

UNITED STATES DISTRICT COURT
DISTRICT OF RHODE ISLAND



Filing Instructions for New Miscellaneous Cases

December 1, 2017

Opening a New Miscellaneous Case

E-Filing users may now initiate a new miscellaneous case in the CM/ECF system. The following types of cases can be opened with this new event:

- Motion to Quash
- Notice to Take Foreign Deposition
- Petition to Enforce IRS Summons (U.S. Attorney Only)
- Registration of a Judgment from Another District

General Information

A miscellaneous case is opened in the **Open a Case** menu option under the **New Miscellaneous Case (Attorney Filing)**. Follow these steps to open a new civil miscellaneous case:

1. Log into CM/ECF and click **Civil** from the **Blue Menu Bar**.
2. Select **New Miscellaneous Case (Attorney Filing)**



This screen describes the types of cases that can be filed using this event. If your case does not conform to these examples, you will need to use the Open a Case - **New Civil Case (Attorney Filing)** link from the **Civil Menu**.

Otherwise, Click **Next**.



This screen informs the filer to change the **Case Type** drop down from “**cv**” to “**mc**”. There is also a reminder that a civil cover sheet is not required in filing a Miscellaneous Case.



Click the **Case Type** drop-down menu and select “**mc**”. If this action is a result of another court action, such as a Registration of Foreign Judgment, enter that court information in the **Other court name** and **Other court number** fields.

Click **Next**.

Add **All Parties** to the case as outlined in the Searching and Adding Parties manual located on our website and can be accessed by clicking [here](#). **Do not add address information unless the party is Pro Se.**

Adding Parties to Miscellaneous Case

Depending on the type of case being opened, you may need to add specific parties and select different types of roles from the **Role** drop-down menu. Enter parties using upper and lower case letters.

Once all of the parties are added, click the Create Case button.

Click [Create Case].

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title "Open a Miscellaneous Case (Attorney)". The main content area is divided into two sections. On the left, there is a "Party List" section with a "Collapse All" link at the top and an "Expand All" link at the bottom. The list contains two parties: "Robert Jones" (pla) and "Home Depot" (dft). Each party has a plus icon for "Alias", a plus icon for "Corporate Parent or other affiliate", and a plus icon for "Attorney". On the right, there is a "Search for a party" section with three input fields: "Last / Business Name", "First Name", and "Middle Name", and a "Prisoner ID" field. A "Search" button is located below these fields. A blue arrow points from the text above to the "Create Case" button in the top left of the main content area.

Click the **Docket Lead Event** link and select **Miscellaneous Case Initiating Documents** and select from the pick-list the appropriate event for the document you are filing.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title "Open a Miscellaneous Case (Attorney)". The main content area displays the message "Case Number 17-14 has been opened." Below this message is a blue hyperlink labeled "Docket Lead Event?". A blue arrow points from the text above to the "Docket Lead Event?" link.

Additional Information

Below are some examples of additional parties or information that may need to be added at the time of opening, depending on the type of miscellaneous case that you are filing.

Motion to Quash

When filing a Motion to Quash, ALL plaintiffs and defendants from the origination case are added to the case.

If the party filing the Motion to Quash is not a party to the case, add the moving party with a party role of “**movant**”.

Example: ACME Products, Inc. is served a subpoena requesting production of documents for a case in another district. ACME Products, Inc. is located in this district and files a Motion to Quash in this court. ACME Products, Inc. is not a party to this case.

Add the plaintiff and defendant in the traditional manner.

Select “**Movant (mov:pty)**” in the **Role** drop-down menu.

The image shows a 'Party Information' form with the following fields and values:

- Last name: ACME Products, Inc.
- First name: [Empty]
- Middle name: [Empty]
- Generation: [Empty]
- Title: [Empty]
- Role: **Movant (mov:pty)** (highlighted with a blue arrow)
- Pro se: No
- Prisoner Id: [Empty]
- Unit: [Empty]
- Office: [Empty]
- Address 1: [Empty]
- Address 2: [Empty]
- Address 3: [Empty]
- City: [Empty]
- State: [Empty]
- Zip: [Empty]
- Country: [Empty]

There is a checkbox labeled 'Show this address on the docket sheet' which is currently unchecked.

Click [Add Party].

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Miscellaneous Case (Attorney)

Add New Party Create Case

Collapse All Expand All

1:17-mc-?????

Party Information
ACME Products, Inc.

Title

Role

Pro se

Prisoner Id Unit

Office

Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

Add Party

Registration of a Judgment from Another District

When opening the new miscellaneous case for filing a **Registration of a Judgment from Another District** be sure to add the originating District Court's name and case number.

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Miscellaneous Case (Attorney)

Office Case type

Date filed: 8/2/2017

Other court name

Other court number x

Next Clear

All plaintiffs and defendants from the originating case in the originating court are then added to the case.

NOTE:

The Clerk's Office will notify you via a Notice of Electronic Filing of the random judge assignment.

If you have an emergency motion requiring expedited treatment, please contact our Clerk's Office at 401-752-7200.