

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE**



CIVIL CASE OPENING BY ATTORNEYS

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Version 5.1.1

CIVIL CASE OPENING BY ATTORNEYS	1
OPENING A CIVIL CASE	2
NEW CASE INFORMATION	3
ADD/CREATE NEW PARTY	5
Party Information Screen	6
Add an Alias	7
Complete Adding Parties	8
FILING AN INITIAL PLEADING	9
Attach your PDF documents	12
ATTACHMENT A	17
List of Documents to be Filed	17
Complaint – New Case	17
Notice of Removal – New Case	17
Petition for Writ of Habeas Corpus 2241/2254	17
Motion to Vacate Sentence 2255 – New Case	18
Miscellaneous Case – New Case	18
ATTACHMENT B	19
Entering Parties	19
ATTACHMENT B EXAMPLES	20
ADMIRALTY CASES	20
CORPORATE NAMES	20
ESTATE OF	21
UNITED STATES OF AMERICA	21
UNITED STATES OF AMERICA (for the use of)	21
STATES / CITIES / TOWNS	22
States	22
Cities / Towns	22
FEDERAL / STATE / COUNTY / TOWN AGENCIES & EMPLOYEES	22
Federal Agencies	22
State Agencies	23
State Agencies with Divisions	23
County / City / Town Agencies or Departments	23
Federal / State Government Agency Heads or Officials	24
Federal / State Government Employees	24
County DOC Superintendents / Directors	25
All Other County / City / Town Officials & Employees	25
Agency employee without first name	26
Agency employee without last name	26
FORFEITURE / OTHER MISCELLANEOUS	27
Bank Account	27
Boat	27
Business	27
Computer	28
Drug Paraphernalia	28
Electronic Communication / Social Media Service Providers	28
IP Addresses / Does	29
Money	29
Residence	30
Safe Deposit Box	30

Trailer..... 30
 Vehicles..... 30
 MINOR CHILDREN 31
 NH STATE COURTS..... 32
 PRISONS / DEPARTMENTS OF CORRECTIONS / JAILS 32
 State and Local Correctional Facilities 32
 Federal Prisons..... 33
 TRUSTS / TRUSTEES..... 33
 UNIONS / LOCALS..... 34
 ATTACHMENT C 35
 Attorney Checklist 35

CIVIL CASE OPENING BY ATTORNEYS

Effective February 4, 2008, attorneys open their own civil cases in CM/ECF when filing their case initiating document. During the case opening event, you will be prompted to enter information from the Civil Cover Sheet and enter parties in the case.

A civil case can be opened and the initial document/pleading filed if:

- (1) The filing fee, if applicable, is paid using a credit card or Automated Clearing House, also referred to as DirectDebit when prompted as part of the event;
- (2) A motion to proceed in forma pauperis is filed; or
- (3) No filing fee is required.

You **must** complete the **entire** process. You will open the new case **and** file your initial document/pleading.

- Do **not** attempt to open the same case twice.
- **Never** hit the back button to go back to the previous screens where you entered your parties or case information once you receive an assigned case number.

READ ALL SCREEN MESSAGES CAREFULLY.
MESSAGES CONTAIN IMPORTANT INFORMATION
ABOUT WHAT SHOULD BE ATTACHED TO YOUR
FILING AND HOW TO PROCEED DURING FILING.

The following instructions will guide you through opening a civil case.

OPENING A CIVIL CASE

- You have the option of using the cascading menus or the static menus when selecting an event.

Using the cascading menu option, hover over **[Civil]** on the blue menu bar. Hovering over **[Open a Case]** and selecting **New Case (Attorney Filing)** will bring you directly to the first screen for filing a new civil action. (See Figure 1).

If using static menu, click **[Civil]** on the blue menu bar. After selecting Civil, the **Civil Events** window opens displaying all of the events from which you may choose to electronically file a pleading or document. (See Figure 2). Click on **New Case (Attorney Filing)** under the **Open a Case** event group.

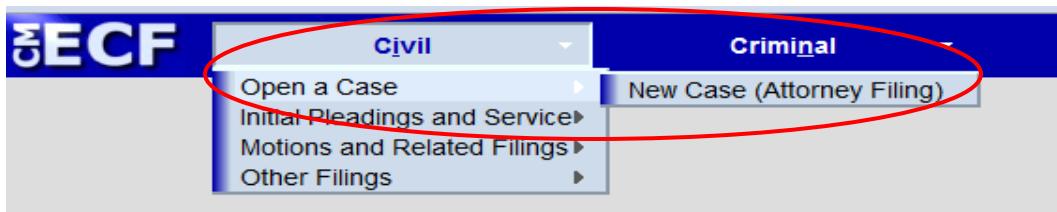


Figure 1



Figure 2

- The next few screens will display important case opening information. Users not intimately familiar with the rules and procedures for electronically filing a new civil action should click on the hyperlink on the first screen and closely review the information sheet explaining the process. (Figure 3).

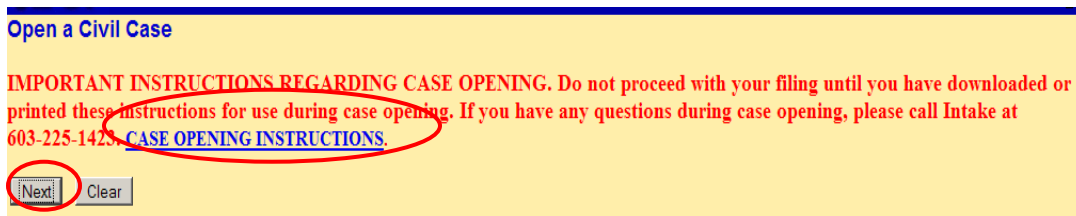


Figure 3

- If you meet the criteria as for electronically filing a civil/miscellaneous case as outlined on the next screen (Figure 4), click the **[Next]** button. If you do not

meet the criteria, you may click on any of the items on the Blue Menu Bar to cancel this event, and file your case opening document conventionally.

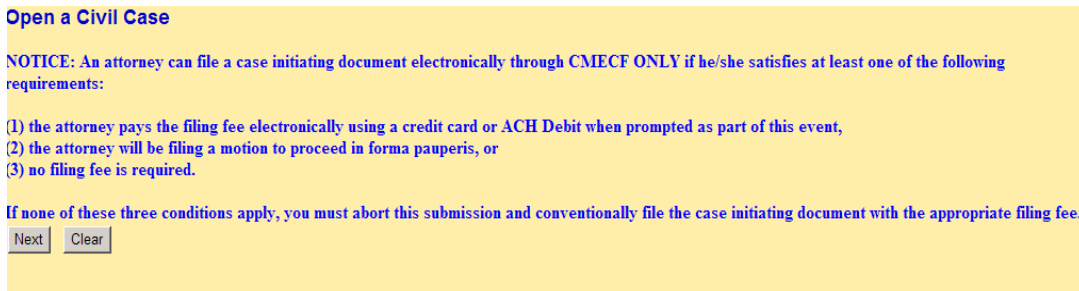


Figure 4

NEW CASE INFORMATION

- Enter Case Information. Enter information on the initial case filing screen as shown in Figure 5 and click **[Next]**.

MECF Civil Criminal

Open a Civil Case

Office: Concord Case type: cv

Date filed: 3/27/2012

Lead case number: []

Association type: consolidated

Other court name: []

Other court number: []

JPML number: []

Related cases

Next Clear

Office: Leave as Concord

Case Type: Leave as “cv”
Select “mc” only for miscellaneous case.

Lead case number: Leave blank.

Associate Type: Leave as consolidated.

Other court name and Other court number:
Enter only if filing Notice of Removal or Habeas Corpus Petition pursuant to 2254, 2241, 2255

JPML number: Leave blank.

Related cases: Leave unchecked.

Figure 5

- The information entered on this screen will be obtained from the Civil Cover Sheet. After filling in the appropriate fields and verifying the information is correct, click **[Next]**.

Figure 6

Jurisdiction, Cause of action, Nature of suit, and Origin – Enter information from Civil Cover Sheet

Citizenship of Plaintiff:

Enter only if case is a diversity case and you selected “4 (Diversity) under Jurisdiction.

