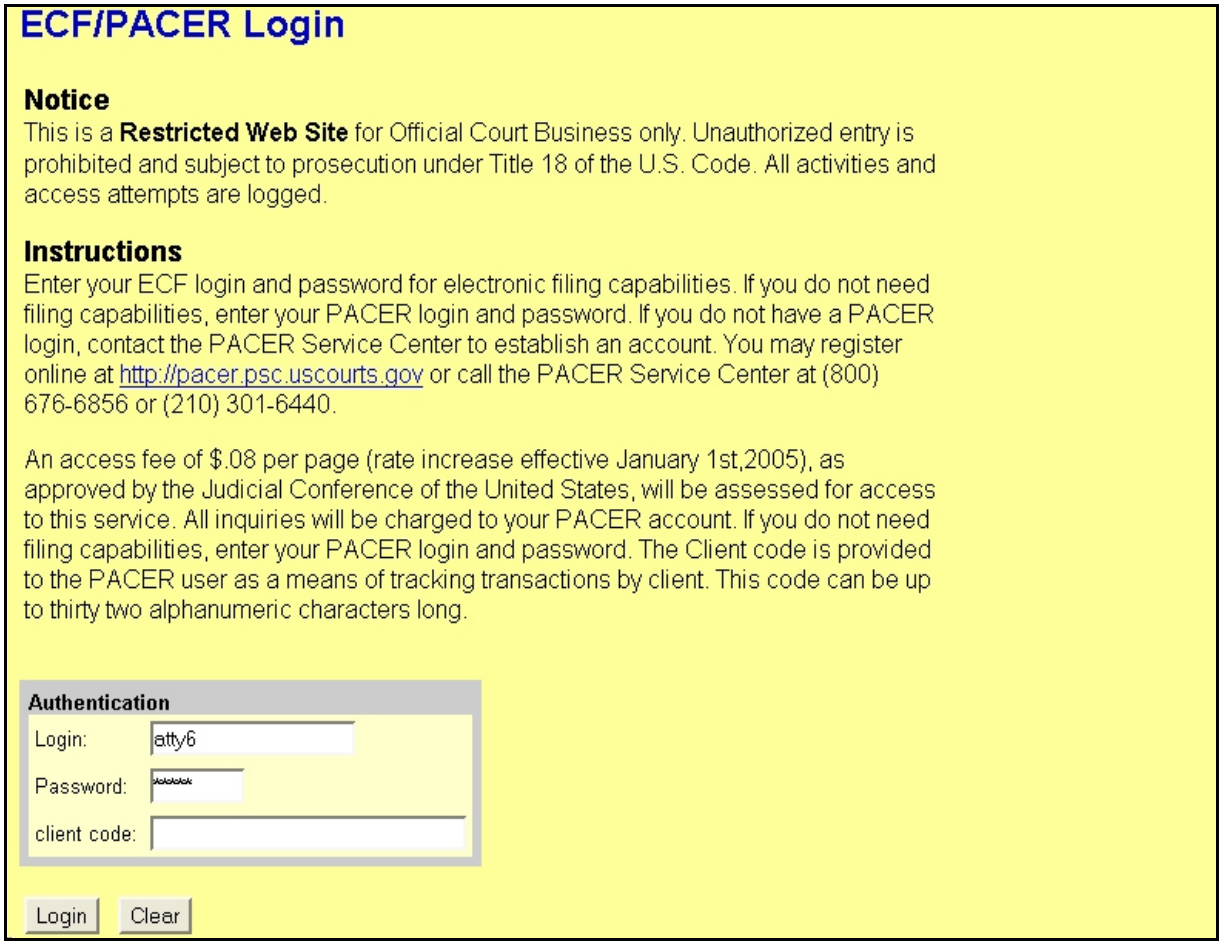
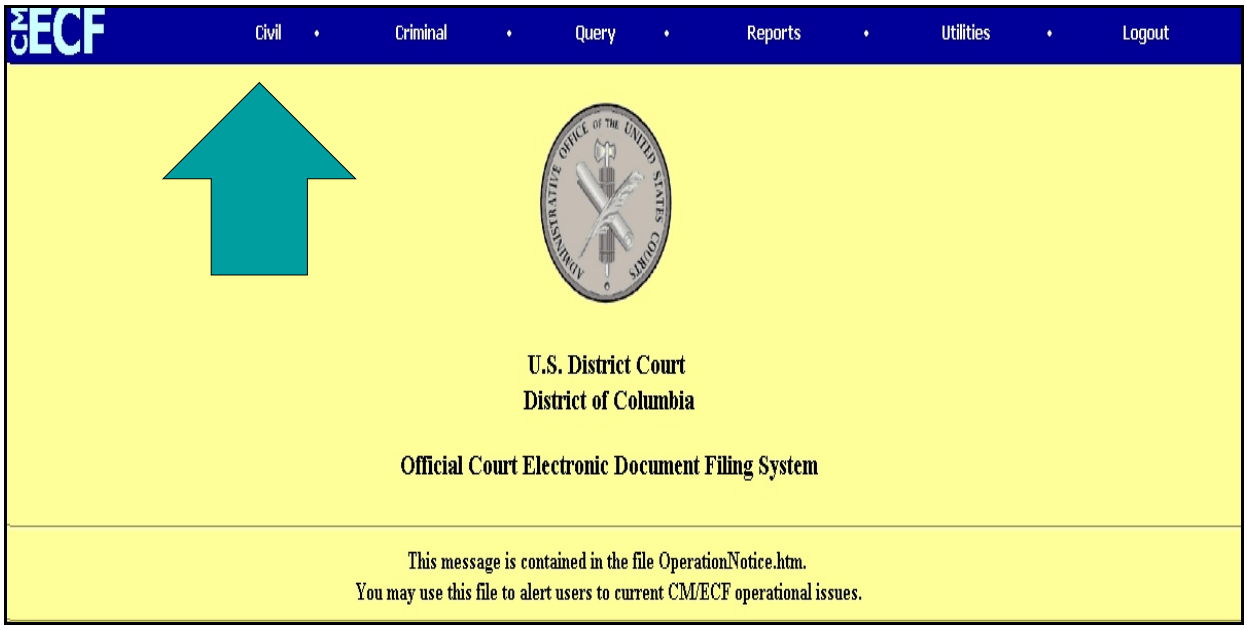
How to File a Notice of Appeal and Pay the Filing Fee Online

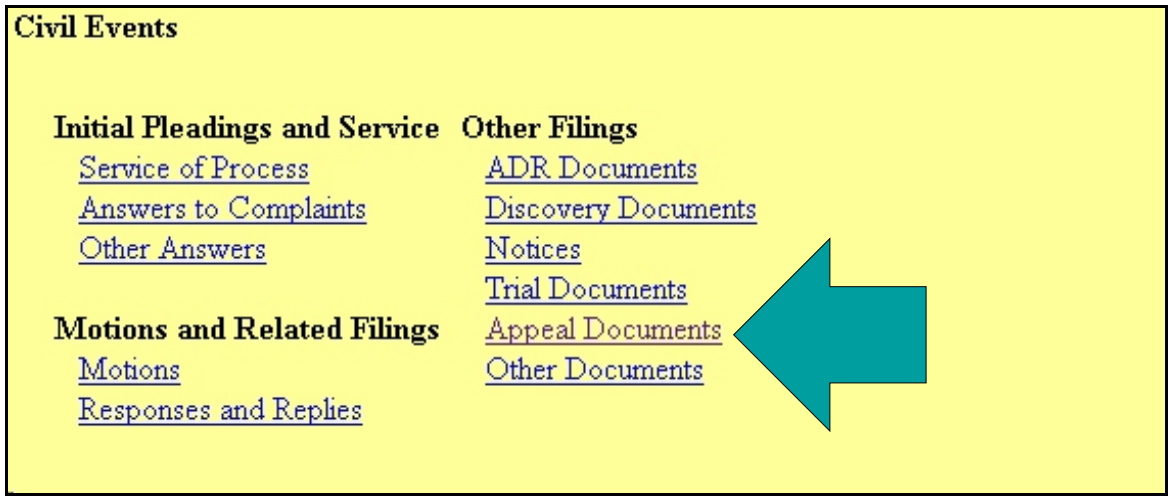
STEP 1: Begin at the Court's website for Electronic Case Filing: https://ecf.dcd.uscourts.gov/cgi-bin/login.pl. Enter the ECF login and password, entering the client code if the agency or firm requires.



