



United States District Court
Western District of Kentucky

How to Electronically File a New Civil Case in ECF

- Effective September 1, 2006, a Filing User is required to file a civil or miscellaneous initial pleading electronically. Any fee required for filing a pleading or document (e.g., initiating documents, Notice of Appeal or Motion to *Appear Pro Hac Vice*) is due upon filing.
- All electronically filed documents which require a fee will automatically direct a credit card user through the Department of Treasury's Internet payment process.
- After successfully logging into ECF, follow these steps to file a civil or miscellaneous initial pleading (e.g., complaint.)



U.S. District Court
Western District of Kentucky
Official Court Electronic Document Filing System

REMINDER All documents must have [personal identifiers redacted](#) prior to filing.
If you have questions or need assistance please call our ECF HelpDesk line at 866-822-8305.

ECF Filing Checklist:

We have developed an [ECF Filing Checklist](#) to help you in docketing in our ECF system. Please use this checklist to ensure you have everything you need prior to filing with the Western District. Also, make sure your electronic filings are generated on a paper size of 8.5 x 11 pursuant to Local Rule 5.1(b)

Online Training Database:

Our Training Database is available to allow you an opportunity to use our system. For more information [click here](#)

System Status/Updates:

CM/ECF is not compatible with the Safari Browser. CM/ECF only supports Internet Explorer versions 6.0 and higher, and FireFox version 1.5 and higher.

ALERT The court would like to make CM/ECF filers aware of certain security concerns relating to this software application or plug-in. [Click here for more information](#)

*This facility is for Official Court Business only.
Civil Procedure 11. Evidence of unauthorized*

Select Civil from the blue menu bar at the top of the ECF screen.

*Subject to Federal Rule of
Civil Procedure 11.*

Civil Events

New Case Filings

[Civil and Miscellaneous Initial Pleadings](#)

Initial Pleadings and Service

[Complaints, Other Initiating Documents](#)

[Service of Process](#)

[Answers to Complaints](#)

[Other Answers](#)

Motions and Related Filings

[Motions](#)

[Responses and Replies](#)

Other Filings

[Discovery Documents](#)

[Notices](#)

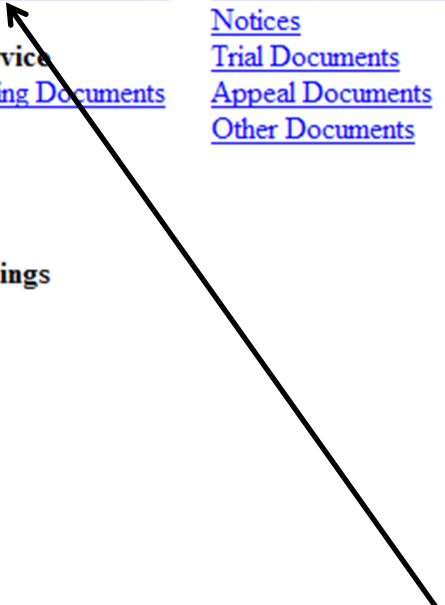
[Trial Documents](#)

[Appeal Documents](#)

[Other Documents](#)

Sealed

[SEALED EVENTS](#)



The Civil Event window opens to display the events you may choose to electronically file a pleading or document.

Click on **Civil and Miscellaneous Initial Pleadings** under the **New Case Filings** event group.

Civil and Miscellaneous Initial Pleadings

WARNING! When filing a request to proceed *in forma pauperis*, use the event Application to Proceed In Forma Pauperis.

A warning message will appear on the screen. If you intend to proceed *in forma pauperis*, your main document is the Application and you should select the event **Application to proceed *in forma pauperis***.

Click **Next** to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

WARNING! Documents filed in support of this initial filing, *e.g. Summons, Cover Sheet, Answer, Corporate Disclosure Statement, Motion for Preliminary Injunction/Temporary Restraining Order, Notice of Appearance, etc.*, **SHALL** be filed as an attachment.

NOTE: Motion for Pro Hac Vice *must* be filed in the new case, after receipt of the case number.

NOTE: The Clerk will issue and return summons electronically.

If you have questions please call the helpdesk at 1-866-822-8305.

Next

Clear

A warning message will appear on the screen alerting *all* supporting documentation **shall be filed** as an attachment to the initial filing.

Motion to appear Pro Hac Vice *must* not be filed until receipt of new case number.

Click **Next** to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

WARNING! Enter your filing in Case Number 14-99999.

A message will display instructing you to file your initial pleading in the fictitious case number assigned to accept all initial pleadings.

Click **Next** to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

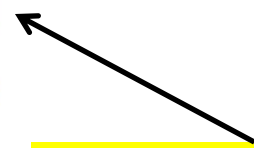
Start typing to find another event.

