CM/ECF Civil Training:
Complaints and Other Initiating Documents: Amended Crossclaim

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.
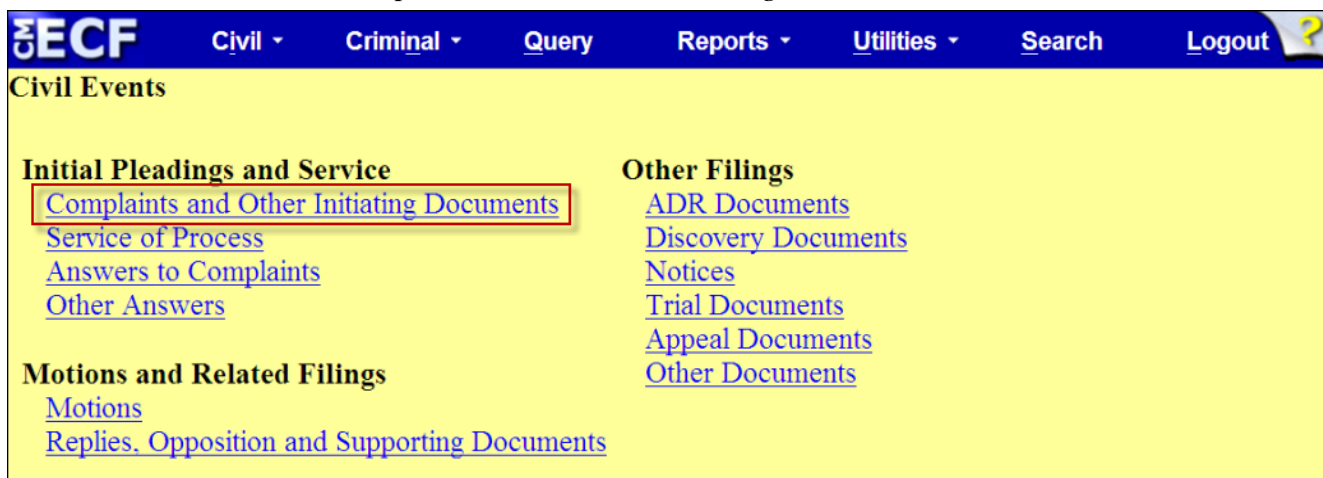

Figure 2: Civil Menu Events screen

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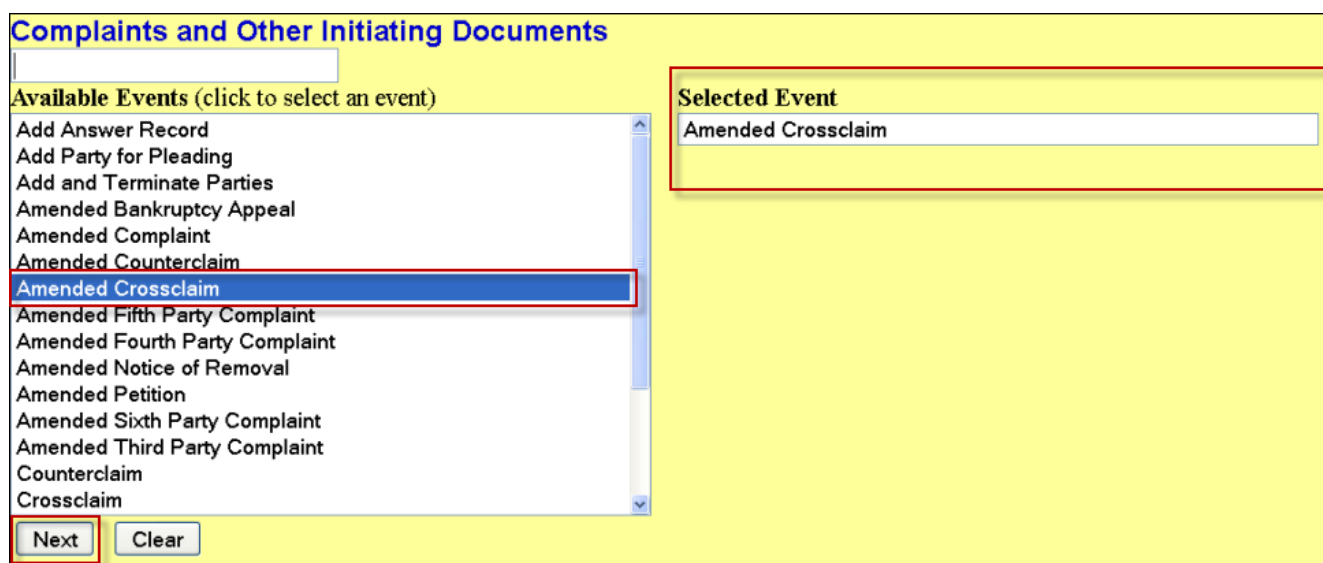

