

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



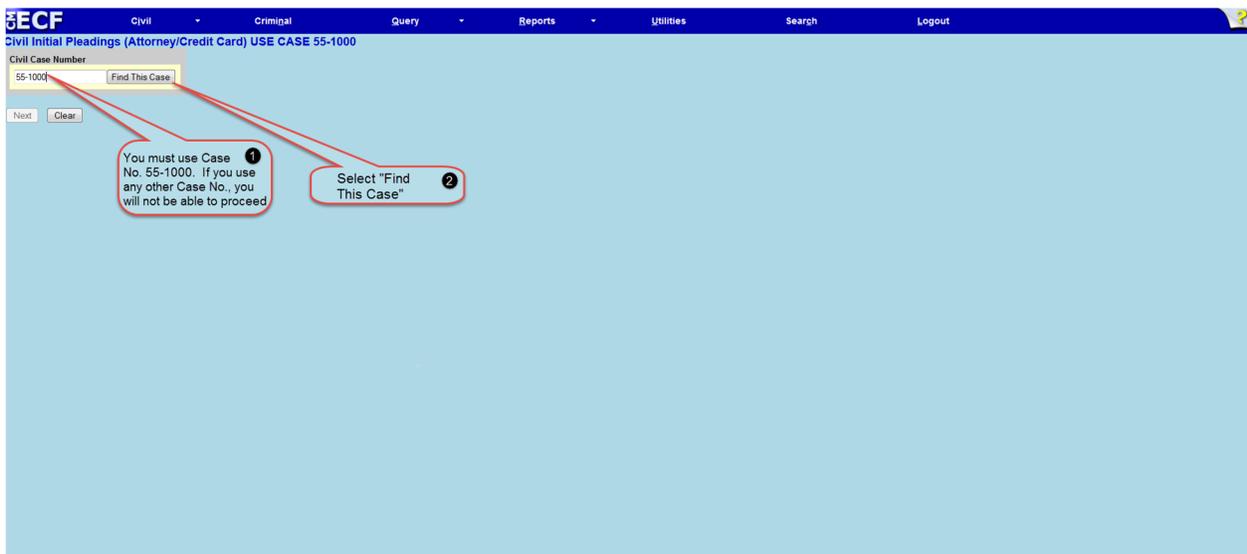
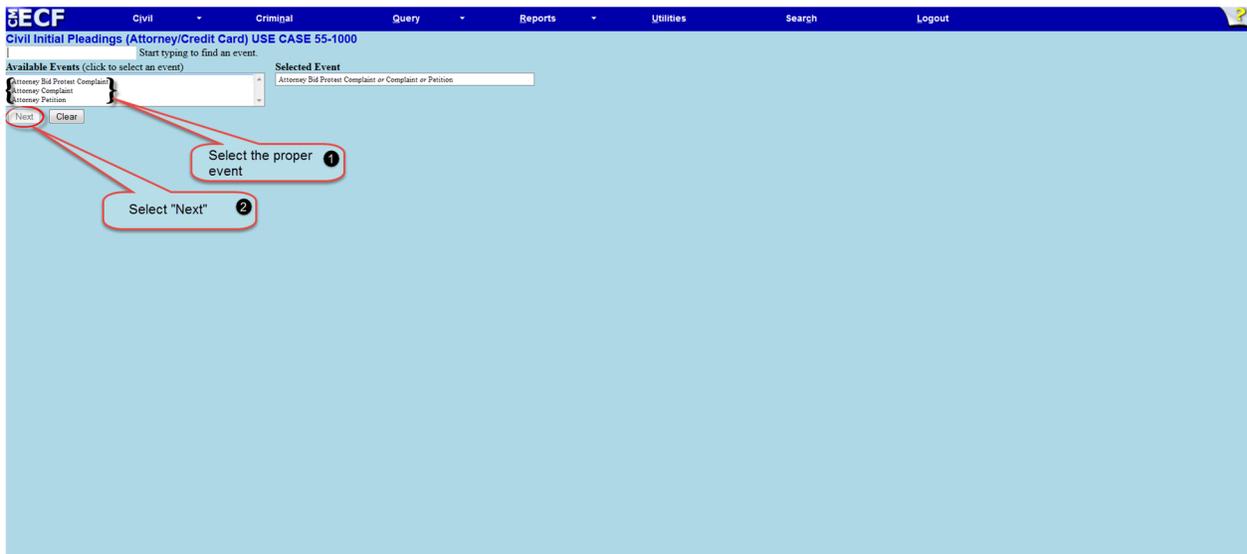
Effective August 3, 2015, plaintiffs/petitioners not appearing *pro se* may file complaints/petitions electronically in compliance with Appendix E/Supplement to Appendix B of the court's rules.

