



United States Court  
of Federal Claims



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## ATTORNEY COMPLAINT FILING INSTRUCTIONS

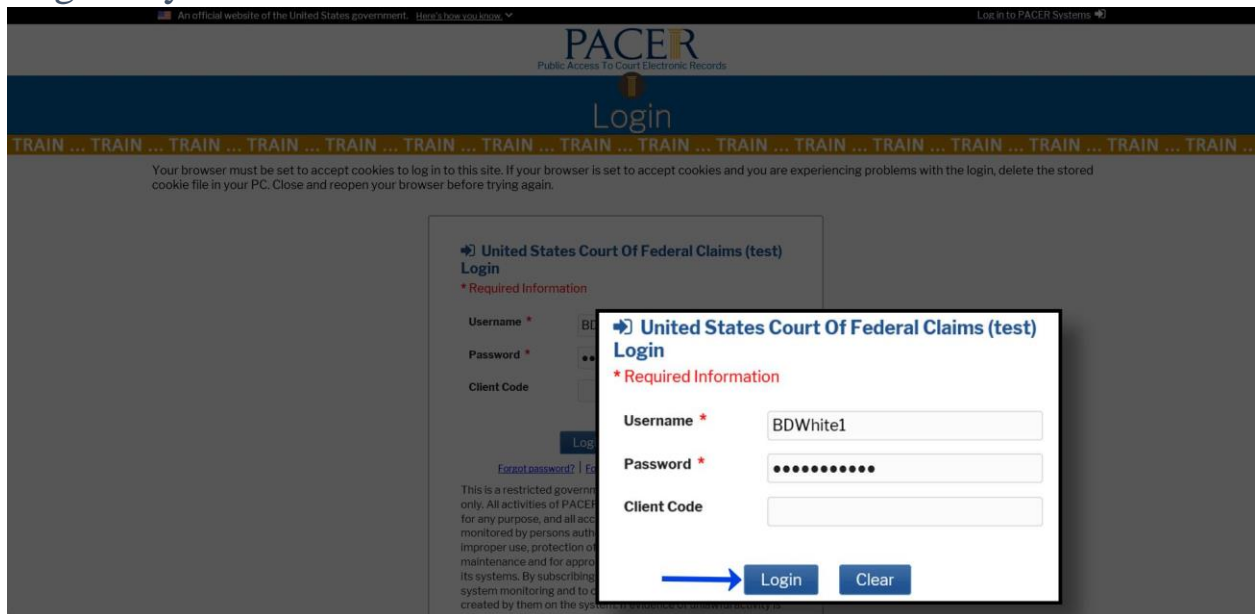
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Before filing a complaint/petition electronically, please note the following:

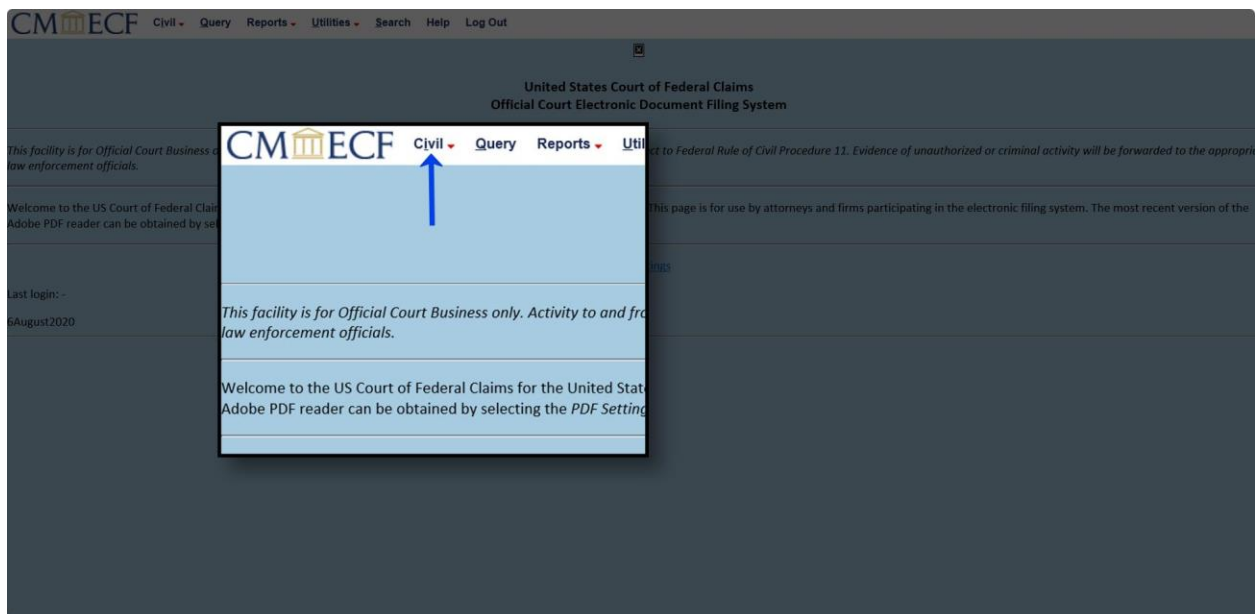
1. Include as attachments, any additional documents you wish to file with your pleading (e.g., civil cover sheet, disclosure statement, exhibits, etc.).
2. For voluminous attachments to complaints/petitions, see paragraph 9 of Appendix E/paragraph 9 of Supplement to Appendix B.
3. Do not use digital signatures.
4. Once you have paid your filing fee, you must complete the transaction. DO NOT hit the back button or you will incur a double charge. If a correction to your filing is necessary, wait until your case is opened and then contact the Clerk's Office for assistance during business hours at 202-357-6406.
5. Please note that your pleading has not been filed until you reach the screen that states "The following transaction was entered by [your name] on xx/xx/xxxx."
6. If submitted on a Saturday, Sunday, or legal holiday as defined by RCFC 6, your pleading 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.
7. The court will assign a case number and a judge/special master during Clerk's Office business hour as defined in RCFC 77.1. You will receive a Notice of Electronic Filing once your complaint/petition has been processed.

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

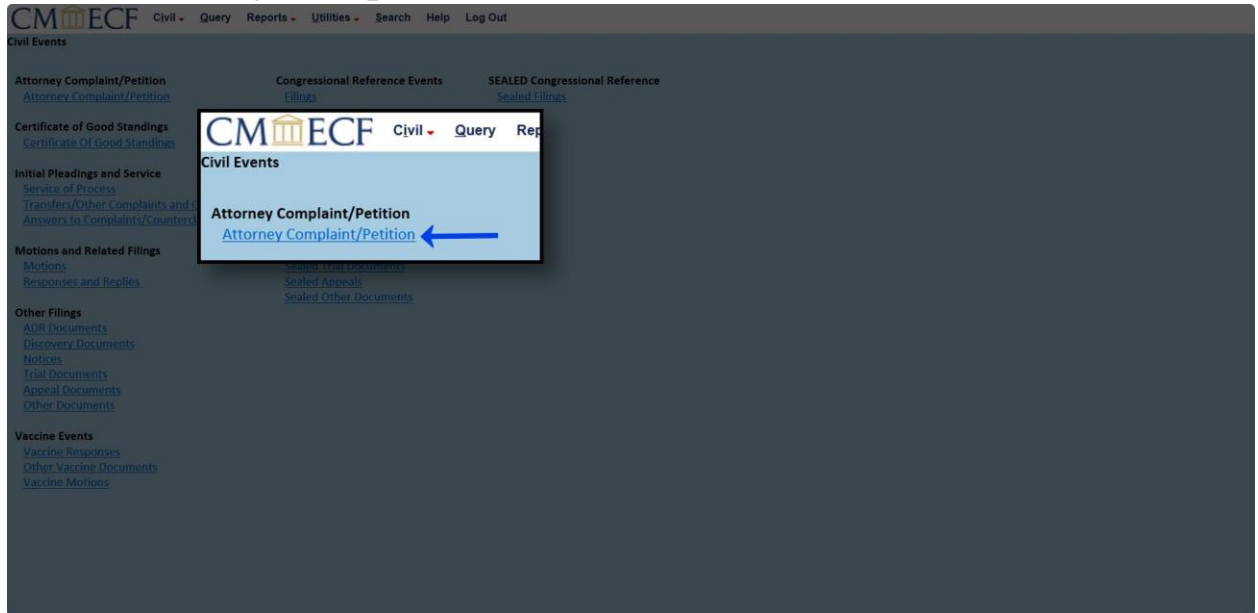
1. Login to your PACER account.