Citizenship of Defendant:

Enter only if Diversity case.

Jury Demand – Enter information if requested in complaint in accordance with LR 38.1

Class Action, Demand, and Arbitration Code: Leave blank

County: Enter county from Civil Cover Sheet. (Use the county of residence of the first listed plaintiff, except in U.S. plaintiff cases. U.S. plaintiff cases, use the county of residence of the first listed defendant. Land condemnation cases, use the location of the tract of land involved.)

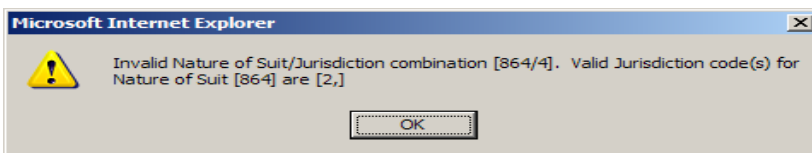
Fee status:

IFP – if filing a motion to proceed in forma pauperis.
None – used by federal government agencies.
Pd – payment is made at time of filing.

Fee date: - Do not change. Leave as current date.

Date transfer: Leave blank.

Please Note: The system will verify the accuracy of combinations entered on this screen. For example, if an invalid Nature of Suit and Jurisdiction combination is selected, a screen will appear stating:



If you receive this error message, click **[OK]** and select valid combinations as indicated.

ADD/CREATE NEW PARTY

If you have any questions or concerns when adding a party, call Intake at 603-225-1423 before adding any parties.

The party information screen will allow you to enter all of the parties to the case.

NOTE: It is very important that you add the party names in the exact order they are listed on the complaint and exactly as they appear on the complaint. For instance, if the party is Doe Oil Corp., the party should be entered as Doe Oil Corp. not as Doe Oil Corporation.

- Search the database for the party name. In the **Last/Business name field**, type the first few letters of the last name of the individual, or the first few letters of the company name, and click **[Search]**. You must enter at least two letters in this field to search for a party name. (See Figure 7.)

The screenshot shows the 'Open a Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', along with 'Collapse All' and 'Expand All' links. On the right, the 'Search for a party' section contains three input fields: 'Last/Business Name' (with 'Doe' entered), 'First Name', and 'Middle Name'. A 'Search' button is located below these fields. Red circles highlight the 'Last/Business Name' field and the 'Search' button.

Figure 7

After clicking the search button, the system will search the database for any matches to your party name entry.

If a match is found, the results will display in a new window. (See Figure 8).

- Scroll down the list of names to search for the party to your case. If you find a name that exactly matches the party in your case, select the name and click **[Select Party]**.

If a match is not found, or the party does not appear in the list,” click **[Create New Party]**. (See Figure 8).

The screenshot shows the 'Open a Civil Case' interface with search results. The 'Last/Business Name' field still contains 'Doe'. Below the search fields, a 'Search Results' list is displayed with the following entries: 'Doe, Corrine', 'Doe, Father', 'Doe, Jack', 'Doe, James', 'Doe, Jan', and 'Doe, Jane'. At the bottom of the results list, there are two buttons: 'Select Party' and 'Create New Party'. Two blue callout boxes with white text provide instructions: one points to the 'Select Party' button with the text 'If a match is found, select party from list and click “Select Party.”', and the other points to the 'Create New Party' button with the text 'If no match is found, click “Create New Party.”'

Figure 8

Party Information Screen. Enter data on the party information screen as show in Figure 9. (Refer to Attachment B when adding a party.)

Last, First, Middle Name: Enter, if applicable to create new party. (If you selected a party from the search screen, the name will appear at the top of the screen.)

Title: Leave blank.

Role: Select appropriate party role.

Pro se: Select ONLY if you know the party is pro se. Do not select pro se if you do not know the party’s attorney. Leave as No.




Prisoner ID, Unit, Office, Address, Phone, Email, Fax: LEAVE ALL FIELDS BLANK.

Party Text: is for descriptive information (i.e., “in his official capacity,” “individually”, etc.). Enter Party text as outlined in Attachment B.

Figure 9

- After verifying all the information is correct, click **[Add party]**. A new party screen will display to allow you to add an Alias or another party to the case (refer to instructions above to add/create a new party).

As you add parties in the case, the participant tree grows on the left of the screen as shown in Figure 10. Several icons appear on the participant screen.

	<p>Edit a party. The following message is displayed when editing a party.</p> <div style="background-color: #ffffcc; padding: 5px;"> <p>The changes you made have been temporarily stored for processing. If you need to make more changes, use the case participant tree to navigate. You must click Update Case or Create Case to save the changes to the case.</p> </div>
	<p>Delete a party. You will receive a warning asking you to confirm deletion. If you confirm, the party will be deleted from the case.</p>
	<p>Add Alias – used to add an alias to a party name. Add Corporate Parent or Other Affiliate – DO NOT ADD using this icon. The information will be added when a Disclosure Statement is filed. (See Figure 10.)</p>

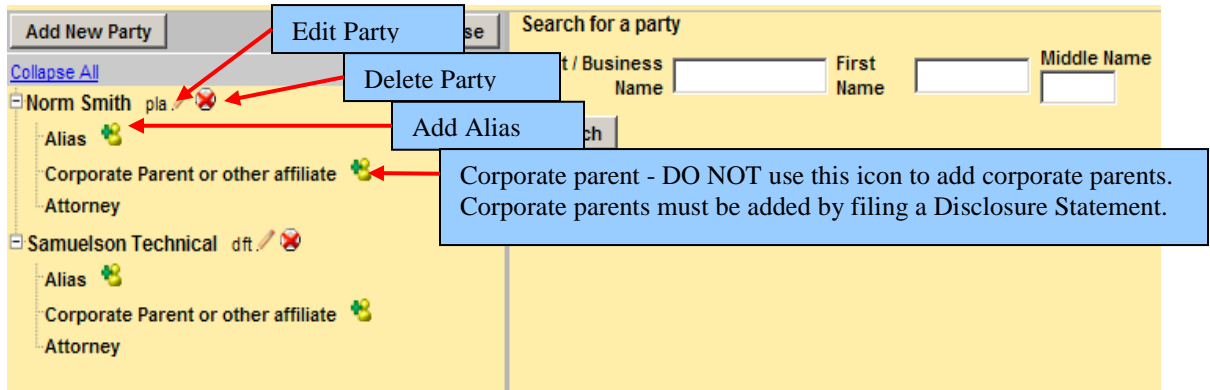



Figure 10

Add an Alias

Add an alias (i.e., “formerly known as,” “doing business as,” etc.) by clicking the **[Alias]** icon button  on the left of the party screen. (Figure 11).

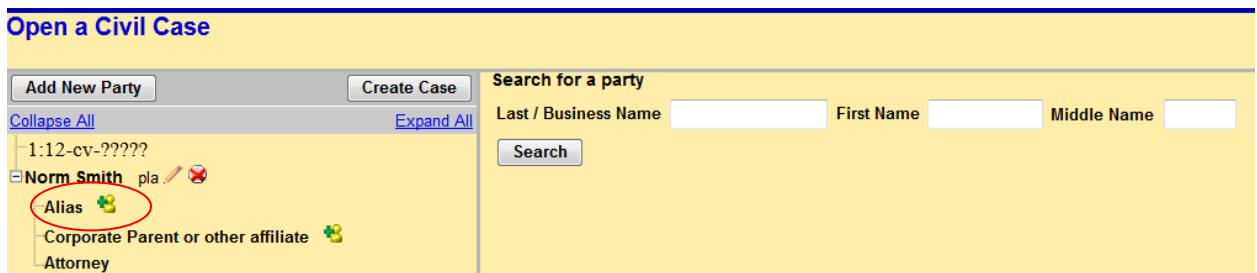


Figure 11

- Search the database for the alias name. In the ***Last/Business name field***, type the first few letters of the last name of the individual, or the first few letters of the company name and click **[Search]**. You must enter at least two letters in this field to search for a party name.

If a match is found, the results will display in a new window. (See Figure 12).

- Scroll down the list of names to search for the alias. If you find an alias that exactly matches, select the alias and click **[Select Alias]**.

