CM/ECF Civil Training:
Complaints and Other Initiating Documents: Third Party Complaint

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.
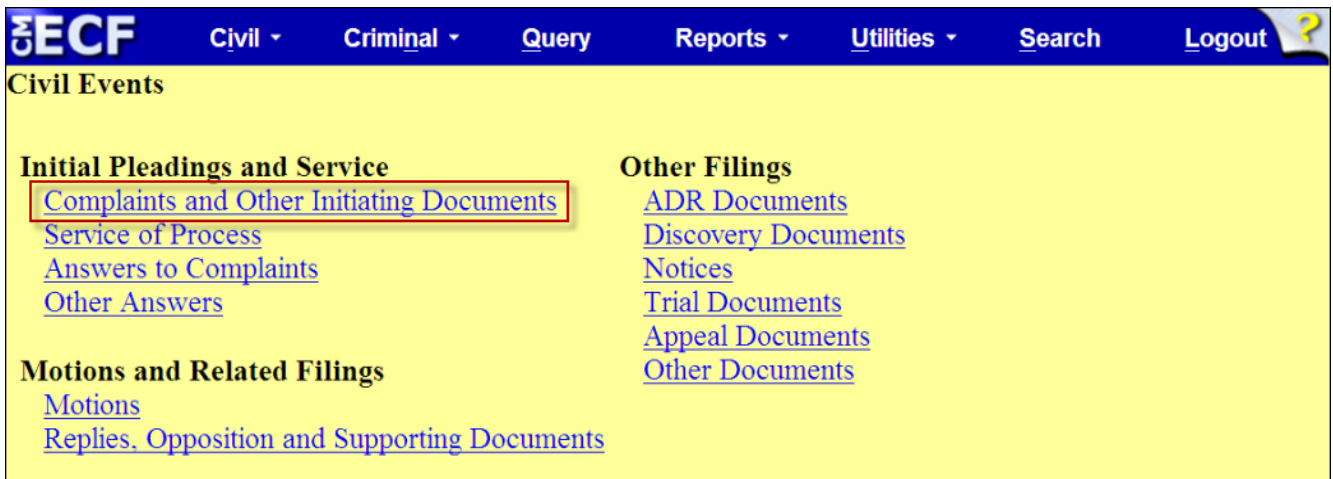

Figure 2: Civil Menu Events screen

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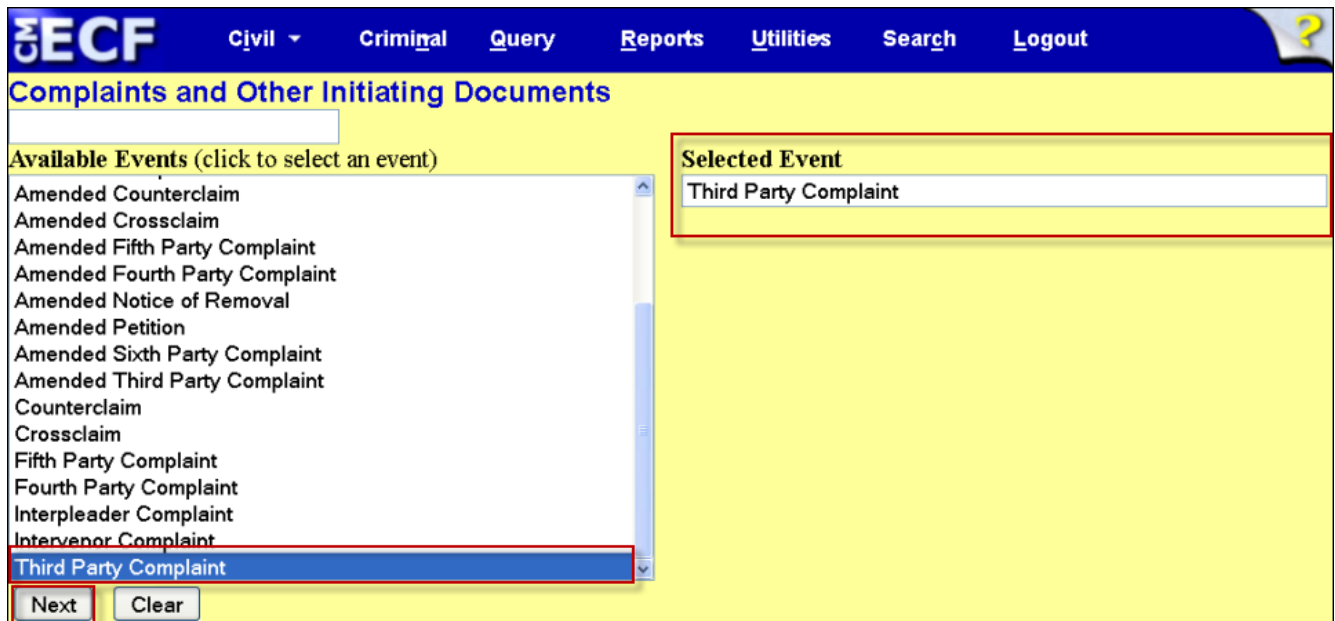

