


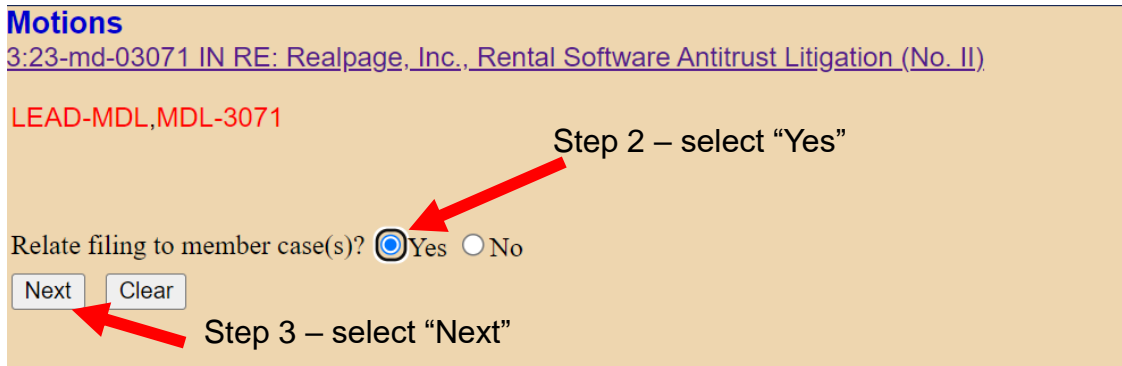
## MASTER CASE AND MEMBER CASE FILING GUIDE

**MASTER and ALL MEMBER CASES:** If a filing relates to **ALL** cases it must be filed in the Master Case **AND** spread to ALL cases. During the CM/ECF filing process proceed as shown in the examples below:



The screenshot shows the CM/ECF interface with the 'Civil Case Number or Numbers' field containing '3:23-md-3071'. A red arrow points from the text 'Step 1 - Enter Master Case Number' to this field. Below the field are 'Next' and 'Clear' buttons.

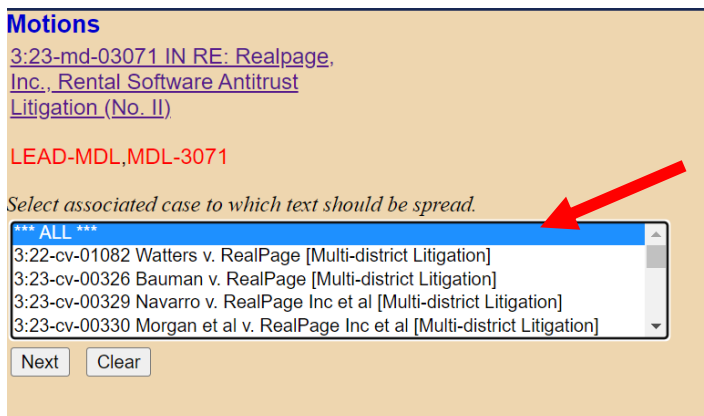
Step 1 – Enter Master Case Number



The screenshot shows the 'Motions' page for case 3:23-md-03071. It displays 'LEAD-MDL,MDL-3071' in red. The question 'Relate filing to member case(s)?' has the 'Yes' radio button selected. A red arrow points from the text 'Step 2 - select "Yes"' to the 'Yes' radio button. Below the question are 'Next' and 'Clear' buttons. Another red arrow points from the text 'Step 3 - select "Next"' to the 'Next' button.

Step 2 – select “Yes”

Step 3 – select “Next”



The screenshot shows the 'Motions' page for case 3:23-md-03071. It displays 'LEAD-MDL,MDL-3071' in red. The instruction 'Select associated case to which text should be spread.' is followed by a dropdown menu. The dropdown menu is open, showing a list of cases with '\*\*\* ALL \*\*\*' at the top. A red arrow points from the text 'Step 4 - Select "ALL"' to the '\*\*\* ALL \*\*\*' option. Below the dropdown are 'Next' and 'Clear' buttons.

Step 4 – Select “ALL”

## Motions

3:23-md-03071 IN RE: Realpage, Inc., Rental Software Antitrust Litigation (No. II)

LEAD-MDL,MDL-3071

Step 5 – select Attorney

**Pick Attorney**

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

MDL 3071 Defendants dft

MDL 3071 Plaintiffs pla

Realpage, Inc., Rental Software Antitrust Litigation

**Select the attorney(s)**

- Sherwood, Ben A.(818801)
- Manoso, Robert W(827195)
- Brown, Selby P(827192)
- Swanbeck, Sonja(827196)
- Breaux, Diana S(827191)
- Tutundjian, Anna(827187)
- Nagin, Benjamin R(827186)
- Wechkin, Robin(827184)

## Motions

3:23-md-03071 IN RE: Realpage, Inc., Rental Software Antitrust Litigation (No. II)

LEAD-MDL,MDL-3071

Step 6 – Select “Party”

**Pick Filer**

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

MDL 3071 Defendants dft

MDL 3071 Plaintiffs pla

Realpage, Inc., Rental Software Antitrust Litigation

**Select the filer.**

**Select the Party:**

- MDL 3071 Defendants 3:23-md-03071 [dft]
- MDL 3071 Plaintiffs 3:23-md-03071 [pla]
- Realpage, Inc., Rental Software Antitrust Litigation (No. II) 3:23-md-03071 [inre]
- ALLIED ORION GROUP, LLC 3:23-cv-00357 [dft]
- AvalonBay Communities Inc 3:23-cv-00357 [dft]
- Avenue5 Residential LLC 3:23-cv-00357 [dft]
- BH Management Services, LLC 3:23-cv-00357 [dft]
- Bell Partners Inc. 3:23-cv-00357 [dft]

Step 7 – Continue with docketing/filing the document as prompted.

**MASTER and ONE or MORE MEMBER CASE(S):** If a filing relates to the Master Case and **one or more, but NOT all** member cases, it must be filed in the Master Case **and** in the Member Case(s).\*\* During the filing process in CM/ECF, proceed as shown in the examples below:

CM/ECF Civil Criminal Query

Motions

Civil Case Number or Numbers

3:23-md-3071

Next Clear

Step 1 – Enter Master Case Number

Motions

3:23-md-03071 IN RE: [Realpage, Inc., Rental Software Antitrust Litigation \(No. II\)](#)

LEAD-MDL,MDL-3071

Relate filing to member case(s)?  Yes  No

Next Clear

Step 2 – select “No”

Step 3 – select “Next”

Motions

3:23-md-03071 IN RE: [Realpage, Inc., Rental Software Antitrust Litigation \(No. II\)](#)

LEAD-MDL,MDL-3071

Select associated case to which text should be spread.

\*\*\* ALL \*\*\*

3:22-cv-01082 Watters v. RealPage [Multi-district Litigation]

3:23-cv-00326 Bauman v. RealPage [Multi-district Litigation]

3:23-cv-00329 Navarro v. RealPage Inc et al [Multi-district Litigation]

3:23-cv-00330 Morgan et al v. RealPage Inc et al [Multi-district Litigation]

Next Clear

Step 4 – Highlight Member Case(s) ONLY

Step 5 – select “Next”

Step 6 – Continue with docketing/filing the document as prompted.

**\*\*NOTE** – Complaints and Answers will NOT spread in CM/ECF. As a result, these documents should be filed in the Master Case ONLY. Clerk’s Office personnel will ensure these filings are copied to the appropriate Member Case(s).