United States District Court
Middle District of Tennessee

How to Electronically File a New Civil or Miscellaneous Case in ECF (effective September 21, 2015)

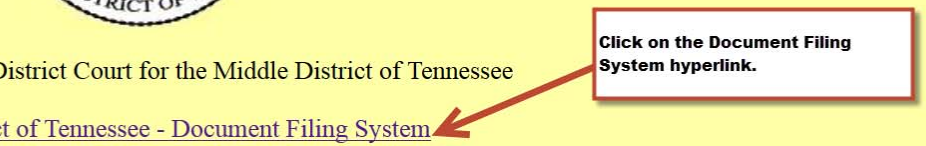
- Effective September 21, 2015, registered ECF users may file a civil or miscellaneous *initial* pleading electronically in an interim master case. (e.g. Complaint, Notice of Removal, 2254 Petition, 2255 Motion, Motion to Quash Subpoena from another court, etc.). The Clerk's Office will process the initial pleading from the interim case and a new civil or miscellaneous case number and judge assignment will be electronically provided through the Court's ECF system. Any fee required for filing an initiating document is due upon filing, unless the fee is waived or the filing user is proceeding in forma pauperis. All electronically filed documents which require a fee will automatically direct the filer through the Department of Treasury's Internet credit card payment process.

- Attorneys who are not registered ECF users may file initial pleadings in person at the Clerk's Office or by U. S. Mail.

- Follow the steps below to file a civil or miscellaneous initial pleading electronically.

Welcome to the U.S. District Court for the Middle District of Tennessee

Middle District of Tennessee - Document Filing System



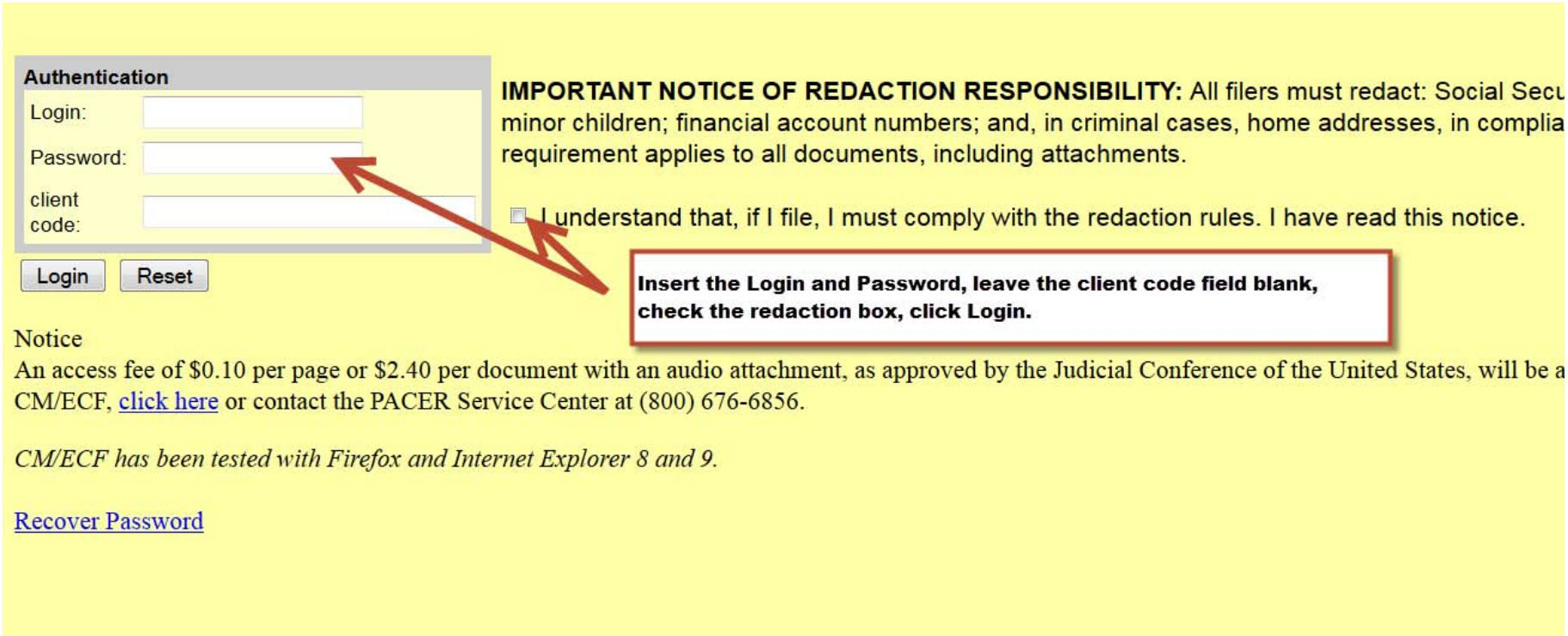
CM/ECF Helpdesk Number (615) 695-2888

The CM/ECF system will be down for routine maintenance weekly on Saturday mornings from 2:00-2:30AM.
Please see our website at www.tnmd.uscourts.gov for additional information.

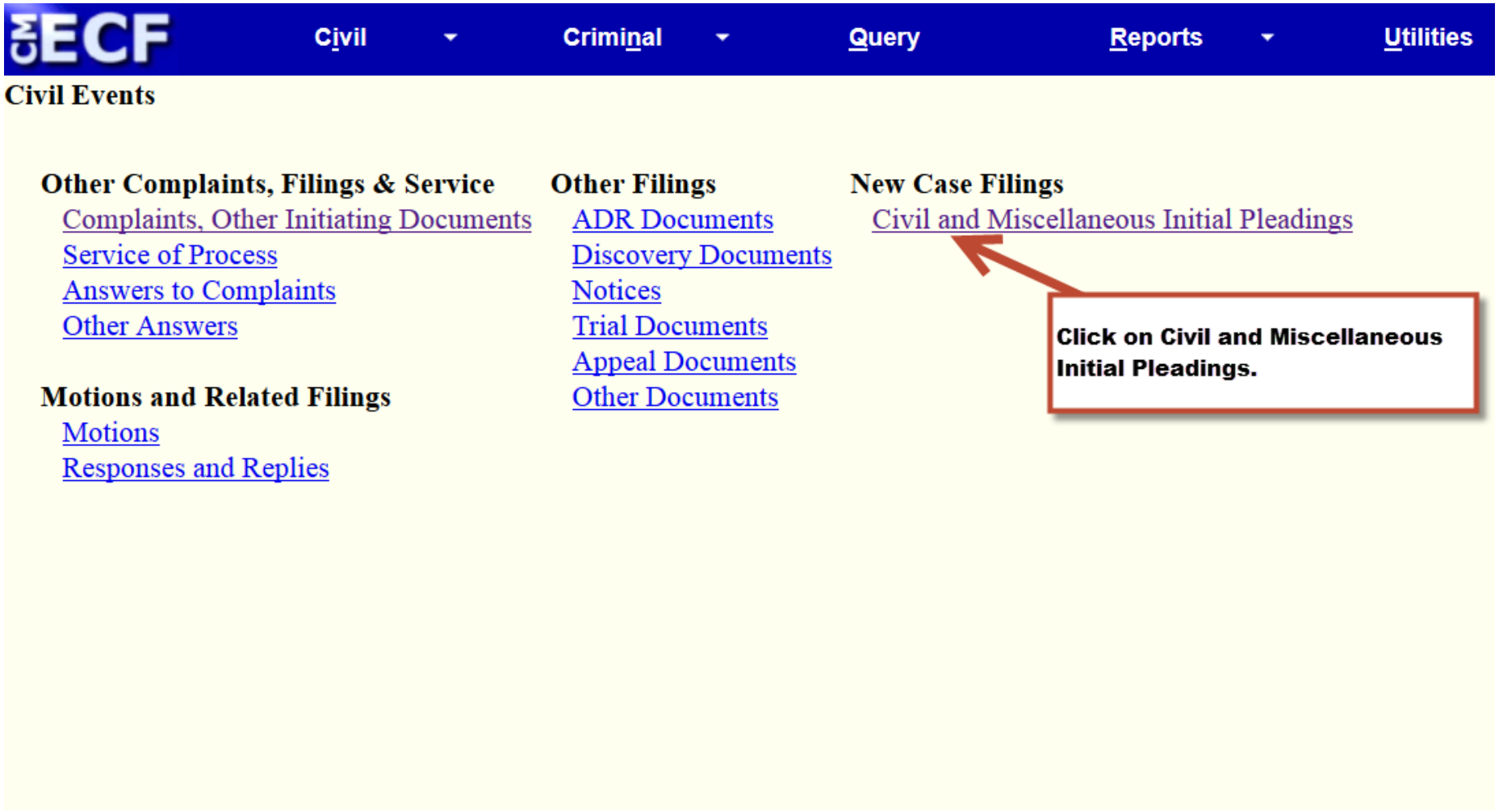
IMPORTANT PRIVACY NOTICE

Persons filing documents in the Federal Court Case Management / Electronic Case Filing System (CM/ECF) are required by Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1 and the policy of the Judicial Conference of the United States to redact certain confidential information from publicly filed documents. Failure to redact the required information could result in action against the filer. For specific info rmation on the types of information that must be redacted, please review the Federal Rules and the Judicial Conference policy available on-line at http://www.privacy.uscourts.gov.

