

**Amended March 6, 2024**

**Attorney Filer - PACT Act Case Filing Tips for Filing a Short Form Complaint in a Previously Existing Case.**

**Case Management Order Number 2** at Docket Entry 23, Page 5 of Master PACT Act Case

7:23-CV-897 specifies in part:

“Any Plaintiff who filed a Complaint in this Court before the filing of the Master Complaint and who wishes to pursue their CLJA action in accordance with this Order (including the Discovery and Trial Plan in section XI of this Order) shall file a Short Form Complaint in the Plaintiff’s individual docket.”

Further, the **Order Adopting Litigation Management Database** at Docket Entry 47, Page 1 directs in part:

“For all Short Form Complaints filed after the date of this Order (11/20/23), Plaintiffs shall use the Rubris Crosslink platform (<https://crosslink.rubris.com>) to populate, generate, and download Short Form Complaints for filing. Plaintiff’s counsel should then file the Short Form Complaints downloaded from Crosslink with the Court via CM/ECF in accordance with the requirements in the Court’s Case Management Order No. 2 [D.E. 23]. Plaintiff’s counsel who file[s] a Short Form Complaint after the date of this Order must establish a Crosslink account by requesting access via e-mail sent to [CrosslinkSupport@rubris.com](mailto:CrosslinkSupport@rubris.com) using the e-mail subject: “Camp Lejeune ECF and Form Management Crosslink Access.” The email should list the name, law firm, and e-mail address of each individual requiring access to the Crosslink platform, along with the name of the attorney or law firm representative who will serve as the administrator for the law firm’s account.”

Other links related to this matter may be found on the Court webpage at [www.nced.uscourts.gov](http://www.nced.uscourts.gov) in the red banner. Users may click the “Camp Lejeune Water Litigation Information” link.

## PLEASE NOTE:

Public Notice Regarding Changes to Miscellaneous Court Fee Schedules Effective 1/1/24  
The Judicial Conference approved inflationary adjustments to fees on the miscellaneous Fee Schedule under the "Public" tab at [www.nced.uscourts.gov](http://www.nced.uscourts.gov). Updated fees will be posted on the website.

The Wilmington Courthouse will be closed November 13 through November 17, 2023. The Building and United States Courthouse located at 2 Princess Street, Wilmington, NC is on interim status pending necessary funding. Anyone anticipating the use of such facilities should proceed accordingly.

[FY 2024 Pre-Lapse in Appropriations Notice to Contractors](#)

[Camp Lejeune Water Litigation Information.](#)

[Case Management Order 1, Camp Lejeune Water Litigation.](#)

Once there, click on: <https://camplejeunecourtinfo.com/>.

### Information Concerning Camp Lejeune Water Litigation

NOTICE - The Court has established a Plaintiffs' Leadership Group. The group and its Liaison Counsel are tasked with the responsibility to "[k]eep pro se litigants apprised of the status and progress of the Litigation." The group has established a web site for this purpose: <https://camplejeunecourtinfo.com/>. The website can be used as a resource by all litigants. The Leadership Group is NOT acting as your attorney in your individual case.

#### In Re: Camp Lejeune Water Litigation

[ANNOUNCEMENTS](#) [ORDERS, PLEADINGS & TRANSCRIPTS](#) [STATUTES](#) [MASTER COMPLAINT](#) [SHORT FORM COMPLAINT](#) [FAQ](#) [NOTICE OF ELECTIVE OPTION FOR CAMP LEJEUNE JUSTICE ACT CLAIMS](#)

[DISCOVERY POOL PLAINTIFF PROFILE FORM/INSTRUCTIONS](#) [GUIDANCE FOR OUT OF STATE ATTORNEYS](#) [STATUTES](#) [DOCUMENTS](#) [HOME](#)

7:23-cv-00897-RJ

This website's purpose is to provide claimants, counsel, and the public with current information, including Orders, schedules, and important documents, in the Camp Lejeune water contamination cases. It will be updated regularly by the Court-appointed plaintiffs' leadership.

The United States District Court for the Eastern District of North Carolina is the exclusive jurisdiction for the Camp Lejeune water contamination cases. The Court's website [can be found here](#).

November 29, 2023 NOTICE - The Court has established a Plaintiffs' Leadership Group. The group and its Liaison Counsel are tasked with the responsibility to "[k]eep pro se litigants apprised of the status and progress of the Litigation." The group has established a web site for this purpose: [www.camplejeunecourtinfo.com](https://camplejeunecourtinfo.com/). The website can be used as a resource by all litigants. The Leadership Group is NOT acting as your attorney in your individual case.