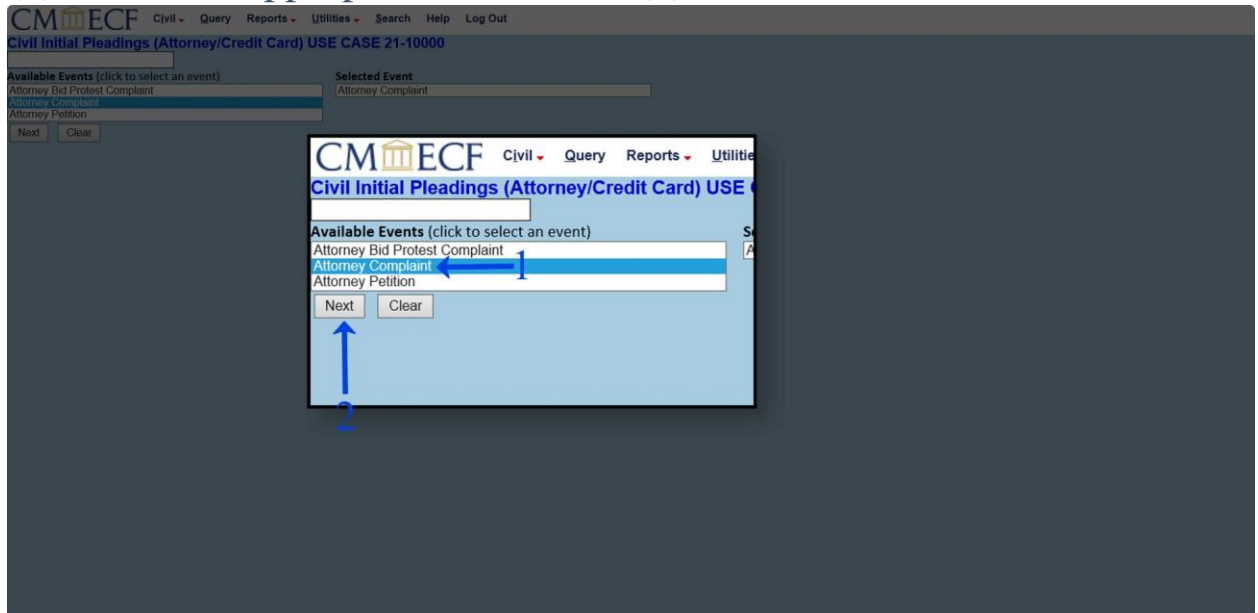
2. Select Civil.



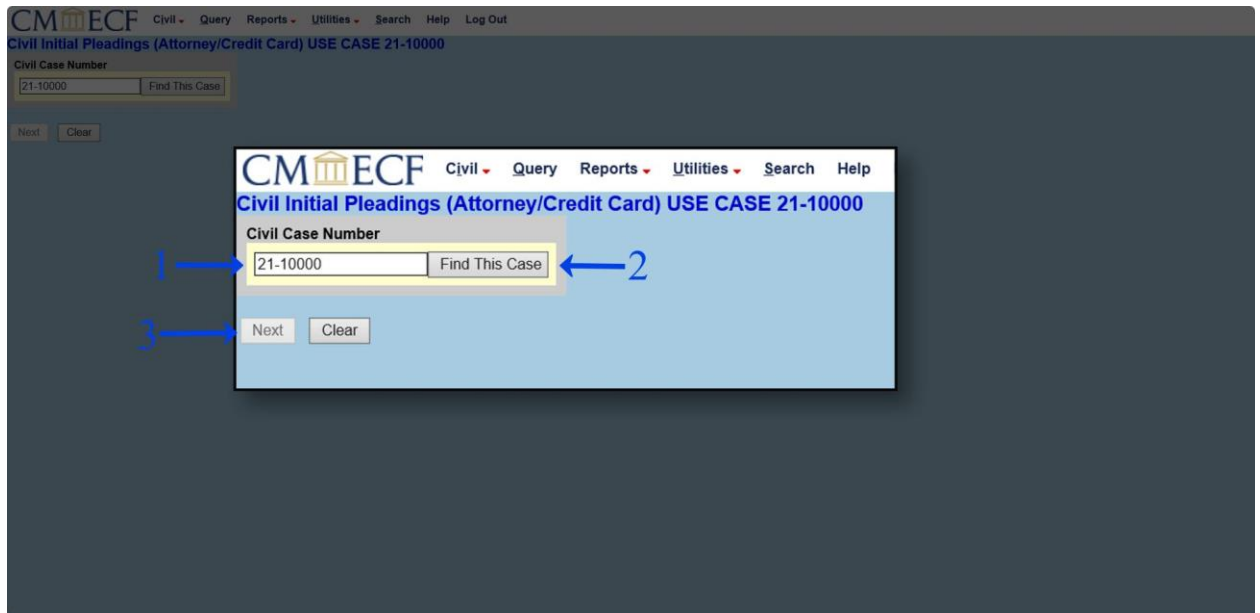
### 3. Select Attorney Complaint/Petition.



