

# CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

1. Locate *Civil* from the CM/ECF Main Menu bar and click on it.



Figure 1: CM/ECF Main Menu bar

2. Locate the menu: *Complaints and Other Initiating Documents* and click on it.

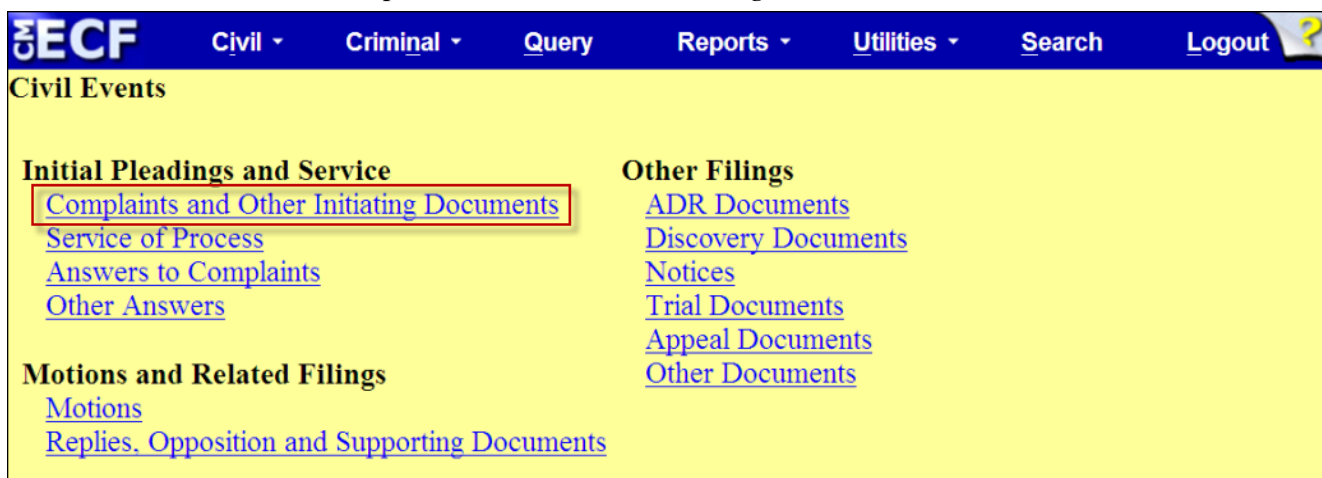


Figure 2: Civil Menu Events screen

3. Select *Intervenor Complaint* in the *Available Events* box. The event will display in the *Selected Event* field and select the button: *Next* to continue.

