

United States District Court
Southern District
of
New York

CM/ECF Civil Events for Attorney Users

*Complete Listing of all Civil Events Available to
Attorney Users on the CM/ECF System*

July 14, 2017

Table of Contents

| | |
|--|----|
| Introduction..... | 1 |
| Searching For an Event in CM ECF | 2 |
| Complaints and Other Initiating Documents | 4 |
| Miscellaneous Case Initiating Documents..... | 5 |
| Service of Process | 6 |
| Answers to Complaints | 7 |
| Other Answers | 8 |
| Motions | 9 |
| Replies, Opposition and Supporting Documents | 12 |
| ADR Documents | 13 |
| Discovery Documents | 14 |
| Notices | 15 |
| Trial Documents | 16 |
| Appeal Documents | 17 |
| Other Documents..... | 18 |

Introduction

This guide contains a listing of Civil events available to attorneys on the CM/ECF system in the Southern District of New York. The intention of this guide is to help make it easier for attorneys to locate available Civil events, and to see at a glance a full listing of all events available on the CM/ECF system.

Searching For an Event in CM ECF

In addition to this guide, users can utilize the search functionality available on the CM/ECF system. From the CM/ECF Main Menu bar at the top of the screen, locate the **Search** menu item (see **Figure 1**).



Figure 1

Enter one or more characters, or a keyword in the **Search Menus and Events** text box, and click the [Search] button (see **Figure 2**).



Figure 2

For example, entering the characters “att” in the Search Menus and Events text box will return all matching menu items and events that contain the characters “att”. This may result in a listing of all events and menus containing the word “attorney”, “attach”, “attachment”, or other event or menu item. You can then click on the item you want, to go to that item directly. (see **Figure 3**).