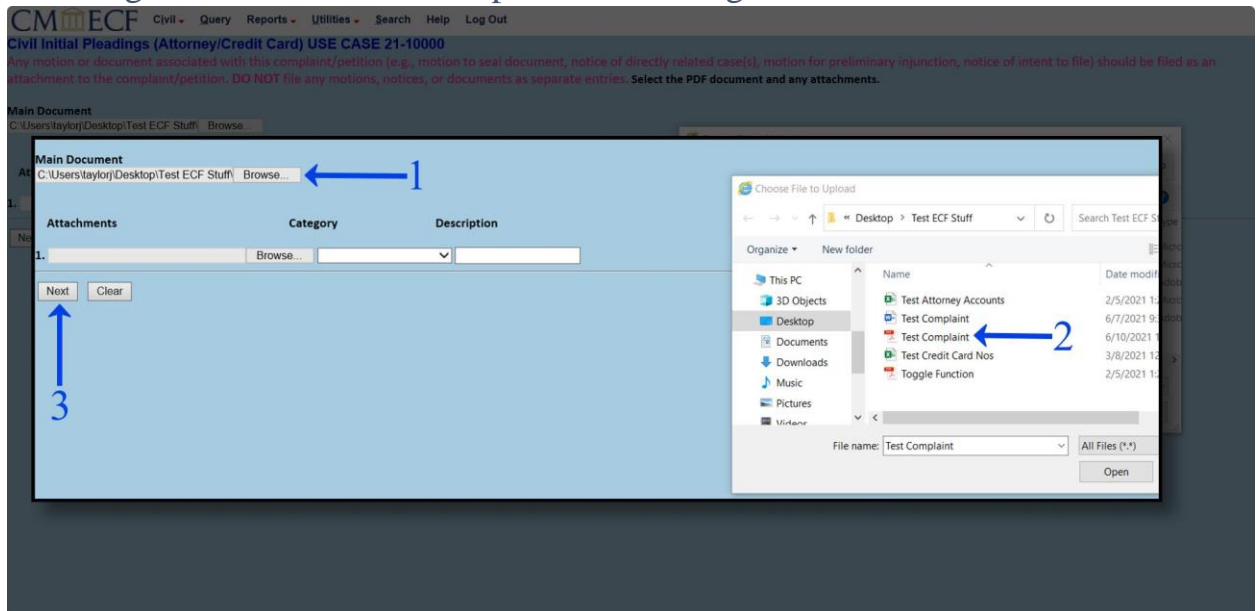
### 4. (1) Select the appropriate event; and (2) select Next.