Available Events (click to select events)

- Application for Stay of Execution
- Application to Proceed In Forma Pauperis
- Certification of Judgment
- Complaint**
- Motion - 39 Fee Required - New Case
- Motion to Vacate/Set Aside/Correct Sentence (2255) - Prisoner Cas
- Motion to Withdraw Reference - Bankruptcy
- Notice of Condemnation
- Notice of Removal
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus
- Petition to Enforce
- Petition to Perpetuate Testimony pursuant to F.R.Civ.P. 27
- Receivership Documents

Selected Events (click to remove events)

Complaint



A drop down menu will appear with the initial pleading types listed. Select the correct event.

Next

Clear



Click **Next to proceed to the next screen.**

ECF

Civil CriminalQueryReportsUtilitiesSearchLogout

Civil and Miscellaneous Initial Pleadings

Civil Case Number

14-99999Find This Case

NextClear

Enter case number 14-99999. This is a fictitious case number which will allow the clerk's office to receive an initial pleading electronically.

Click find this case and the case number will be formatted correctly for filing.

Click **Next** to proceed to the next screen.

ECF

Civil CriminalQueryReportsUtilitiesSearchLogout

Civil and Miscellaneous Initial Pleadings

Civil Case Number

3:14-mc-99999

NextClear

Click **Next** to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

PLEASE NOTE: If you would like the Clerks office to effect service through the Commonwealth of Kentucky Secretary of State **YOU MUST** provide the following documents to the Clerk:

- (a) a plain envelope for mailing the summons and complaint
- (b) sufficient postage for mailing the certified letter, return receipt requested, to the Secretary of State
- (c) a return receipt provided by the U.S. Postal Service bearing the Clerks address
- (d) two copies of the summons
- (e) two attested copies of the complaint
- (f) the statutory fee for each defendant to be served.

Checks should be made payable to the Kentucky State Treasurer.

Next

Clear

This message is pursuant to Local Rule 4.1 advising if you wish to effect service through the Secretary of State.

Click **Next to proceed to the next screen.**

Civil and Miscellaneous Initial Pleadings

Do you require attested copies for service to the Secretary of State?

☐ Yes

☐ No

Select Yes if attested copies are required for service. If not, select No.

Next

Clear

Click Next to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

If you have prepared process to be issued by the Clerk, it must be filed as an attachment to this document. The Clerk will issue and return the service electronically.

Next Clear

Summons will be electronically issued by the Clerk and emailed to parties to effect service.

Click **Next to proceed to the next screen.**

Civil and Miscellaneous Initial Pleadings

A description must be entered for each attachment. You may select a category **and/or** a description to best describe the attachment.

Select the pdf document and any attachments.

Main Document

Attachments

Category

Description

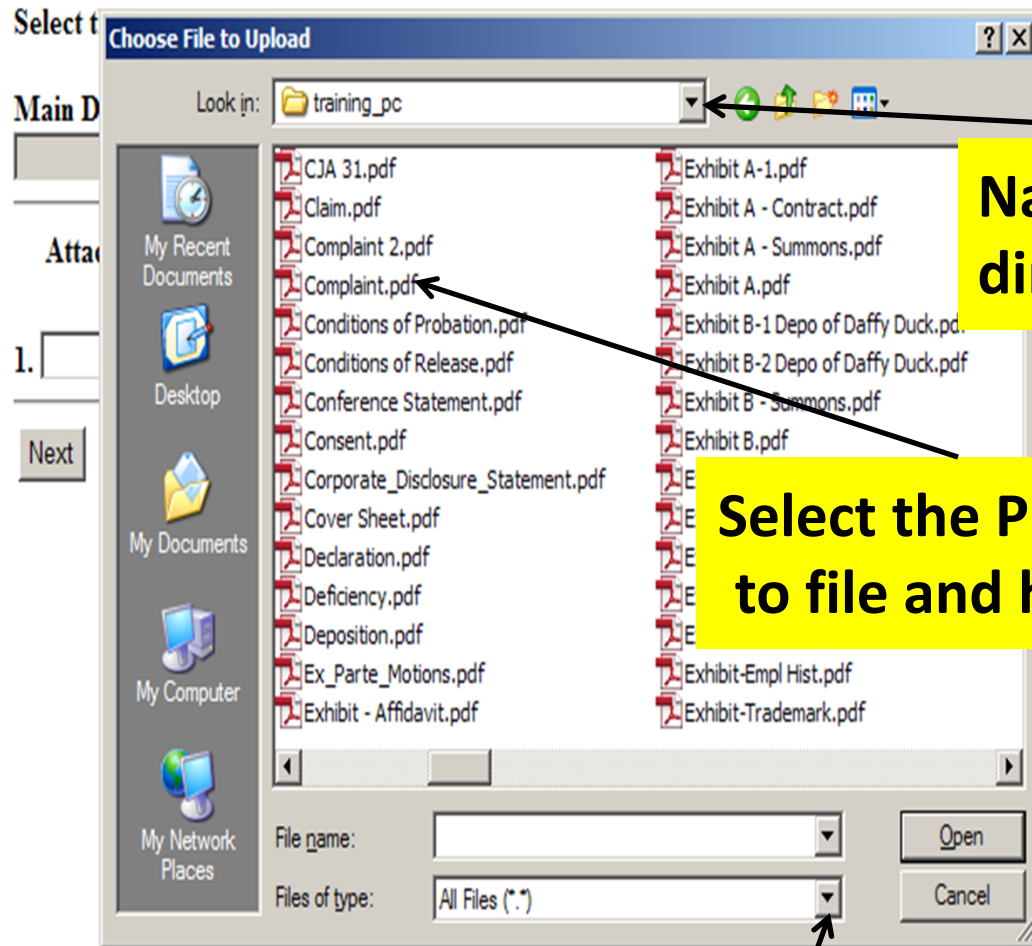
1.

