

# Attorney Guide for Filing Complaints & Petitions in CM/ECF



*This manual has been assembled by the Clerk's Office to help guide attorneys through the process of filing complaints and petitions electronically in CM/ECF and with the electronic submission of the required filing fees.*

## United States Court of Federal Claims

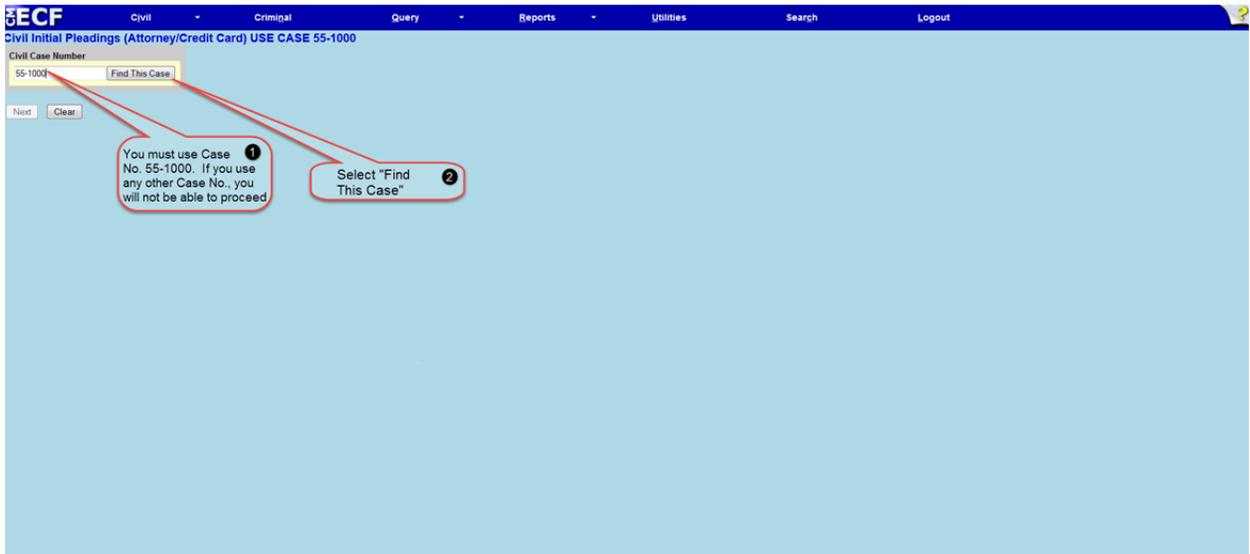
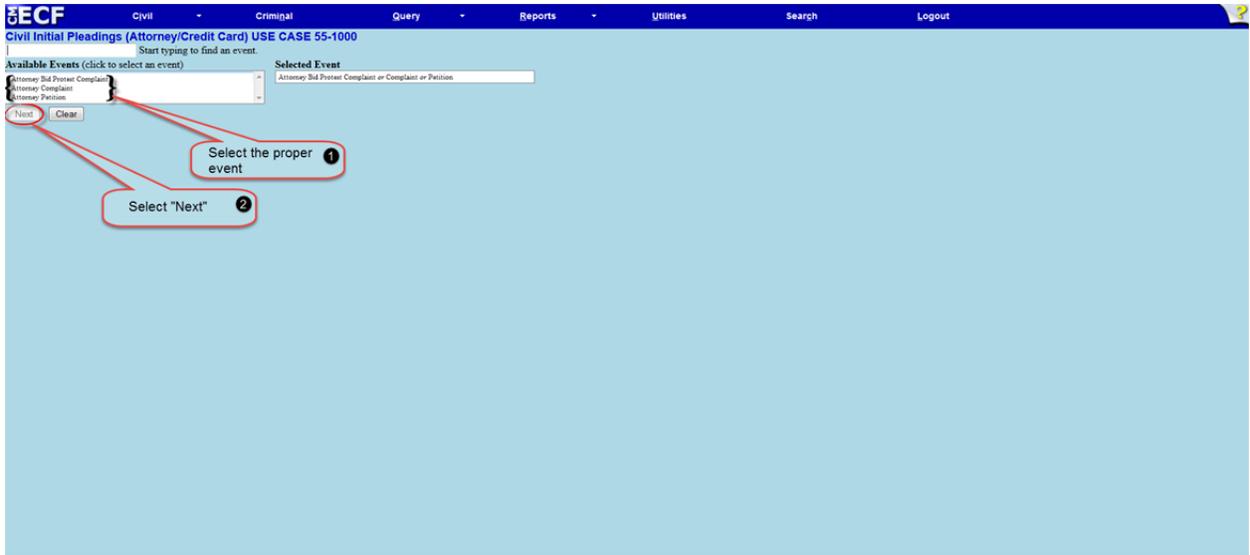
August 2015



Effective August 3, 2015, plaintiffs/petitioners not appearing *pro se* may file complaints/petitions electronically in compliance with Appendix E/Supplement to Appendix B of the court's rules.

To file a complaint/petition electronically, please follow the instructions below. For voluminous attachments to complaints/petitions, see paragraph 9 of Appendix E/paragraph 8(a) of the Supplement to Appendix B.





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

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000  
Select the pdf document and any attachments.

**Main Document**  
Complaint.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> Cover Sheet.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> No file selected		

Select "Browse" to locate and attach Complaint/Petition **1**

Select "Browse" to locate and attach Cover Sheet **2**

Select the drop down arrow and select "Civil Cover Sheet" **3**

Select "Next" **4**

**Additional Attachments:** Follows steps 2 and 3. To manually add a description, place your cursor in the box to the right of the drop down arrow and type your description

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Fee: \$400

Select "Next"

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

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: 08Y  
Payment Amount: \$400.00

Billing Address: 123 Main Street  
Billing Address 2:  
City: Washington  
State / Province:  
Zip / Postal Code: 20005  
Country: United States

Card Type: Visa  
Card Number: \_\_\_\_\_ (Card number value should not contain spaces or dashes)  
Security Code: 123 [View hidden security code](#)  
Expiration Date: 08 / 2018

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment

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.

Be sure to fill in all areas with a red asterisk **1**

Select "Continue with Plastic Card Payment" **2**

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

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

Payment Summary [Call this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: city Billing Address: Street Billing Address 2: City: Washington State / Province: DC Zip / Postal Code: 20005 Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$400.00 Transaction Date 07/07/2015 12:51 and Time: EDT

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:

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.

Optional - if you wish to receive a confirmation email, provide your email address here

Check the authorization box

Select "Submit Payment"

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000

**YOUR CREDIT CARD HAS BEEN CHARGED.** You must continue with the docket transaction until its completion. If you go **BACK**, you will be required to re-enter your credit card information and be charged twice for the same transaction.

Select "Next"

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000

Select "Next"



You have successfully filed your complaint/petition and paid the required filing fee. If submitted on a Saturday, Sunday, or legal holiday as defined in RCFC 6, your complaint will be deemed filed on the next day that is not a Saturday, Sunday, or legal holiday. Otherwise, your complaint/petition will be deemed filed on the date submitted in CM/ECF.

The court will assign a case number and a judicial officer during Clerk's Office business hours as defined in RCFC 77.1. You will receive a Notice of Electronic Filing once your complaint/petition has been processed.