ATTORNEY CASE OPENING
In Re: Aqueous Film-Forming Foams
Products Liability Litigation
MDL 2873

I. OPEN CASE

1. **Select Civil > Open Case - MDL > Open Civil Case - MDL Only**

   a. Click **Next** after reading the attorney case opening message

   b. Click **Next** after reading the office, case type, etc. message

c. Select **Office - Charleston, Case type- cv**
Lead case number 2:18-mn-02873 (**click** Find This Case)
Association type Multi-district Litigation, JPML [1] **number 2873**
Leave Other court name and number blank [2], Click **Next**

IMPORTANT: Please read ALL footnotes re Notice of Removal (state court complaint) case opening AND filing initial pleading instructions

d. Enter the following in the appropriate fields:

Jurisdiction [3]- **4 (Diversity)**
Cause of Action [4]– **28:1332pi (28:1332 Diversity-Personal Injury)** *or* **28:1332pd (28:1332 Diversity-Property Damage)** *or* **28:1332pl (Diversity-Product Liability) or 28:1332tl (Diversity-Torts to Land)**
Nature of Suit [5]– **365 (Personal Inj. Prod. Liability)** *or* **385 (Prop. Damage Prod. Liability)** *or* **240 (Torts to Land)**
Origin **- 8 (Direct File MDL)** (**ALWAYS** even for Notice(s) of Removal)
Citizenship plaintiff – **1** (Citizen of This State) *or* **2** (Citizen of Another State)
Citizenship defendant – **5** (Incorporated/Principal Place of Business-Other State)
Jury demand**-** use as appropriate (**p** (Plaintiff) *or* **b** (Both))
County - **County in South Carolina of plaintiff** *or* **XUS, Outside State**
Fee Status **– leave as pd (paid)**

---

[1] Judicial Panel on Multi-District Litigation
[2] **For Notice(s) of Removal, enter other court name and number:** i.e., **Other court name** Richland County Court of Common Pleas; **Other court number** 2025-CP-40-0####
[3] **For Notice(s) of Removal**, the Jurisdiction is **3 (Federal Question)** or **4 (Diversity)**
[4] **For Notice(s) of Removal**, the Cause of Action is **28:1442nr (28:1442 Notice of Removal)** or **28:1442a1 (Federal Officer Removal)** or **28:1446pi (28:1446 Notice of Removal-Personal Injury)**
[5] **For Notice(s) of Removal**, the Nature of Suit is **365 (Personal Inj. Prod. Liability)** or **385 (Prop. Damage Prod. Liability)** or **240 (Torts to Land)**

Leave all other fields blank or as they are, Click **Next**

2. **Enter Parties**

IMPORTANT: **MDL Attorney Filers are responsible for entering all parties, plaintiff(s) and defendants, as listed on the complaint (or notice of removal/state court complaint) to ensure no parties are inadvertently missed**. The Clerk's office will no longer quality assure parties entered errors.
Note: Three functions are available to add parties: Step **2 Enter Parties** during Case Opening OR Step **3** enter **New Party**(ies) at **File the Initial Pleadings** during **MDL Complaint-New Filing** or **MDL Notice of Removal-New Filing** OR **II ADDING PARTIES** Step **1 Correcting Initial Pleading-Add Parties**
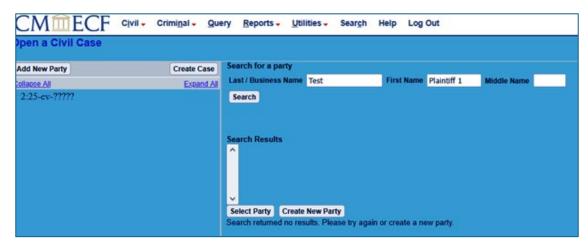
a. For either new Complaint or Notice of Removal, in the **Search for a party** screen, enter plaintiff's name (or each name for multi-plaintiffs), as listed on the complaint or removal/state court complaint (first letter capitalized): Last, First and Middle, i.e., Last: Brown, First: Bob
Note: Do *not* enter party names using all caps
Note: Punctuation is not preferred when adding party names, Click **Search**

