

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.



EFCF

Civil Criminal Query Reports Utilities Search Logout ?

Civil Events

Attorney Complaint/Petition (Attorney Complaint/Petition)

Initial Pleadings and Service

- Service of Process
- Answers to Complaints/Counterclaims
- Other Answers

Motions and Related Filings

- Motions
- Responses and Replies

Other Filings

- ADR Documents
- Discovery Documents
- Trial Documents
- Appeal Documents
- Other Documents

Vaccine Events

- Vaccine Responses
- Other Vaccine Documents
- Vaccine Motions

Congressional Reference Events

SEALED Congressional Reference Filings

SEALED Filings

- Sealed Filings
- Sealed Services
- Sealed Answers
- Sealed Other Answers
- Sealed Motions
- Sealed Responses and Replies
- Sealed ADR Documents
- Sealed Discovery
- Sealed Notices
- Sealed Trial Documents
- Sealed Appeals
- Sealed Other Documents

Select "Attorney Complaint/Petition"

EFCF

Civil Criminal Query Reports Utilities Search Logout ?

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000

Start typing to find an event.

Available Events (click to select an event)

Attorney Bid Protest Complaint
Attorney Complaint
Attorney Petition

Selected Event

Attorney Bid Protest Complaint or Complaint or Petition

Next Clear

Select the proper event ①

Select "Next" ②

EFCF

Civil Criminal Query Reports Utilities Search Logout ?

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000

Civil Case Number

55-1000

Next Clear

You must use Case ① No. 55-1000. If you use any other Case No., you will not be able to proceed

Select "Find This Case" ②

EFCF Civil Criminal Query Reports Utilities Search Logout ?

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000

Civil Case Number
55-cv-1000

Next Clear

EFCF Civil Criminal Query Reports Utilities Search Logout ?

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000

Select the pdf document and any attachments.

Main Document	Category	Description
Browse... Complaint.pdf	Civil Cover Sheet	Remove
1. Browse... Cover Sheet.pdf	Civil Cover Sheet	Remove
2. Browse... No file selected		

Attachments Category Description

1. Browse... Cover Sheet.pdf Civil Cover Sheet Remove

2. Browse... No file selected

Next Clear

EFCF Civil Criminal Query Reports Utilities Search Logout ?

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000

Fee: \$400

Next Clear

Online Payment [Return to your originating application](#) 1 | 2

Step 1: Enter Payment Information

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: atty	Billing Address: 123 Main Street	City: Washington
Payment Amount: \$400.00	Billing Address Z:	State / Province: -----
Zip / Postal Code: 20005	Country: United States	Card Type: Visa
Card Number: ****-****-****-2222	Security Code: 123	Expiration Date: 08 * 2018

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.

Select "Continue with Plastic Card Payment" ②

Online Payment [Return to your originating application](#) 1 | 2

Step 2: Authorize Payment

[Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder: atty Name: atty 123 Main Billing Address: Street	Card Type: Visa Card Number: ****-****-****-2222	Payment Amount: \$400.00 Transaction Date: 07/07/2015 12:51 and Time: EDT
Billing Address Z: City: Washington State / Province: DC Zip / Postal Code: 20005 Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: youremail@youremail.com	CC:
Confirm Email Address: youremail@youremail.com	Separate multiple addresses with a comma

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

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.

Select "Submit Payment" ③

Check the authorization box ②

EFCF 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" ④



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.