

# HOW TO OPEN A NEW CIVIL CASE

## TABLE OF CONTENTS

I.	Before the Case is Opened .....	2
II.	Obtaining a Case Number .....	4
III.	Complaint with In Forma Pauperis Motion .....	8
IV.	Filing a New Complaint .....	10
V.	Filing a Notice of Removal .....	17
VI.	Double Fee Payments/Refunds .....	23

**If you have any questions, please contact either the Cedar Rapids Clerk’s Office at 319-286-2300 or the Sioux City Clerk’s Office at 712-233-3900. You can also send an email to: [ecfhelp@iand.uscourts.gov](mailto:ecfhelp@iand.uscourts.gov)**

## I. BEFORE THE CASE IS OPENED:

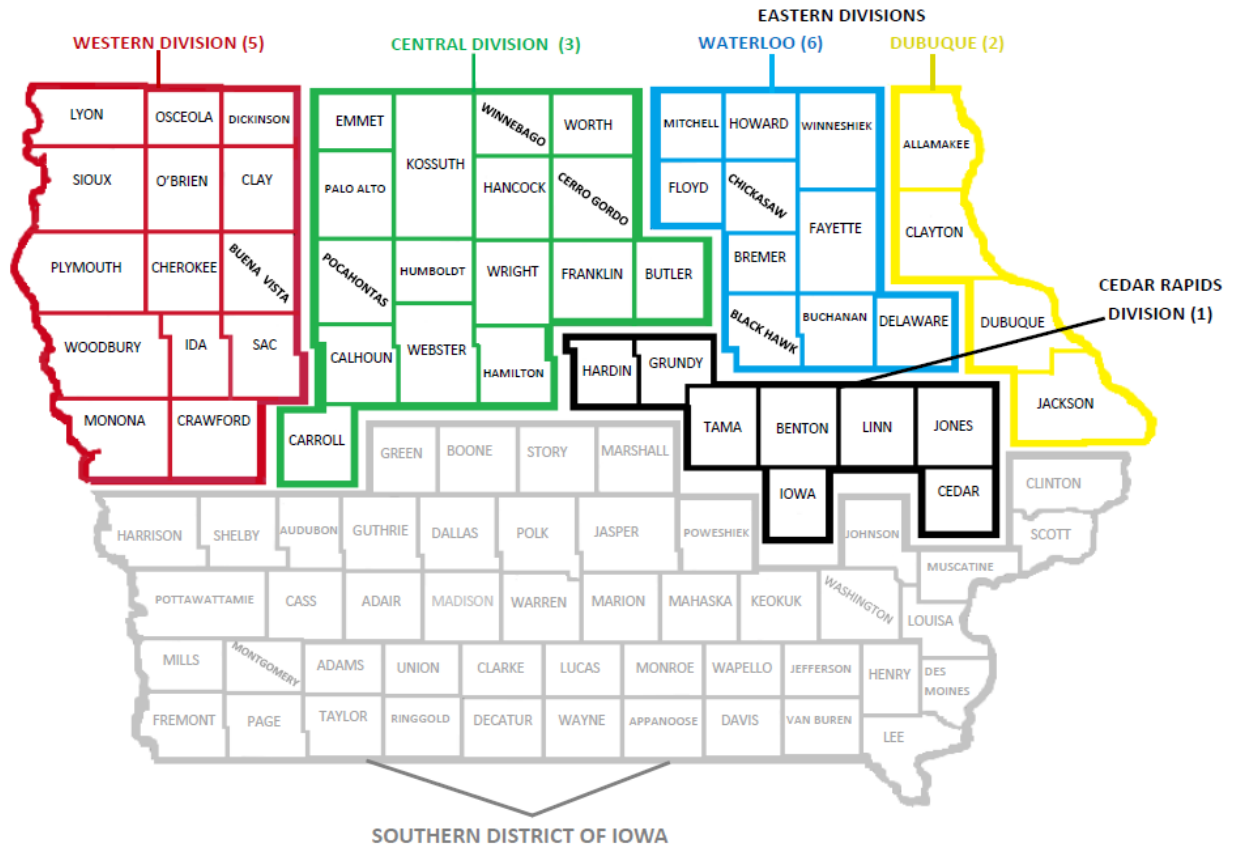
Documents needed at the time of filing:

- ✓ Completed Civil Cover Sheet (located on the Northern District of Iowa website).
- ✓ Complaint
- ✓ Exhibits
- ✓ Notice of Removal and related documents required under LR 81 (located on the Northern District of Iowa website).