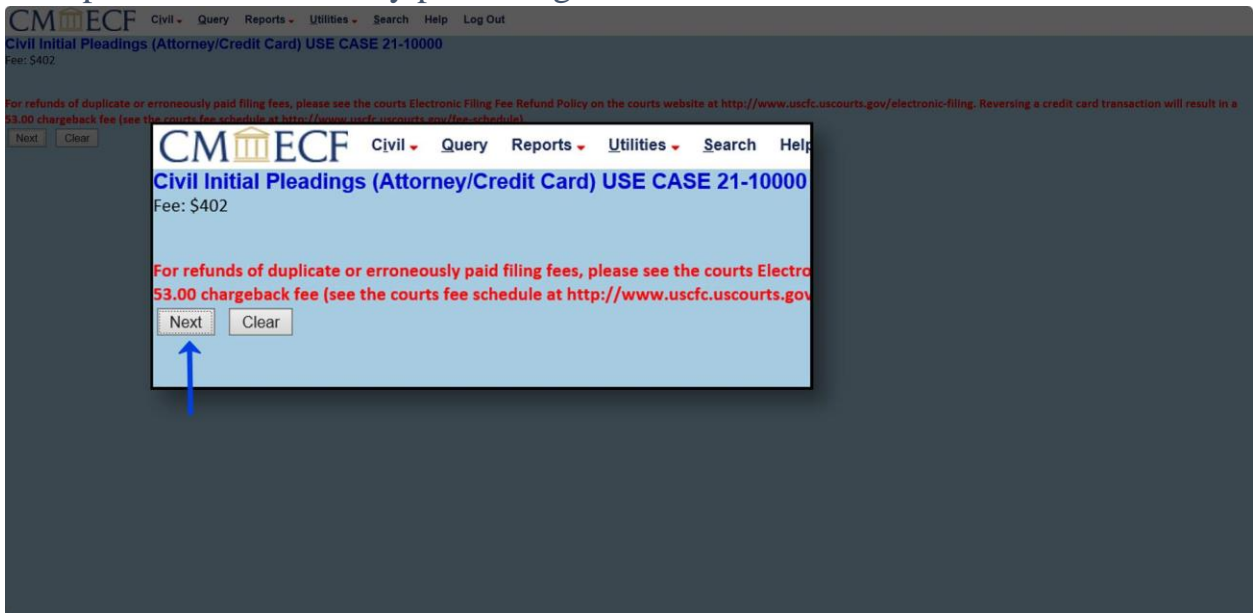
5. (1) Input Case No. 21-1000; (2) select Find This Case; and (3) select Next.



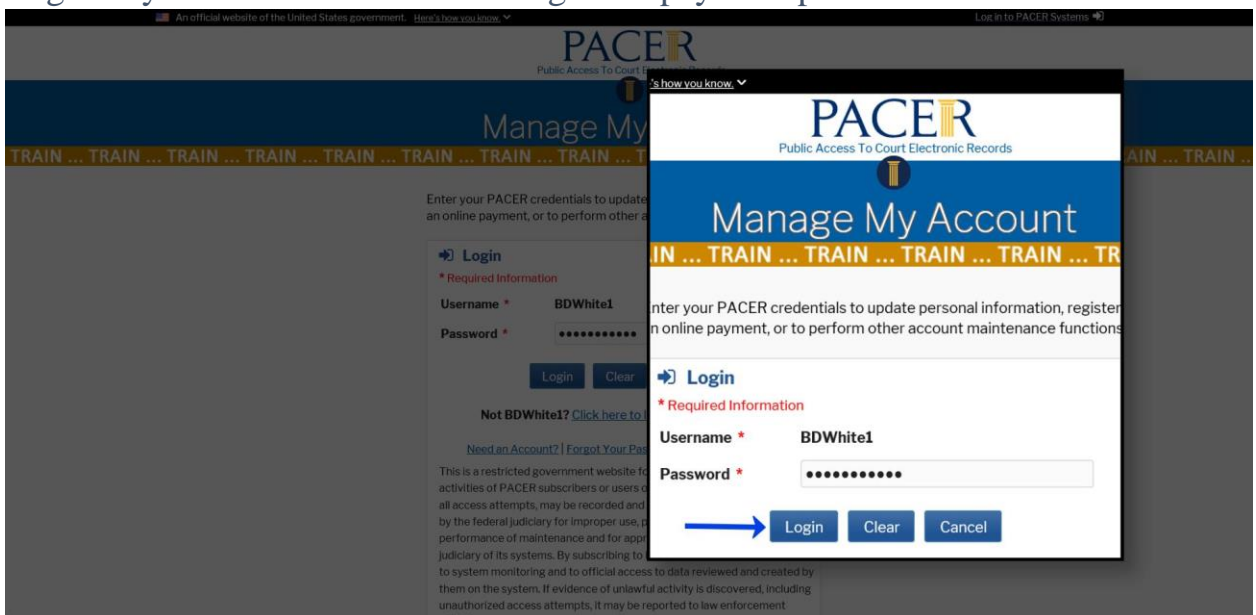
6. (1) Select Browse and locate your document; (2) select your document and Open ; and (3) select Next. **PLEASE NOTE:** any additional documents you wish to submit with your initial pleading **MUST** be included as attachments. Those documents are to be attached in the same manner and given either a Category from the dropdown menu **OR** a Description of your choice that you will manually enter. **Additionally**, please confirm that you are attaching the correct documents prior to selecting Next.