STEP 2: Depending upon the type of case, click on "Civil" or "Criminal" on the blue Main Menu Bar shown on the next page.

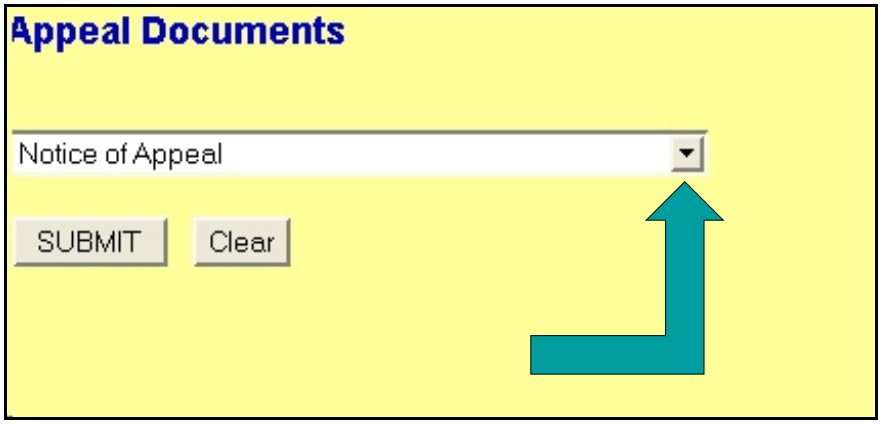


STEP 3: Click on the hyperlink Appeal Documents, under the Category **Other Filings.**

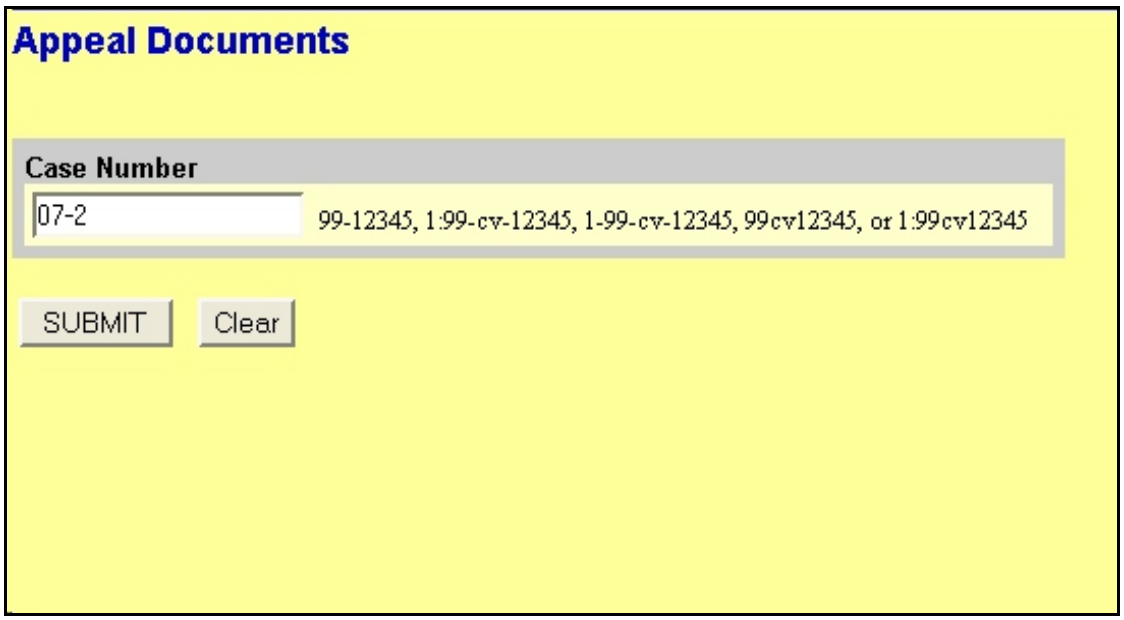


NOTE: Do not use "Notices" under this category to File a Notice of Appeal as the user cannot pay the filing fee and the filing will be "Entered in Error."

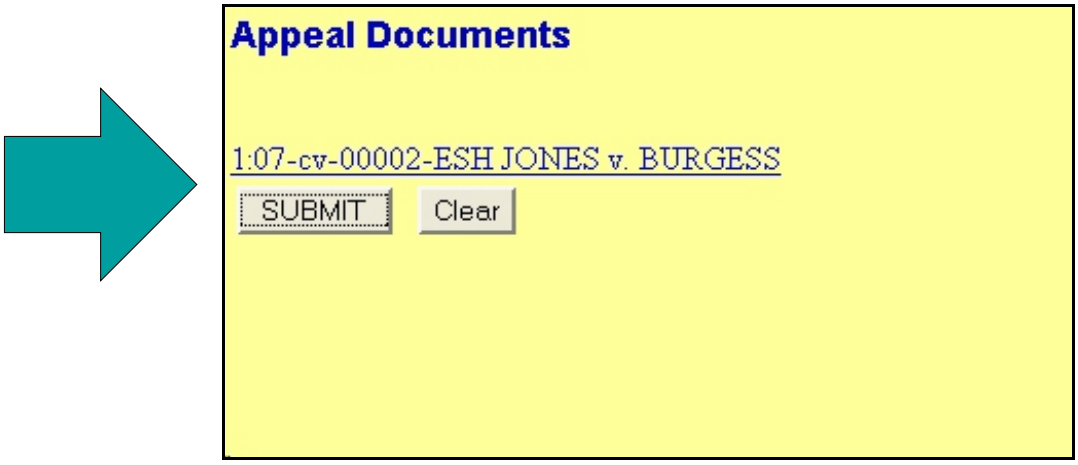
STEP 4: Open the drop-down menu and select "Notice of Appeal," Notice of Cross Appeal," or " Notice of Interlocutory Appeal," from the drop down list. Click [Submit] to continue.



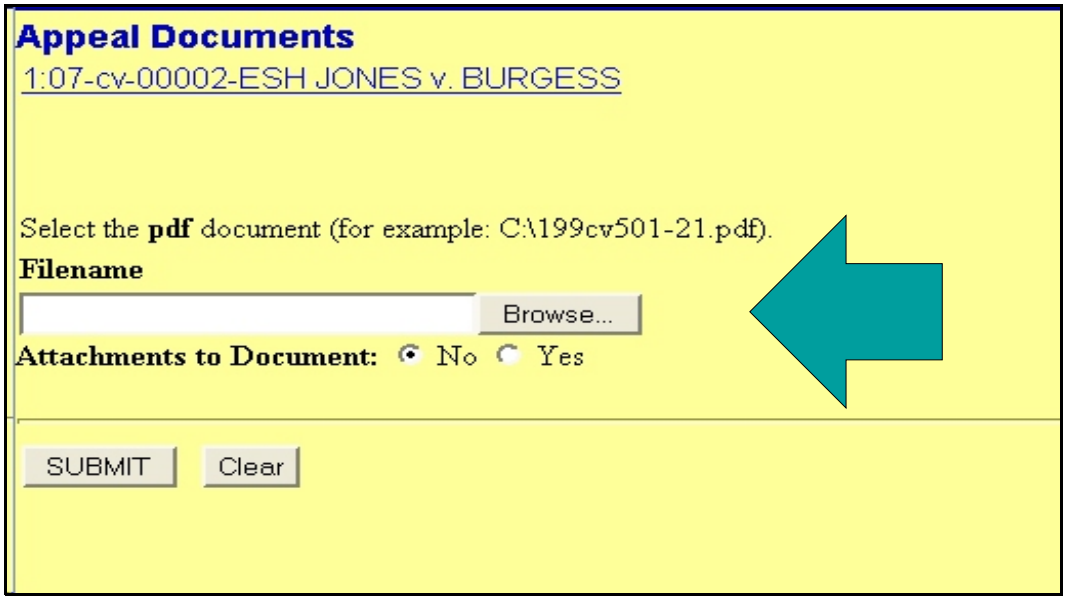
STEP 5: Enter the case number and click [Submit] to continue.



