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.

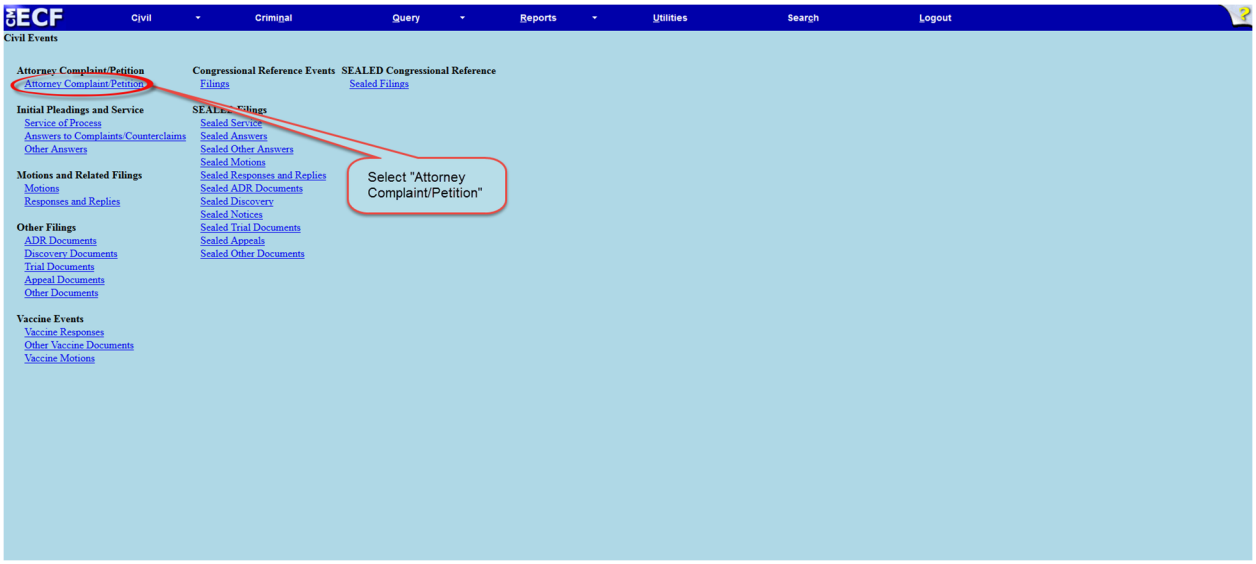
Before filing a complaint/petition electronically, please note the following:

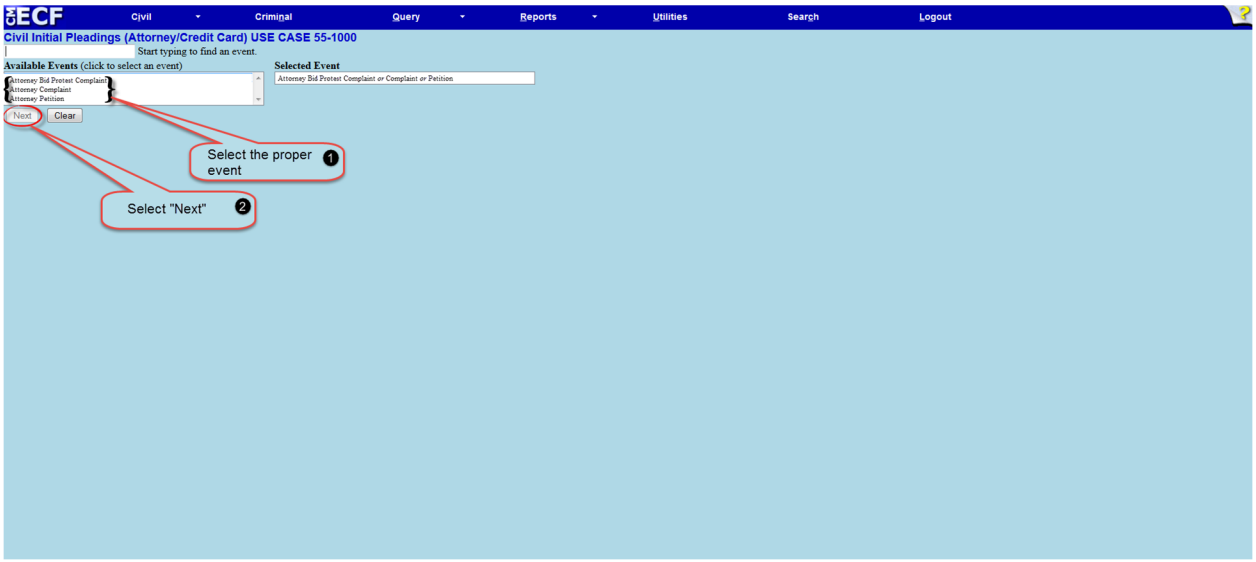
1. Any motion or document associated with a complaint/petition (e.g., motion to seal document, notice of directly related case(s), motion for preliminary injunction, notice of intent to file) should be filed as an attachment to the complaint/petition. **DO NOT** file any motions, notices, or documents as separate entries.

