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

Revised February 2018

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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.

Before filing a complaint/petition electronically, please note the following:

1. Any motions or documents that accompany a new complaint/petition (e.g., motion to seal document, notice of directly related case(s), motion for preliminary injunction, statement of completion) **MUST** be filed as attachments to the complaint/petition and not as separate entries.

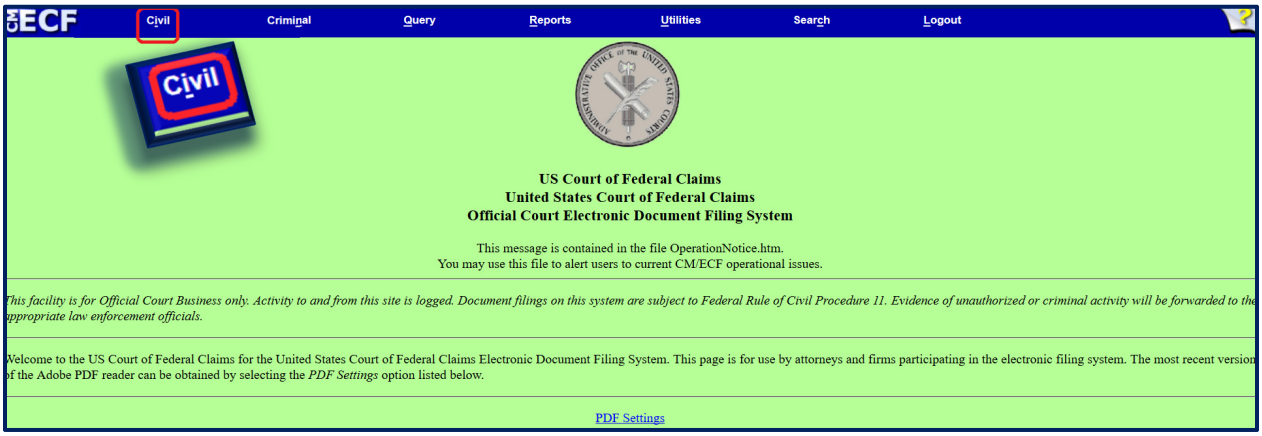
2. For voluminous attachments to complaints/petitions, see paragraph 9 of Appendix E/paragraph 9 of Supplement to Appendix B.

3. A Filing User, as defined in Appendix E, may satisfy the signature requirement of RCFC 11(a) by typing "s/[name of Filing User]" in the space where the signature would otherwise appear or by scanning a document containing a written signature. **DO NOT** use digital signatures.

4. Once your credit card information has been submitted for payment of the filing fee, you **MUST** complete the transaction. **DO NOT** go back to modify your filing or you will be required to enter your payment information again and your credit card will be charged twice. If the filing requires modification, please first complete the transaction and then contact the court for assistance during Clerk's Office business hours (as defined in RCFC 77.1) (202-357-6406).

To file a complaint/petition electronically, please follow the instructions below.

Step 1. Select "Civil"



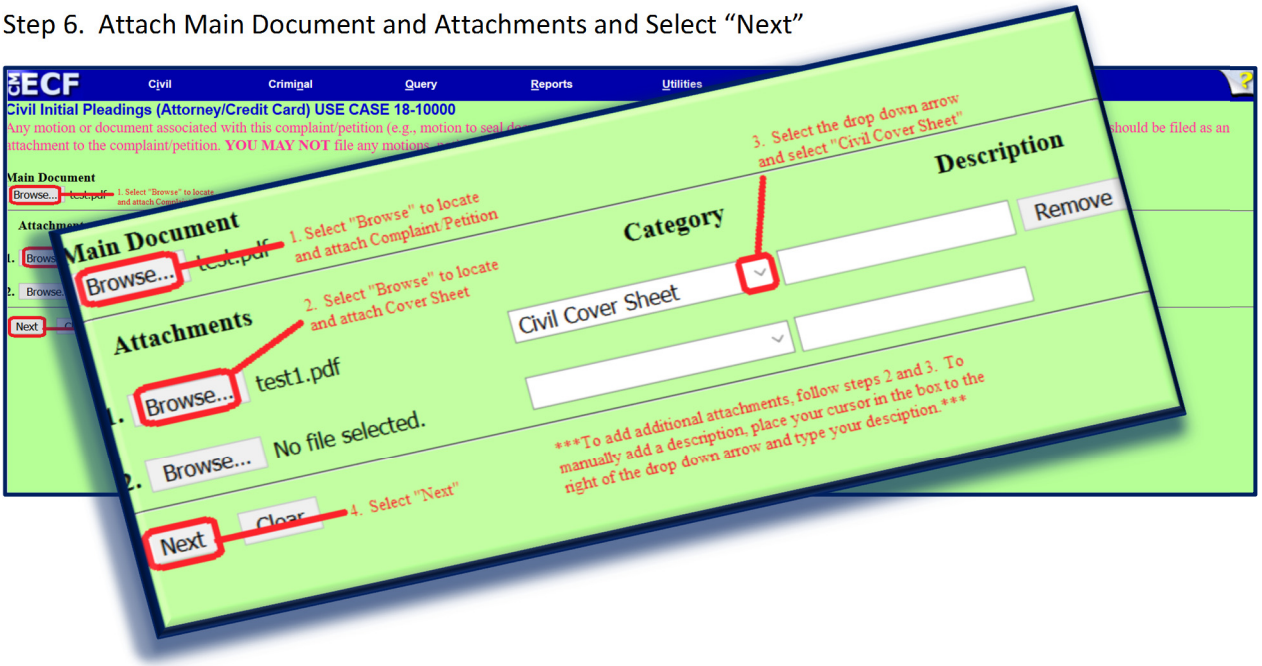
Step 2. Select “Attorney Complaint/Petition”

