

# “How To” GUIDE FOR OPENING A HABEAS CORPUS CASE



TIPS FOR FILING IN 28 U.S.C. § 2241 MATTERS  
AND FOR 28 U.S.C. § 2254 MATTERS

The following steps should be followed when filing a Petition for Writ of Habeas Corpus.

1. Go to *Civil* on the blue bar located at the top of the screen.



2. Select *Atty Open CV Case*



3. In the *Office* field , select Western Division. NOTE: All of these cases should be filed in the Western (Raleigh) Division.

The screenshot shows the 'Open Unassigned Civil Case' form. The 'Office' dropdown menu is open, displaying a list of divisions: Northern Division, Old Fayetteville Division, Eastern Division, Western Division (highlighted), Southern Division, and Old Wilson Division. Other fields include 'Date filed' (Please make a selection from drop down menu), 'Case type' (cv), 'Case Number', 'Lead case' (consolidated), 'Other court name', and 'Other court number'. There is a checkbox for 'Related cases' and 'Next' and 'Clear' buttons.

4. In the *Case type* field, select HC.

The screenshot shows the 'Open Unassigned Civil Case' form. The 'Case type' dropdown menu is open, displaying a list of case types: ct, cv, hc (highlighted), and mc. Other fields include 'Office' (Please make a selection from drop down menu), 'Date filed' (4/19/2007), 'Case Number', 'Lead case number', 'Association type' (consolidated), 'Other court name', and 'Other court number'. There is a checkbox for 'Related cases' and 'Next' and 'Clear' buttons.

5. Click on *Next*

The screenshot shows the 'Open Unassigned Civil Case' form. The 'Next' button is highlighted with a red arrow. Other fields include 'Office' (Please make a selection from drop down menu), 'Case type' (cv), 'Case Number', 'Date filed' (4/19/2007), 'Lead case number', 'Association type' (consolidated), 'Other court name', and 'Other court number'. There is a checkbox for 'Related cases' and a 'Clear' button.

6. In the *Jurisdiction* field:
- Select *2 (U.S. Government Defendant)* if filing a Petition for Writ of Habeas Corpus under 28 U.S.C. § 2241

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question)   
 Cause of action: 1 (U.S. Government Plaintiff)   
                   2 (U.S. Government Defendant)   
 Nature of suit: 3 (Federal Question)   
                   4 (Diversity)   
 Origin: 5 (Local Question)   
 Citizenship plaintiff:   
 Citizenship defendant:   
 Jury demand: n (None)  Class action: n  Demand (\$000):   
 Arbitration code:  County: BEAUFORT   
 Fee status: pd (paid)  Fee date: 4/19/2007  Date transfer:

or

- Select *3(Federal Question)* if filing a Petition for Writ of Habeas Corpus under 28 U.S.C. § 2254

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question)   
 Cause of action: 1 (U.S. Government Plaintiff)   
                   2 (U.S. Government Defendant)   
                   3 (Federal Question)   
 Nature of suit: 4 (Diversity)   
                   5 (Local Question)   
 Citizenship plaintiff:   
 Citizenship defendant:   
 Jury demand: n (None)  Class action: n  Demand (\$000):   
 Arbitration code:  County: BEAUFORT   
 Fee status: pd (paid)  Fee date: 4/19/2007  Date transfer:

7. In the *Cause of action* field:
- a. Select *28:2241 (28:2241 Petition for Writ of Habeas Corpus (federa))*

**Open Unassigned Civil Case**

**Jurisdiction** 2 (U.S. Government Defendant) ▼

**Cause of action** 0 (No cause code entered) ▼

**Nature of suit** 28:1446pd (28:1446 Petition for Removal- Property Damage (P.I)) ▲

**Origin** 28:1446pi (28:1446 Petition for Removal- Personal Injury)

**Citizenship plaintiff** 28:1446pl (28:1446pl Petition for Removal - Product Liability)

**Citizenship defendant** 28:1446pr (28:1446 Petition for Removal)

**Jury demand** n (No) 28:1452 (28:1452 R&R re motions to remand (non-core))

**Arbitration code** 28:1651 (28:1651 Petition for Writ of Coram Nobis)

**Fee status** pd (paid) 28:1651hc (28:1651 Petition for Writ of Habeas Corpus)

28:1651mn (28:1651 Petition for Writ of Mandamus)

28:1983 (28:1983 Civil Rights)

28:2201 (28:2201 Constitutionality of State Statute(s))

28:2201dj (28:2201 Declaratory Judgement)