In Re: Camp Lejeune Water Litigation

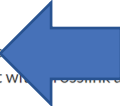
ANNOUNCEMENTS   ORDERS, PLEADINGS & TRANSCRIPTS   STATUTES   MASTER COMPLAINT   **SHORT FORM COMPLAINT**   FAQ   NOTICE OF ELECTIVE OPTION FOR CAMP LEJEUNE JUSTICE ACT CLAIMS

DISCOVERY POOL PLAINTIFF PROFILE FORM/INSTRUCTIONS   GUIDANCE FOR OUT OF STATE ATTORNEYS   STATUS REPORTS   DOCUMENTS   HOME

7:23-cv-00897-RJ

## SHORT FORM COMPLAINT

Per Court order, Plaintiffs must use the [Rubris Crosslink platform](#) to e-file and upload Short Form Complaints. Please refer to the Order for instructions on how to set up an account with the platform and proceed, [Short Form Complaint \(Order re using.pdf version\)](#).

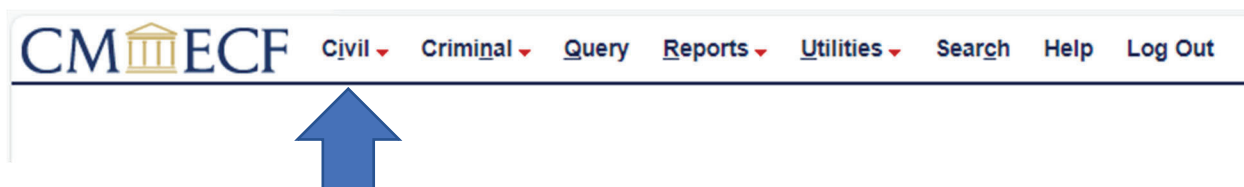


The following instructions provide guidance for filing a Short Form Complaint in an existing case (i.e., a case where a standard complaint previously has been filed).

All filers are encouraged to create, properly flatten, and convert documents to PDF prior to logging into CM/ECF. The best method for flattening and/or converting documents to PDF so that those documents work with CM/ECF is to, from a user's tool bar, select File>Print>Print As> Choose the PDF writing program installed on the user's computer. The document is not actually printing. It is being converted so that the user may save the PDF for later upload. The "Export to PDF", "print to PDF", and other "flattening" tools do not produce final PDFs that work well with CM/ECF programing.

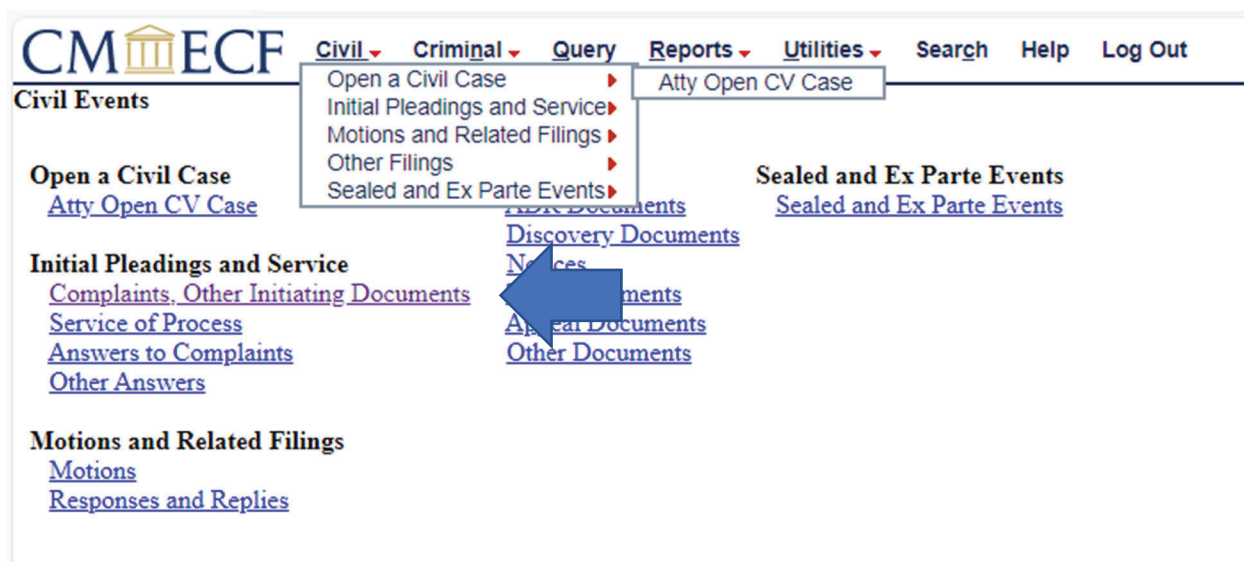
The maximum individual document size is 50 megabytes. The maximum merge file size (main document plus one or more attachments is 60 megabytes.

Once the user is ready to file, log into CM/ECF and click on the “Civil” tab on the Navigation Bar.



The “Civil” filing menu is presented and selected.

When filing a Short Form Complaint after the case has been otherwise opened with a standard complaint, the user will click on “Complaints, Other Initiating Documents.”