If a match is not found, or the alias does not appear in the list,” click **[Create New Alias]**. Add a new alias by entering information in the party information screen as shown in Figure 9.

- Select the alias type from the drop down box and click **[Add Alias]** . (See Figure 12). You will be returned to the ***Party Information Screen*** to enter your next party.

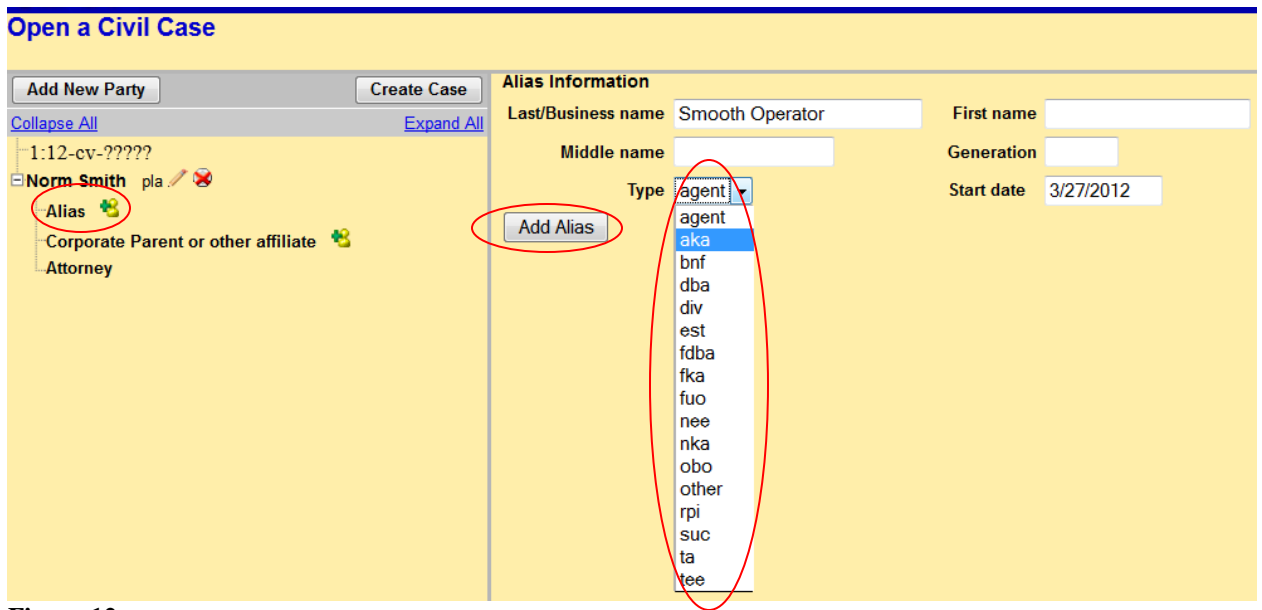


Figure 12

Complete Adding Parties. Once you have entered all the parties to your case, click **[Create Case]**. (See Figure 13.)

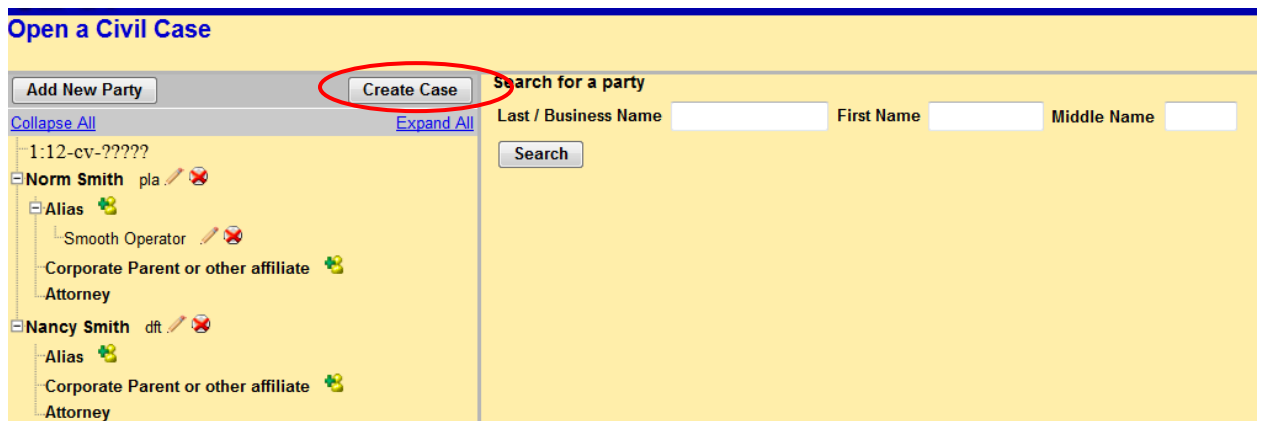


Figure 13

The system will confirm a new case opening and ask if you want to proceed. (Figure 14). Click **[Yes]** to continue.

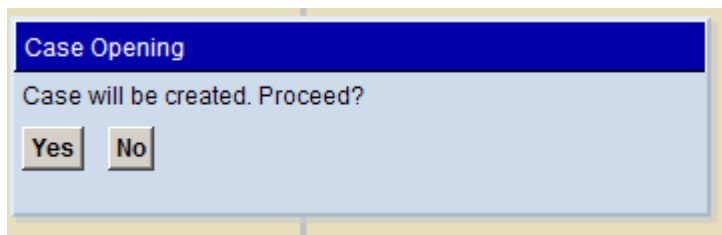


Figure 14

Your new case number and **Docket Lead Event** will be displayed as shown in Figure 15. You **MUST** select **Docket Lead Event** to file your complaint or other case initiating

document at this time. **PLEASE NOTE THE CASE NUMBER ASSIGNED TO YOUR CASE.**

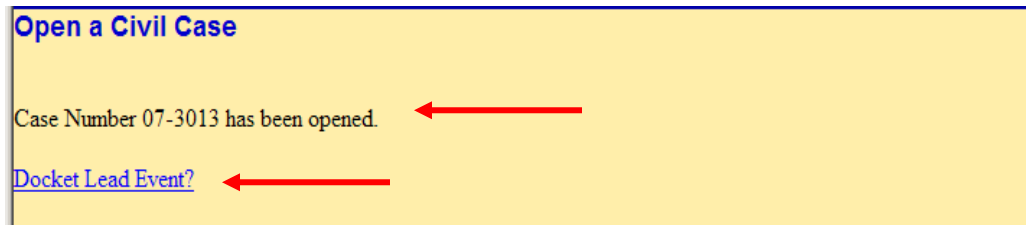


Figure 15

IMPORTANT: Once you have added the parties and received a case number, **DO NOT** hit the back button to go back to any previous screen or you will receive an error as shown in Figure 16. If you receive this message or you have made an error entering the parties or any civil case opening information, call Intake at 603-225-1423. The ECF Help Desk is available at 603-225-1423 Option 7.