Log onto the Northern District of Iowa CM/ECF website with your login and password. If you do not have a login or password, please see the *Information for Attorneys* section on the Northern District of Iowa website for admission and registration information. If you do not remember your password or the password you have is not working, please contact the Clerk's Office in Cedar Rapids at 319-286-2300 or Sioux City at 712-233-3900.

***Please consult the divisional map and table on page 3 to ensure the case is opened in the correct division.***

# DIVISIONAL MAP BY COUNTY FOR THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF IOWA



## COUNTY LIST BY CM/ECF OFFICE SELECTION:

<b>WESTERN</b>	<b>CENTRAL</b>	<b>EASTERN WATERLOO</b>	<b>EASTERN DUBUQUE</b>	<b>CEDAR RAPIDS</b>
Buena Vista Cherokee Clay Crawford Dickinson Ida Lyon Monona O'Brien Osceola Plymouth Sac Sioux Woodbury	Butler Calhoun Carroll Cerro Gordo Emmet Franklin Hamilton Hancock Humboldt Kossuth Palo Alto Pocahontas Webster Winnebago Worth Wright	Black Hawk Bremer Buchanan Chickasaw Delaware Fayette Floyd Howard Mitchell Winneshiek	Allamakee Clayton Dubuque Jackson	Benton Cedar Grundy Hardin Iowa Jones Linn Tama

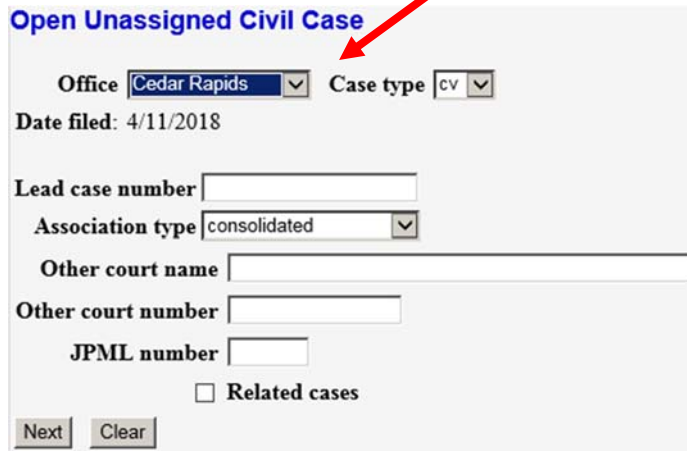
## II. OBTAINING A CASE NUMBER:

1. On the Civil Events page, select Open a Case→Civil Case - Unassigned



2. Open Unassigned Civil Case:

- Select the correct division in the drop down box according to the county listed on your Civil Cover Sheet and the division map and table (page 3).



The screenshot shows a form titled "Open Unassigned Civil Case". At the top, there are two dropdown menus: "Office" with "Cedar Rapids" selected and "Case type" with "cv" selected. Below these is the text "Date filed: 4/11/2018". The form contains several input fields: "Lead case number" (empty), "Association type" (dropdown menu with "consolidated" selected), "Other court name" (empty), "Other court number" (empty), and "JPML number" (empty). There is a checkbox labeled "Related cases" which is unchecked. At the bottom left, there are two buttons: "Next" and "Clear". A red arrow points from the top right towards the "Office" dropdown menu.

- Case type: Default is *cv*, do not change. If you do not have any related case information to add, you can click *Next*.
- Lead case number: Do not enter any information in this box.
- Association type: Default is *consolidated*, do not change.
- Other court name: If you are removing the case from state court, please enter the state court name.
- Other court number: Enter case number for other court case.
- JPML number: Leave this box blank.
- Related cases checkbox: If there is a related Northern District of Iowa case, check this box and click *Next*. If no related Northern District of Iowa case, leave this box unchecked and click *Next*.