The filer will select “Amended Complaint” and the same will appear in the “Selected Events” box to the right.

If the wrong event is selected, simply click on the event within the “Selected Events” box and the item will be removed.

For this example, the “Amended Complaint” event was selected.

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 3rd Party Complaint
- Amended Complaint**
- Amended Crossclaim
- Application for Order Pursuant to Title 28, United States Code, S
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Certificate of Mental Disease or Defect and Dangerousness
- Certificate of a Sexually Dangerous Person
- Complaint
- Complaint - Social Security Case
- Counterclaim
- Crossclaim
- Fourth Party Complaint
- Intervenor Complaint

Next Clear

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

- Amended Complaint

The system will prompt for the case number in which this filing is to be made.

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

**Complaints and Other Initiating Documents**

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Enter the case number and click “Find This Case.”

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

**Complaints and Other Initiating Documents**

Civil Case Number

7:23-cv-17 Find This Case

Next Clear

The case number will be found.

Click “Next.”

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

**Complaints and Other Initiating Documents**

Civil Case Number

7:23-cv-17

Next Clear

The “Ghost Screen” will be presented. No information is collected here.

Click “Next.”



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

**Complaints and Other Initiating Documents**  
[7:23-cv-00017-H Plaintiff v. United States Of America](#)

The system will prompt the user to “Select the Filer.”



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

**Complaints and Other Initiating Documents**  
[7:23-cv-00017-H Plaintiff v. United States Of America](#)

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

☒ John Plaintiff pla  
☐ United States Of America dft

Select the filer.

**Select the Party:**

Plaintiff, John [pla]  
United States Of America [dft]

Select "Plaintiff, John [pla]" and then click "Next."

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

**Complaints and Other Initiating Documents**  
[7:23-cv-00017-H Plaintiff v. United States Of America](#)

Pick Filer

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

- John Plaintiff pla
- United States Of America dft

Select the filer.

**Select the Party:**

Plaintiff, John [pla]  
United States Of America [dft]

Next Clear New Filer



The system now prompts for the selection of “who this filing is against.”



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

**Complaints and Other Initiating Documents**  
7:23-cv-00017-H Plaintiff v. United States Of America

**Pick Party**

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

- John Plaintiff pla
- United States Of America dft

Please select the party that this filing is against.


**Select the Party:** OR **Select a Group:**

Plaintiff, John [pla]  
United States Of America [dft]

☒ No Group  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

[Next](#) [Clear](#) [New Party](#)

Select the party that this filing is against, “United States of America [dft]” and then click “Next.”



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

**Complaints and Other Initiating Documents**  
7:23-cv-00017-H Plaintiff v. United States Of America

**Pick Party**

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

- John Plaintiff pla
- United States Of America dft

Please select the party that this filing is against.

**Select the Party:** OR **Select a Group:**

Plaintiff, John [pla]  
United States Of America [dft]

☐ No Group  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

[Next](#) [Clear](#) [New Party](#)

The filer is presented with the “Choose File” screen. To proceed, put the cursor on the grey “Choose File” link under the Main Document notation and left click once.

CM<sup>ECF</sup>

Civil

Criminal

Query

Reports

Utilities

Search

Help

Log Out

Complaints and Other Initiating Documents

[7:23-cv-00017-H Plaintiff v. United States Of America](#)

Select the PDF document and any attachments.

Main Document

Choose File

No file chosen

Attachments

Category

Description

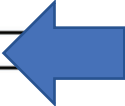
1.

Choose File

No file chosen

Next

Clear



The user will be directed to their filing directory. Navigate to the appropriate directory drive.

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

**Complaints and Other Initiating Documents**  
7:23-cv-00017-H Plaintiff v. United States Of America  
Select the PDF document and any attachments.

**Main Document**  
Choose File No file chosen

Attachments	Category	Description
1. Choose File No file chosen		

Next Clear

Open

« Images (\nce.circ4.dcn\ral.nced) (I:) > CMECFTestDocs > CMECFTrainingDocs > Search CMECFTrainingDocs