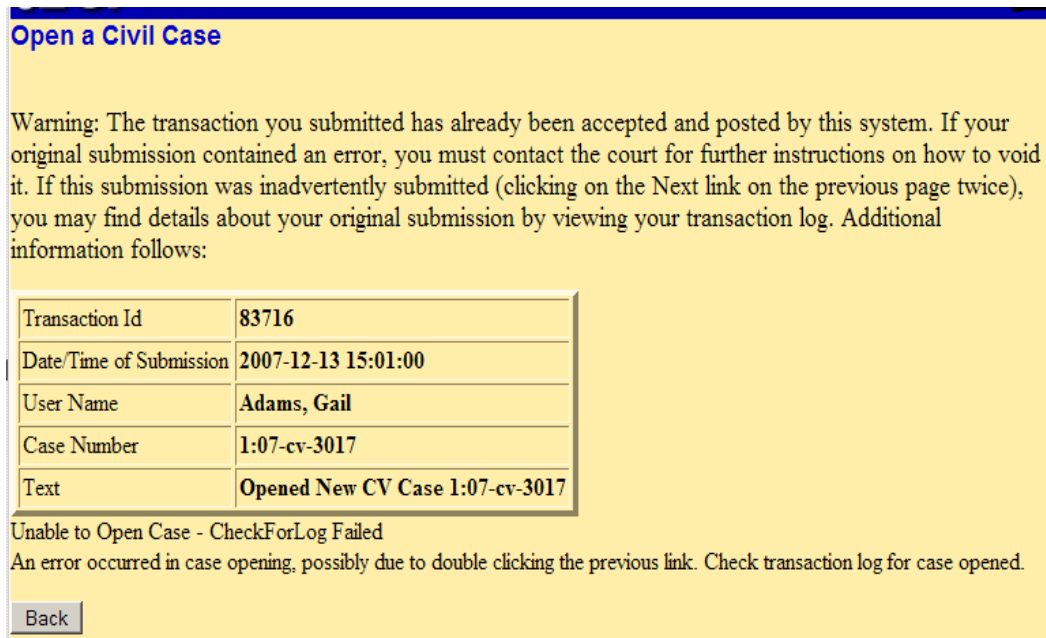


Figure 16

FILING AN INITIAL PLEADING

Once you click the Docket Lead Event link, the system gives you a dropdown box of potential lead events as shown in Figure 17. Select the appropriate event and click **[Next]**. All case opening events are titled with "New Case" in their title. If you do not see "New Case" in your selected event, **DO NOT** use that event for case opening.

READ ALL SCREEN MESSAGES CAREFULLY.
MESSAGES CONTAIN IMPORTANT INFORMATION
ABOUT WHAT SHOULD BE ATTACHED TO YOUR
FILING AND HOW TO PROCEED DURING FILING.

The following events are used for case opening:

Complaint – New Case
 Miscellaneous – New Case
 Motion to Vacate Sentence 2255 - New Case
 Notice of Removal – New Case
 Petition for Writ of Habeas Corpus 2241/2254 – New Case
 Petition to Enforce IRS Summons – New Case

For a listing of all documents that must be filed with each of these events, please see Attachment A.

Complaints and Other Initiating Documents

Start typing to find another event.

Available Events (click to select events)

- Amended Complaint
- Amended Petition for Writ of Habeas Corpus - 2254
- Complaint - New Case**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Miscellaneous Case - New Case
- Motion to Vacate Sentence 2255 - New Case
- Notice of Removal - New Case
- Petition for Writ of Habeas Corpus 2241/2254 - New Case
- Petition to Enforce IRS Summons - New Case
- Third Party Complaint

Selected Events (click to remove events)

- Complaint - New Case

Next Clear

Figure 17

For illustration purposes, we will be filing a civil complaint using the Complaint – New Case event.

Complaint – New Case. ONLY the following documents are to be filed during case opening when selecting the Complaint event:

1. Complaint
2. Any exhibits to the Complaint
3. Civil Cover Sheet
4. Service Documents (Summonses and/or Notice of Lawsuit/Waivers)

DO NOT file motions with the Complaint. Motions must be filed after the case is opened using the appropriate motion event.

DO NOT file the Disclosure Statement with the Complaint. The Disclosure Statement must be filed after the case is opened using *Other Documents/Disclosure Statement* event.

- After selecting your event, the case number screen will appear as shown in Figure 18. Your new case number will appear in the civil case number box. If your new case number does not appear in the box, enter the number that was assigned to your case. Click **[Next]**.



Figure 18

- Select the party filing the complaint. (See Figure 19). If there is more than one filer, select the names while pressing the Control key and click **[Next]**.

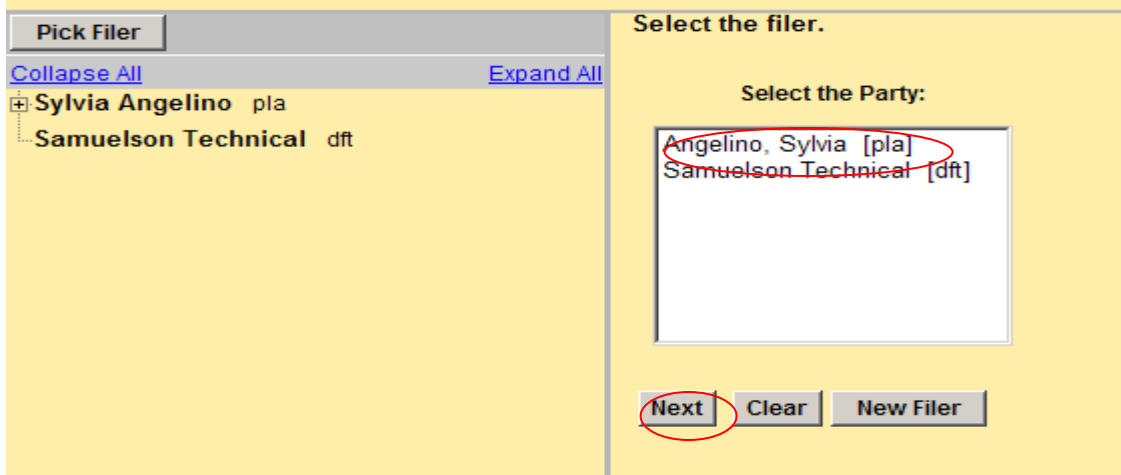


Figure 19

You will then associate yourself with the filing party in the case. (See Figure 20). **Do not** uncheck the Notice box or you will not receive electronic notices of filings and court orders in the case. If you are lead counsel, you may check the box next to Lead.

- Click **[Next]**.

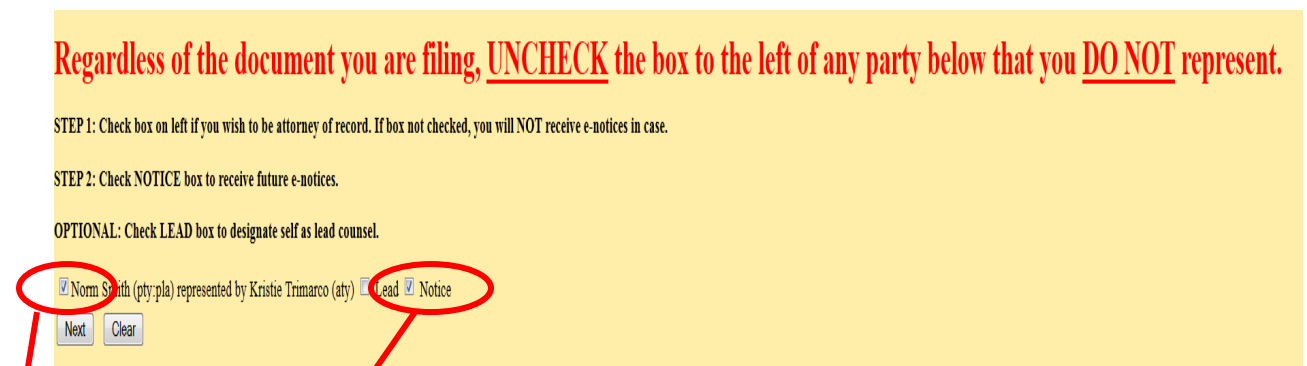


Figure 20

These two boxes must be checked in order to receive electronic notification through ECF. DO NOT uncheck these boxes.

- Select the party or parties that the complaint is against. (See Figure 21). Select more than one party by holding the Control key while selecting the party or select the bullet next to **All Defendants**. Click [Next].

NOTICE: In accordance with Fed. R. Civ. P. 5.2, parties shall refrain from including, or shall partially redact where inclusion is necessary, personal identifiers from all filings submitted to the court, which shall include exhibits submitted thereto.

Pick Party

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

- ▣ Sylvia Angelino pla
- ▣ Samuelson Technical dft

Please select the party that this filing is **against**.

Select the Party: OR

Angelino, Sylvia [pla]

Samuelson Technical [dft]

Select a Group:

No Group

All Defendants

All Plaintiffs

All Parties

Next

Figure 21

The next screen will list the documents that must be attached to your complaint (Complaint, Exhibits to Complaint, Civil Cover Sheet, Service Documents (Summonses and/or Notice of Lawsuit/Waivers)). It also states that you are not to file other motions, disclosure statements, or other pleadings until after you have filed your complaint with the court. After filing your complaint, documents may be filed using the appropriate event in ECF.