Figure 3: Complaints and Other Initiating Documents Available Events screen

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.
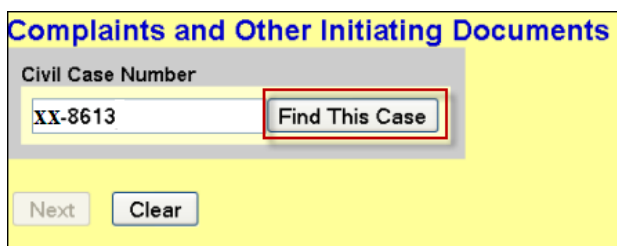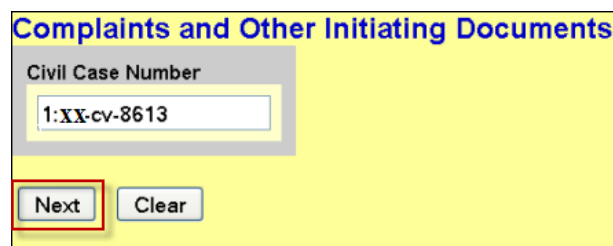

Figure 4a

Figure 4b

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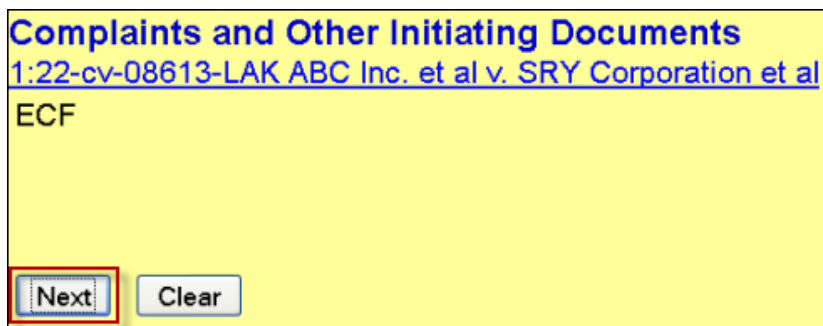

Figure 5: Case Verification screen.

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*.
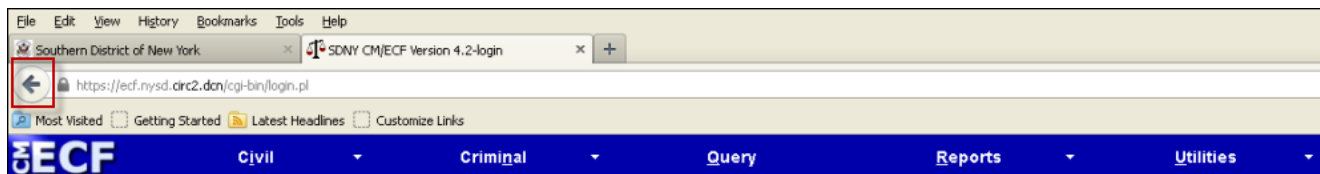

Figure 6: Use the brower's back button to return to the prior screen.