28:2201ij (28:2201 Injunction)

28:2201in (28:2201 Declaratory Judgement (Insurance))

28:2241 (28:2241 Petition for Writ of Habeas Corpus (federa))

Next Clear

OR

- b. Select *28:2254 (28:2254 Petition for Writ of Habeas Corpus (State))*

**Open Unassigned Civil Case**

**Jurisdiction** 3 (Federal Question) ▼

**Cause of action** 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State)) ▼

**Nature of suit** 28:2201ij (28:2201 Injunction) ▲

**Origin** 28:2201in (28:2201 Declaratory Judgement (Insurance))

**Citizenship plaintiff** 28:2241 (28:2241 Petition for Writ of Habeas Corpus (federa))

**Citizenship defendant** 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State))

28:2254se (28:2254 Ptn for Writ of H/C - Stay of Execution)

28:2255 (28:2255 Motion to Vacate / Correct Illegal Sentenc)

28:2271 (28:2271 Federal Tort Claims Act)

28:2345 (28:2345 Medicare Recovery)

28:2409 (28:2409(a) Quiet Title Action)

28:2410 (28:2410 Quiet Title)

28:2671 (28:2671 Federal Tort Claims Act)

28:2674 (28:2674 Federal Tort Claims Act)

28:7402 (28:7402 Refund of Taxes)

28:7422 (28:7422 Appeal from Administrative Decision)

29:0151 (29:151 Labor: Review of Agency Action)

29:0160 (29:160(1) National Labor Relations Act)

29:0184 (29:184 Violation Collection Bargain Agreement)

\$000)

pend (IFP p)

Next Clear

8. In the *Nature of suit* field, select *530 Habeas Corpus ) General* NOTE: If the 2254 is arising from a Capital Case, the select *535 (Death Penalty - Habeas Corpus)*

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question)

Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State))

Nature of suit: 530 (Habeas Corpus (General))

Origin: 450 (Commerce ICC Rates, Etc.)

Citizenship plaintiff: 460 (Deportation)

Citizenship defendant: 470 (Racketeer/Corrupt Organization)

Jury demand: n (No) 480 (Consumer Credit)

Arbitration code: 490 (Cable/Satellite TV)

Fee status: pend (IFP p) 510 (Prisoner: Vacate Sentence)

and (\$000):

Next Clear

530 (Habeas Corpus (General))

535 (Death Penalty - Habeas Corpus)

540 (Mandamus & Other)

550 (Prisoner: Civil Rights)

555 (Habeas Corpus (Prison Condition))

610 (Forfeit/Penalty: Agriculture)

620 (Forfeit/Penalty: Food and Drug)

625 (Over Related Crimes of Deportation)

9. In the *Origin* field, make sure the selection is still *1 (Original Proceeding)*

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question)

Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State))

Nature of suit: 530 (Habeas Corpus (General))

Origin: 1 (Original Proceeding)

Citizenship plaintiff: 1 (Original Proceeding)

Citizenship defendant: 2 (Removal from State Court)

Jury demand: n (No) 3 (Remand from USCA)

Arbitration code: 4 (Reinstated/Reopened Case)

Fee status: pd (paid) 5 (Transfer-in from Other District)

Demand (\$000):

Next Clear

6 (Transfer-in per MDL Order)

7 (Appeal of Magistrate Judge Decision)

A (Second Reopening)

B (Third Reopening)

C (Fourth Reopening)

D (Fifth Reopening)

E (Sixth Reopening)

Date transfer:

10. Skip the following boxes - Citizenship plaintiff, Citizenship defendant, Jury demand, Class action, Demand, Arbitration code

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question) [v]

Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State)) [v]

Nature of suit: 530 (Habeas Corpus (General)) [v]

Origin: 1 (Original Proceeding) [v]

Citizenship plaintiff: [v]

Citizenship defendant: [v]

Jury demand: n (None) [v]    Class action: n [v]    Demand (\$000): [text box]

Arbitration code: [v]    County: BEAUFORT [v]

Fee status: pd (paid) [v]    Fee date: 4/24/2007 [text box]    Date transfer: [text box]

Next [button]    Clear [button]

11. In the *County* field, select the county where the petitioner is currently housed. If the petitioner is housed in a facility that is located in a county that is not listed, please select “xx U.S. Outside District”. Please note that in 28 U.S.C. § 2254 cases, pursuant to a Standing Order, petitions should be filed within the district where the judgment was entered. For example, if the petitioner was sentenced in Pitt county, the petition should be filed with the Eastern District of North Carolina; however, if the petitioner was sentenced in Forsyth county, the petition should be filed with the Middle District of North Carolina.