Step 3. Select the proper event and “Next”

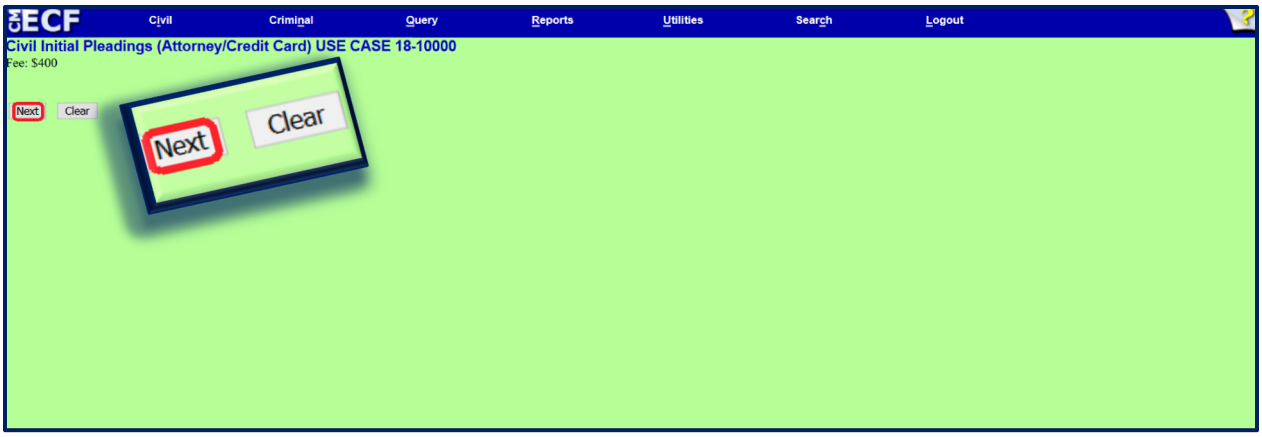
Step 4. Input Case Number (18-10000) and select “Find This Case”

Step 5. Select “Next”

