

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





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- 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)**



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

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

Open a Civil Case

Jurisdiction 4 (Diversity)

Cause of action 28:1332pi (28:1332 Diversity-Personal Injury) Filter: Clear filter

Nature of suit 365 (Personal Inj. Prod. Liability) Filter: Clear filter

Origin 8 (Multidistrict Litigation - Direct Filed)

Citizenship plaintiff 2 (Citizen of Another State)

Citizenship defendant 5 (Incorporated/Principal Place of Business-Other State)

Jury demand p (Plaintiff) Class action n (No Class Action Alleged) Demand (\$000)

Arbitration code County XUS, Outside State

Fee status pd (paid) Fee date 7/28/2025 Date transfer

Next Clear

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

- 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



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

The screenshot shows the 'Open a Civil Case' screen in the CM/ECF system. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main section is titled 'Open a Civil Case' and contains a sidebar with 'Add New Party' and 'Create Case' buttons, along with a 'Collapse All' and 'Expand All' link. The main area has a 'Search for a party' section with input fields for 'Last / Business Name' (containing 'Test'), 'First Name' (containing 'Plaintiff 1'), and 'Middle Name'. Below these is a 'Search' button. The 'Search Results' section is currently empty, with a message at the bottom stating 'Search returned no results. Please try again or create a new party.' and buttons for 'Select Party' and 'Create New Party'.

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**

The screenshot shows the 'Open a Civil Case' screen in the CM/ECF system, specifically the 'Party Information' form. The form is titled 'Open a Civil Case' and contains a sidebar with 'Add New Party' and 'Create Case' buttons, along with a 'Collapse All' and 'Expand All' link. The main area is the 'Party Information' form, which includes fields for 'Last name' (containing 'Test'), 'First name' (containing 'Plaintiff 1'), 'Middle name', 'Generation', 'Title', 'Role' (a dropdown menu currently set to 'Plaintiff (pla:pty)'), 'Pro se' (a dropdown menu currently set to 'No'), 'Prisoner Id', 'Unit', 'Office', 'Address1', 'Address2', 'Address3', 'City', 'State', 'Zip', 'Country', 'Prison' (a dropdown menu), 'Phone', 'Fax', 'E-mail', 'Party text', 'Start date' (containing '7/28/2025'), 'End date', 'Corporation' (a dropdown menu currently set to 'no'), and 'Notice' (a dropdown menu currently set to 'yes'). There is also a checkbox labeled 'Show this address on the docket sheet' and an 'Add Party' button at the bottom.



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****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**

Open a Civil Case

[Add New Party](#) [Create Case](#)

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

2:25-cv-????

Plaintiff 1 Test [pla](#) [✕](#)

- Alias [✕](#)
- Corporate Parent or other affiliate [✕](#)
- Attorney

3M Company [dft](#) [✕](#)

- Alias [✕](#)
- Minnesota Mining and Manufacturing Company [✕](#)
- Corporate Parent or other affiliate [✕](#)
- Attorney

Party Information
AGC Chemicals Americas Inc

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 ☐ Show this address on the docket sheet

Address 3

State Zip City Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

[Add Party](#) [Start a New Search](#)

Open a Civil Case

[Add New Party](#) [Create Case](#)

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

2:25-cv-????

Plaintiff 1 Test [pla](#) [✕](#)

- Alias [✕](#)
- Corporate Parent or other affiliate [✕](#)
- Attorney

3M Company [dft](#) [✕](#)

- Alias [✕](#)
- Minnesota Mining and Manufacturing Company [✕](#)
- Corporate Parent or other affiliate [✕](#)
- Attorney

Search for a party

Last / Business Name First Name Middle Name

[Search](#)

Search Results

- AGC Chemicals Americas Inc
- AGC Chemicals Americas Inc
- AGC Chemicals Americas Inc.
- AGC Chemicals Americas, Inc.
- AGC Chemicals Inc.

[Select Party](#) [Create New Party](#)



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The screenshot shows the 'Open a Civil Case' form. On the left, there is a sidebar with 'Add New Party' and 'Create Case' buttons. Below these are links for 'Collapse All' and 'Expand All'. The sidebar lists two parties: 'Plaintiff 1 Test' and '3M Company', each with an 'Alias' link and a 'Corporate Parent or other affiliate' link. The main form area is titled 'Party Information' and contains fields for 'AGC Chemicals Americas Inc'. The fields include: Title, Role (set to 'Defendant (dft:pty)'), Pro se (set to 'No'), Prisoner Id, Office, Address 1, Address 2, Address 3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, Party text, Start date (7/28/2025), End date, Corporation (set to 'no'), and Notice (set to 'yes'). There are 'Add Party' and 'Start a New Search' buttons at the bottom.

- 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: est⁷

The screenshot shows the 'Open a Civil Case' form with the 'Alias Information' section active. The sidebar on the left is the same as in the previous screenshot. The main form area contains fields for 'Last/Business name' (Minnesota Mining and Manufactu), 'First name', 'Middle name', 'Generation', 'Type' (set to 'fka'), and 'Start date' (7/28/2025). There are 'Add Alias' and 'Start a New Search' buttons at the bottom.

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)



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- 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



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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

File Complaint - MDL Only

Start typing to find another event.