Please note the message displayed at the top of the ECF screen.

You are prompted on this screen to attach the initial pleading in PDF format as the main document.

Click the Browse button to navigate to appropriate directory.

Civil and Miscellaneous Initial Pleadings



Navigate to the appropriate directory.

Select the PDF document you wish to file and highlight the file name

If necessary, change the Files of Type to All Files (*.*)

Civil and Miscellaneous Initial Pleadings

Select the pdf document

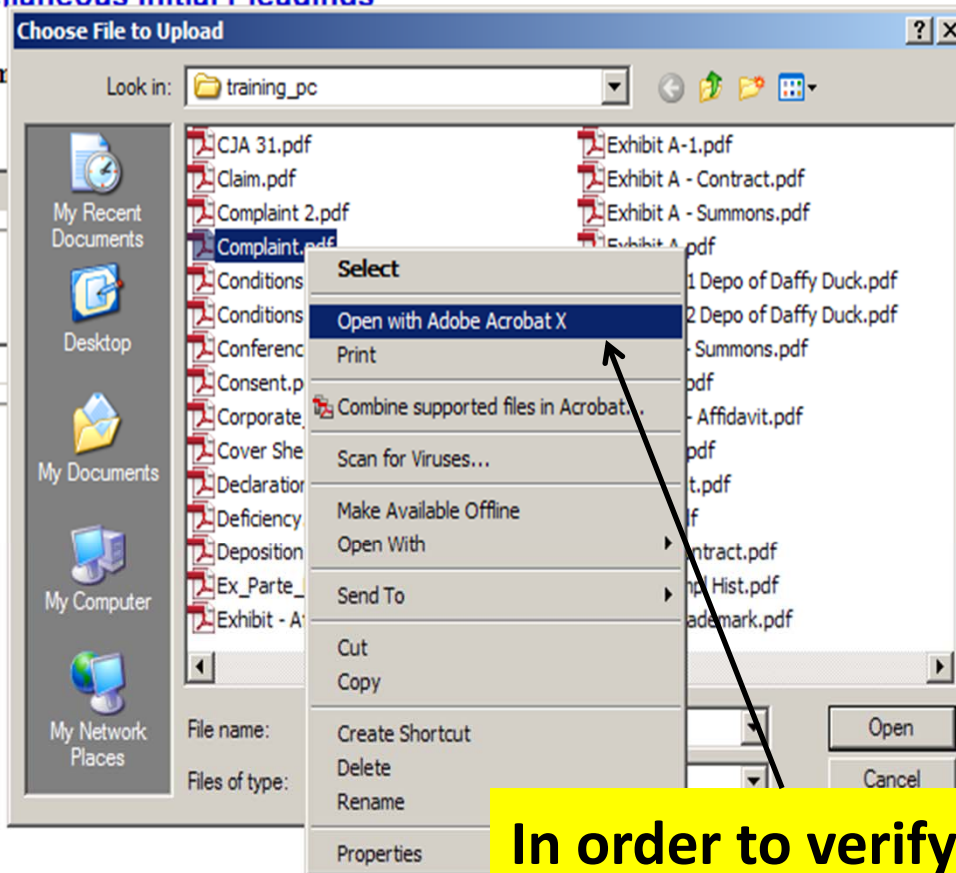
Main Document

Attachments

1.

Next

Clear



In order to verify that you have selected the correct PDF document, right mouse click on the highlighted name to open a quick menu and left click on Open with Adobe.

MECF Civil Criminal Query Reports Utilities Search Logout

Civil and Miscellaneous Initial Pleadings

Select the pdf document

Main Document

Attachments

1.

