



United States District Court
District of Connecticut

**MOTION TO QUASH and
MOTION TO COMPEL
CASE OPENING INSTRUCTIONS**

Revised: DECEMBER 1, 2020

Motion to Quash/Motion to Compel Case Opening Instructions

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Motion to Quash/Motion to Compel Case Opening Instructions

I. Introduction

Attorneys may electronically file new miscellaneous civil cases which are initiated with a Motion to Quash or a Motion to Compel a foreign subpoena. Foreign subpoenas are deposition subpoenas issued to individuals requesting their appearance for a deposition, and/or for production of documents in the District of Connecticut in a case pending in another district.

These instructions are designed to help you through the case opening process. Please have your documents in pdf format and your credit card readily available to complete the process.

Do not open the case online if the motion relates to a grand jury subpoena.

If you realize you made a mistake and it is during normal business hours, do not proceed further. Contact the Clerk's Office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

- Bridgeport (203) 579-5861
- Hartford (860) 240-3200
- New Haven (203) 773-2140

Motion to Quash/Motion to Compel Case Opening Instructions

II. Case Opening Screen

Begin with logging into [CM/ECF](#)

Select Civil from the blue menu bar >Civil>Open a Case>Civil Case.

CM/ECF **Civil** Criminal Query Reports Utilities Search

Civil Events

Open a Case
[Civil Case](#)

Initial Pleadings and Service
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
[Motions](#)
[Responses, Replies and Supporting Documents](#)

Other Filings
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

The following display message will appear:

Open Civil Case

ATTENTION:
ON THE NEXT SCREEN KEEP NEW HAVEN AS THE OFFICE.

Next Clear

Select Next. **Change only the case type to MC.** Do not make any other changes to this screen. Select Next.

Open Civil Case

Office New Haven Case type mc

Date filed: 10/3/2018

Other court name

Other court number

JPML number

Next Clear

Motion to Quash/Motion to Compel Case Opening Instructions

III. Entering Civil Case Statistical Information

Open Civil Case

Jurisdiction	3 (Federal Question)		
Cause of action	motcomp (Motion to Compel)	Filter:	<input type="text"/> <input type="button" value="Clear filter"/>
Nature of suit	890 (Other Statutory Actions)	Filter:	<input type="text"/> <input type="button" value="Clear filter"/>
Origin	1 (Original Proceeding)		
Citizenship plaintiff			
Citizenship defendant			
Jury demand	n (None)	Class action	n (No Class Action Alleged) Demand (\$000) <input type="text"/>
Arbitration code		County	Fairfield
Fee status	pd (paid)	Fee date	10/3/2018 Date transfer <input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

- IV. Complete the fields on this screen using the guidelines provided in the table below.
Select Next.

Jurisdiction	1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant) 3 (Federal Question) default setting
Cause of action	motquash - motion to quash (or motion for protective order) motcomp – motion to compel (or motion to perpetuate testimony)
Nature of suit	890
Origin	1 (Original Proceeding)
Citizenship	Leave blank
Jury demand	Leave default (none)
Class action	Leave default (no class action alleged)
Demand (\$000)	Leave blank
Arbitration code	Leave blank
County	Leave default
Fee status	Leave default (paid) if paying the filing fee; for government plaintiff, set fee status to none (no fee required); for IFP movants, set fee status to in forma pauperis.
Fee date	Leave default
Date transfer	Leave blank

Motion to Quash/Motion to Compel Case Opening Instructions

V. Adding Parties

The left pane contains the controls to **Add New Party** and **Create Case**. This section is the participant tree. Since no participants exist for this new case, the participant tree is empty.

Open Civil Case

The screenshot shows the 'Open Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', and a participant tree with '3:18-mc-?????' and 'Expand All' links. On the right, there is a search section titled 'Search for a party' with input fields for 'Last / Business Name' (Smith), 'First Name' (d), and 'Middle Name'. A 'Search' button is below. The 'Search Results' section shows a list with 'Smith, David' selected and 'Smith, Don' below it. At the bottom of the search results are 'Select Party' and 'Create New Party' buttons.

The right pane contains the fields to **Search for a party**. Using the Court's [Instructions for Searching and Adding Parties](#), add the parties with their appropriate roles as listed below:




- Add the plaintiff and defendant choosing the appropriate roles. If the case is captioned as In re: XXXX, add the In re: party and change the party role to In Re (inre:pty).
- If not already a party, add the movant and change the party role to Movant (mov:pty).
- If not already a party, add the witness and change the party role to Material Witness (mw:pty).




When the user clicks the **Add Party** button on the Party Information screen, the party will be added to the Participant Tree on the left side of the screen.

