

United States District Court for the
Eastern District of Kentucky presents:

ECF – “Electronic Case Filing” New Case Filings

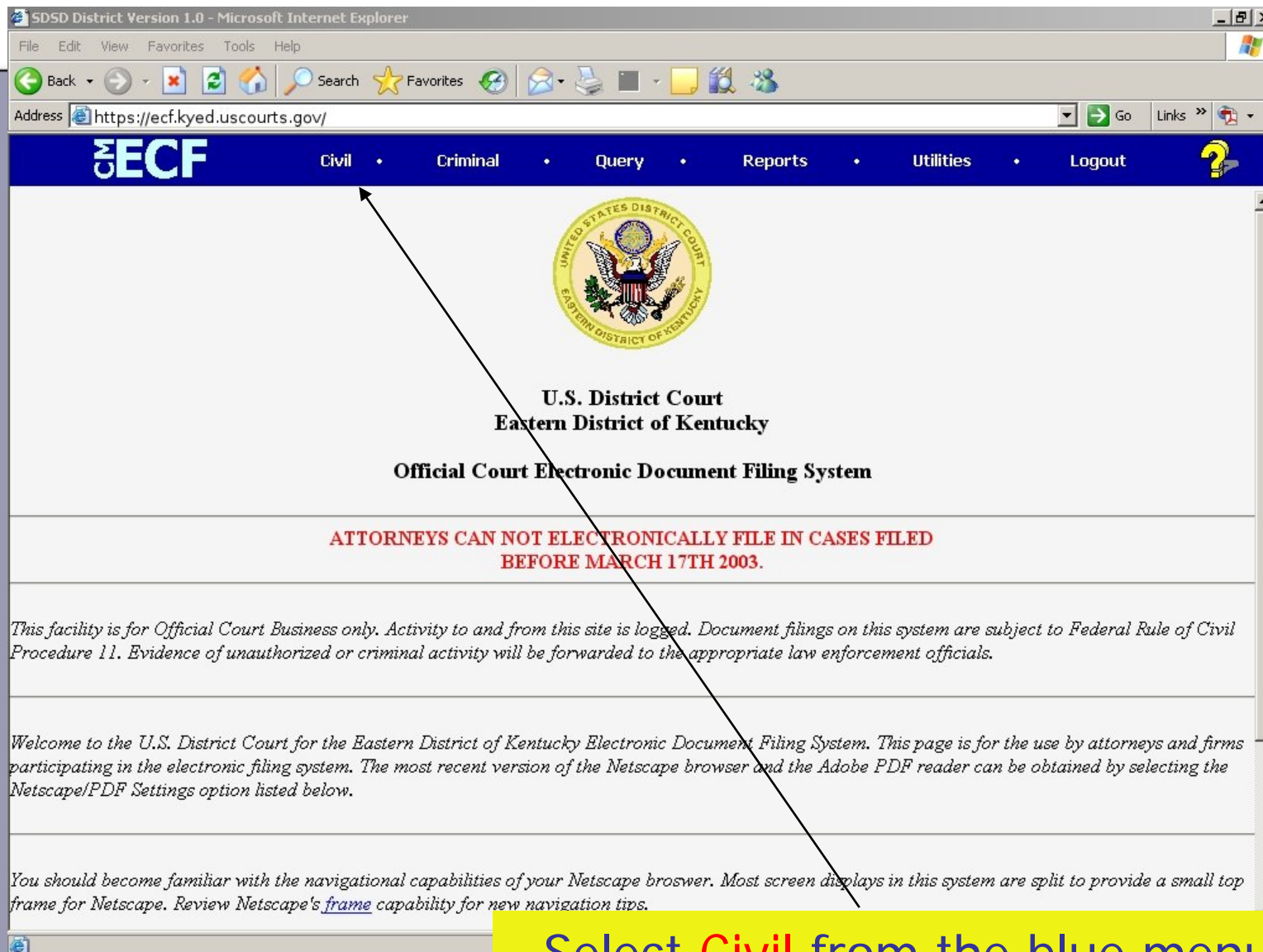
How to Electronically File a Complaint



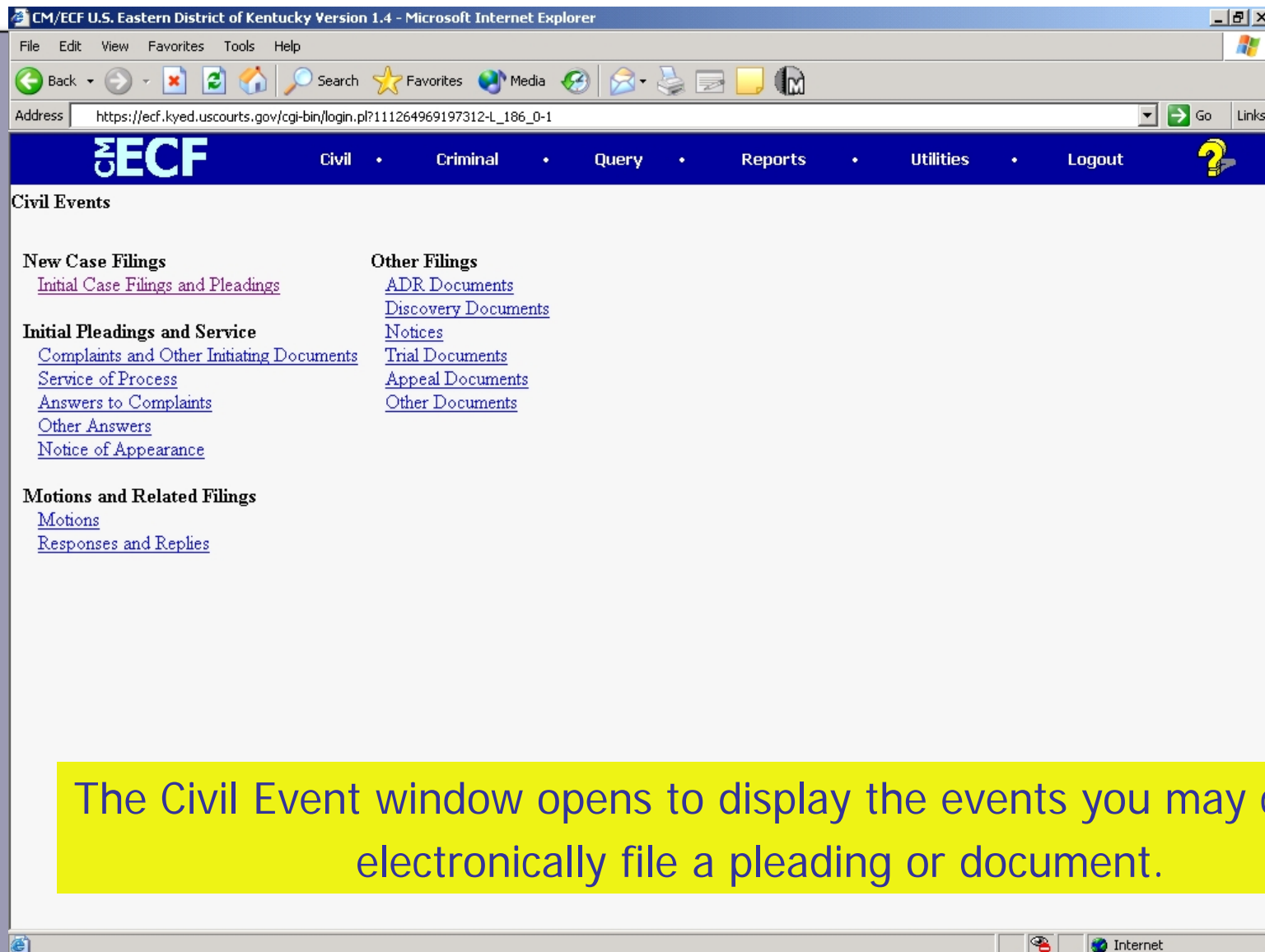
- Effective September 1, 2006, all cases, proceedings, motions, memoranda of law, and other pleadings or documents filed with our Court must be filed using ECF unless otherwise specified in the ECF Administrative Policies and Procedures.

- 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 for *pro hac vice* admission in District Court is payable upon filing of the document.