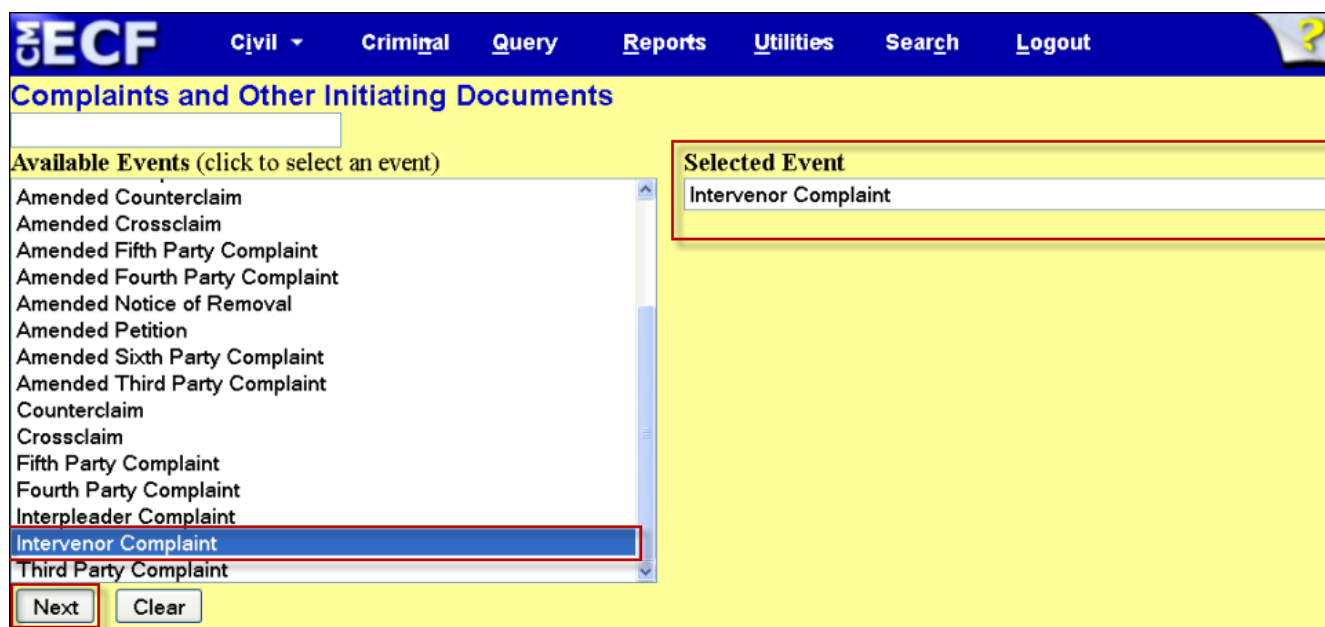


Figure 3: Complaints and Other Initiating Documents Available Events screen.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

**NOTE:** If the incorrect event populated in the *Selected Event* field, click on the event in the *Selected Event* field to remove and then repeat *Step 3*.

4. Enter the case number using one of the available formats: *e.g. 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345*, then select the button: *Find This Case*. Once the system finds you case, select the button: *Next* to continue.

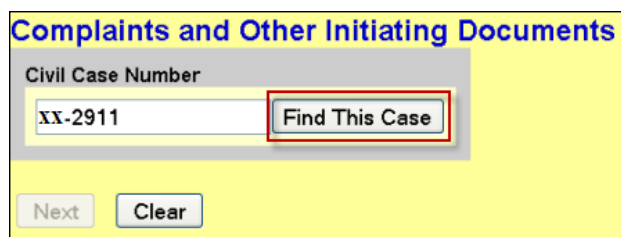


Figure 4a

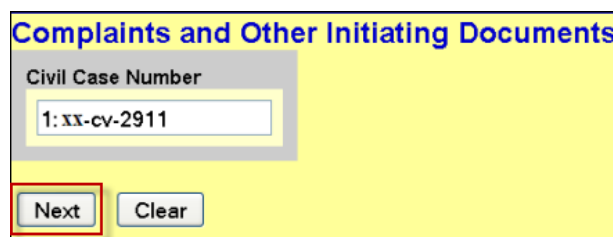


Figure 4b

5. The *Case verification screen* displays. Verify the case and select the button: *Next* to continue.

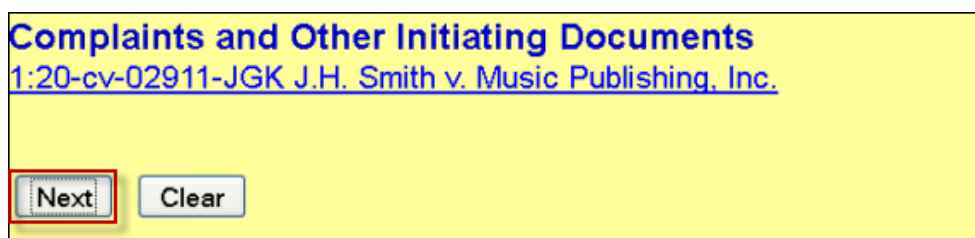


Figure 5: Case Verification screen

**NOTE:** If the case is incorrect, return to the *Case Number* screen in *Step 4* by using the Internet browser's back button. (Figure 6)

If the case number is not valid, the system will display the following message:

**1:yy-cv-nnnnn is not a valid case. Please enter a valid value.**

Use the browser's back button to return to the *Enter case number* screen and use one of the formats listed in *Step 4*.