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question) [v]

Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State)) [v]

Nature of suit: 530 (Habeas Corpus (General)) [v]

Origin: 1 (Original Proceeding) [v]

Citizenship plaintiff: [v]

Citizenship defendant: [v]

Jury demand: n (None) [v]    Class action: n [v]    Demand (\$000): [text box]

Arbitration code: [v]    County: [dropdown menu]

Fee status: pd (paid) [v]    Fee date: 4/24/2007 [text box]    Date transfer: [text box]

Next [button]    Clear [button]

NEWHANOVER  
NORTHAMPTON  
ONSLow  
PAMLICO  
PASQUOTANK  
PENDER  
PERQUIMANS  
PITT  
ROBESON  
SAMPSON  
TYRRELL  
VANCE  
WAKE  
WARREN  
WASHINGTON  
WAYNE  
WILSON  
xxU.S. Outside of State  
xxU.S. Outside District  
xxOutside U.S.

12. In the *Fee status* field:
- Select *pd (paid)* if paying the \$5.00 filing fee

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question) [v]

Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State)) [v]

Nature of suit: 530 (Habeas Corpus (General)) [v]

Origin: 1 (Original Proceeding) [v]

Citizenship plaintiff: [v]

Citizenship defendant: [v]

Jury demand: n (None) [v]    Class action: n [v]    Demand (\$000): [text]

Arbitration code: [v]    County: BEAUFORT [v]

Fee status: pd (paid) [v]    Fee date: 4/24/2007    Date transfer: [text]

Next    Clear

- fp (in forma pauperis)
- none (no fee required)
- pd (paid)**
- pend (IFP pending)
- ww (waived)

OR

- Select *pending (IFP pending)* if filing a motion to proceed in forma pauperis.

**MECF**    Civil • Criminal • Query • Reports •

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question) [v]

Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State)) [v]

Nature of suit: 530 (Habeas Corpus (General)) [v]

Origin: 1 (Original Proceeding) [v]

Citizenship plaintiff: [v]

Citizenship defendant: [v]

Jury demand: n (None) [v]    Class action: n [v]    Demand (\$000): [text]

Arbitration code: [v]    County: BEAUFORT [v]

Fee status: pend (IFP pending) [v]    Fee date: 4/24/2007    Date transfer: [text]

Next    Clear

- fp (in forma pauperis)
- none (no fee required)
- pd (paid)
- pend (IFP pending)**
- ww (waived)

13. Skip the following boxes - Fee Date, Date Transfer

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question) [v]  
Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State)) [v]  
Nature of suit: 530 (Habeas Corpus (General)) [v]  
Origin: 1 (Original Proceeding) [v]  
Citizenship plaintiff: [v]  
Citizenship defendant: [v]  
Jury demand: n (None) [v]    Class action: n [v]    Demand (\$000): [text]  
Arbitration code: [v]    County: BEAUFORT [v]  
Fee status: pend (IFP pending) [v]    Fee date: 4/24/2007 [v]    Date transfer: [v]  
[Next] [Clear]

14. Click on *Next*

**Open Unassigned Civil Case**

Jurisdiction: 3 (Federal Question) [v]  
Cause of action: 28:2254 (28:2254 Petition for Writ of Habeas Corpus (State)) [v]  
Nature of suit: 530 (Habeas Corpus (General)) [v]  
Origin: 1 (Original Proceeding) [v]  
Citizenship plaintiff: [v]  
Citizenship defendant: [v]  
Jury demand: n (None) [v]    Class action: n [v]    Demand (\$000): [text]  
Arbitration code: [v]    County: BEAUFORT [v]  
Fee status: pend (IFP pending) [v]    Fee date: 4/24/2007 [v]    Date transfer: [v]  
[Next] [Clear]

15. Enter the Last name of petitioner and click on *Search*

**Open Unassigned Civil Case**

Search for a party  
Last/Business name: Jones [v] [v]  
[Search] [Clear]

16. A list of all persons entered in our database with that last name will be shown under *Party search results*.

**Search for a party**  
Last/Business name   
Search Clear

**Party search results**  
Jones, Abe  
Jones, Allison  
Jones, Amy  
Jones, Bubba  
Jones, Dave  
Jones, Davey

Select name from list Create new party

- a. If you find the name of the party, click on that name and then click on *Select name from list*.