Court Information


Authentication
Login:
Password:
client code:
Login
Reset
IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Secu
minor children; financial account numbers; and, in criminal cases, home addresses, in compliа
requirement applies to all documents, including attachments.
I understand that, if I file, I must comply with the redaction rules. I have read this notice.
Insert the Login and Password, leave the client code field blank, check the redaction box, click Login.
Notice
An access fee of $0.10 per page or $2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be a
CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.
CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.
Recover Password

CM ECF
Civil
Criminal
Query
Reports
Utilities
Click Civil on the blue menu bar.
UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE
U.S. District Court
Middle District of Tennessee
Official Court Electronic Document Fil
CM/ECF Helpdesk Number (615) 695
The CM/ECF system will be down for routine maintenance weekly on S
Please see our website at www.tnmd.uscourts.gov for a
IMPORTANT PRIVACY NOTI
Persons filing documents in the Federal Court Case Management / Electronic Case Filing System (CM/ECF) are required
the policy of the Judicial Conference of the United States to redact certain confidential information from publicly filed doc
For specific info rmation on the types of information that must be redacted, please review the Federal Rules and th


CM ECF
Civil
Criminal
Query
Reports
Utilities
Civil Events
Other Complaints, Filings & Service
Complaints, Other Initiating Documents
Service of Process
Answers to Complaints
Other Answers
Motions and Related Filings
Motions
Responses and Replies
Other Filings
ADR Documents
Discovery Documents
Notices
Trial Documents
Appeal Documents
Other Documents
New Case Filings
Civil and Miscellaneous Initial Pleadings
Click on Civil and Miscellaneous Initial Pleadings.

Civil and Miscellaneous Initial Pleadings

*****DO NOT USE THIS EVENT TO FILE SEALED COMPLAINTS OR OTHER SEALED INITIAL PLEADINGS*****
Sealed initial pleadings should be mailed or hand-delivered to the Office of the Clerk.

This event is used to file an initial pleading, such as a Complaint, a Notice of Removal, a Petition to Compel or Set Aside Arbitration, a Petition for Writ of Habeas Corpus, a Motion to Vacate/Set Aside/Correct Sentence (2255), or a Miscellaneous Proceeding (e.g. Motion to Quash out-of-district subpoena, Motion to Quash out-of-district garnishment). Your filing will be made into an INTERIM MASTER case. A filing fee is required and must be paid via credit card through the credit card module built into this event. The current fees are: Complaint ($400), Notice of Removal ($400), Petition for Writ of Habeas Corpus ($5.00), Motion to Vacate/Set Aside/Correct Sentence (2255) (no fee), Miscellaneous Proceeding ($46).

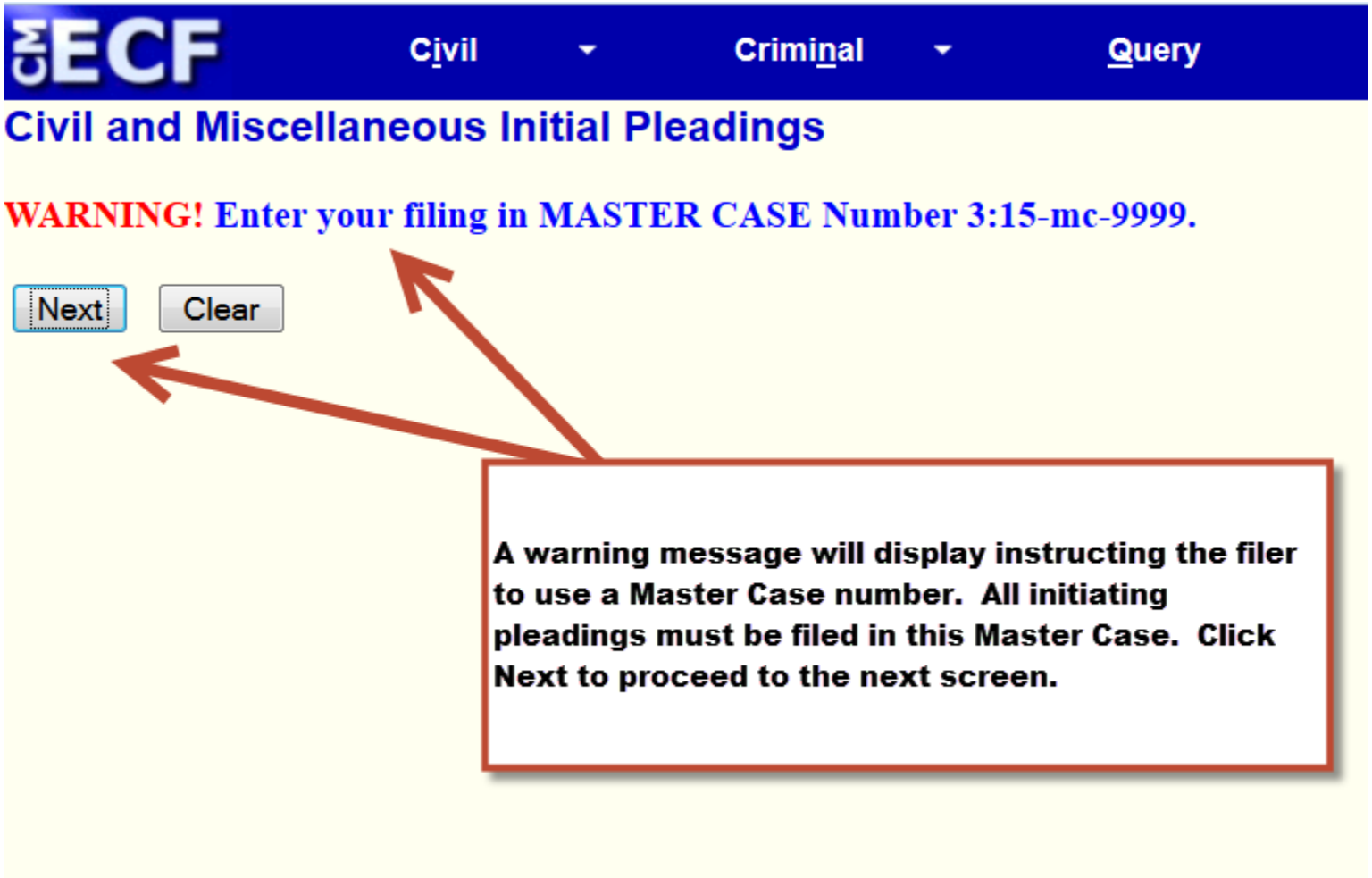
All supporting documents MUST be attached to this filing (e.g. civil cover sheet, proposed summons, corporate disclosure statement, notice of appearance, state court pleadings, notice of filing the notice of removal, etc.). Do NOT file motions to appear pro hac vice or any other documents with this event.

