

Opening a Civil Case with a PETITION FOR WRIT OF MANDAMUS

Introduction

Attorneys may electronically file new civil cases initiated by a **Petition for Writ of Mandamus** and pay the filing fee with a valid credit card or by ACH Payment.

If a mistake is made during case opening, the filer must proceed to docket the Complaint to maintain and preserve the file date. If you realize you have made an error, please call the Intake/New Case Desk regarding the errors at **(202) 354-3120**.

Begin Case Opening

1. Log in to **CM/ECF**.
2. Select **Civil** from the main menu bar, then select **Open a Civil Case**.
3. Do not make any changes or add text to the screen below; simply click **[SUBMIT]**.

Open a Civil Case

Office Case type

Date filed: 8/10/2022

Lead case number

Association type

Other court name

Other court number

JPML number

Related cases

****DO NOT make any changes to this screen. Simply click [SUBMIT].****

Civil Case Statistical Information Screen

1. Referencing the civil cover sheet (JS44), make the appropriate selections, then **[SUBMIT]**:
 - a. *Jurisdiction*: Select the proper jurisdiction from the following choices:
 - i. **2 (U.S. Government Defendant)**
 - ii. **3 (Federal Question)**
 - iii. **4 (Diversity)**
 - b. *Cause of Action*: Determine from the civil cover sheet the statute under which you are filing; typically one of the following:
 - i. **05:706 Judicial Review of Agency Action**
 - ii. **08:1329 Writ of Mandamus to Adjudicate Visa Petition**
 - iii. **28:1361 Petition for Writ of Mandamus**

- c. *Nature of Suit*: Select the appropriate three-digit code from the civil cover sheet:
- 465 Immigration: Other Immigration Actions**; or
 - 890 Other Statutory Actions**
 - If you use a combination of *Nature of Suit* and *Jurisdiction* that is incompatible, you will receive an error message.
 - If this occurs, select a different Nature of Suit or Cause of Action that is acceptable.
- d. *Origin: 1 (Original proceeding)*
- e. *Citizenship Plaintiff/Defendant*: These two fields apply only when **4 (Diversity)** is selected as the Jurisdiction.
- If applicable, select the appropriate citizenship for each party.
 - Otherwise, leave these fields blank as it will cause an error in case opening.
- f. *Jury Demand*:
- Select **p (Plaintiff)** if the plaintiff requested a jury in the Superior Court complaint.
 - Leave the default as **n (None)** if the plaintiff is not requesting a jury.
- g. *Class Action*: **LEAVE DEFAULT** as **n (No Class Action Alleged)**.
- h. *Demand (\$000)*: Round off the monetary demand in the complaint (if any) to the nearest \$1000 and do not add a \$.
- For example, if the demand is \$250,000, enter 250 in the text field.
 - If there is no monetary demand, leave the field blank; do not enter a zero (0).
- i. *Arbitration Code*: **LEAVE DEFAULT** as no selection.
- j. *County*: Select the county of residence for **the plaintiff** from the following choices:
- 11001**, if the plaintiff is a resident of D.C. (whether a person or corporation)
 - 88888**, if the plaintiff lives outside D.C. but in the U.S. (including Alaska and Hawaii)
 - 99999**, if the plaintiff lives outside the U.S.
- k. *Fee status*: **LEAVE DEFAULT**
- l. *Fee date*: **LEAVE DEFAULT**
- m. *Date transfer*: **LEAVE BLANK**

Example Screen Shot: Note, not every case will have this same information. Enter the appropriate details from your civil cover sheet.

Open a Civil Case

Jurisdiction 2 (U.S. Government Defendant) ▼

Cause of action 08:1329 (08:1329 Writ of Mandamus to Adjudicate Visa Petiti) ▼ Filter: Clear filter

Nature of suit 465 (Other Immigration Actions) ▼ Filter: Clear filter

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff

Citizenship defendant

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

Arbitration code **County** 88888 ▼

Fee status pd (paid) ▼ **Fee date** 8/12/2022 **Date transfer**

Warnings

Prior to adding parties to the case, several warnings/reminders will appear. **PLEASE READ EACH WARNING CAREFULLY**, and only click [Submit] if the information is true and/or acknowledged.