**Search for a party**  
Last/Business name   
Search Clear

**Party search results**  
Jones, Davey  
Jones, David  
Jones, Donnie  
Jones, Donnie  
Jones, Donny  
Jones, Jil

Select name from list Create new party

or

- b. If you do not find the name of the party, click on *Create a new party*.

**Search for a party**  
Last/Business name   
Search Clear

**Party search results**  
Jones, Abe  
Jones, Allison  
Jones, Amy  
Jones, Bubba  
Jones, Dave  
Jones, Davey

Select name from list Create new party

The last name is remembered, therefore, fill in First name, Middle Name (if applicable), Generation, if applicable. In the Role field, Click on Petitioner. In the Pro se field, leave no in the screen. This is because, you, the attorney are filing this petition. If you have the inmate number of the petitioner, then in the Prisoner Id field enter number. Click on **Submit**

**Party Information**

Last name: Jones      First name: Michael

Middle name:      Generation:      Title:      Role: Petitioner (pet:pty)      Pro se: no

Prisoner Id: 123456      Office:      Unit:      Address 1:      Address 2:      Address 3:      City:      State:      Zip:      County:      Country:      Phone:      Fax:      E-mail:      Party text:      Start date: 4/24/2007

Buttons: Alias..., Corporate parent..., Review..., Add all aliases and corporate parents before clicking the Submit button.      Submit, Cancel, Clear

- Enter the last name of the Respondent and click on **Search**. ( Please refer to Rule 2 of the Rules Governing Habeas Corpus Cases under Section 2254.)

**Open Unassigned Civil Case**

Search for a party

Last/Business name: Jackson

Buttons: Search, Clear

Button: Add party selection

18. A list of all persons entered in our database with that last name will be shown under *Party search results*.

The screenshot shows a web interface with the following elements:

- Search for a party** header.
- Last/Business name** text input field.
- Search** and **Clear** buttons.
- Party search results** list box containing:
  - Jackson
  - Jackson, Anthony
  - Jackson, Bob
  - Jackson, Gerald
  - Jackson, Lisa
  - jackson, amy
- Select name from list** and **Create new party** buttons.

- a. If you find the name of the party, click on that name and then click on *Select name from list*.

This screenshot is identical to the one above, but includes two arrows to highlight specific actions:

- A blue arrow points to the text **Jackson, Bob** in the **Party search results** list.
- A red arrow points to the **Select name from list** button.

or

- b. If you do not find the name of the party, click on *Create a new party*. The last name is remembered, therefore, fill in **First name**, **Middle Name (if applicable)**, **Generation, if applicable**. (See Step 17b)
- c. In the *Role* field, click on *Respondent* and then click on *Submit*.

**Party Information**

**Bob Jackson**

Title

Role Respondent (res:pty)  Pro se no

Prisoner Id  Office

Unit  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Start date 4/24/2007

Add all aliases and corporate parents before clicking the Submit button.

- 19. Click on *End party selection*.

**Open Unassigned Civil Case**

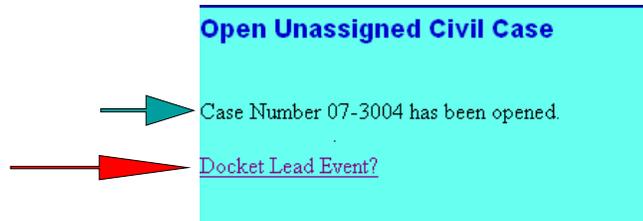
Search for a party

Last/Business name

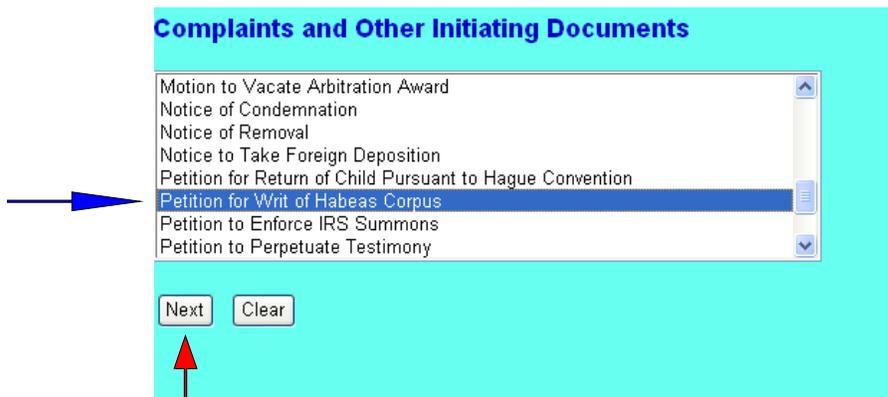
All data will be processed and the **Case Number** will be displayed. Make a note of this

case number. NOTE: If you have made a mistake regarding party information, DO NOT REENTER THE CASE. A number has already been assigned. Please call the help desk at 1-866-855-8894 or call the main line at 919-645-1700 and ask for the Prisoner Section.