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

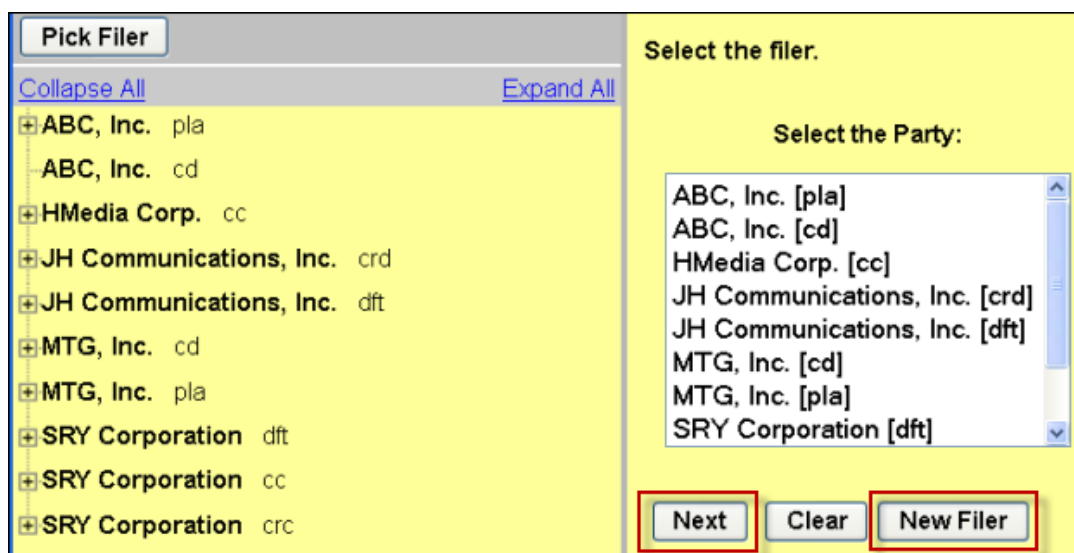   a. If filer(s) need to be added, then select the button: *New Filer;* otherwise proceed to *Step 6b*.

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.

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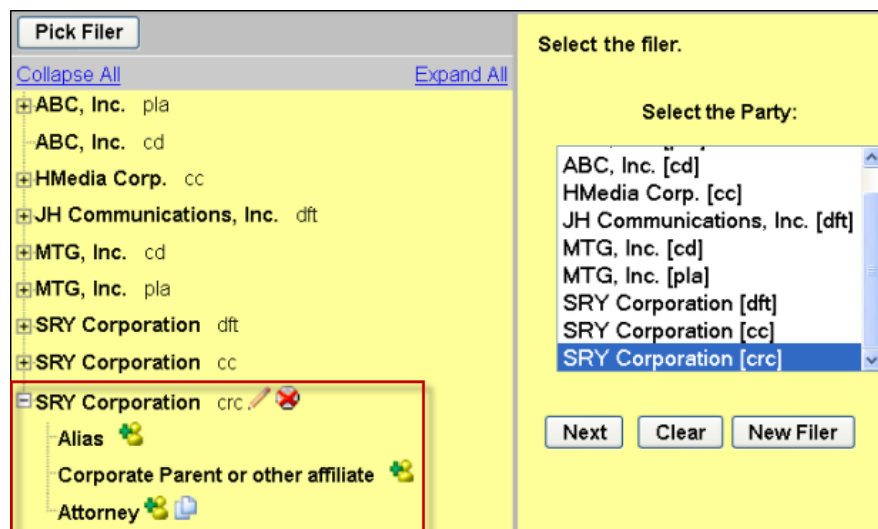
Figure 8: If a party is added in the docketing process, icon controls will be available in the participant tree for the new participant only.

b. If filer(s) are available in the *Select the Party* pick list, then click on the party(s). **e.g. SRY Corporation [crc]**

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 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.

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ECF

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.

☑ SRY Corporation (pty:crc) 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. <u>Upon reviewing the document, if parties need to be added</u>, 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.

        i.   On the *Search for a party* screen, 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 party'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 party(s) added, if applicable, and proceed to *Step 8b*.

NOTE: Need to Add an Alias? Select the *Add* icon: [icon] next to the *Alias* node for the corresponding party.

1. Enter the Last/Business Name: **e.g. JRH Media, Inc.**

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

    a. If the alias is available in the *Search Results* list, click on the alias and select the button: *Select Alias*.

    -or-

    b. If the alias is not listed in the *Search Results* list or the following message displays: *Search returned no results. Please try again or create a new alias*, select the button: *Create New Alias*.

3. On the *Alias Information* screen, select the applicable type from the drop-down box and then select the button: *Add Alias*.

