

# ARWD CIVIL CASE OPENING PROCEDURES

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## CASE FILING INFORMATION

- Visit the [Civil Case Filing](#) page on our public website at [www.arwd.uscourts.gov](http://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 below.

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## 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 the second page.
    - 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.

<b>VII. REQUESTED IN COMPLAINT:</b>	CHECK IF THIS IS A CLASS ACTION UNDER RULE 23, F.R.Cv.P.	<b>DEMAND \$</b> 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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<b>VII. Requested in Complaint.</b> 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.

### Email Instructions

- Once the Civil Cover Sheet is complete, send it via email to [FSM\\_Info@arwd.uscourts.gov](mailto:FSM_Info@arwd.uscourts.gov) for all divisions.
- **Email**
  - The subject line must contain the following text:
    - Plaintiff’s name (one name is sufficient)
    - Civil Cover Sheet
    - Notice of Removal (if applicable)
    - **Examples:** Jane Doe Civil Cover Sheet, or Jane Doe Notice of Removal Civil Cover Sheet
  - If known, please include the applicable division name within the body of the email.
  - Please **only send one email** with the Civil Cover Sheet.
    - Sending the cover sheet more than once may result in the case being opened more than once.

### Clerk’s Office Phone Number

- Please call the Clerk’s Office with any filing/docketing questions.
  - **\*\*\*1-833-853-0345\*\*\***

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## CLERK’S OFFICE FILING CIVIL COVER SHEET

- When the Civil Cover Sheet is received during [business hours](#) (8am-5pm), the 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 and payment of the filing fee.

CIVIL COVER SHEET by Phillip Carl Edwards. Please proceed with filing your case initiating document(s).

If the case initiating documents are not filed by Close of Business the next business day, this file may be closed.

A civil action is commenced by filing a complaint with the Court (Fed.R.Civ.P.3).

## ATTORNEY FILING CASE INITIATING DOCUMENTS

- All documents, including exhibits, **must be** in PDF format and conform to the current file size restrictions.
  - As of 2025, 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**

**Complaints and Other Initiating Documents**

com Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)	Selected Events (click to remove events)
Amended Complaint	Complaint
Amended Third Party Complaint	
Complaint	

Next Clear

- 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 case number will be reformatted. **Click Next**

Civil Case Number

2:19-cv-2002

Next Clear

- Confirm the 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

Bradley Cooke pla  
Trucking Company dft

Select the Party:

Cooke, Bradley [pla]  
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 options, 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

Bradley Cooke pla  
Trucking Company dft

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

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

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

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

- **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 While Filing the Complaint

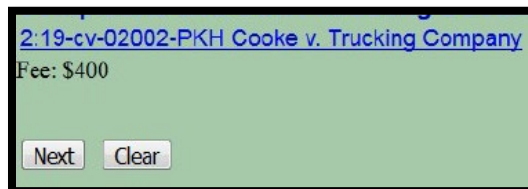
- Review the system message regarding payment of the fee. **Click Next.**



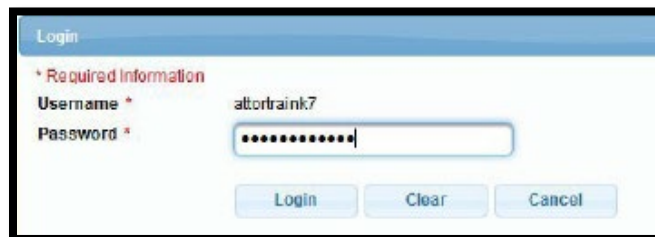
- Review the system message regarding completing the payment transaction. **Click Next.**



- 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**.

- 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 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 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)

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## DISCLOSURE STATEMENT(S) UNDER FED. R. Civ. P 7.1

- Please review [Fed. R. Civ. P. 7.1](#) regarding **required** Disclosure Statement filings.
  - Use the following events to file disclosure statements
    - **Corporate Disclosure Statement(s)**
      - Civil Events → Other Filings → Other Documents → **Corporate Disclosure Statement.**
    - **Other 7.1 Disclosure Statements**
      - Civil Events → Other Filings → Notices → Notice.
- **NOTE:** Parties are responsible for filing the Corporate Disclosure Statement(s)
  - Do not include the Corporate Disclosure Statement in the case initiating email.

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## 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.

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## 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.

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## 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](#)

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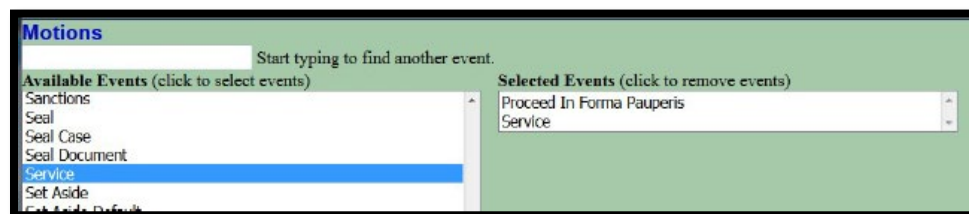
## PAYING THE FILING FEE

- Attorneys may pay the civil filing fee using the **Filing Fee Submitted** event, if they did not pay the filing fee while docketing the complaint.
  - Civil Events → Other Documents → **Filing Fee Submitted**

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## 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.



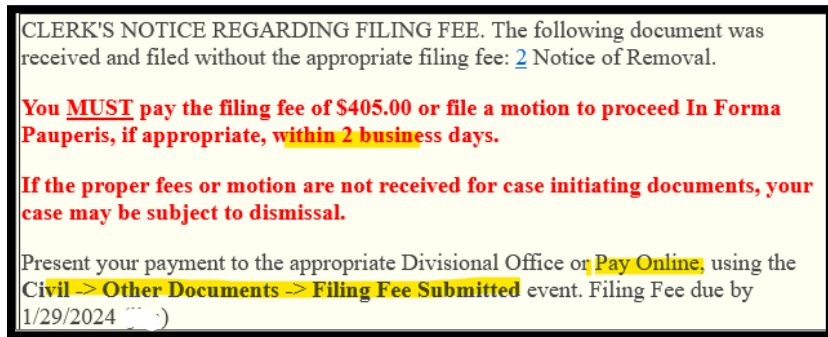
- **Click Next** to complete the transaction and receive the NEF.
- If the Motions are granted, you can request summons to be issued as directed above.
  - **Except** in Social Security actions under 42 U.S.C. 405(g).

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## NOTICE OF REMOVAL

- Complete the civil [cover sheet](#) and email the cover sheet, Notice of Removal, last filed state court complaint/answer, and pending motions to the appropriate divisional office.
  - The following PDF documents are the **only** documents needed to open the case, and they **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 (and related responses) that need to be filed in the Western District of Arkansas (if applicable).
  - Do not attach motions that have been ruled on in state court.
- All other state court documents should be filed as a **Supplement** to the Notice of Removal after you receive the Notice of Removal NEF.
  - Civil Events → Other Documents → **Supplement**
    - Link the documents to the Notice of Removal
- Notice of Removal Filing Fee
  - The Clerk will docket the **Clerk's Notice Regarding Filing Fee** event.
    - Instructions on how to pay the Notice of Removal filing fee are provided on the notice.



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