Attach your PDF documents

- Select **[Browse]** to attach your civil complaint. Browse out to the directory where you saved your text searchable PDF document (see Figure 22), view the document to be sure you are attaching the correct document, and click **[Open]** to attach the complaint.

NOTE: ALWAYS right click on the PDF and view the document to be sure you are attaching the correct document, it complies with Local Rules, and contains a /s/ signature. Whether you are attaching the complaint or an attachment, this procedure should always be followed to be sure the correct document is attached to your filing.

Add your Complaint as the main document and the following attachments in this order:

1. Any exhibits to the Complaint.
2. The Civil Cover Sheet.
3. The Summons - Waiver.

NOTE: Do not file other motions or pleadings as part of this submission. If you would like to file a motion, you may do so using the appropriate motion event after filing your Complaint.

If filing a Motion to Proceed In Forma Pauperis, use the *Motion/Proceed In Forma Pauperis* event immediately after filing your Complaint.

If the plaintiff is a partnership or nongovernmental corporate party as defined in Fed. R. Civ. P. 7, you must file a Disclosure Statement using the *Other Documents/Disclosure Statement* event immediately after filing your Complaint.

If you have an emergency motion requiring expedited treatment or request for temporary restraining order or preliminary injunction, please contact Intake at 603-225-1423 immediately following this submission and file your motion using the appropriate motion event.

Select the pdf document and any attachments.

Main Document

← 1. Select browse to attach your complaint.

When adding attachments, select a document category and enter the exhibit number/letter and a short 5 word description in the description field.

Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/> <input type="text"/>	<input type="text"/>

Figure 22

- Select **[Browse]** to add your attachments and right click on the document to open to be sure it is the correct document. After viewing, select **[Open]** to attach the document to your Complaint in ECF.
- Select appropriate category from Category dropdown list and/or type a description for your attachment (descriptions should be five words or less).
- Select **[Browse]** to attach your next document and follow the procedure above for viewing the document and adding it to the filing. Select a category and/or add a description and click **[Add to List]**. As attachments are added, a new box appears to for you to add your next attachment.
- After adding all the documents, click **[Next]**.
- Select the appropriate bullet (Yes or No) regarding whether your Complaint contains a jury demand and click **[Next]**.
- Select the appropriate type of case, if applicable and click **[Next]**.
- Select the “Yes” bullet if you case includes a NH Consumer Protection Act claim (“No” is default) and click **[Next]**.
- Select the “Yes” bullet if you are filing an in forma pauperis motion or you are US Government Attorney (“No” is default) and click **[Next]**.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Kristie Trimarco Billing Address: 55 Pleasant St. Billing Address 2: City: Concord State / Province: NH Zip / Postal Code: 03301 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$400.00 Transaction Date 04/25/2013 08:07 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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.

Figure 24

You must continue processing your electronic filing. If you stop here, your account will be charged but your document will not be filed with the court . (See Figure 25.)

- Select **[Next]**.

Complaints and Other Initiating Documents

[1:07-cv-03013 Doe Oil Company v. Jones Chemicals, Inc.](#)

NOTICE: PLEASE CONTINUE PROCESSING YOUR ELECTRONIC FILING IN CM/ECF. If you stop here, your pleading will NOT be filed with the court. Press NEXT to continue.

Figure 25

NOTE: If an error was made during docketing, DO NOT hit the back button after your payment has been processed. If you do so, you will be charged for duplicate payments. Contact Intake if your payment has been processed and you did not intend to open a new case and must abort your filing. If you simply made an error or omitted a document during filing when opening your new case, complete your filing and contact Intake or the ECF Helpdesk to report your error. You will be informed how to correct the error.

- Select the "Yes" radio button if you have any conventionally filed documents ("No" is default) and click **[Next]**.
- After verifying the docket text and that all the attachments are attached to the entry, click **[Next]**. (See Figure 26).

Complaints and Other Initiating Documents
[1:09-cv-00199-PB Doe et al v. Doe Corporation, 1 through 10](#)

Docket Text: Final Text
NEW CASE/ COMPLAINT with Jury Demand. Filing fee \$ 400, receipt number 0102-694710 filed by USA.(Trimarco, Kristie)

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\CMECF KT Test Doc 3.pdf pages: 1

Figure 26

The Notice of Electronic Filing will display verifying your filing was complete. The Notice shows your case number, case name and document number. You will receive a copy of this notice in you email box. (See Figure 27).

ECF Civil Criminal Query Reports Utilities Search Logout

U.S. District Court
 District of New Hampshire

Notice of Electronic Filing

The following transaction was entered by Trimarco, Kristie on 4/25/2013 at 8:25 AM EDT and filed on 4/25/2013

Case Name: Doe et al v. Doe Corporation, 1 through 10
Case Number: [1:09-cv-00199-PB](#)
Filer: USA
Document Number: [17](#)

Docket Text:
NEW CASE/ COMPLAINT with Jury Demand. Filing fee \$ 400, receipt number 0102-694710 filed by USA.(Trimarco, Kristie)

1:09-cv-00199-PB Notice has been electronically mailed to:
 Kristie Trimarco Kristie.Trimarco@nhd.uscourts.gov

Figure 27

CONGRATULATIONS! YOU HAVE OPENED A CIVIL CASE AND FILED THE CASE INITIATING DOCUMENTS. YOU MAY NOW FILE YOUR DISCLOSURE STATEMENT AND ANY MOTIONS AT THIS TIME.

If you have an emergency motion requiring expedited treatment, please contact Intake at 603-225-1423.

ATTACHMENT A

List of Documents to be Filed

Complaint – New Case. ONLY the following documents are to be filed during case opening:

1. Complaint
2. Attachments to Complaint, if any
3. Civil Cover Sheet
4. Service Documents (Summonses and/or Notice of Lawsuit/Waivers)

DO NOT file motions with the Complaint. Motions must be filed after the case is opened using the appropriate motion event.

DO NOT file the Disclosure Statement with the Complaint. The Disclosure Statement must be filed after the case is opened using *Other Documents/Disclosure Statement* event.

Notice of Removal – New Case. ONLY the following documents are to be filed during case opening:

1. Notice of Removal
2. Original Writ of Summons or other state court case initiating document.
3. Notice of Removal to Counsel
4. A Letter or Notice of Removal to State Court Clerk
5. Civil Cover Sheet

DO NOT file motions with the Notice of Removal. Motions must be filed after the case is opened using the appropriate motion event.

DO NOT file the Disclosure Statement with the Notice of Removal. The Disclosure Statement must be filed after the case is opened using *Other Documents/Disclosure Statement* event.

Petition for Writ of Habeas Corpus 2241/2254 – New Case. ONLY the following documents are to be filed during case opening:

1. Petition for Writ of Habeas Corpus
2. Exhibits to the Habeas Corpus petition
3. Memorandum of Law
4. Exhibits to the Memorandum of Law
5. Civil Cover Sheet

DO NOT file other motions with the Petition. Any other motions must be filed after the case is opened using the appropriate motion event.

Motion to Vacate Sentence 2255 – New Case. ONLY the following documents are to be filed during case opening:

1. Motion to Vacate
2. Exhibits to the Motion to Vacate
3. Memorandum of Law
4. Exhibits to the Memorandum of Law
5. Civil Cover Sheet

DO NOT file other motions with the Motion to Vacate Sentence. Any other motions must be filed after the case is opened using the appropriate motion event.

Miscellaneous Case – New Case. ONLY the following documents are to be filed during case opening:

1. Miscellaneous case initiating document
2. Exhibits to the miscellaneous case initiating document
3. Memorandum of Law
4. Exhibits to the Memorandum of Law

DO NOT file other motions with the Miscellaneous Case initiating document. Motions must be filed after the case is opened using the appropriate motion event.

DO NOT file the Disclosure Statement with the Miscellaneous Case initiating documents. The Disclosure Statement must be filed after the case is opened using *Other Documents/Disclosure Statement* event.

If you have an emergency motion requiring expedited treatment, please contact Intake at 603-225-1423.