Choose File to Upload

Look in: training_pc

- My Recent Documents
- Desktop
- My Documents
- My Computer

- CJA 31.pdf
- Claim.pdf
- Complaint 2.pdf
- Complaint.pdf
- Conditions of Probation.pdf
- Conditions of Release.pdf
- Conference Statement.pdf
- Consent.pdf
- Corporate_Disclosure.pdf
- Cover Sheet.pdf
- Declaration.pdf
- Deficiency.pdf
- Deposition.pdf
- Ex_Parte_Motions.pdf

Complaint.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

1 / 1 4.86%

Tools Comment Share

Complaint

Adobe Acrobat will launch and open the PDF document you selected. View the document to verify it is correct, complete and legible.

Click on the **X** within the Acrobat program to close the window.

Civil and Miscellaneous Initial Pleadings

Select the pdf document and any attachments.

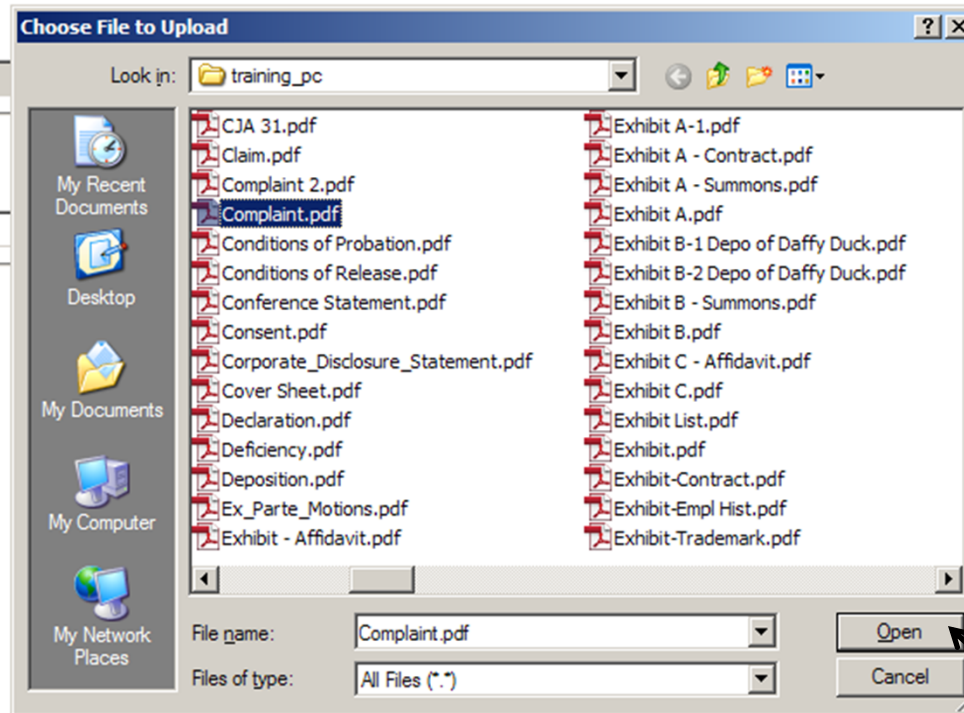
Main Document

Attachments

1.

Next

Clear



You will return to the navigation screen. Click the **Open** button and the navigation screen will close.

Civil and Miscellaneous Initial Pleadings

A description must be entered for each attachment. You may select a category **and/or** a description to best describe the attachment.

Select the pdf document and any attachments.

Main Document

\\earth\cm_data\training_pc\Complaint.pdf Browse...

The PDF filename is inserted to be uploaded to ECF.

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next

Clear

Click the Browse button to navigate to appropriate directory. The summons, civil cover sheet and any other documents shall be an attachment to the main document.

Civil and Miscellaneous Initial Pleadings

A description must be entered for each attachment. You may select a category and/or a description to best describe the attachment.

Select the pdf document and any attachments.