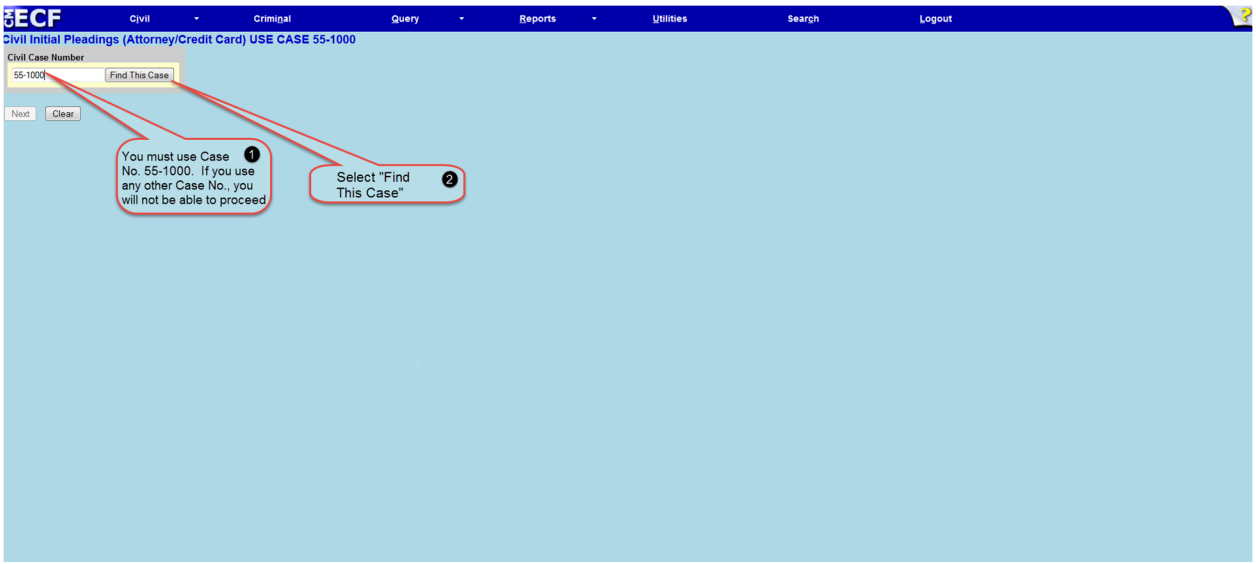
2. For voluminous attachments to complaints/petitions, see paragraph 9 of Appendix E/paragraph 9 of Supplement to Appendix B.

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.

