



**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

Instructions for Adding Additional Parties in CM/ECF

The following instructions are designed to assist attorneys with adding additional new parties to a civil case after electronically filing a claim-initiating document in the Court's Case Management / Electronic Case Filing (CM/ECF) system.

Attorneys may electronically file claim-initiating documents (e.g., complaints, notices of removal, counterclaims, cross-claims, third-party complaints, complaints in intervention, consolidated complaints, and amended versions of the same) in civil cases designated for inclusion in the Attorney Case-Opening Pilot Project (ACOPP).¹ Electronically filing these types of documents frequently involves adding new parties to a case. If the filer forgets to add one of the listed parties during the initial transaction, that party can be added subsequently by following the instructions below.

In addition, where the number of parties to be added is large, the length of time it takes to file a document can substantially increase, but unfortunately, the CM/ECF system limits the length of time allowed for the completion of each transaction. It may therefore not be possible to add all required parties to a case in a single electronic filing transaction. Accordingly, we have created a supplemental CM/ECF event called "**Add Additional Parties (Attorney Civil Case Opening)**,"² which should be used in a separate transaction to add additional parties in batches of ten. For example, if you are trying to file an amended complaint that adds 50 new plaintiffs to the case, file the amended complaint using the "**Amended Complaint**" event under "**Other Complaint Filings**," and add the first 10 new plaintiffs in that transaction. Then use the new "**Add Additional Parties (Attorney Civil Case Opening)**" event four separate times to add the remaining 40 additional plaintiffs.

Important notes and step-by-step instructions on how to properly use the "**Add Additional Parties (Attorney Civil Case Opening)**" event to add additional parties to a case are provided

¹ See [General Order 14-01](#).

² Locate this event in CM/ECF by clicking on the "**Search**" tab found in the blue menu toolbar and performing a search using the keywords "add parties."

below. Attorneys are strongly encouraged to review these instructions in their entirety before using this event.

IMPORTANT INFORMATION ABOUT ADDING ADDITIONAL PARTIES

YOU MUST READ THE FOLLOWING before using the “[Add Additional Parties \(Attorney Civil Case Opening\)](#)” event to add additional parties to a case:

- This event should only be used with initial and subsequent claim-initiating documents eligible for electronic filing under the Attorney-Case Opening Pilot Project (ACOPP).
- Three party-related screens will appear in the course of using this event. These three screens look very similar, and each appears to allow parties to be added, *but each screen serves a different purpose and executes a different function in CM/ECF*. The first of these screens (the “Select Filer” screen) requires you to identify, from a list of parties already in the case, the party that filed the document in which multiple parties were added. The second of these screens (the “Select Against” screen) requires you to identify, from a list of parties already in the case, the party against whom the document at issue was filed. *Only the third (and last) of these screens is where new parties are added to the case.*
- No more than ten (10) parties should be added in one transaction. The event can be repeated as needed until all parties are added. For example, if 24 parties need to be added, the event should be used a total of three times (e.g., 10 + 10 + 4).
- Event transactions that are successfully completed cannot be viewed on the docket, so it is recommended that a separate list of all the parties that need to be added to a case be kept to keep track of those parties that have been added. You can check to make sure all parties have been added by reviewing the parties listed in the caption of the case’s docket on CM/ECF.

INSTRUCTIONS FOR ADDING ADDITIONAL PARTIES

First, complete an initial transaction in CM/ECF:

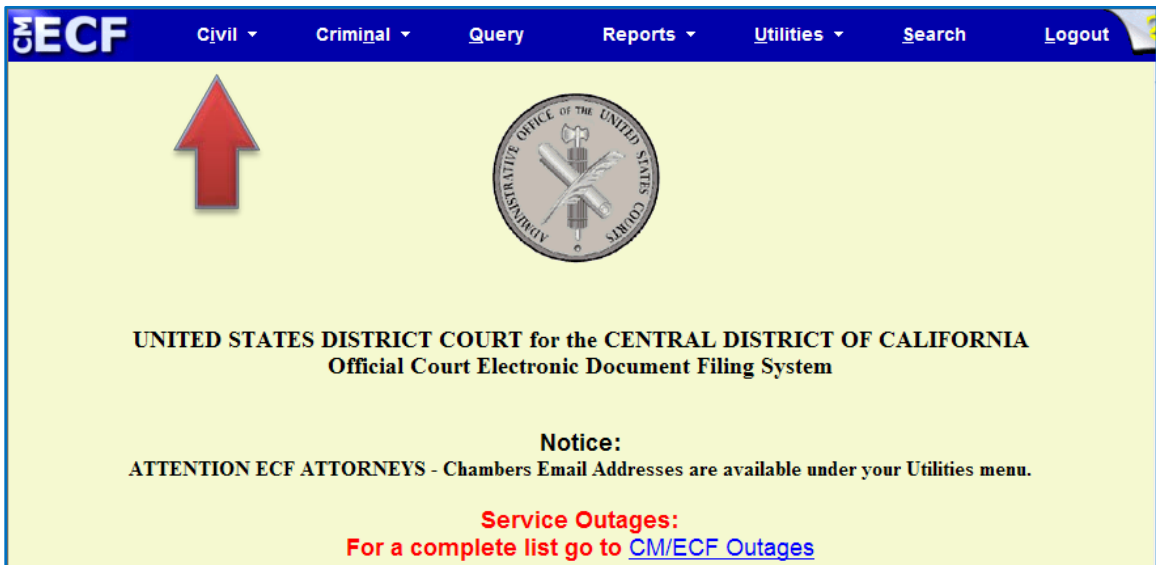
If you are opening a new civil case, electronically file the complaint or notice of removal and add up to ten (10) new parties in the same transaction.

OR

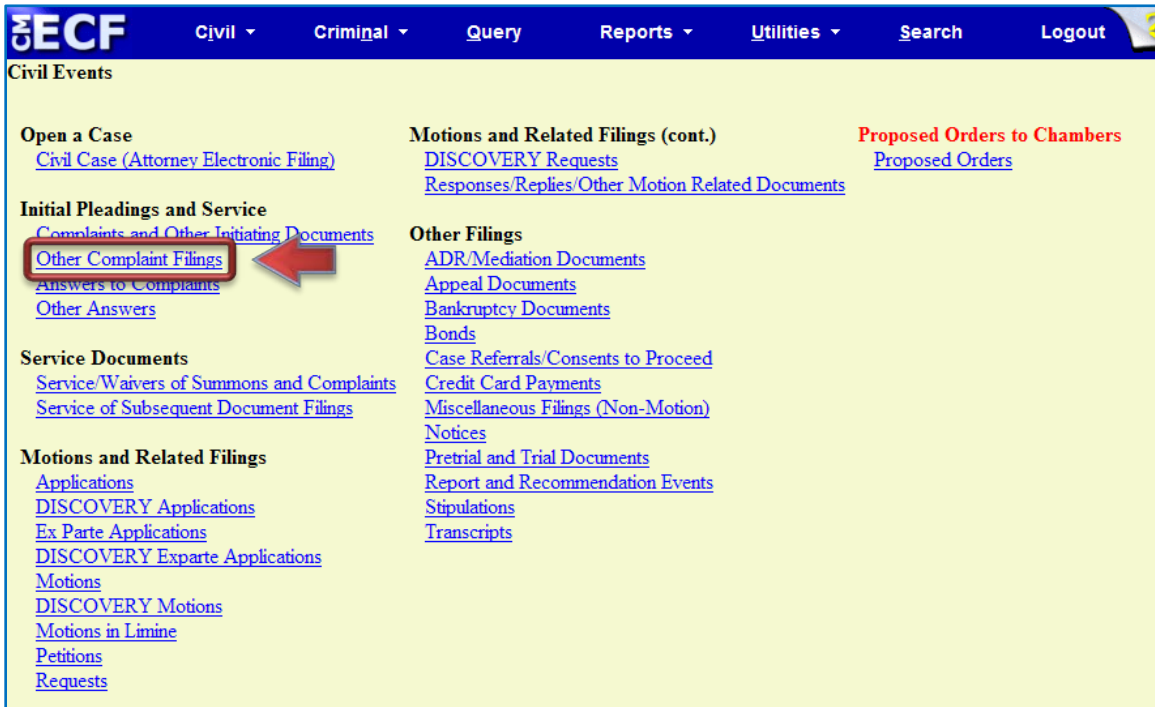
If you are filing a subsequent claim-initiating document, electronically file the counterclaim, cross-claim, third-party complaint, complaint in intervention, consolidated complaint, or amended version of the same, and add up to ten (10) new parties in the same transaction.