ATTACHMENT B**Entering Parties**

Last name	If the party is an individual, enter only the last name in this field. If the party is anyone other than an individual (i.e., a company, university, municipality, etc.) follow the attached examples for entering parties.
First name	If the party is an individual, enter first name. DO NOT enter anything in this box for other party types.
Middle name	If the party is an individual, enter middle initial, if appropriate. DO NOT enter anything in this box for other party types.
Generation	Enter if appropriate, (i.e., Jr., Sr., III).
Title	LEAVE BLANK. This information will be entered in the Party Text field.
Role	Select the party role from the drop down list (i.e., plaintiff, defendant, etc.)
Pro se	Field should only be "yes" if the party is known to be a pro se party. Do not put "yes" in this field if the attorney is unknown.
Prisoner ID Office Unit Address 1, 2, 3, City, State Zip, County, Country Phone Email	Leave these fields blank.
Party Text	This field is for descriptive titles of people (i.e., "Deputy Clerk of Court," "individually," "as partner," "MD," etc).

ATTACHMENT B EXAMPLES

Enter all Information In Last Name Field Unless Specified Otherwise

The examples below indicate how the party should be entered in the last name field. In each chart, the Example list is the commonly used term for these parties. The Last Name Field/Fields indicates how the party should be entered when adding parties.

ADMIRALTY CASES

Enter ships, vessels, etc. as they appear in the complaint or other case initiating document, i.e., M/V Harbour Feature, S/V Niobe, S/S Tsunami.

For indexing/searching purposes, alias just the name without the Merchant Navy Prefixes.

Example	Enter in Fields as follows
S/S Tsunami, her engines, tackle, apparel, appurtenances, etc. having official no. 1024692 and hull serial no. WEKP6013H990, in rem	Last name field: S/S Tsunami Party text field: <i>Her engines, tackle, apparel, appurtenances, etc. having official no. 1024692 and hull serial no. WEKP6013H990, in rem</i> Alias: Tsunami (Alias type: select – Other)

CORPORATE NAMES

Enter the entire corporate name as appears in the complaint in the last name field. If corporation is spelled out, spell it out. If corp. is used, enter corp. However, always use punctuation after Corp. or Co. or Inc. even if the filer does not use a period. For instance, if the company name is ABC Corporation, and the search finds ABC, Corp. DO NOT select ABC, Corp. You must create a new party as ABC Corporation.

Do not use spaces between initials of corporate name containing first name and surname. Examples: A.B. Dick Company; A.E. Smith, Incorporated.

If, however, initials are the only thing used in the name (i.e., ACS Corporation, A&L Plumbing) use the initials but no spaces and no periods.

If the corporate name is “The Brothers Co.” enter that as the full name in the Last Name field.

Example	Enter in Last Name Field
A.B. Dick Company	A.B. Dick Company
ABC, Corp.	ABC, Corp.
ABC Corporation	ABC Corporation
The Brothers Co.	The Brothers Co.

ESTATE OF

Enter the name of individual appointed to handle the estate in the last and first name fields. He/she is usually referred to as the administrator, administratrix, executor, or executrix.

In party text enter “as Administratrix of the Estate of (and deceased person’s name)” or whatever is appropriate as referenced in the case initiating document. Alias the deceased person’s name and select *Other* as the type from the alias drop down menu.

Example	Enter in Fields as follows
Robert Wright, individually, and as Executor of the Estate of Sharon Wright	Last name field: Wright First name field: Robert Party text field: <i>individually, and as Executor of the Estate of Sharon Wright</i> Alias: Sharon Wright (Alias type: select – <i>Other</i>)

UNITED STATES OF AMERICA

For United States of America use USA (no spaces or periods).

Example	Enter in Last Name Field
United States of America	USA

UNITED STATES OF AMERICA (for the use of)

For a case brought by a company as United States of America, for the use of (name of company), enter USA and alias the company name selecting *fuo* as the alias type. If the company is also named individually, enter the company as a separate party.

Example	Enter in Fields as follows
United States of America, for the use of Wilson Building Associates, Inc.	Last name field: USA Party text field: <i>for the use of Wilson Building Associates, Inc.</i> Alias: Wilson Building Associates, Inc. (Alias type: select – <i>fuo</i>)

Example	Enter in Fields as follows
United States of America, for the use of Hubbell Construction Co., Inc., and Hubbell Construction Co., Inc.	Party #1 Last name field: USA Party text field: <i>for the use of Hubbell Construction Co., Inc.</i> Alias: Hubbell Construction Co., Inc. (Alias type: select – <i>fuo</i>)
	Party #2 Last name field: Hubbell Construction Co., Inc.

STATES / CITIES / TOWNS**States**

For states, use the state's two letter abbreviation (no spaces or periods), coma (,) State of.

Example	Enter in Last Name Field
State of New Hampshire	NH, State of
State of Massachusetts	MA, State of

Counties

For counties, use county name.

Example	Enter in Last Name Field
Hillsborough County	Hillsborough County
Rockingham County	Rockingham County

Cities / Towns

For cities and towns, use city/town name, the state's two letter abbreviation (no spaces or periods), coma (,) City of or Town of, whichever is applicable.

Example	Enter in Last Name Field
City of Concord, New Hampshire	Concord, NH, City of
City of Portland, Maine	Portland, ME, City of
Town of Deerfield, New Hampshire	Deerfield, NH, Town of
New York City, New York	New York, NY, City of

FEDERAL / STATE / COUNTY / TOWN AGENCIES & EMPLOYEES**Federal Agencies**

Use US (no spaces or periods) and full name of agency.

Example	Enter in Last Name Field
U.S. Department of Homeland Security	US Department of Homeland Security
U.S. Small Business Administration	US Small Business Administration
U.S. Social Security Administration	US Social Security Administration

Exceptions: There are a few federal agency name exceptions. In this situation, use full name of agency.

Example	Enter in Last Name Field
Federal Bureau of Investigation	Federal Bureau of Investigation
Federal Bureau of Prisons	Federal Bureau of Prisons

State Agencies

Use full name of agency except for State use the two letter abbreviation (no spaces or periods).

Example	Enter in Last Name Field
New Hampshire Department of Safety	NH Department of Safety
New Hampshire Attorney General	NH Attorney General
Maine State Police	ME State Police

State Agencies with Divisions

Use full name of agency except use the State's two letter abbreviation (no spaces or periods), add comma (,) and full division name.

Example	Enter in Last Name Field
New Hampshire Department of Safety, Division of Motor Vehicle	NH Department of Safety, Division of Motor Vehicle
New Hampshire Department of Health and Human Services, Division of Children, Youth and Family	NH Department of Health and Human Services, Division of Children, Youth and Family

County / City / Town Agencies or Departments

Use full name of agency or department.

Example	Enter in Last Name Field
Concord Police Department	Concord Police Department
Manchester School Department	Manchester School Department
Hillsborough County Registrar of Deeds	Hillsborough County Registrar of Deeds
Hooksett Fire and Rescue	Hooksett Fire and Rescue

Federal / State Government Agency Heads or Officials

For suits against heads or officials of federal or state government agencies in their official capacity or both their individual and official capacities, do not index by the person's name. Index by agency name and official's title and alias the person's name. In party text, enter "in his/her official capacity" or "in both his/her individual and official capacities."

Example	Enter in Fields as follows
Carolyn W. Colvin, Acting Commissioner, U.S. Social Security Administration, Commissioner	Last name field: US Social Security Administration, Acting Commissioner Alias: Carolyn W. Colvin (Alias type: select – <i>Other</i>)
Richard M. Gerry, Warden of New Hampshire State Prison, in both his individual and official capacity	Last name field: NH State Prison, Warden Party Text Field: <i>in both his individual and official capacity</i> Alias: Richard M. Gerry (Alias type: select – <i>Other</i>)

If an agency head is sued in his/her individual capacity only, index the person under his/her name. It is not necessary to enter the person's agency name and official title in party text since he/she is being sued on an individual basis.

Example	Enter in Fields as follows
Richard M. Gerry, Warden of New Hampshire State Prison, in his individual capacity	Last name field: Gerry First name field: Richard M.

Federal / State Government Employees (other than Agency Heads or Officials)

If federal or state employees other than the agency head or official are named, index under the person's name. In party text, enter the agency name and job title.

