

Under the Civil menu, select the “Open a New Civil Case...” for the appropriate Division

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Civil Events

[Divisional County Map](#)

Would you like to File a New Civil Case or a Notice of Removal? (Attorneys Only)

[Open a New Civil Case \(Northern Division/JACKSON\)](#)

[Open a New Civil Case \(Southern Division/GULFPORT\)](#)

[Open a New Civil Case \(Eastern Division/HATTIESBURG\)](#)

[Open a New Civil Case \(Western Division/NATCHEZ\)](#)

Click Next

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New Civil Case or Notice of Removal (Northern Division)

Click on the only event available, “Civil Case Request by Attorney”

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New Civil Case or Notice of Removal (Northern Division)

Start typing to find an event.

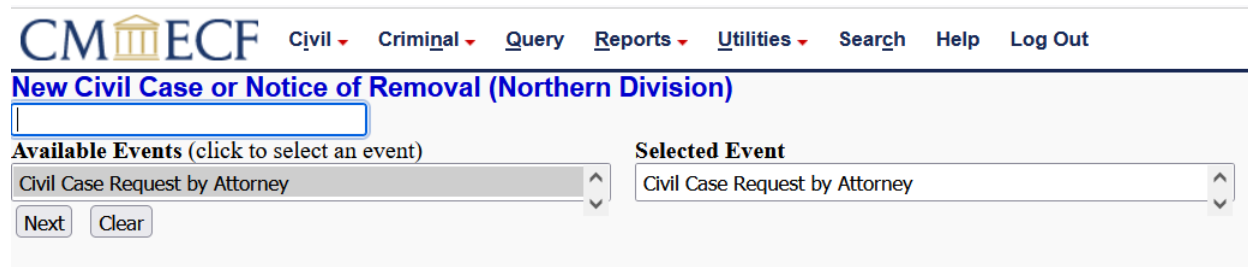
Available Events (click to select an event)

Civil Case Request by Attorney

^
v

Selected Event

...then click "Next"



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New Civil Case or Notice of Removal (Northern Division)

Available Events (click to select an event)
Civil Case Request by Attorney

Selected Event
Civil Case Request by Attorney

Next Clear

Read the prompt, click on the procedures link if unfamiliar with the procedures, then verify you have read and understand the procedures by clicking the check box.



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New Civil Case or Notice of Removal (Northern Division)

Please insure that you have read and understood the Procedures for the Filing of Civil Case Opening Documents in CM/ECF which are available [here](#).

☒ I have read and I understand the Procedures for the Filing of Civil Case Opening Documents in CM/ECF.

Next Clear

Read the prompt provided, and click "Next"



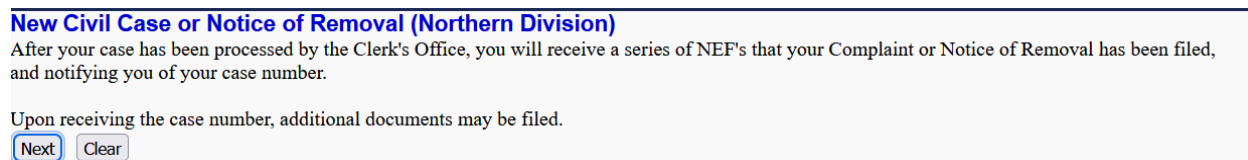
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New Civil Case or Notice of Removal (Northern Division)

This request to File a New Civil Case in the Southern District of Mississippi Federal Court will be submitted to the Clerks Office for processing. You will receive a Notice of Electronic Filing (NEF) when your request has been submitted for review.

Next Clear

Read the prompt provided, and click "Next"



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New Civil Case or Notice of Removal (Northern Division)

After your case has been processed by the Clerk's Office, you will receive a series of NEF's that your Complaint or Notice of Removal has been filed, and notifying you of your case number.

Upon receiving the case number, additional documents may be filed.

Next Clear

Read the prompt provided, and click "Next"



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New Civil Case or Notice of Removal (Northern Division)

PLEASE ATTACH ALL APPLICABLE DOCUMENTS TO THIS FILING AS YOU ARE INSTRUCTED ON THE FOLLOWING SCREENS AND

PLEASE HAVE ALL YOUR PAYMENT INFORMATION AVAILABLE.

Next Clear

Enter short style of case and plaintiff and defendant names, then click "Next"

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New Civil Case or Notice of Removal (Northern Division)

Enter Short Style of Case (e.g., Doe v. Buck):

Full Name of Plaintiff (e.g., John Doe):

Full Name of Defendant(e.g., Jane Doe):

Choose "Yes" at the next prompt if this is a Notice of Removal. Otherwise, select "No", then click "Next"

New Civil Case or Notice of Removal (Northern Division)

Is this Notice of Removal?