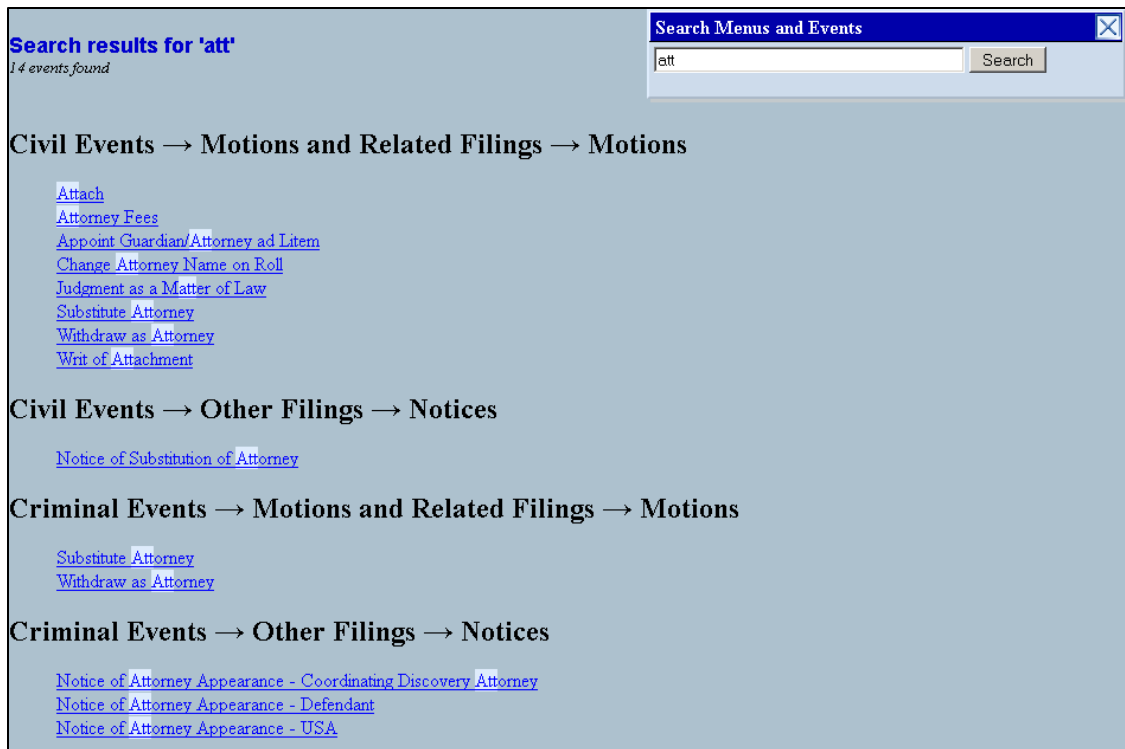


Figure 3

Please note that documents which you are electronically filing may have slightly different titles from those which are available on the CM/ECF system. For instance, you may be submitting an “Address Change Notice”, but the most applicable available event on the CM/ECF system will be **Notice of Change of Address**. This is perfectly fine, as long as the available event on the CM/ECF system is reasonably and logically close to what you are filing—the title of your document may not necessarily match the exact title of the most applicable event on CM/ECF. If you are having difficulty finding the correct event on the CM/ECF system for the document you are filing, please contact the CM/ECF Help Desk at (212) 805-0136, Option #2.

Initial Pleadings and Service

Complaints and Other Initiating Documents

- Add Party for Pleading
- Agriculture Appeal
- Amended Bankruptcy Appeal
- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Fifth Party Complaint
- Amended Fourth Party Complaint
- Amended Notice of Removal
- Amended Petition
- Amended Sixth Party Complaint
- Amended Third Party Complaint
- Complaint
- Complaint for Forfeiture
- Complaint/Petition in the Nature of Mandamus
- Counterclaim
- Crossclaim
- Fifth Party Complaint
- Fourth Party Complaint
- Intervenor Complaint
- Motion for Return of Property
- Notice of Removal
- Petition (Other)
- Petition for Writ of Habeas Corpus
- Petition to Appoint Arbitrator
- Petition to Compel/Confirm/Modify/Stay/Vacate Arbitration
- Sixth Party Complaint
- Third Party Complaint

Initial Pleadings and Service

Miscellaneous Case Initiating Documents

NOTE: The events in bold below, are motions.

- Add Party for Pleading
- Application for Stay of Execution
- Application for Writ of Garnishment
- **Change Attorney Name on Roll**
- **Compel**
- **Discovery**
- **Enforce Compliance with the Commission Order**
- **Entry to Effect Levy**
- **Extension of Time to File Document**
- **Leave to Appeal**
- **Leave to File Document**
- **Letters Rogatory**
- **Miscellaneous Relief**
- Notice of Filing of Complaint and Order Appointing Receiver
- Notice of Lis Pendens
- Notice of Power of Attorney
- Notice to Take Foreign Deposition
- **Order Pursuant to Customer Challenge Provisions of the Right to Financial Privacy Act of 1978**
- Petition to Enforce Administrative Subpoena
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Petition to Quash IRS Summons
- **Proceed In Forma Pauperis**
- **Protective Order**
- **Quash**
- Registration of Foreign Judgment
- Registration of Student Loan Judgment
- **Reopen Case**
- Request for Issuance of Administrative Deposition Subpoena

Miscellaneous Case Initiating Documents

- Request for Issuance of Digital Millennium Copyright Act Subpoena
- **Sale of Unclaimed Seaman Effects**
- **Show Cause**
- **Stay**
- **Writ of Execution**
- **Writ of Habeas Corpus ad prosequendum**
- **Writ of Habeas Corpus ad testificandum**

Initial Pleadings and Service

Service of Process

- Acknowledgment of Service
Complaints
- Acknowledgment of Service Other
- Acknowledgment of Service as to
USA
- Admiralty Warrant Returned Executed
- Admiralty Warrant Returned
Unexecuted
- Affidavit of Service Complaints
- Affidavit of Service Other
- Affidavit of Service as to USA
- Application for Writ
- Certificate of Service Complaints
- Certificate of Service Other
- Certificate of Service as to USA
- Request for Issuance of Amended
Summons
- Request for Issuance of Summons
- Request for Waiver of Service
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to
USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted

Initial Pleadings and Service

Answers to Complaints

NOTE: This “single” event covers all of the following Answers/Responses. Select “[Answers to Complaints](#)” from the Civil Events screen to file any of the Answers/Responses listed below.