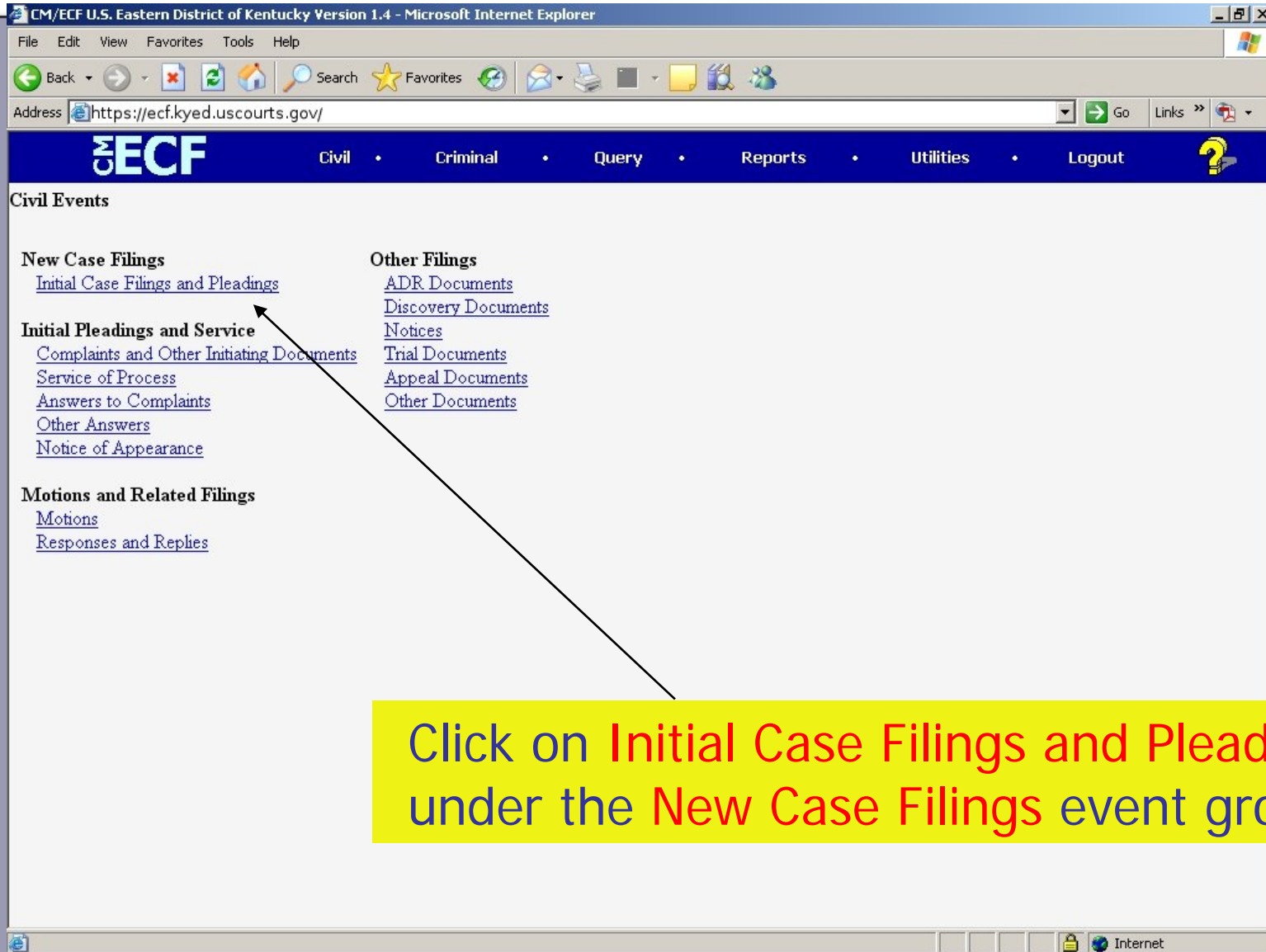
- All electronically filed documents which require a fee will automatically direct a credit card user through the Department of Treasury's Internet payment process.
- After successfully logging into ECF, follow these steps to file a civil or miscellaneous initial pleading (e.g., complaint.)

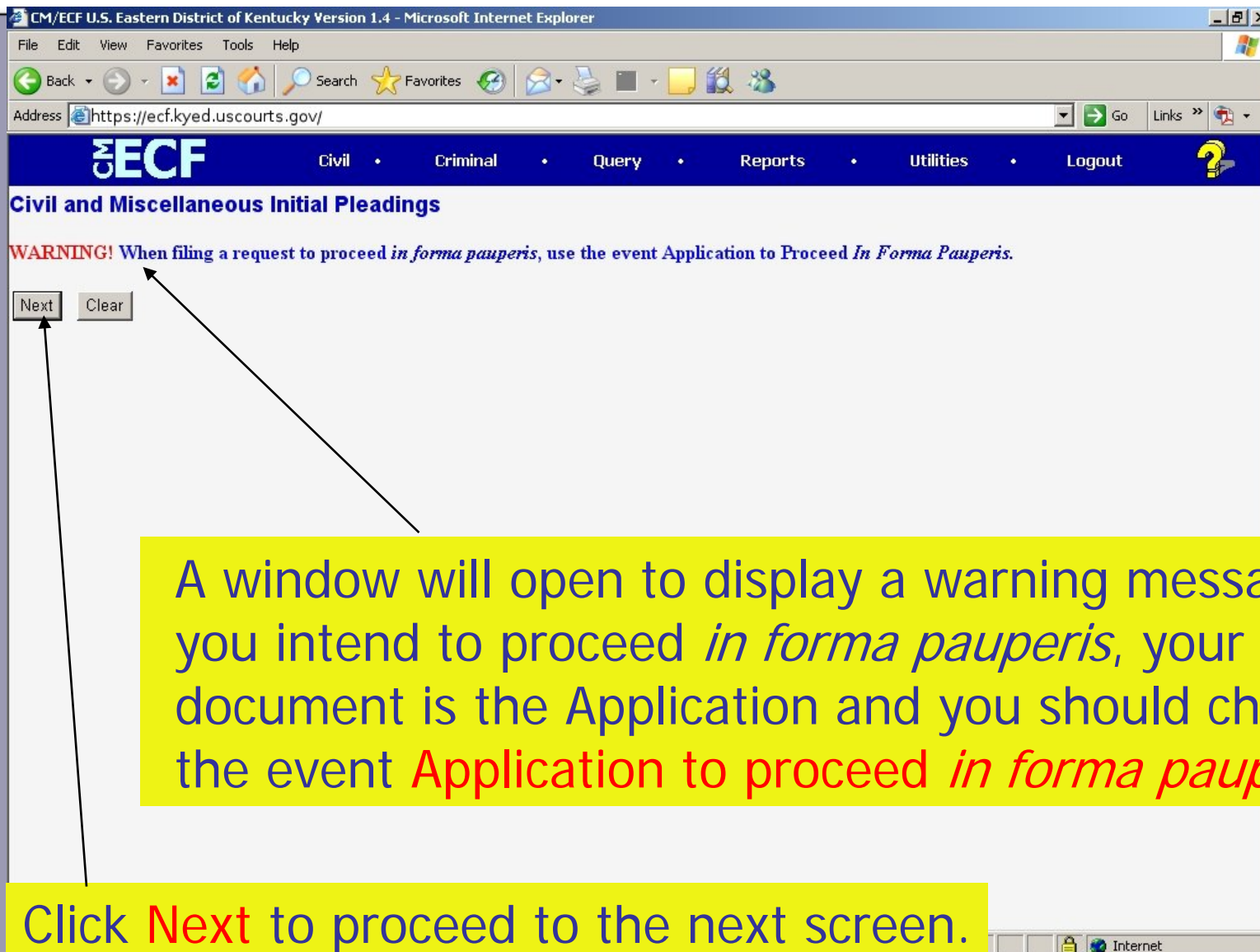


Select **Civil** from the blue menu bar at the top of the ECF screen.



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





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 - Foreign Judgment
- Complaint**
- Motion - 350 Fee Required - New Case
- Motion to Vacate/Set Aside/Correct Sentence (2255) - Prisoner Cas
- 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)

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

Next ← Clear

Click on the Next button.

See and share multiple
calendars

Civil and Miscellaneous Initial Pleadings

[5:10-mc-99999 Plaintiff v. Defendant](#)

Your summons and any other document accompanying your complaint, i.e., Civil Cover Sheet, a Motion and Proposed Order, **MUST** be filed as an attachment to the main document.

A description must be entered for each attachment added. You may select a category, but it is not required.
Select the pdf document and any attachments.