Figure 3: Complaints and Other Initiating Documents Available Events screen.

> **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.
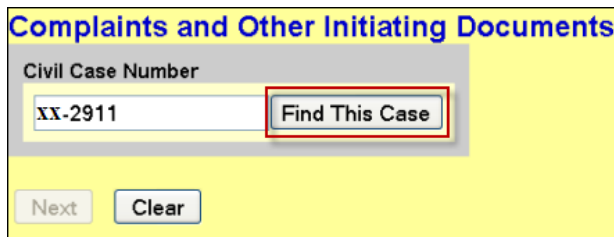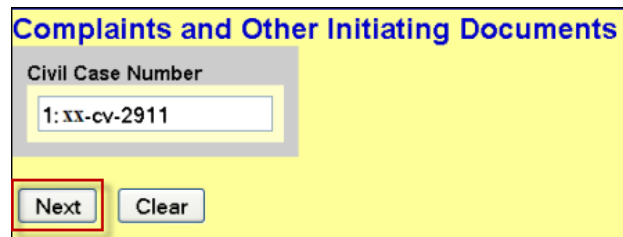

Complaints and Other Initiating Documents

Civil Case Number

| xx-2911 | Find This Case |

| Next | Clear |

Figure 4a

Complaints and Other Initiating Documents

Civil Case Number

| 1: xx-cv-2911 |

| Next | Clear |

Figure 4b

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

Complaints and Other Initiating Documents
1:20-cv-02911-JGK J.H. Smith v. Music Publishing, Inc.
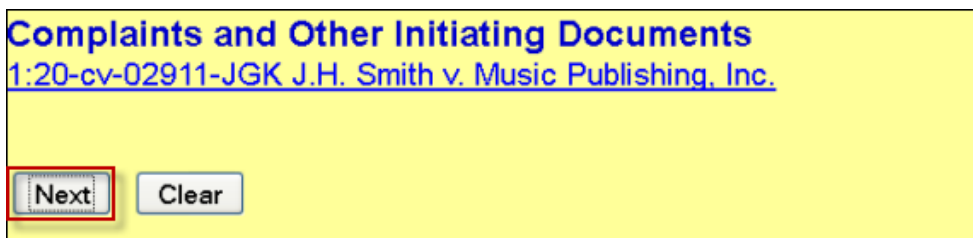
| Next | Clear |

