

Opening a Miscellaneous Case in CM/ECF

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Opening a Miscellaneous Case in CM/ECF

Required Information

Electronically filed documents must include a signature block and must set forth the name, address, telephone number and the attorney's state bar identification number. In addition, the name of the ECF Filing User under whose log-in and password the document is submitted must be preceded by an "s/" and typed in the space where the signature would otherwise appear.

Do **NOT** attach any of the following to your miscellaneous case:

Civil Cover Sheet

Designation Form

Corporate Disclosure Statement

Filing fee

The \$52 filing fee for filing a miscellaneous case must be tendered to the Clerk of Court after filing the initial pleading in the miscellaneous case via the secured, online payment of the pay.gov system. A debit or credit card is required.

Opening a Miscellaneous Case

Log into CM/ECF and select **Civil** from the menu bar, then click **Open a Civil Case**. See figures below.



Opening a Miscellaneous Case in CM/ECF

CM/ECF Civil Criminal Query Reports Utilities Sea

Civil Events

Open a Case
[Open a Civil Case](#)

Initial Pleadings and Service
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
[Motions](#)
[Responses and Replies](#)

Other Filings
[ADR Documents](#)
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

Case Type must be changed from the default cv to mc, then click **Next**.

CM/ECF Civil Criminal Query Reports Utilities

Open a Civil Case

Office Philadelphia Case type mc

Date filed: 4/28/2022

Lead case number

Association type consolidated

Other court name

Other court number

JPML number

Related cases

Next Clear

Jurisdiction is 5 (Local Question) for all miscellaneous cases.

Cause of Action should be chosen from the following list. Choose misc (Civil Miscellaneous Case) if you don't find an appropriate Cause of Action.

adsup	Administrative Subpoena
affseizwar	Application and Affidavit for Seizure Warrant
appadm	Application for Admission
appcounsel	Appointment of Court Appointed Counsel
appentprem	Application of the U.S. to enter premises to Effect Levy
appltrrog	Application for Letters Rogatory
appointrec	Appointment of Receiver
appt	Appointment
apptsm	Appointment of Special Master
appttrust	Appointment of Trustee
certL.R.12	Certifying Students to Practice Under L.R. 12
certLR83.5	Certifying Students to Practice Under L.R. 83.5
certobk	Certified Copy of Order from Bankruptcy Court
certousca	Certified Copy of Order from U.S.C.A
cmpextr	Complaint for Extadition

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confarbawd	Motion for Confirmation of Arbitration Award
contempt	Contempt Proceedings
cpodd	copy of Order from Another District Court
disbar	Disbarment Proceedings
eeocom	Equal Employment Opportunity Commission Complaint
enfadsup	Enforcement of Administrative Subpoena
fordepo	Foreign Deposition
minspwarr	Motion for Inspection Warrant Under the OSHA of 1970
misc	Civil Miscellaneous Case
motamd	Motion to Amend
motappt	Motion to Appoint
motcomp	Motion to Compel
motcompset	Motion to Compel Settlement
motdisp	Motion for Order to Dispose
motenf	Motion for Enforcement
motexpapp	Motion for Expedited Appeal
motext	Motion to Extend Time
mothrg	Motion for Hearing
motlvapp	Motion for Leave to Appeal
motorder	Motion for Order
motquash	Motion to Quash
motrel	Motion to Release
motret	Motion for Return of Property
motseize	Motion to Seize Property
motst	Motion to Stay
motstapp	Motion for Stay Pending Appeal
motstr	Motion to Strike
mottn	Motion for Transcripts
ntcfedlien	Notice of Federal Lien
object	Objection
petenf	Petition to Enforce IRS Summons
petnat	Petition for Naturalization
petper	Petition to Perpetuate Testimony
petpresevi	Petition for the Preservation of Evidence
petrev	Petition for Review
petserv	Petition for Leave to Serve John Doe Summons
petvacawd	Petition to Vacate/Modify The Award of Arbitration
regjgm	Registration of Foreign Judgment
retcashbl	Return of Cash Bail
rshowcaus	Rule to Show Cause
tranff	Transmission of Proposed Findings of Fact and Concl. of Law
tranrr	Transmission of Report & Recommendation
writgar	Application for a Writ of Garnishment

Nature of Suit is 111 (Miscellaneous)

Origin is 1 (Original Proceeding)

Citizenship plaintiff and **Citizenship defendant** should remain blank.

Change Fee Status to wv (waived) if filing on behalf of the U.S. Government.

Opening a Miscellaneous Case in CM/ECF

Jurisdiction 5 (Local Question)

Cause of action misc (Civil Miscellaneous Case)

Nature of suit 111 (Miscellaneous)

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None) **Class action** n (No Class Action Alleged) **Demand (\$000)**

Arbitration code **County** Philadelphia

Fee status pd (paid) **Fee date** 7/27/2022 **Date transfer**

Searching for a Party

Filers should refer to the Guide to Adding Parties in CM/ECF for assistance with adding parties:

http://www.paed.uscourts.gov/documents/CMECF/ug_addparty.pdf

Create Case

Review your parties in the Case Participant Tree for final accuracy. Once you click **Create Case** you can **NOT** go back and add, delete and/or modify parties. When all parties appear correctly in the Case Participant Tree click **Create Case** to generate a case number and to open the case. This will complete the searching and adding parties' portion of opening a miscellaneous case.