Example	Enter in Fields as follows
Kimberly Fields, Deputy Clerk, United States District Court for the District of New Hampshire, in her official capacity	Last name field: Fields First name field: Kimberly Party text field: <i>Deputy Clerk, US District-NH, in her official capacity</i>
Brian Moran, Corrections Officer, New Hampshire State Prison, in both his individual and official capacities	Last name field: Moran First name field: Brian Party text field: <i>Corrections Officer, NH State Prison, in both his individual and official capacities</i>

County DOC Superintendents / Directors

For suits against DOC superintendents or directors in their official capacity or both their individual and official capacities, do not index by the person’s name. Index by DOC facility name and the official’s title and alias the official’s name. In party text, enter “in his/her official capacity” or “in both his/her individual and official capacities.”

Example	Enter in Fields as follows
David Dionne, Hillsborough County Department of Corrections, Superintendent, in both his individual and official capacities	Last name field: Hillsborough County Department of Corrections, Superintendent Party text field: <i>in both his individual and official capacities</i> Alias: David Dionne (Alias type: select – <i>Other</i>)

If a superintendent or director is sued in his/her individual capacity only, index the person under his/her name. It is not necessary to enter the name of the DOC facility and official’s title in party text since he/she is being sued on an individual basis.

Example	Enter in Fields as follows
David Dionne, Hillsborough County Department of Corrections, Superintendent, in his individual capacity	Last name field: Dionne First name filed: David

All Other County / City / Town Officials & Employees

With the exception of county DOC superintendents/directors, all other county / city / town officials whether sued in their official capacity or both their individual and official capacities should be entered under person’s name. In party text, enter agency and job title.

Example	Enter in Fields as follows
Thomas Belanger, County Commissioner, Merrimack County, in both his individual and official capacities	Last name field: Belanger First name field: Thomas Party text field: <i>County Commissioner, Merrimack County, in both his individual and official capacities</i>
Carolyn Woods, Code Enforcement Officer, Town of Derry, New Hampshire	Last name field: Woods First name field: Carolyn Party text field: <i>Code Enforcement Officer, Town of Derry, NH</i>

Agency employee without first name

When a first name is unknown, enter first name field as FNU – (first name unknown).

Example	Enter in Fields as follows
Corrections Officer Brown, Merrimack County Department of Corrections	Last name field: Brown First Name Field: FNU Party text field: <i>(first name unknown), Corrections Officer, Merrimack County Department of Corrections</i>

Agency employee without last name

When a last name is unknown, enter last name field as LNU – (last name unknown).

Example	Enter in Fields as Follows
Nurse Joan, Hillsborough County Department of Corrections, Medical Department	Last name field: LNU First name field: Joan Party text field: <i>(last name unknown), Nurse, Hillsborough County Department of Corrections, Medical Department</i>

FORFEITURE / OTHER MISCELLANEOUS

Bank Account

(Institution / Account No. (xxxxxxx1234))

Redacted Filings: Pursuant to Fed. R. Civ. P. 5.2(a)(4), unless the court orders otherwise, a financial-account number may include only the last four digits of the financial-account number. The filing party is required to substitute (xxxx) for all but the last four digits of the account number.

Redaction Exemption-Forfeiture Proceedings: This redaction requirement does not apply to a financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding, Fed. R. Civ. P. 5.2(b)(1)

Example	Enter in Fields as follows
York County Federal Credit Union Account no. 12345678 in the name of Carroll Lane	Last name field: York County Federal Credit Union Account No. xxxx5678 Party text field: <i>In the name of Carroll Lane</i> Alias: Carroll Lane (Alias Type: select – <i>Other</i>)

Boat

Make / Model / Year

Example	Enter in Fields as follows
Crownline Bowrider 2007, 21-foot, hull number CB90224B88, seized from John Green	Last name field: Crownline Bowrider 2007 Party text field: <i>21-foot, hull number CB90224B88, seized from John Green</i> Alias: John Green (Alias type: select – <i>Other</i>)

Business

(Business / Town / State)

Example	Enter in Fields as follows
In the matter of the search of 550 Winnacunnet Road, Room 208, Beachside Inn, Hampton, NH.	Last name field: Beachside Inn, Hampton, NH Party text field: <i>In the Matter of the Search of 550 Winnacunnet Road, Room 208</i>

Computer
(Make / Model)

Example	Enter in Fields as follows
In the Matter of the Search of a Compaq Computer, Serial No. 1234567, Model No. 234	Last name field: Compaq 234 Computer, Party Text: <i>In the matter of the search of, Serial No. 1234567</i>

Drug Paraphernalia
(Item)

Example	Enter in Fields as follows
Twenty one boxes of assorted glass pipes, seized from the Abenaki Smoke Shop, Concord, New Hampshire	Last name field: Pipes Party Text: <i>Twenty one boxes of assorted glass pipes, seized from Abenaki Smoke Shop, Concord, NH</i> Alias: Abenaki Smoke Shop (Alias Type: select – <i>Other</i>)

Example	Enter in Fields as follows
Six boxes of assorted glass, ceramic and metal hookahs with accessories, seized from Louie’s Joint, Salem, New Hampshire	Last name field: Hookahs Party Text: <i>Six boxes of assorted glass, ceramic and metal hookahs with accessories, seized from Louie’s Joint, Salem NH</i> Alias: Louie’s Joint (Alias Type: select – <i>Other</i>)

Electronic Communication / Social Media Service Providers

Service Provider / Phone or User ID Number

Phone Numbers: Enter area code without parenthesis or dash. Example: 603 225-1423

Example	Enter in Last Name Field
AT&T Mobility 603 225-1423	Last name field: AT&T Mobility 603 225-1423
CorCorp, Inc. BlackBerry PIN 25FJC83	Last name field: CorCorp, Inc. BlackBerry PIN 25FJC83
GoDaddy.com, LLC snowman@labs.org	Last name field: GoDaddy.com, LLC snowman@labs.org
Yahoo! Snowwhite8302@yahoo.com	Last name field: Yahoo! Snowwhite8302@yahoo.com

Guns
Make / Model

Example	Enter in Fields as follows
Bushmaster AR-15 assault rifle, black, serial # BFT604891, with a loaded magazine, seized from Hoss Cartwright	Last name field: Bushmaster AR-15 assault rifle Party text field: <i>Black, serial # BFT604891, with a loaded magazine, seized from Hoss Cartwright</i> Alias: Hoss Cartwright (Alias type: select – <i>Other</i>)
Remington .308 rifle, black, 308 caliber, with scope in case, serial number A4055124, seized from Joe Cartwright	Last name field: Remington .308 rifle Party text field: <i>Black, 308 caliber, with scope in case, serial number A4055124, seized from Joe Cartwright</i> Alias: Joe Cartwright (Alias type: select – <i>Other</i>)
Titan .38 semi-automatic handgun, bronze, .38 caliber, with loaded magazine, serial number Z82635, seized from Adam Cartwright	Last name field: Titan .38 semi-automatic handgun Party text field: <i>Bronze, .38 caliber, with loaded magazine, serial number Z82635, seized from Adam Cartwright</i> Alias: Adam Cartwright (Alias type: select – <i>Other</i>)

IP Addresses / Does

If the true name and capacity of a defendant is only know to the plaintiff by his/her internet protocol (“IP”) address assigned by the defendant’s Internet Service Provider (ISP), the plaintiff may file a case initiating document naming the defendant as Doe with an IP address. Until the IP Doe is identified, enter the unknown defendant in the last name field as follows:

Example	Enter in Last Name Field
Doe #1, IP Address: 132.177.38.17 2007-09-12	Last name field: Doe #1, IP Address: 132.177.38.17 2007-09-12
Doe #2, IP Address: 132.177.42.60 2007-10-03	Last name field: Doe #1, IP Address: 132.177.42.60 2007-10-03

Money

(Numeric Dollar Amount / Country of Currency)

Example	Enter in Fields as follows
\$1,000 in US Currency seized from the residence of James Griffin	Last name field: \$1,000.00 US Currency Party text field: <i>Seized from the residence of James Griffin</i> Alias: James Griffin (Alias type: select – <i>Other</i>)

Residence

(Town / State / Address)

Example	Enter in Fields as follows
In the matter of a search of a white house with green shutters at 428 Ocean Road, Portsmouth, New Hampshire	Last name field: Portsmouth, NH, 428 Ocean Rd Party text field: <i>In the Matter of the Search of a white house with green shutters.</i>

Safe Deposit Box

(Institution / Box No.)