Main Document

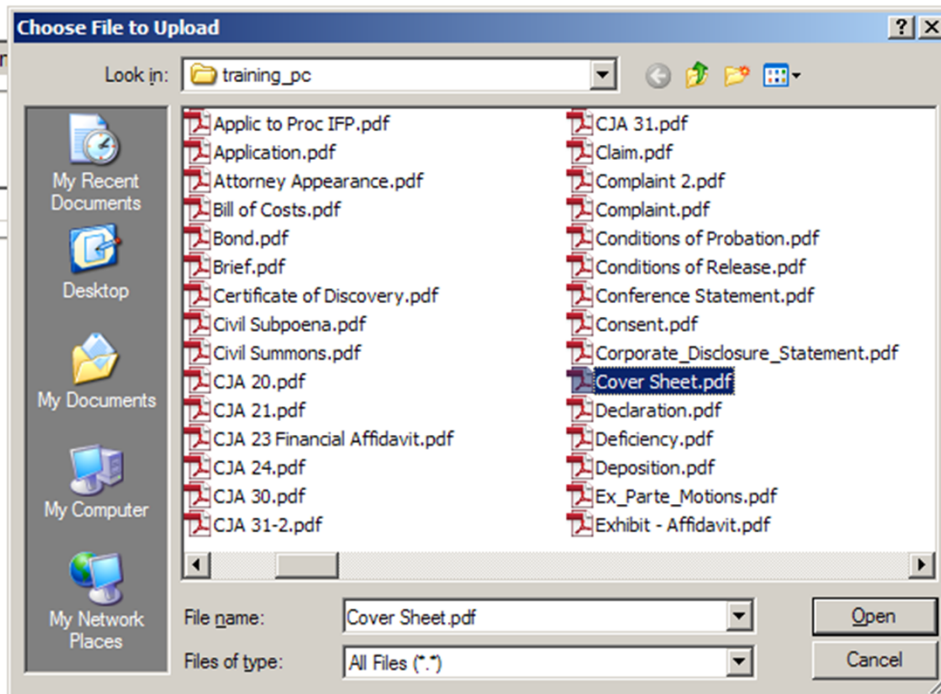
\\earth\cm_data\$\train

Attachments

1.

Next

Clear



Highlight the filename.

Civil and Miscellaneous Initial Pleadings

A description must be entered for each attachment. You may select a category and/or a description to best describe the attachment.

Select the pdf document and any attachments.

Main Document

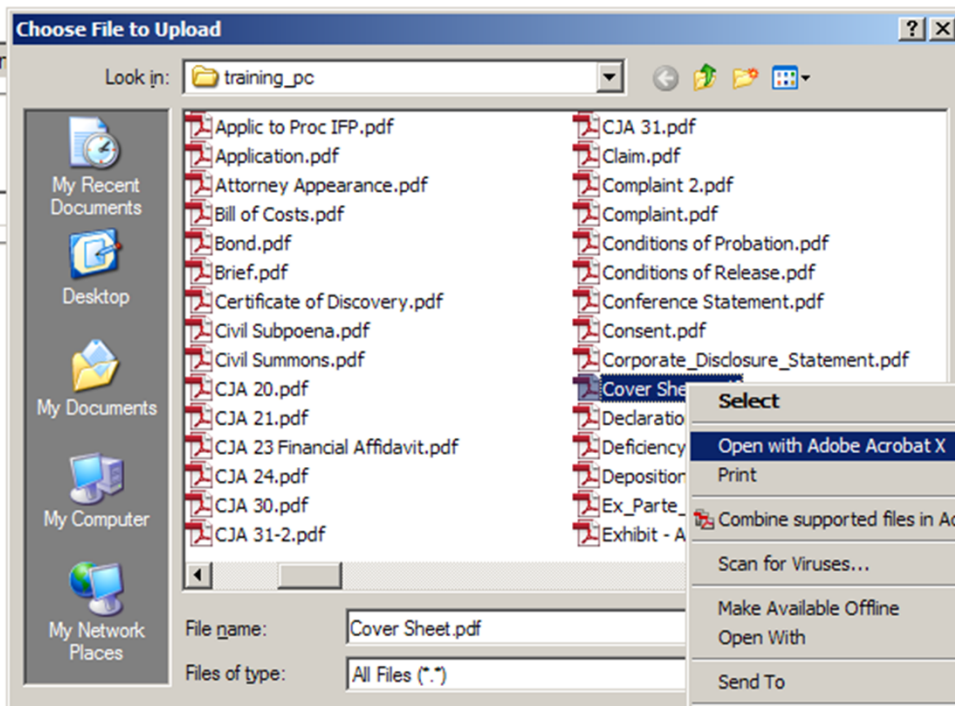
\\earth\cm_data\$train

Attachments

1.

Next

Clear



**Right mouse click and select
Open with Acrobat in the
submenu to view the document.**

Civil and Miscellaneous Initial Pleadings

A description must be entered for each attachment. You may select a category **and/or** a description to best describe the attachment.

Select the pdf document and any attachments.

