

FILING INITIAL PLEADINGS IN CM/ECF

CIVIL COVER SHEET

Fill out the Civil Cover Sheet.

All fields must be completed.

NOTE: If multiple plaintiffs and defendants are listed as parties to an action, the complete names, as they appear on the complaint must appear in the top boxes on the civil cover sheet OR be included on page 2.

Counsel of Record for all parties, when known, should be included with the party information.

Only one (1) Nature of Suit should be selected.

Only one (1) Cause of Action should be listed.

You must indicate the payment type on the bottom of the cover sheet.

Once the Civil Cover Sheet is **COMPLETE**, it should be emailed to the appropriate divisional office for case assignment and opening.

El Dorado Division	ELD_info@arwd.uscourts.gov
Fayetteville/Harrison Divisions	FAY_info@arwd.uscourts.gov
Fort Smith/Hot Springs Divisions	FSM_Info@arwd.uscourts.gov
Texarkana Division	TEX_info@arwd.uscourts.gov

ACTION OF CLERK STAFF

When the Civil Cover Sheet is received during regular business hours, Clerk staff will generate a judge assignment record, assign a case number, add case participants and docket the Civil Cover Sheet event.

NOTE: When the Civil Cover Sheet is emailed during court closure hours, Clerk staff will complete the assignment processes when the court has reopened.

Case participants with an active e-filing account will be added to the case and receive a Notice of Electronic Filing (NEF) when the cover sheet is docketed. This entry will include the case number and direct the filer to proceed with docketing the initial pleadings.

Notice of Electronic Filing

The following transaction was entered on 1/7/2019 at 2:10 PM CST and filed on 1/7/2019

Case Name: Cooke v. Trucking Company

Case Number: [2:19-cv-02002-PKH](#)

Filer: Bradley Cooke

Document Number: [2](#)

Docket Text:
CIVIL COVER SHEET for case initiated by Bradley Cooke has been opened. Please proceed with filing your case initiating document(s). (mfr)

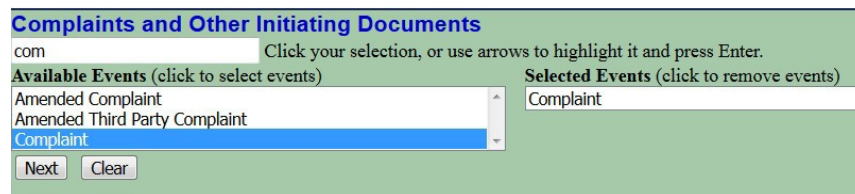
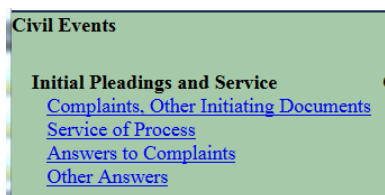
CASE INITIATING DOCUMENTS

All documents, including exhibits, must be in PDF format and conform to the current file size restrictions.

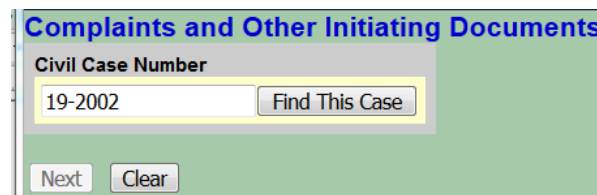
NOTE: Click the Court Information link on the ECF Welcome page to view current file size limits.

Any exhibits should be properly labeled and each exhibit uploaded as an attachment to the main document.

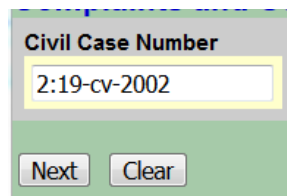
Docket the Case Initiating document using an event from the Civil -> Initial Pleadings and Service -> Complaints, Other Initiating Documents events list.