Organize New folder

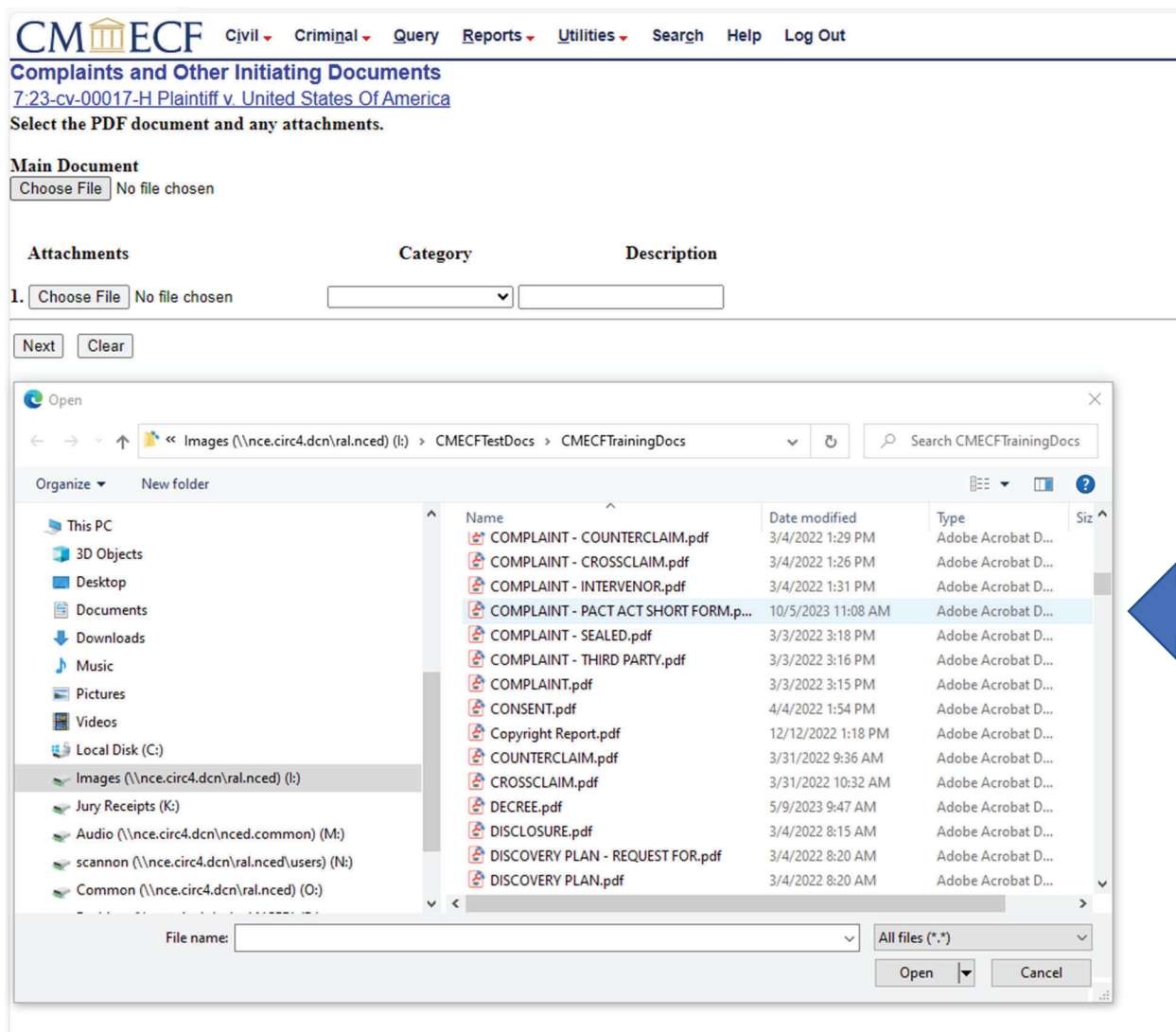
Name	Date modified	Type	Size
13112003994.pdf	7/26/2022 3:36 PM	Adobe Acrobat D...	
AFFIDAVIT - FINANCIAL CIA 23.pdf	3/3/2022 5:13 PM	Adobe Acrobat D...	
AFFIDAVIT 2.pdf	3/4/2022 8:43 AM	Adobe Acrobat D...	
AFFIDAVIT 3.pdf	3/4/2022 8:43 AM	Adobe Acrobat D...	
AFFIDAVIT with metadata.pdf	12/8/2022 10:38 AM	Adobe Acrobat D...	
AFFIDAVIT.pdf	3/3/2022 4:41 PM	Adobe Acrobat D...	
ANSWER - AMENDED.pdf	3/3/2022 3:17 PM	Adobe Acrobat D...	
ANSWER - SEALED.pdf	3/3/2022 3:18 PM	Adobe Acrobat D...	
ANSWER TO COMPLAINT.pdf	3/3/2022 3:54 PM	Adobe Acrobat D...	
ANSWER.pdf	3/3/2022 3:17 PM	Adobe Acrobat D...	
APPEAL - BANKRUPTCY.pdf	3/4/2022 1:36 PM	Adobe Acrobat D...	
APPEAL - INTERLOCUTORY.pdf	3/4/2022 1:37 PM	Adobe Acrobat D...	
APPEAL - MAG CASE.pdf	3/4/2022 1:37 PM	Adobe Acrobat D...	
APPEAL - NOTICE OF.pdf	3/4/2022 1:36 PM	Adobe Acrobat D...	
APPEAL.pdf	3/4/2022 1:36 PM	Adobe Acrobat D...	

