Original Proceedings

You may now submit petitions for writ of mandamus, petitions for review and Fed. R. App. P 5 petitions electronically. You must be a registered ECF user with this court to submit these original proceedings electronically.

If submitting an emergency matter in which a time sensitive ruling is requested, please contact the clerk's office at 303-844-3157.

A. If you want to file an original proceeding electronically, please do the following:

1. Log into ECF, select **Utilities** from the main screen to see the submission options for original proceedings.

2. Select one of the following:

   Open New Mandamus Proceeding

   Open New Agency Review Proceeding

   Open New Fed. R. App. P. 5 Proceeding

3. Select the option of paying the filing fee immediately or addressing the fee issue later.

4. Follow the instructions on how to attach your pleading in PDF format.

B. If you want to submit payment for an existing petition, please do the following:

1. Log into ECF and select Filing from the list of menu options.

2. Enter your case number and type "fee" in the Type of Document field.

3. Click on Pay Fee for Petition for Review to highlight the selection and click **Continue**.

4. On the following screen you will click on the name of the party filer to select the filer.

5. Verify the fee amount is correct and click **Continue** to proceed. Confirm the docket text is correct and click **Continue** to proceed.

6. At this point, you may click **Edit** to modify the event, or select **Pay Fee** 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.

7. Submit the payment. A notification screen indicating the payment was successful will appear briefly and you will then be redirected automatically to the ECF system.

For more detailed instructions on how to submit an original proceeding electronically with or without the fee payment please see CM/ECF User's Manual:

https://ca10-den-www-ca10.ca10.circ10.dcn/clerk/downloads/cmecf-user-manual