Second, after the claim-initiating document at issue has been filed, add any remaining new parties by following the instructions outlined below.

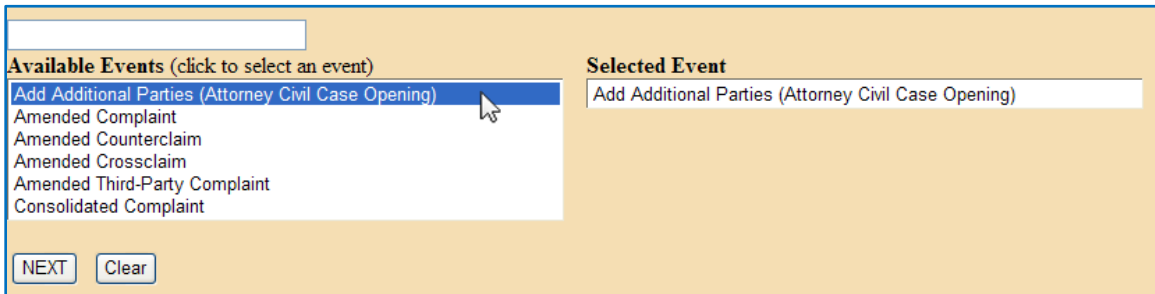
- 1) Click on the “**Civil**” tab located in the blue menu toolbar at the top of the screen.



- 2) Click on “**Other Complaint Filings**” under “**Initial Pleadings and Service.**”

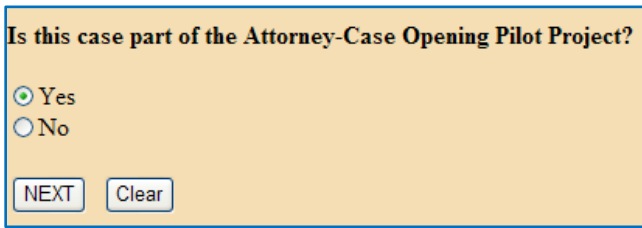


- 3) Enter the civil case number and continue through the following screens by clicking on the “**NEXT**” button.
- 4) On the “Event Selection” screen, select the event “**Add Additional Parties (Attorney Civil Case Opening)**.”



Click on the “**NEXT**” button.

- 5) A screen with the question “Is this case part of the Attorney-Case Opening Pilot Project?” will appear. Select the radio button next to the “Yes” option.

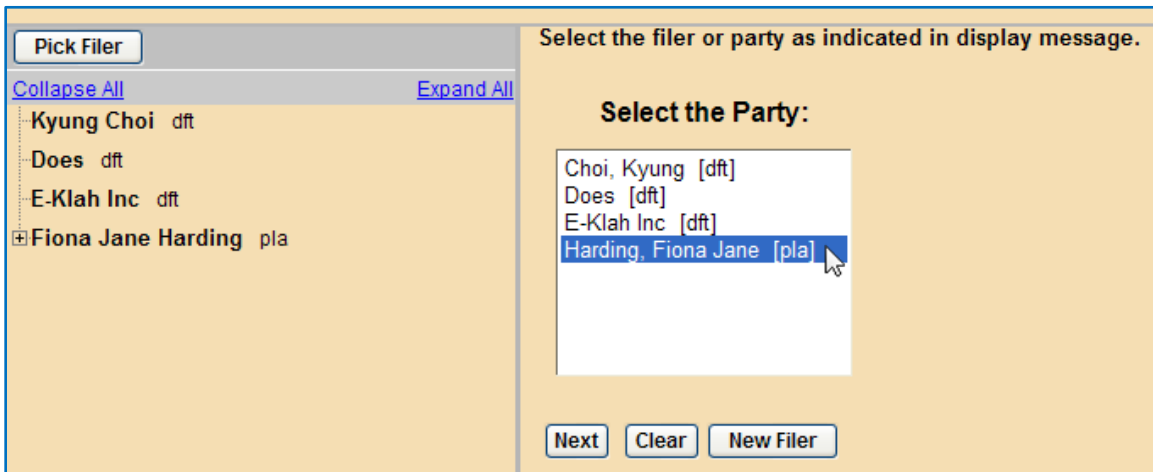


Is this case part of the Attorney-Case Opening Pilot Project?