b. When prompted with the **Search Results** field, highlight the party's name if it appears
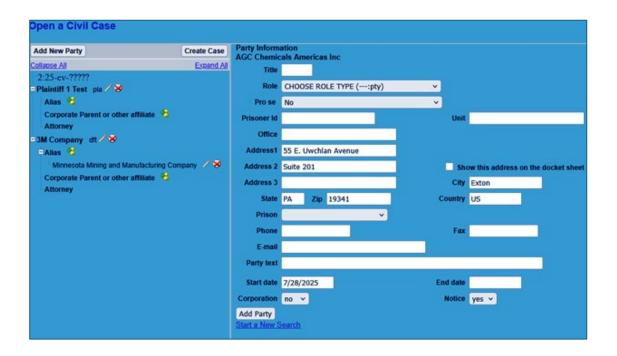

and Click **Select Party** button, otherwise Click **Create New Party** button

c. On the **Party Information** screen, in the party **Role** field, change to Plaintiff when adding this party, Defendant when adding this party
   - On this same screen, the client's **Generation** should be entered, i.e., Sr, Jr, III; Last: Brown, First: Bob, Generation: Jr
   - Enter any **Party text** (appears in italics in ECF) as appropriate, i.e., *as personal representative for the Estate of Bob Brown, Sr, deceased* or (for defendant Tyco Fire Products LP) *as successor-in-interest to The Ansul Company*
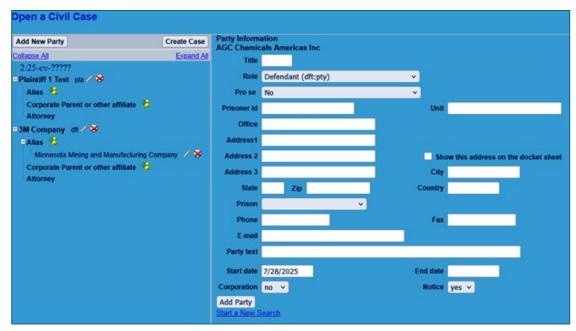   - Leave all other fields blank or ****as they are, Click **Add Party**

Note: If address info is there for a Defendant party, please Click **Start a New Search, enter the party again, and highlight another listing, **Click Select Party**, which doesn't include any other info except defaults (Pro se 'No'; Start Date, Corporation 'no', Notice 'yes') and choose the **Role**
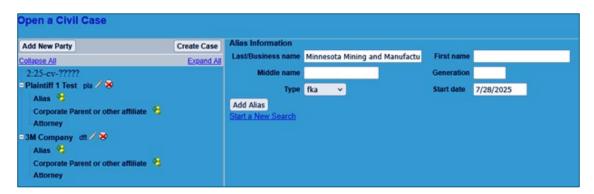
d. Continue adding parties – **Click Add New Party** for each – being mindful of their **Role**[6] (the parties entered populate to the left side of the ECF screen)

e. Add an **Alias** for a Plaintiff and/or Defendant party as needed

   IMPORTANT: **Please enter the alias for a plaintiff who is a representative for a deceased party plaintiff**, i.e., party name: Bob Brown, Generation: Jr, Party text: *as personal representative for the Estate of Bob Brown, Sr, deceased*, Alias: Last: Brown, First: Bob, Generation: Sr, Type: est[7]

---

[6] A party's role **MUST** be selected *at this time* for the party name to display on the final case docket and may be selected or changed *at this time* by clicking on the pencil next to the party's name on the left side of the screen. Also, a party name, if entered incorrectly or misspelled, may be deleted *at this time* by clicking on the red x beside the party name, answering prompt Yes to delete, and then reentering party name to add correctly
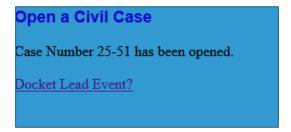
[7] **Alias abbreviations with roles: see II ADDING PARTIES** Step **1**(c)

f. After all parties have been added, Select --+ **Create case**
    Select --+ **Yes** when prompted with **Case will be created. Proceed?**

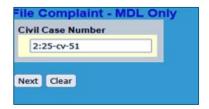g. **The case number** appears on this screen, continue with step 3

3. **File the Initial Pleadings**

a. Do **not** click **Docket Lead Event**
   (the filing user receives a security message and must hit the Back button)

b. **Note**: If all parties weren't added in Step 2, choose: Civil > Initial Case Pleadings-MDL Only > File Complaint-MDL Only > **Correcting Initial Pleading-Add Parties** and *See* instructions at **II. ADDING PARTIES** Step **1**

c. If ready to file the complaint, choose: Civil > Initial Case Pleadings-MDL Only > File Complaint-MDL Only >**MDL Complaint-New Filing**.[8]

d. Verify the case number at the Civil Case Number prompt, Click **Next**

e. Confirm the case number and case caption and click/highlight the party/client as the filer[9], Click **Next**
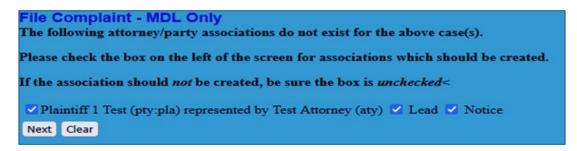