Example	Enter in Fields as follows
TD Bank Safe Deposit Box No. 237, located at 55 Glass Street, Bedford, New Hampshire, leased by Anthony Carlucci	Last name filed: TD Bank, Safe Deposit Box No. 237 Party text field: <i>Located at 55 Glass Street, Bedford, NH, leased by Anthony Carlucci</i> Alias: Anthony Carlucci (Alias type: select – <i>Other</i>)

Trailer

(Make / Model / Year)

Example	Enter in Fields as follows
One 2007 30-foot Extreme RXT boat trailer, serial number 5DBBB32347R000043, owned by Harold Dickson	Last name field: Extreme RXT Boat Trailer 2007 Party Text field: <i>30 foot, serial number 5DBBB32347R000043, owned by Harold Dickson</i> Alias: Harold Dickson (Alias type: select – <i>Other</i>)

Vehicles

(Make / Model / Year)

Example	Enter in Fields as follows
In the Matter of the Search of one 1992 Chevrolet Cavalier, VIN 151JC1449N7136603	Last name field: Chevrolet Cavalier 1992 Party text field: <i>In the Matter of the Search of, VIN 151JC1449N7136603</i>

MINOR CHILDREN

Redacted Filings: Pursuant to Fed. R. Civ. P. 5.2(a)(3), for all cases, names of minor children must be entered using the minor’s initials (first initial of first name, first initial of last name).

The name of a parent or guardian filing on behalf of minor children should be entered in as they are referenced in the complaint or other case initiating document. In some cases, the parent or guardian may use their full name, while in others, they may just use their initials, or enter their first name as mother, father, Mr., or Mrs., and the first initial of their last name.

Example	Enter in Fields as Follows
S.M. (child)	Last name field: M. First name field: S.
Mother M. (mother of child)	Last name field: M. First name field: Mother

When a parent files on behalf of a child, in party text enter “as parent and next friend of minor child (and use child’s initials)” or whatever is appropriate as referenced in the case initiating document. Alias the child’s name using initials only and select *Other* as the type from the alias drop down menu.

Example	Enter in Fields as Follows
Justin Baker, individually, and as parent and next friend of minor child, M.B.	Last Name Field: Baker First Name Field: Justin Party Text Field: <i>individually, and as parent and next friend of minor child, M.B.</i> Alias: M.B. (Alias Type: select – <i>Other</i>)
Mother B, individually, and as guardian of minor child, S.B.	Last Name Field: B. First Name Field: Mother Party Text Field: <i>individually, and as guardian of minor child, S.B.</i> Alias: S.B. (Alias Type: select – <i>Other</i>)

NH STATE COURTS

Example	Enter in Last Name Field
New Hampshire Administrative Office of the Courts	NH Administrative Office of the Courts

Example	Enter in Last Name Field
New Hampshire Supreme Court	NH Supreme Court

Example	Enter in Last Name Field
Belknap County Superior Court	Belknap County Superior Court
Hillsborough County Superior Court, Northern District	Hillsborough County Superior Court, Northern District

Example	Enter in Last Name Field
New Hampshire Circuit Court, 2 nd Circuit, District Division-Littleton	NH Circuit Court, 2nd Circuit, District Division-Littleton
New Hampshire Circuit Court, 6 th Circuit, Family Division-Concord	NH Circuit Court, 6th Circuit, Family Division-Concord

PRISONS / DEPARTMENTS OF CORRECTIONS / JAILS

State and Local Correctional Facilities

For county facilities, use department of corrections, do not use jail, or house of corrections.

Example	Enter in Last Name Field
New Hampshire State Prison for Men	NH State Prison for Men
Northern New Hampshire Correctional Facility	Northern NH Correctional Facility
Merrimack County Department of Corrections	Merrimack County Department of Corrections
Hillsborough County Department of Corrections	Hillsborough County Department of Corrections

Federal Prisons

Enter as specified in Federal Bureau of Prisons Directory found at www.bop.gov/facilnot.html.

Typically it will be by the type of facility FCI, FMC, FDC, USP, FCC, FPC, MDC, etc. then the town it's located in, i.e. **FCI Memphis, FMC Devens** (there are some exceptions to this, so please look at the website, i.e. **FCI Allenwood** mailing address is in White Deer, PA).

Example	Enter in Last Name Field
Federal Correctional Institution Berlin, NH	FCI Berlin
Federal Medical Center Deven, MA	FMC Devens

TRUSTS / TRUSTEES

An Individual Acting as a Trustee: Enter the name of individual appointed to handle the trust as usual. In party text enter “as Trustee of the (name of trust)” or whatever is appropriate. Alias the name of the owner of the trust (if different from the trustee) and select *Other* as the type from the alias drop down menu.

A Bank or Business Acting as a Trustee: Enter the name of the bank or business appointed to handle the trust as usual except add coma (.) Trustee to the party name, i.e., US Bank Trust N.A., Trustee. In party text enter “of the (name of trust)” or whatever is appropriate. Alias the trust name.

Example	Enter in Fields as follows
Michael O' Brien, as Trustee of the Eric M. O'Brien Revocable Trust dated October 6, 2007	<p>Last name field: O'Brien First name field: Michael Party text field: <i>as Trustee of the Eric M. O'Brien Revocable Trust dated October 6, 2007</i> Alias: Eric M. O'Brien (Alias Type: select – <i>Other</i>)</p>
US Bank Trust N.A., as Trustee for VOLT Participation Trust 2010-JPL6	<p>Last name field: US Bank Trust N.A., Trustee Party text field: <i>for VOLT Participation Trust 2010-JPL6</i> Alias: VOLT Participation Trust 2010-JPL6 (Alias Type: select – <i>Other</i>)</p>
Wells Fargo Bank, N.A., Trustee for Option Five Mortgage Loan Trust 2001-8, Asset-Backed Certificates, Series 2001-8, its successors, assigns, and agents	<p>Last name field: Wells Fargo Bank, N.A., Trustee Party text field: <i>for Option Five Mortgage Loan Trust 2001-8, Asset-Backed Certificates, Series 2001-8, its successors, assigns, and agents</i> Alias: Option Five Mortgage Loan Trust 2001-8 (Alias Type: select – <i>Other</i>)</p>

UNIONS / LOCALS (Index under full title.)

Example	Enter in Last Name Field
Local 345 of the Cement Workers; International Union of Electrical Workers	Local 345 of the Cement Workers; International Union of Electrical Workers

ATTACHMENT C

Attorney Checklist

Before Opening a New Civil Case

- Read documentation on Opening a New Civil**
- Prepare documents to file and convert to pdf**
 - Initiating document
 - Civil cover sheet
 - Service Documents (Summons(es)/Notice of Lawsuit/Waiver(s)), if applicable
 - Any additional documents to be filed
- Have credit card available or ACH Debit information**
- Open civil case**
 - Enter all the statistical information
 - Enter all the parties in exact order they are listed on the Complaint. Do not add addresses
 - Change the party role type to the correct role, if necessary
 - Create a link for the attorney and party
Attorney for plaintiff(s), if Complaint is filed
Attorney for defendant(s), if Notice of Removal is filed
- File initiating document**
 - Attach supporting documents to the complaint as a separate attachment (i.e., exhibits)
 - Attach a completed civil cover sheet as a separate attachment
 - Attach service documents (summons(es) and/or notice of lawsuit/waiver(s) as a separate attachment (each service document should be filed as a separate attachment.)
- After filing initiating document, file any additional documents using the appropriate event**
 - Motion for Temporary Restraining Order
 - Motion to Proceed Informa Pauperis
 - Financial Disclosure Statement

If you have any questions, concerns, experience problems, or have an emergency motion requiring expedited treatment, please contact Intake at 603-225-1423.