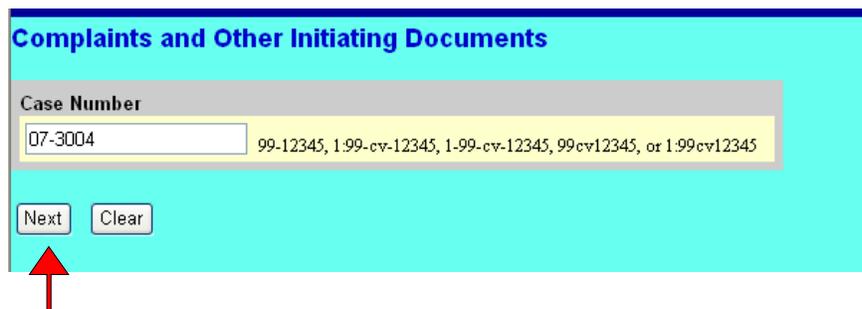
20. Click on *Docket Lead Event?*



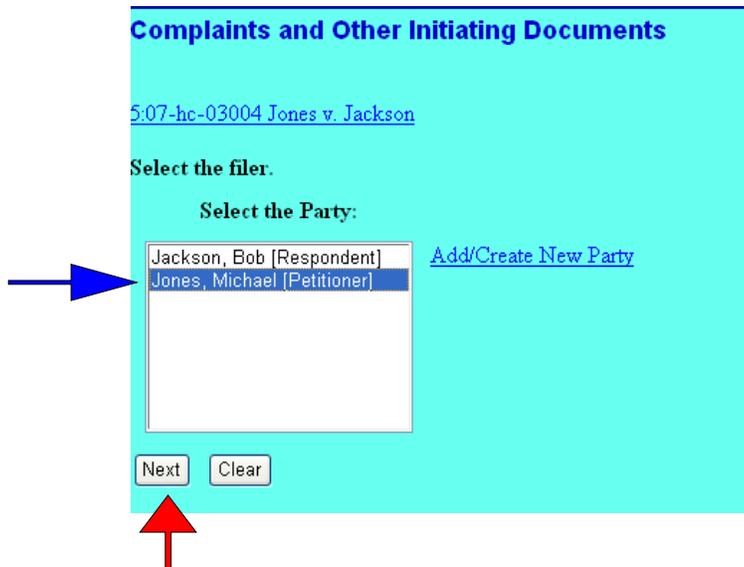
21. In the field shown, click on *Petition for Writ of Habeas Corpus*, then click on *Next*.



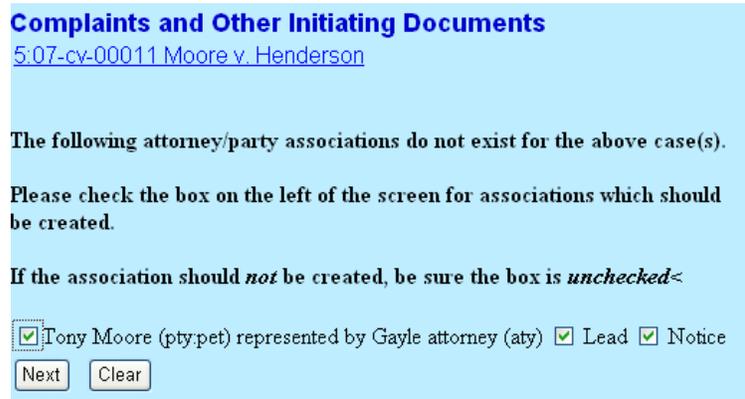
22. The case number should appear. If not, please enter the case number that was assigned. (See Step 19). Click on *Next*.



23. All parties entered should appear in the filer screen. Click on the petitioner's name and then click on *Next*



24. The attorney notice of appearance screen is now displayed. All boxes should be checked before continuing. **This enters your appearance as counsel for the petitioner and activates the electronic notification process.** Click on “Next”



25. All parties should appear in the party box. Click on the Respondent's name and then click on *Next*.

**Complaints and Other Initiating Documents**  
5:07-hc-03004 Jones v. Jackson

Please select the party that this filing is **against**.