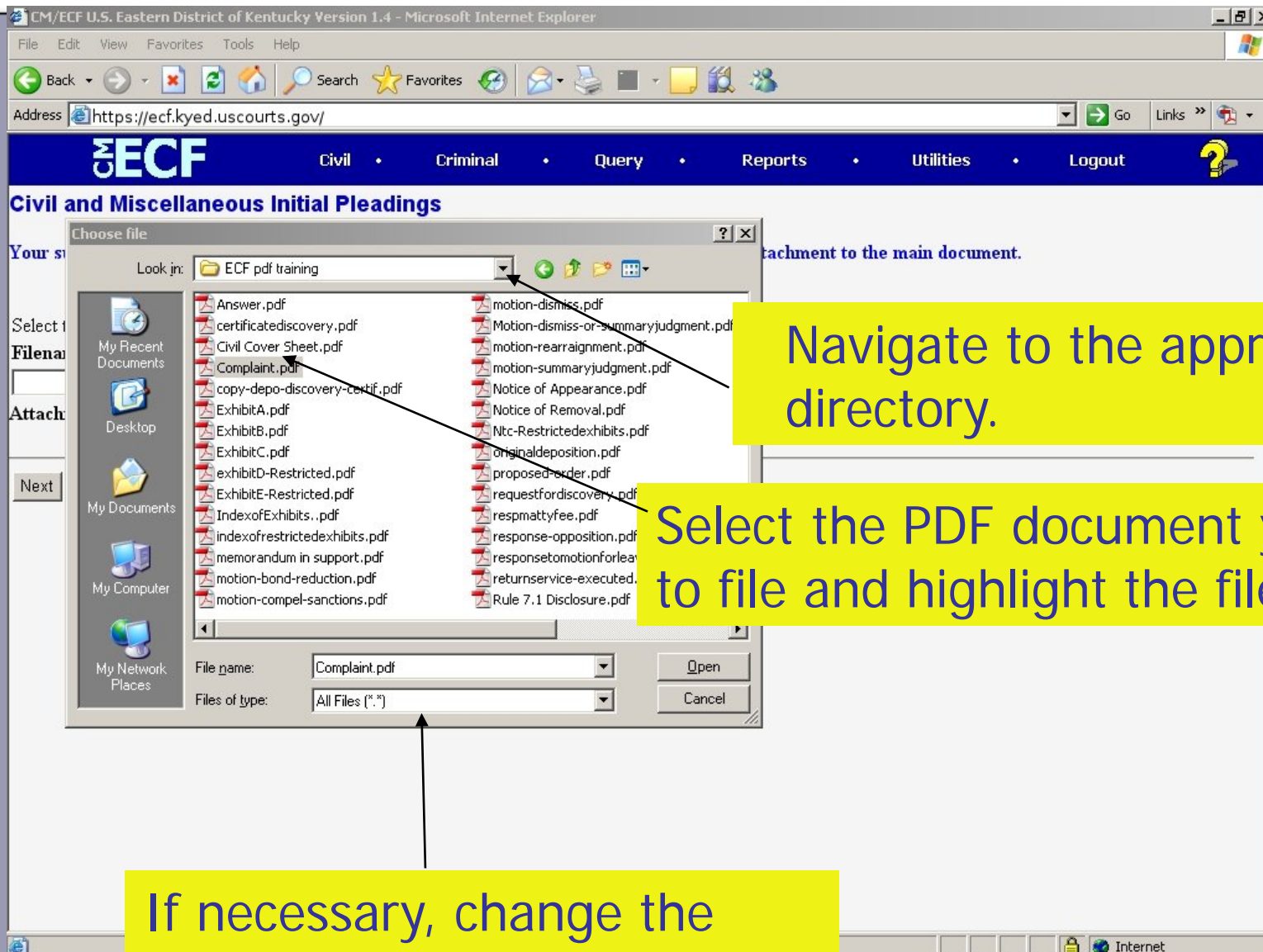
Main Document

Attachments

	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/> ▾ <input type="text"/>

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

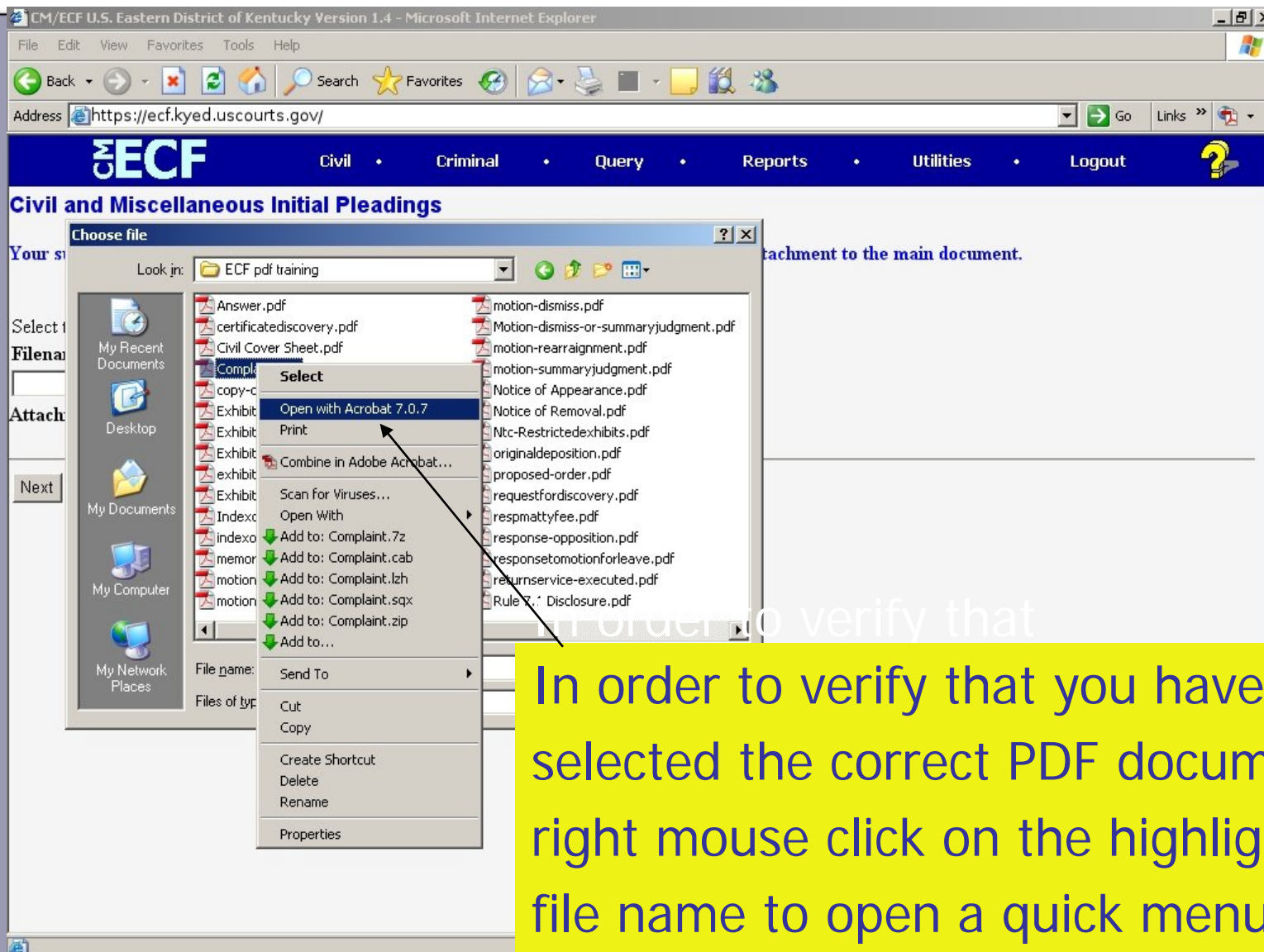
You are prompted on this screen to attach you initial pleading in PDF format as the main document.