- Answer to Complaint
- Answer to 30/60 Amended Complaint
- Answer to Third Party Complaint
- Answer to Fourth Party Complaint
- Answer to Fifth Party Complaint
- Answer to Sixth Party Complaint
- Answer to Amended Complaint
- Answer to Amended Third Party Complaint
- Answer to Amended Fourth Party Complaint
- Answer to Amended Fifth Party Complaint
- Answer to Amended Sixth Party Complaint
- Answer to Amended Counterclaim
- Answer to Amended Crossclaim
- Answer to Counterclaim
- Answer to Complaint for Forfeiture
- Answer to Crossclaim
- Answer to Interpleader Complaint
- Answer to Intervenor Complaint
- Answer to Complaint/Petition in the Nature of Mandamus
- Answer to PLRA Sec. 7(2)(g)(2) Complaint
- Answer to Application for Writ of Garnishment
- Answer to Petition to Enforce Administrative Subpoena
- Answer to Petition to Enforce IRS Summons
- Answer to Notice of Condemnation
- Answer to Petition to Quash IRS Summons
- Response to Amended Petitions
- Response to Petition for a Writ of Habeas Corpus

Answers to Complaints

- Response to Petition to Appoint Arbitrator
- Response to Petition to Compel/Confirm/Modify/Stay/Vacate Arbitration
- Response to Petition (Other)

Initial Pleadings and Service**Other Answers**

- Affidavit (non-motion)
- Affidavit in Opposition (non-motion)
- Affidavit in Support (non-motion)
- Affirmation (non-motion)
- Affirmation in Opposition (non-motion)
- Affirmation in Support (non-motion)
- Amended Answer to Complaints
- Amended Answer to Counterclaim
- Amended Answer to Crossclaim
- Amended Answer to Fifth Party Complaint
- Amended Answer to Fourth Party Complaint
- Amended Answer to Petition to Enforce IRS Summons
- Amended Answer to Petition to Quash IRS Summons
- Amended Answer to Sixth Party Complaint
- Amended Answer to Third Party Complaint
- Amended Response to Petitions
- Answer to Application for License Fees
- Answer to Complaint (Notice of Removal)
- Answer to Writ of Garnishment
- Claim
- Counter Statement to Rule 56.1
- Declaration (non-motion)
- Declaration in Opposition (non-motion)
- Declaration in Support (non-motion)
- Memorandum of Law (non-motion)
- Memorandum of Law in Opposition (non-motion)
- Memorandum of Law in Support (non-motion)
- Objection (non-motion)
- Objection to Answer to Writ

Other Answers

- Objection to Report and Recommendations
- Reply (non-motion)
- Reply Affidavit in Opposition (non-motion)
- Reply Affidavit in Support (non-motion)
- Reply Affirmation in Opposition (non-motion)
- Reply Affirmation in Support (non-motion)
- Reply Memorandum of Law (non-motion)
- Reply Memorandum of Law in Opposition (non-motion)
- Reply Memorandum of Law in Support (non-motion)
- Response (non-motion)
- Response to Order to Show Cause
- Rule 56.1 Statement
- Traverse
- Withdrawal of Claim

Motions and Related Filings
Motions

- Add Applicant(s)
- Add Party(ies)
- **Adjourn Conference***
- Alter Judgment
- Amend/Correct
- Appeal Clerk's Decision on Taxation of Costs
- Appeal In Forma Pauperis
- Appear
- Appear Pro Hac Vice
- Appoint Arbitrator
- Appoint Counsel
- Appoint Counsel (Habeas Corpus Case)
- Appoint Custodian
- Appoint Expert
- Appoint Guardian/Attorney ad Letem
- Appoint Lead Plaintiff(s)
- Appoint Receiver
- Appoint Special Process Server
- Appoint Temporary Receiver
- Approve
- Approve Consent Judgment
- Attach
- Attorney Fees
- Authorize
- Bifurcate
- Bond
- Certificate of Appealability
- Certify Class
- **Change Attorney Name on Roll***
- Change Venue
- **Compel***
- Compel Arbitration
- Compensation
- Comply
- **Conference***
- Confidentiality
- Confirm Arbitration