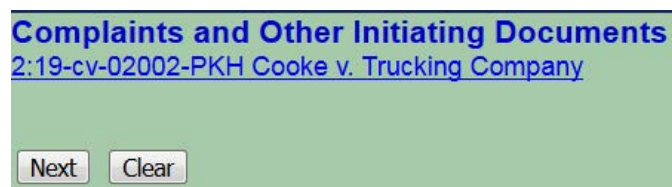
Enter the case number assigned and click Find This Case.



The number will be reformatted. Click Next.



Confirm case number and case short title. Click Next.



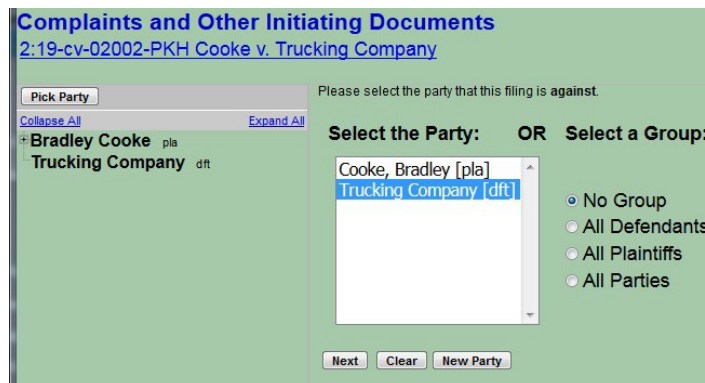
Select the filer(s) in the right pane. Click Next.



NOTE: To select multiple filers that are listed together, click the first filer name. Hold the SHIFT key and scroll to the last filer name, and click. All filers should be selected. Click Next.

To select multiple filers that are **not** listed together, click the first filer name. Hold the CONTROL (Ctrl) key and continue to click filer names until **all** filers are selected. Click Next.

Select the party(ies) that the filing is against in the right pane. Click Next.



Although **Groups** are an option, it is recommended that this option is **not used** and individual parties are selected instead.

NOTE: To select multiple parties that are listed together, click the first party name. Hold the SHIFT key and scroll to the last party name, and click. All parties should be selected. Click Next.

To select multiple parties that are **not** listed together, click the first party name. Hold the CONTROL key and continue to click party names until **all** parties are selected. Click Next.

Browse to select the complaint document and any attachments. Once all documents are attached and properly labeled, click Next.

U.S. DISTRICT COURT – WESTERN DISTRICT OF ARKANSAS - FILING CASE OPENING DOCUMENTS

Attachments	Category	Description
1. Browse... Exhibit A.pdf	Exhibit -> A: Contract	Remove
2. Browse... Exhibit B.pdf	Exhibit -> B: Pay stub	Remove
3. Browse... Exhibit C.pdf	Exhibit -> C: Email from manager	Remove
4. Browse... No file selected.		

Respond to the system question regarding a jury demand by clicking the appropriate radio button.

2:19-cv-02002-PKH Cooke v. Trucking Company
Does this Complaint include a jury demand Y/N?

Yes
 No

Next Clear

Respond to the system question regarding the filing fee status by clicking the appropriate radio button.

2:19-cv-02002-PKH Cooke v. Trucking Company
Are you submitting a motion to proceed in forma pauperis status for this complaint?
or
Are you filing this complaint on behalf of the USA?
or
Will you be paying the complaint filing fee at a divisional office?

Yes
 No

Next Clear

NOTE: If you respond “yes” to the system questions, you will bypass the payment screens.

If you respond “no” to the system question, you will pay the filing fee through PAY.GOV.

Review the system message regarding payment of the fee. Click Next.

Complaints and Other Initiating Documents
2:19-cv-02002-PKH Cooke v. Trucking Company
Pay the Case Opening filing fee online
with credit card or banking account information!