Available Events (click to select events)

- Correcting Initial Pleading - Add Parties
- MDL Complaint - New Filing

Selected Events (click to remove events)

- MDL Complaint - New Filing

Next Clear

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

File Complaint - MDL Only

Civil Case Number

2:25-cv-51

Next Clear

- e. Confirm the case number and case caption and click/highlight the party/client as the filer⁹, Click **Next**

File Complaint - MDL Only

2:25-cv-00051-RMG Test v. 3M Company et al

Pick Filer

Collapse All Expand All

- + 3M Company dft
- + AGC Chemicals Americas Inc dft
- + AGC Inc dft
- + Archroma US Inc dft
- + Plaintiff 1 Test pla

Select the filer.

Select the Party:

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

Next Clear New Filer

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



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- 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

- g. Highlight the defendant(s) for multiple defendants¹¹, 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

[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

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**”



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- 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

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
- Arkema Inc dft
 - Alias
 - Corporate Parent or other affiliate
 - Attorney
- BASF Corporation dft
 - Alias
 - Corporate Parent or other affiliate
 - Attorney

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]
Arkema Inc [dft]
BASF Corporation [dft]

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

Next **Clear** **New Party**

- j. After reading the **REMINDER** message¹², Click **Next**

File Complaint - MDL Only

REMINDER

You MUST attach the Complaint as the Main Document and the Proposed Summons as an attachment.

Next **Clear**

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



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- k. Upload the complaint¹³ using the Browse button under the Main Document field and attach the proposed summons, selecting Category Summons, Description i.e. proposed. Click **Next**

File Complaint - MDL Only
Select the PDF document and any attachments.

Main Document
Browse... Test MDL complaint.pdf

	Attachments	Category	Description	
1.	Browse... Test summons.pdf	Summons	proposed	Remove
2.	Browse... No file selected.			

Next Clear

- 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**

File Complaint - MDL Only
Fee: \$405

Clicking "Next" will launch the Pay.gov payment application within ECF. You will notice that there are now two types of payments available within Pay.gov: ACH (option 1) and credit card (option 2). Once you have completed the payment process, you must continue documenting this event in order for the filing to be posted to the docket. DO NOT lock out of the filing after the payment process is complete. If you realize you have a filing error at this point, complete the filing and call the local ECF Help Desk.

Next Clear

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



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4. Paying the Filing Fee

- Select Payment Type: **ACH (Checking, Savings account)**, or **Credit Card**
- Verify Payment method selected and enter requested information, Click **Next**
- Enter **Court Specific** information, confirm **Email Receipt** recipient(s), place a check mark in the 'I authorize a charge' box, Click **Submit Payment**
- Read Warning Message: CANNOT use the browser's Back button**, Click **Next**
- Click **Next**
- On the **Docket Text: Final Text** screen, Click **Next**

File Complaint - MDL Only

Docket Text: Final Text
COMPLAINT against All Defendants (Filing fee \$ 405 receipt number ASCXDC-9710536). Service is due within the time allowed by Rule 4(m), filed by Plaintiff 1 Test. (Attachments: # (1) Summons proposed)Attorney, Test)

ATTENTION: Pressing the NEXT button commits this transaction and you will have no further opportunity to modify it. **AFTER CLICKING NEXT WAIT FOR THE NET BEFORE PROCEEDING.**
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\Test MDL complaint.pdf pages: 1
C:\fakepath\Test summons.pdf pages: 4

Next Clear

- Transaction is Complete

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 7/30/2021 at 12:51 PM EDT and filed on 7/30/2021

Case Name: Test v. JM Company et al
Case Number: 2:21-cv-00021-JCS
Filer: Plaintiff 1 Test
Document Number: 1

Docket Text:
COMPLAINT against All Defendants (Filing fee \$ 405 receipt number ASCXDC-9710536). Service is due within the time allowed by Rule 4(m), filed by Plaintiff 1 Test. (Attachments: # (1) Summons proposed)Attorney, Test)

0:25 cv-00051-RMG Notice has been electronically mailed to:
Test User Attorney scducourt@gmail.com

0:25 cv-00051-RMG Notice will not be electronically mailed to:

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

Document description: Main Document
Original filename is a
Electronic document Stamp:
KeyFile (opt:DCECF-test\service\service\support\Keys\doneKey) is a
at available for this court

Document description: Summons proposed
Original filename is a
Electronic document Stamp:
KeyFile (opt:DCECF-test\service\service\support\Keys\doneKey) is a



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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

File Complaint - MDL Only

Civil Case Number

2:25-cv-51

Next Clear

- a. Choose the plaintiff¹⁴ as the filer under **Select the Party** and Click Next

File Complaint - MDL Only
2:25-cv-00051-RMG Test v. 3M Company et al

Pick Filer

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

+ 3M Company dft
AGC Chemicals Americas Inc dft
Plaintiff 1 Test pla

Select the filer.

Select the Party:

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

Next Clear New Filer

- 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



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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

- 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



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- d. After all parties are added, highlight the parties under **Select the Party OR click All Defendants¹⁵** 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 plaintiff¹⁶ 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: scdisccourts@gmail.com

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

¹⁶ **For Notice(s) of Removal**, defendant