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*.
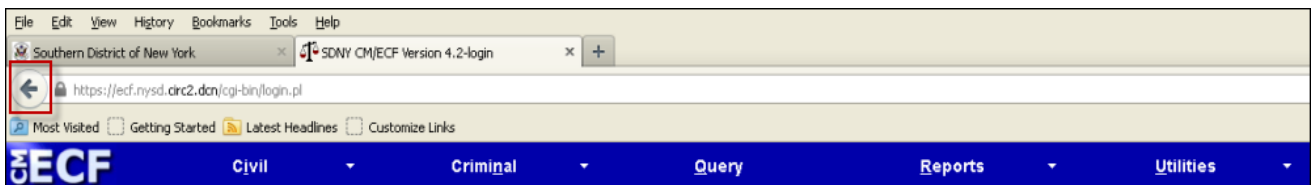

File   Edit   View   History   Bookmarks   Tools   Help

Southern District of New York   SDNY CM/ECF Version 4.2-login

https://ecf.nysd.circ2.dcn/cgi-bin/login.pl

Most Visited   Getting Started   Latest Headlines   Customize Links

ECF   Civil   Criminal   Query   Reports   Utilities

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

6. On the *Pick Filer* screen, complete the following:

    a. <u>If filer(s) need to be added</u>, then select the button: *New Filer;* otherwise, proceed to *Step 6b*.

      NOTE: CM/ECF will update current parties with the new party role. For example ***Music Publishing, Inc [dft]*** will automatically be added to the docket in the role of *Third Party Plaintiff* when selected as a filer.
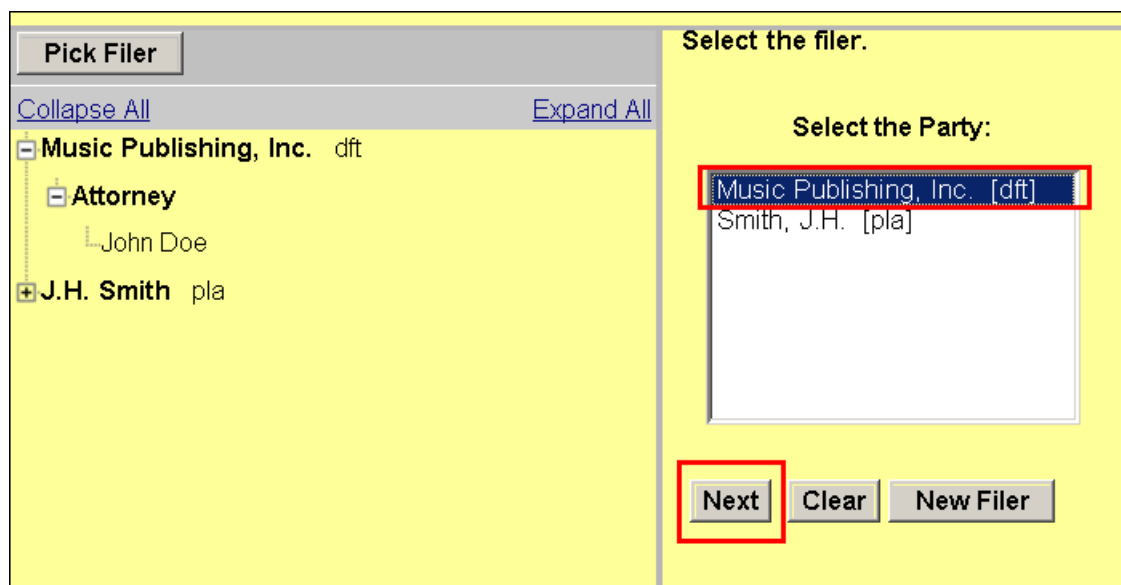

Figure 7: The Pick Filer screen is divided into two parts. The left side of the screen is the participant tree. The right side of the screen is where the filer is selected or where the new filer is added. CM/ECF will automatically update current parties with the new party role. Do not add an existing party to reflect a new party role.

      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.

      i. The *Search for a party* screen displays and then enter the party's first, middle, last or business name, if applicable.

      ii. Select the button: *Search*.