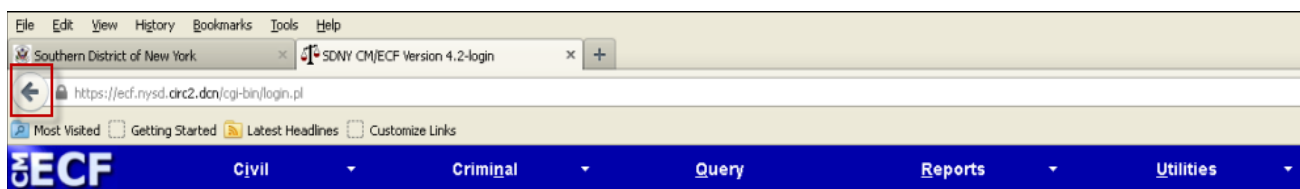
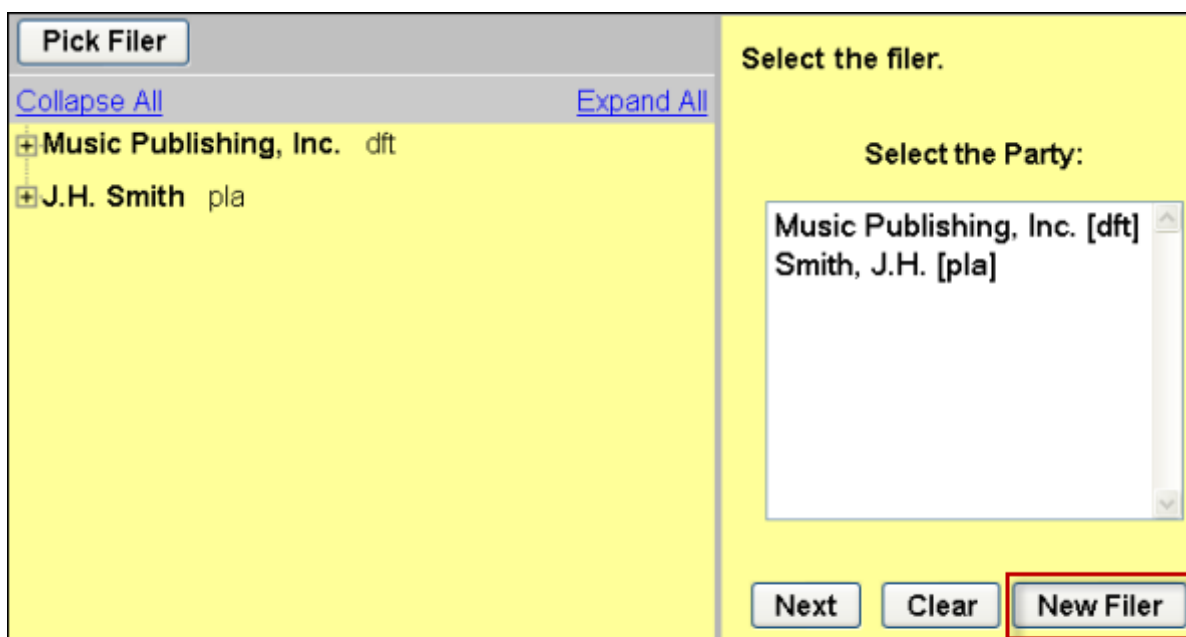


Figure 6: Use the browser's back button to return to the prior screen.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

6. On the *Pick Filer* screen, complete the following:
- If filer(s) need to be added, then select the button: *New Filer*; otherwise, proceed to *Step 6b*.



**Figure 7: The Pick Filer screen is divided into two parts. The left side of the screen is the participant tree. The right side is where the filer is selected or where the new filer is added.**

**NOTE:** The left side of the *Pick Filer* (Figure 7) or *Pick Party* (Figure 10) screen is the **participant tree**, which features an immediate “screen shot” of the case participants. Selecting the hyperlink: *Expand All* will display listed attorneys, corporate parent(s), alias(es), if applicable.