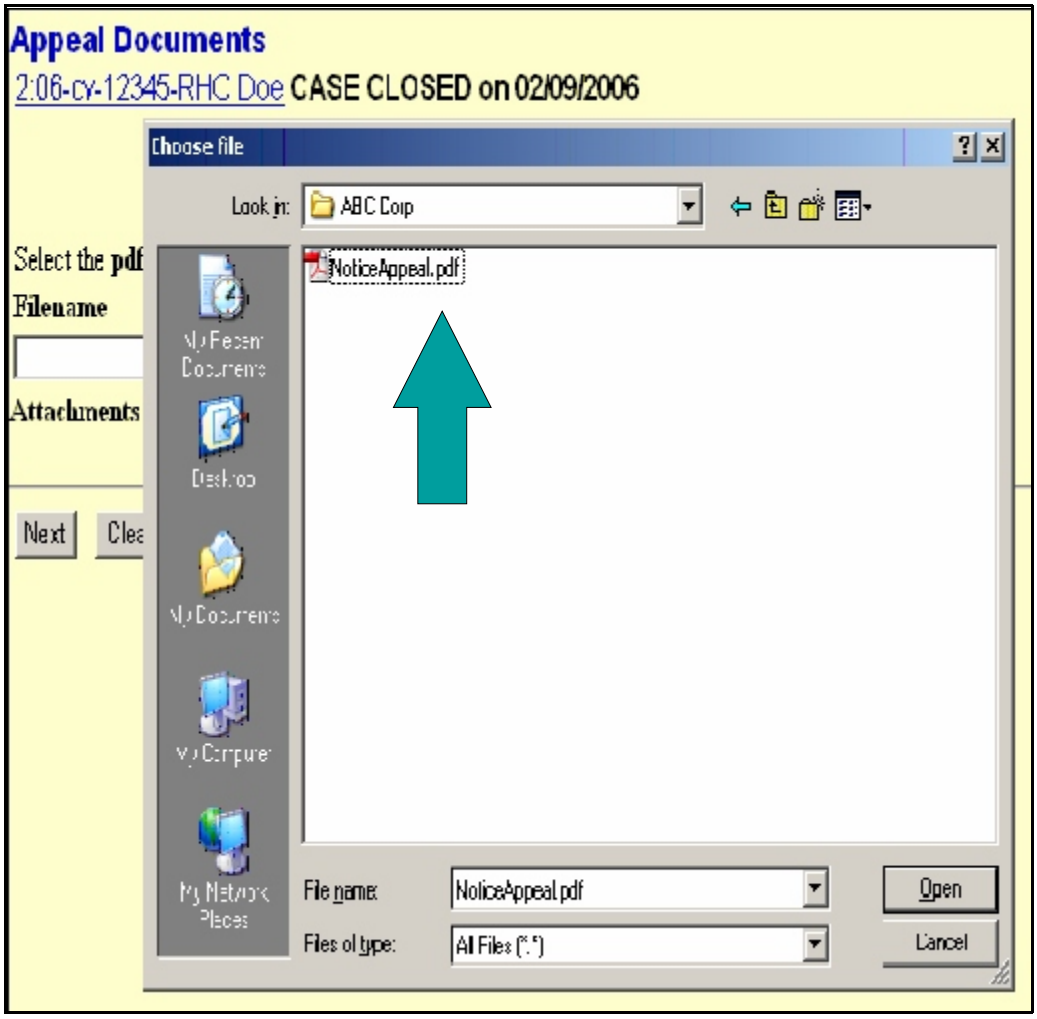
STEP 6: Verify the case number, and title by looking at the information and click [Submit] to continue.



STEP 7: Click [Browse] to view and retrieve the Notice of Appeal in PDF Format.