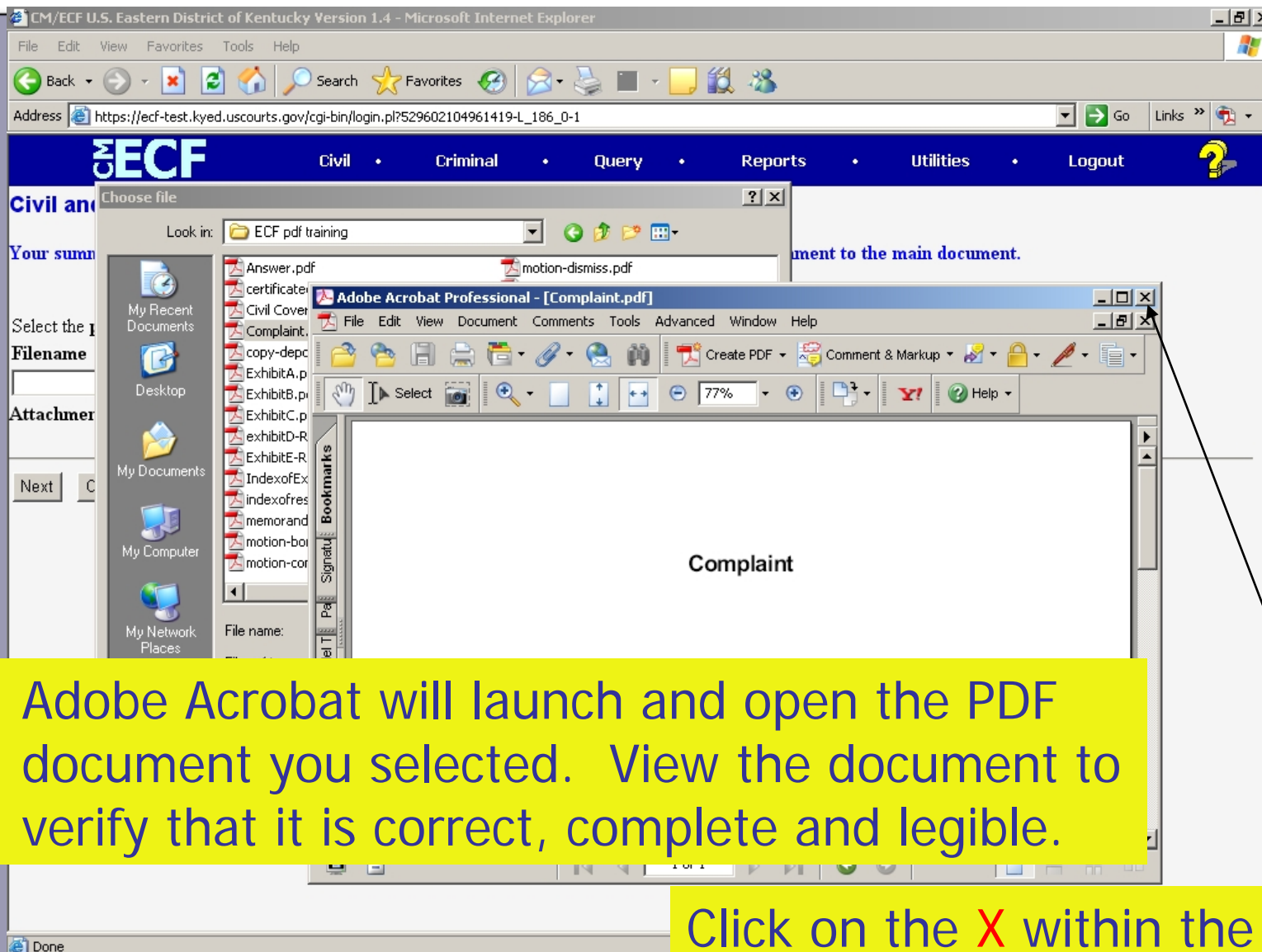
Navigate to the appropriate directory.

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

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

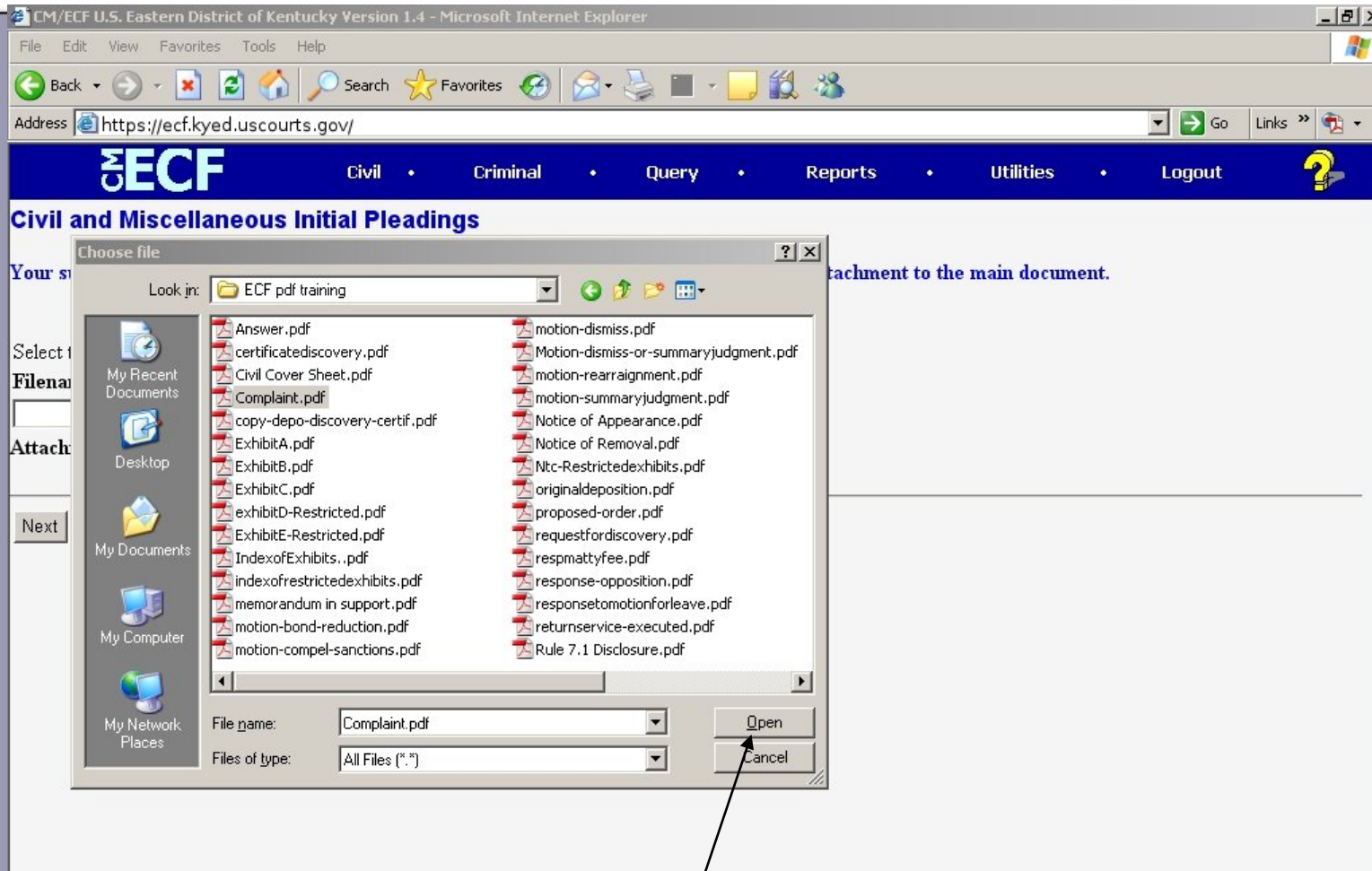


In order to verify that you have selected the correct PDF document, right mouse click on the highlighted file name to open a quick menu and left mouse click on **Open with Acrobat.**



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

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



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

Civil and Miscellaneous Initial Pleadings

[10-mc-99999 Plaintiff v. Defendant](#)

Your summons and any other document accompanying your complaint, i.e., Civil Cover Sheet, a Motion and Proposed Order, **MUST** be filed as an attachment to the main document.

A description must be entered for each attachment added. You may select a category, but it is not required. Select the pdf document and any attachments.