Yes
 No

Click on the “NEXT” button.

- 6) The “Select Filer” screen will appear. **Do not add any parties on this screen.** In the “Select the Party” field, select at least one party name for the parties who filed the claim-initiating document that adds new parties to the case.



Pick Filer

Select the filer or party as indicated in display message.

[Collapse All](#) [Expand All](#)

Kyung Choi [dft]
Does [dft]
E-Klah Inc [dft]
+ Fiona Jane Harding [pla]

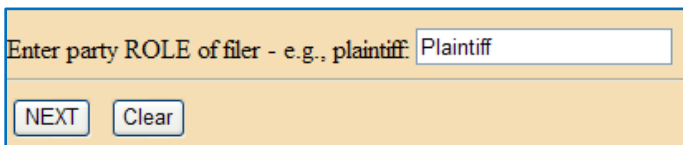
Select the Party:

Choi, Kyung [dft]
Does [dft]
E-Klah Inc [dft]
Harding, Fiona Jane [pla]

Click on the “Next” button.

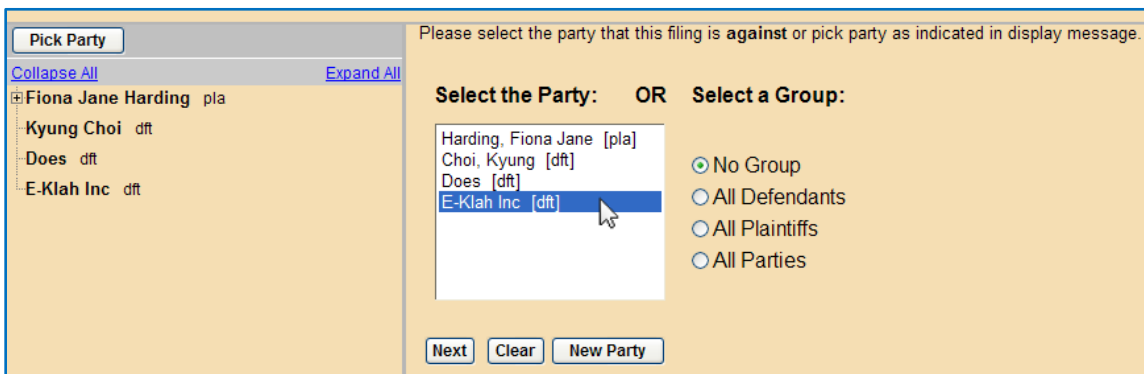
- 7) An “Attorney-Party Association” screen may appear. If this screen appears, ensure that both the correct association (between filing attorney and filing party) exists, and that the boxes next to the party’s name and “Notice” are checked. Click on the “NEXT” button.

- 8) On the “Party Filer Role” screen, which appears next, enter the role of the filing party in the field provided. In this example, the role of the filing party is “Plaintiff.”



Click on the “NEXT” button.

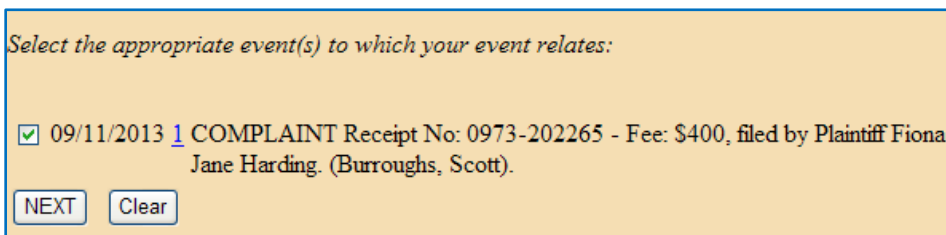
- 9) The “Select Against” screen will appear. **Do not add any parties on this screen.** In the “Select the Party” field, select, from the list of parties already in the case, at least one party name for the parties against whom the claim-initiating document was filed.