1. **Warning:** You must be an active member of the bar of this court to open a case.
 - a. If you are not an active member, contact the Clerk's Office Attorney Admission's Office at (202) 354-3110 to be advised of the court's procedures to become an active member.

Open a Civil Case

STOP!!! YOU MUST BE AN ACTIVE MEMBER OF THE BAR OF THIS COURT TO OPEN A NEW CASE. If not an active member, bring your new complaint to the Court for filing.

SUBMIT Clear

2. **Warning:** If you are a U.S. Attorney attempting to file a sealed case, STOP. You are using the wrong event.

Open a Civil Case

IF YOU ARE A U.S. ATTORNEY ATTEMPTING TO FILE A SEALED CASE, YOU ARE USING THE INCORRECT EVENT. PLEASE REFER TO YOUR INSTRUCTIONS OR CALL THE CLERKS OFFICE!

SUBMIT Clear

3. **Warning:** If you are including a Motion to Proceed in Forma Pauperis OR a Motion for Temporary Restraining Order, STOP.

Open a Civil Case

The Complaint MUST be filed the same date that the case is opened.

If you are including a motion to proceed in forma pauperis or a motion for temporary restraining order please do not proceed. The paperwork MUST be brought to the Clerks Office.

SUBMIT Clear

4. **Warning:** SEARCH for a party before adding a new one; parties are added in ALL CAPS; **DO NOT ADD AN ADDRESS, PHONE NUMBER, OR EMAIL FOR ANY PARTY.**
 - a. **Select 'Yes' only if you have read and acknowledge the reminders.**

Open a Civil Case

PLEASE SEARCH FOR PARTIES.

If party is not in database, add party in CAPITAL LETTERS.

DO NOT include the address, phone number, or email address of party.

Please confirm that you have read the above statement.

Yes
 No

SUBMIT Clear

Add New Party Screen

The left panel below contains the buttons to **[Add New Party]** and **[Create Case]**. Since no participants have been entered for this new case, the participant tree (under **Collapse All**) is empty.




The screenshot shows the 'Open a Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', and a 'Collapse All' button. Below these is a participant tree with a single entry '1:22-cv-????'. On the right, there is a search form titled 'Search for a party' with three input fields: 'Last / Business Name' (containing 'MOUSE'), 'First Name' (containing 'M'), and 'Middle Name'. A 'Search' button is located below the input fields.

1. Refer to the [Appendix: Entering Party Names](#) for entering all appropriate parties **as they appear in the petition**.
 - a. **REMEMBER: Party names in this court are in ALL CAPITAL LETTERS.**
2. Begin by adding the plaintiff(s)/petitioner(s).
 - a. First, search for the party by entering the last name, first name and middle initial in the corresponding fields and clicking **[Search]**.
 - i. If the party name appears in the **Search Results** box, highlight it and click **[Select Party]**.
 - ii. If the party name does not appear, click **[Create New Party]** and create the party.

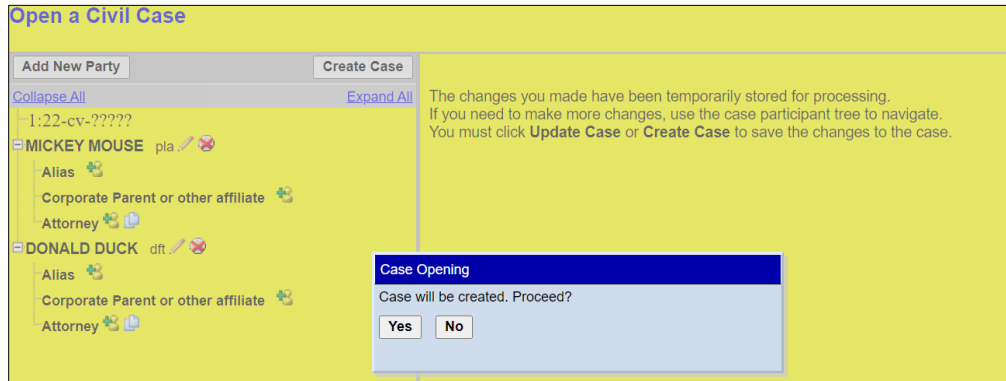
This screenshot shows the same 'Open a Civil Case' interface as the previous one, but with search results displayed. The 'Last / Business Name' field contains 'MOUSE', the 'First Name' field contains 'M', and the 'Middle Name' field is empty. The 'Search' button is highlighted with a red box. Below the search form, a 'Search Results' dropdown menu is open, showing a list of names: 'MOUSE, MICKEY', 'MOUSE, MICKEY', 'MOUSE, MICKEY', 'MOUSE, MICKEY', 'MOUSE, MINI', and 'MOUSE, MINNIE'. The 'Select Party' and 'Create New Party' buttons are visible at the bottom of the search results area.