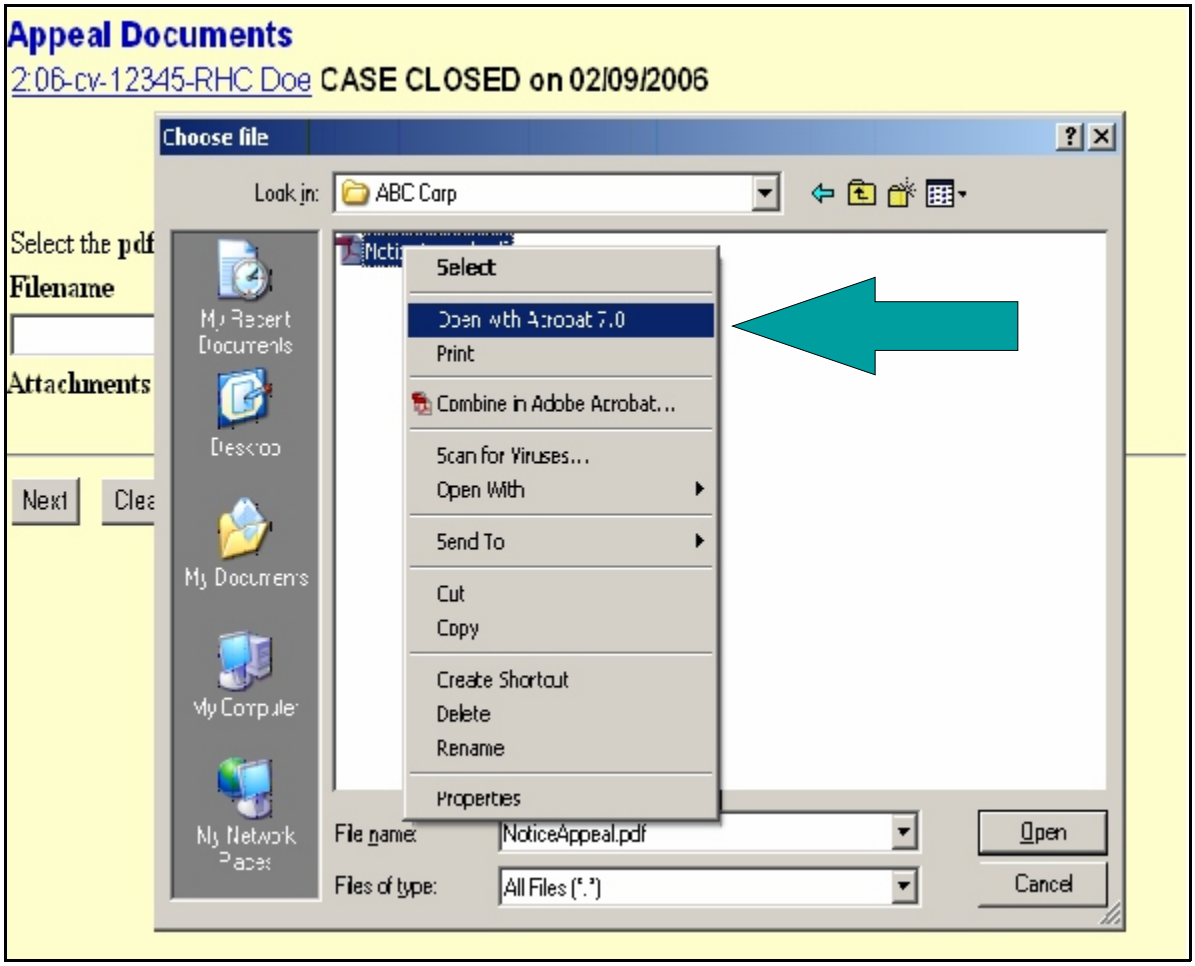


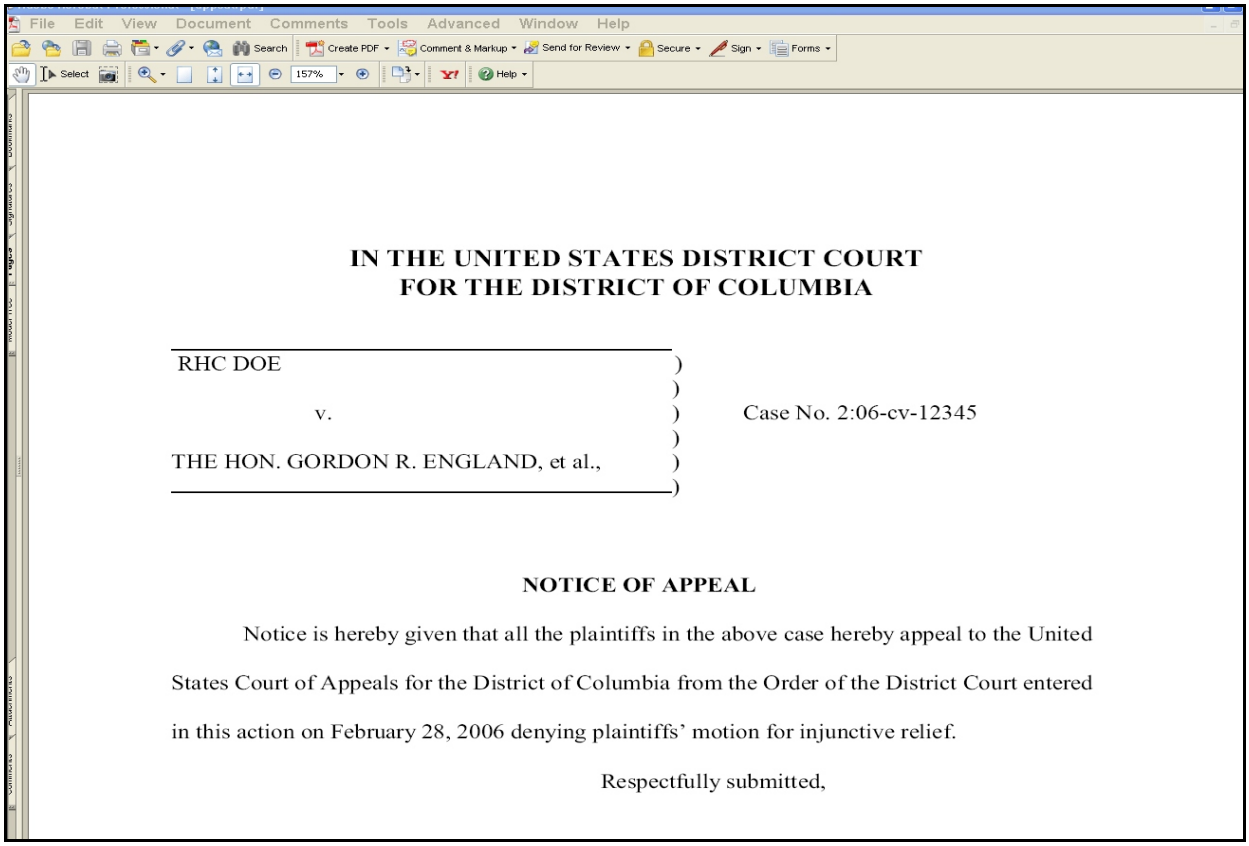
STEP 8: The "Choose File" or "File Upload Box" will appear, which will allow the user to locate the folder where the Notice of Appeal is saved.



STEP 9: After finding the appropriate document, **right click** on the file and click on"Open with Acrobat" or "Open" to verify the document is complete and error free. The document will open in a separate window.

NOTE: This is the only opportunity to view the document before filing. Skipping this review step may result in a significant docketing error.





IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

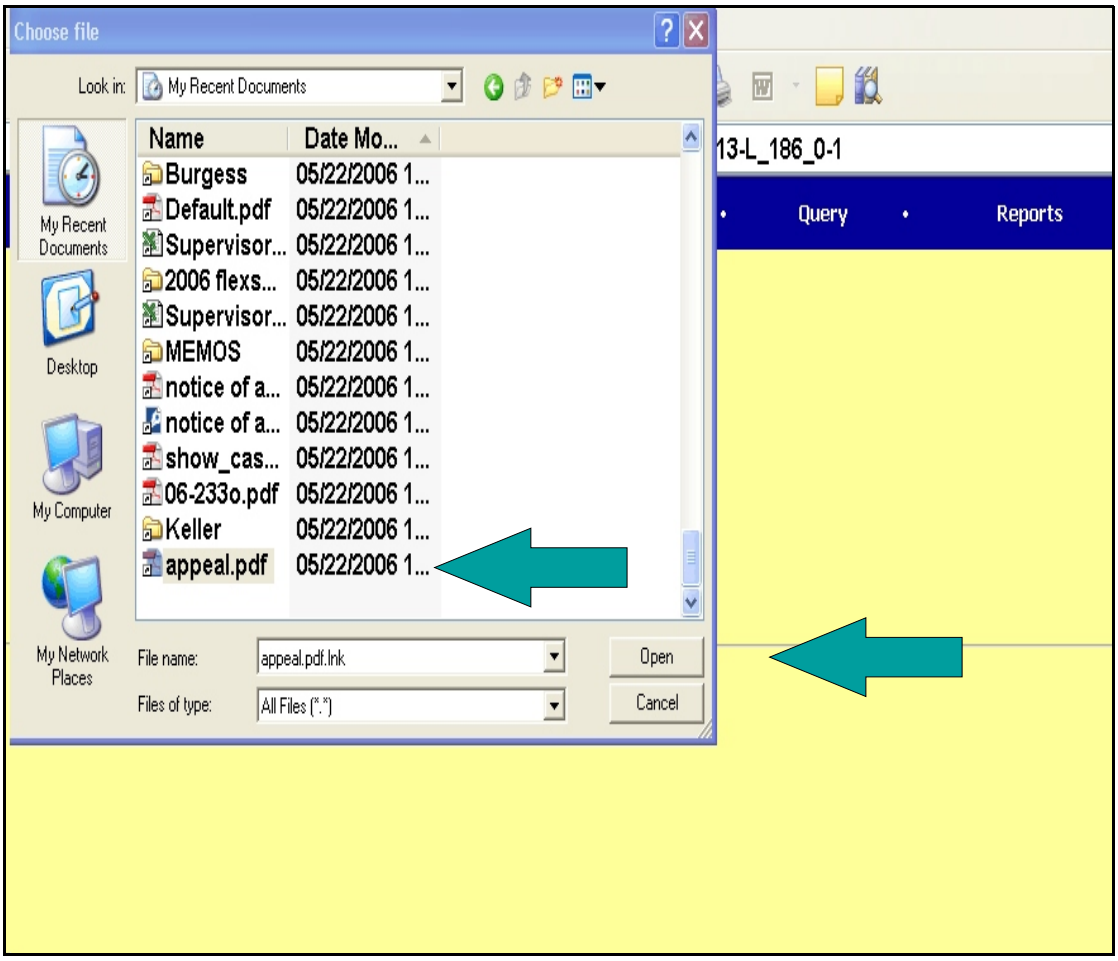
RHC DOE)
)
v.) Case No. 2:06-cv-12345
)
THE HON. GORDON R. ENGLAND, et al.,)
)