- If you checked the *related cases* box, enter the related case number and click the *Find This Case* box that will pop up. Case number will populate, click *Next*. If there are multiple cases, check the box *More related cases* and click *Next* and enter the next case number. Repeat process until all related cases numbers have been entered. Click *Next* when complete.

**Open Unassigned Civil Case**

Related case number

Relation type

More related cases

- Use the drop down boxes to select the proper values from your Civil Cover Sheet. Click *Next* when your selections are complete.

**Open Unassigned Civil Case**

Jurisdiction

Cause of action  Filter:


Nature of suit  Filter:

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand  Class action  Demand (\$000)

Arbitration code  County   Remember to select the correct county

Fee status  Fee date  Date transfer

- Enter your party information, and click search. If a new party is needed, click on *create new party*.

**Open Unassigned Civil Case**

[Collapse All](#) [Expand All](#)

1:18-cv-?????

Search for a party

Last / Business Name  First Name  Middle Name

Search Results

Search returned no results. Please try again or create a new party.

- Use both upper and lower case letters, do not use all capital letters.

- Leave out the period “.” after business names or initials (i.e. ABC Company, Inc or Bob S Smith).
- Party type defaults to *defendant*, make sure you chose the correct party type.
- Click *add party* once party information is entered.

- Click on the green plus sign next to Attorney to add attorney(s) to party.

- Enter attorney name and click *search*.
- Highlight matching attorney name and click *Select Attorney* to add attorney to case or click *Create New Attorney* and enter attorney information.

- Do not add any attorney(s) that will be filing a Pro Hac Vice Motion. Pending Pro Hac Vice attorneys should not be included in the signature block of any filings if a Motion for Pro Hac Vice has not been granted yet. Unless you are filing a Notice of Removal, do not add attorney(s) for the opposing party, they must file their own appearance. If filing a Notice of Removal, add attorney(s) for all parties.
6. After you have entered all the party/attorney information, click *Create Case*. Click *Yes to case will be created* pop-up box.

### Open Unassigned Civil Case

Case Number 18-2 has been opened.

[Docket Lead Event?](#)

7. Your case number will appear on the screen. **Please add this case number to all of your documents.**
9. If you are ready to begin your filing with a Complaint or Notice of Removal, click on *Docket Lead Event?* from this screen. If filing a Complaint with an In Forma Pauperis Motion, go to page 8, Complaint with fee payment, page 10 and Notice of Removal, page 17.

### III. COMPLAINT WITH IN FORMA PAUPERIS:

**\*\*Obtain a case number as instructed in Section II before proceeding.**

1. If you are filing a Motion to Proceed In Forma Pauperis, this will get filed as the first document in the case. Select Civil→Motions and Related Filings→Proceed In Forma Paupers.
  - Click *Next* and enter the civil case number on the next screen, click *Next*.
  - Select the party filing the document, click *Next*.

- The Motion for IFP should be attached as the main document. Attach the Complaint, any exhibits or supporting documents, and the Civil Cover Sheet as separate attachments.

Select the pdf document and any attachments.

**Main Document**  
 G:\\$\$\$ Cedar Rapids\INBOX\id\_Sarah\T Browse... → IFP Motion

Attachments	Category	Description
1. G:\\$\$\$ Cedar Rapids\INBOX\id_Sarah\C Browse...	<input type="text"/>	Complaint <input type="button" value="Remove"/>
2. G:\\$\$\$ Cedar Rapids\INBOX\id_Sarah\E Browse...	Exhibit	A <input type="button" value="Remove"/>
3. G:\\$\$\$ Cedar Rapids\INBOX\id_Sarah\C Browse...	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>

- Click *Next* after attaching all of your documents.

**Please Note: A financial statement and/or affidavit or CJA 23 form must accompany this motion.**

- Click *Next* after reading the financial statement note.



- From the drop down box, select any applicable option. If none of the drop down options are applicable, do not choose anything. Text box can be used to type in any other additional information, it can also be left blank. Click *Next* when done.