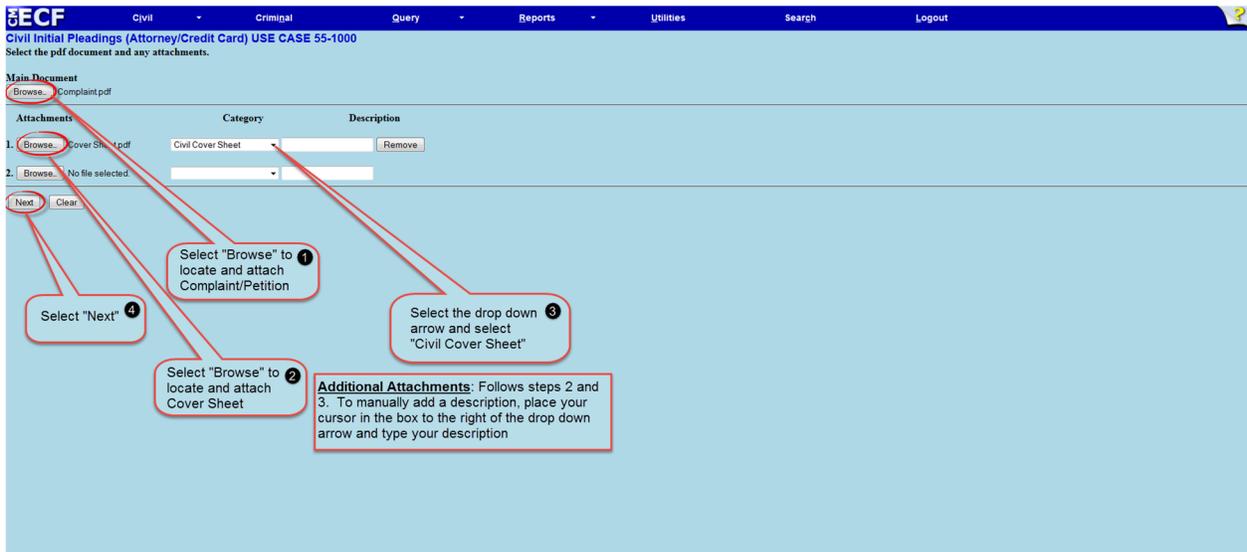
Before filing a complaint/petition electronically, please note the following:

1. Any motion or document associated with a complaint/petition (e.g., motion to seal document, notice of directly related case(s), motion for preliminary injunction, notice of intent to file) should be filed as an attachment to the complaint/petition. **DO NOT** file any motions, notices, or documents 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 an "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.

Please follow the instructions below to file a complaint/petition electronically.







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: *

Payment Amount: \$400.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [View hidden your security code](#)

Expiration Date: / *

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 [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: <input type="text" value="atty"/> 123 Main Street Billing Address 2: <input type="text"/> City: <input type="text" value="Washington"/> State / Province: <input type="text" value="DC"/> Zip / Postal Code: <input type="text" value="20005"/> Country: <input type="text" value="USA"/>	Card Type: <input type="text" value="Visa"/> Card Number: <input type="text" value="*****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:

Separate multiple 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.

Optional - if you wish to receive a confirmation email, provide your email address here 1

Check the authorization box 2

Select "Submit Payment" 3

ECF Civil Criminal Query Reports Utilities Search Logout

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"



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.