7. Select Next. **PLEASE NOTE:** there is a \$53.00 chargeback fee for refunds of duplicate or erroneously paid filing fees.



8. Login to your PACER account to begin the payment process.



9. (1) Select your payment method and input your information; and (2) select Next.

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

Account Holder Name \* Brian White  
Card Type \*  
Account Number \*  
Card Expiration Date \*  
 Use billing address  
Address \*  
City \*  
State \*  
Zip/Postal Code \*  
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.

2 → Next Cancel

- 10.(1) Input the Court Specific information; (2) input the Email Receipt address (3) check the Authorization box; and (4) select Submit.

**Payment Method**  
VISA  
XXXXXXXXXX  
01/0022  
Brian White  
USA

**Payment Details**  
Payment Amount \$402.00  
Fee Type Filing Fee

**Court Specific**  
Attorney Completing Transaction \* Brian White  
Attorney Name \* Brian White  
Attorney Phone Number \*

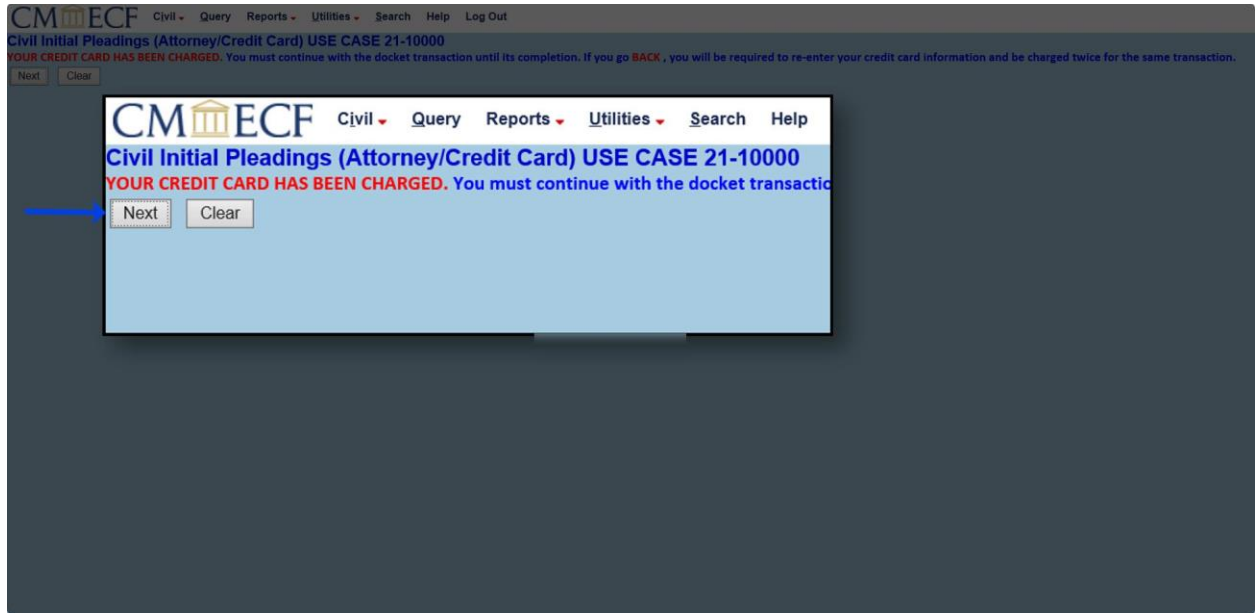
**Email Receipt**  
Email  
Confirm Email  
Additional Email Addresses

