

## **Civil Cases filed on CM/ECF Northern District of Mississippi**

The Clerk's Office now accepts case opening documents submitted electronically on the CM/ECF system in PDF format. Payment of the appropriate filing fees must be submitted through the U.S. Treasury Internet credit card program ( [www.pay.gov](http://www.pay.gov) ) within the court's CM/ECF system. The proper filing fee or "Motion to Proceed Without Prepayment of Fees and Affidavit" must accompany case opening documents. Only attorneys admitted in the Northern District are allowed to file new cases electronically. The Clerk's Office will continue to accept new cases filed conventionally either in person or by mail.

Only case opening documents may be submitted. If an attorney submits other pleadings, the attorney will be contacted by the Clerk's Office, and instructed to electronically file the pleading to the correct case number.

New cases are generally deemed filed the day the Clerk's Office receives the initiating document and the required filing fee. Upon verification that the proper fee has been paid, or when a "Motion to Proceed without Prepayment of Fees and Affidavit" has been filed, the Clerk's Office will draw a Judge, assign a case number and enter the opening documents in the case. The submitting party will then receive a Notice of Electronic Filing (NEF) confirming the case number and judge assignment

Service of summons and complaint must be in compliance with Rule 4 of the Federal Rules of Civil Procedures. The summons will be issued by the clerk's office and returned by regular mail, or may be picked up at the Clerk's Office.

### **Attorney Case Filing Procedures**

- The attorney will log into CM/ECF
- Click Civil on the blue menu bar
- Click on the link: File a New Civil Case
- Highlight **Civil Case Request by Attorney**
- Follow all prompts - The proper filing fee or "Motion to Proceed IFP" must be filed
- Attach the initiating document (Complaint or Notice of Removal) as the main document
- Attach all exhibits, supporting documents, proposed summons and the civil cover sheet as separate documents. In a removal case, the state court complaint is required and must be attached as a separate document.
- The attorney will be prompted to pay the filing fee through [pay.gov](http://pay.gov)
- Upon completion of the filing transaction, the clerk's office will open the case and the filing attorney will receive a Notice of Electronic Filing (NEF) confirming the case number and judge assignment.

For assistance, contact the Clerk's Office by email at [ecf\\_information@msnd.uscourts.gov](mailto:ecf_information@msnd.uscourts.gov) or by phone in Oxford at 662-234-1971 or Aberdeen at 662-369-4952.