

# Electronic Filing of a Civil Complaint for Lawyers

Effective October 9, 2018, lawyers admitted to practice in the Middle District of Florida can electronically file a civil case in CM/ECF. After following the steps in the [Attorney Electronic Civil Case Opening Manual](#), the Complaint is now ready to be filed.

Please note the following requirements:

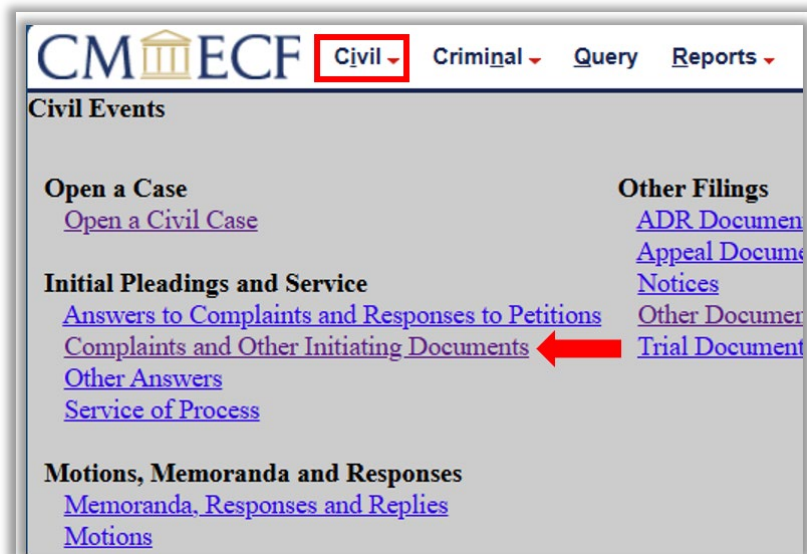
- Prepare each document in pdf format before beginning the filing of the Complaint. CM/ECF times out after 30 minutes.
- Each PDF must be flattened ([See How to Flatten a PDF](#)), and there is a 50-megabyte limitation per document. An attachment or exhibit larger than 50-megabytes must be filed in separate 50-megabyte segments.
- Each exhibit to the complaint, proposed summons, and the Civil Cover Sheet (JS 44) are uploaded as attachments to the Complaint.
- The filing fee must be paid when filing the Complaint, or a Motion to proceed in forma pauperis must be separately filed immediately after the complaint.

Follow the steps below to electronically file the Complaint in a new civil case in CM/ECF.

---

## Docketing the Complaint

1. Click on the **Civil** menu, and under the **Initial Pleadings and Service** menu, click on **Complaints and Other Initiating Documents**.



2. Select Complaint as the initiating event and click [Next].

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

### Complaints and Other Initiating Documents

Start typing to find another event.

**Available Events** (click to select events)

- Amended Complaint
- Amended petition for writ of habeas corpus
- Bankruptcy Appeal Received
- Case Transferred In - District Transfer
- Complaint**
- Counterclaim
- Crossclaim
- Fourth party complaint
- Intervenor complaint
- Motion to Vacate / Set Aside / Correct Sentence (2255)
- Notice of Condemnation
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Petition to Quash IRS Summons

**Selected Events** (click to remove events)

- Complaint

Next Clear

3. Enter the case number assigned at case opening. A partial case number can be entered. When presented with a list of cases, click the box to select the applicable case. When accurate, click [Next].

### Complaints and Other Initiating Documents

**Civil Case Number**

6:25-cv-10 Hide Case List

Select a case:

- 2:25-cv-00010-SPC-NPM Landry et al v. TZ Insurance Solutions, LLC
- 3:25-cv-00010-MMH-PDB Young v. Warden, Florida State Prison (Union County)
- 5:25-cv-00010-SPC Ortiz v. Alba et al
- 6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation
- 8:25-cv-00010-WFJ-TGW Gardner v. Unknown Potential Claimants

Next Clear

4. Verify Case Caption/Number screen. If accurate, click [Next].

### Complaints and Other Initiating Documents

[6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation](#)

Next Clear

- Click to highlight and select the **Filer(s)**. Hold the “Ctrl” key to select multiple non-contiguous parties. When accurate, click **[Next]**.

The party/attorney association screen will appear only when the filing attorney is not already associated with the selected party. If accurately associated, leave the default “Notice” selection checked. If the filing attorney is lead counsel, mark “Lead” with a check and click **[Next]**. If the association should not be created, start over.

- Click to highlight the party(ies) this filing is against. Hold the “Ctrl” key to select multiple non-contiguous parties. When accurate, click **[Next]**.