---

[8] **For Notice(s) of Removal**, choose **MDL Notice of Removal-New Filing** and follow the ECF screen prompts similar to the MDL Complaint-New Filing
[9] **For Notice(s) of Removal**, defendant party/client is the filer

f. When presented with the ECF screen prompt re: the attorney/party association screen, leave boxes checked and Click **Next**[10]
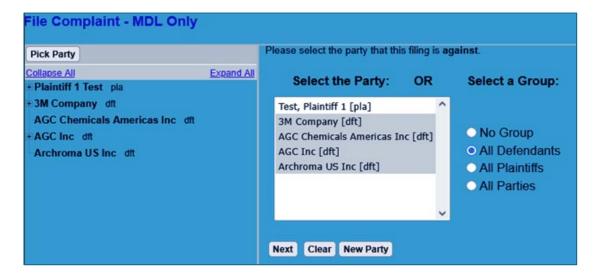**IMPORTANT: See Footnote 10 regarding co-counsel for the Party filer**

File Complaint - MDL Only
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*<

☑ Plaintiff 1 Test (pty:pla) represented by Test Attorney (aty) ☑ Lead ☑ Notice
Next   Clear

g. Highlight the defendant(s) for multiple defendants[11], either utilizing the control key to select each one under **Select the Party** as to whom the "filing is **against**" OR use the **Select a Group** prompt to choose All Defendants

IMPORTANT: **The attorney filer is responsible for adding all plaintiff/defendant parties named in the complaint or notice of removal**. Verify when selecting/highlighting the plaintiff(s)/defendant(s). If the attorney filer did not already use the event **Correcting Initial Pleading-Add Parties, the attorney filer MUST** add additional parties at THIS ECF screen prompt
Note: If all parties are verified as entered**, skip h. and i.** and **Click Next**

File Complaint - MDL Only

Pick Party

Collapse All   Expand All
+ Plaintiff 1 Test   pla
+ 3M Company   dft
   AGC Chemicals Americas Inc   dft
+ AGC Inc   dft
   Archroma US Inc   dft

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

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

Test, Plaintiff 1 [pla]
3M Company [dft]
AGC Chemicals Americas Inc [dft]
AGC Inc [dft]
Archroma US Inc [dft]

○ No Group
◉ All Defendants
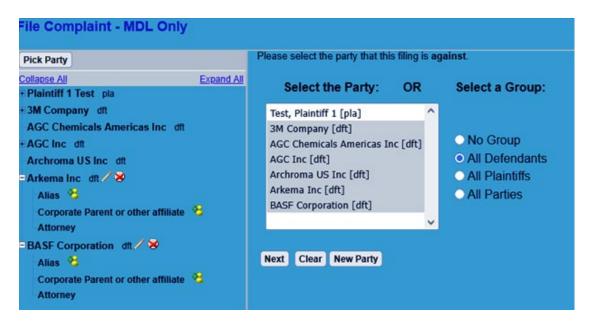○ All Plaintiffs
○ All Parties

Next   Clear   New Party

---

[10] **If multiple attorneys represent a party, each attorney must file a separate notice of appearance using their individual ECF log-in, per party per case** (Civil > Other Filings > Notices > Notice of Appearance)

[11] **For Notice(s) of Removal**, highlight the plaintiff(s)/All Plaintiffs as to whom the "filing is **against**"

h. If the filer needs to add additional parties at **THIS** prompt, Click the **New Party** button for the **Search for a party** screen prompt – refer to Step **2 Enter Parties** a – e to add the additional parties

i. After all additional parties are added, highlight the defendant parties (for removal-plaintiff(s) party(ies)) under **Select the Party OR** click **All Defendants** (for removal-**All Plaintiffs**) under **Select a Group** and Click the **Next** button
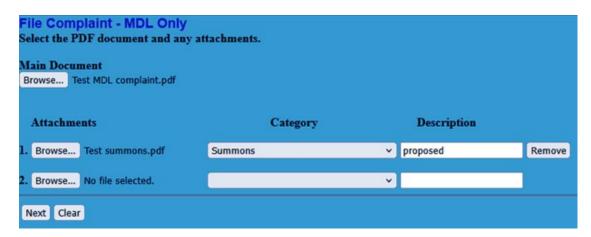