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

a. Click on the party and select the button: *Select Party.*

b. The *Party Information* screen displays, and then modify 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.

c. Select the button: *Add Party.*

d. Repeat process until all filer(s) added, if applicable.

e. Proceed to *Step 6b.*

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

c. Select the button: *Add Party.*

d. Repeat process until all filer(s) added, if applicable.

e. Proceed to *Step 6b.*

NOTE: Participant Tree- Newly added participants

When a New Filer 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 filing 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).

        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.*

7.   If the *Attorney/ Party Associations* screen displays as seen in Figure 9, 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.

☑ Music Publishing, Inc. (pty:3pp) represented by Attorney Trainee 2 (aty) ☐ Lead ☑ Notice
[Next]   [Clear]

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.

8. On the *Pick Party* screen complete the following:

a. 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 is divided into two parts. The left side is the participant tree. The right side is where the party the filing is against is selected or where a new party is added.

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

        e.g. Business Name: Music Catalogue, Inc.

    ii.   Select the button: *Search*.

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

           a. Click on the party and select the button: *Select Party.*

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

EXAMPLE:

Party Information
Music Catalogue, Inc.

Role: ThirdParty Defendant
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 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
Business Name: Music Catalogue, Inc.
Role: ThirdParty Defendant
Start date: Do not modify this date. The system will default to the date of filing.

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   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. Music Catalogue, Inc. [3pd]**

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:

WARNING!!!

Go Back, if necessary, and

ADD 3rd party plaintiff(s) before SELECTING 3rd party plaintiff(s) on the select filer screen.

ADD 3rd party defendant(s) before SELECTING 3rd party defendant(s) 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**

NOTE: Do not attach the Summons to the Amended Pleading entry. Summonses are filed using the event: *Request for Issuance of Summons.*

11. The Case verification screen displays. Verify the case and select the button: Next to continue as seen in Figure 5.

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

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

<div align="center">

-or-

</div>

    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:**
>
> THIRD PARTY COMPLAINT against Music Catalogue, Inc. Document filed by Music Publishing, Inc. (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.

Notice of Electronic Filing

The following transaction was entered by Attorney Trainee 2, on 2/20/2013 at 10:58 AM EST and filed on 2/20/2013
Case Name: J.H. Smith v. Music Publishing, Inc.
Case Number: 1:20-cv-02911-JGK
Filer: Music Publishing, Inc.
Document Number: 8

Docket Text:
THIRD PARTY COMPLAINT against Music Catalogue, Inc..Document filed by Music Publishing, Inc..(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 f*rom 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.

15. Locate the Civil menu: *Service of Process* and click on it.

Civil Events

Initial Pleadings and Service
  Complaints and Other Initiating Documents
  Service of Process
  Answers to Complaints
  Other Answers

Motions and Related Filings
  Motions
  Replies, Opposition and Supporting Documents

Other Filings
  ADR Documents
  Discovery Documents
  Notices
  Trial Documents
  Appeal Documents
  Other Documents

Figure 12: Civil menu events screen. The menu: Service of Process is identified

16.   Select *Request for Issuance of Summons* in the *Available Events* box. The event will display in the *Selected Event* field and select the button: *Next* to continue.

