

ARWD CIVIL CASE OPENING PROCEDURES

ADDITIONAL CASE FILING INFORMATION

- Visit the [Civil Case Filing](#) page on our public website at www.arwd.uscourts.gov for additional case filing information such as the **Administrative Policies and Procedures Manual** for Civil and Criminal Filings, and [Guidelines](#) for Filing Discovery Documents.
- See Notice of Removal instructions on page 10 below.

CIVIL COVER SHEET

- Complete the Western District of Arkansas [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.
- **Demand** – Per the [March 12, 2024 Judicial Conference Notice](#), “civil actions seeking to bar or mandate state or federal actions should be randomly assigned district wide.”
 - Notify the clerk of these actions by adding this information in the “DEMAND \$” section.

VII. REQUESTED IN COMPLAINT:	CHECK IF THIS IS A CLASS ACTION UNDER RULE 23, F.R.Cv.P.	DEMAND \$ Declaratory and injunctive relief	CHECK YES only if demanded in complaint: JURY DEMAND: Yes <input type="radio"/> No <input checked="" type="radio"/>
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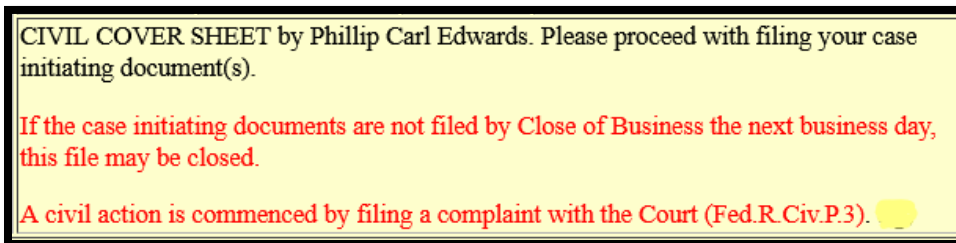
VII. Requested in Complaint. Class Action. Place an "X" in this box if you are filing a class action under Rule 23, F.R.Cv.P. Demand. In this space enter the actual dollar amount being demanded or indicate other demand, such as a preliminary injunction. Jury Demand. Check the appropriate box to indicate whether or not a jury is being demanded.
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- You must indicate the payment type on the bottom of the cover sheet.
- Once the Civil Cover Sheet is complete, send it via email to FSM_Info@arwd.uscourts.gov for all divisions.

*****Please call 1-833-853-0345 for any filing/docketing questions.*****

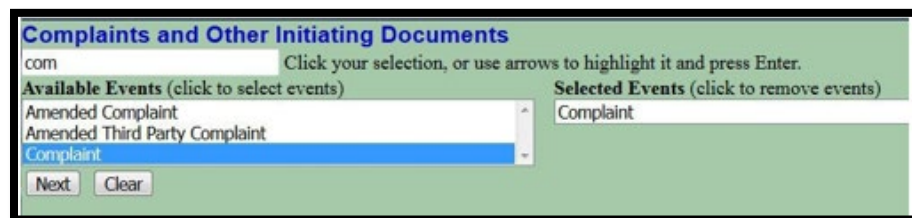
ACTION OF CLERK STAFF

- When the Civil Cover Sheet is received during [business hours](#) (8am-5pm), Clerk staff will assign a judge and case number, then docket the Civil Cover Sheet.
 - **NOTE:** When the Civil Cover Sheet is emailed to the Clerk after business hours, the Civil Cover Sheet will be filed the next business day.
- Case participants with an active e-filing account will be added to the case and receive the 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.
 - NOTE: The civil action **is not** commenced with the filing of the civil cover sheet. The civil action is commenced by the filing of a complaint with the Court.



CASE INITIATING DOCUMENTS

- All documents, including exhibits, **must be** in PDF format and conform to the current file size restrictions.
 - As of 2024, the maximum PDF file size is 50MB
 - The maximum merge document size is 250MB
- Docket the Case Initiating document using the **Complaint** event.
 - Civil Events → Initial Pleadings and Service → Complaints, Other Initiating Documents → **Complaint**



- Enter the case number assigned and click Find This Case

Complaints and Other Initiating Documents

Civil Case Number

19-2002 Find This Case

Next Clear

- The number will be reformatted. Click Next

Civil Case Number

2:19-cv-2002

Next Clear

- Confirm case number and case short title. Click Next

Complaints and Other Initiating Documents

2:19-cv-02002-PKH Cooke v. Trucking Company

Next Clear

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

Complaints and Other Initiating Documents

2:19-cv-02002-PKH Cooke v. Trucking Company

Pick Filer: Select the Filer:

Bradley Cooke [pls] Trucking Company [dft]

Select the Party:

Cooke, Bradley [pls] Trucking Company [dft]

Next Clear New Filer

- Select the party that the filing is against in the right pane. Click Next
 - NOTE:** You can select multiple parties by holding down the Control or Shift keys to select names.
 - NOTE:** Although All Defendants, All Plaintiffs, and All Parties are an option, it is recommended that these options are not used and that you should select the individual party instead.