Motions

- **Consolidate Cases***
- **Continue***
- Correct Judgment
- Court to Request Counsel
- Declaration of Mistrial
- Declaratory Judgment
- Default Judgment
- Deposit Funds
- Direct
- Directed Verdict
- Disbursement of Funds
- Discharge
- Disclosure
- **Discovery***
- Dismiss
- Dismiss Case as Frivolous
- Dismiss/Lack of Jurisdiction
- Dismiss/Lack of Prosecution
- Disqualify
- Disqualify Counsel
- Disqualify Judge
- Disqualify Juror
- Enforce Compliance with the Commission Order
- Enforce IRS Summons
- Enforce Judgment
- Entry of Default
- Entry to Effect Levy
- Examination
- **Expedite***
- **Extension of Time***
- **Extension of Time re Transcript***
- **Extension of Time to Amend***
- **Extension of Time to Complete Discovery***
- **Extension of Time to File Answer***
- **Extension of Time to File Document***
- **Extension of Time to File Response/Reply***

* Can also be filed as a Letter Motion.

Motions and Related Filings

Motions

- **File Amicus Brief***
- **File Excess Pages***
- Forfeiture of Property
- Hearing
- Impound
- In Limine
- Installment Payment Order
- Intervene
- Issuance of Admiralty Warrant
- Issuance of Warrant in rem
- Joinder
- Judgment
- Judgment Based on ADR Settlement
- Judgment Debtor Exam
- Judgment NOV
- Judgment as a Matter of Law
- Judgment of Forfeiture
- Judgment on Partial findings
- Judgment on the Pleadings
- Judgment under Rule 54(b)
- Leave to Appeal
- **Leave to File Document***
- Letters Rogatory
- **Local Rule 37.2 Conference***
- Mediation
- Miscellaneous Relief
- Modify Arbitration
- More Definite Statement
- New Trial
- **Oral Argument***
- Order Pursuant to Customer Challenge Provisions of the Right to Financial Privacy Act of 1978
- Order of Sale
- Partial Summary Judgment
- Permanent Injunction
- Permission for Electronic Case Filing
- Place on Suspense Docket
- Pre-Trial

Motions

- Preclude
- Preliminary Injunction
- Proceed In Forma Pauperis
- Produce
- Protective Order
- Quash
- Quash IRS Summons
- Reargument
- Reassign Case
- Reconsideration
- Recusal
- Redact Transcript
- Release of Bond Obligation
- Release of Funds
- Remand
- Remand to Agency
- Remand to Bankruptcy Court
- Remand to State Court
- Remove from Suspense Docket
- **Reopen***
- **Reopen Case***
- Report and Recommendations
- Report and Recommendations – Special Master
- Return of Child
- Return of Property
- Revalidate Subpoenas
- Sale of Unclaimed Seaman Effects
- Sanctions
- Seal
- Seal Case
- **Seal Document***
- Sealed Motion
- Seize
- Serve
- Service by Publication
- Set Aside
- Set Aside Default
- Set Aside Forfeiture

* Can also be filed as a Letter Motion.

Motions and Related Filings

Motions

- Set Aside Judgment
- Set Aside Verdict
- Settlement
- Sever
- Show Cause
- Special Hearing
- **Stay***
- Strike
- **Substitute Attorney***
- Substitute Party
- Summary Judgment
- Suppress
- Take Deposition
- Taxation of Costs
- Temporary Restraining Order
- Three Court Judge
- Transfer Case
- Unseal
- Unseal Case
- Unseal Document
- Vacate
- Vacate Arbitration
- Withdraw
- Withdraw Reference
- Withdraw as Attorney
- Writ
- Writ of Attachment
- Writ of Execution
- Writ of Garnishment
- Writ of Habeas Corpus ad
prosequendum
- Writ of Habeas Corpus ad
testificandum
- Writ of Mandamus

* Can also be filed as a Letter Motion.

Motions and Related Filings

[Replies, Opposition and Supporting Documents](#)

- Affidavit in Opposition to Motion
- Affidavit in Support of Motion
- Affirmation in Opposition to Motion
- Affirmation in Support of Motion
- Declaration in Opposition to Motion
- Declaration in Support of Motion
- Memorandum of Law in Opposition to Motion
- Memorandum of Law in Support of Motion
- Reply Affidavit in Opposition to Motion
- Reply Affidavit in Support of Motion
- Reply Affirmation in Opposition to Motion
- Reply Affirmation in Support of Motion
- Reply Memorandum of Law in Opposition to Motion
- Reply Memorandum of Law in Support of Motion
- Reply to Response to Motion
- Response in Opposition to Motion
- Response in Support of Motion
- Response to Motion