Main Document

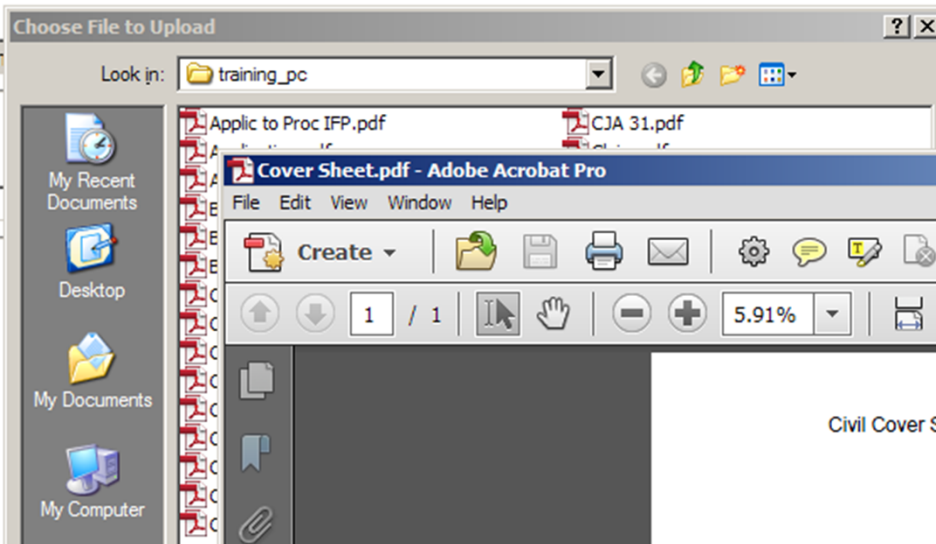
\\earth\cm_data\$\train

Attachments

1.

Next

Clear



Adobe Acrobat will launch and open the PDF document you selected. View the document to verify it is correct, complete and legible.

Click on the **X within the Acrobat program to close the window.**

Civil and Miscellaneous Initial Pleadings

A description must be entered for each attachment. You may select a category and/or a description to best describe the attachment.

Select the pdf document and any attachments.

Main Document

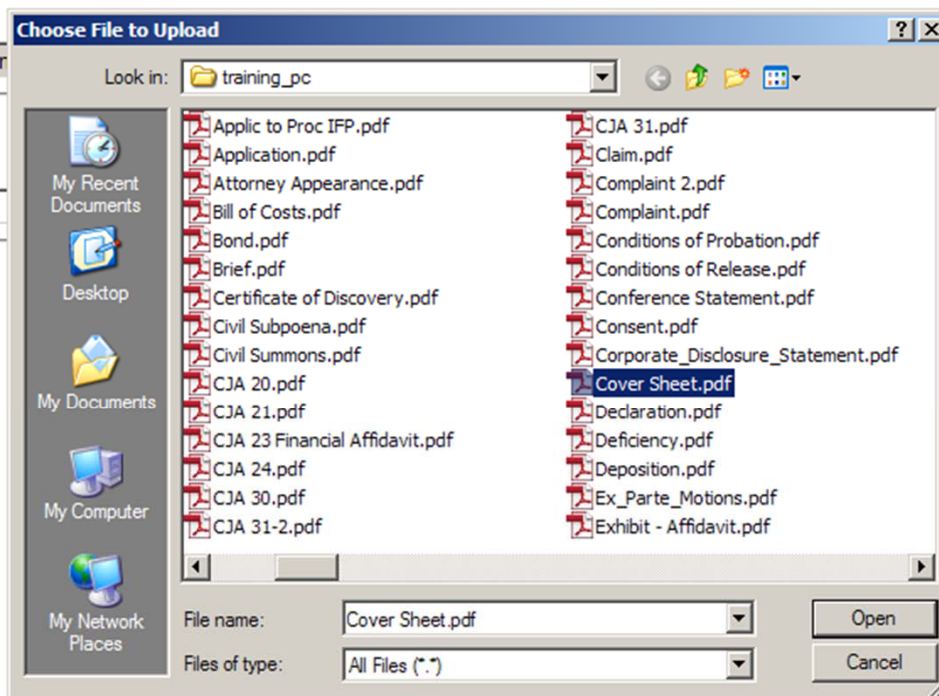
\\earth\cm_data\$\train

Attachments

1.

Next

Clear



You will return to the navigation screen. Click the **Open** button and the navigation screen will close.

Civil and Miscellaneous Initial Pleadings

A description must be entered for each attachment. You may select a category **and/or** a description to best describe the attachment.

Select the pdf document and any attachments.

Main Document

\\earth\cm_data\$\training_pc\Complaint.pdf

Attachments	Category	Description
1. \\earth\cm_data\$\training_pc\Cover Sheet <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<div> Affidavit Appendix Cover Sheet Errata Exhibit Index Memorandum in Support Proposed Order Receipt Reply Response Summons Supplement </div>	<input type="text"/>

Select a document category and/or enter a description to identify your attachment.

Repeat the sequence for each attachment until all documents are attached, including, but not limited to, your summons, exhibits and Corporate Disclosures.



Civil and Miscellaneous Initial Pleadings

First Plaintiff

First Defendant

Division Office

Next

Clear

Type the name of the first plaintiff your civil action.

Type the name of the first defendant your civil action.

Type the location where the action should be filed.

Click **Next** to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

Is this case being filed pursuant to the Jones Act or the Uniformed Services Employment and Reemployment Rights Act of 1994? Y/N?

NOTE: Cases filed under 28 USC § 1916 (Jones Act), may be filed without prepaying fees.

Cases filed under Title 38 USC §43, state that no fees or court costs may be charged or taxed against any person claiming rights under this chapter.

Answer Yes or No to the Question and click Next to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

Fee: \$400

The amount your credit card will be charged is displayed.
A fee of \$400 is required to file a new civil action.

