

## Electronic Filing of a Notice of Removal 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 Notice of Removal is now ready to be filed.

Please note the following requirements:

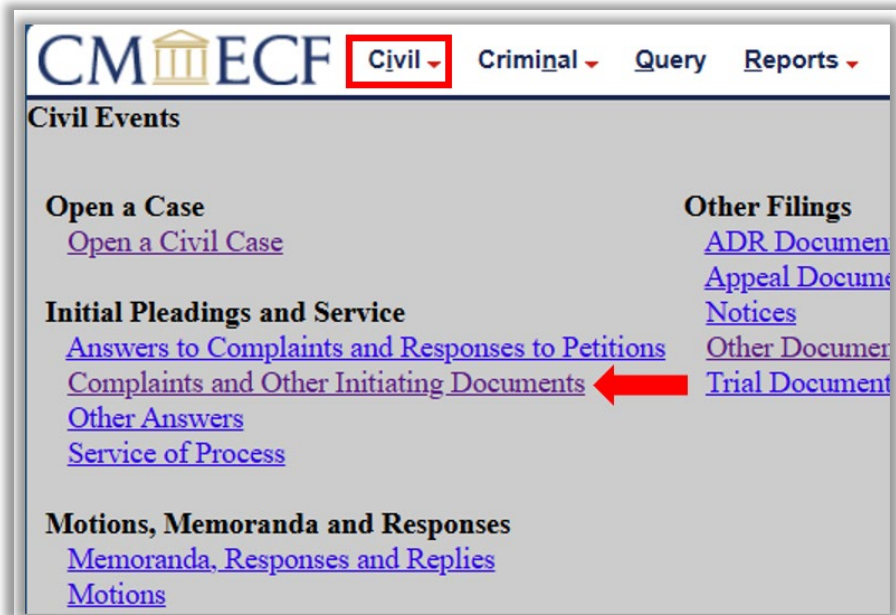
- Prepare the state court record in PDF format before beginning the filing of the Notice of Removal. CM/ECF times out after 30 minutes.
- The following documents must be uploaded as **separate files** and attached to the Notice of Removal:
  - State Court Complaint
  - State Court Answer (if filed)
  - State Court Docket Sheet
  - All remaining State Court documents
  - Civil Cover Sheet (JS-44)
- 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.
- The filing fee must be paid when filing the Notice of Removal, or the Motion to proceed in forma pauperis must be separately filed immediately after the Notice of Removal.

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

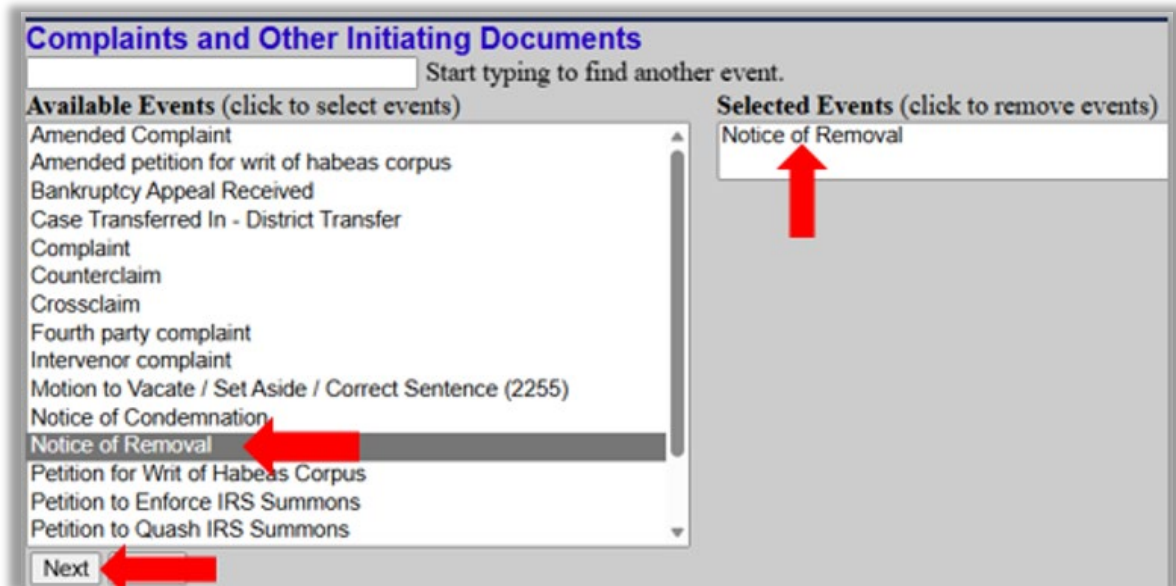
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### Docketing the Notice of Removal