Click on the “Next” button.

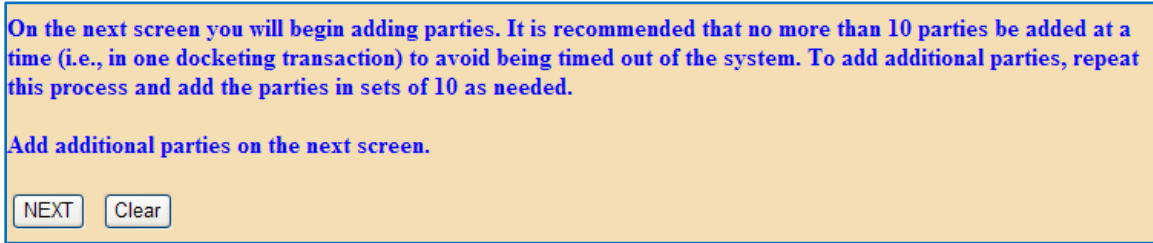
- 10) Continue through the following screen by clicking on the “NEXT” button.

- 11) On the “Event Relation” screen, which appears next, check the box next to the claim-initiating document that requires that parties be added to the case.



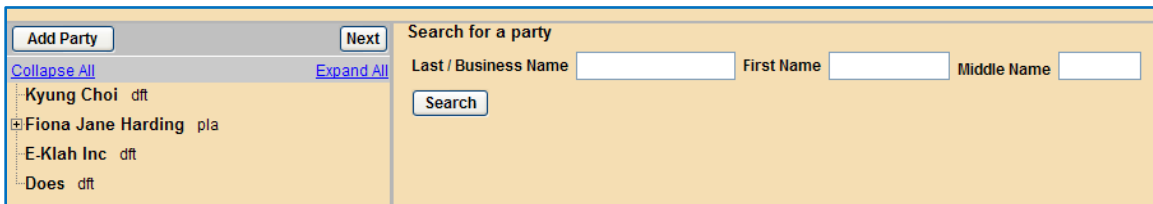
Click on the “NEXT” button.

- 12) The next screen displays a message recommending that no more than 10 parties be added in any one transaction.

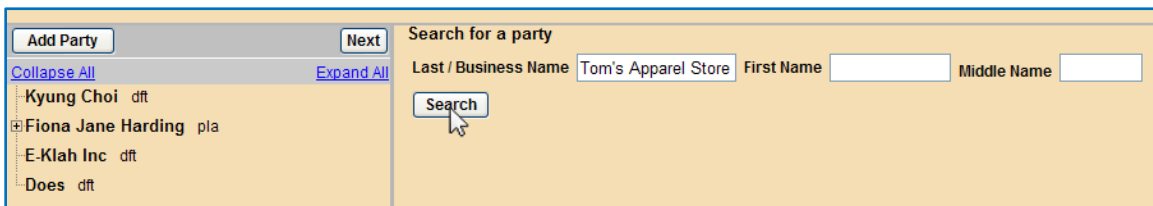


Click on the “NEXT” button.

- 13) The “Add Party” screen will appear. [Add additional parties on this screen](#). The first step in adding a party is to run a search to see if that party is already in the Court’s CM/ECF database. Look for the “**Search for a party**” option in the right pane of the “Add Party” screen. Type the party’s last name – or if a business, the business name – in the “**Last/Business Name**” field. Complete the “**First Name**” and “**Middle Name**” fields, as applicable.³



For example, to add the party “Tom’s Apparel Store,” enter “Tom’s Apparel Store” in the **Last/Business Name** field, and then click on the “**Search**” button.



³ To add a person’s name, use all three name fields. To add a party other than an individual (e.g., business, organization, trust, property, etc.), use the **Last/Business Name** field to enter the full party name. For detailed instructions on how to properly name a party (i.e., use the correct party naming convention), see the attorney user manual [Attorney Guide to Adding Party Names](#) found on the Court’s website.

Search results will then be displayed. If one of the names displayed in the “**Search Results**” box matches the party in your case, click on the party name to highlight it, and then click on the “**Select Party**” button. If no match is found, then click on the “**Create New Party**” button.