- The *Search for a party* screen displays and then enter the party’s first, middle, last or business name, if applicable.  
**e.g. Last Name: Smith First: Penny**
- Select the button: *Search*.
  - If the party appears in the pick-list:**
    - Click on the party and select the button: *Select Party*.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

- b. The *Party Information* screen displays, and then modify the participant's information accordingly.

**EXAMPLE:**

**Party Information**  
**Penny Smith**

**Role:** Intervenor Plaintiff

**Start date:** Do not modify this date. The system will default to the date of filing.

**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document "Case Openings - Adding Parties" for U.S.D.C.-S.D.N.Y. style conventions.

- c. Select the button: *Add Party*.
- d. Repeat process until all filer(s) added, if applicable.
- e. Proceed to *Step 6b*.

**EXAMPLE:**

**Party Information**  
**Richard Smith**

**Role:** Intervenor Plaintiff

**Start date:** Do not modify this date. The system will default to the date of filing.

### 2. If the party does not appear in the pick list:

- a. Select the button: *Create New Party*.
- b. The *Party Information* screen displays and then enter the participant's information accordingly.

**EXAMPLE:**

**Party Information**  
**Last name: Smith**

**First: Penny**

**Role:** Intervenor Plaintiff

**Start date:** Do not modify this date. The system will default to the date of filing.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document “Case Openings - Adding Parties” for U.S.D.C.-S.D.N.Y. style conventions

- c. Select the button: *Add Party*.
- d. Repeat process until all filer(s) added, if applicable.

**EXAMPLE:**

**Party Information**

**Last name:** Smith

**First:** Richard




**Role:** Intervenor Plaintiff


**Start date:** Do not modify this date. The system will default to the date of filing.

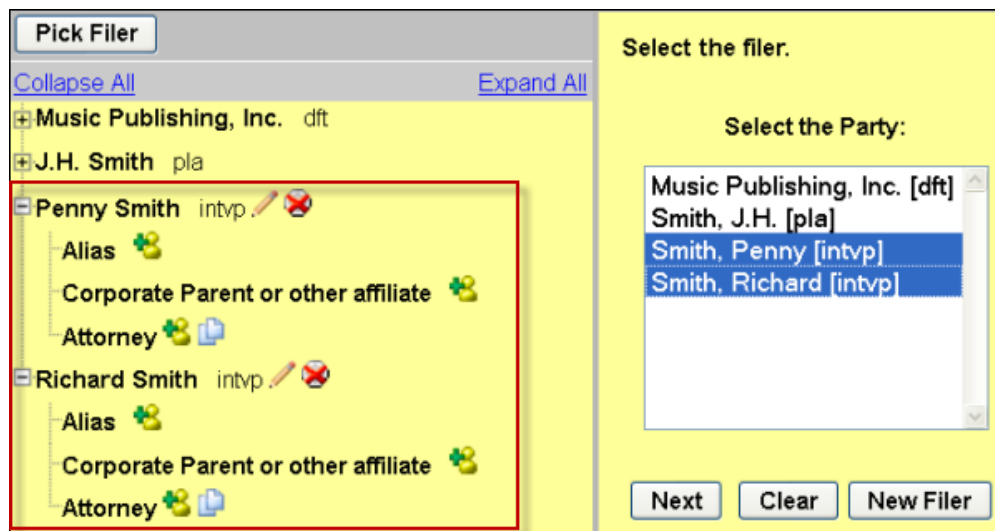
- e. Proceed to *Step 6b*.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

### **NOTE: Participant Tree- Newly added participants**

When a New Filer (Figure 7) or New Party (Figure 10) is added during the docketing process, the party populates in the participant tree as seen in Figure 8 with icon controls available for that participant only. The user may then modify this party's information by using the edit icon: , add an alias, by using the add icon:  or delete the party if erroneously associated by selecting the delete icon: . If upon review, the party's name is misspelled, use the delete icon and add the party in its correct spelling using the button: New Filer or New Party and repeat the *Step 6ai* or *Step 8ai*.