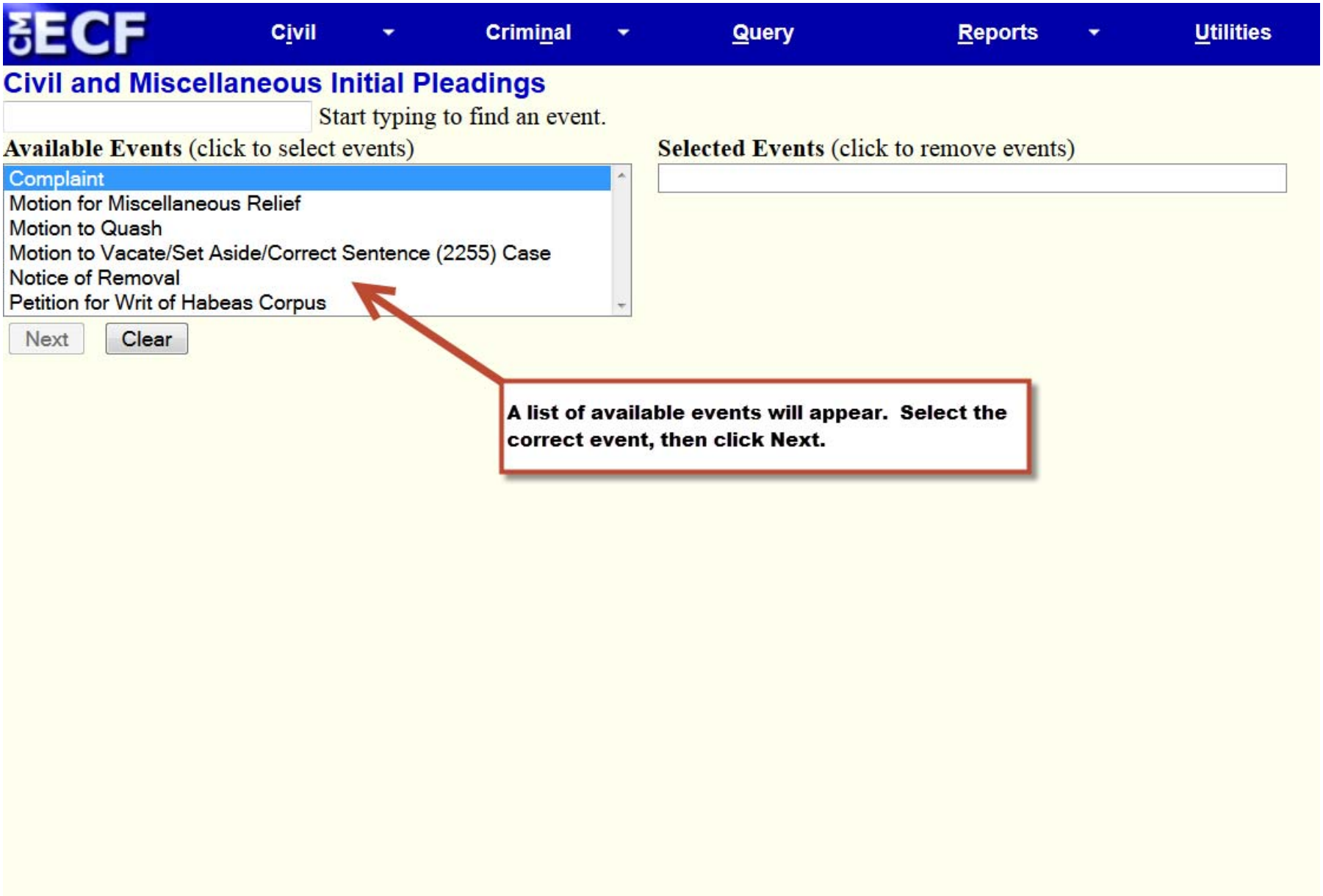
The Clerk will process this filing by removing it from the interim case, assigning a civil case number and judge, and docketing it in the new case. The filed date will be the date it was received in the interim case. You will receive a notice of electronic filing (NEF) containing the new civil case number and the assigned judge. Once you receive the NEF, you may file a pro hac vice motion or any other subsequent documents.

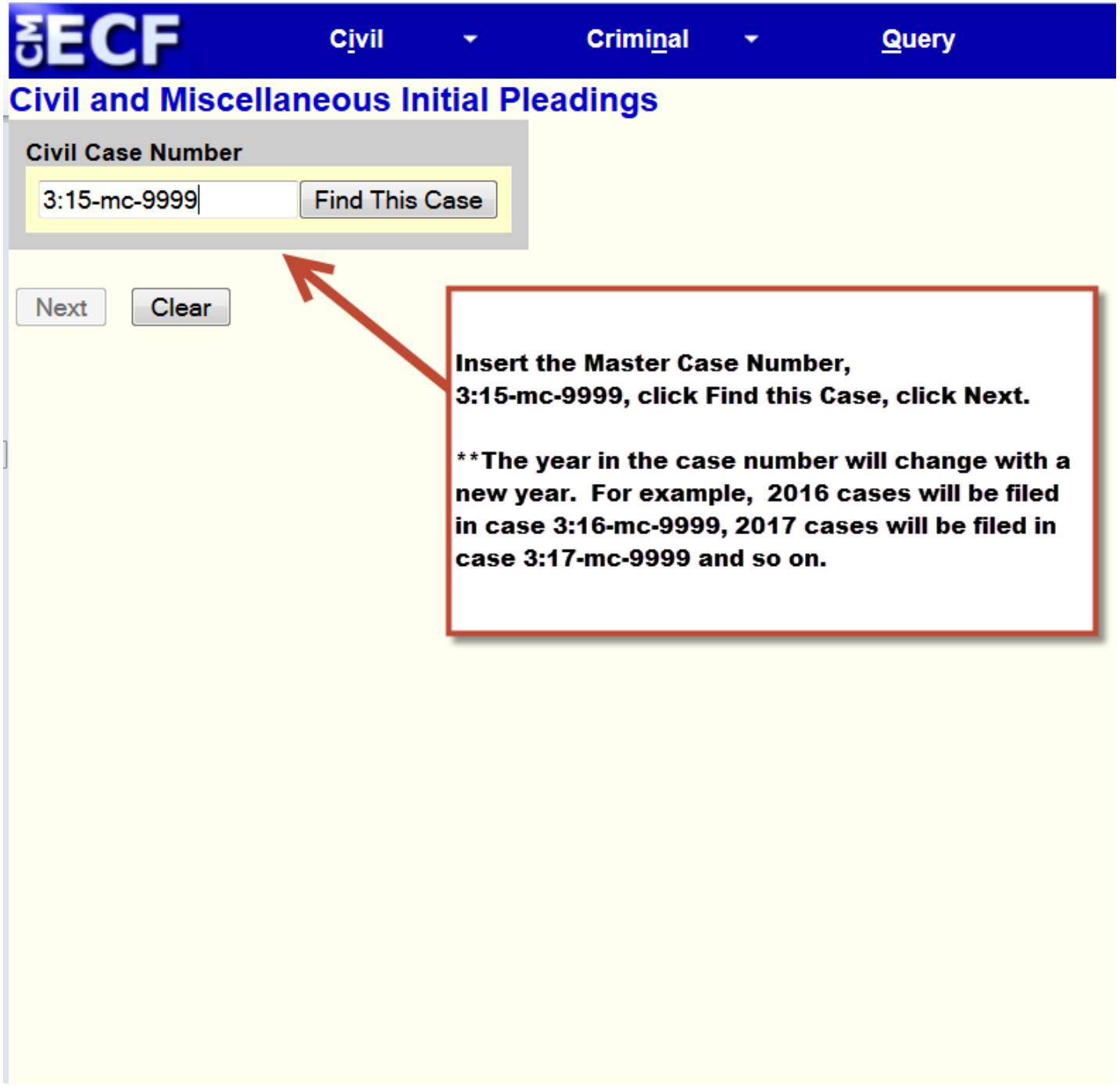
The Clerk will contact you when the case and service copies are ready for pickup or mailing.