The screenshot shows the 'Open Civil Case' interface with the 'Party Information' form for Christopher Davis. The left pane shows the participant tree with 'Christopher Davis mw' selected. The right pane shows the form with fields for Title, Role (Material Witness (mw:pty)), Pro se (No), Prisoner Id, Unit, Office, Address 1, Address 2, Address 3, City, State, Zip, Country, Prison, Phone, Fax, E-mail, Party text, Start date (10/3/2018), End date, Corporation (no), and Notice (yes). A red callout box points to the 'Role' dropdown with the text: 'This must be changed to the appropriate role.'

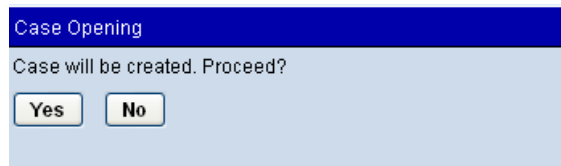
VI. Functional Icons

Once all parties are added to the Participant Tree, please review the information for accuracy. The functional icons displayed next to a participant's name allow you to make the following modifications at this point in the case opening process:

-  Delete this party from this case
-  Add new alias
-  Edit the party or alias


To delete an incorrect party, click on the  icon. Search for the correct party and add the correct party to the case. To make changes to the role or party text fields, click on the  icon. To add an alias, click on the  icon, search for the alias name and select the proper alias type.

Select only when you are finished adding all parties and have reviewed the Participant Tree. Select Yes. If you forgot to add all parties, you will be given another opportunity when filing the initiating document.



Case Opening

Case will be created. Proceed?

Once the case has been created it is too late to click the back button  on your browser. If you realize you made a mistake and it is during normal business hours, do not proceed further but contact the Clerk's office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

VII. Docketing Lead Event

User will be prompted:

Open Civil Case

Case Number 18-21 has been opened.

[Docket Lead Event?](#)

Your new case number will be automatically generated. **Please note your new case number for subsequent filings.**

Click on the link to docket lead event now; select the appropriate event. Select Next.

Complaints and Other Initiating Documents

Start typing to find an event

Available Events (click to select an event)

- Amended Complaint
- Apportionment Complaint
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Compel Subpoena Compliance
- Motion to Quash Subpoena
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition to Quash IRS Summons
- Third Party Complaint

Next Clear

Choose one of these events

Select Next.

Complaints and Other Initiating Documents

Civil Case Number

3:18-mc-21

Next Clear

Verify short caption. Select Next.

Complaints and Other Initiating Documents

[3:18-mc-00021 Smith v. Jones](#)

Next Clear

Motion to Quash/Motion to Compel Case Opening Instructions

Select the filer. Select Next.

Complaints and Other Initiating Documents
[3:18-mc-00021 Smith v. Jones](#)

Pick Filer

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


- Quinn Clark mov
- Christopher Davis mw
- Jane Jones dft
- David Smith pla

Select the filer.

Select the Party:

- Clark, Quinn [mov]
- Davis, Christopher [mw]
- Jones, Jane [dft]
- Smith, David [pla]

Next Clear New Filer

 If you forgot to add the filer, you may do so here by selecting the New Filer button and adding the additional party. The new party will then appear in the Participant Tree and in the Select the Party list.

Leave the box to the left of the party name checked to associate your appearance with the party. Select Next.

Complaints and Other Initiating Documents
[3:18-mc-00021 Smith v. Jones](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

Quinn Clark (pty:mov) represented by Bella Arnold (aty)

Next Clear

Select the appropriate party that this filing is against. Select the party that issued the subpoena. Select Next.

Complaints and Other Initiating Documents
[3:18-mc-00021 Smith v. Jones](#)

Pick Party

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

- Quinn Clark mov
- Christopher Davis mw
- Jane Jones dft
- David Smith pla


Please select the party that this filing is against.

Select the Party: OR Select a Group:

- Clark, Quinn [mov]
- Davis, Christopher [mw]
- Jones, Jane [dft]
- Smith, David [pla]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear New Party

 If you forgot to add a party that this filing is against, you may do so here by selecting the New Party button and adding the additional party. The new party will then appear in the Participant Tree and in the Select the Party list.

You may also choose any of the group buttons on the right.

Motion to Quash/Motion to Compel Case Opening Instructions

Browse for your PDF document, right click and open the document to verify that the correct pdf is being uploaded then click open to upload and proceed to add and label any attachments. When you have completed adding all attachments, select Next.



Documents filed electronically must be filed in OCR text-searchable PDF format with an electronic or a scanned signature and must comply with the redaction requirements of [Fed. R. Civ. P. 5.2](#)

Complaints and Other Initiating Documents

[3:18-mc-00021 Smith v. Jones](#)

Select the PDF document and any attachments.