**NOTE:** Do not use the add icon:  for the *Corporate Parent or other affiliate* node. Corporate parents and other affiliates should be added when filing the document: 7.1 Corporate Disclosure Statement.



**Figure 8:** If a party is added in the docketing process, icon controls will be available in the participant tree for the new participant only.

- b. If filer(s) are available in the *Select the Party* pick list, then click on the party(s). e.g. **Penny Smith [intvp]**, **Richard Smith [intvp]**

**NOTE:** If multiple selections need to be made, hold down the key: *Ctrl* while clicking the cursor on the applicable parties. Do not use the radio buttons: *All Defendants*, *All Plaintiffs* or *All Parties*. The radio buttons do not populate the individual party names.

- c. Proceed by selecting the button: *Next*.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

7. If the *Attorney/ Party Associations* screen displays as seen in Figure 8, complete the following steps; otherwise, proceed to *Step 8*:
  - a. To link the attorney filer to the party, keep the system's default check next to the party's name.
  - b. To receive notices of electronic filing (NEF), keep the system's default check for the box: *Notice*.
  - c. To designate lead counsel, click in the box: *Lead*.
    - i. Repeat this step until all party(s) updated, if applicable.
  - d. Select the button: *Next* to continue.

**Complaints and Other Initiating Documents**  
[1:20-cv-02911-JGK J.H. Smith v. Music Publishing, Inc.](#)

The following attorney/party associations do not exist for the above case(s).

If the box on the left is checked then the attorney will be associated with the named party.  
Uncheck the box if the attorney should not be associated with named party.

<input checked="" type="checkbox"/>	Perry Smith (pty:intvp) represented by Attorney Trainee 2 (aty)	<input type="checkbox"/> Lead	<input checked="" type="checkbox"/> Notice
<input checked="" type="checkbox"/>	Richard Smith (pty:intvp) represented by Attorney Trainee 2 (aty)	<input type="checkbox"/> Lead	<input checked="" type="checkbox"/> Notice

Select all

**Figure 9:** The Party/Attorney Associations screen allows the user to link a party with an attorney if the selected filer is not already associated with the attorney. Keep the Notice box checked to receive Notice of Electronic filings for the case. To indicate lead counsel status, select the checkbox: Lead.

**NOTE:** The Party/Attorney Associations screen displays when the system does not recognize an attorney filer or newly added attorney as representing a party. Once the attorney and the party are linked or associated (the filing has been submitted to the database), the docket sheet will then reflect the attorney's information next to the party.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

8. On the *Pick Party* screen complete the following:
- Upon reviewing the document, if parties need to be added, then select the button: *New Party*; otherwise, proceed to *Step 8b*.

**Figure 10:** The *Pick Party* screen allows the user to select the party the filing is against. If a party needs to be added, select the button: *New Party*.

- On the *Search for a party* screen, enter the party's first, middle, last or business name, if applicable.

**e.g. Last Name: Smith                      First Name: J.H.**

- Select the button: *Search*.

### 1. If the party appears in the pick-list:

- Click on the party and select the button: *Select Party*.
- The *Party Information* screen displays, and then modify the party's information accordingly.

#### **EXAMPLE:**

##### **Party Information**

**J.H. Smith**

**Role:** Intervenor Defendant

**Party text:** Estate of deceased

**Start date:** Do not modify this date. The system will default to the date of filing.



## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document “Case Openings - Adding Parties” for U.S.D.C.-S.D.N.Y. style conventions.

- c. Select the button: *Add Party*.
- d. Repeat process until all party(s) added, if applicable.
- e. Proceed to Step *8b*.

### 2. If the party does not appear in the pick list:

- a. Select the button: *Create New Party*.
- b. The *Party Information* screen displays, and then enter the participant’s information accordingly.