Next

Clear

Click **Next** to proceed to
the next screen.

Civil and Miscellaneous Initial Pleadings

Now loading the payment processing screen. This process might take a few seconds.

The Filing User is automatically redirected to the Department of Treasury Internet payment process and required to enter a valid credit card number.

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: \$350.00

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.

1) Required fields are indicated with a red asterisk (*). The name on the credit card and the billing address for the credit card holder must be entered in the appropriate fields.

DO NOT use your Browser's back button.

Step 1: : Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: Attorney *

Payment Amount: \$350.00

Billing Address: 600 Broadway *


Billing Address 2:

City: Louisville

State / Province: Kentucky - KY

Zip / Postal Code: 40202

Country: United States

Card Type: Master Card * 

Card Number: 5555555555554444 * (Card number value should not contain spaces or dashes)

Security Code: 999 * [Help finding your security code](#)

Expiration Date: 03 * / 2025 *

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

Continue with Plastic Card Payment

Cancel

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.

2) Choose the type of credit card from the card type drop down menu

3) Enter the credit card number. This field should not contain any dashes or spaces

4) Enter the security code located on the back of the card

5) Enter the expiration date of the credit card

6) Click on **Continue with Plastic Card Payment**

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: Chelle Goetz 1313 Mockingbird Billing Address: Lane Billing Address 2: City: May State / Province: KY Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: *****4444	Payment Amount: \$350.00 Transaction Date 05/16/2011 16:22 and Time: EDT

1) Review the payment screen to ensure the correct information has been entered

2) You may have a confirmation sent to your e-mail address; however this is not a required field

Email Confirmation Receipt

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

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

3) Authorize the charge, you must click in the box next to the red asterisk to place a check mark in the box

Authorization and Disclosure

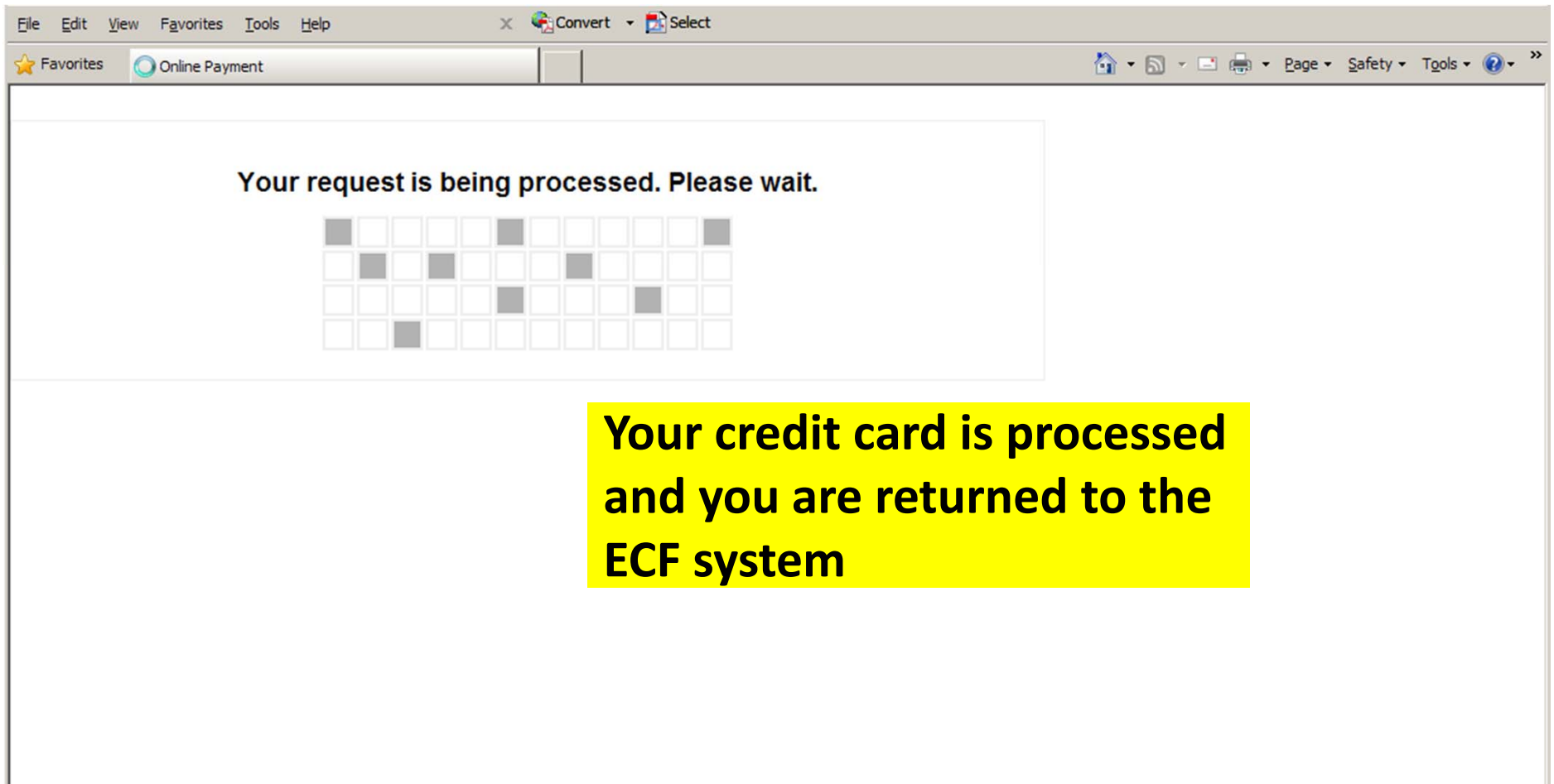
Required fields are indicated with a red asterisk *