File name: All files (\*.\*)

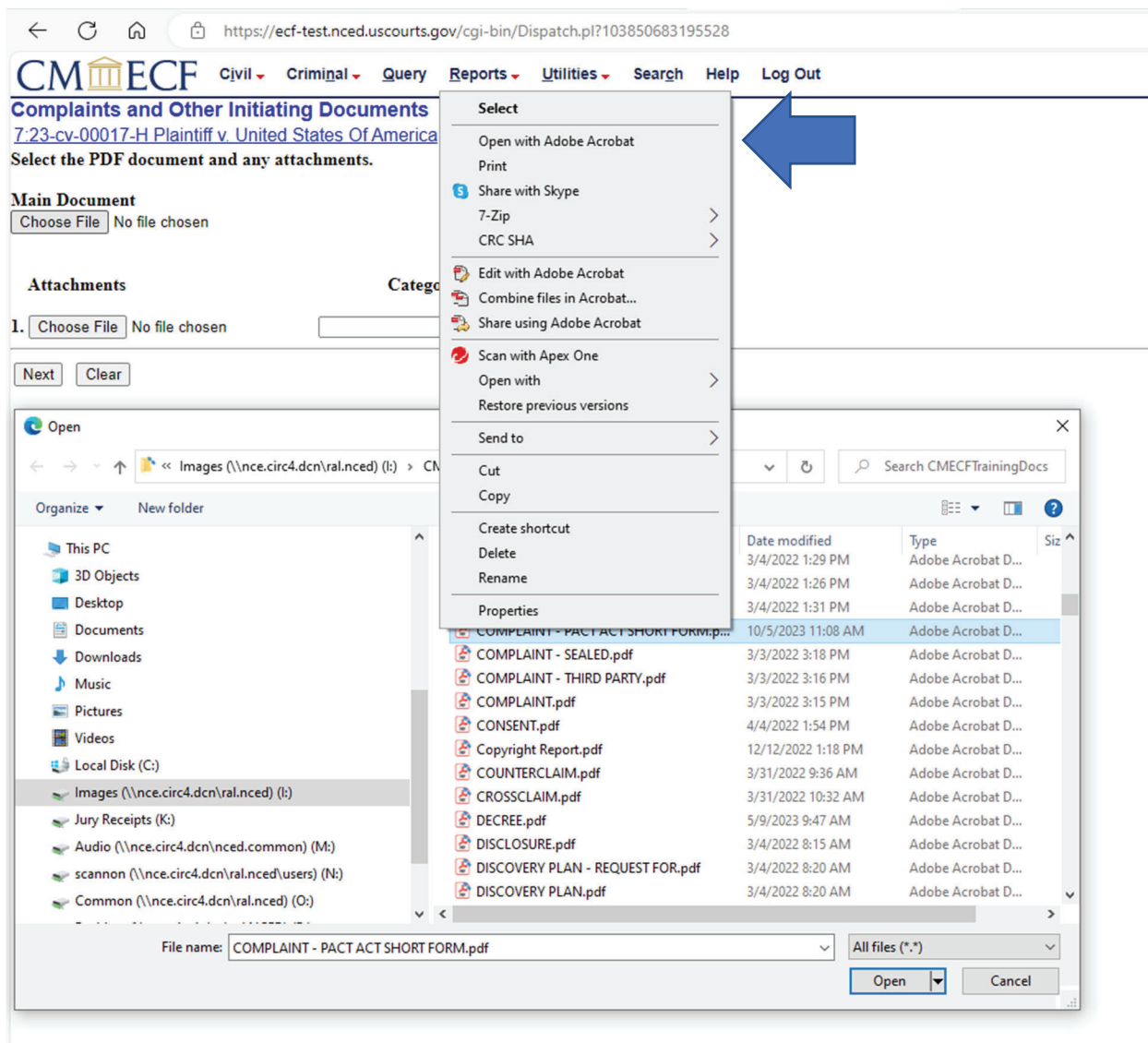
Open Cancel

Find the Short Form Complaint document and left click once on the correct file so that the file name is highlighted in blue.

While the selected document is highlighted in blue, right click on that document once.