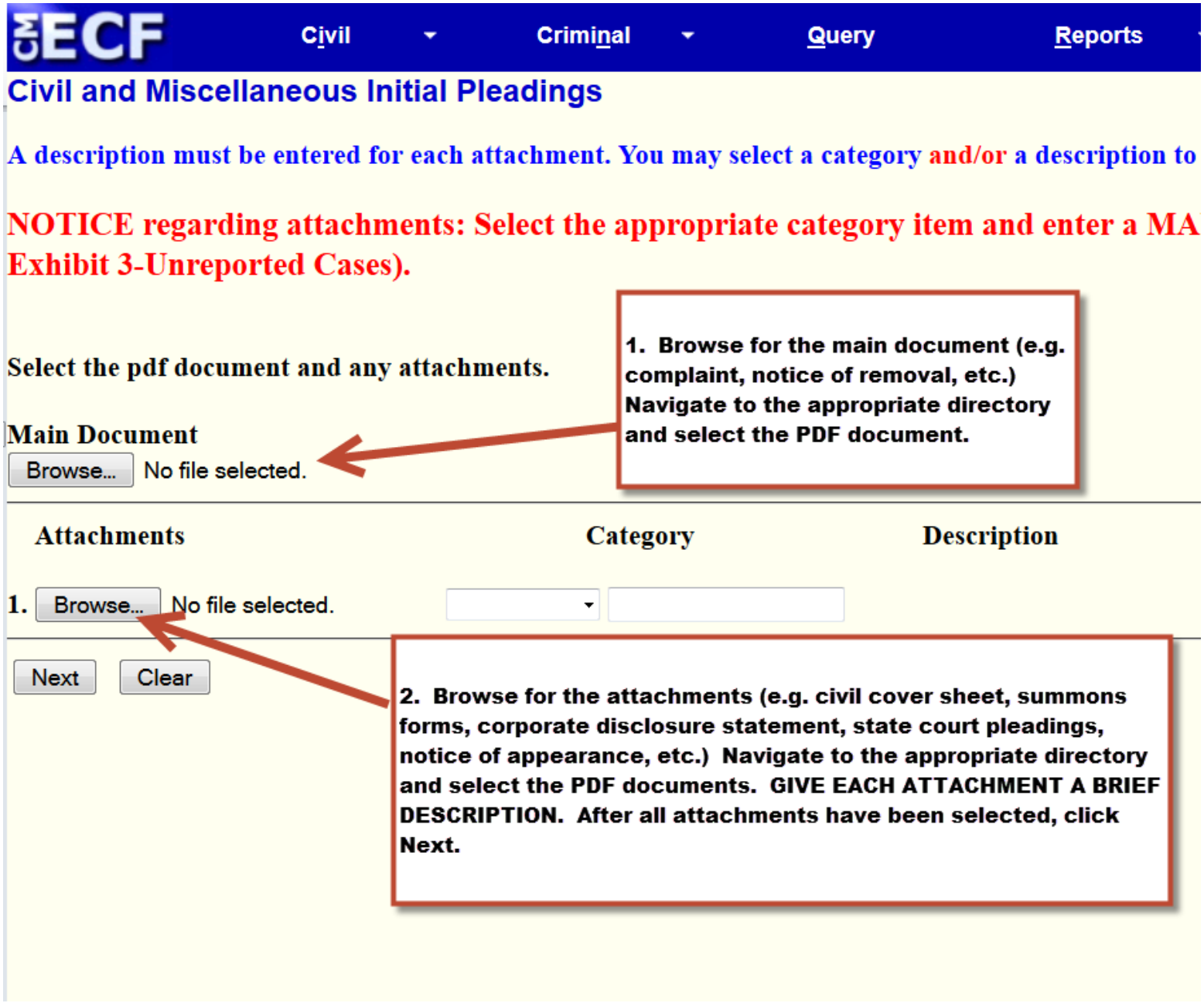
If you have questions about these procedures, please call the CM/ECF help desk number at (615) 695-2888 or toll free at (866) 720-8663.