Docket Text: Modify as Appropriate.

▼ MOTION for Leave to Proceed in forma pauperis by

Plaintiff ABC Company (attorney1, )

Next Clear

- Review the text of your filing to make sure all the necessary attachments are included and your text is correct. If you need to make any changes, you can use the back arrow button on your browser or start the filing over by clicking *Civil* at the top of the CMECF screen.

Docket Text: Final Text

MOTION for Leave to Proceed in forma pauperis by Plaintiff ABC Company (Attachments: # (1) Complaint, # (2) Exhibit A, # (3) Civil Cover Sheet) (attorney1, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- Click *Next* to commit your filing to the docket.

**Notice of Electronic Filing**

The following transaction was entered by attorney1, on 2/27/2018 at 4:05 PM CST and filed on 2/27/2018

Case Name: ABC Company v. XYZ Company

Case Number: [1:18-cv-00005](#)

Filer: ABC Company

Document Number: 2

Docket Text:

MOTION for Leave to Proceed in forma pauperis by Plaintiff ABC Company (Attachments: # (1) Complaint, # (2) Exhibit A, # (3) Civil Cover Sheet) (attorney1, )

1:18-cv-00005 Notice has been electronically mailed to:

- The Notice of Electronic Filing (NEF) should appear on your screen. The NEF shows the time, date, document number and any other email addresses that electronic notification was sent to.

*If you realize you have made an error concerning your filing, please do not refile. Contact the Clerk's office immediately. If after business hours and the Clerk's Office is closed, you can email us at [ecfhelp@iand.uscourts.gov](mailto:ecfhelp@iand.uscourts.gov) and we will make any corrections or contact you the next business day.*

#### IV. COMPLAINT WITH FEE PAYMENT:

**\*\*Obtain a case number as instructed in Section II before proceeding.**

1. If you clicked on the *Docket Lead Event* from the case number assignment screen, you will see the following screen:

Complaints and Other Initiating Documents

Start typing to find another event.

Available Events (click to select events)

- Amended Complaint
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Complaint (Dismissal DdI)
- Complaint (SchedRpt)**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Third Party Complaint

Selected Events (click to remove events)

- Complaint (SchedRpt)

Next Clear

**\*\* You can also get to this screen by going to Civil→Initial Pleadings and Service→Complaints and Other Initiating Documents**

- New civil cases will most commonly use the Complaint (SchedRpt) option. The Complaint (Dismissal DdIn) is for civil cases (excluding 2255 actions) that will rely on a briefing schedule to decide the case. Example cases that would require the Complaint (Dismissal DdIn) would be Social Security cases and 1983 Prisoner Civil Rights cases.
  - The Notice of Removal event will be used for removing state court matters and the Motion to Vacate event for new 28:2255 actions.
  - Make your selection and click *Next*.
2. Enter your civil case number and click *Next*.

Complaints and Other Initiating Documents

Civil Case Number

1:18-cv-20

Next Clear

3. Select party/parties that are initiating the case and click *Next*.

*\*To select more than one party, press and hold the ctrl key and click on the names to highlight the choices you need.*

4. Select party/parties action is being filed against and click *Next*.

5. Attach your Complaint as the main document. The Civil Cover Sheet and any Exhibits should be attached as separate attachments. Click *Next* after all of your documents have been attached.

**The COMPLETED civil cover sheet should be an attachment to the Complaint**

Select the pdf document and any attachments.

**Main Document**  
 G:\\$\$ Cedar Rapids\SINBOX\d\_Sarah\T Browse... **Complaint**

Attachments	Category	Description
1. G:\\$\$ Cedar Rapids\SINBOX\d_Sarah\T Browse...	Civil Cover Sheet	
2. G:\\$\$ Cedar Rapids\SINBOX\d_Sarah\T Browse...	Exhibit	A
3. Browse...		

Next Clear

6. If your Complaint includes a jury demand please type *with Jury Demand* in the text box and click *Next*. If no jury demand, click *Next* to skip this step.