NOTICE OF APPEAL

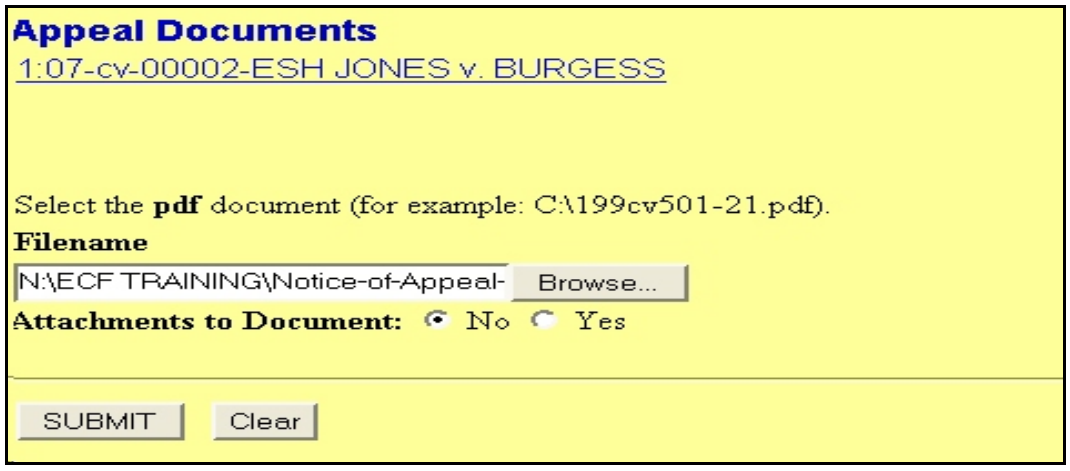
Notice is hereby given that all the plaintiffs in the above case hereby appeal to the United States Court of Appeals for the District of Columbia from the Order of the District Court entered in this action on February 28, 2006 denying plaintiffs' motion for injunctive relief.

Respectfully submitted,

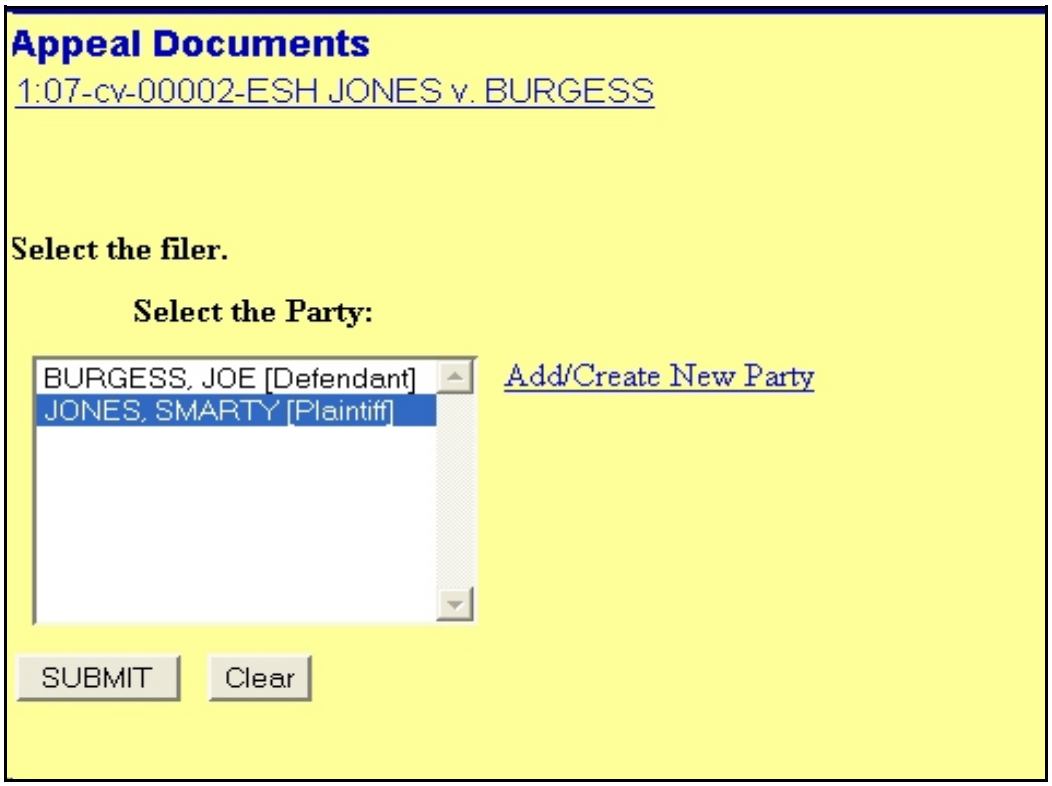
STEP 10: Once the document is thoroughly reviewed, close the document to return to the Choose File Box. The file name will remain highlighted. In the example, the file "appeal.pdf" is hightlighted. Click the [Open] Button or Double Click on the file name to insert the file path into ECF.



STEP 11: Click [Submit] to Continue.



STEP 12: Select the filer of the Notice of Appeal by clicking on the appropriate party name and click [Submit].



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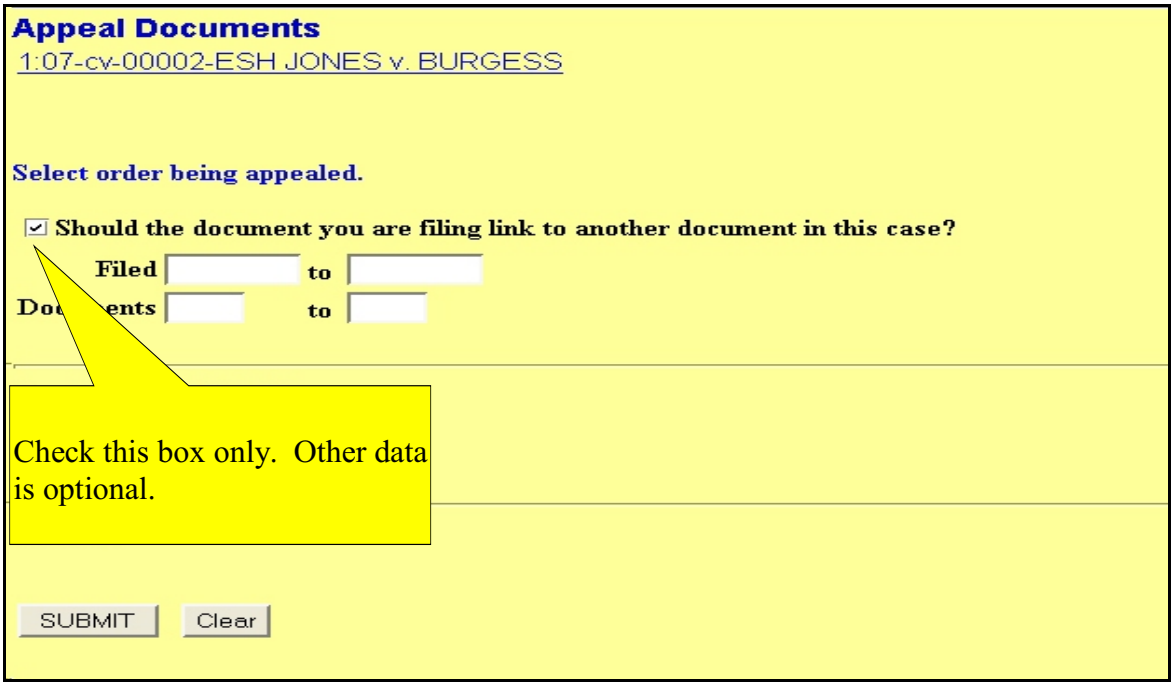
NOTE:	**If more than one name should be selected, hold down the control key on the keyboard and use the mouse to highlight multiple names**.

STEP 13: To reference the order being appealed, put a check mark in the box to link the Notice of Appeal to the previously filed Judge's Order. Click [Submit].



