



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

Electronic Civil Case Opening Check List

(Updated 8/20/2026)



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. Know how you are paying the filing fee:

- The filing fee must be paid using one of the following options:
 - Pay with a credit card or ACH, using your PACER account
 - If paying over the phone, after the case has been filed, 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