   NOTE: Where multiple parties are added, a rider may be attached to a single summons listing all new parties. A summons is not necessary when no party is added to a case.
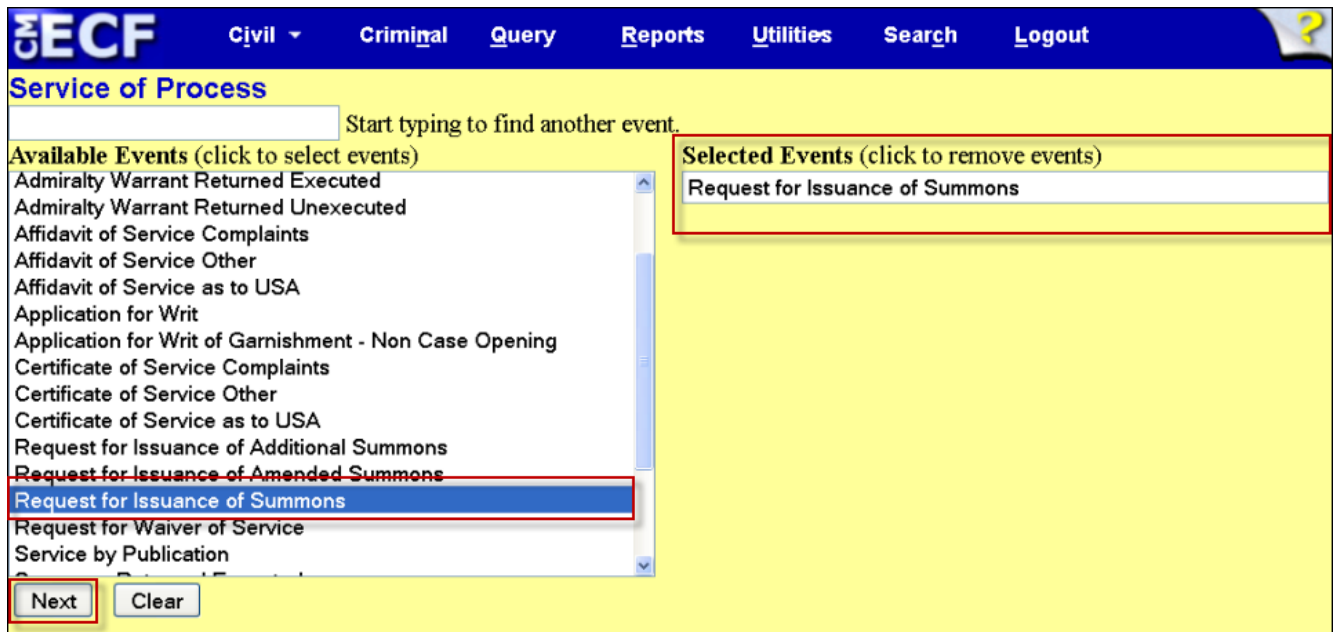

Figure 13: Service of Process Available Events screen.

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*.

17.   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.

   NOTE: See Figure 4a & 4b if further assistance required.

18.   Complete the following:

   NOTE: If multiple parties are being served, upload the first completed summons to the *Main Document* field. For each additional party being served upload a completed summons to each *Attachment* field.

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

b. Upload the PDF-A summons to the *Attachments* field, if applicable, by selecting the button: *Browse*; otherwise, proceed to *Step 18c.*

   1. Select **Summons** from the drop-down box: *Category*.

   2. Bypass the text field: *Description*.

   3. Repeat process until all attachments have been uploaded, if applicable.

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

19. Indicate the name for the summons requested and select the button: *Next* to continue.
    e.g. Music Catalogue, Inc. [3pd]

20. On the *Pick Filer* screen, select the filer(s) and then select the button: *Next* to continue.
    e.g. Music Publishing, Inc. [3pp]

21. The *Case verification screen* displays; verify the case and select the button: *Next* to continue.

22. 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

REQUEST FOR ISSUANCE OF SUMMONS as to Music Catalogue, Inc. Document filed by Music Publishing, Inc. (Attorney Trainee 2,)

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

24. 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.

Notice of Electronic Filing

The following transaction was entered by Attorney Trainee 2, on 2/20/2013 at 11:15 AM EST and filed on 2/20/2013

Case Name:	J.H. Smith v. Music Publishing, Inc.
Case Number:	1:20-cv-02911-JGK
Filer:	Music Publishing, Inc.
Document Number:	9

Docket Text:
REQUEST FOR ISSUANCE OF SUMMONS as to Music Catalogue, Inc.. Document filed by Music Publishing, Inc.. (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 14: Notice of Electronic Filing screen

a. To print a copy of this notice, click the browser *Print* icon or select *File f*rom 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*.