If this includes jury demand, please type With Jury Demand in the box:

7. If you are not an attorney for the United States of America, select the *No* button and click *Next*.

**Is this filed with an Application to Proceed Without Prepayment of Fees? THEN STOP!!**  
**This complaint should be attached to your motion.**

**or**

**Is this complaint filed on behalf of the USA Y/N?**

Yes

No

8. Click *Next* to acknowledge fee amount.

Fee: \$400

9. The payment processing screen will appear. If you need to make any changes to your filing, use the *Return to your originating application* link at the top of the page. **Do not** use your browser's back button.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$400.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Enter or verify that your credit card information is correct and click *Continue with Plastic Card Payment*.

10. Payment Authorization screen will appear. Use the *Edit this information* link to make any corrections or the *Return to your originating application* link to go back to CMECF.

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: one attorney1 Billing Address: 101 1st Street Billing Address 2: City: State/Province: ZIP/Postal Code: Country: USA	Credit Card Type: Master Card Credit Card Number: *****1118	Payment Amount: \$400.00 Transaction Date 04/04/2018 10:22 and Time: EDT

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Enter and confirm email address for receipt.
  - Check the box to authorize payment.
  - Click *Submit Payment* to commit payment. Once payment is submitted, you cannot go back in your filing, do not use your browser's back button. If you have any corrections, please contact the Clerk's Office. If you commit the payment in error, or a double payment does occur, see Section VI for further instructions.
11. Scheduling Report or Dismissal Deadline will automatically populate. Click *Next* to acknowledge the date and proceed.

**Scheduling Report Deadline**

Date: 7/18/2018

12. If your Complaint has a jury demand, please select the *JURY* flag and click *Next*.

Pursuant to Local Rule 7.1,  
the Statement of Interest **MUST BE FILED** by the this date plus 21 days,

Please select any case flags you would like set for this case.

CVB (CVB)  
HABEAS (Habeas Corpus)  
INTERPRETER (Interpreter)  
IRO (Initial Review Order NEEDED)  
**JURY (Jury Demand)**

13. Review your filing, you can insert any additional text if needed into the text box and click *Next*.

Docket Text: Modify as Appropriate.

COMPLAINT with Jury Demand [ ] against Angela Jones ( Filing fee \$ 400 receipt number 0862-209536. ) , filed by Alex Smith. Scheduling Report due by 7/18/2018 (Attachments: # (1) Civil Cover Sheet, # (2) Exhibit A) (attorney1, )

14. Click *Next* to commit your filing to the docket.

Docket Text: Final Text

**COMPLAINT with Jury Demand against Angela Jones ( Filing fee \$ 400 receipt number 0862-209536.), filed by Alex Smith. Scheduling Report due by 7/18/2018 (Attachments: # (1) Civil Cover Sheet, # (2) Exhibit A) (attorney1, )**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

*Source Document Path (for confirmation only):*  
C:\fakepath\TEST PAGE 4.pdf pages: 1  
C:\fakepath\TEST PAGE.pdf pages: 1  
C:\fakepath\TEST PAGE 3.pdf pages: 1

15. Notice of Electronic Filing (NEF) will generate for your records.

**IAND - TEST SYSTEM**

**Northern District of Iowa**

**Notice of Electronic Filing**

The following transaction was entered by attorney1, on 4/19/2018 at 1:21 PM CDT and filed on 4/19/2018

**Case Name:** Smith v. Jones  
**Case Number:** [1:18-cv-00020](#)  
**Filer:** Alex Smith  
**Document Number:** [1](#)  
**Judge(s) Assigned:** None (please contact the court)

**Docket Text:**  
**COMPLAINT with Jury Demand against Angela Jones ( Filing fee \$ 400 receipt number 0862-209536.), filed by Alex Smith. Scheduling Report due by 7/18/2018 (Attachments: # (1) Civil Cover Sheet, # (2) Exhibit A) (attorney1, )**

**1:18-cv-00020 Notice has been electronically mailed to:**

Attorney2 justin\_knudson@iand.uscourts.gov  
attorney1 julie\_hoch@iand.uscourts.gov

**1:18-cv-00020 Notice has been delivered by other means to:**

Attorney 1

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1025896836 [Date=4/19/2018] [FileNumber=191191-0]  
14-00000001-1-1000-00000001-01-00000000-00-1001-10-00000001-111

16. The Clerk's Office will quality check your filing within one business day. If everything is correct with your filing, the Clerk's Office will issue a summons with new case packet on the docket and set any applicable deadlines for the case.