NOTE: **To narrow the docket search for the order, the user may enter a date or document range, however, this is only an option.**

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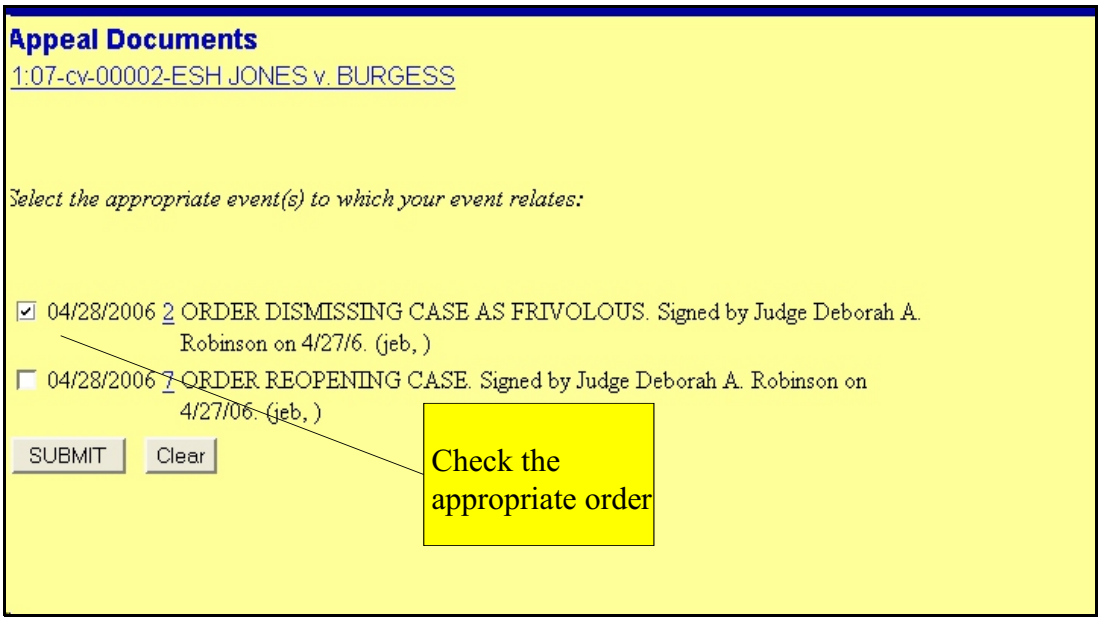
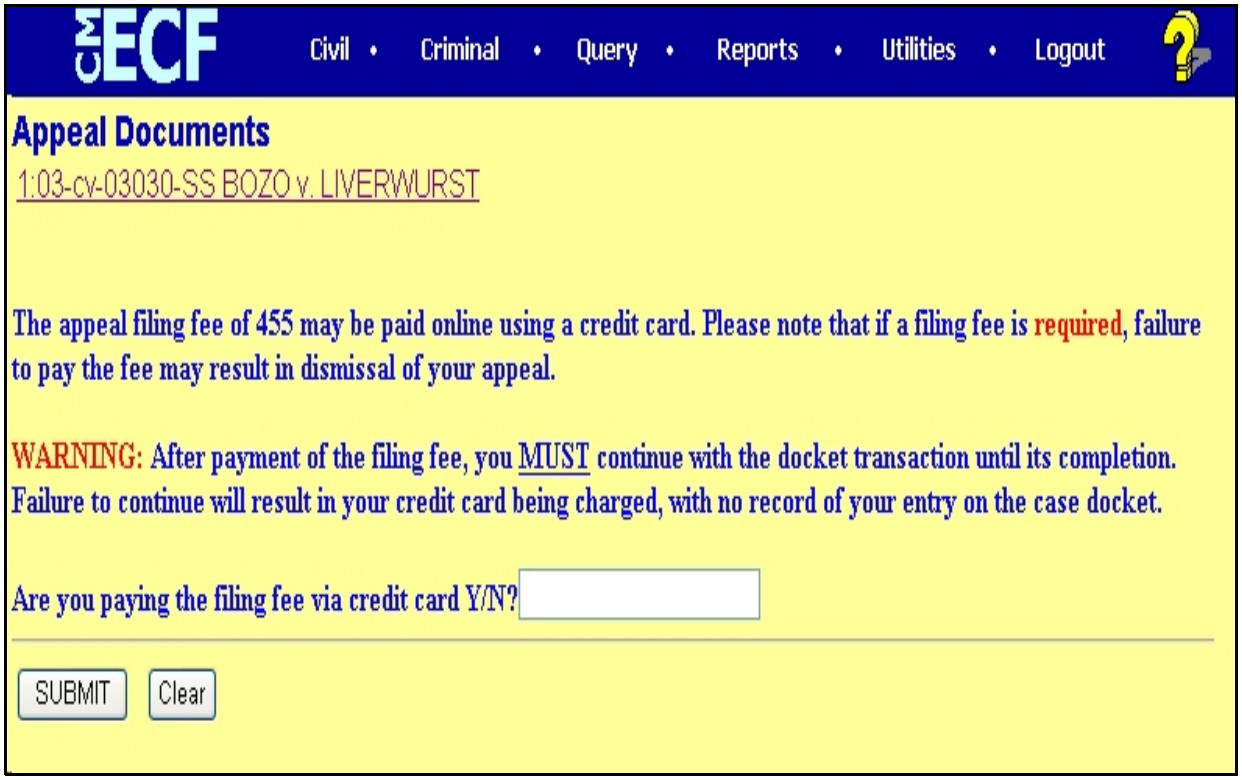
STEP 14: The system will display all orders filed in the case. Put a check mark by the box of the appropriate order and click [Submit] to continue.



At this point, a filing fee is required* and the user must determine whether it will be paid using a credit card online, or if the fee will be paid in the traditional manner at the Court by check. The user MUST STOP here if payment is to be done by check, cash or money order as Notices of Appeal cannot be paid afterwards. If the user is filing by check, cash or money order, this must be done in person at the courthouse by bringing the document in PDF Format and the payment to the Clerk's Office. There is no future opportunity to pay the fee online after the notice of appeal has been filed.

***If the attorney is a CJA Attorney, Federal Defender, or Assistant U.S. Attorney, a filing fee is not required.**

STEP 15: On the next screen, the user must indicate whether paying via credit card. "Y" should be entered for YES in the space provided. If the transaction is by check, cash or money order, the user must abort the transaction and not continue further. CJA, Attorneys, Federal Public Defenders and U.S. Attorneys are to enter "N" for NO in the space provided as no fee is required. Click [Submit] to continue.



NOTE: DO NOT CONTINUE if check, cash or money order is the method of payment. This function is for Credit Card Usage Only or Waived Fees.

STEP 16: Verify if the fee is correct, then click [Submit].