- b. **Party Information screen:**
 - i. **Role:** Once you find or create the party, select the appropriate party **Role**:
 1. Plaintiff or Petitioner
 2. Defendant or Respondent
 - ii. **Party text:** Add any descriptive language that was included in the caption of the complaint in the **Party Text** field.
 - iii. Click **[Add Party]**.
 - iv. **REMEMBER: DO NOT an address or phone number for any party.**
- c. Repeat steps a. – b. for each additional plaintiff/petitioner.
 - i. **NOTE:** If numerous plaintiffs/petitioners, you only need to add the first 50.

3. Next, add the defendant(s) or respondent(s) in the same manner described above.
 - a. **NOTE:** You must add all defendants/respondents to the case, no matter how many.

4. **Participant Tree and Functional Icons:**
 - a. The participant tree is displayed on the left panel as parties are added to the case.
 - i. The **Expand All** hyperlink displays all of the participants that have been added to the case, including aliases.
 - ii. The **Collapse All** hyperlink displays only the parties in the case (plaintiffs and defendants), with the other participants collapsed in the tree.
 - iii. Also present in the participant tree are functional icons:
 -  Delete this party from this case.
 -  Add new alias, corporate parent.
 -  Edit the party, alias, or corporate parent.
 - b. **Note:** To add an alias, click the **Add Party** icon and search/add the alias the same as a party. **DO NOT add corporate parents or attorneys to the case.**
5. Once all parties have been added to the case, click **[Create Case]**.

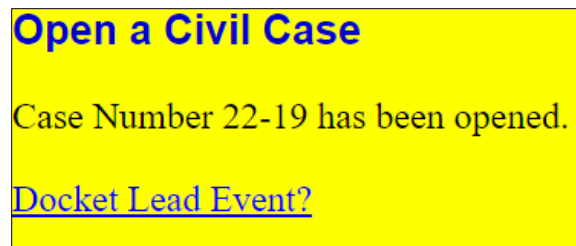
6. Once the **[Create Case]** button has been selected, you will be presented with an option to either create the case or stop the process.
 - a. If you select **[Yes]** and create the case, you must continue and file the petition.
 - b. Clicking **[No]** allows you to add or make changes to the participant tree.



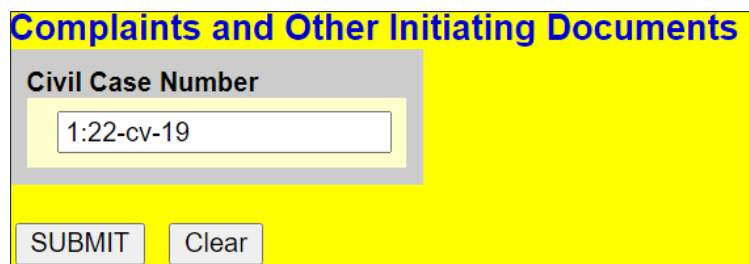
7. **NOTE:** Once the case has been created, do not click the back button on your web browser. If you forgot to add a party or parties, or have made another type of error, please contact the Clerk's Office at (202) 354-3120.

Docketing the Petition

Once the case has been created, you will be given a case number.