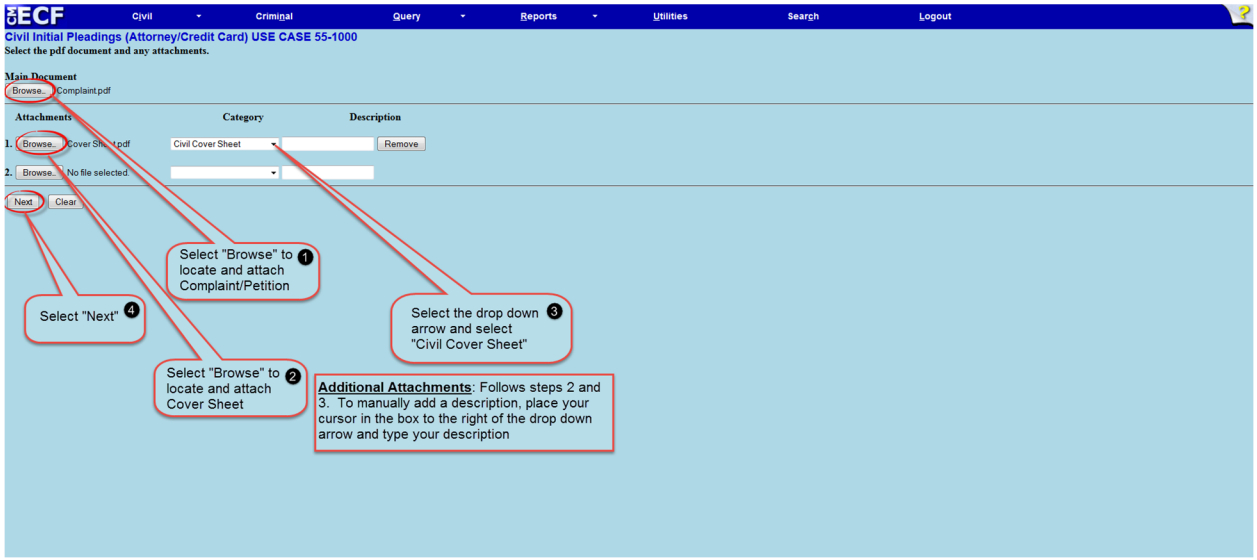
Please follow the instructions below to file a complaint/petition electronically.


ECF
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
Filings
SEALED Congressional Reference
Sealed Filings
Sealed Service
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"


ECF
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


ECF
Civil
Criminal
Query
Reports
Utilities
Search
Logout
Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000
Civil Case Number
55-1000
Find This Case
Next
Clear
You must use Case No. 55-1000. If you use any other Case No., you will not be able to proceed
1
Select "Find This Case"
2

ECF
Civil
Criminal
Query
Reports
Utilities
Search
Logout
Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000
Civil Case Number
1:55-cv-1000
Next
Clear
Select "Next"


ECF
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
Browse...
Complaint.pdf
Attachments
Category
Description
1.
Browse...
Cover Sheet.pdf
Civil Cover Sheet
Remove
2.
Browse...
No file selected.
Next
Clear
Select "Browse" to locate and attach Complaint/Petition
1
Select the drop down arrow and select "Civil Cover Sheet"
3
Select "Next"
4
Select "Browse" to locate and attach Cover Sheet
2
Additional Attachments: Follows 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 your description