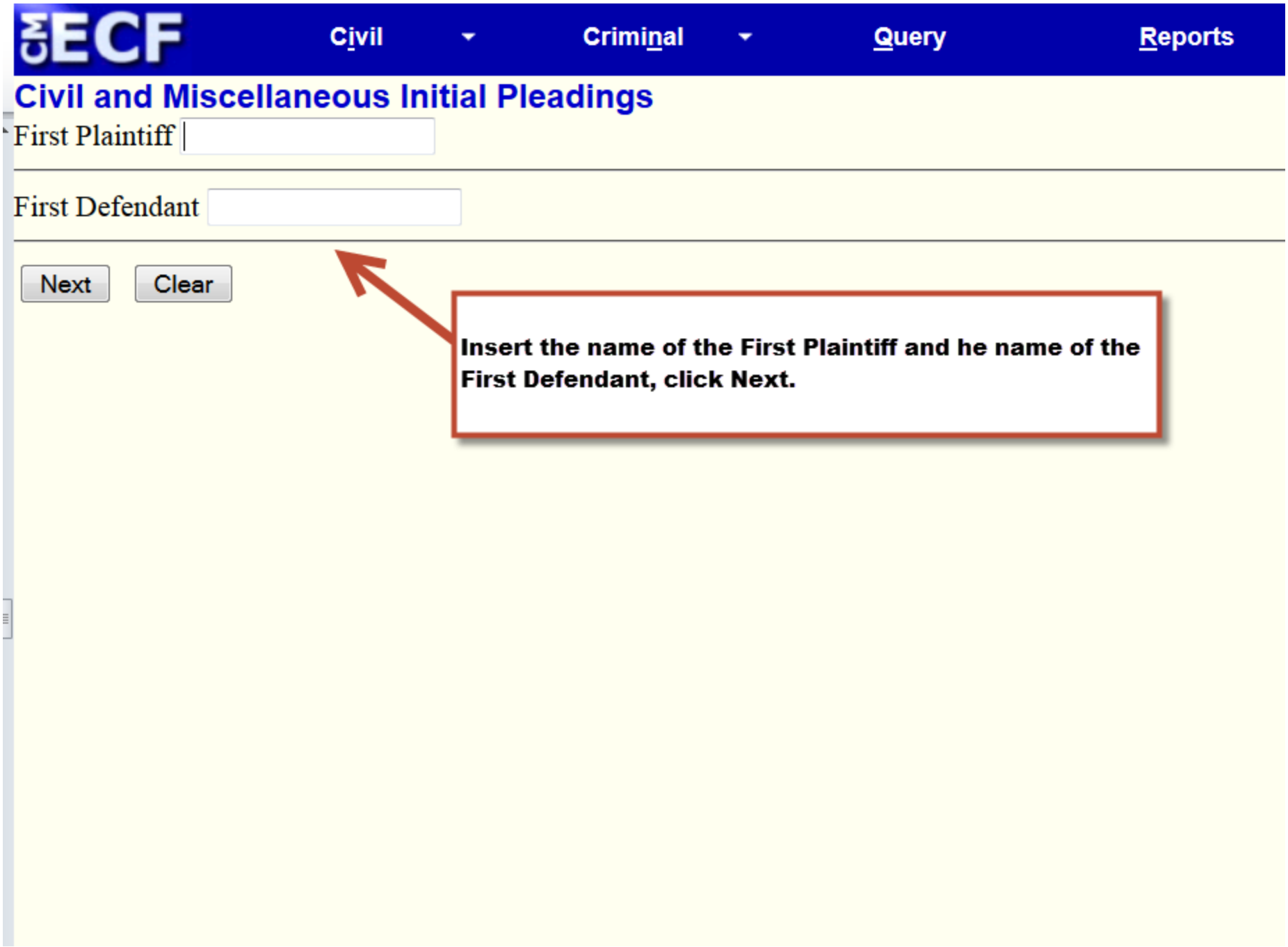
Next Clear

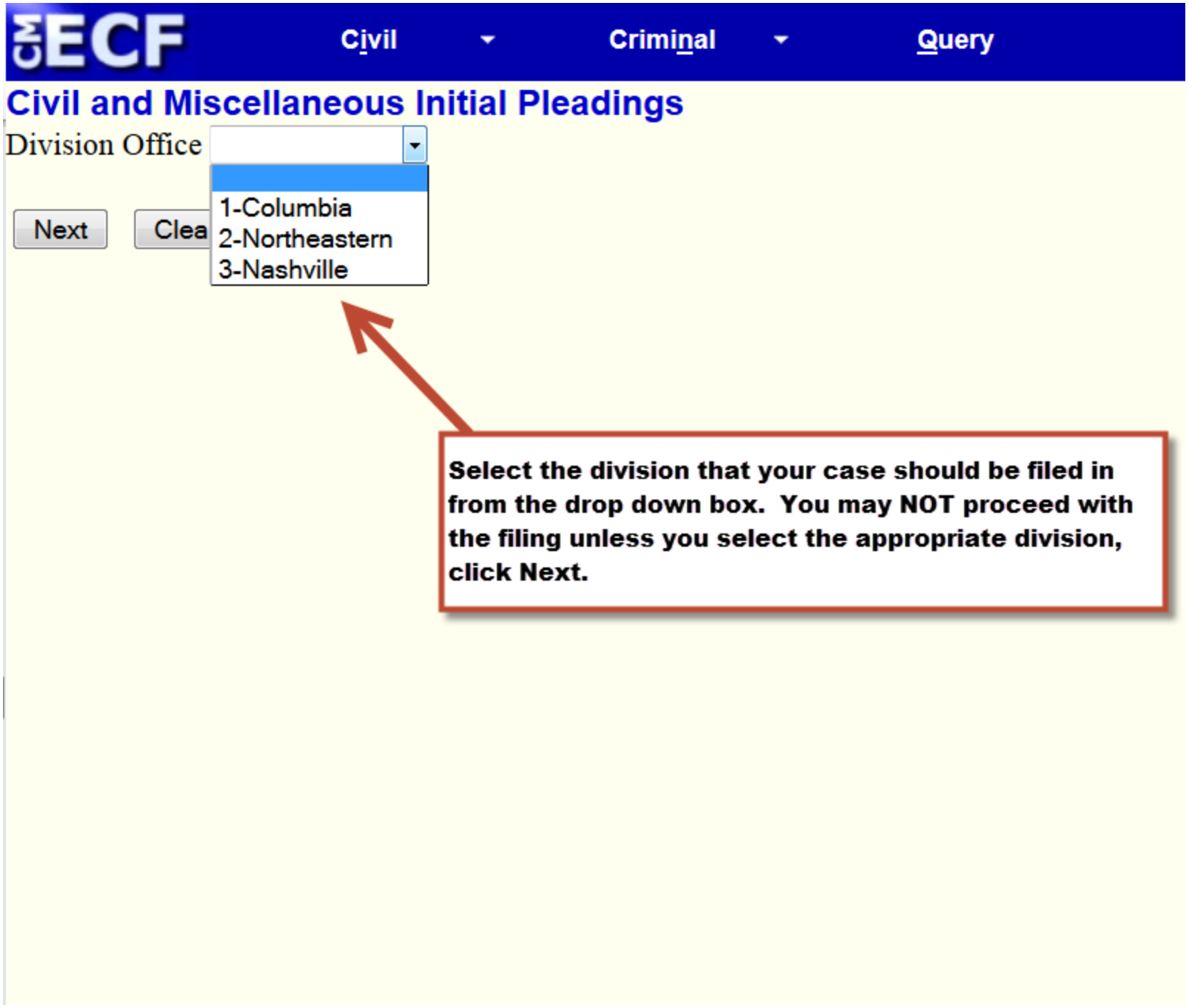

CM ECF
Civil
Criminal
Query
Civil and Miscellaneous Initial Pleadings
WARNING! Enter your filing in MASTER CASE Number 3:15-mc-9999.
Next
Clear
A warning message will display instructing the filer to use a Master Case number. All initiating pleadings must be filed in this Master Case. Click Next to proceed to the next screen.


CM/ECF
Civil
Criminal
Query
Reports
Utilities
Civil and Miscellaneous Initial Pleadings
Start typing to find an event.
Available Events (click to select events)
Complaint
Motion for Miscellaneous Relief
Motion to Quash
Motion to Vacate/Set Aside/Correct Sentence (2255) Case
Notice of Removal
Petition for Writ of Habeas Corpus
Selected Events (click to remove events)
Next
Clear
A list of available events will appear. Select the correct event, then click Next.


CM ECF
Civil
Criminal
Query
Civil and Miscellaneous Initial Pleadings
Civil Case Number
3:15-mc-9999
Find This Case
Next
Clear
Insert the Master Case Number,
3:15-mc-9999, click Find this Case, click Next.
**The year in the case number will change with a new year. For example, 2016 cases will be filed in case 3:16-mc-9999, 2017 cases will be filed in case 3:17-mc-9999 and so on.


CM/ECF
Civil
Criminal
Query
Reports
Civil and Miscellaneous Initial Pleadings
A description must be entered for each attachment. You may select a category and/or a description to
NOTICE regarding attachments: Select the appropriate category item and enter a MA
Exhibit 3-Unreported Cases).
Select the pdf document and any attachments.
Main Document
Browse... No file selected.
1. Browse for the main document (e.g. complaint, notice of removal, etc.) Navigate to the appropriate directory and select the PDF document.
Attachments
Category
Description
1. Browse... No file selected.
Next
Clear
2. Browse for the attachments (e.g. civil cover sheet, summons forms, corporate disclosure statement, state court pleadings, notice of appearance, etc.) Navigate to the appropriate directory and select the PDF documents. GIVE EACH ATTACHMENT A BRIEF DESCRIPTION. After all attachments have been selected, click Next.


CM ECF
Civil
Criminal
Query
Reports
Civil and Miscellaneous Initial Pleadings
First Plaintiff
First Defendant
Next
Clear
Insert the name of the First Plaintiff and he name of the First Defendant, click Next.


CM ECF
Civil
Criminal
Query
Civil and Miscellaneous Initial Pleadings
Division Office
1-Columbia
2-Northeastern
3-Nashville
Next
Clea
Select the division that your case should be filed in from the drop down box. You may NOT proceed with the filing unless you select the appropriate division, click Next.

Civil and Miscellaneous Initial Pleadings

Is this document filed with an application to proceed in forma pauperis?

or

Is this document filed on behalf of the USA?

or

Is the fee waived for this document?

- ○ Yes
- ◉ No

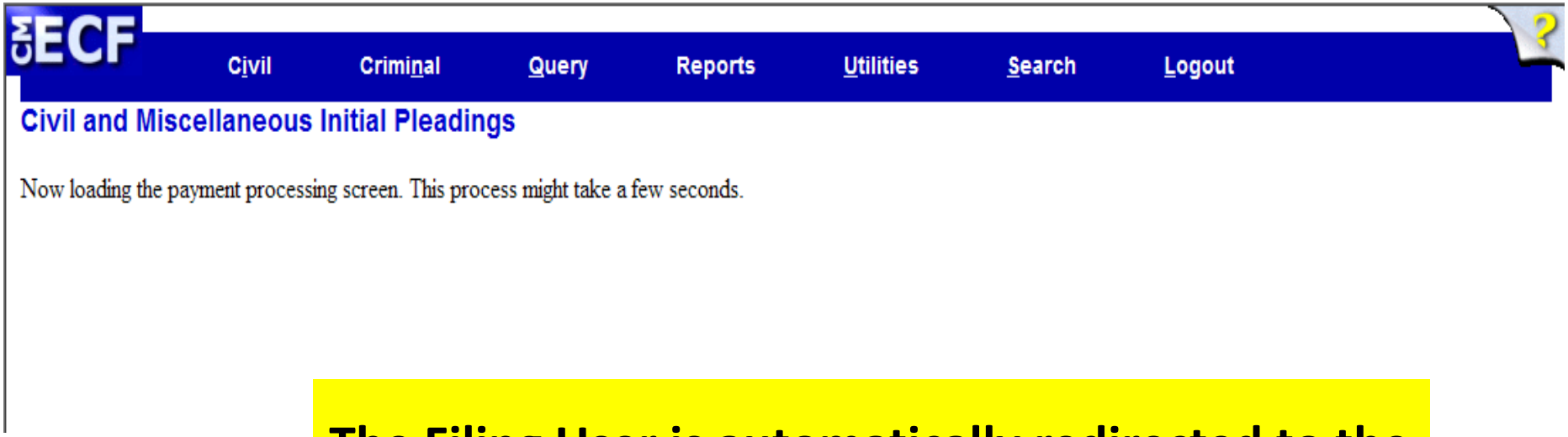
Next Clear

Select Yes or No for these questions. The default is No, which will cause the system to proceed to the credit card screen.