1. Make note of the case number so that you may file the complaint in the correct case.
2. **NOTE:** The new case number is displayed without an assigned Article III Judge. The Clerk's Office will notify you of the assigned judge once the case has been reviewed.
3. The notice of removal **must** now be filed. Click the hyperlink, **Docket Lead Event?**.
4. Select ***Petition for Writ of Mandamus*** from the list of *Available Events* list, then **[SUBMIT]**.
5. Your new case number should be automatically generated in the **Civil Case Number** field. If not, enter the case number; click **[SUBMIT]**.



6. Select the filer(s) of the complaint (i.e., the plaintiff(s)) and click **[Next]**.
 - a. **Note:** If you forgot to add a plaintiff while opening the case, you could add it now by clicking **[New Filer]**.

Complaints and Other Initiating Documents
1:22-cv-00019 MOUSE v. DUCK

Pick Party

Collapse All Expand All

- + DONALD DUCK dft
- MICKEY MOUSE pla

Please select the party that this filing is against.

Select the Party: OR **Select a Group:**

DUCK, DONALD [dft]
MOUSE, MICKEY [pla]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear New Party

7. Leave the box checked to the left of the party name which associates the filing attorney with the party.
 - a. **NOTE:** Unchecking the box will prevent the filing attorney and staff from receiving Notices of Electronic Filing (NEF).

Complaints and Other Initiating Documents
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The following attorney/party associations do not exist for the above case(s).
Please check the box on the left of the screen for associations which should be created.
If the association should *not* be created, be sure the box is *unchecked*<

MICKEY MOUSE (pty:pla) represented by Kevin Judd (aty) Lead

SUBMIT Clear

8. Select the party or parties that this filing is against (i.e., the defendant(s)) and click **[Next]**.

Complaints and Other Initiating Documents
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Pick Filer

Collapse All Expand All

- DONALD DUCK dft
- MICKEY MOUSE pla

Select the filer.

Select the Party:

DUCK, DONALD [dft]
MOUSE, MICKEY [pla]

Next Clear New Filer

9. The next screen is another warning that the filing attorney must be an active member of the bar of this court; click **[SUBMIT]**.

Complaints and Other Initiating Documents
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STOP!!! YOU MUST BE AN ACTIVE MEMBER OF THE BAR OF THIS COURT TO FILE A NEW CASE.

10. The filing attorney must again acknowledge that he or she is an active member of the bar of this court.
 - a. Select **Yes**, then click **[SUBMIT]**.
 - b. **Note:** If the filing attorney is not an active member of the bar of this court, stop filing your complaint and contact the Clerk’s Office Attorney Admissions office at (202) 354-3110.

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Are you an active member of the bar of this court?

Yes
 No

11. Upload Document Screen:

- a. The next screen allows the filer to upload the notice of removal and any supporting documents.
- b. **NOTE:** Attach the civil cover sheet as an attachment to the notice; however, **any related case documents, motions or corporate disclosure statements, if applicable, must be filed as separate docket entries.**
- c. To uploaded documents:
 - i. **[Choose File]** for the PDF version of your petition to attach it as the main document.
 - ii. **[Choose File]** again under *Attachments* to add all necessary attachments, including the civil cover sheet and any exhibits.
 - iii. Once all documents have been attached and descriptions added, click **[SUBMIT]**.

Complaints and Other Initiating Documents
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The summons and civil cover sheet are to be filed in the attachment fields. If applicable, file a related case document, any motions and the corporate disclosure statement, each as separate filings.

Select the PDF document and any attachments.

Main Document
 Petition.pdf

	Attachments	Category	Description	
1.	<input type="button" value="Choose File"/> Civil Cover Sheet.pdf	Civil Cover Sheet	<input type="text"/>	<input type="button" value="Remove"/>
2.	<input type="button" value="Choose File"/> Summons.pdf	Summons	<input type="text"/>	<input type="button" value="Remove"/>
3.	<input type="button" value="Choose File"/> No file chosen		<input type="text"/>	

12. The next screen contains a warning advising the filer to continue the process even though there may be mistakes; click **[SUBMIT]**.

Complaints and Other Initiating Documents
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If you make a mistake, you must proceed with the filing of your complaint.

