Bifurcate  
Bill of Costs  
Certificate of Appealability  
Certify Class  
Change Venue  
Clerk's Entry of Default  
Compel  
Consolidate Cases  
Continuance  
Declaratory Judgment  
Default Judgment  
Deposit Funds  
Discovery  
Dismiss  
Dismiss Case as Frivolous  
Dismiss for Failure to State a Claim  
Dismiss/Lack of Jurisdiction  
Dismiss/Lack of Prosecution  
Disqualify Counsel  
EX PARTE Motion for Advance Authorization of CJA Funds  
EX PARTE Motion  
Emergency Hearing  
Enforce IRS Summons  
Enforce Judgment  
Extension of Time to File (other)  
Extension of Time re Transcript  
Extension of Time to File Reply in Support of Motion  
Extension of Time to File Response to Motion  
File Excess Pages  
Forfeiture of Property  
In Limine  
Interpleader Deposit (28 U.S.C. Section 1335)  
Interpleader Disbursement (28 U.S.C. Section 1335)  
Intervene  
Joinder  
Judgment Based on ADR Settlement  
Judgment Debtor Exam  
Judgment as a Matter of Law  
Judgment of Forfeiture  
Judgment on the Pleadings  
Leave to Appeal  
Leave to File  
(cont.)

[Motions \(cont.\)](#)

Modify  
More Definite Statement  
Motion (other)  
New Trial (Trial De Novo)  
Order of Sale  
Partial Summary Judgment  
Permanent Injunction  
Preauthorization to Incur Expenses re LR 87  
Preliminary Injunction  
Prepayment or Reimbursement of Expenses re LR 87  
Pretrial Conference  
Proceed In Forma Pauperis  
Proceed In Forma Pauperis (Appeal)  
Proceedings Supplemental  
Produce  
Protective Order  
Quash  
Reconsideration  
Redact Transcript  
Refund of Fees Paid Electronically  
  
Release of Bond Obligation  
Release of Funds  
Remand  
  
Remand to Agency  
Remand to Bankruptcy Court  
Return of Property  
SEALED Motion (Motion filed under Seal)  
Sanctions  
Seal a Case (Motion to Seal)  
Seal a Document (Motion to Seal or Maintain Under Seal)  
Service by Publication  
Set Aside  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Verdict  
Sever  
Stay  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
Take Deposition  
Temporary Restraining Order  
Transfer Case  
Unseal Case  
Unseal Document  
Unseal Document (Partially)  
Vacate  
Withdraw  
Withdraw Attorney Appearance  
Withdraw Reference - Bankruptcy  
Writ  
Writ of Garnishment

[Motions \(cont.\)](#)

Writ of Habeas Corpus ad prosequendum  
Writ of Habeas Corpus ad testificandum  
Writ of Mandamus

[Briefs, Responses and Replies](#)

Affidavit in Support  
Appendix of Exhibits in Support  
Brief/Memorandum in Support of Motion  
Designation of Evidence  
Exhibit in Support  
Reply in Support of Motion  
Response (For Court Use Only)  
Response in Opposition to Motion  
Response to Motion (Unopposed)  
SEALED Reply in Support of Motion  
SEALED Response to Motion  
Statement of Material Facts  
Surreply

**Other Filings**[ADR Documents](#)

Consent to Arbitration  
Consent to Mediation  
Objection to Report of Arbitrator/Mediator  
Request for Trial De Novo

[Discovery Documents](#)

*Not required to be filed unless ordered by the court.*

Answer to Interrogatories  
Deposition  
Discovery  
Notice to Take Deposition  
Request for Admissions  
Request for Production of Documents  
Response to Discovery Request

[Notices](#)

Certificate of Counsel  
Notice (Other)  
Notice of 42-day Extension by Respondent  
(Disciplinary Habeas case only)  
Notice of Acceptance of Offer of Judgment  
Notice of Appearance  
Notice of Appearance - Limited Appointment  
Notice of Application of Writ  
Notice of Change of Attorney Information  
Notice of Disclosure Under Seal (for USA use only)  
Notice of Filing  
Notice of Intent to Request Redaction  
(cont.)

Notices (cont.)

Notice of Lawsuit & Request for Waiver of Service  
Notice of Manual Filing  
Notice of Parties First Extension of Time  
Notice of Service of Initial Disclosures  
Notice of Service of Proposed Subpoena on Nonparty  
Notice of Settlement  
Notice of Substitution of Appearance  
Notice of Taking Deposition  
Notice of Voluntary Dismissal  
Notice of Withdrawal of Appearance

Trial Documents

Certificate of Trial Readiness  
Contentions  
Exhibit List  
Objection  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Jury Verdict  
Proposed Voir Dire  
Trial Brief  
Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to District Court  
Bankruptcy Appellants Brief  
Bankruptcy Appellants Reply Brief  
Bankruptcy Appellees Brief  
Designation of Record on Appeal  
Docketing Statement  
Federal Circuit Transcript Purchase Order  
Notice of Appeal  
Notice of Cross Appeal  
Notice of Interlocutory Appeal  
Seventh Circuit Transcript Information Sheet  
Subsequent Notice of Appeal

Other Documents

Abstract of Judgment  
Affidavit  
Amicus Curiae Appearance  
Appendix  
Application  
Application for Writ  
Bill of Costs  
Brief (Habeas)  
Brief (Social Security Appeal)  
Brief/Memorandum in Support  
Case Management Plan Tendered by  
Civil Cover Sheet  
Consent  
Consent to Jurisdiction of US Magistrate Judge  
Corporate Disclosure Statement  
Declaration  
EX PARTE Filing  
Exhibit  
Financial Affidavit - CJA 23  
Findings of Facts and Conclusions of Law (proposed)  
Initial Markman/Claim Construction Statement  
Instruction  
Interpleader  
Joint Claim Construction Statement  
Jurisdictional Statement  
Jury Demand  
Objections to Answer to Writ  
Pretrial Memorandum  
Redacted Document  
Redaction Index  
Redaction Statement - Transcript  
Reply to Response to Motion to Vacate (2255 only)  
Reply to Return to Order to Show Cause (Habeas)  
Report  
Report - Wiretap  
Response  
Return to Order to Show Cause (Habeas only)  
Rule 7.1 Disclosure Statement  
SEALED Document  
Satisfaction of Judgment  
Special Damages  
Statement  
Status Report  
Stipulation  
Stipulation of Dismissal  
Submission  
Submission of Signature Requirement  
Transcript SSA  
Unredacted Document