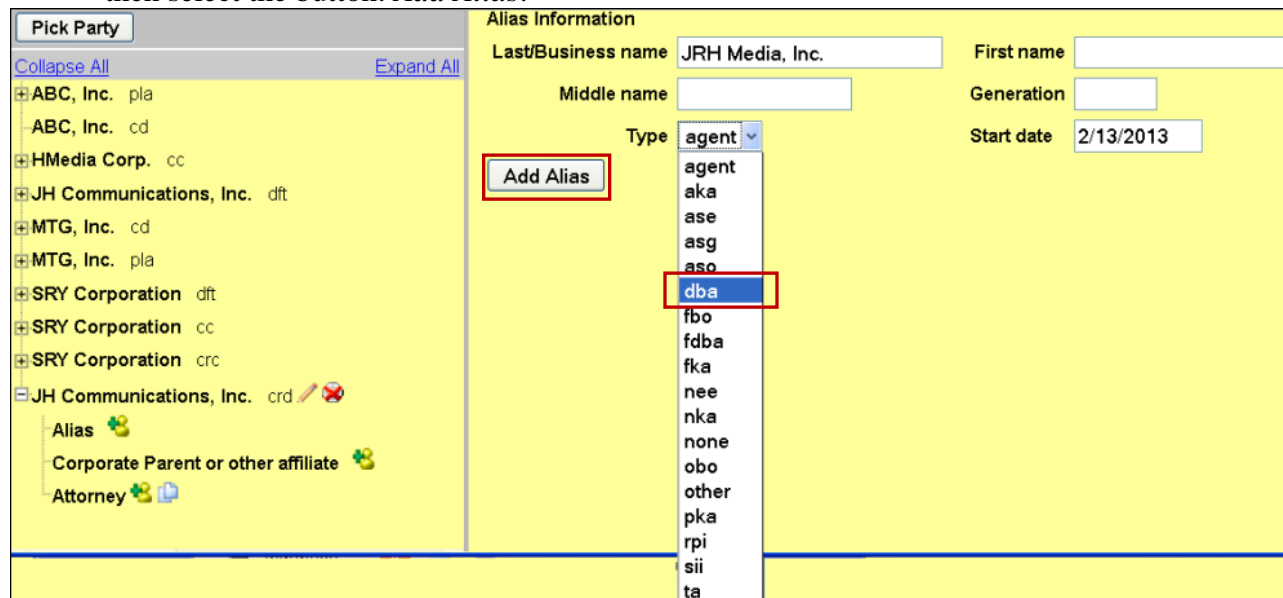
Figure 11: Select the Type from the drop-down box. Leave the Start date at the default filing date. Then select the button: Add Alias.

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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 party(s) added, if applicable.

> **NOTE:** If alias(es) need to be added see the NOTE box "Need to Add an Alias?" and see Figure 11.

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. JH Communications, Inc. [crd]**

> **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.

b. Select the button: *Next* to continue

9. Acknowledge the following message:

> **WARNING!!!**
>
> **Go Back, if necessary, and**
>
> **ADD any additional cross claimant(s) before SELECTING cross claimant(s) on the select filer screen.**
>
> **ADD any additional cross defendant(s) before SELECTING cross defendant(s) on the select against screen.**

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

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

<p align="center">-or-</p>

    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 10.*

        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 *Document Selection* screen, click in the corresponding checkbox for the document that is being amended. **e.g. #9 CROSSCLAIM**

Figure 12: The Document Selection screen. Click in the corresponding check box for the document to be linked to the entry and then select the button: Next.

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

    NOTE: If this is the second, third, fourth, or so forth amending pleading, select the applicable pretext. **e.g.** *SECOND* **AMENDED CROSSCLAIM**

13. 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.

    -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:**
    >
    > AMENDED CROSSCLAIM amending [9] Crossclaim against JH Communications, Inc. Document filed by SRY Corporation.(Attorney Trainee 2,)

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

15. 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 2/15/2013 at 3:39 PM EST and filed on 2/15/2013
Case Name: ABC Inc. et al v. SRY Corporation et al
Case Number: 1:22-cv-08613-LAK
Filer: SRY Corporation
Document Number: 11

Docket Text:
AMENDED CROSSCLAIM amending [9] Crossclaim against JH Communications, Inc..Document filed by SRY Corporation.(Attorney Trainee 2,)

1:23-cv-08613-LAK Notice has been electronically mailed to:

Attorney Trainee 2   test@deadmail.com

Jane Smith   js@deadmail.com

John Doe   jd@deadmail.com

Figure 13: 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.