13. This screen explains the various values that should be entered on the following screen regarding the jury demand. After reading the instructions, click **[SUBMIT]**.

Complaints and Other Initiating Documents
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Current Jury Demand value is highlighted on a subsequent screen.
If the highlighted value is correct, do NOT change it.

- + If ONLY PLAINTIFF has demanded jury, value should be **p (Plaintiff)**
- + If ONLY DEFENDANT has demanded jury, value should be **d (Defendant)**
- + If BOTH sides have demanded jury, value should be **b (Both)**

14. Choose the value for the jury demand from the drop-down list.
- If the plaintiff is requesting a jury, **p (Plaintiff)** should be chosen.
 - Otherwise, select **n (None)**.
 - Once the selection has been made, click **[SUBMIT]**.

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Update Jury Demand

Jury Demand

15. The following screen asks whether a filing fee will be paid by credit or debit card. Enter **Y** for Yes and **[SUBMIT]**.

Complaints and Other Initiating Documents
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New Civil Complaints should only be filed with a valid credit or debit card unless there is a waiver of filing fee. Government attorneys should answer the question by entering the letter N in the question field regarding the payment of fee.

The filing fee may be paid online using a credit or debit card. Please note that if a filing fee is **required**, failure to pay the fee may result in dismissal of your complaint.

WARNING: After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit or debit card being charged, with no record of your entry on the case docket.

Are you paying the filing fee via credit or debit card Y/N?

16. This screen alerts you of the filing fee; click **[SUBMIT]**.

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 Fee: \$402

17. You will then be prompted to enter payment information.

- a. While the payment processing screen is loading, a short message will appear: *“Now loading the payment processing screen. This process may take a few seconds.”*
- b. Please wait until the payment processing screen is finished loading.

18. Once you reach the screen below, **DO NOT** use the back button on your web browser for any reason.

- a. There are two options for payment: ACH (debit) payment or credit card, both of which will be on the same screen. **Note:** You may also keep a credit card stored for future use.
- b. If you are using ACH payment, select **Enter an ACH account** and enter the required information, then click **[Next]**.

Pay Filing Fee for District Of Columbia District Court (test)

* Required Information

Payment Amount

Amount Due * **\$402.00**

Select a Payment Method

Renee Jackson
XXXXXXXXXXXX1111
01/2024

Enter a credit card

Enter an ACH account

[About ACH Debit](#)

Account Holder Name * ?

Account Number * ?

Confirm Account Number * ?

Routing Number *

Bank Account Type * ▼

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

- c. If you are using the credit card, select **Enter a credit card** and enter the required information, then click **[Next]**.


Pay Filing Fee for District Of Columbia District Court (test)

*** Required Information**





Payment Amount

Amount Due * **\$402.00**

Select a Payment Method

 Renee Jackson
XXXXXXXXXXXX1111
01/2024

Enter a credit card

Account Holder Name * ?

Card Type * ▾

Account Number *

Card Expiration Date * ▾ / ▾

Use billing address

Address *

City *

State * ▾ ?

Zip/Postal Code *

Country * ▾


Enter an ACH account

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

19. Once the credit card or ACH payment information has been submitted, authorize the payment by clicking in the authorization box.
 - a. You may choose to add an email address so that you will be sent a confirmation of the payment.
 - b. Click **[Submit]**.

Pay Filing Fee for District Of Columbia District Court (test)

Payment Summary

Payment Method	Payment Details
 XXXXXXXXXXXX1111 01/2024 Renee Jackson 1 Main Street NW Washington, DC 20781 USA	Payment Amount \$402.00 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.

20. After the authorization of payment has been submitted, **wait until the fee has been processed**. **DO NOT** hit the back button on your web browser or you may be charged twice without your notice of removal being filed.

Email Receipt

Please wait while your transaction is being processed.

Do not use the browser 'Back' button as this could result in duplicate payments.



21. Once the payment has been processed, you will be cautioned to proceed with the filing; click **[SUBMIT]**.

Complaints and Other Initiating Documents
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YOUR CREDIT OR DEBIT CARD HAS BEEN CHARGED. You must continue with the docket transaction until its completion. If you go **BACK**, you will be required to re-enter your credit or debit card information and be charged twice for the same transaction.