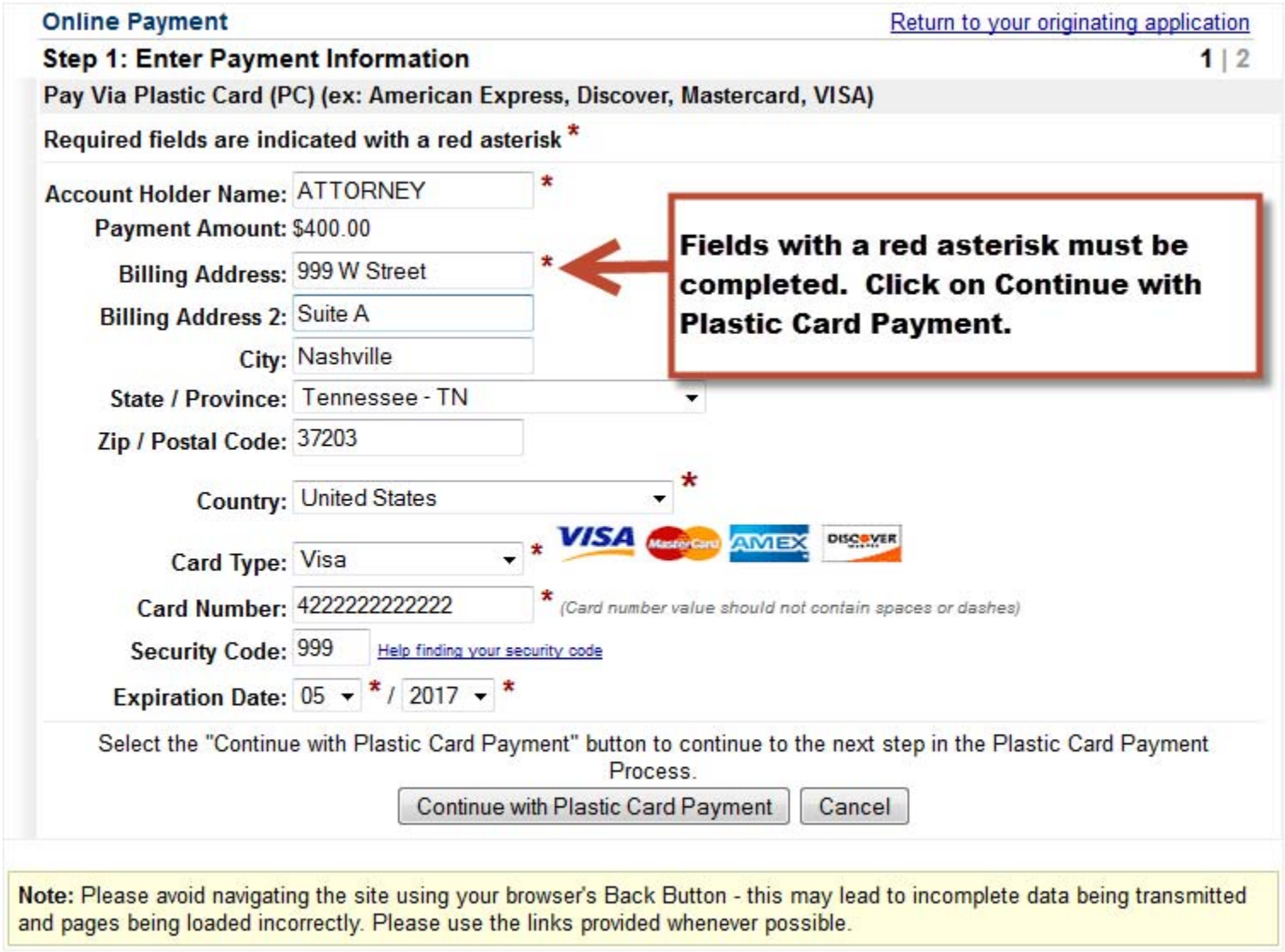
****ONLY those cases where the party is proceeding IFP, is filed by the USA, or the fee is waived may answer Yes to these questions.**

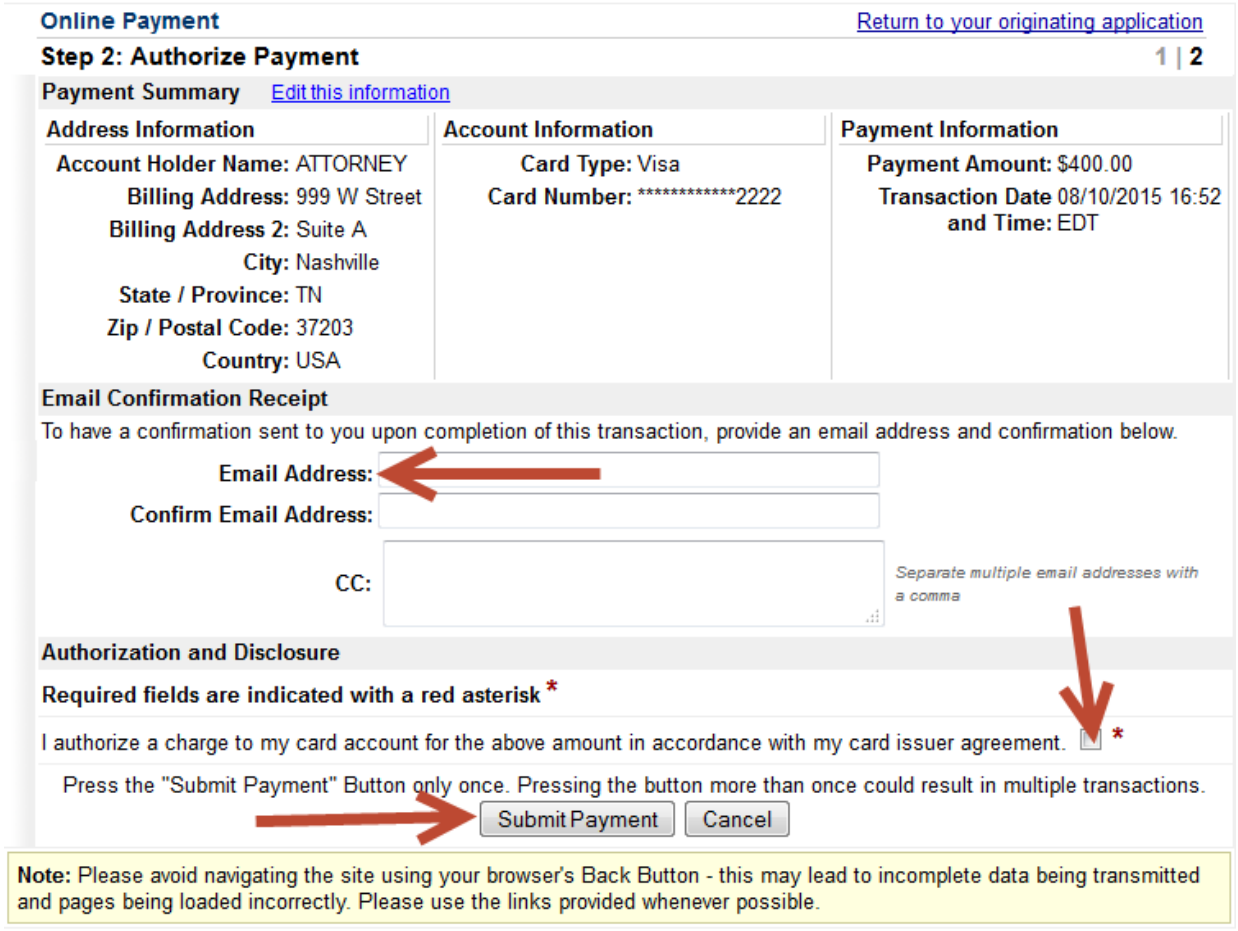
Click Next to proceed to the next screen.

CM ECF
Civil
Criminal
Query
Civil and Miscellaneous Initial Pleadings
Fee: $400
Next
Clear
The amount your credit card will be charged is displayed. Click Next to proceed to the next screen.