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



2. Select Notice of Removal event and click [Next].



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**


3:25-cv-19

Select a case:

2:25-cv-00019-MMH-SPC Smith v. James

3:25-cv-00019 Thomas v. Costco Wholesale Corporation


8:25-cv-00019-SDM-SPF Jackson v. Runion Enterprises, Inc. et al



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

**Complaints and Other Initiating Documents**

[3:25-cv-00019 Thomas v. Costco Wholesale Corporation](#)



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

**NOTE:** The filing party of a Notice of Removal should be the defendant that is removing the case from state court to federal court.

**Complaints and Other Initiating Documents**

[3:25-cv-00019 Thomas v. Costco Wholesale Corporation](#)

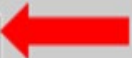
[Collapse All](#) [Expand All](#)

Costco Wholesale Corporation dft


Alan Thomas pla

**Select the filer.**

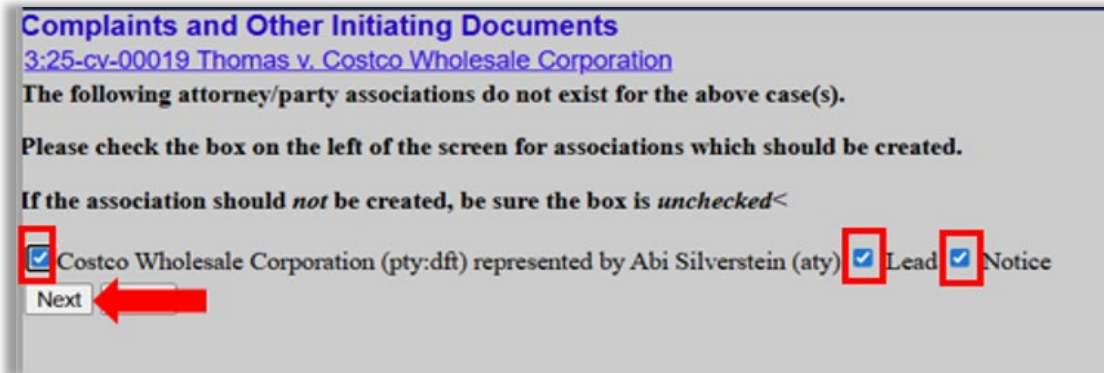
**Select the Party:**

Costco Wholesale Corporation [dft] 

Thomas, Alan [pla]



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.



6. Click to highlight the party(ies) this filing is against. Hold the "Ctrl" key to select multiple non-contiguous parties. Once all parties have been selected, click **[Next]**.

**NOTE:** Plaintiff(s) should be the party the filing is against for a Notice of Removal.




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

**Complaints and Other Initiating Documents**  
3:25-cv-00019 Thomas v. Costco Wholesale Corporation

The Civil Cover Sheet, Form JS 44, is required to be completed and attached to this entry. The state court record must be attached as separate .pdf files in the following categories: Complaint, Answer, docket sheet, and all remaining documents.

Do you have the state court record prepared in separate files and do you have the Civil Cover Sheet completed, signed, and available to attach in pdf format to this entry?

Yes  
 No



8. **Attach your document(s).** Navigate to your saved .pdf documents and attach the Notice of Removal as the **Main Document**.

The state court documents, and the Civil Cover Sheet **MUST** be attached as **SEPARATE PDF** files under the **Attachments** section. You must select the correct category for each PDF attachment (image below).

**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.

### Sample of a Notice of Removal

## Complaints and Other Initiating Documents

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The state court record **MUST** include the complaint and answer if any.

Attach the Notice of Removal as Main Document.

The following state court documents **MUST** be attached as **SEPARATE PDF** files under the Attachments section.