22. Click **[SUBMIT]** again.
23. On this screen, you may add additional text to the text fields; however, this is unnecessary.
- Make sure there is a receipt number for the filing fee otherwise it has not been paid. If the fee is not paid, notify the Clerk's Office immediately.
 - Click **[Submit]**.

Complaints and Other Initiating Documents
 1:22-cv-00021 MOUSE v. DUCK

Docket Text: Modify as Appropriate.
 PETITION FOR WRIT OF MANDAMUS against DONALD DUCK (Filing fee \$ 402 receipt number ADCXDC-1979491) filed by MICKEY MOUSE. (Attachments: # (1) Civil Cover Sheet, # (2) Summons) (Judd, Kevin)

24. This is the final screen before completing your transaction; click **[SUBMIT]**.

Complaints and Other Initiating Documents
 1:22-cv-00021 MOUSE v. DUCK

Docket Text: Final Text
 PETITION FOR WRIT OF MANDAMUS against DONALD DUCK (Filing fee \$ 402 receipt number ADCXDC-1979491) filed by MICKEY MOUSE. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Judd, Kevin)

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\Petition.pdf pages: 1
 C:\fakepath\Civil Cover Sheet.pdf pages: 1
 C:\fakepath\Summons.pdf pages: 2

25. Once the final transaction is submitted, a Notice of Electronic Filing (NEF) is generated.

Complaints and Other Initiating Documents
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U.S. District Court
District of Columbia

Notice of Electronic Filing

The following transaction was entered by Judd, Kevin on 8/12/2022 at 12:20 PM and filed on 8/12/2022

Case Name: MOUSE v. DUCK
Case Number: [1:22-cv-00022](#)
Filer: MICKEY MOUSE
Document Number: [1](#)

Docket Text:
PETITION FOR WRIT OF MANDAMUS against DONALD DUCK (Filing fee \$ 402 receipt number ADCXDC-1979499) filed by MICKEY MOUSE. (Attachments: # (1) Civil Cover Sheet, # (2) Summons)(Judd, Kevin)

1:22-cv-00022 Notice has been electronically mailed to:

1:22-cv-00022 Notice will be delivered by other means to::

Kevin Judd
1 Main Street NW
Suite 100
Washington, DC 20781

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

Document description:Main Document
Original filename:suppressed
Electronic document Stamp:

26. **IMPORTANT:** If you have any of the following additional documents to be filed, continue to file them as separate docket entries:

- a. Notice of Related Case: **Civil** → **Notices** → **Notice of Related Case**
- b. Motions: **Civil** → **Motions** → **Select the appropriate relief(s)**
- c. Notice of Appearance: **Civil** → **Notices** → **Notice of Appearance**

27. After the case is examined by the Clerk's Office, you will be notified of the Article III Judge assigned to the case and summonses will be issued.

HAPPY FILING!

Example Docket Sheet:

U.S. District Court District of Columbia (Washington, DC) CIVIL DOCKET FOR CASE #: 1:22-cv-00022 Internal Use Only		
MOUSE v. DUCK Assigned to: Cause: 08:1329 Writ of Mandamus to Adjudicate Visa Petiti	Date Filed: 08/12/2022 Jury Demand: None Nature of Suit: 465 Other Immigration Actions Jurisdiction: U.S. Government Defendant	
<u>Plaintiff</u> MICKEY MOUSE		
represented by Kevin Judd 1 Main Street NW Suite 100 Washington, DC 20781 202-354-3000 <i>ATTORNEY TO BE NOTICED</i>		
V. <u>Defendant</u> DONALD DUCK		
Date Filed	#	Docket Text
08/12/2022	1	PETITION FOR WRIT OF MANDAMUS against DONALD DUCK (Filing fee \$ 402 receipt number ADCXDC-1979499) filed by MICKEY MOUSE. (Attachments: # 1 Civil Cover Sheet, # 2 Summons) (Judd, Kevin) (Entered: 08/12/2022)