- Review the document preparation prompt, make applicable selection, and click **[Next]**.

- Attach your document(s).**

Navigate to your saved .pdf document and attach your **Complaint** as the **Main Document**.

**NOTE:** Leave the Description fields **BLANK** unless adding an attachment that is not described in one of the categories below. When adding attachments to a filing, the “Category” drop-down menu allows you to select from several keywords such as “Exhibit”, “Appendix”, “Affidavit”, etc. to describe each attachment. If none of the supplied words applies, leave that box blank. The “Description” field is for free text and will allow you to describe the attachment. Do not repeat words from the “Category” menu in the “Description” field.

- Attach any **exhibits** as an attachment.
- Attach **Proposed Summons**. The proposed summons can be attached as one .pdf when there are multiple defendants.
- Attach **Civil Cover Sheet** (JS-44).
- When accurate, click **[Next]**.

### Sample of a Civil Complaint

**Complaints and Other Initiating Documents**  
 6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation

Attach the Complaint under Main Document.

Attach the Civil Cover Sheet under Attachments. Attach separately any exhibits to the complaint and Proposed Summons under Attachments. Describe all Attachments using the Category and/or Description fields.

Select the PDF document and any attachments.

**Main Document**  
 Choose File Complaint.pdf

**Attachments**

|    |                                     | Category          | Description |        |
|----|-------------------------------------|-------------------|-------------|--------|
| 1. | Choose File Exhibit.pdf             | Exhibit           | Exhibit A   | Remove |
| 2. | Choose File Exhibit A.pdf           | Exhibit           | A           | Remove |
| 3. | Choose File 624cv724 P...ummons.pdf | Proposed Summons  |             | Remove |
| 4. | Choose File Civil Cover Sheet.pdf   | Civil Cover Sheet |             | Remove |
| 5. | Choose File No file chosen          |                   |             |        |

Next Clear

*Note: A red 'X' is placed over the 'Exhibit' category for the first attachment. A callout box points to the 'Exhibit A' description with the text: 'Example of duplicative text in category or description field.'*

9. If a Jury Demand is made within the initial filing, select **Yes**; otherwise, select **No**. Click **[Next]**.

**Complaints and Other Initiating Documents**  
 6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation

Is there a Jury Demand?

Yes  
 No

Next Clear

10. Select the method of payment from the available options.
- If you select “Pay filing fee credit card required,” you will be taken to PACER to enter payment information; otherwise, the filing payment screens will be skipped, and the user is not prompted to enter credit card or debit card information.
  - If you are filing a Motion to Proceed In Forma Pauperis or Application to Proceed Without Prepayment of Fees you **must** file the motion as a separate event immediately after filing the initiating document. After filing the initiating document return to the **Civil Events List**, Select **Motions** and file the IFP motion. **Service copies must be provided in paper to the court when IFP is granted.** **NOTE:** Please refer to the Docket Text Modification section below to continue filing the initiating document.
  - Click **[Next]**.

**Complaints and Other Initiating Documents**  
6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation

**Indicate method of payment.**

- Pay filing fee credit card required
- Filing on behalf of the United States
- Motion to proceed in forma pauperis will be filed
- Fee exempt pursuant to statute
- No fee required not an initial pleading

Next Clear

If you are paying the filing fee, the fee amount will be displayed. Click **[Next]**. The payment screen will load, providing the filer an opportunity to pay the filing fee online via PACER.

**Complaints and Other Initiating Documents**  
6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation

Fee: \$405

Next Clear

**NOTE:** Do **not** click the "back button." This may result in incomplete data transmission.

PACER may require you to log back in to continue with the required payment.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

## ➔ Login

\* Required Information

Username \* Asilverstein

Password \*

Login

Clear

Cancel

**Not Asilverstein?** [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

**NOTE:** If you are not directed to the online payment screen, and you receive a message that your session has timed out, you will need to start your filing over with the same case number you received when you opened the case. **Do Not** open another new case.

### Session Expired

Your session has expired. You have the following options:

[Manage My Account](#)

[PSC Home Page](#)

If you inadvertently bypassed the payment screen and the initiating document is filed, refer to FLMD's [Pay Fee Event - A Guide for Lawyers](#) for direction on how to pay the filing fee.

11. **Online Payment** You may choose to pay the filing fee by an existing payment method on file or choose to enter a new credit card.

