

# ARWD CIVIL CASE OPENING PROCEDURES

## 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, send it via email to the appropriate divisional office for case opening.
  - El Dorado/Texarkana Divisions**      [TEX\\_info@arwd.uscourts.gov](mailto:TEX_info@arwd.uscourts.gov)
  - Fayetteville/Harrison Divisions**      [FAY\\_info@arwd.uscourts.gov](mailto:FAY_info@arwd.uscourts.gov)
  - Fort Smith/Hot Springs Divisions**      [FSM\\_Info@arwd.uscourts.gov](mailto:FSM_Info@arwd.uscourts.gov)

## 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 open the case. The clerk will docket the Civil Cover Sheet.
  - **NOTE:** When the Civil Cover Sheet is emailed when the office is closed, the clerk will **open the case when the court reopens.**
- 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.

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

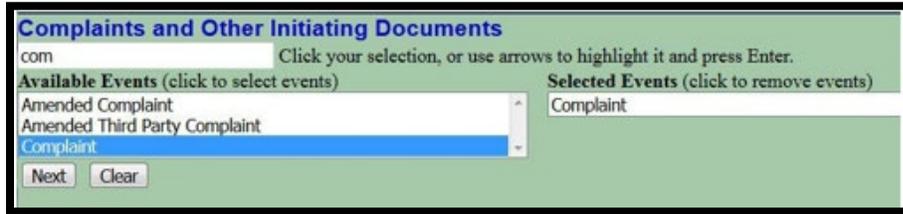
If the case initiating documents are not filed by Close of Business the next business day, this file may be closed.

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

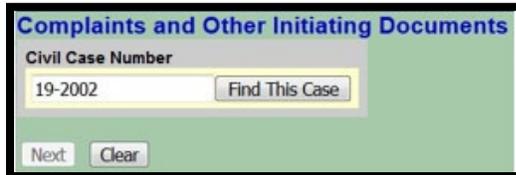
## CASE INITIATING DOCUMENTS

- All documents, including exhibits, must be in PDF format and conform to the current file size restrictions.
  - As of 2022, the maximum PDF file size is 50MB
  - The maximum merge document size is 250MB
- Docket the Case Initiating document using the Complaint event

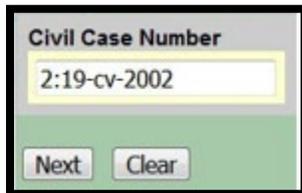
- Civil Events → Initial Pleadings and Service → Complaints, Other Initiating Documents → **Complaint**



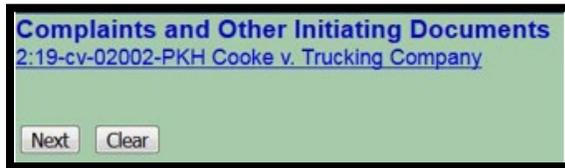
- Enter the case number assigned and click Find This Case



- 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**



- Select the party(ies) 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 this option is not used and individual parties are selected 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.

+ Bradley Cooke pla  
 - Trucking Company dt

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

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

- 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**  
 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. <input type="button" value="Browse..."/> Exhibit A.pdf	Exhibit - A: Contract	<input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> Exhibit B.pdf	Exhibit - B: Pay stub	<input type="button" value="Remove"/>
3. <input type="button" value="Browse..."/> Exhibit C.pdf	Exhibit - C: Email from manager	<input type="button" value="Remove"/>
4. <input type="button" value="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

- 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 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 (current fee is \$402). **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 \* attorfrank7

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 7033034  
Username attorfrank7  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account

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

\* Required Information

Payment Amount

Amount Due \* \$400.00

Select a Payment Method

Visa

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.

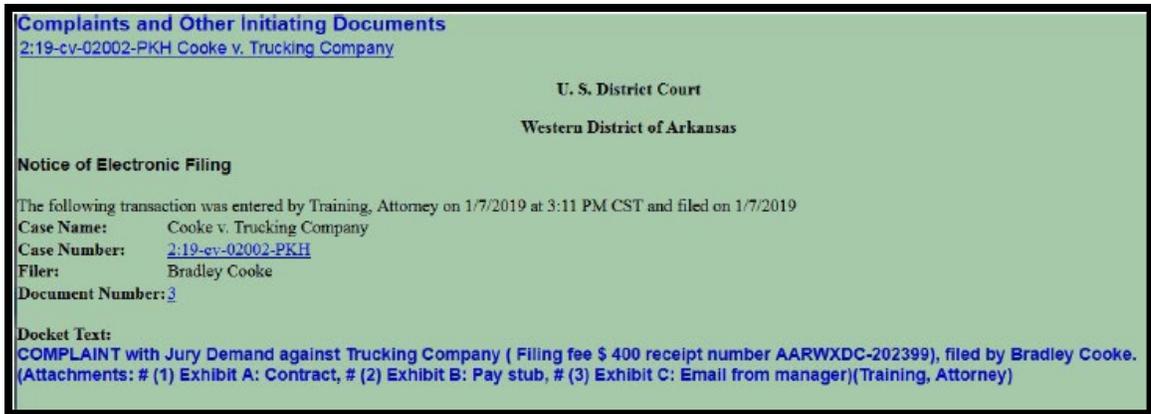
Next Cancel

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

- 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**.

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

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



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



### **DISCLOSURE STATEMENT IN DIVERSITY CASES UNDER FED. R. Civ. P 7.1**

- In Diversity cases, all parties and intervenors are required to file a disclosure statement identifying the citizenship of every individual or entity.
- File the disclosure statement using the Notice event. Civil Events → Other Filings → Notices → Notice
- [December 1, 2022, Rules of Practice & Procedure Amendments](#)

### **SUMMONS REQUESTED (After the 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 Events → Initial Pleadings and Service → Service of Process → Summons Requested or Summons Requested as to USA event.

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

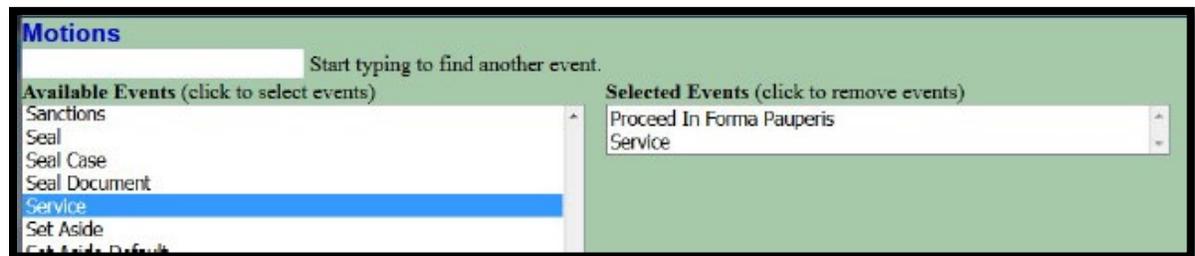
- In Social Security Actions under 42 U.S.C. 405(g), filing the complaint with the Clerk of the Court will be sufficient service upon the Social Security Administration and U.S. Attorney.
- Issuance and service of summons are **not** required in cases falling under this statute.
- [December 1, 2022,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

## 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

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

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

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