Main Document

MOTION-COMPEL.pdf

	Attachments	Category	Description	
1.	<input type="button" value="Choose File"/> TEST 2.pdf	<input type="text" value=""/>	<input type="text" value="Subpoena"/>	<input type="button" value="Remove"/>
2.	<input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>	

Verify your case number. The motion response date will automatically populate. Select Next.

Complaints and Other Initiating Documents

[3:18-mc-00021 Smith v. Jones](#)

Motion to Compel Subpoena Compliance

Response Deadline 11/30/2020

Motion to Quash/Motion to Compel Case Opening Instructions

VIII. Filing Fee Information

Unless you are filing a Motion to Proceed In Forma Pauperis or filing on behalf of the USA, you must answer “No” on this screen. Select Next.

Complaints and Other Initiating Documents
[3:18-mc-00021 Smith v. Jones](#)
Does your Motion to Compel Subpoena Compliance Include a request to waive the required fee?

Yes
 No

Next Clear

The following display message will appear. Select Next.

After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

The required fee will be displayed. Select Next.

Complaints and Other Initiating Documents
[3:18-mc-00021 Smith v. Jones](#)
Fee: \$49

Next Clear

The following message will appear:

Now loading the payment processing screen. This process might take a few seconds.

At this point, the PACER login screen will appear, and you will be prompted to enter your login and password.

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 * ctdbrookearmstrong

Password * [.....]

Login Clear Cancel

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

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

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

IX. Entering Payment Information

- This is a secure site administered by pay.gov.
- After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

Account Number	7032782
Username	ctdbellaarnold
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account



Pay Filing Fee for Connecticut District Court (test)

*** Required Information**

Payment Amount

Amount Due * **\$49.00**

Select a Payment Method

 
Bella Arnold
XXXXXXXXXXXX4747
03/2022

Enter a credit card

Enter an ACH account

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

Next Cancel

Motion to Quash/Motion to Compel Case Opening Instructions

Court Specific	
Attorney Completing Transaction *	<input type="text" value="Bella Arnold"/>
Attorney Name *	<input type="text" value="Bella Arnold"/>
Attorney Phone *	<input type="text" value="(203) 777-1234"/>
Case Number	<input type="text" value="3:18mc21"/>

Email Receipt	
Email	<input type="text" value="ctdbellaarnold@gmail.com"/>
Confirm Email	<input type="text" value="ctdbellaarnold@gmail.com"/>
Additional Email Addresses	<input type="text"/>

Authorization	
<input checked="" type="checkbox"/>	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.

Select Submit.

A receipt will be issued by pay.gov and the transaction will be viewable in your Pacer account.

Motion to Quash/Motion to Compel Case Opening Instructions

X. Completing Your Transaction

Enter any additional text (none is required). Select Next.

Complaints and Other Initiating Documents
3:18-mc-00021 Smith v. Jones

Docket Text: Modify as Appropriate.
MOTION to Compel Subpoena Compliance [] (paid \$49 fee; receipt number ACTXDC-179792) , filed by Quinn Clark. Responses due by 11/30/2020 (Arnold, Bella)

By selecting Next your transaction will be complete. Select Next.

Complaints and Other Initiating Documents
3:18-mc-00021 Smith v. Jones

Docket Text: Final Text
MOTION to Compel Subpoena Compliance (paid \$49 fee; receipt number ACTXDC-179792), filed by Quinn Clark. Responses due by 11/30/2020 (Arnold, Bella)

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\SEALED MATTER.pdf pages: 1

Notice of Electronic Filing is generated and the transaction is complete.

Complaints and Other Initiating Documents
3:18-mc-00021 Smith v. Jones

U.S. District Court
District of Connecticut TEST DATABASE

Notice of Electronic Filing

The following transaction was entered by Arnold, Bella on 11/9/2020 at 2:07 PM EST and filed on 11/9/2020

Case Name: Smith v. Jones
Case Number: [3:18-mc-00021](#)
Filer: Quinn Clark
Document Number: [1](#)

Docket Text:
MOTION to Compel Subpoena Compliance (paid \$49 fee; receipt number ACTXDC-179792), filed by Quinn Clark. Responses due by 11/30/2020 (Arnold, Bella)

3:18-mc-00021 Notice has been electronically mailed to:

Bella Arnold ctdbellaarnold@gmail.com, ctdpetergabriel@gmail.com

3:18-mc-00021 Notice has been delivered by other means to:

David Smith

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1034868047 [Date=11/9/2020] [FileNumber=90182-0]
[b8b261c21e3c18073b50d180cade465c082c276e38570d5916d213bd9093f561f3c27
ef10ed6a6696f6f327125c02de3f383734f42bd550f192b75ff81671638]]