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

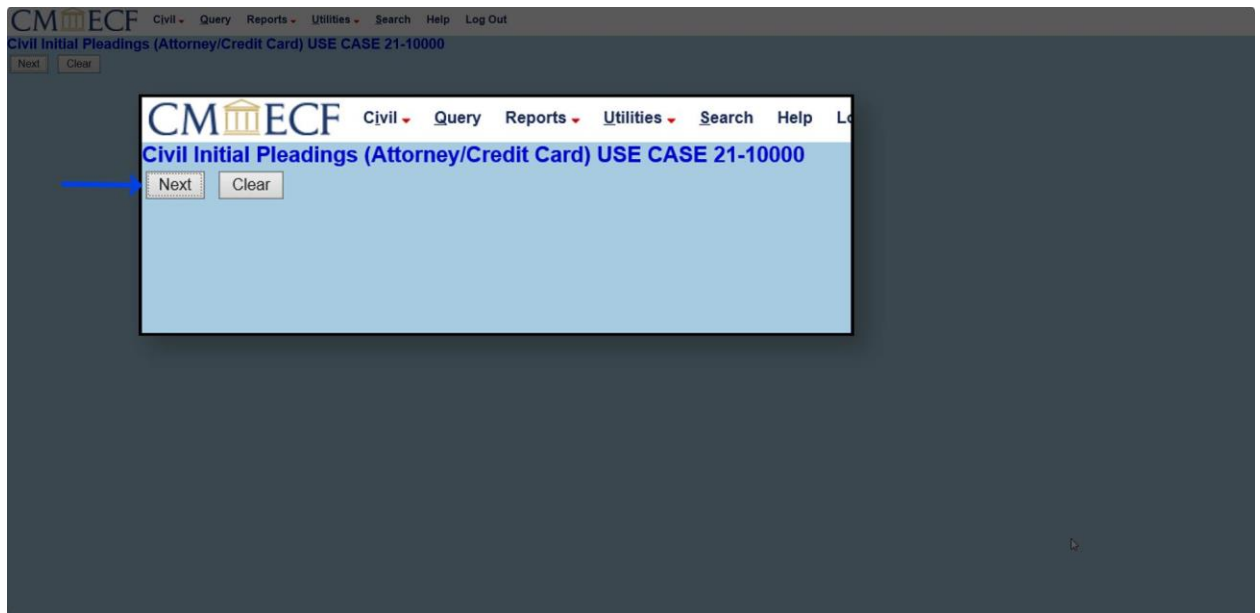
Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

4 → Submit Back Cancel

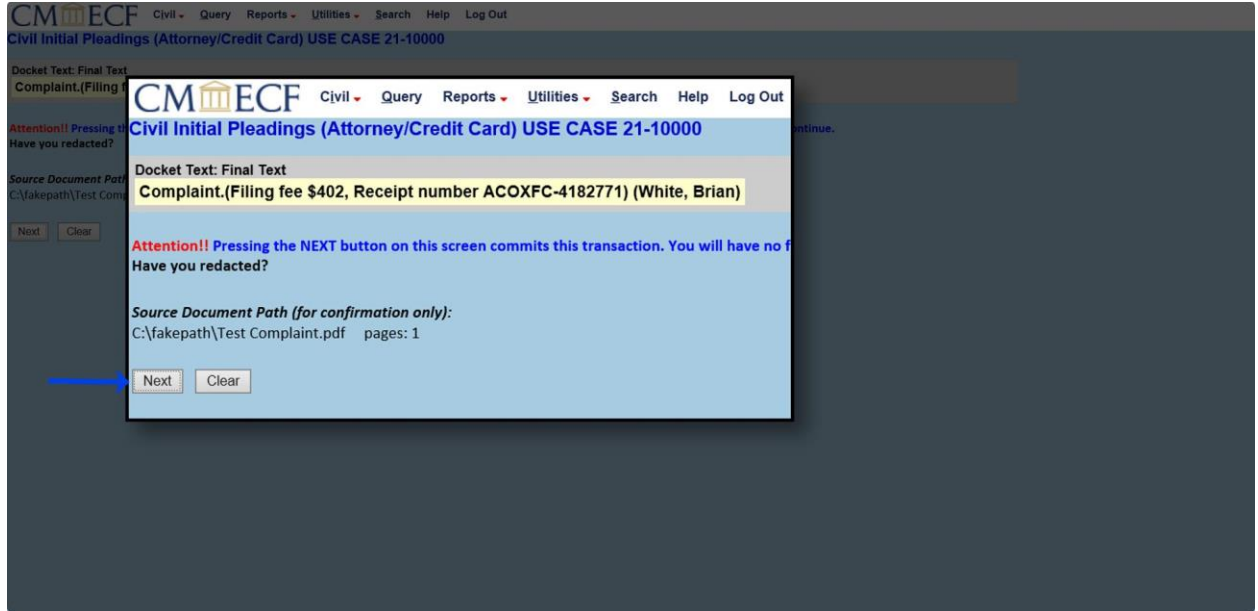
## 11. Select Next.



## 12. Select Next.



### 13. Select Next.



### 14. You have successfully filed your complaint/petition.