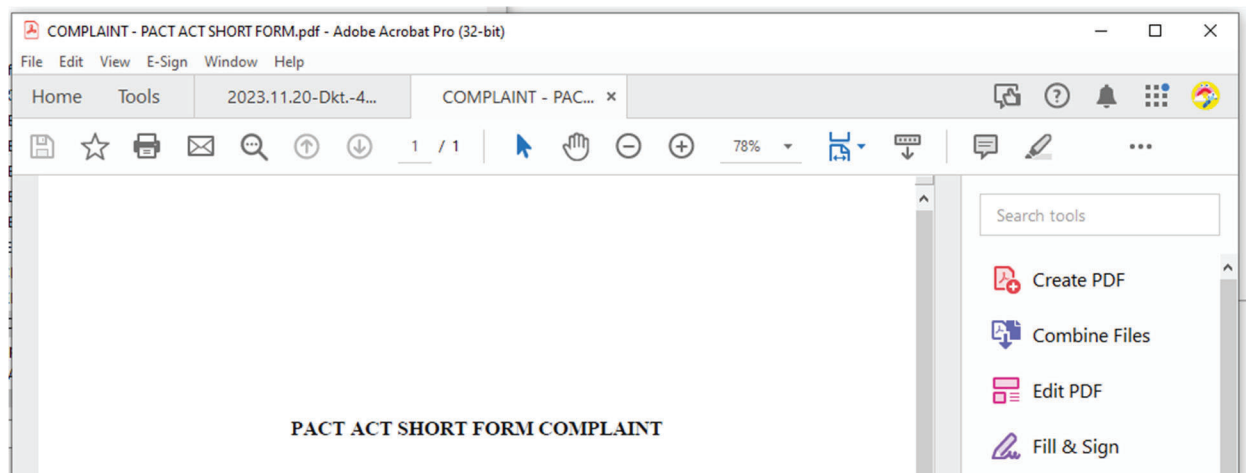
A mini-directory management box will appear. Using this management box, open the highlighted document with the PDF reader loaded on the computer. For demonstration purposes, this example uses Adobe Acrobat.



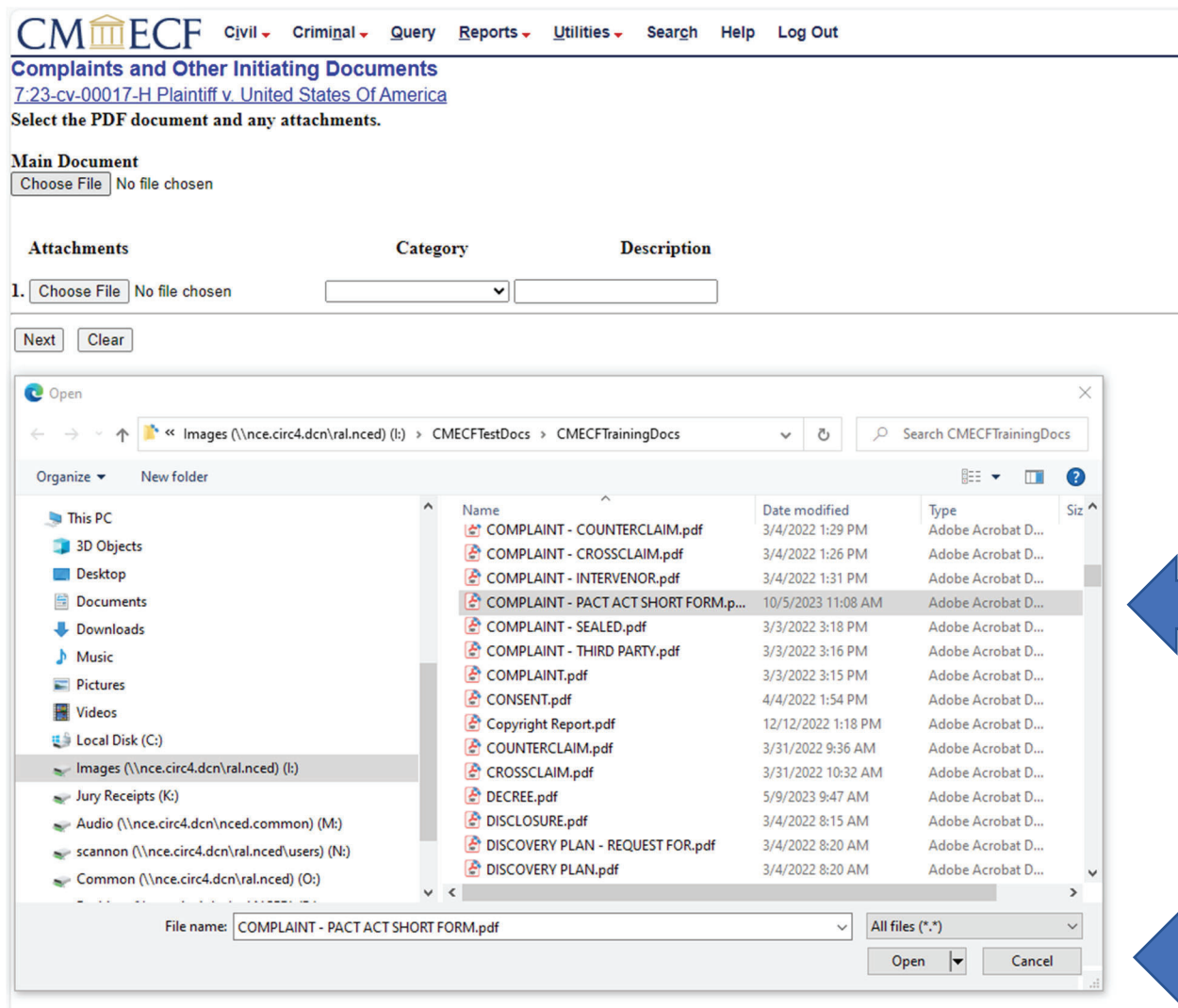
As shown below, the highlighted document will open for the user's review.