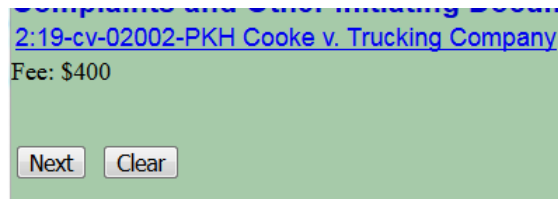
Next Clear

Review the system message regarding completing the payment transaction. Click Next.

2:19-cv-02002-PKH Cooke v. Trucking Company
ATTENTION!!!
Please continue the transaction
PAST THE PAY.GOV RECEIPT
until you receive the Notice of Electronic Filing (NEF)!

Next Clear

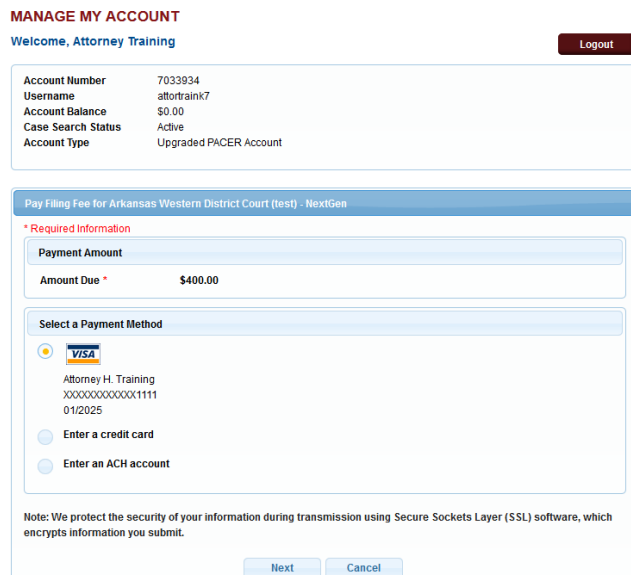
The payment amount will display. Click Next.



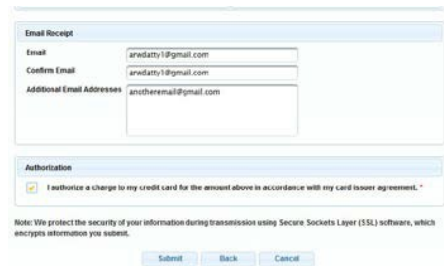
A system message will display regarding loading the payment processing screen. Once the “page” loads, the message will be replaced with the PACER login screen. Enter your INDIVIDUAL PACER information and click Login.



You can choose to use the credit card on file with PACER or use a different credit card or ACH (Bank account) information. Once the Payment method is selected, click Next.



Additional email addresses can be entered for electronic notification of the receipt. Confirm the information, click the **Authorization** box and click Submit.



U.S. DISTRICT COURT – WESTERN DISTRICT OF ARKANSAS - FILING CASE OPENING DOCUMENTS

A transaction authorization message will display. When the payment transaction is authorized, you will return to the event entry in ECF. If any additional text is necessary, it can be added in the event box. Click Next.

Complaints and Other Initiating Documents
[2:19-cv-02002-PKH Cooke v. Trucking Company](#)

Docket Text: **Modify as Appropriate.**

COMPLAINT with Jury Demand [redacted] **against Trucking Company (Filing fee \$ 400 receipt number AARWXDC-202399) , filed by Bradley Cooke. (Attachments: # (1) Exhibit A: Contract, # (2) Exhibit B: Pay stub, # (3) Exhibit C: Email from manager) (Training, Attorney)**

You will have one **last** opportunity to review the docket text and document selection. If everything is correct, click Next.

Complaints and Other Initiating Documents
[2:19-cv-02002-PKH Cooke v. Trucking Company](#)

Docket Text: **Final Text**

COMPLAINT with Jury Demand against Trucking Company (Filing fee \$ 400 receipt number AARWXDC-202399), filed by Bradley Cooke. (Attachments: # (1) Exhibit A: Contract, # (2) Exhibit B: Pay stub, # (3) Exhibit C: Email from manager)(Training, Attorney)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\complaint.pdf pages: 1
C:\fakepath\Exhbt A.pdf pages: 1
C:\fakepath\Exhbt B.pdf pages: 1
C:\fakepath\Exhbt C.pdf pages: 1

You will then receive the Notice of Electronic Filing (NEF).