*If you realize you have made an error concerning your filing, please do not refile. Contact the Clerk's office immediately. If after business hours and the Clerk's Office is closed, you can email us at [ecfhelp@iand.uscourts.gov](mailto:ecfhelp@iand.uscourts.gov) and we will make any corrections or contact you the next business day.*



## V. NOTICE OF REMOVAL:

**\*\*Obtain a case number as instructed in Section II before proceeding.**

1. If you clicked on the *Docket Lead Event* from the case number assignment screen, you will see the following screen:

**Complaints and Other Initiating Documents**

Start typing to find another event.

**Available Events (click to select events)**

- Amended Complaint
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Complaint (Dismissal Ddl)
- Complaint (SchedRpt)
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Removal**
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Third Party Complaint

**Selected Events (click to remove events)**

- Notice of Removal

Next Clear

You can also get to this screen by going to Civil→Initial Pleadings and Service→Complaints and Other Initiating Documents

- Click to highlight *Notice of Removal* and click *Next*.
2. Enter the case number from your case opening and click *Next*.

**Civil Case Number**

1:18-cv-21

Next Clear

3. Select the party removing the case and click *Next*.

**Pick Filer**

Collapse All Expand All

- ABC Company pla
- DEFG Contractor dft

**Select the party who is filing the document:**

**Select the Party:**

- ABC Company [pla]
- DEFG Contractor [dft]**

Next Clear New Filer

- Select the party the removal is against and click *Next*.

Pick Party

Please select the party that this filing is against.

[Collapse All](#) [Expand All](#)

- DEFG Contractor dft
- ABC Company pla

Select the Party: OR Select a Group:

DEFG Contractor [dft]  
ABC Company [pla]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear New Party

- Attach your Notice of Removal, Civil Cover Sheet and related documents and click *Next*.

You should have selected a defendant as the filer and on the next screen you should have selected the defendant or defendants as filed against. If you did not, **BACKUP** and do so.

Please file your **COMPLETED** civil cover sheet AND copies of your state court documents as attachments to your notice of removal including the items required by LR81b

**Please Note:**  
If there are any pending motions in this case, they need to be entered separately in this case. After entry check to make sure they appear on the Judges Motion List. If an answer has been filed, it needs to be entered separately in this case. If parties have been served but no answer filed, the return of service needs to be entered.

Select the pdf document and any attachments.

Main Document Notice of Removal

G:\\$\$ Cedar Rapids\INBOX\d\_Sarah\T Browse...

Attachments	Category	Description
1. G:\\$\$ Cedar Rapids\INBOX\d_Sarah\T Browse...		State Court Pleadings Remove
2. G:\\$\$ Cedar Rapids\INBOX\d_Sarah\T Browse...		LR 81 Statement Remove
3. G:\\$\$ Cedar Rapids\INBOX\d_Sarah\E Browse...	Civil Cover Sheet	Remove
4. Browse...		

Next Clear

- Enter name of other court and case number and Y/N for IFP question, click *Next*.

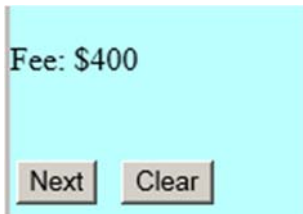
Name of other court Iowa District Court for Lin