**Filers are strongly encouraged to right click, open, and review each document being uploaded into CM/ECF. This is the ONLY opportunity a filer will have to verify that the document being uploaded is the correct document to be filed.**

Once satisfied that the document is correct, close the document by clicking on the X in the upper right-hand corner.



Once the preview has been closed, the user is returned to the previous file directory with the selected file still highlighted. Leave the file highlighted and click “Open” on the bottom right of the screen.



The selected file will be pulled into the “Main Document” drive path.

If there are attachments to this main document, proceed to individually select each attachment, right click to preview each, upload, and categorize and/or describe the same.

Do not upload multiple attachments in one long scroll and then describe as “Exhibits 1-10.”

If there are five or more attachments to any main document, the first attachment should be an index of all attachments.

When all documents have been uploaded, click “Next.”

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

**Complaints and Other Initiating Documents**

[7:23-cv-00017-H Plaintiff v. United States Of America](#)

Select the PDF document and any attachments.

**Main Document**

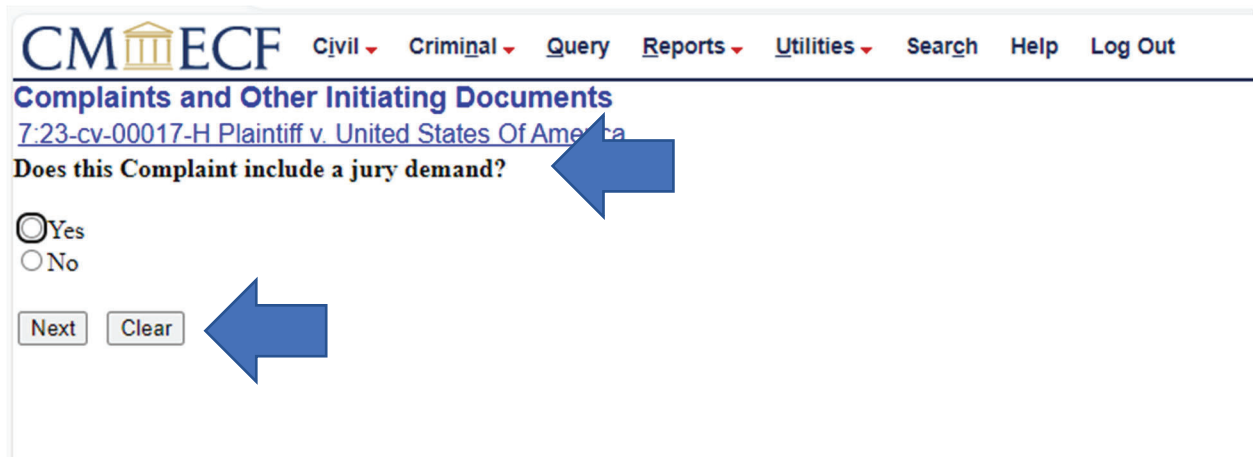
COMPLAIN...T FORM.pdf

**Attachments**

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



The jury demand screen is presented. Answer as appropriate to the case at issue by clicking on “Yes” or “No” and then click “Next.”



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

**Complaints and Other Initiating Documents**

[7:23-cv-00017-H Plaintiff v. United States Of America](#)

**Does this Complaint include a jury demand?**

☐ Yes  
☐ No

For this demonstration, select “Yes” and then “Next.”



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

**Complaints and Other Initiating Documents**

[7:23-cv-00017-H Plaintiff v. United States Of America](#)

**Does this Complaint include a jury demand?**

☒ Yes  
☐ No

The summary screen is presented.

Users are encouraged to momentarily stop here and review.

Is the user filing in the correct case number?

Is the intended filing named correctly?

Have the parties been designated correctly for this filing?

If the answer is no, stop. Click on “Civil” on the navigation bar and begin anew.

If the answer is yes, type “Short Form” in the white free text field and then click “Next.”



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

**Complaints and Other Initiating Documents**

[7:23-cv-00017-H Plaintiff v. United States Of America](#)

Docket Text: Modify as Appropriate.

**AMENDED COMPLAINT**  against United States Of America (Doel, John)

Next Clear



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

**Complaints and Other Initiating Documents**

[7:23-cv-00017-H Plaintiff v. United States Of America](#)

Docket Text: Modify as Appropriate.

**AMENDED COMPLAINT**  against United States Of America (Doel, John)

Next Clear

The “Point of No Return” screen is presented. Notice the red **Attention!!**

This screen is the user’s last chance to abort this transaction. Again, to do so, click on “Civil” on the navigation bar and begin anew.

The information shown below in yellow is exactly what the public will see if they visit PACER or one of the public terminals at the Clerk’s Office.

