

U.S. Court of Appeals for the Tenth Circuit

How to Submit Original Proceeding and Pay Fees Online Using CM/ECF

NextGen CM/ECF

HOW TO SUBMIT AN ORIGINAL PROCEEDING WITH FEE PAYMENT

The court's Electronic Case Filing application (ECF) may be used to submit your agency petition for review, or writ of mandamus, along with a fee payment using Pay.gov. **You must be a registered ECF user with this court to submit the petition and/or payment in this manner.**

Make sure you have your agency petition or mandamus and any supporting documents ready to upload. All documents must be in searchable PDF format and each PDF must not exceed 30 MB in size.

1. On the start-up page after logging into ECF, select Utilities to see the submission options. Select ***Open New Agency Review Proceeding*** or ***Open New Mandamus Proceeding***.
2. After making your selection, you have the option to select either submit the petition and ***Pay Agency/Mandamus Fee by Credit Card*** or submit the petition and ***Address Agency/Mandamus Fee Later***.
3. In this example, we will use Pay Agency Fee by Credit Card to submit a payment with an agency petition for review (note: the steps for filing a petition for a writ of mandamus are essentially identical to what is outlined here).
4. The Pay Agency Fee by Credit Card window will open in the current tab and look similar to the image below. Please read the directions on the screen carefully before proceeding with your petition submission and payment.

Pay Agency Fee by Credit Card

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY

1. Please attach your Petition for Review in PDF format by filing in the Description field and clicking the "Browse" button to attach your pleading.
2. You may include a motion for stay or attach additional documents (attachments) by filing in the description field followed by clicking the "Browse" button.
3. After attaching your documents you must click on "Pay Fee and Submit" to start the payment process.
4. You will be automatically directed to the Pacer website where you will be required to log into your ECF account to continue the payment process.
5. Once your payment has been submitted you will be redirected back to the ECF filing system.
7. The court will notify all parties of your filing/petition once a docket number has been assigned.

If this is an emergency matter or you are seeking immediate relief, please contact the Clerks Office at 303-335-3157 to ensure that the matter is handled expeditiously.

Type
Petition for Review ▾

Amount
\$500.00

Submit Documents

Description
Main Document

Browse...

Pay Fee and Submit

5. After carefully reading the on-screen directions, fill in the Description field for the document and click the **Browse** button to select your PDF attachments.
 - a. Search for the PDF file that contains your agency petition.
 - b. Select the appropriate file and click the **Open** button.
6. If you need to attach further documentation or attachments, complete the Description field and click the **Browse** button to select your PDF attachments.

Pay Agency Fee by Credit Card

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY

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 4. You will be automatically directed to the Pacer website where you will be required to log into your ECF account to continue the payment process.
 5. Once your payment has been submitted you will be redirected back to the ECF filing system.
 7. The court will notify all parties of your filing/petition once a docket number has been assigned.
- If this is an emergency matter or you are seeking immediate relief, please contact the Clerks Office at 303-335-3157 to ensure that the matter is handled expeditiously.

Type

Petition for Review

Amount

\$500.00

Submit Documents

Description

Browse...


Click Browse to add another document.


Document	Description	Size	Sequence	Remove All
ASEOA.pdf	Petition for Review	36 KB	↓	✗
A-12BRF.PDF	Agency Order	7 KB	↑	✗



Pay Fee and Submit

7. After attaching your documentation, click the **Pay Fee and Submit** button to begin the submission of the credit card payment. You will now be connected to Pacer.gov where you must log in using your ECF username and Password.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

**PACER** *Training*
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US  

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username * attya_tenthcoa

Password *

Login

Clear

Cancel


Not attya_tenthcoa? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.



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MANAGE MY ACCOUNT

Welcome, Attya Tenthcoa

[Logout](#)

Account Number	7031616
Username	attya_tenthcoa
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account


Pay Other Court Fees for U.S. Court Of Appeals, Tenth Circuit (train) - NextGen

* Required Information

Payment Amount

Amount Due * **\$500.00**

Select a Payment Method

☒ 
 Attya Tenthcoa
 XXXXXXXXXXXX9424
 01/2035

☐ Enter a credit card

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

[Next](#)

[Cancel](#)

8. Verify the amount due is correct.
9. You may use the credit card on file or enter another credit card to make the payment.
10. Click *Next* to continue.
11. Complete the Court Specific section, including Attorney Name, Contact Phone Number and Person Completing Transaction fields so that the court may contact you if there are any issues with the payment.
12. You must complete the Email Receipt section in order to receive an emailed receipt for the transaction.

Pay Other Court Fees for U.S. Court Of Appeals, Tenth Circuit (train) - NextGen

Payment Summary

PAYMENT METHOD



XXXXXXXXXXXX9424
01/2035

Attya Tenthcoa
555 Attorney Lane
Aurora, CO
80013
USA

PAYMENT DETAILS

Payment Amount \$500.00
Fee Type Other Court Fees

Court Specific

Attorney Name *

Contact Phone Number *

Person Completing
Transaction *

Email Receipt

Email

Confirm Email

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

13. Check the Authorization box and click the **Submit** button to complete the transaction.

14. A notification screen indicating the payment was successful will appear briefly before you will be automatically redirected to the ECF application.