Main Document

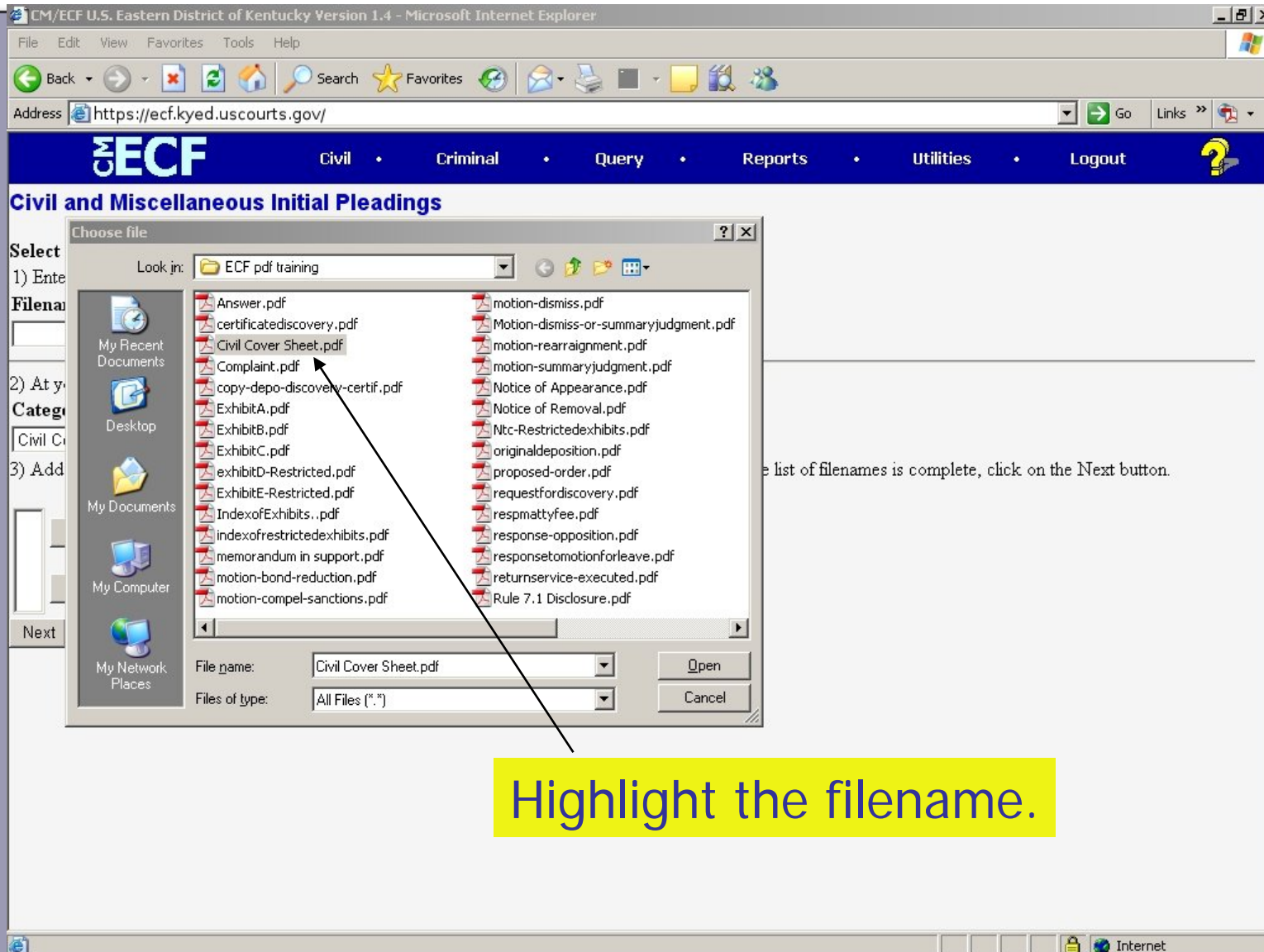
The PDF filename is inserted to be uploaded to ECF.

Attachments

Category

Description

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



CM/ECF U.S. Eastern District of Kentucky Version 1.4 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail Print Folders Favorites People

Address <https://ecf.kyed.uscourts.gov/> Go Links

ECF Civil Criminal Query Reports Utilities Logout ?

Civil and Miscellaneous Initial Pleadings

Select

1) Enter

Filename

2) At y

Category

Civil C

3) Add

Next

Look in: ECF pdf training

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

Answer.pdf

certificatediscovery.pdf

Civil Cover Sheet.pdf

Complaint.pdf

copy-depo-disc

ExhibitA.pdf

ExhibitB.pdf

ExhibitC.pdf

exhibitD-Restrict

ExhibitE-Restrict

IndexofExhibits

Indexofrestricte

memorandum in

motion-bond-rei

motion-compel-

motion-dismiss.pdf

Motion-dismiss-or-summaryjudgment.pdf

rearraignment.pdf

summaryjudgment.pdf

f Appearance.pdf

f Removal.pdf

strictedexhibits.pdf

deposition.pdf

d-order.pdf

fordiscovery.pdf

tyfee.pdf

e-opposition.pdf

etamotionforleave.pdf

serviceexecuted.pdf

Disclosure.pdf

Select

Open with Acrobat 7.0.7

Print

Combine in Adobe Acrobat...

Scan for Viruses...

Open With

Add to: Civil Cover Sheet.7z

Add to: Civil Cover Sheet.cab

Add to: Civil Cover Sheet.lzh

Add to: Civil Cover Sheet.sqx

Add to: Civil Cover Sheet.zip

Add to...

Send To

Cut

Copy

Create Shortcut

Delete

Rename

Properties

File name:

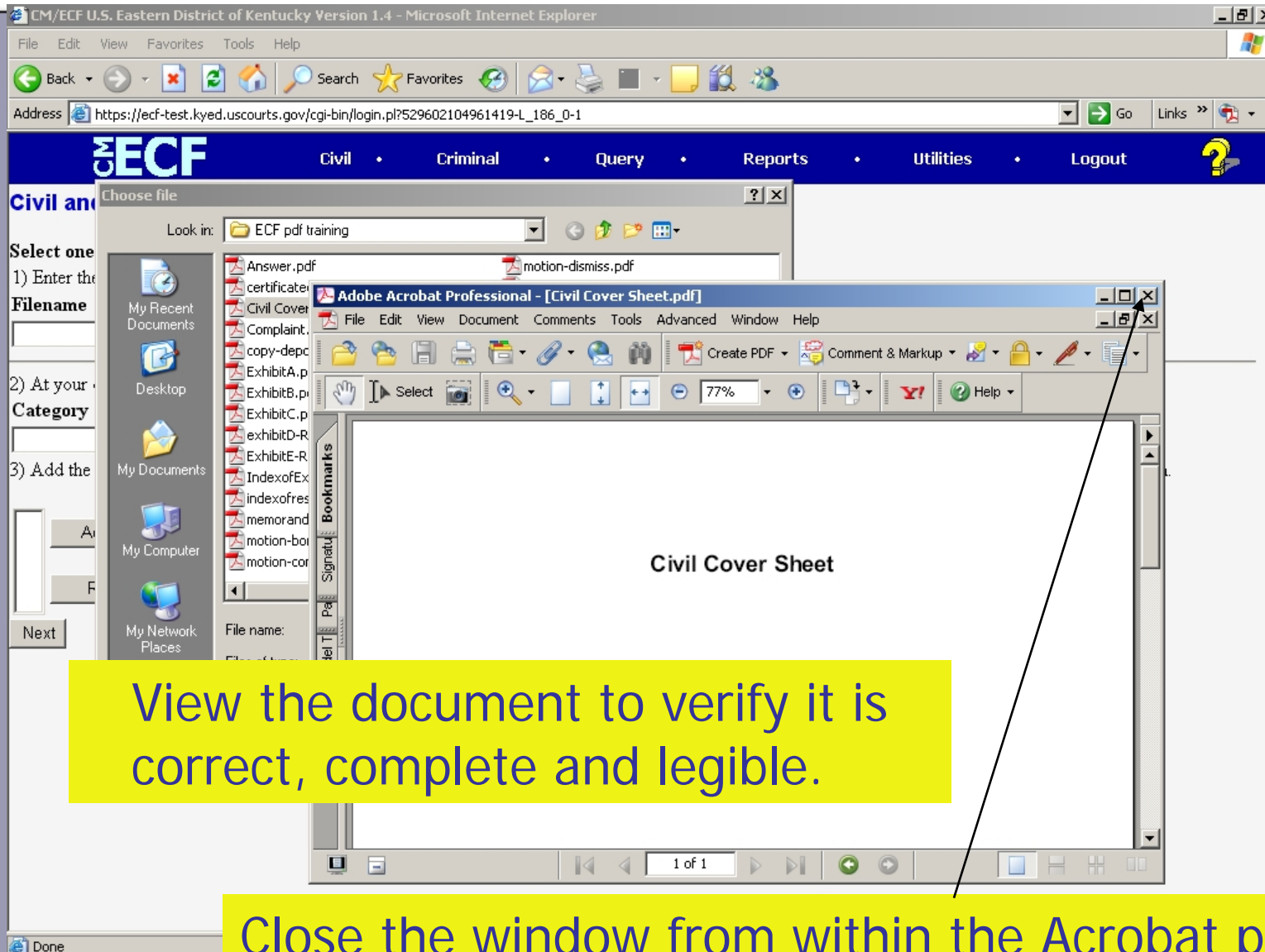
Files of type:

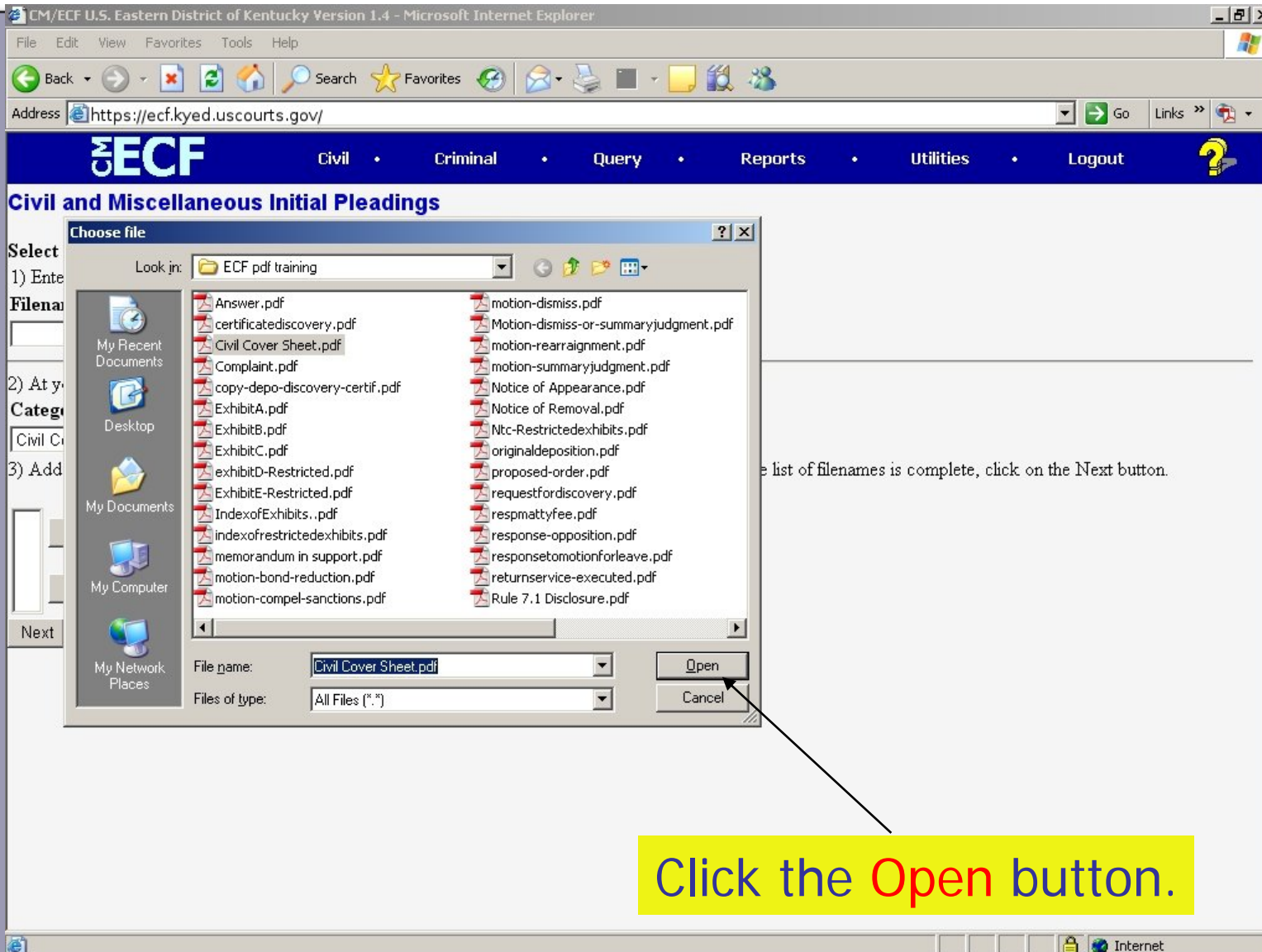
Open

Cancel

the list of filenames is complete, click on the Next button.

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





Attachments

[Civil](#) ▾[Criminal](#) ▾[Query](#)[Reports](#) ▾[Utilities](#) ▾[Search](#)[Logout](#)

Civil and Miscellaneous Initial Pleadings

[5:10-mc-99999 Plaintiff v. Defendant](#)

Your summons and any other document accompanying your complaint, i.e., Civil Cover Sheet, a Motion and Proposed Order, **MUST** be filed as an attachment to the main document.

A description must be entered for each attachment added. You may select a category, but it is not required.

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text" value="G:\ECF pdf\Civil Cover Sheet.pdf"/>	<input type="button" value="Browse..."/>	<input type="text" value="Civil Cover Sheet"/>
2. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

Repeat the sequence for each additional attachment until all documents are attached, including your summons, exhibits and Corporate Disclosures.

- Affidavit
- Appendix
- Case Assignment
- Civil Cover Sheet
- Errata
- Exhibit
- Index of Restricted Exhibits
- Memorandum in Support
- Proposed Order
- Receipt
- State Court Record
- Summons
- Supplement

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

Party Names

Civil and Miscellaneous Initial Pleadings

First Plaintiff

Type the name of the first plaintiff your civil action.

First Defendant

Type the name of the first defendant in your civil action.

Next Clear

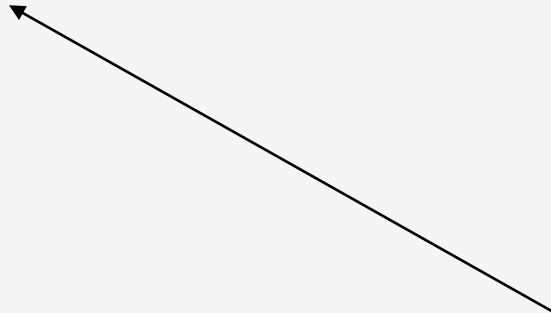
Jury Division

[Civil ▼](#)[Criminal ▼](#)[Query](#)[Reports ▼](#)[Utilities ▼](#)[Search](#)[Logout](#)

Civil and Miscellaneous Initial Pleadings

Pursuant to LR 3.2, please select the Jury Division to which this case should be assigned:

- ☐ Ashland
- ☐ Covington
- ☐ Frankfort
- ☐ Lexington
- ☐ London
- ☐ Pikeville



Select the jury division for proper jurisdiction and case assignment pursuant to Joint Local Rule 3.2.

Civil and Miscellaneous Initial Pleadings

ON THE NEXT SCREEN:

If you prepared and attached process to be issued by the Clerk, please indicate the office where process will be picked up from the Clerk or request the Clerk return the process electronically.

When a summons is processed electronically, **PRINT** the summons upon receipt of the Notice of Electronic Filing (NEF) for the *Summons Issued* event.

Summons prepared for service through the *Secretary of State* must state on the summons form Service through Secretary of State.

Process for the *Secretary of State* must be picked up or returned via U.S. Mail to receive the attested copies required for service.

If you are not requesting process be issued by the Clerk, select *No Process to be issued by Clerk*.

Review the message and make the proper selection on the next screen.

Civil and Miscellaneous Initial Pleadings

Select the Divisional Office for Pickup:

- ☐ Pick up from Ashland Clerk
- ☐ Pick up from Covington Clerk
- ☐ Pick up from Frankfort Clerk
- ☐ Pick up from Lexington Clerk
- ☐ Pick up from London Clerk
- ☐ Pick up from Pikeville Clerk
- ☐ Request Clerk to return process via U.S. Mail

Select the appropriate instruction regarding the return of process issued by the Clerk's office.