To proceed and commit the filing, click “Next.”

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

**Complaints and Other Initiating Documents**  
[7:23-cv-00017-H Plaintiff v. United States Of America](#)

Docket Text: Final Text  
**AMENDED COMPLAINT Short Form against United States Of America (Doel, John)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to redact. Have you redacted?

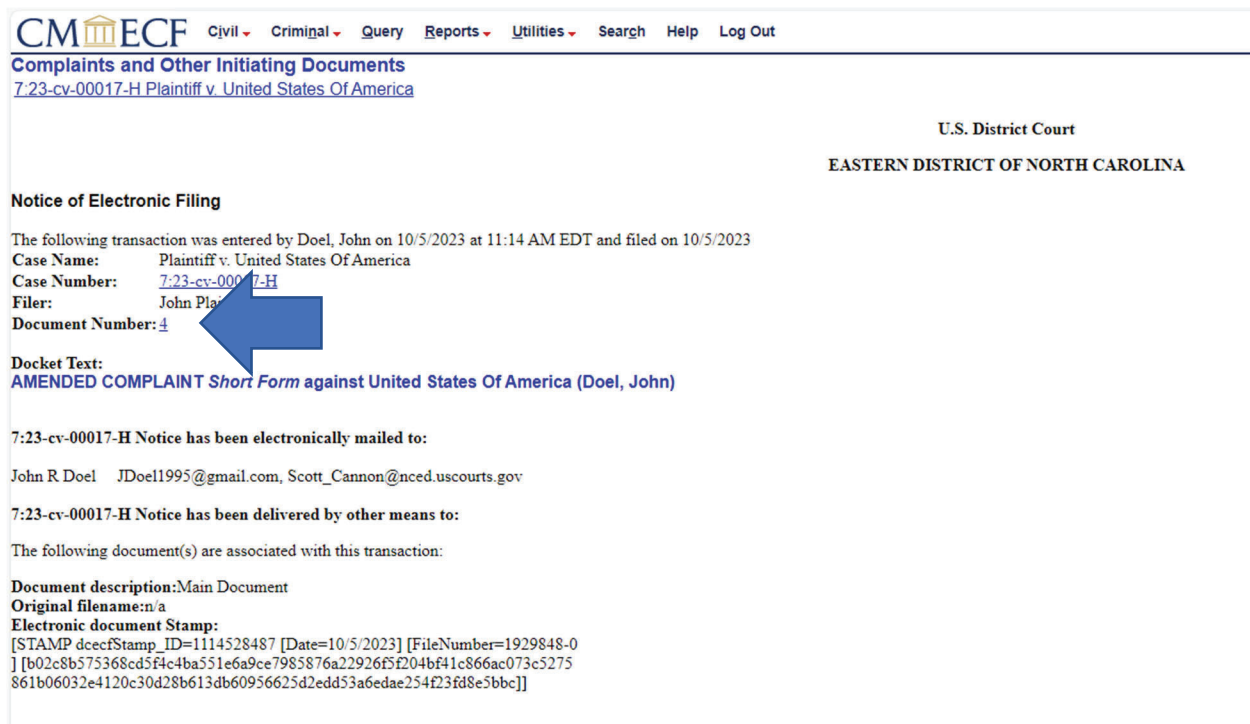
Source Document Path (for confirmation only):  
C:\fakepath\COMPLAINT - PACT ACT SHORT FORM.pdf pages: 1

The “Notice of Electronic Filing” or “NEF” screen is presented.

This is the verification that the filing was successful.

**To view the file stamped version of this document, open the NEF received in the user’s email box and click on the document number, not the docket number.**

**Immediately print and/or save the opened document as this is the ONE FREE LOOK.**



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

**Complaints and Other Initiating Documents**  
[7:23-cv-00017-H Plaintiff v. United States Of America](#)

U.S. District Court  
EASTERN DISTRICT OF NORTH CAROLINA

**Notice of Electronic Filing**

The following transaction was entered by Doel, John on 10/5/2023 at 11:14 AM EDT and filed on 10/5/2023

Case Name: Plaintiff v. United States Of America  
Case Number: [7:23-cv-00017-H](#)  
Filer: John Plafie  
Document Number: [4](#)

Docket Text:  
[AMENDED COMPLAINT Short Form against United States Of America \(Doel, John\)](#)

7:23-cv-00017-H Notice has been electronically mailed to:  
John R Doel JDoe11995@gmail.com, Scott\_Cannon@nced.uscourts.gov

7:23-cv-00017-H Notice has been delivered by other means to:

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

Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP dcecfStamp\_ID=1114528487 [Date=10/5/2023] [FileNumber=1929848-0]  
] [b02c8b575368cd5f4c4ba551e6a9ce7985876a22926f5f204bf41c866ac073c5275  
861b06032e4120c30d28b613db60956625d2edd53a6edae254f23fd8e5bbc]]