j. After reading the **REMINDER** message[12], **Click Next**

---

[12] **For Notice(s) of Removal**, the **REMINDER** message states: "**You MUST attach the Notice of Removal as the Main Document**"… and the state court pleadings, and any other supporting documents, as attachments

k. Upload the complaint[13] using the Browse button under the Main Document field and attach the proposed summons, selecting Category Summons, Description i.e. proposed. Click **Next**

l. Answer appropriately No for the exempt from payment prompt, Click **Next**

m. After reading the **Pay.gov payment application within ECF** screen message, **Click Next**

---

[13] **For Notice(s) of Removal**, upload the **notice of removal as the Main Document** and attach the state court pleadings, selecting Category State Court Documents, and any other documents, selecting Category as applicable

4. **Paying the Filing Fee**

a. Select Payment Type: **ACH** (**Checking**, **Savings account**), or **Credit Card**

b. Verify Payment method selected and enter requested information, Click **Next**

c. Enter **Court Specific** information, confirm **Email Receipt** recipient(s), place a check mark in the 'I authorize a charge .....' box, Click **Submit Payment**

d. **Read Warning Message**: **CANNOT use the browser's Back button,** Click **Next**

e. Click **Next**

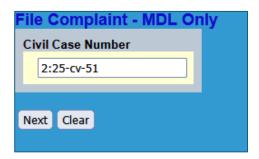f. On the **Docket Text: Final Text** screen, Click **Next**

g.

h. Transaction is Complete

II. ADDING PARTIES

1. **Select Civil > Initial Case Pleadings-MDL Only > File Complaint-MDL Only > Correcting Initial Pleadings-Add Parties**
   The case number appears on this screen. Verify the case number. **Click Next**

a. Choose the plaintiff[14] as the filer under **Select the Party** and **Click Next**

b. **Click Next** after verifying the attorney/party association, if presented with this ECF screen prompt

---

[14] **For Notice(s) of Removal**, choose your defendant party as the filer

File Complaint - MDL Only

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*<

☑ Plaintiff 1 Test (pty:pla) represented by Test Attorney (aty) ☑ Lead ☑ Notice
Next Clear

c. **Click** the **New Party** button for the **Search for a party** screen prompt – refer to Step **2 Enter Parties** a – e to add your additional parties

Note: Alias types to select from (**Abbreviation to Enter Role**)

ad	Administrator of the estate
agent	agent of, one who acts for another
aka	also known as
aor	Attorney of Record
aso	As subrogee of
con	Conservator of
dba	doing business as
est	Estate of
exc	Executor of the estate
fdba	formerly doing business as
fka	formerly known as
gal	Guardian ad Litem
nee	born (placed before a married woman's maiden name)
nka	now known as
obo	on behalf of
other	an alias which is not one of the listed types
png	parental natural guardian
poa	Power of Attorney
pr	Personal Representative
proces	Process Agent
rpi	real property in interest
sausa	Special Assistant US Attorney
sucin	Successor in Interest
sucmer	Successor by Merger
sureb	Surety Bondman
surep	Surety Producer
ta	trading as
tdba	trading and doing business as

d. After all parties are added, highlight the parties under **Select the Party OR click All Defendants**[15] under **Select a Group** and Click the **Next** button
e. **Click Next**
f. **Click Next**
g. ECF populates the docket text – this should state the parties added and filed by plaintiff[16] name, **Click Next** after reading the **ATTENTION** message
h. Final docket text populates with the committed transaction and will send an NEF to the attorney filer

File Complaint - MDL Only

U.S. District Court

District of South Carolina

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 7/28/2025 at 3:54 PM EDT and filed on 7/28/2025
Case Name: Test v. 3M Company et al
Case Number: 2:25-cv-00051-RMG
Filer:
Document Number: No document attached

Docket Text:
***Correcting Initial Pleading - Add Parties Party AGC Inc and Archroma US Inc added,filed by Plaintiff 1 Test. Attorney, Test)

2:25-cv-00051-RMG Notice has been electronically mailed to:

Test User Attorney   scduscourts@gmail.com

---

[15] **For Notice(s) of Removal**, highlight the added parties (plaintiffs or defendants), as applicable
[16] **For Notice(s) of Removal**, defendant