You **MUST** select the correct Category for each PDF attachment:


- 1 - **Complaint with exhibits if applicable.** Category = State Court COMPLAINT.
- 2 - **Answer.** Category = State Court ANSWER.
- 3 - **Docket Sheet.** Category = State Court Docket Sheet.
- 4 - **All remaining state court documents.** Category = State Court Other Documents.
- 5 - **Civil Cover Sheet.** Category = Civil Cover Sheet.

All remaining state court documents should be uploaded as one PDF file.


Select the PDF document and any attachments.

### Main Document

Choose File Notice of Removal.pdf

Attachments	Category	Description
1. Choose File State Court Complaint.pdf	State Court COMPLAINT	<input type="text"/> Remove
2. Choose File State Court Answer.pdf	State Court ANSWER	<input type="text"/> Remove
3. Choose File State Court ...et Sheet.pdf	State Court Docket Sheet	<input type="text"/> Remove
4. Choose File State Court ...cuments..pdf	State Court Other Documents	<input type="text"/> Remove
5. Choose File Civil Cover ...et_JS 44.pdf	Civil Cover Sheet	<input type="text"/> Remove
6. Choose File Exhibit.pdf 	Exhibit	Exhibit <input type="text"/> Remove
7. Choose File No file chosen		<input type="text"/>

Do not duplicate text from the Category field into the Description Field.

Next 

9. Enter State Court Information and select the method of payment.  
Enter the Name of other court, Case Number in other court, and Date filed in State Court.  
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**  
[3:25-cv-00019 Thomas v. Costco Wholesale Corporation](#)

Name of other court

Case number in other court

Date Filed in State Court

**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



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. Click **[Next]**.

**Complaints and Other Initiating Documents**  
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Fee: \$405



**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 \***

[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.

10. **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	██████████
Username	Asilverstein
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

 VISA  
Abi Silverstein  
XXXXXXXXXXXX1111  
01/2029

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.

Next
Cancel

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	██████████
Username	Asilverstein
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

Payment Method



XXXXXXXXXXXX1111  
01/2029

Abi Silverstein  
131 Duval St.  
Jacksonville, FL  
32207  
USA

Payment Details

Payment Amount \$405.00  
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**  
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Docket Text: Modify as Appropriate.

**COMPLAINT and NOTICE OF REMOVAL**  **from Fourth Judicial Circuit, Duval County, FL, case number 2025CA012345 filed in State Court on 10/01/2025. Filing fee \$405, receipt number AFLMXDC-408763 filed by Costco Wholesale Corporation. (Attachments: # (1) State Court COMPLAINT, # (2) State Court ANSWER, # (3) State Court Docket Sheet, # (4) State Court Other Documents, # (5) Civil Cover Sheet, # (6) Exhibit Exhibit) (Silverstein, Abi)**

Please note the Exhibit example above. If the text in the Category and Description Field is duplicated, this is how it appears on the docket.

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

**Complaints and Other Initiating Documents**  
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Docket Text: Final Text

**COMPLAINT and NOTICE OF REMOVAL from Fourth Judicial Circuit, Duval County, FL, case number 2025CA012345 filed in State Court on 10/01/2025. Filing fee \$405, receipt number AFLMXDC-408763 filed by Costco Wholesale Corporation. (Attachments: # (1) State Court COMPLAINT, # (2) State Court ANSWER, # (3) State Court Docket Sheet, # (4) State Court Other Documents, # (5) Civil Cover Sheet, # (6) Exhibit Exhibit) (Silverstein, Abi)**

**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\Notice of Removal.pdf pages: 1  
C:\fakepath\State Court Complaint.pdf pages: 1  
C:\fakepath\State Court Answer.pdf pages: 1  
C:\fakepath\State Court Docket Sheet.pdf pages: 1  
C:\fakepath\State Court Other Documents..pdf pages: 1  
C:\fakepath\Civil Cover Sheet\_JS 44.pdf pages: 1  
C:\fakepath\Exhibit.pdf pages: 26

14. **Notice of Electronic Filing (NEF)** is displayed with all the filing information as a receipt of the transaction.




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## Revision Log

Date	Comments	By
4/24/26	Updated formatting.	AET