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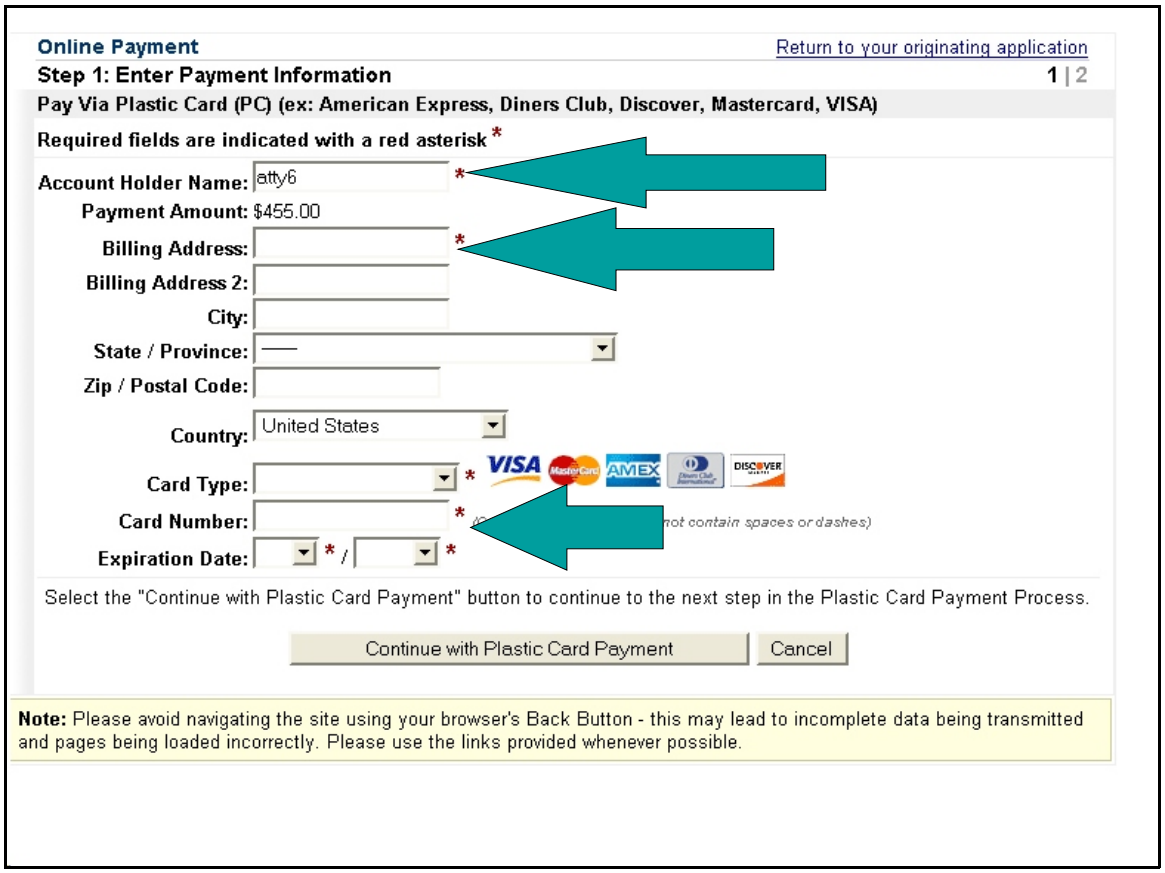
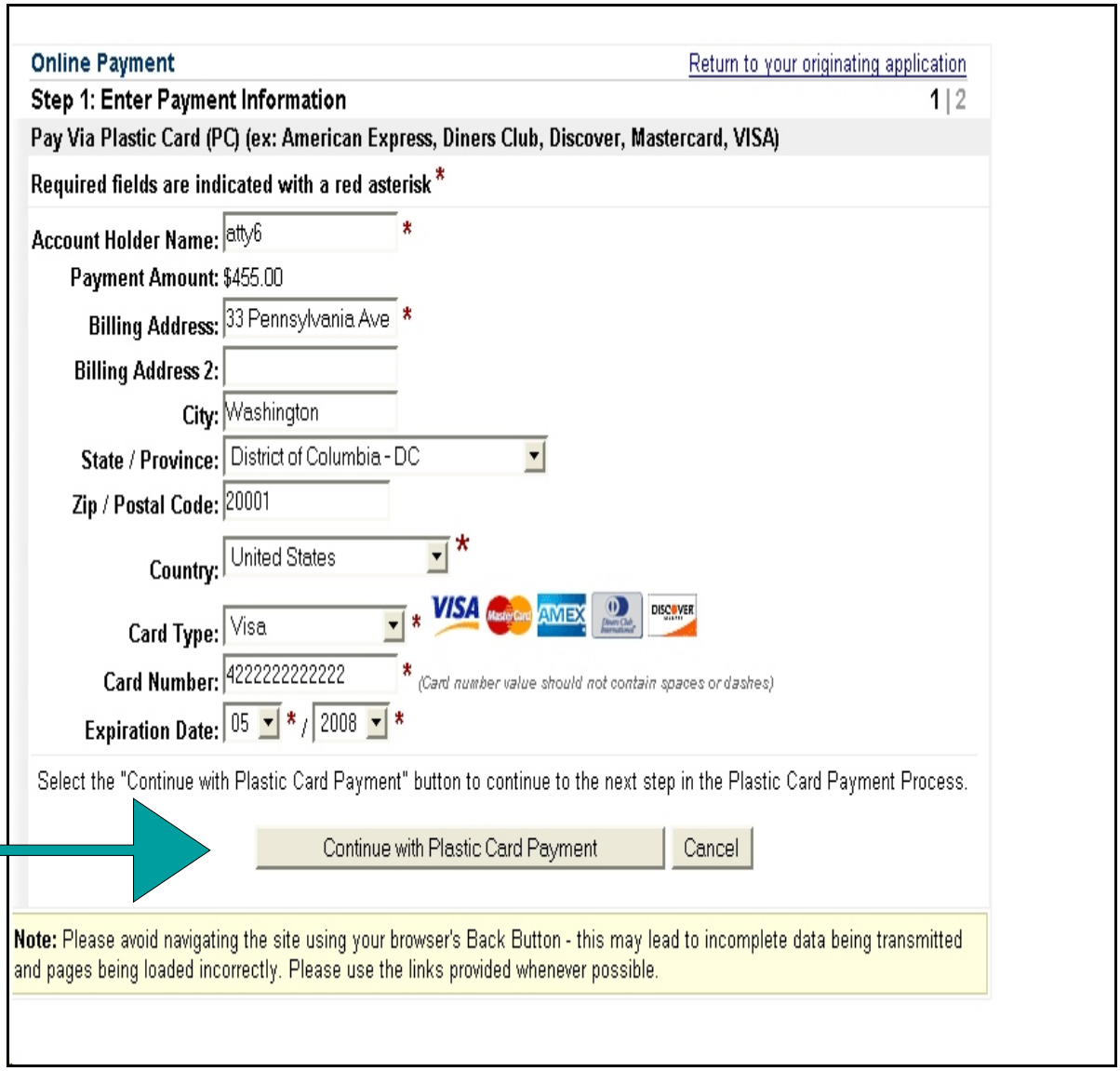
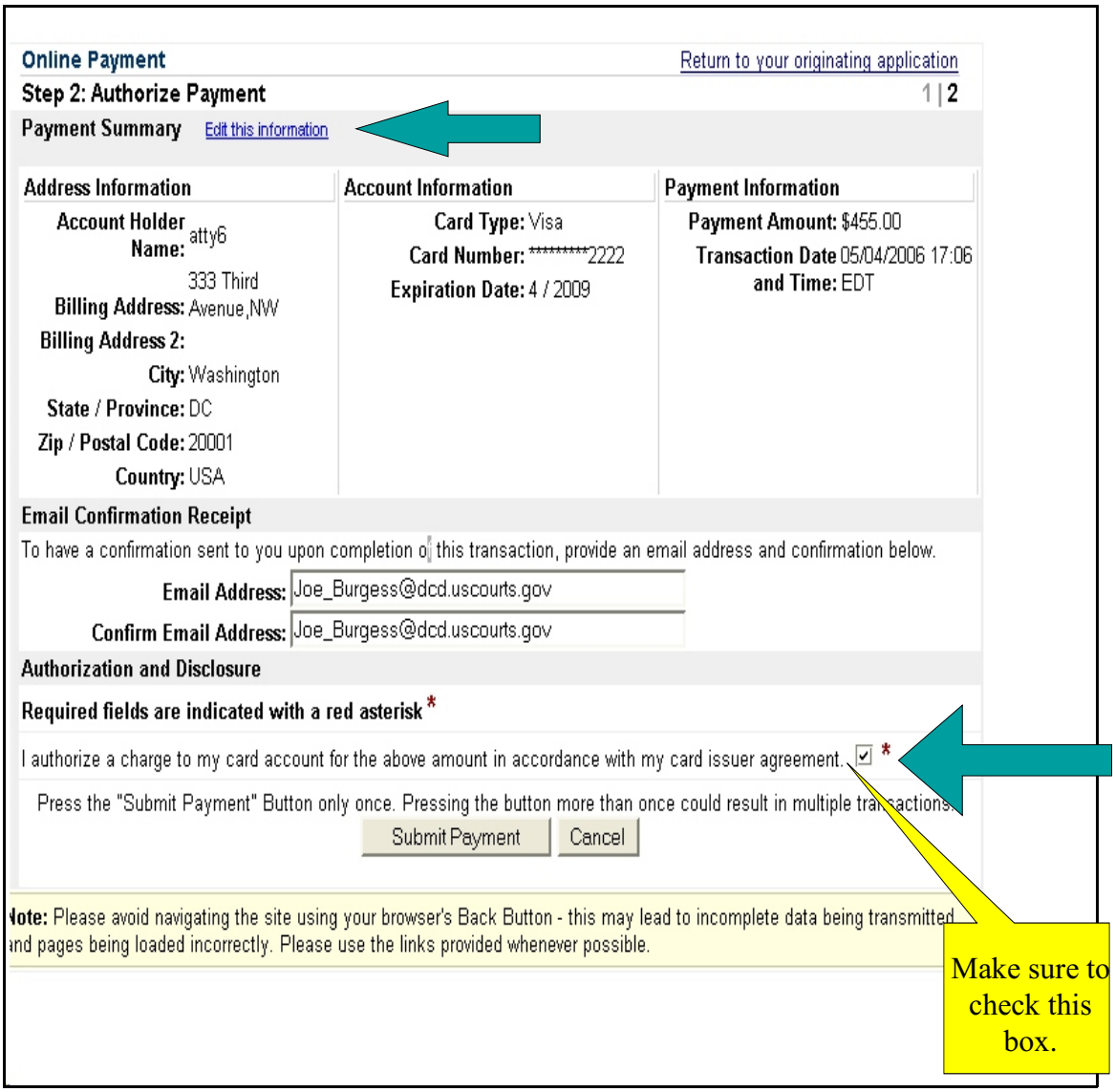
STEP 17: After clicking submit, a short message will appear-"Now loading the payment processing screen." This process may take a few seconds. Please wait until the next screen appears.