Select the Party:    OR    Select a Group:

Jackson, Bob [Respondent]  
Jones, Michael [Petitioner]

[Add/Create New Party](#)

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next    Clear

26. The petition and any attachments should be attached. Click on *Browse* and attach your document. If you have any attachments, make sure the *yes* box is selected, and continue to attach all of the documents. Click on *Next*

**Complaints and Other Initiating Documents**  
5:07-hc-03004 Jones v. Jackson

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document:  No  Yes

Next    Clear

27. For the filing fee requirement:

- a. If you are also going to file an Application to Proceed Without Prepayment of Fees (IFP), *type y*, and then click on *Next*.

The screenshot shows a web form titled "Complaints and Other Initiating Documents" for case "5:07-hc-03004 Jones v. Jackson". The question is "Is this filed with an Application to Proceed Without Prepayment of Fees (IFP) or do you represent the federal government Y/N?". The input field contains the letter "y". Below the input field are two buttons: "Next" and "Clear". A red arrow points to the "Next" button.

Click on *Next* again and go to Step 28

This is a smaller version of the screenshot above, showing the "Next" button highlighted with a red arrow.

or

- b. If you are paying the filing fee, *type n*, and then click on *Next*

The screenshot shows the same web form as above, but the input field now contains the letter "n". A red arrow points to the "Next" button.

- (1) There are two options for the payment of the filing fee.

**Option 1** - Prior to opening the case, the filing fee is paid by phone or in person and the filer is given a court-issued receipt number. That receipt number is entered in this field.



**Complaints and Other Initiating Documents**  
[5:07-cv-00011 Moore v. Henderson](#)

**Please Read:**  
If you have prepaid enter receipt number, if you have not prepaid click "next" to go to pay.gov

Receipt #:  Fee: \$5

- (2) If you do not have a receipt number click “Next” and you will be connected to Pay.Gov, which is Option 2.

**Option 2** - CM/ECF now allows the payment of filing fees by credit card through the internet using service called Pay.gov. You will need to fill in all of the requested information on the “Pay.Gov” screen. All boxes with “\*” are required.

The screenshot shows the ECF Online Payment interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, Query, and Reports. Below the header, the page title is "Online Payment" with a link to "Return to your originating application". The main heading is "Step 1: Enter Payment Information" with a page indicator "1 | 2". The payment method is "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk \*". The form fields include: Account Holder Name (James Bond), Payment Amount (\$350.00), Billing Address, Billing Address 2, City, State / Province (dropdown), Zip / Postal Code, Country (United States), Card Type (dropdown), Card Number, Security Code (with a link "Help finding your security code"), and Expiration Date (dropdowns). There are logos for VISA, MasterCard, AMEX, Discover, and American Express. At the bottom, there is a instruction to "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." and two buttons: "Continue with Plastic Card Payment" and "Cancel". A yellow note at the bottom reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

Please note that the box for “Account Holder” will default to the name of the CM/ECF logged in user. You must correct this box if the credit card holder’s name is not the same as the CM/ECF user name.

When you have entered all of your information click “Continue with Plastic Card Payment”.

Review the next screen to confirm that all of the information is correct.

**CM/ECF** Civil • Criminal • Query • F

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> James Bond <b>Billing Address:</b> fggggggggg <b>Billing Address 2:</b> <b>City:</b> <b>State / Province:</b> <b>Zip / Postal Code:</b> <b>Country:</b> USA	<b>Card Type:</b> Master Card <b>Card Number:</b> *****5100 <b>Expiration Date:</b> 5 / 2011	<b>Payment Amount:</b> \$350.00 <b>Transaction Date and Time:</b> 01/09/2007 12:24 EST

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**   
**Confirm Email Address:**   
**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