☐ Yes

☒ No

If you select "Yes" for Notice of Removal, the following screen will appear. Enter information and click "Next"

New Civil Case or Notice of Removal (Northern Division)

If you are filing a Notice of Removal after 4:00PM Central Time and this is the last day to remove your case, and you also want your Answer filed today, you may scan and file your Answer as an Attachment to your Notice of Removal document. Otherwise, you can wait until you get the NEF that your actual case has been opened and file your Answer electronically at that time.

Name of other court:

Case number in other court:

Select appropriate choice, whether filing on behalf of the government or not, then click "Next"

New Civil Case or Notice of Removal (Northern Division)

Are you filing on behalf of the Government?

☐ Yes

☒ No

Next

Clear

If "No", the following three screens will appear, then you will be taken to pay.gov for payment processing. **DO NOT CLICK THE BACK BUTTON ON YOUR BROWSER OR CLOSE YOUR BROWSER WHEN PAYMENT IS PROCESSED..DOCKETING OF THE NEW CASE SUBMISSION IS NOT COMPLETE AT THIS STAGE.**

Read the red text and click "Next"

New Civil Case or Notice of Removal (Northern Division)

*** New Civil Case must be accompanied by the required filing fee via pay.gov before filing is accepted.**

Next

Clear

If "No" was selected regarding filing on behalf of the Government, the second screen will appear below, then pay.gov will prompt for payment. DO NOT CLOSE THE BROWSER AFTER PAYMENT.

New Civil Case or Notice of Removal (Northern Division)

!!!WARNING!!!

DO NOT Hit the BACK button on your browser after this page.

If you do, you will not be able to complete the filing properly.

PLEASE READ ALL INSTRUCTIONS ON THE NEXT FEW PAGES CAREFULLY

...

Next

Clear

Acknowledge the amount of the filing fee, then click "Next"

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New Civil Case or Notice of Removal (Northern Division)
Fee: \$402

PACER will prompt for you to login again. This is normal. Please click "Login" again to proceed.

The payment screen for pay.gov will appear. Enter all required information, then click “Next”

Pay Filing Fee for Mississippi Southern District Court

*** Required Information**

Payment Amount

Amount Due * **\$402.00**

Enter Payment Method



Account Holder Name * ?

Card Type * ▼

Account Number * ?

Card Expiration Date * ▼ / ▼

☐ Use billing address

Address *

City *

State * ▼ ?

Zip/Postal Code *

Country * ▼

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

Review and submit the payment.

Attach all documents for case opening, using the prompt on the screen as a guide.

New Civil Case or Notice of Removal (Northern Division)

Attach the Complaint or Notice of Removal as the main document.

Attach Exhibits, State Court Complaints (if a Removal), Summons, and the Civil Cover Sheet (REQUIRED) as separate documents below. **Select the PDF document and any attachments.**

Main Document

Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.		

Select the appropriate choice for jury demand, then click "Next"

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New Civil Case or Notice of Removal (Northern Division)

Does this Complaint include a jury demand? See L.U.CV.R 38

☒ Yes
☐ No

Enter any other notes or comments, then click "Next"

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New Civil Case or Notice of Removal (Northern Division)

Other Notes or Comments:

Click "Next" again

CM ECF **Civil** ▼ **Criminal** ▼ **Query** **Reports** ▼ **Utilities** ▼

New Civil Case or Notice of Removal (Northern Division)

Enter any extra description for the docket text, then click "Next"

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New Civil Case or Notice of Removal (Northern Division)

Docket Text: Modify as Appropriate.

NEW NORTHERN DIVISION CIVIL CASE SUBMITTED WITH NO FEE REQUIRED NOTICE OF REMOVAL Doe v. Buck. by John Doe against Jane Doe Jury Demand, The case number above is NOT your case number.

After your case has been processed by the Clerk's Office, you will receive a series of NEF's that your Complaint or Notice of Removal has been filed, and notifying you of your case number. DO NOT USE THE CASE NUMBER ABOVE. Please Print this confirmation page for your records.

(Attorney, Test)

Next

Clear

Review the information provided, then click “Next”. Until this step is completed, the case information has not been submitted.

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New Civil Case or Notice of Removal (Northern Division)

Docket Text: Final Text

NEW NORTHERN DIVISION CIVIL CASE SUBMITTED WITH NO FEE REQUIRED NOTICE OF REMOVAL Doe v. Buck. by John Doe against Jane Doe Jury Demand, The case number above is NOT your case number.

After your case has been processed by the Clerk's Office, you will receive a series of NEF's that your Complaint or Notice of Removal has been filed, and notifying you of your case number. DO NOT USE THE CASE NUMBER ABOVE. Please Print this confirmation page for your records.

(Attorney, Test)

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\test.pdf pages: 1

Next

Clear

Click “Next” until the Notice of Electronic Filing (NEF) screen appears. Unless the NEF screen appears, the transaction did not complete.