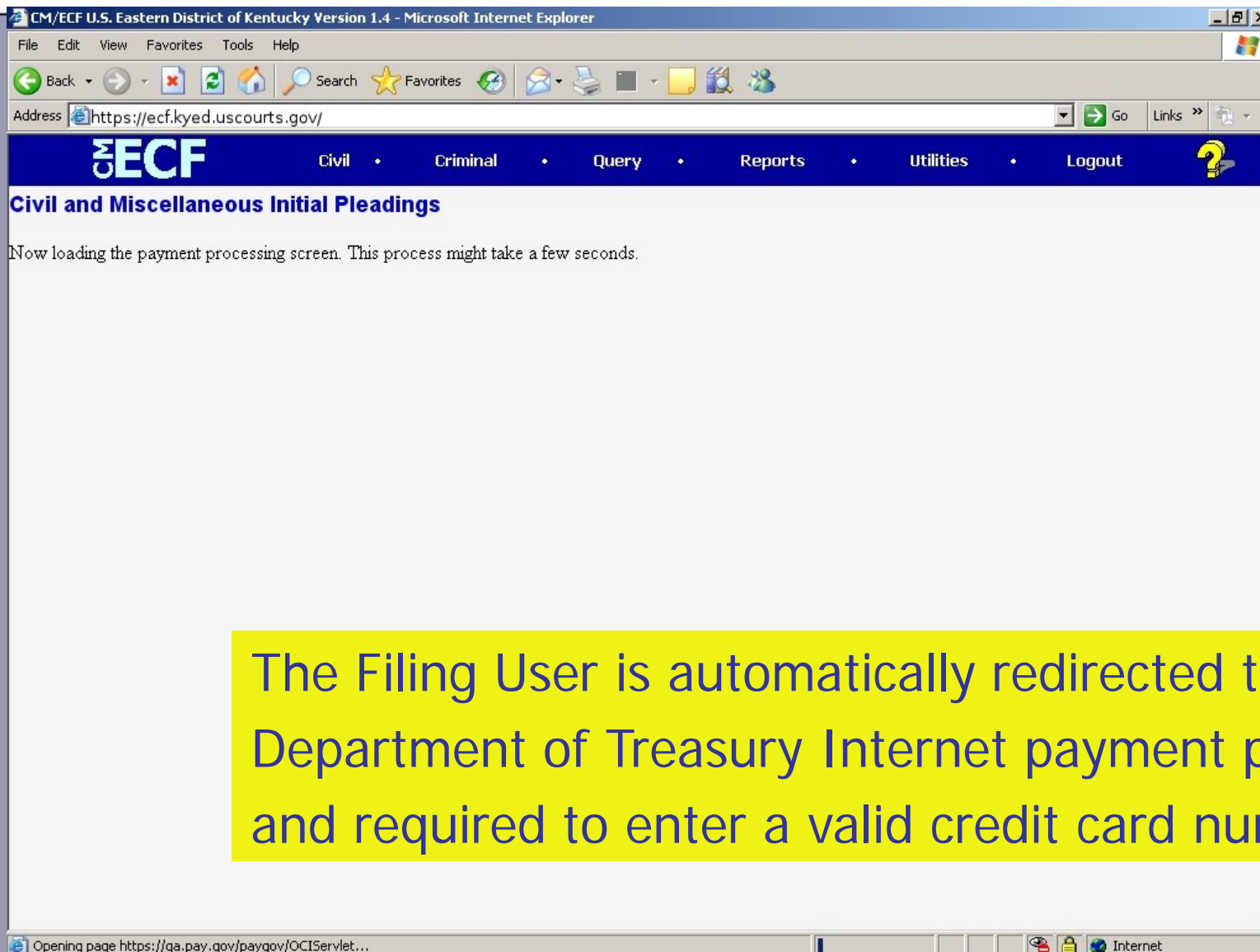
To present a summons to the clerk for signature and seal, a properly prepared summons must be an electronic attachment to the Complaint.

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 case.

Click the **Next** button.



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

KYED CM ECF

Please provide the Credit or Debit Card Information below

* indicates required fields

Agency Tracking ID: 0643-4757274

Payment Amount: \$400.00

* Country:

* Billing Address:

Billing Address 2:

* City:

State/Province:

ZIP/Postal Code:

* Account Holder Name: x



* Card Number:

* Expiration Date:

* Card Security Code:

[Cancel](#)

[Continue](#)

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.

KYED CM ECF

Please provide the Credit or Debit Card Information below

* indicates required fields

Agency Tracking ID: 0643-4757274

Payment Amount: \$400.00

* Country:

* Billing Address:

Billing Address 2:

* City:

* State/Province:

* ZIP/Postal Code:

* Account Holder Name:



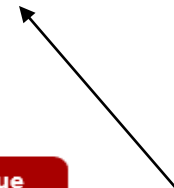
* Card Number:

* Expiration Date:

* Card Security Code:

[Cancel](#)

Continue



Enter the requested information in the required fields.

Enter the credit card number. This field should not contain any dashes or spaces. Enter the expiration date of the credit card and the security code.

DO NOT use your browser's back button.



KYED CM ECF

Review and submit payment

* indicates required fields

Agency Tracking ID: 0643-4757274

Payment Amount: \$400.00

Payment Method: Plastic Card

Account Holder Name: Jane Smith

Card Type: MASTERCARD

Card Number: *****4444

Billing Address: 101 Barr Street

Billing Address 2:

City: Lexington

Country: United States

State/Province: KY

ZIP/Postal Code: 40507

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

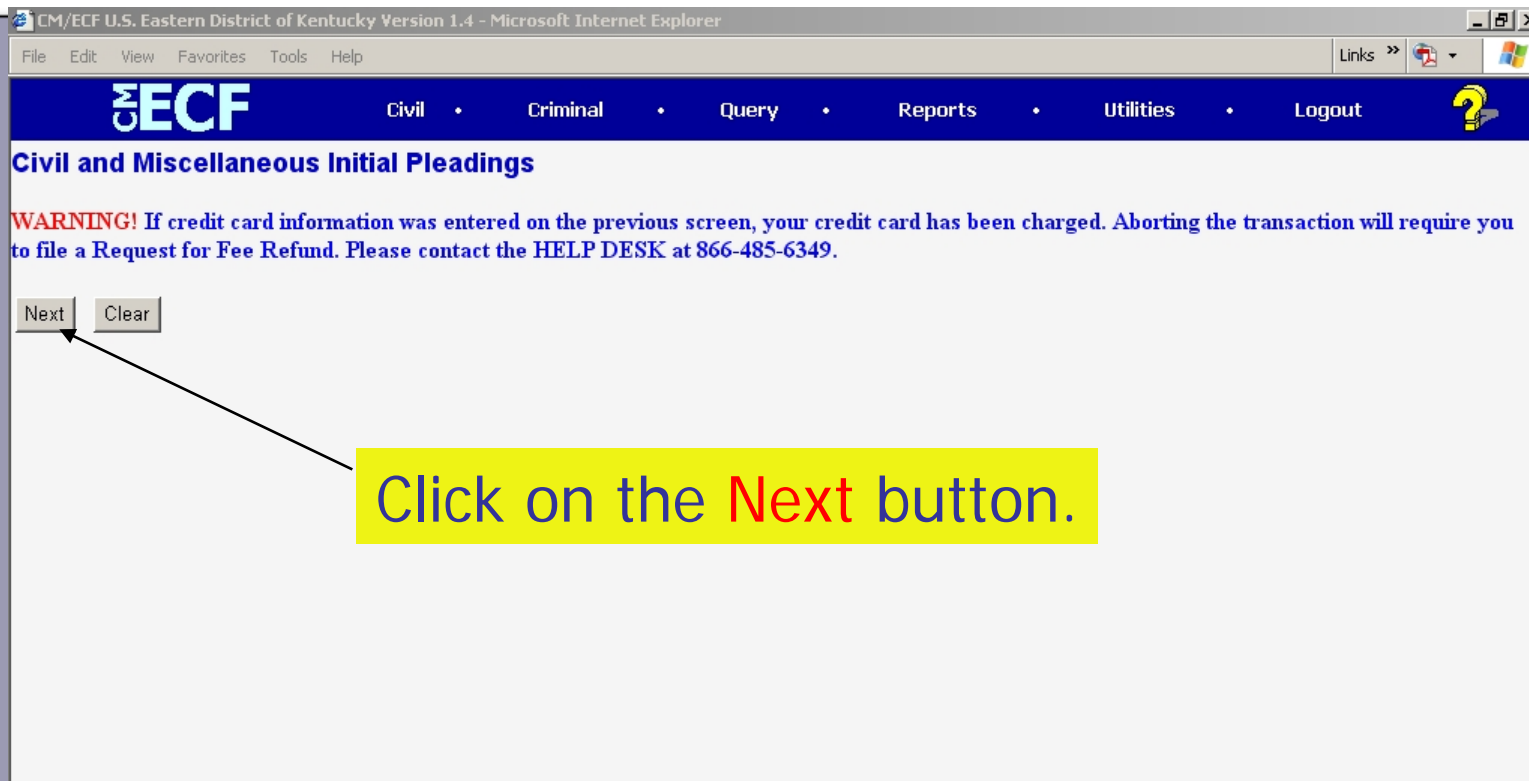
[Previous](#)

[Cancel](#)

[Continue](#)

Review the payment screen to ensure the correct information has been entered.