Complaints and Other Initiating Documents
[2:19-cv-02002-PKH Cooke v. Trucking Company](#)

U. S. District Court
Western District of Arkansas

Notice of Electronic Filing

The following transaction was entered by Training, Attorney on 1/7/2019 at 3:11 PM CST and filed on 1/7/2019

Case Name: Cooke v. Trucking Company
Case Number: [2:19-cv-02002-PKH](#)
Filer: Bradley Cooke
Document Number: [3](#)

Docket Text:
COMPLAINT with Jury Demand against Trucking Company (Filing fee \$ 400 receipt number AARWXDC-202399), filed by Bradley Cooke. (Attachments: # (1) Exhibit A: Contract, # (2) Exhibit B: Pay stub, # (3) Exhibit C: Email from manager)(Training, Attorney)

NOTE: If the filing fee is waived or you are seeking IFP status, the final docket text will not include receipt information.

Complaints and Other Initiating Documents
[2:19-cv-02002-PKH Cooke v. Trucking Company](#)

Docket Text: **Final Text**

COMPLAINT against Trucking Company, filed by Bradley Cooke.(Atty5, Training-5)

SUMMONS REQUESTED (After filing fee is paid or IFP is granted)

If your summons is prepared, you can scan or publish to PDF and submit those to the clerk’s office using the Civil -> Initial Pleadings and Service -> Service of Process -> Summons Requested or Summons Requested as to USA event.

SUMMONS ISSUED

The Clerk’s office will issue the summons and return them via the Summons Issued or Summons Issued as to USA event. This document is restricted to case participants; therefore, you will be required to login to the ECF system before you can access the documents for printing and service.

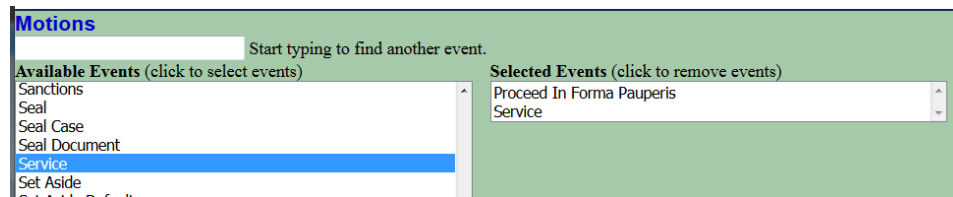
PROCEED In Forma Pauperis Status

If a request is made to the Court to *proceed without prepaying fees or costs*, an AO240 (short form) should be filed using a Motion event.

NOTE: This request also includes service of the complaint without prepayment of those fees or costs.

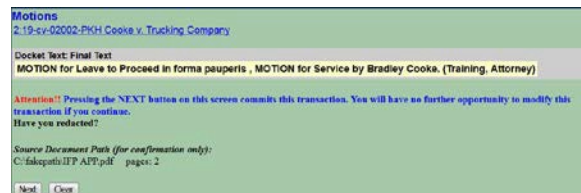
Select the Civil -> Motions and Related Filings -> Motions event.

Select **BOTH** the Proceed In Forma Pauperis and Service motion types.



Continue with the docketing process, attaching only the AO240 and any supporting documentation.

Confirm that the final docket text includes **BOTH** requests.



Click Next to complete the transaction and receive the NEF.

If the Motions are granted, you can request summons to be issued as directed above.

Please contact the appropriate divisional office if you have any filing questions.

- El Dorado 870-862-1202
- Fayetteville/Harrison 479-521-6980
- Fort Smith/Hot Springs 479-783-6833
- Texarkana 870-773-3381