Complaints and Other Initiating Documents
2:19-cv-02002-PKH Cooke v. Trucking Company

Pick Party Please select the party that this filing is against.

[Collapse All](#) [Expand All](#)

+ Bradley Cooke pla
- Trucking Company dt

Select the Party: OR **Select a Group:**

Cooke, Bradley [pla]
Trucking Company [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

[Next](#) [Clear](#) [New Party](#)

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

Select the PDF document and any attachments.

Main Document
[Browse...](#) complaint.pdf

A DESCRIPTION MUST BE ENTERED FOR EACH ATTACHMENT ADDED. (Contract, Return Receipt, etc.)
You may select a category, but it is not required.

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.		

[Next](#) [Clear](#)

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

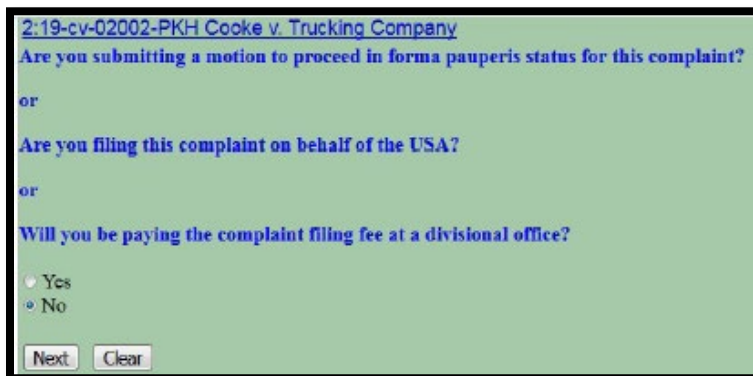
2:19-cv-02002-PKH Cooke v. Trucking Company

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 question, you will bypass the payment screens.
- If you respond “No” to the system question, you will be directed to PAY.GOV to pay the filing fee.

- **Paying the Filing Fee**

- 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.**

2:19-cv-02002-PKH Cooke v. Trucking Company
Fee: \$400

Next Clear

- 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.**

Login

* Required Information

Username * attortraink7

Password * [masked]

Login Clear Cancel

- 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.**

Account Number 7033934
Username attortraink7
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for Arkansas Western District Court (test) - NextGen

* Required Information

Payment Amount

Amount Due * \$400.00

Select a Payment Method

☒ Attorney H. Training
XXXXXXXXXXXX1111
01/2025

☐ Enter a credit card

☐ Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

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

The screenshot shows a web form with two main sections. The first section, titled 'Email Receipt', contains three input fields: 'Email' with the value 'arw@act11@gmail.com', 'Confirm Email' with the value 'arw@act11@gmail.com', and 'Additional Email Addresses' with the value 'arw@act11@gmail.com'. The second section, titled 'Authorization', contains a checkbox labeled 'I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.' Below this is a note: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.' At the bottom of the form are three buttons: 'Submit', 'Back', and 'Cancel'.

- 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**.

The screenshot shows a web form titled 'Complaints and Other Initiating Documents' for case '2:19-cv-02002-PKH Cooke v. Trucking Company'. The 'Docket Text' field is highlighted in yellow and contains the text: 'Modify as Appropriate. 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)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

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

The screenshot shows a web form titled 'Complaints and Other Initiating Documents' for case '2:19-cv-02002-PKH Cooke v. Trucking Company'. The 'Docket Text: Final Text' field is highlighted in yellow and contains the 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)'. Below this field is a red warning message: '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?'. Below the warning is a section titled 'Source Document Path (for confirmation only):' which lists four files: 'C:\fakepath\complaint.pdf pages: 1', 'C:\fakepath\Exhbt A.pdf pages: 1', 'C:\fakepath\Exhbt B.pdf pages: 1', and 'C:\fakepath\Exhbt C.pdf pages: 1'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

- 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 the 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)

DISCLOSURE STATEMENT UNDER FED. R. Civ. P 7.1

- Please review [Fed. R. Civ. P. 7.1](#) regarding **required** Disclosure Statement filings.
 - **Corporate Disclosure Statement(s)**
 - Civil Events → Other Filings → Other Documents → **Corporate Disclosure Statement.**
 - **Other 7.1 Disclosure Statements**
 - Civil Events → Other Filings → Notices → Notice.