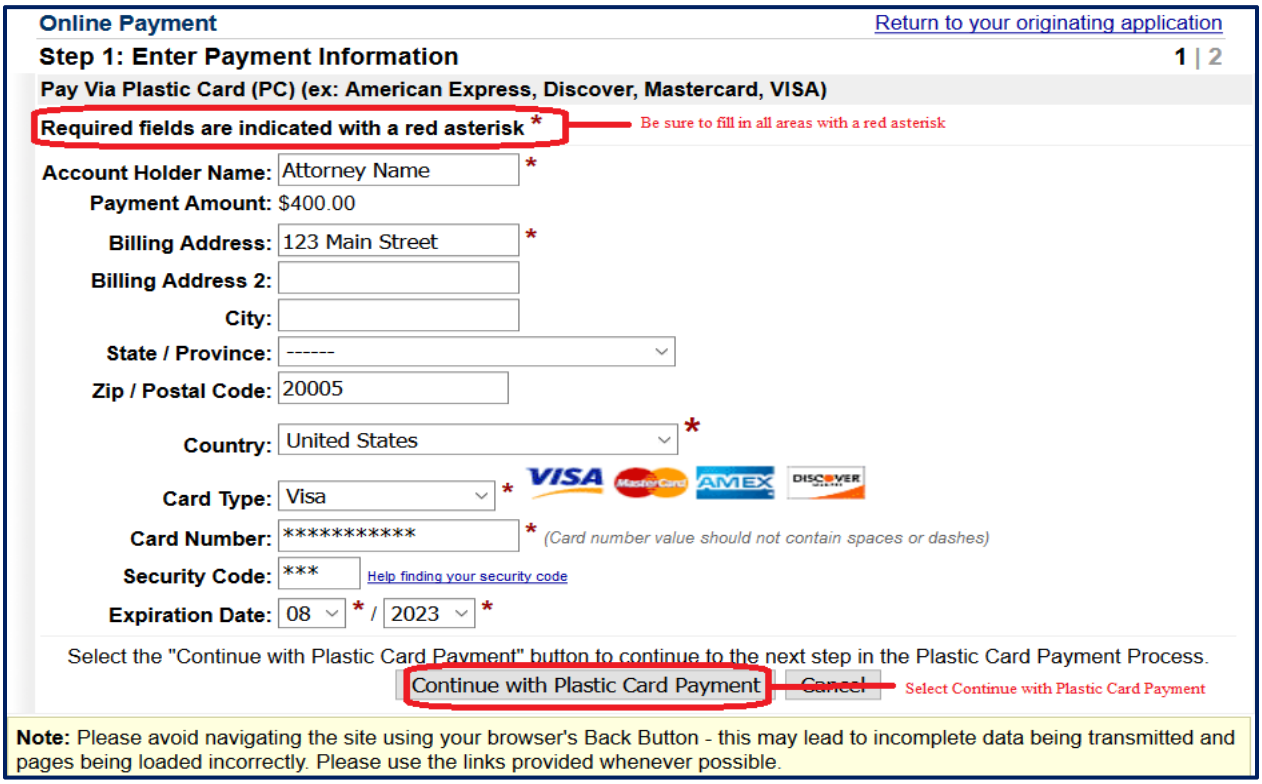
Step 6. Attach Main Document and Attachments and Select “Next”



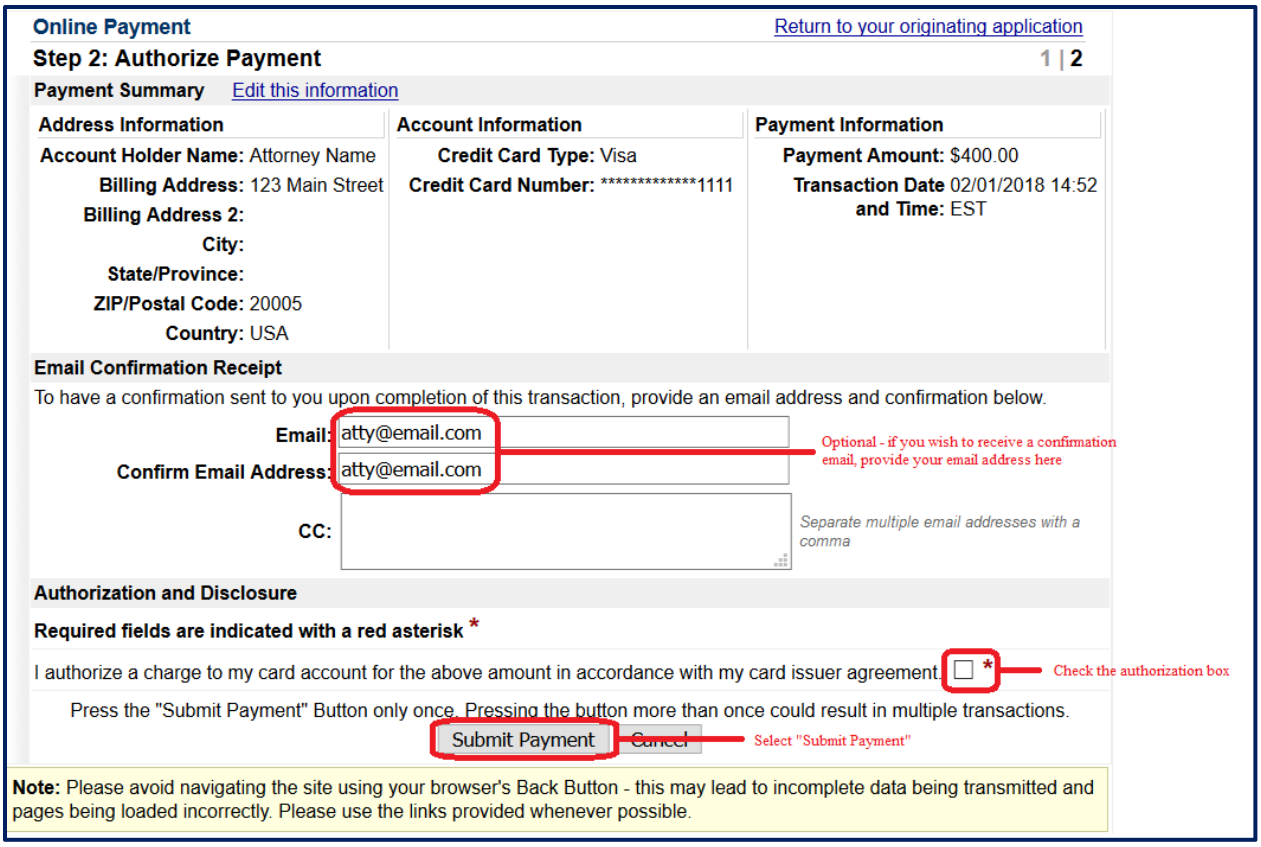
Step 7. Select “Next”