Case number in other court LACV1245678

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N? N

Next Clear

7. Click *Next* to acknowledge fee amount.

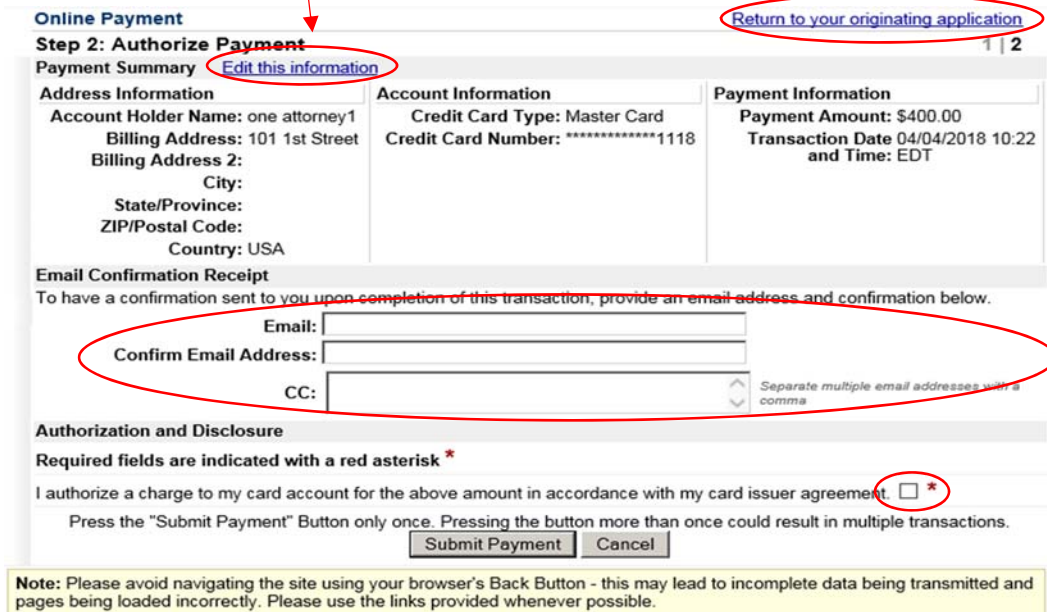


8. Payment processing screen will appear. If you need to make any changes to your filing, use the *Return to your originating application* link at the top of the page. **Do not** use your browser's back button.

A screenshot of the "Online Payment" screen, Step 1: Enter Payment Information. The screen is titled "Online Payment" and "Step 1: Enter Payment Information". Below the title, it says "Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)". A red asterisk indicates required fields. The form contains the following fields: Account Holder Name (one attorney1), Payment Amount (\$400.00), Billing Address (101 1st Street), Billing Address 2, City (Cedar Rapids), State / Province (Iowa - IA), Zip / Postal Code (52406), Country (United States), Card Type (Master Card), Card Number (5111111111111118), Security Code (998), and Expiration Date (04 / 2020). There are logos for VISA, Mastercard, AMEX, and DISCOVER. At the bottom, there are buttons for "Continue with Plastic Card Payment" and "Cancel". A note at the bottom states: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible." A red circle highlights the link "Return to your originating application" at the top right of the page.

- Enter or verify that your credit card information is correct and click *Continue with Plastic Card Payment*.

- Payment Authorization screen will appear. Use the *Edit this information* link to make any corrections or the *Return to your originating application* link to go back to CMECF.



**Online Payment**  
**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: one attorney1 Billing Address: 101 1st Street Billing Address 2: City: State/Province: ZIP/Postal Code: Country: USA	Credit Card Type: Master Card Credit Card Number: *****1118	Payment Amount: \$400.00 Transaction Date 04/04/2018 10:22 and Time: EDT

**Email Confirmation Receipt**  
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email:   
 Confirm Email Address:   
 CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
 Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Enter and confirm email address for receipt.
- Check box to authorize payment.
- Click *Submit Payment* to commit payment. Once payment is submitted you cannot go back in your filing, do not use your browser's back button. If you have any corrections, please contact the Clerk's Office. If you commit the payment in error, or a double payment does occur, see Section VI for further instructions.

- If your removal includes a jury demand, type *with Jury Demand* in the text box and click *Next*. If no jury demand in removal, click *Next* to skip this step.



If this includes jury demand, please type With Jury Demand in the box:

- Click *Next* to acknowledge the Scheduling Report statement.