CM  **ECF** **Civil** **Criminal**

Open a Civil Case

Case Number 22-1 has been opened.

[Docket Lead Event?](#)

Docketing the Lead Event

After opening a case in ECF click Civil on the top bar. You may use the **Search** feature or browse the categories to select the appropriate event for your document.

Opening a Miscellaneous Case in CM/ECF



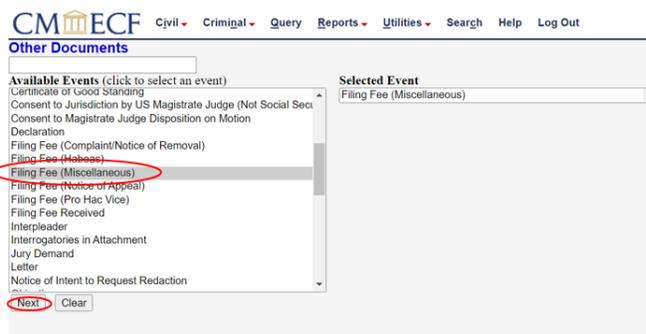
Proceed with filing your event the way you are accustomed to in civil cases.

Paying the filing fee

After the event is filed the \$52 fee for miscellaneous cases must be paid. Return to **Civil** on the top bar and select **Other Documents**.



Select **Filing Fee (Miscellaneous)** from the event options and click **Next**.



Confirm your case number then click **Next**.

Opening a Miscellaneous Case in CM/ECF

CM/ECF Civil Crimi

Other Documents

Civil Case Number

2:22-mc-1

Next Clear

Select your filer then click **Next**.

CM/ECF Civil Criminal Query Reports Utilities

Other Documents

2:22-mc-00001 PLAINTIFF(S) v. DEFENDANT

Pick Filer

Collapse All Expand All

-JOHN P DEFENDANT dft

-PLAINTIFF(S) pla

Select the filer.

Select the Party:

DEFENDANT JOHN P [dft]

PLAINTIFF(S) [pla]

Next Clear New Filer

CM/ECF will display the fee information. Click **Next**.

CM/ECF Civil Criminal Query Re

Other Documents

2:22-mc-00001 PLAINTIFF(S) v. DEFENDANT

Fee: \$49

Next Clear

Opening a Miscellaneous Case in CM/ECF

Review the warning on the following screen, then click **Next**.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents
2:22-mc-00001 PLAINTIFF(S) v. DEFENDANT

WHEN SUBMITTING YOUR PAYMENT, PLEASE HIT "SUBMIT PAYMENT" ONLY ONCE AND WAIT FOR THE TRANSACTION TO COMPLETE. PRESSING THE BUTTON MORE THAN ONCE OR USING THE BACK BUTTON WILL RESULT IN MULTIPLE PAYMENTS.

Note: Accounts with a stored debit or credit card will see the screens below. Accounts that don't have a card stored on their PACER account will be prompted to enter a one-time payment, for this transaction only.

Account Number	7008270
Username	PAEDtrainAtty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Pennsylvania Eastern District Court(train)

*** Required Information**

Payment Amount

Amount Due * **\$52.00**

Select a Payment Method


John Public
XXXXXXXXXXXX4747
04/2025

Enter a credit card

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Opening a Miscellaneous Case in CM/ECF

Account Number	7008270
Username	PAEDtrainAtty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Pennsylvania Eastern District Court(train)

Payment Summary	
Payment Method	Payment Details
 XXXXXXXXXXXX4747 04/2025 John Public 123 Any Street Your Town, NY 10022 USA	Payment Amount \$52.00 Fee Type Filing Fee

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

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

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

After your payment is processed you will be re-directed back to CM/ECF. See figure below. **Do not** abandon your request or click the back button after receiving this screen. Doing either will result in being charged twice.

CM ECF Civil Criminal Query Reports

Other Documents

[2:22-mc-00001 PLAINTIFF\(S\) v. DEFENDANT](#)

Below is the last screen you will see before submitting the request. Clicking **Next** submits the payment.

Opening a Miscellaneous Case in CM/ECF

CM/ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Other Documents
[2:22-mc-00001 PLAINTIFF\(S\) v. DEFENDANT](#)

Docket Text: Final Text
Filing Fee for MISCELLANEOUS CASE by PLAINTIFF(S). (Filing Fee \$52, receipt number APAETDC-233781). (Public, John)

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?

CM/ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Other Documents
[2:22-mc-00001 PLAINTIFF\(S\) v. DEFENDANT](#)

**United States District Court
Eastern District of Pennsylvania**

Notice of Electronic Filing

The following transaction was entered by Public, John on 7/27/2022 at 11:31 AM EDT and filed on 7/27/2022

Case Name: PLAINTIFF(S) v. DEFENDANT
Case Number: [2:22-mc-00001](#)
Filer:
Document Number: No document attached

Docket Text:
Filing Fee for MISCELLANEOUS CASE by PLAINTIFF(S). (Filing Fee \$52, receipt number APAETDC-233781). (Public, John)

2:22-mc-00001 Notice has been electronically mailed to:

John Q. Public john.q.public@yourdomain.com

2:22-mc-00001 Notice will not be electronically mailed to:

If you encounter any issues during the case opening process call the Clerk's Office at 215-597-7704 and choose option 3 from the automated menu.