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

- Prepare your [summons](#) then publish it to PDF. Submit the summons to the Clerk to be issued by docketing the **Summons Requested** event.
 - Civil Events → Initial Pleadings and Service → Service of Process → **Summons Requested or Summons Requested as to USA** event.

SUMMONS ISSUED

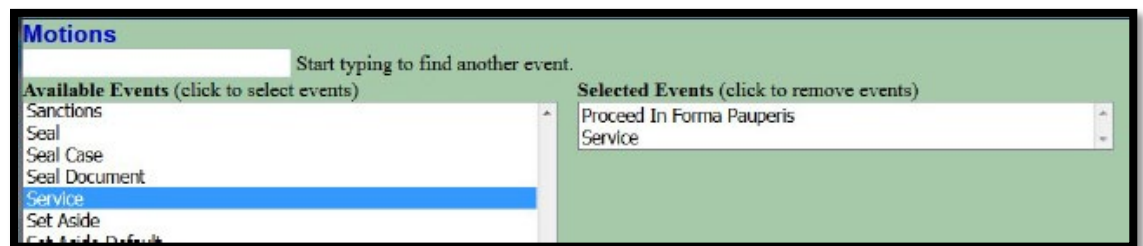
- The Clerk's office will confirm the filing fee has been paid or IFP has been granted before issuing the summons.
- The Clerk will issue and return the summons via the **Summons Issued** or **Summons Issued as to USA** event. This document is restricted to case participants; therefore, you will be required to log into the ECF system before you can access the documents.

SERVICE IN SOCIAL SECURITY ACTIONS UNDER 42 U.S.C. 405(g)

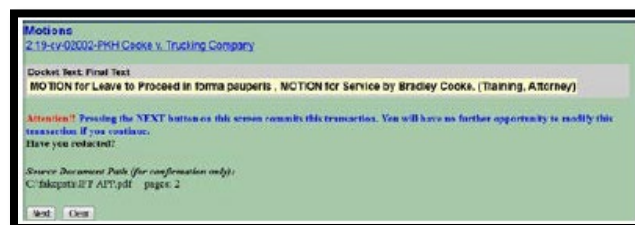
- In Social Security Actions under 42 U.S.C. 405(g), filing the complaint with the Clerk of the Court will be sufficient service upon the Social Security Administration and U.S. Attorney.
- Issuance and service of summons are **not** required in cases falling under this statute.
- [December 1, 2022, Rules of Practice & Procedure Amendments](#)

PROCEED IN FORMA PAUPERIS (IFP)

- If a request is made to the Court to proceed without prepaying fees or costs, the [AO240](#) (short form) should be filed using the Motion events below.
 - **NOTE:** This request also includes service of the complaint without prepayment of those fees or costs.
 - **NOTE:** Service will no longer be required for **Social Security actions that fall under 42 U.S.C. 405(g)**. Do not select the motion for service event in these cases.
- Select Civil Events→ Motions and Related Filings→ Motions event.
 - Select **Both** the ***Proceed In Forma Pauperis*** and ***Service*** motion types.



- Continue 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.
 - **Except** in Social Security actions under 42 U.S.C. 405(g).

NOTICE OF REMOVAL

- Complete the civil [cover sheet](#) and email the cover sheet, Notice of Removal, last filed state court complaint, and other state court documents to the appropriate divisional office.
 - The following PDF documents **must** be submitted separately:
 - Civil cover sheet,
 - Notice of Removal,
 - Last filed state court complaint and summons,
 - Last filed state court answer (if applicable),
 - Any pending state court motions that need to be filed in the Western District of Arkansas (if applicable),
 - Any responses to the pending state court motions (if applicable),
 - You may combine the remaining state court documents into one PDF.
- The Clerk will docket a **Clerk's Notice Regarding Filing Fee**. Instructions on how to pay the Notice of Removal filing fee are provided on the notice.

CLERK'S NOTICE REGARDING FILING FEE. The following document was received and filed without the appropriate filing fee: [2](#) Notice of Removal.

You MUST pay the filing fee of \$405.00 or file a motion to proceed In Forma Pauperis, if appropriate, within 2 business days.

If the proper fees or motion are not received for case initiating documents, your case may be subject to dismissal.

Present your payment to the appropriate Divisional Office or [Pay Online](#), using the [Civil -> Other Documents -> Filing Fee Submitted](#) event. Filing Fee due by 1/29/2024 11:59 PM CST

*****Please call 1-833-853-0345 for any filing/docketing questions.*****