To authorize the charge, you must click in the box next to the red asterisk to place a check mark in the box.



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.

CM/ECF U.S. Eastern District of Kentucky Version 1.4 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?346729211427643-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil and Miscellaneous Initial Pleadings

Docket Text: Modify as Appropriate.

<div>Endorsed Final INITIAL Interim Joint Monthly Oral Quarterly Supplemental Third Party Verified</div>	COMPLAINT	. Smith, Inc.
	DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt . (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)	

Internet

Information entered on this screen will determine the text that will appear on the docket report. Click on the drop down menu to choose a modifier from the list.

Click in the text box to type a description of the document that will appear on the docket report.

CM/ECF U.S. Eastern District of Kentucky Version 1.4 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?111264969197312-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil and Miscellaneous Initial Pleadings

Docket Text: Modify as Appropriate.

Verified COMPLAINT . Smith, Inc.
vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt
number 167735) . (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)
(attorney,)

Next Clear

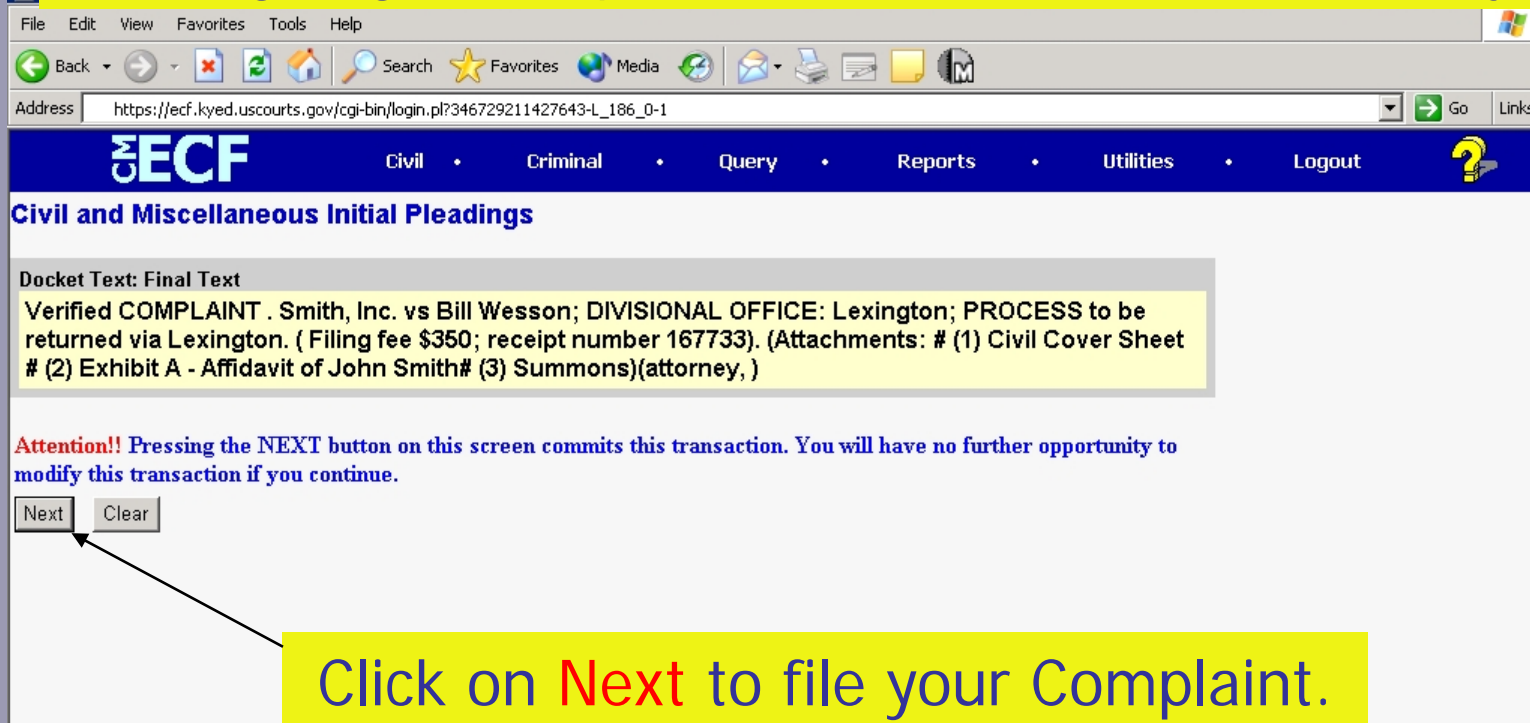
The receipt number is noted in the docket text.

Click on the **Next** button.

Internet

Using the **Back** button may produce a message

“Warning: Page has Expired” and the transaction is effectively aborted.



The screenshot shows a web browser window with the address bar displaying `https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?346729211427643-L_186_0-1`. The browser's address bar and toolbar are visible at the top. Below the browser window, the ECF interface is shown. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is titled "Civil and Miscellaneous Initial Pleadings". Below this, a docket report is displayed for "Docket Text: Final Text". The report text reads: "Verified COMPLAINT . Smith, Inc. vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt number 167733). (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)(attorney,)". Below the docket report, a warning message is displayed: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom of the warning, there are two buttons: "Next" and "Clear". An arrow points from the "Next" button to a yellow box containing the text: "Click on **Next** to file your 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 may be required to remove the charge from your credit card.

CM/ECF U.S. Eastern District of Kentucky Version 1.4 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?111264969197312-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil and Miscellaneous Initial Pleadings

U.S. District Court
Eastern District of Kentucky

Notice of Electronic Filing

The following transaction was received from attorney, entered on 4/24/2006 at 2:22 PM CDT and filed on 4/24/2006

Case Name: Plaintiff v. Defendant
Case Number: [5:06-mc-99999](#)
Filer:
Document Number: [110](#)

Docket Text:
Verified COMPLAINT . Smith, Inc. vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt number 167735). (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)(attorney,)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99233-0]
[0e6cf8cfdd7cc24f8aa0966c2ed56ccc2ee9adb757951ecb8e39b500f01750c0fadc6
e4d580aca41d93e8b301d8b0df6621d8f633bf3733dfe80e159cdb9664f]]
Document description:Civil Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99233-1]
[09075938208da4544ddf4b80bed4ea4d1adb27a6b2ed19d9bd5280090dfcae29d4242

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

CM/ECF U.S. Eastern District of Kentucky Version 1.4 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?346729211427643-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

The following transaction was received from attorney, entered on 4/24/2006 at 1:49 PM CDT and filed on 4/24/2006

Case Name: Plaintiff v. Defendant

Case Number: [5:06-mc-99999](#)

Filer:

Document Number: [109](#)

Docket Text:
Verified COMPLAINT . Smith, Inc. vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt number 167733). (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)(attorney,)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99230-0]
[2bb1dde6d3f398674dc2ac0df1ae8986426674b585bc14e886a4fe36c759d710f50ea
a06dd7542b18f2251545f99522f7285809ae3f9bbc77ef18927b4b17d66]]

Document description:Civil Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99230-1]
[379a4f19aa43062f16e1700e765913d04585662bd65d18862143de020e06607f84538
2684f096f818dd0243e55851ba6a5bade6058d0b10e8f1e24200b758a5b]]

Document description:Exhibit A - Affidavit of John Smith
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99230-2]
[2c7c753a18306d660644fe0d3be6597d97ccf20e131f81e6aa5f0a8a35b209dbdb32f
24b7b8b6f13ac2b57d95e535683a6383f80feea5fc7d6f277af8373faf2]]

Document description:Summons

Internet

The Clerk's office receives your initial pleading and it is assigned a civil action number and judge, and opened in the CM/ECF system by the Clerk's office.

- When the case is opened in CM/ECF, the Filing User will receive an NEF indicating the case number and judge assigned to the new case, along with other pertinent information.
- Upon receipt of the NEF, all new filings in the case shall be entered using the new civil action number.

- The Notice of Electronic Filing will be delivered to the e-mail addresses based on the information listed in the Filing User's ECF account.
- The "From" field in the e-mail will be `cm_ecf@kyed.uscourts.gov`. Please verify the ECF e-mail address will be accepted by your e-mail service provider.

United States District Court for the
Eastern District of Kentucky

ECF Help Desk

1-888-485-6349

or

859-514-2252

The End

www.kyed.uscourts.gov