Other Filings

[ADR Documents](#)

- Consent to Arbitration
- Consent to Mediation
- Objection to Report of Arbitrator/Mediator
- Request for Trial De Novo

Other Filings

Discovery Documents

- * Answer/Response to Interrogatories
- * Certification of Domestic Records of Regularly Conducted Activity
- * Deposition
- * Interrogatories
- * Notice Subpoena Duces Tecum
- * Notice to Take Deposition
- * Request for Admissions
- * Request for Production of Documents
- * Response to Discovery Request
- * Rule 26 Disclosure
- * Rule 26(f) Discovery Plan Report
- * Subpoena Issued
 - * **See Local Civil Rule 5.1**

Other Filings**Notices**

- Certificate of Counsel
- Notice (Other)
- Notice of Acceptance with Offer of Judgment
- Notice of Adoption of Master Answer
- Notice of Appearance
- Notice of Appearance of Pro Bono Counsel
- Notice of Appearance of Pro Bono Counsel – Limited Appearance
- Notice of Application for Writ
- Notice of Application to Reopen Case
- Notice of Change of Address
- Notice of Claim (9/11)
- Notice of Fed. R. Civ. P. 5 Waiver of Paper Service
- Notice of Lis Pendens
- Notice of Settlement
- Notice of Substitution of Attorney
- Notice of Voluntary Dismissal

Other Filings

[Trial Documents](#)

- Agreement for Jury Verdict
- Exhibit List
- Joint Final Trial Report
- Joint Preliminary Trial Report
- Post Trial Memorandum
- Pretrial Memorandum
- Proposed Findings of Fact
- Proposed Jury Instructions
- Proposed Voir Dire Questions
- Request for Voir Dire
- Request to Charge
- Trial Brief
- Trial Memorandum
- Witness List

Other Filings

[Appeal Documents](#)

- Amended Notice of Appeal
- Appeal Fee Payment
- Appeal Transcript Request
- Appeal of Magistrate Judge Decision to Court
- Appellants Brief
- Appellants Reply Brief
- Appellees Brief
- Corrected Notice of Appeal
- Cross Appellants Brief
- Designation of Bankruptcy Record on Appeal
- Designation of Record on Appeal
- Notice of Appeal
- Notice of Appeal to the Federal Circuit
- Notice of Cross Appeal
- Notice of Interlocutory Appeal

Other Filings**Other Documents**

- AO 120 Form Patent/Trademark- Notice of Submission by Attorney
- AO 121 Form Copyright- Notice of Submission by Attorney
- Amended Bill of Costs Notice of Taxation
- Amicus Curiae Appearance
- Bill of Costs Notice of Taxation
- Bill of Costs Notice of Taxation Withdrawn
- Bill of Costs Objections
- Bil of Costs Reply
- Brief
- Civil Case Opening Fee Payment
- Civil Cover Sheet
- Claim Construction Statement (Patent Case)
- Consent to Become Party Plaintiff
- Consent to Join Class
- Consent to Sue
- Exhibit to Pleading
- Financial Affidavit
- Financial Affidavit – CJA 23
- Initial Report of Parties Before Pretrial Conference
- Interpleader
- Joinder
- Jury Demand
- Letter
- Master Allegations
- Miscellaneous Case Opening Fee Payment
- Miscellaneous Cover Sheet
- Notice of Intent to Request Redaction
- Oath
- Objection to Statement of Relatedness
- Opposition Brief
- Petition in Support of Agricultural Appeal
- Pre-Conference Statement

Other Documents

- Preliminary Pretrial Statement
- Pretrial Statement
- Pro Hac Vice Fee Payment
- RICO Statement
- Redacted Document
- Related Case Affidavit/Affirmation
- Request for Exclusion from Class
- Request to Enter Default
- Request to File Notice of Claim (09/11)
- Request to Participate
- Request to Proceed In Forma Pauperis
- Request to Proceed In Forma Pauperis on Appeal
- Rule 7.1 Corporate Disclosure Statement
- SSA Administrative Record
- Settlement Agreement

- Special Master's Report
- State Court Records and Proceedings Purs. to Rule 81
- Statement of Damages
- Statement of Relatedness
- Status Report
- Stipulation of Voluntary Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Transcript – State Court
- Transcript Request
- Waiver