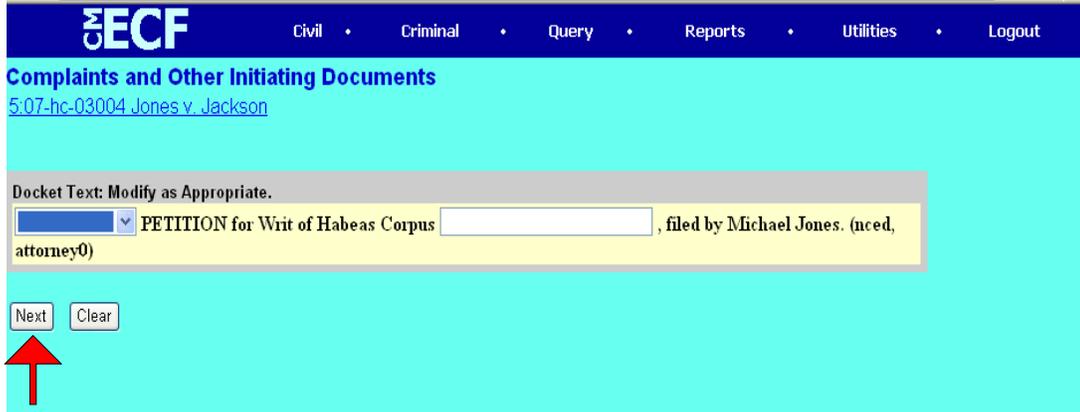
You may also add one or more email addresses to receive a receipt for payment.

After you have verified that all the information is correct click the authorization box and then click "Submit Payment".

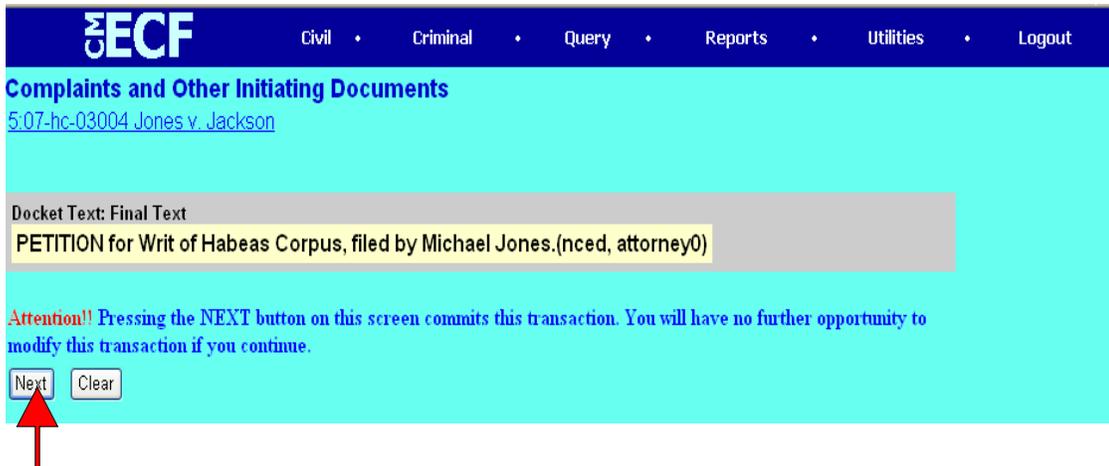
**\*\*\*\*\*ONLY CLICK THE "SUBMIT PAYMENT" BUTTON ONCE - Your card may be charged multiple times if you click more than once.\*\*\*\*\***

Your payment will be confirmed and you will be returned to CM/ECF

28. Review the summary screen. If everything looks okay, click on *Next*. If something is not right, it is suggested that you click on the *Civil* located on the blue bar and look for **the Complaints and Other Initiating Documents** click on petition and go back to Step 21.



29. Review the point of no return screen. Again, if everything is correct, click on *Next*. If something is not right, click on *Civil* located on the blue bar and look for the **Complaints and Other Initiating Documents** click on petition and go back to Step 21.



30. When you click *Next*, Notice of Electronic Filing (NEF) will display showing completion of filing with a document number.

**Complaints and Other Initiating Documents**  
[5:07-hc-03004 Jones v. Jackson](#)

U.S. District Court  
Eastern District of North Carolina

Notice of Electronic Filing

The following transaction was received from nced, attorney0 entered on 4/24/2007 at 2:50 PM EDT and filed on 4/24/2007

**Case Name:** Jones v. Jackson  
**Case Number:** [5:07-hc-3004](#)  
**Filer:** Michael Jones  
**Document Number:** [1](#)

**Docket Text:**  
PETITION for Writ of Habeas Corpus, filed by Michael Jones. (nced, attorney0)

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

**Document description:** Main Document  
**Original filename:** n/a

Congratulations, you have just opened a petition for writ of habeas corpus.