**PLEASE NOTE:** Pursuant to Federal Rule of Civil Procedure 16(b)(2), the Scheduling Report deadline will be set for 60 days from the filing of the Petition for Removal because a Defendant has appeared in the case.

12. Scheduling Report Deadline will automatically populate, click *Next*.

*Notice of Removal*

---

**Scheduling Report Deadline**

Date: 6/18/2018

13. Click *Next*.

**Complaints and Other Initiating Documents**

1:18-cv-00021 ABC Company v. DEFG Contractor

14. Check the text for your filing and if everything is correct click *Next* to commit your filing to the docket.

Docket Text: Final Text

**NOTICE of Removal from Iowa District Court for Linn, case number LACV1245678. ( Filing fee \$ 400 receipt number 0862-209540), filed by DEFG Contractor. Scheduling Report due by 6/18/2018 (Attachments: # (1) State Court Pleadings, # (2) LR 81 Statement, # (3) Civil Cover Sheet) (attorney1, )**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

*Source Document Path (for confirmation only):*

C:\fakepath\TEST PAGE 2.pdf pages: 1  
C:\fakepath\TEST PAGE 4.pdf pages: 1  
C:\fakepath\TEST PAGE 3.pdf pages: 1  
C:\fakepath\Exhibit.pdf pages: 1

15. The Notice of Electronic Filing (NEF) will generate for your records.

**IAND - TEST SYSTEM**

**Northern District of Iowa**

**Notice of Electronic Filing**

The following transaction was entered by attorney1, on 4/19/2018 at 1:56 PM CDT and filed on 4/19/2018

**Case Name:** ABC Company v. DEFG Contractor  
**Case Number:** [1:18-cv-00021](#)  
**Filer:** DEFG Contractor  
**Document Number:** [1](#)  
**Judge(s) Assigned:** None (please contact the court)

**Docket Text:**  
**NOTICE of Removal from Iowa District Court for Linn, case number LACV1245678. ( Filing fee \$ 400 receipt number 0862-209540), filed by DEFG Contractor. Scheduling Report due by 6/18/2018 (Attachments: # (1) State Court Pleadings, # (2) LR 81 Statement, # (3) Civil Cover Sheet) (attorney1, )**

**1:18-cv-00021 Notice has been electronically mailed to:**

Attorney2 [justin\\_knudson@iand.uscourts.gov](mailto:justin_knudson@iand.uscourts.gov)  
attorney1 [julie\\_hoch@iand.uscourts.gov](mailto:julie_hoch@iand.uscourts.gov)

**1:18-cv-00021 Notice has been delivered by other means to:**

Attorney 1

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1025896836 [Date=4/19/2018] [FileNumber=191194-0]  
f571beb0cd9b2c07ba17c5e68e8a2402dc7b5ea45f96559e6e0160342e73078748e7d

16. The Clerk's Office will quality check your filing within one business day. If everything is correct with your filing, the Clerk's Office will issue a summons with new case packet on the docket and set any applicable deadlines for the case.

*If you realize you have made an error concerning your filing, please do not refile. Contact the Clerk's office immediately. If after business hours and the Clerk's Office is closed, you can email us at [ecfhelp@iand.uscourts.gov](mailto:ecfhelp@iand.uscourts.gov) and we will make any corrections or contact you the next business day.*

## **VI. DOUBLE FEE PAYMENTS/REFUNDS:**

If a double fee payment occurs or you made an error with your payment, please follow the following steps:

**On your firm's letterhead addressed to the Clerk of Court, please include the following information:**

1. Summary of why you are requesting the refund (duplicate payment, paid in error, etc).
2. Date of payment
2. Name on the credit card
3. Type of credit card used (VISA, MasterCard)
4. Last 4 digits of the credit card number
5. Receipt number
6. Case number
7. Dollar amount

The letter can be emailed to: [iand.ecfmail@iand.uscourts.gov](mailto:iand.ecfmail@iand.uscourts.gov)

OR mailed or faxed to:

U.S. District Courthouse  
Attn: Clerk's Office  
111 7th Ave SE, Box 12  
Cedar Rapids, IA 52401-2101

Fax: 319-286-2301