

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 November 2020





ATTORNEY COMPLAINT FILING INSTRUCTIONS

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.

1. Click **Civil** from the menu options in CM/ECF



2. Under Civil Events → Select **Attorney Complaint/Petition**



3. Select the proper event → Click **Next**

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000

Available Events (click to select an event)

Attorney Bid Protest Complaint	Selected Event Attorney Complaint
Attorney Complaint	
Attorney Petition	

Next Clear

4. Enter the shell case number → Click **Find this Case** → Click **Next**

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000

Civil Case Number

1:19-cv-10000

Next Clear

5. Attach main documents and attachments → Click **Next**

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000

Any motion or document associated with this 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. Select the PDF document and any attachments.

Main Document

Browse... TEST.pdf

Attachments

	Category	Description
1. Browse... TEST.pdf	Civil Cover Sheet	
2. Browse... TEST 2.pdf	Exhibit	Exhibit 1 - Notice of Filing
3. Browse... TEST 3.pdf	Exhibit	Exhibit 2 - Affidavit
4. Browse... No file selected.		

Next Clear

To add additional attachments, follow 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 the description of the document (i.e., Exhibit 1 - Affidavit).

6. Verify fee → Click **Next**

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000

Fee: \$402

Next Clear

7. Select Payment Method → Click Next

Account Number [REDACTED]
Username JAWhitcomb1
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for United States Court Of Federal Claims (test)

* Required Information

Payment Amount

Amount Due * \$402.00

Select a Payment Method

Enter a credit card

VISA [REDACTED] [REDACTED] [REDACTED]

Account Holder Name * Joseph Whitcomb

Card Type * Visa

Account Number * [REDACTED]

Card Expiration Date * [REDACTED] / [REDACTED]

Use billing address

Address * [REDACTED]

City * Woodbridge

State * Virginia

Zip/Postal Code * 10022

Country * United States of America

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

8. Add Court Specific Information (required field) and Email (optional) → Check Authorization Box → Click Submit

Payment Summary

Payment Method	Payment Details
VISA XXXXXXXXXX2222 01/2021 Joseph Whitcomb 1001 Featherstone Road Woodbridge, VA 10022 USA	Payment Amount \$402.00 Fee Type Filing Fee

Court Specific

Attorney Completing Transaction * Joseph Whitcomb

Attorney Name * Joseph Whitcomb

Attorney Phone Number * 888888888

Email Receipt

Email cofcpacer@gmail.com

Confirm Email cofcpacer@gmail.com

Additional Email Addresses

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Cancel

9. PLEASE CAREFUFLLY READ MESSAGE and Click Next

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000
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.

10. PLEASE CAREFUFLLY READ MESSAGE and Click Next

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000

11. Verify the docket text is correct and click next to complete the transaction and to successfully file your complaint/petition.

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000

Docket Text: Final Text
Complaint.(Filing fee \$402, Receipt number ACOXFC-4180725) (Whitcomb, Joseph)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\TEST 4.pdf pages: 1

12. The notice of electronic filing confirmation page will appear indicating that the transaction was submitted successfully.

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 20-10000

US Court of Federal Claims
United States Court of Federal Claims

Notice of Electronic Filing

The following transaction was entered by Whitcomb, Joseph on 11/30/2020 at 12:04 PM EST and filed on 11/30/2020
Case Name: PLAINTIFF/PETITIONER v. USA/HHS
Case Number: [1:19-cv-10000-UNJ](#)
Filer:
Document Number: [10](#)

Docket Text:
Complaint.(Filing fee \$402, Receipt number ACOXFC-4180725) (Whitcomb, Joseph)

1:19-cv-10000-UNJ Notice has been electronically mailed to:
1:19-cv-10000-UNJ Notice will NOT be delivered to:

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcccStamp_ID=1131461693 [Date=11/30/2020] [FileNumber=2450118-0] [798154edad63973bd2c134dbc2023e5024616779849cc52fe8aa97d25fbb2d2c1a85a5263e3fe801e30df14c4d46c54d5ad52249fd6703b20b5a83bb8ed66dde]]

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.