The screenshot shows a web interface for searching parties. On the left, there is a tree view with 'Add Party' and 'Next' buttons. The tree contains 'Kyung Choi dft', 'Fiona Jane Harding pla', 'E-Klah Inc dft', and 'Does dft'. The main area is titled 'Search for a party' and contains input fields for 'Last / Business Name' (filled with 'Tom's Apparel Store'), 'First Name', and 'Middle Name'. A 'Search' button is present. Below the search area is a 'Search Results' box which is currently empty. At the bottom of the search area are 'Select Party' and 'Create New Party' buttons. A message at the very bottom reads: 'Search returned no results. Please try again or create a new party.'

In this example, the search produced no results and a new party must be created, so click on the “**Create New Party**” button. You will next see the “Party Information” screen.

The screenshot shows the 'Party Information' form. On the left, the tree view is updated with 'Kyung Choi dft', 'Fiona Jane Harding pla', 'E-Klah Inc dft', and 'Does dft'. The main area is titled 'Party Information' and contains numerous input fields and dropdown menus. The 'Last name' field is filled with 'Tom's Apparel Store'. Other fields include 'First name', 'Middle name', 'Generation', 'Title', 'Role' (set to 'Amicus (am:pty)'), 'Pro se' (set to 'No'), 'Prisoner Id', 'Unit', 'Office', 'Address1', 'Address2', 'Address3', 'City', 'State', 'Zip', 'Country', 'Prison', 'Phone', 'Fax', 'E-mail', 'Party text', 'Start date' (set to '4/14/2014'), 'End date', 'Corporation' (set to 'no'), and 'Notice' (set to 'yes'). A checkbox 'Show this address on the docket sheet' is present. An 'Add Party' button is at the bottom left.

Select and enter the appropriate values for each field as needed.⁴ The only fields that should be used are “**Last name**,” “**First name**,” “**Middle name**,” “**Role**,” “**Party text**,” “**Start date**,” and “**Corporation**.” In the “**Start date**” field, enter the date the claim-initiating document that added this party was filed. Do not enter a party’s address or contact information, and do not alter the value in the “**Notice**” field.

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

- Last name:** Tom's Apparel Store
- First name:** (empty)
- Middle name:** (empty)
- Generation:** (empty)
- Title:** (empty)
- Role:** Amicus (am:pty)
- Pro se:** No
- Prisoner Id:** (empty)
- Unit:** (empty)
- Office:** (empty)
- Address1:** (empty)
- Address2:** (empty)
- Address3:** (empty)
- City:** (empty)
- State:** (empty)
- Zip:** (empty)
- Country:** (empty)
- Prison:** (empty)
- Phone:** (empty)
- Fax:** (empty)
- E-mail:** (empty)
- Party text:** (empty)
- Start date:** 4/14/2014
- End date:** (empty)
- Corporation:** no
- Notice:** yes

⁴ With the exception of the instructions provided here, enter party information as directed by the attorney user manuals [Attorney Guide to Adding Party Names](#) and [Attorney Case-Opening Pilot Project User Manual](#) (see pp. 11-15).

In the current example, “Tom’s Apparel Store” is a defendant, so change the value in the “**Role**” field to “Defendant (dft:pty).” No other changes are needed because the remaining party information is correct.

<input type="button" value="Add Party"/>	<input type="button" value="Next"/>	Party Information	
Collapse All	Expand All	Last name	<input type="text" value="Tom's Apparel Store"/>
<input type="checkbox"/> Kyung Choi dft		First name	<input type="text"/>
<input type="checkbox"/> Fiona Jane Harding pla		Middle name	<input type="text"/>
<input type="checkbox"/> E-Klah Inc dft		Generation	<input type="text"/>
<input type="checkbox"/> Does dft		Title	<input type="text"/>
		Role	<input type="text" value="Defendant (dft:pty)"/>
		Pro se	<input type="text" value="No"/>
		Prisoner Id	<input type="text"/>
		Unit	<input type="text"/>
		Office	<input type="text"/>
		Address1	<input type="text"/>
		Address 2	<input type="text"/>
		<input type="checkbox"/> Show this address on the docket sheet	
		Address 3	<input type="text"/>
		City	<input type="text"/>
		State	<input type="text"/>
		Zip	<input type="text"/>
		Country	<input type="text"/>
		Prison	<input type="text"/>
		Phone	<input type="text"/>
		Fax	<input type="text"/>
		E-mail	<input type="text"/>
		Party text	<input type="text"/>
		Start date	<input type="text" value="4/14/2014"/>
		End date	<input type="text"/>
		Corporation	<input type="text" value="no"/>
		Notice	<input type="text" value="yes"/>
		<input type="button" value="Add Party"/>	

Click on the “Add Party” button located in the party information section in the right pane of this screen. Do not click on the “Add Party” button located above the party tree in the left pane of this screen.