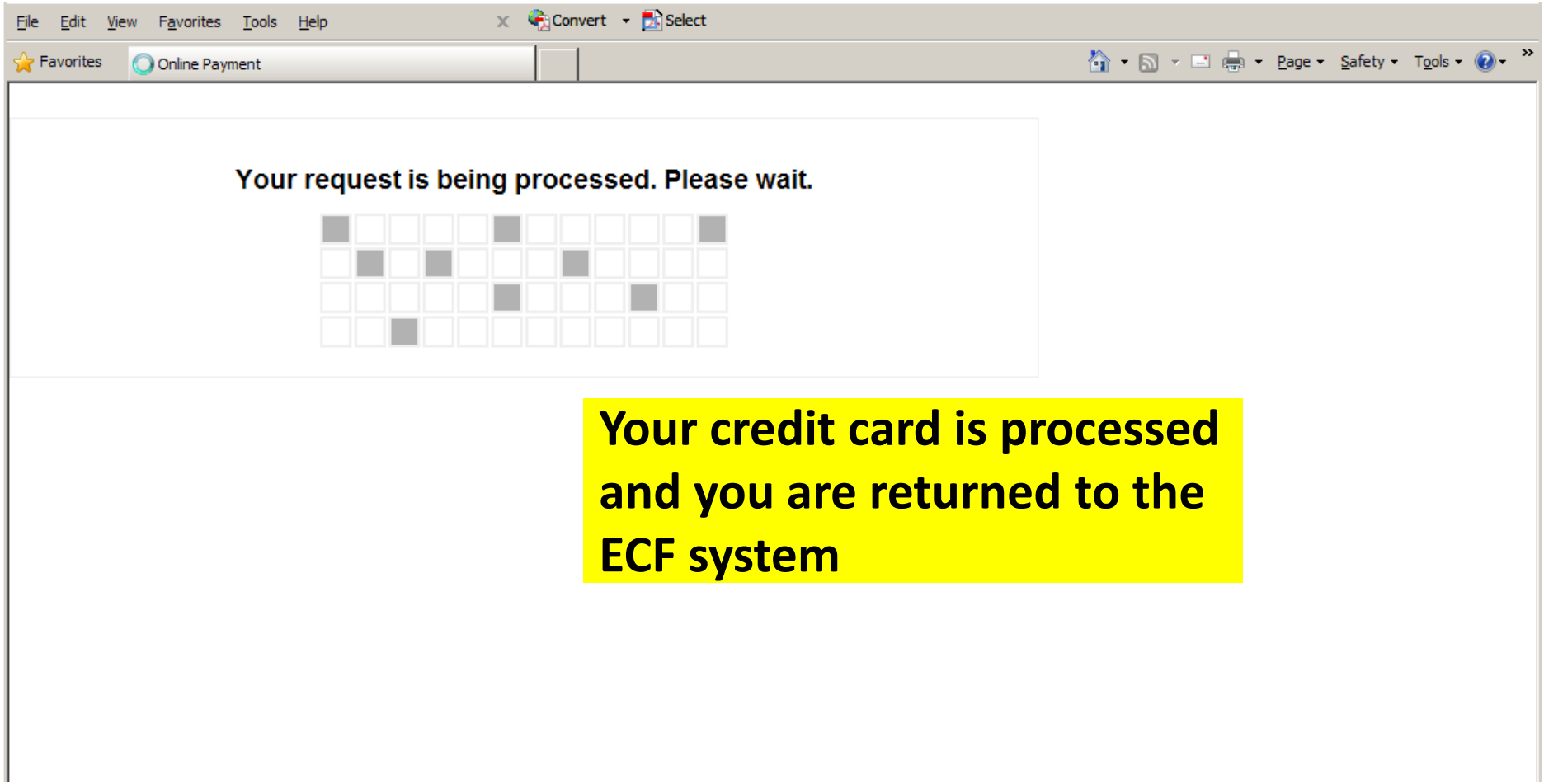


The Filing User is automatically redirected to the Department of Treasury Internet payment process and required to enter a valid credit card number.


Online Payment
Return to your originating application
Step 1: Enter Payment Information
1 | 2
Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
Required fields are indicated with a red asterisk *
Account Holder Name: ATTORNEY *
Payment Amount: $400.00
Billing Address: 999 W Street *
Billing Address 2: Suite A
City: Nashville
State / Province: Tennessee - TN
Zip / Postal Code: 37203
Country: United States *
Card Type: Visa *
Card Number: 4222222222222 * (Card number value should not contain spaces or dashes)
Security Code: 999 Help finding your security code
Expiration Date: 05 * / 2017 *
Fields with a red asterisk must be completed. Click on Continue with Plastic Card Payment.
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
Continue with Plastic Card Payment
Cancel
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.



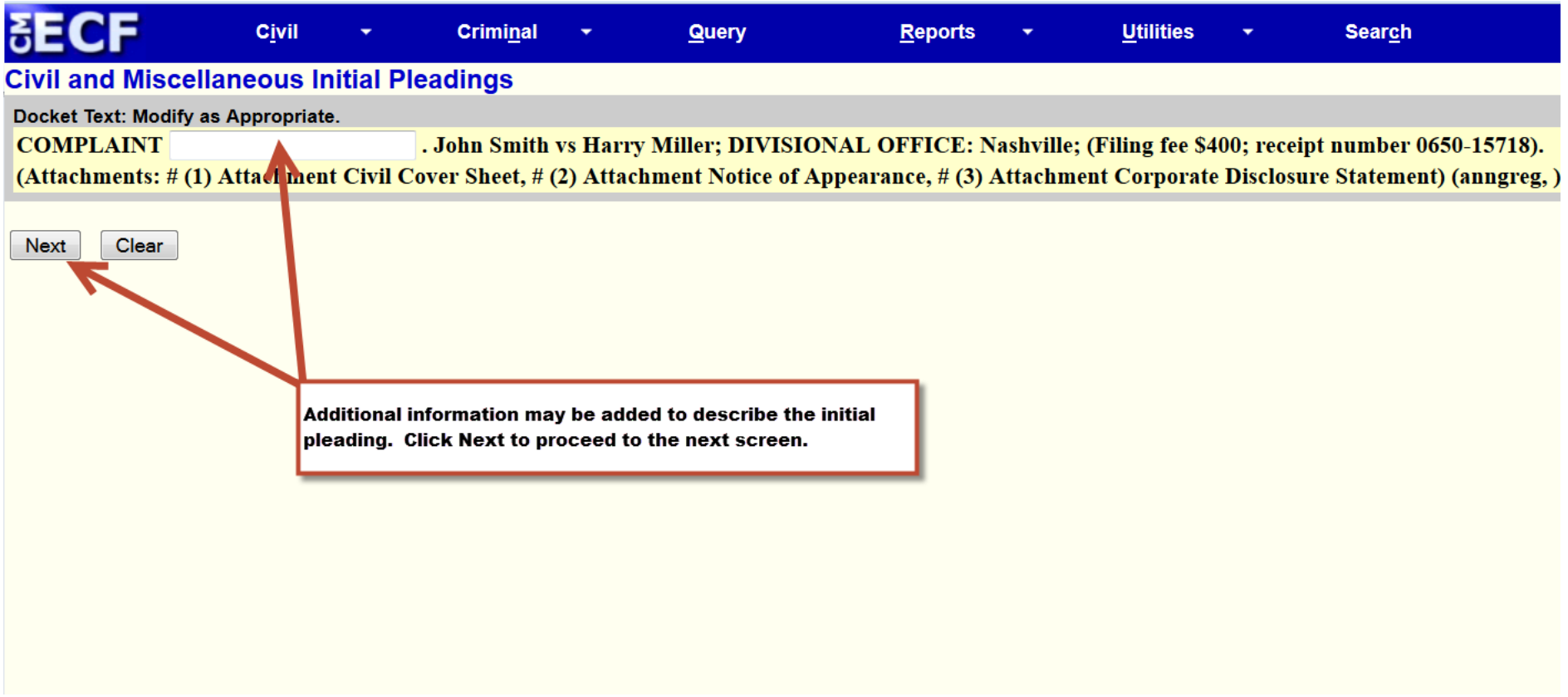
Review the payment screen carefully. You may have confirmation sent to an email address-this is optional.
Click on the authorize charge box, Click on Submit Payment.