Step 8. Enter Payment Information and select “Continue with Plastic Card Payment”



Step 9. Add email address (optional), check authorization box and select “Submit Payment”

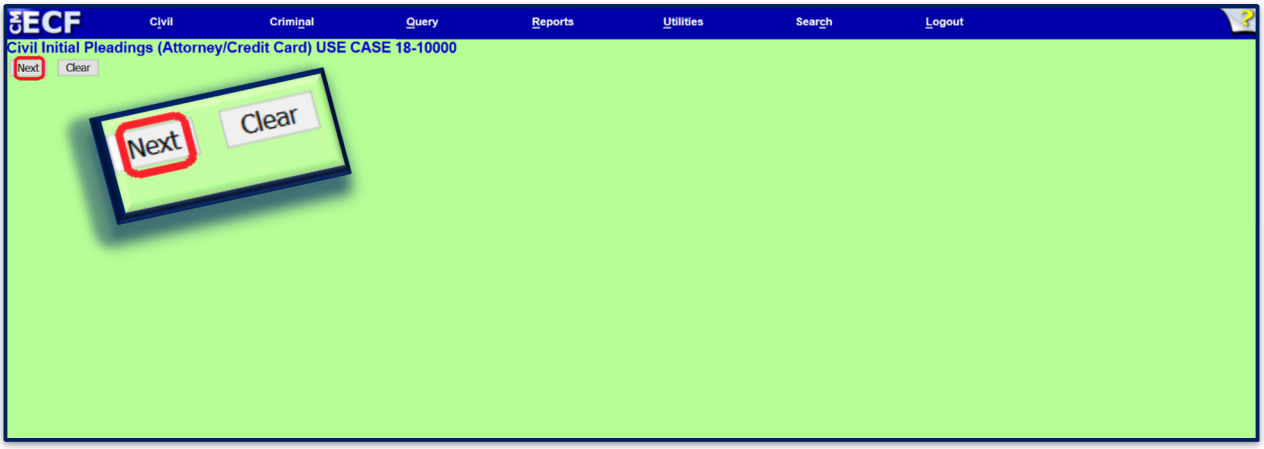


Step 10. Select “Next”

Your credit card has been charged. You MUST select “Next.” DO NOT go back to modify your filing or you will be required to enter your payment information again and your credit card will be charged twice. If the filing requires modification, please first complete the transaction and then contact the court for assistance during Clerk’s Office business hours (as defined in RCFC 77.1) (202-357-6406).

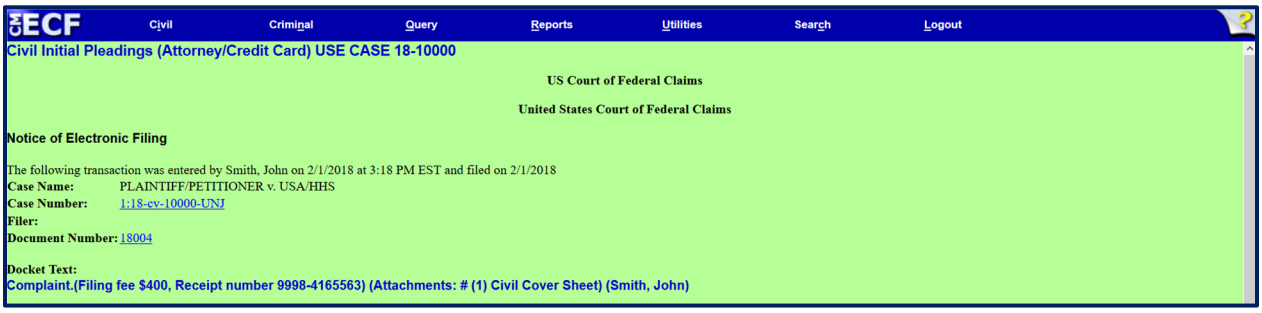
Step 11. Select “Next”

You MUST select “Next” or your complaint/petition will not be filed.



Step 12. Select “Next”

You MUST select “Next” to complete the transaction and to successfully file your complaint/petition.



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 judge/special master 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.