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.

4) Click the Submit Payment button ONE (1) time. Clicking more than once could result in multiple credit card transactions



**Your credit card is processed
and you are returned to the
ECF system**

Civil and Miscellaneous Initial Pleadings

WARNING! If credit card information was entered on the previous screen, your credit card has been charged. Aborting the transaction will require you to file a Request for Fee Refund.

Next Clear

Click on the Next button

A warning message is displayed. Aborting the transaction after your credit card information has been authorized will debit your credit card in the amount of the fee. Filing Users are advised to track ECF internet payments through the Utilities function – Internet Payment History.

Civil and Miscellaneous Initial Pleadings

Docket Text: Modify as Appropriate.

COMPLAINT Tom Strange vs Sally IBM; DIVISIONAL OFFICE: Louisville; (Filing fee \$350; receipt number 0644-1230906). (Attachments: # (1) Cover Sheet) (Goetz, Lynn)

Next

Clear

Additional information may be added to describe the document being filed

The receipt number is noted in the docket text

Using the **Back** button may produce a message
“Warning: Page has Expired” and the transaction
is effectively aborted.

ECF

Civil Criminal Query Reports Utilities Search Logout

Civil and Miscellaneous Initial Pleadings

Docket Text: Final Text

COMPLAINT. Tom Strange vs Sally Ibm; DIVISIONAL OFFICE: Louisville; (Filing fee \$350; receipt number 0644-1230906). (Attachments: # (1) Cover Sheet) (Goetz, Lynn)

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

Source Document Path (for confirmation only):
C:\fakepath\Complaint.pdf pages: 1
C:\fakepath\Cover Sheet.pdf pages: 1

Next Clear

Click on Next to file you Complaint

A new screen appears with the complete text for the docket report. At any time prior to this step, you can abort the ECF filing by clicking on any feature on the **Blue ECF** menu to *abort* the current transaction. Aborting the transaction after your credit card information has been authorized will debit your credit card in the amount of the fee. A Request for Fee Refund *shall* be filed in order to remove the charge from your credit card. A sample Request form is located on the website www.kywd.uscourts.gov under Forms.

Civil and Miscellaneous Initial Pleadings

NOTE:

The NEF *will not* be emailed to you. Print a copy for your file.

Next Clear

This page reminds you to print the following NEF (Notice of Electronic Filing) for your records. Click the Next button

Civil and Miscellaneous Initial Pleadings

U.S. District Court

Western District of Kentucky

Notice of Electronic Filing

The following transaction was entered by Goetz, Lynn on 5/19/2011 at 4:12 PM EDT and filed on 5/19/2011

Case Name: Plaintiff v. Defendant

Case Number: [3:11-mc-99999](#)

Filer:

Document Number: [406](#)

Docket Text:

COMPLAINT. Tom Strange vs Sally Ibm; DIVISIONAL OFFICE: Louisville; (Filing fee \$350; receipt number 0644-1230906). (Attachments: # (1) Cover Sheet) (Goetz, Lynn)

3:11-mc-99999 Notice has been electronically mailed to:

3:11-mc-99999 Notice will not be electronically mailed to.:

Plaintiff

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1036078947 [Date=5/19/2011] [FileNumber=1619020-0] [a6110c0bb2751e99052921f63c7b47e81ecf2787c04340348e5a02306c46751afbf a33aa3db243106754b15092af07133e047761296cf8e8256be1d4adfc3222]]

Document description:Cover Sheet

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1036078947 [Date=5/19/2011] [FileNumber=1619020-1] [4d39120fef179c8e589205220c29f9cc8867965547a1da51d433595a0e64c015ff 13ed01a1bcb33b37339dc8a5ba345004a89572f3dd94cd486cb973aa9596a]]

ECF returns the NEF (Notice of Electronic Filing) as your receipt and proof of filing the Complaint. You should print or electronically save the NEF. This is your information that the ECF has registered your transaction and the document will be processed as an official court record. It displays the date and time of the transaction.