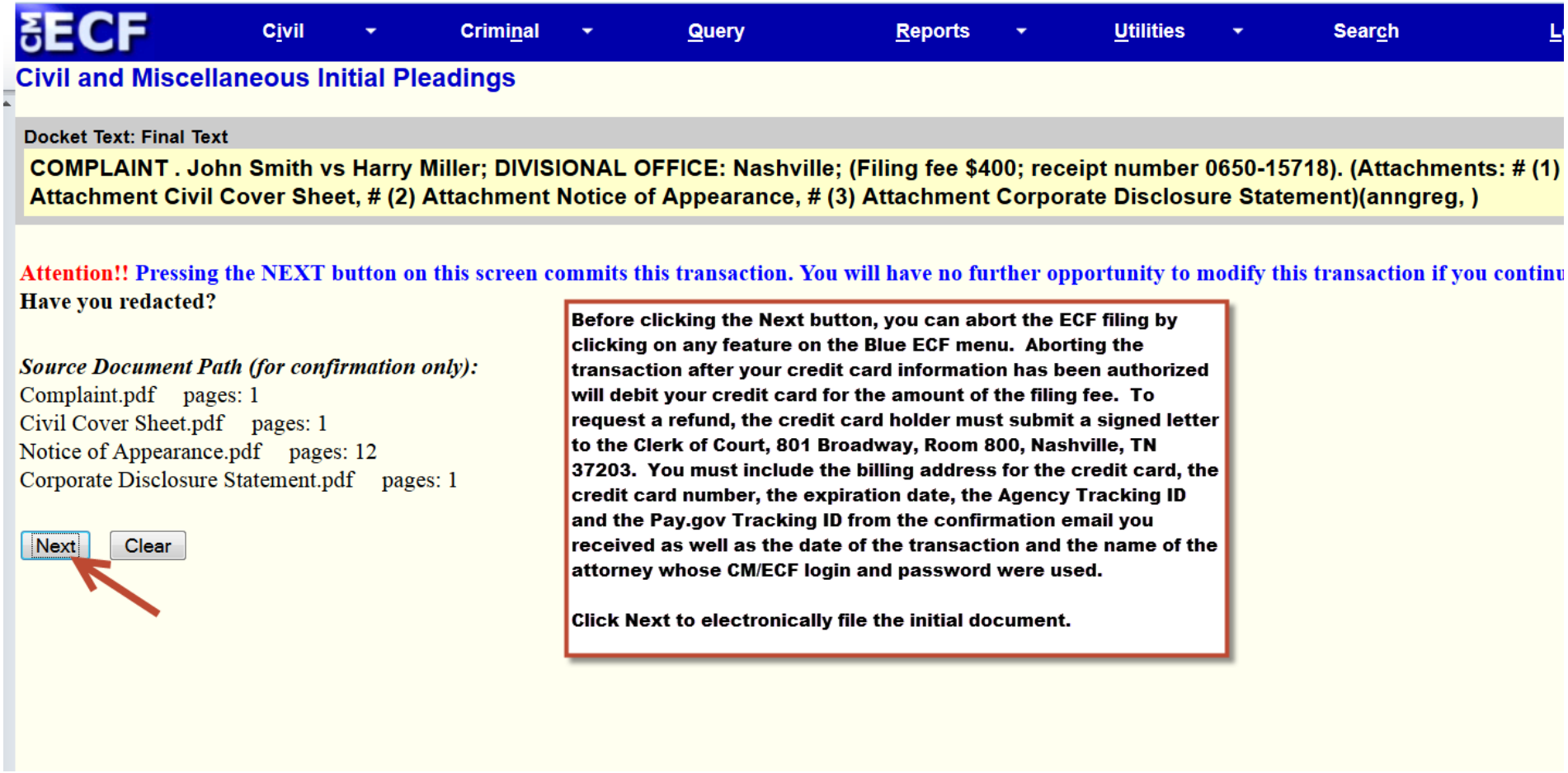

File Edit View Favorites Tools Help
Convert
Select
Favorites
Online Payment
Page
Safety
Tools
Your request is being processed. Please wait.
Your credit card is processed and you are returned to the ECF system

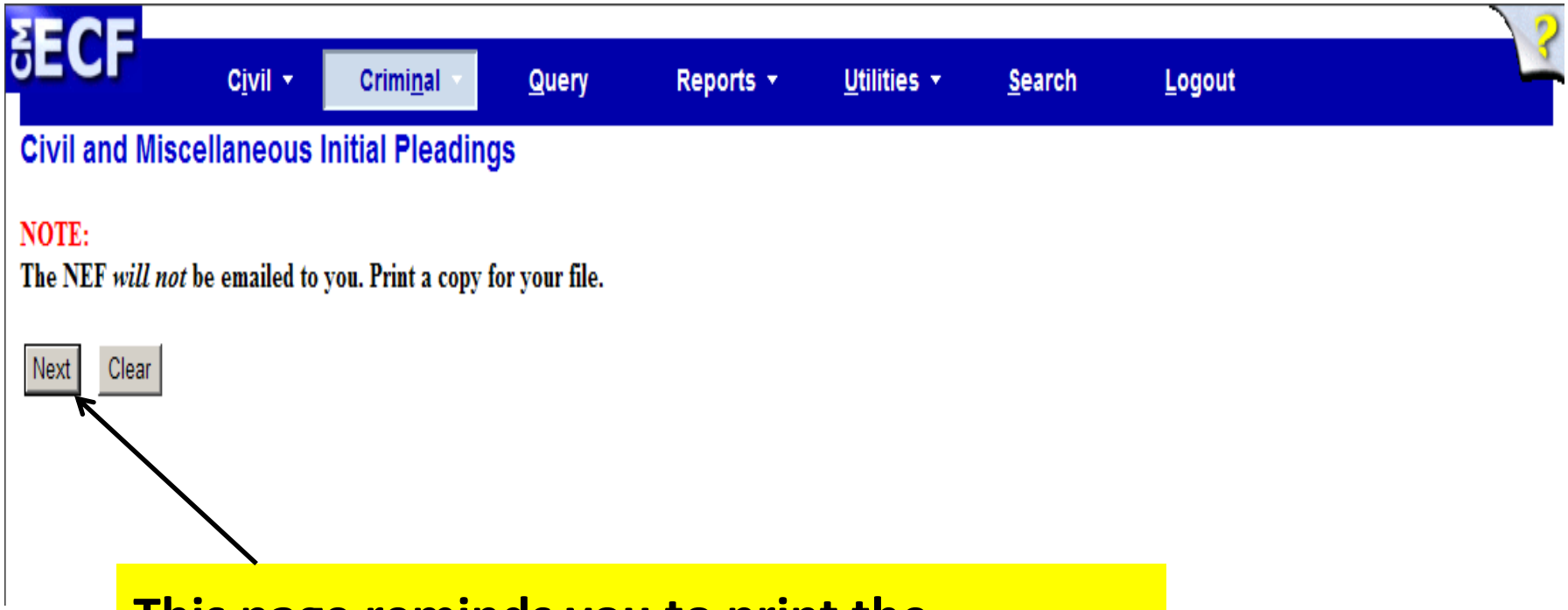
Civil and Miscellaneous Initial Pleadings

WARNING! If credit card information was entered on the previous screen, your credit card has been charged. Aborting the transaction will require you to submit a letter in writing to the Clerk of Court requesting a refund.

Next Clear


CM/ECF
Civil
Criminal
Query
Reports
Utilities
Search
Civil and Miscellaneous Initial Pleadings
Docket Text: Modify as Appropriate.
COMPLAINT . John Smith vs Harry Miller; DIVISIONAL OFFICE: Nashville; (Filing fee $400; receipt number 0650-15718). (Attachments: # (1) Attachment Civil Cover Sheet, # (2) Attachment Notice of Appearance, # (3) Attachment Corporate Disclosure Statement) (anngreg,)
Next
Clear
Additional information may be added to describe the initial pleading. Click Next to proceed to the next screen.


CM ECF
Civil
Criminal
Query
Reports
Utilities
Search
Civil and Miscellaneous Initial Pleadings
Docket Text: Final Text
COMPLAINT . John Smith vs Harry Miller; DIVISIONAL OFFICE: Nashville; (Filing fee $400; receipt number 0650-15718). (Attachments: # (1) Attachment Civil Cover Sheet, # (2) Attachment Notice of Appearance, # (3) Attachment Corporate Disclosure Statement)(anngreg,)
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continu
Have you redacted?
Source Document Path (for confirmation only):
Complaint.pdf pages: 1
Civil Cover Sheet.pdf pages: 1
Notice of Appearance.pdf pages: 12
Corporate Disclosure Statement.pdf pages: 1
Next
Clear
Before clicking the Next button, you can abort the ECF filing by clicking on any feature on the Blue ECF menu. Aborting the transaction after your credit card information has been authorized will debit your credit card for the amount of the filing fee. To request a refund, the credit card holder must submit a signed letter to the Clerk of Court, 801 Broadway, Room 800, Nashville, TN 37203. You must include the billing address for the credit card, the credit card number, the expiration date, the Agency Tracking ID and the Pay.gov Tracking ID from the confirmation email you received as well as the date of the transaction and the name of the attorney whose CM/ECF login and password were used.
Click Next to electronically file the initial document.



This page reminds you to print the following NEF (Notice of Electronic Filing) for your records. Click the Next button

CM/ECF Civil Criminal Query Reports Utilities Search Logout

Civil and Miscellaneous Initial Pleadings

This is the Notice of Electronic Filing. Print it for your records. It will NOT be emailed to you. The Clerk will process this filing and you will receive an NEF which contains the new civil case number and judge assignments.

U.S. District Court

Middle District of Tennessee

Notice of Electronic Filing

The following transaction was entered by anngreg, on 8/10/2015 at 4:05 PM CDT and filed on 8/10/2015

Case Name: Plaintiff v. Defendant

Case Number: 3:15-mc-09999

Filer:

Document Number: 10

Docket Text:

COMPLAINT . John Smith vs Harry Miller; DIVISIONAL OFFICE: Nashville; (Filing fee $400; receipt number 0650-15718). (Attachments: # (1) Attachment Civil Cover Sheet, # (2) Attachment Notice of Appearance, # (3) Attachment Corporate Disclosure Statement)(anngreg,)

3:15-mc-09999 Notice has been electronically mailed to:

3:15-mc-09999 Notice SHOULD be delivered by other means to: