

GENERAL OVERVIEW DIRECT FILING IN MDL

**(Including cases initiated with the Short Form Complaint)**

Complaints to initiate new cases in this district that are related to the MDL case should not be filed in the MDL master case docket. Instead, you must follow the instructions below to directly file and initiate the case.

To Direct File a case using ECF in Atrium Medical Corp. C-Qur Mesh Products Liability Litigation, 16-md-2753-LM you must:

- Request MDL e-filing access via PACER

Step-by-step instructions to request MDL e-filing access can be found [here](#).

- Open a new civil case and link it to the MDL case.

To open a new civil case in DNH ECF, follow these steps:

1. Click on “Civil” located on the blue menu bar
2. Click on “New Case (Attorney Filing)”
3. Enter case information.
  - a. Office: Leave as Concord
  - b. Case type is “cv”
  - c. Other Court Name and Other Court Number can be left blank
  - d. JPML number: enter 2753
  - e. Check “Related Cases”
  - f. Enter 16md2753 in “Related Case Number” box – click next after the case number populates
4. Enter information from the Civil Cover Sheet into the next screen
5. Enter Parties and Counsel
6. Click Create Case – a case number will be assigned at this point.
7. Docket the Lead Event
8. Follow the prompts to attach documents and to complete case opening.

**\* LOCAL RULE, AP 2.3(a) REQUIRES ALL DOCUMENTS FILED ELECTRONICALLY BE IN PDF TEXT SEARCHABLE FORMAT.**

**\* SERVICE OF SUMMONS/WAIVERS OF SERVICE OF SUMMONS ARE NOT REQUIRED – SEE PROCEDURAL ORDER 6/12/2017 FOR SERVICE INFORMATION.**

More comprehensive instructions for opening a civil case are available under the General Information section of this webpage titled: “Instructions for Opening a Direct File Civil Case.”

**WHENEVER FILING IN ECF YOU SHOULD CAREFULLY READ ALL SCREEN MESSAGES. MESSAGES CONTAIN IMPORTANT INFORMATION ABOUT WHAT SHOULD/SHOULD NOT BE ATTACHED TO YOUR FILING.**