31. If you have not paid the \$5.00 filing fee, the a motion to proceed in forma pauperis needs to be filed. Click on *Civil* located at the top of the blue bar.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Complaints and Other Initiating Documents**  
[5:07-hc-03004 Jones v. Jackson](#)

U.S. District Court  
Eastern District of North Carolina

Notice of Electronic Filing

The following transaction was received from nced, attorney0 entered on 4/24/2007 at 2:50 PM EDT and filed on 4/24/2007

**Case Name:** Jones v. Jackson  
**Case Number:** [5:07-hc-3004](#)  
**Filer:** Michael Jones

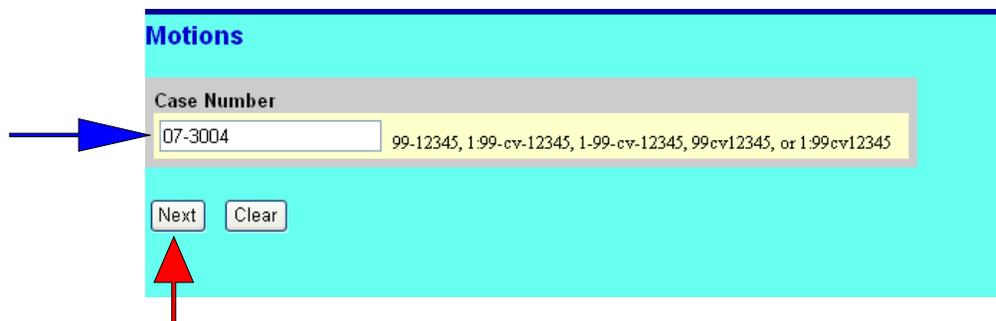
32. Under *Motions and Related Filings*, click on *Motions*.



33. In the box displayed, look for **Proceed in Forma Pauperis**, click on that event, then click *Next*.



34. Your case number should be displayed, if not, enter the case number and click on *Next*.



35. Select the petitioner and click on *Next*

The screenshot shows a web form titled "Motions" for case "5:07-hc-03004 Jones v. Jackson". Under the heading "Select the file:", there is a section "Select the Party:". A dropdown menu is open, showing two options: "Jackson, Bob [Respondent]" and "Jones, Michael [Petitioner]". A blue arrow points to the second option. To the right of the dropdown is a link "Add/Create New Party". Below the dropdown are "Next" and "Clear" buttons. A red arrow points to the "Next" button.

36. The IFP motion and any attachments should be attached. Click on *Browse* and attach your document. If you have any attachments, make sure the *yes* box is selected, and continue to attach all of the documents. Click on *Next*.

The screenshot shows the "Motions" form for case "5:07-hc-03004 Jones v. Jackson". It prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" field containing "O:\CMECFTrainingDocs\motion.pdf" and a "Browse..." button. A blue arrow points to the "Browse..." button. Below the filename field is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". A blue arrow points to the "Yes" radio button. At the bottom are "Next" and "Clear" buttons. A red arrow points to the "Next" button.

Click on *Next* again.

The screenshot shows the "Motions" form for case "5:07-hc-03004 Jones v. Jackson". At the bottom of the form are "Next" and "Clear" buttons. A red arrow points to the "Next" button.

37. Review the summary screen. If everything look okay, click on *Next*.

**Motions**  
[5:07-hc-03004 Jones v. Jackson](#)

Docket Text: **Modify as Appropriate.**

MOTION for Leave to Proceed in forma pauperis  by Michael Jones.  
(nced, attorney0)

38. Review the point of no return screen.

**Motions**  
[5:07-hc-03004 Jones v. Jackson](#)

Docket Text: **Final Text**

MOTION for Leave to Proceed in forma pauperis by Michael Jones. (nced, attorney0)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

39. A Notice of Electronic Filing will display showing completion of filing with document number.

**Motions**  
[5:07-hc-03004 Jones v. Jackson](#)

**U.S. District Court**  
**Eastern District of North Carolina**

Notice of Electronic Filing

The following transaction was received from nced, attorney0 entered on 4/24/2007 at 3:18 PM EDT and filed on 4/24/2007

**Case Name:** Jones v. Jackson  
**Case Number:** [5:07-hc-3004](#)  
**Filed:** Michael Jones  
**Document Number:** [2](#)

**Docket Text:**  
MOTION for Leave to Proceed in forma pauperis by Michael Jones. (nced, attorney0)

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=4/24/2007] [FileNumber=90476-0]  
[bb635e8ce169613116613d19ffcc1a3e7681b609045523d881c50fd4883eeb6f279ce  
56d6f4bf82e4312a60b1bfd6c5aea60e5a20b5b28bf093a8abb4aba9e76]]