The screenshot shows the PACER Training website interface. At the top is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, Browse Aloud, and RSS. Below this is a sidebar with 'PACER Links' including Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and welcomes 'Attya Tenthcoa'. It displays account details: Account Number 7031616, Username attya_tenthcoa, Account Balance \$0.00, Case Search Status Active, and Account Type Upgraded PACER Account. A 'Logout' button is present. Below this is a section for 'Pay Other Court Fees for U.S. Court Of Appeals, Tenth Circuit (train) - NextGen'. A 'Payment Successful' message states: 'Your payment was successful. You will now be redirected back to U.S. Court Of Appeals, Tenth Circuit (train) - NextGen to view your receipt or complete your transaction. If you are not redirected within 30 seconds, click the "Submit" button below. Do not click the Refresh or Back buttons, as this may result in multiple charges. If this problem continues to occur, please contact the court.' A 'Submit' button is at the bottom of this section.

15. If the transaction was successful, a copy of the receipt will be displayed in the ECF application and you may print it for your records.

The screenshot shows the CM ECF website interface. The top navigation bar includes links: Filing, Reports, Utilities, Help, Getting Started, and Log Out. The main content area displays a message: 'Your payment is complete. [Print](#) the payment receipt.' Below this is a receipt summary table:

Receipt	A10-41786-129
Payment Date	03/29/2017
Amount	\$500.00
Fee Type	Petition for Review

16. You may continue to file other pleading or log out if you are finished. The court will notify all parties once a docket number has been assigned.

U.S. Court of Appeals for the Tenth Circuit

Submitting an Original Proceeding Without Fee Payment

NextGen CM/ECF

HOW TO SUBMIT AN ORIGINAL PROCEEDING WITHOUT IMMEDIATE FEE PAYMENT

The court's Electronic Case Filing application (ECF) may be used to submit an agency petition for review or petition for writ of mandamus/prohibition without paying the filing fee immediately. **You must be a registered ECF user with this court in order to submit the petition and/or payment in this manner.**

Make sure you have your agency petition or mandamus petition and any supporting documents ready to upload. All documents must be in searchable PDF format and each PDF must not exceed 30 MB in size.

The following sections outline how to electronically file a petition with the court without submitting immediate payment, and how to electronically submit payment for an existing petition.

NOTE: If you seek emergency relief you must also contact the clerk's office via phone at 303-335-3157 during regular business hours.

HOW TO FILE A PETITION WITH THE COURT WITHOUT SUBMITTING IMMEDIATE PAYMENT

1. On the start-up page after logging into ECF, select Utilities to see the submission options. Select ***Open New Agency Review Proceeding*** or ***Open New Mandamus Proceeding***.
2. After making your selection, you have the option to select either submit the petition and ***Pay Agency/Mandamus Fee by Credit Card*** or submit the petition and ***Address Agency/Mandamus Fee Later***.
3. In this example, we will use the ***Address Agency Fee Later*** option to submit an agency petition for review without immediately paying the filing fee (note: the steps for filing a petition for a writ of mandamus without immediately paying the filing fee are essentially identical to what is outlined here).
4. The Address Agency Fee Later window will open in the current tab and look similar to the image below. Please read the directions on the screen carefully before proceeding with your petition submission.

Address Agency Fee Later

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY

1. Please attach your Petition for Review in PDF format by typing "Petition for Review" in the Description field and clicking the "Browse" button.
2. You may include a motion for stay or attach additional documents (attachments) by filing in the description field followed by clicking the "Browse" button.
3. After attaching your documents you must click on "Submit" to complete the transaction.
4. The court will notify all parties once a docket number has been assigned.
5. Payment of the filing fee or submission of an IFP motion will be due within 10 days.

If this is an emergency matter or you are seeking immediate relief, please contact the Clerks Office at 303-335-3157 to ensure that the matter is handled expeditiously.

Type

Petition for Review Without Fee Payment ▾

Amount

\$0.00

Submit Documents

Description

Browse...

Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
ASEOA.pdf	Petition for Review	36 KB	↓	✕
A-12BRF.PDF	Agency Order	7 KB	↑	✕

Submit

5. After carefully reading the on-screen directions, fill in the Description field for the document and click the **Browse** button to select your PDF attachments.
 - a. Search for the PDF file that contains your agency petition.
 - b. Select the appropriate file and click the **Open** button.
6. If you need to attach further documentation or attachments, complete the Description field and click the **Browse** button to select your PDF attachments.
7. After attaching your documentation, click the **Submit** button to complete the submission of your petition. The court will notify all parties once a docket number has been assigned.