ECF
Civil
Criminal
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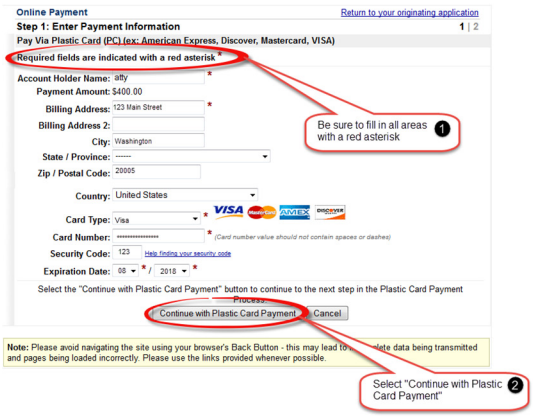
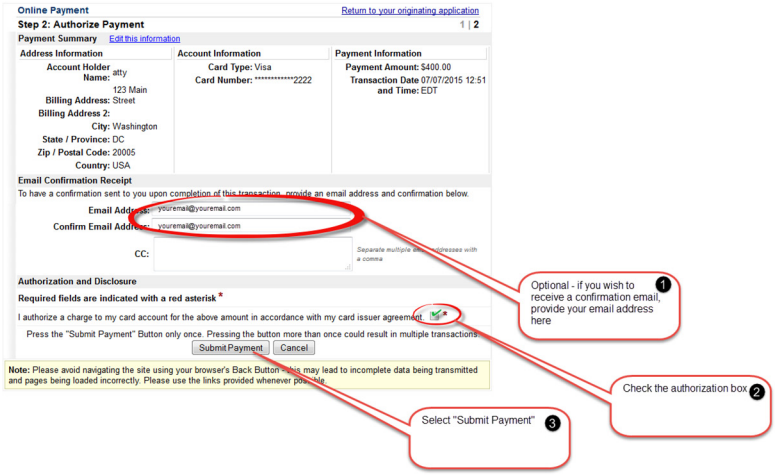
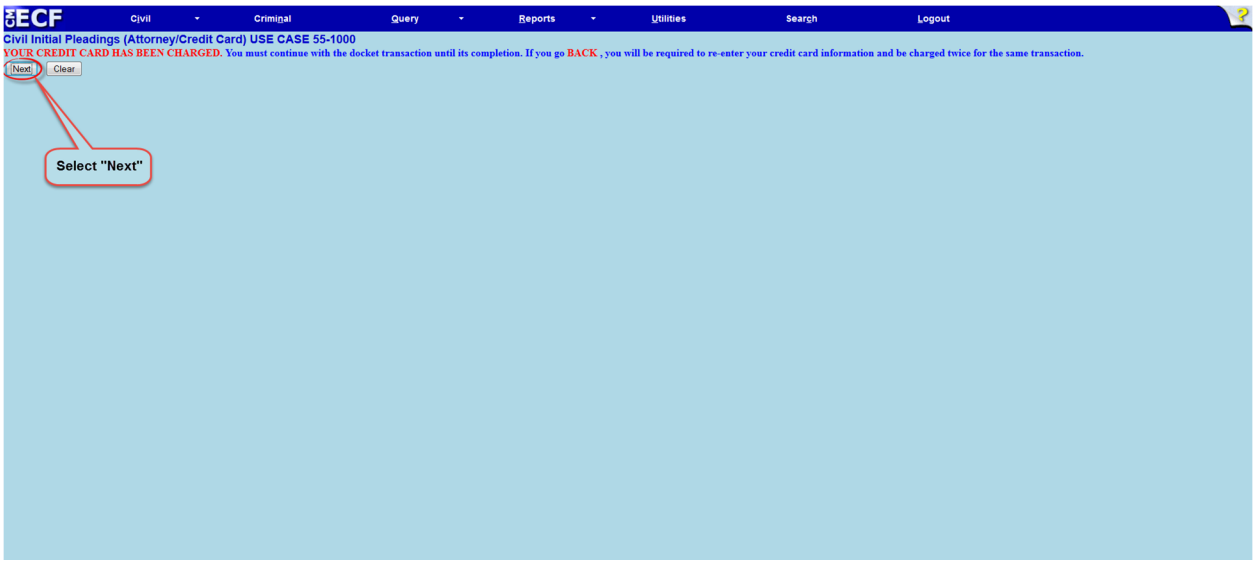
Utilities
Search
Logout
Civil Initial Pleadings (Attorney/Credit Card) USE CASE 55-1000
Fee: $400
Next
Clear
Select "Next"


Online Payment
Return to your originating application
Step 1: Enter Payment Information
1 | 2
Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
Required fields are indicated with a red asterisk *
Account Holder Name: atty
Payment Amount: $400.00
Billing Address: 123 Main Street
Billing Address 2:
City: Washington
State / Province: ------
Zip / Postal Code: 20005
Country: United States
Card Type: Visa
Card Number:
(Card number value should not contain spaces or dashes)
Security Code: 123
Help finding your security code
Expiration Date: 08 / 2018
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
Continue with Plastic Card Payment
Cancel
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.
Be sure to fill in all areas with a red asterisk 1
Select "Continue with Plastic Card Payment" 2


Online Payment
Return to your originating application
Step 2: Authorize Payment
1 | 2
Payment Summary
Edit this information
Address Information
Account Holder Name: atty
Billing Address: 123 Main Street
Billing Address 2:
City: Washington
State / Province: DC
Zip / Postal Code: 20005
Country: USA
Account Information
Card Type: Visa
Card Number: **********2222
Payment Information
Payment Amount: $400.00
Transaction Date and Time: 07/07/2015 12:51 EDT
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
Confirm Email Address: youremail@youremail.com
CC:
Separate multiple addressees with a comma
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.
Submit Payment
Cancel
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.
Optional - if you wish to receive a confirmation email, provide your email address here 1
Check the authorization box 2
Select "Submit Payment" 3


ECF
Civil
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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.
Next
Clear
Select "Next"

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.