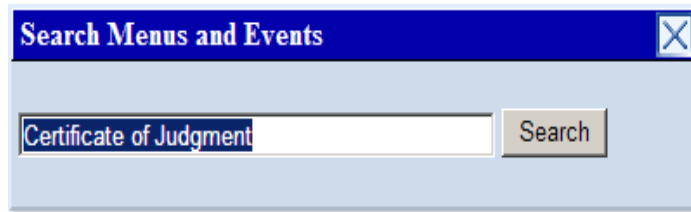# How To Find The Correct Event When E-Filing a Document in NextGen CM/ECF

The "Search" feature can be used to assist users in locating the correct event when e-filing a document in NextGen CM/ECF.

Click on "search" located on the main menu bar.

The "search menus and events" window will open. In the text box, type a word or phrase of the name of the document you wish to file.

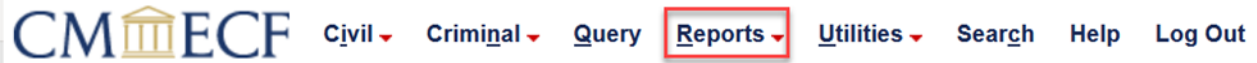The system will provide a list of all available events for your word or phrase.

Click on the link of the event which best describes what you are e-filing and follow the docketing prompts.

Still not finding a Suitable Event?

A list of docketing events is provided to assist users in selecting the correct event when e-filing a document in NextGen CM/ECF.

Click on "reports" located on the main menu bar.

Click on "attorney events listing" link.

Select the radio button for either civil or criminal events depending on the case type of the document you are filing. Once you have selected either "civil" or "criminal" click "run report".

The "menu for attorney users" window will open containing a list of docketing events. Please review all subheadings to determine what category best fits your filing.

Initial Pleadings and Service

Complaints and Other Initiating Documents
Amended Complaint
Amended Counterclaim
Amended Crossclaim
Amended Third Party Complaint
Application for Writ of Garnishment
Bankruptcy Appeal
Complaint
Counterclaim
Crossclaim
Intervenors Complaint
Motion Pursuant to 28 USC 2255
Notice of Intent to File Petition for Writ of Habeas Corpus
Notice of Removal
Petition for Writ of Habeas Corpus (2241)
Petition for Writ of Habeas Corpus (2254)
Petition to Enforce IRS Summons
Third Party Complaint

Service of Process
Process by Publication
Proposed Writ
Return of Service Executed

If you are still unsure of what docketing event to use or need further assistance, contact the Help Desk at (800) 355-8498.