**NOTE:** When adding a party, enter any applicable titles, party role, party text, and so forth. See the document “Case Openings - Adding Parties” for U.S.D.C.-S.D.N.Y. style conventions.

**EXAMPLE:**

**Party Information**

**Last name:** Smith

**First name:** J.H.

**Role:** Intervenor Defendant

**Party text:** Estate of deceased

**Start date:** Do not modify this date. The system will default to the date of filing.

- c. Select the button: *Add Party*.
  - d. Repeat process until all party(s) added, if applicable.
  - e. Proceed to Step *8b*.
- b. If party(s) are available in the *Select the Party* pick list, click on the party(s) whom the filing is against. e.g. **J.H. Smith [intvd]**

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

**NOTE:** If multiple selections need to be made, hold down the key: *Ctrl* while clicking the cursor on the applicable parties. Do not use the radio buttons: *All Defendants*, *All Plaintiffs* or *All Parties*. The radio buttons do not populate the individual party names.

c. Select the button: *Next* to continue

9. Acknowledge the following message:

**GO BACK!!!**

**ADD the intervenor plaintiff(s) with Intervenor Plaintiff role on the select filer screen.**

**ADD the intervenor defendant(s) with Intervenor Defendant role on the select against screen.**

**ALL NEW PARTIES SHOULD NOW BE ENTERED**

a. Complete **one** of the following:

i. Select the button: *Next* to continue.

**-or-**

ii. Select the browser's back button until returning to the screen to add plaintiff(s) or add defendant(s), if applicable.

10. Complete the following:

a. Upload the PDF-A to the *Main Document* field by selecting the button: *Browse*.

b. Upload the PDF-A (s) for the attachment(s), if applicable to the *Attachments* field by selecting the button: *Browse*; otherwise, proceed to *Step 11*.

i. Select the appropriate category from the drop-down box: *Category*.  
**e.g. Exhibit**

ii. Within the text field: *Description*, enter the document's name. **e.g. A**

11. On the *Pretext* screen, select the applicable pretext.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

**NOTE:** If filing an *Amended Intervenor*, select the pretext: *Amended*.

12. On the text verification screen, verify the final docket text and complete **one** of the following:

a. If upon review, no errors detected select the button: *Next* to continue.

**-or-**

b. If upon review, error(s) detected, select the browser's back button until returning to the screen to add plaintiff(s) or add defendant(s), if applicable.

**EXAMPLE:**

INTERVENOR COMPLAINT against J.H. Smith. Document filed by Penny Smith, Richard Smith. (Attorney Trainee 2, )

13. Select the button: *Next* to commit the transaction to the database.

14. The system displays the *Notice of Electronic Filing* screen. This screen verifies that the filing has been sent electronically to the court's database and certifies that this filing is an official court document.

## CM/ECF Civil Training: Complaints and Other Initiating Documents: Intervenor

---

**Notice of Electronic Filing**

The following transaction was entered by Attorney Trainee 2, on 2/19/2013 at 3:54 PM EST and filed on 2/19/2013

**Case Name:** J.H. Smith v. Music Publishing, Inc.

**Case Number:** [1:20-cv-02911-JGK](#)

**Filer:** Richard Smith  
Penny Smith

**Document Number:** [7](#)

**Docket Text:**  
**INTERVENOR COMPLAINT against J.H. Smith. Document filed by Penny Smith, Richard Smith.(Attorney Trainee 2, )**

**1:20-cv-02911-JGK Notice has been electronically mailed to:**

Attorney Trainee 2 test@deadmail.com

John Doe jd@deadmail.com

**Figure 11:** Notice of Electronic Filing screen

- a. To print a copy of this notice, click the browser *Print* icon or select *File* from the browser's menu and select: *Print*.
- b. To save a copy of this receipt, click the *File* option on the browser menu. Then select the option: *Save As*.

**NOTE:** To return to the *Civil Menu Events* screen, click on *Civil* from the CM/ECF Main Menu bar.