

## Opening a Civil Case in CM/ECF

### Notice of Removals

**Important:** The caption of your Notice of Removal **must** match the state court complaint's caption verbatim. Any order or stipulation that amended the caption of the state court complaint must be included and uploaded with the Notice of Removal.

Filers will follow the instructions for Opening a Civil Case and Filing a Civil Complaint, including paying the \$405 filing fee, with the following exceptions:

The State Court name and case number must be added in the **Other Court Name** field, i.e. Court of Common Pleas of Philadelphia, 1999999.

The **Origin** field defaults to *1 (Original Proceeding)* and must be changed to *2 (Removal from State Court)*

The Lead Event type is **Notice of Removal (Attorney)**

You must upload the Notice of Removal, Civil Cover Sheet and Designation Form and all relevant state court documents, including, but not limited to the initial complaint and orders/stipulations amending the caption.

### After the Civil Case is opened

The Clerk's Office will review your complaint for accuracy, arbitration eligibility and assignment information. Then, the Clerk's Office will add plaintiff's counsel and a judge will be assigned to the case. If you encounter any issues during the case opening process please e-mail [ecf\\_clerksoffice@paed.uscourts.gov](mailto:ecf_clerksoffice@paed.uscourts.gov)