**NOTE:** Complete the payment data fields as required. Fields marked with a red asterisk [\*] are required fields.

Account Number [REDACTED]  
Username Ethompson  
Amount Due \$0.00  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account  
Multifactor Auth\* Enrolled

Pay Filing Fee for Florida Middle District Court(test)

\* Required Information

Payment Amount

Amount Due \* \$405.00

Select a Payment Method

Edward Thompson  
XXXXXXXXXXXX1111  
01/2033

Edward Thompson  
XXXXXXXXXXXX4444  
12/2025

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.

The second of two payment screens will appear.

- Verify the address, account and payment information is correct.
- Fields marked with a red asterisk [\*] are required fields.
- Add an email address to receive a receipt of Payment.
- Review authorization and check [✓] the box.
- Click **[Submit]**. Do **Not** double click the **[Submit]** button. Double clicking this button may result in a duplicate charge to your card.

Account Number [REDACTED]  
Username Ethompson  
Amount Due \$0.00  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account  
Multifactor Auth\* Enrolled

Pay Filing Fee for Florida Middle District Court(test)

| Payment Summary  |  |
|--|--|
| <b>Payment Method</b>  | <b>Payment Details</b>                         |
| VISA<br>XXXXXXXXXXXX1111<br>01/2033<br><br>Edward Thompson<br>127 Duval Street<br>Jacksonville, FL<br>32207<br>USA | Payment Amount \$405.00<br>Fee Type Filing Fee |

**Court Specific**

Attorney Name \*

Firm Name

Name of Person Completing Transaction \*

Contact Phone Number \*

**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.

12. **Final Docket Text.** You may add docket text. When accurate, click **[Next]**.

**NOTE:** Do **NOT** enter docket text in all **CAPS** or **DUPLICATE** the event text.

**Complaints and Other Initiating Documents**  
[6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation](#)

**Docket Text: Modify as Appropriate.**

COMPLAINT  against The Hertz Corporation with Jury Demand (Filing fee \$405 receipt number AFLMXDC-408658) filed by Christopher Burns. (Attachments: # (1) Exhibit A, # (2) Proposed Summons, # (3) Civil Cover Sheet) (Thompson, Edward)

13. Review the **Final Text** screen. Click **[Next]**.


**Complaints and Other Initiating Documents**  
6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation

**Docket Text: Final Text**

**COMPLAINT** against The Hertz Corporation with Jury Demand (Filing fee \$405 receipt number AFLMXDC-408658) filed by Christopher Burns. (Attachments: # (1) Exhibit A, # (2) Proposed Summons, # (3) Civil Cover Sheet)(Thompson, Edward)

**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\Complaint.pdf pages: 3  
C:\fakepath\Exhibit A.pdf pages: 28  
C:\fakepath\Proposed Summons.pdf pages: 2  
C:\fakepath\Civil Cover Sheet.pdf pages: 1



14. Notice of Electronic Filing


**Complaints and Other Initiating Documents**  
6:25-cv-00010-ACC-DAB Burns v. The Hertz Corporation

U.S. District Court [TEST]  
Middle District of Florida [TEST]

**Notice of Electronic Filing**

The following transaction was entered by Thompson, Edward on 11/4/2025 at 4:11 PM EST and filed on 11/4/2025

**Case Name:** Burns v. The Hertz Corporation  
**Case Number:** 6:25-cv-00010-ACC-DAB  
**Filer:** Christopher Burns  
**Document Number:** 5

**Docket Text:**  **COMPLAINT** against The Hertz Corporation with Jury Demand (Filing fee \$405 receipt number AFLMXDC-408658) filed by Christopher Burns. (Attachments: # (1) Exhibit A, # (2) Proposed Summons, # (3) Civil Cover Sheet)(Thompson, Edward)

6:25-cv-00010-ACC-DAB Notice has been electronically mailed to:

Edward Thompson <[REDACTED]@gmail.com>, <[REDACTED]@flmd.uscourts.gov>

6:25-cv-00010-ACC-DAB Notice has been delivered by other means to:

Amanda Heystek  
Wenzel Fenton Cabassa, P.A.  
Suite 300  
1110 N. Florida Avenue  
Tampa, FL 33602

Nikole Miller  
Wenzel Fenton Cabassa, P.A.  
Suite 300  
1110 N. Florida Avenue  
Tampa, FL 33602

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

---

**Revision Log**

| <b>Date</b> | <b>Comments</b>     | <b>By</b> |
|-------------|---------------------|-----------|
| 4/24/26     | Updated formatting. | AET       |
|             |                     |           |
|             |                     |           |
|             |                     |           |