Party Information

Last name Tom's Apparel Store First name

Middle name Generation

Title

Role Defendant (dft.pty)

Pro se No

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date 4/14/2014 End date

Corporation no Notice yes

Add Party

The newly added party's name will then appear at the bottom of the party tree.

Add Party Next

Collapse All Expand All

Kyung Choi dft

Fiona Jane Harding pla

E-Klah Inc dft

Does dft

Tom's Apparel Store dft. / ✖

Alias +

Corporate Parent or other affiliate +

Attorney

Search for a party

Last / Business Name First Name Middle Name

Search

To add another new party, repeat this step (i.e., return to step 13 on page 8). Continue to repeat this step as needed to add up to ten (10) parties. Do not add more than ten parties.

After ten parties have been added (or all remaining parties if fewer than ten remain to be added), click on the “**Next**” button.

The screenshot shows a web interface for adding parties. At the top left is an 'Add Party' button. To its right is a 'Next' button, which is highlighted with a green rectangular box. Below these are 'Collapse All' and 'Expand All' links. A search section on the right contains three input fields: 'Last / Business Name', 'First Name', and 'Middle Name', followed by a 'Search' button. On the left, a tree view lists several parties: 'Kyung Choi dft', 'Fiona Jane Harding pla', 'E-Klah Inc dft', 'Does dft', and 'Tom's Apparel Store dft'. Under 'Tom's Apparel Store dft', there are three sub-items: 'Alias' with a plus icon, 'Corporate Parent or other affiliate' with a plus icon, and 'Attorney'.

14) Review the message on the following screen, and then click on the “**NEXT**” button.

15) The “Final Text” screen will appear.

The screenshot shows a confirmation screen titled 'Docket Text: Final Text'. A yellow highlighted box contains the text: '*** Add Additional Parties (Attorney Civil Case Opening): Tom's Apparel Store added regarding Complaint (Attorney Civil Case Opening) [1], filed by Plaintiff Fiona Jane Harding (Burroughs, Scott)'. Below this, a red warning message states: '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 screen are two buttons: 'NEXT' and 'Clear'.

Verify that the information displayed is correct. If it is, click on the “**NEXT**” button. If the information is incorrect, go back to the appropriate screen to fix the mistake, using your internet browser’s “Back” button.

16) The “Notice of Electronic Filing” receipt will appear.⁵

UNITED STATES DISTRICT COURT for the CENTRAL DISTRICT OF CALIFORNIA	
Notice of Electronic Filing	
The following transaction was entered on 4/15/2014 at 4:56 PM PDT and filed on 4/15/2014	
Case Name:	Fiona Jane Harding v. E-Klah Inc et al
Case Number:	2:13-cv-00652
Filer:	Fiona Jane Harding
Document Number:	No document attached
Docket Text:	
*** Add Additional Parties (Attorney Civil Case Opening): Tom's Apparel Store added regarding Complaint (Attorney Civil Case Opening) [1], filed by Plaintiff Fiona Jane Harding (Burroughs, Scott).	
No public notice (electronic or otherwise) sent because the entry is private	

This receipt confirms the event transaction was completed successfully.

This concludes the process for adding parties to a case. In the example, Defendant “Tom’s Apparel Store” has now been added as a party to the case.

17) To add more parties, return to step 1) above (i.e., return to page 4) and repeat the process. Continue repeating the process until all the desired parties named in the claim-initiating document have been added to the case.

⁵ Please note that this is a private entry, so it cannot be viewed on the case docket sheet. However, a simple review of the party caption on the case docket sheet will reveal whether a party has been added to the case.