STEP 18: When the online payment screen is displayed, complete all boxes that have a **red asterisk** with information related to the filer's name and address. If the information is incorrect, please overwrite the incorrect information with the correct information.



STEP 19: Make sure to enter the Credit Card Type, Number and Expiration Date carefully. Once all the information is completed, click [Continue with Plastic Card Payment]. This will take the user to the "Authorization of Payment Screen."





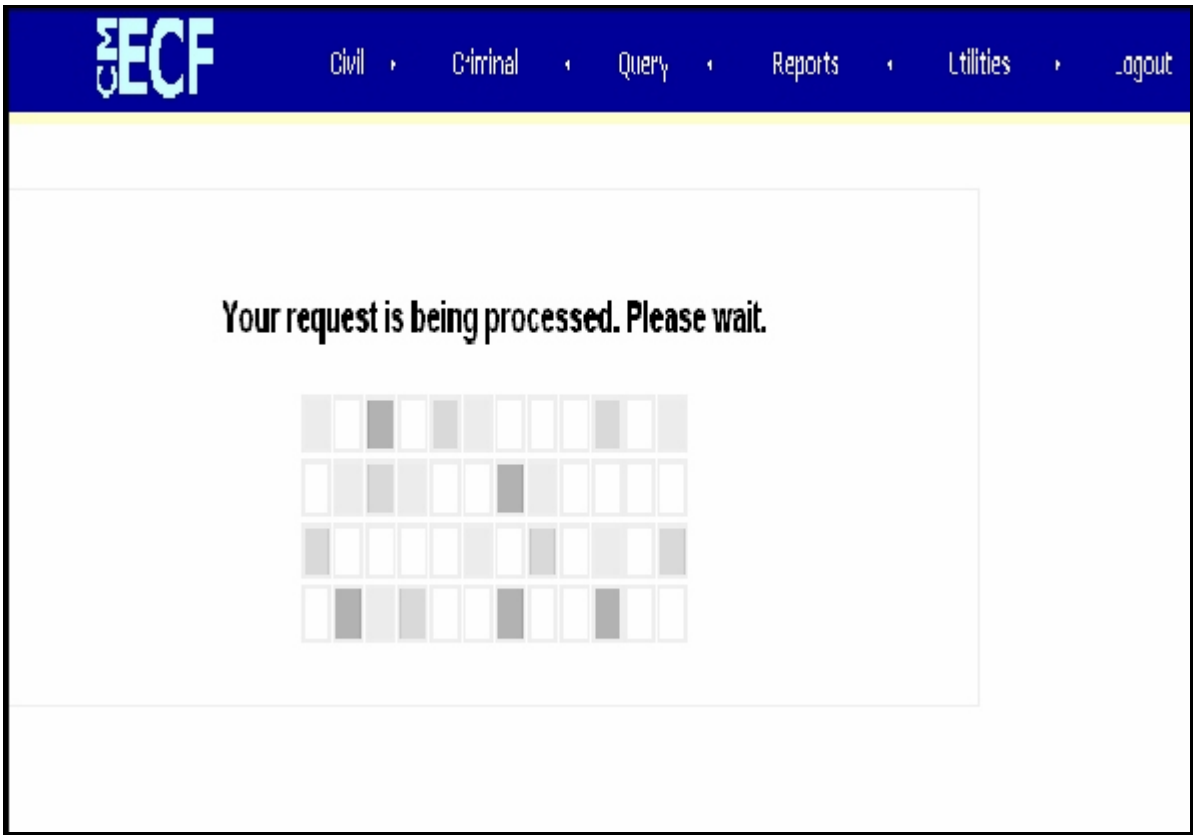
STEP 20: Review the information and click "Edit the Information" if there are any mistakes.

STEP 21: Type in the e-mail address that confirmation of the transaction should be sent to, and then retype the address as indicated.

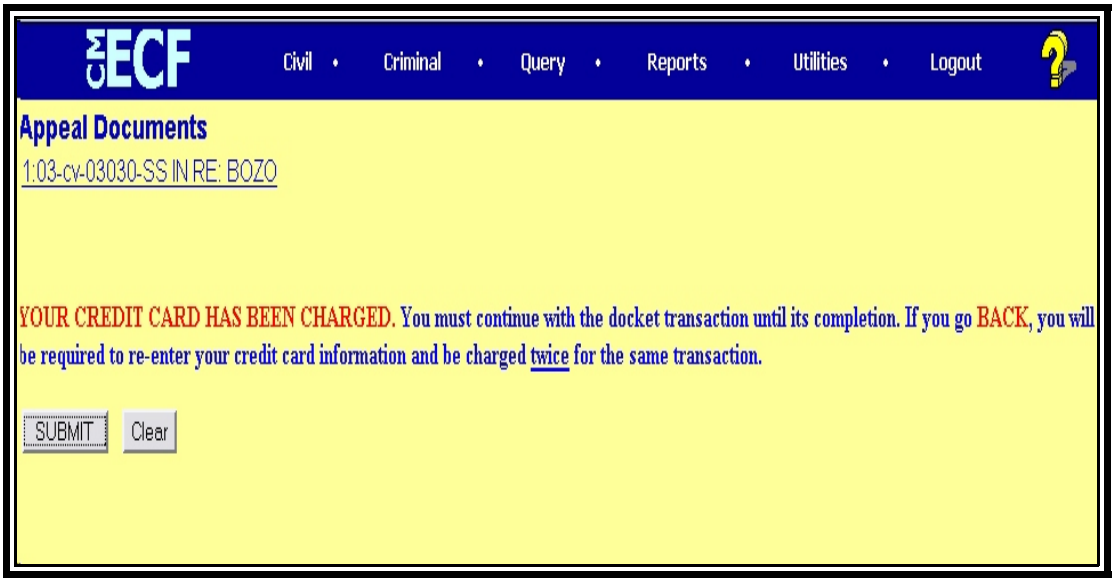
STEP 22: Be sure to check the box authorizing the credit card charge. Once completed, click [Submit Payment] to continue

NOTE: The e-mail confirmation is sent from the e-mail address paygovadmin@mail.qa.twai.gov. Look for the payment confirmation in your inbox after completing the transaction.

STEP 23: The payment may take a few seconds to process.

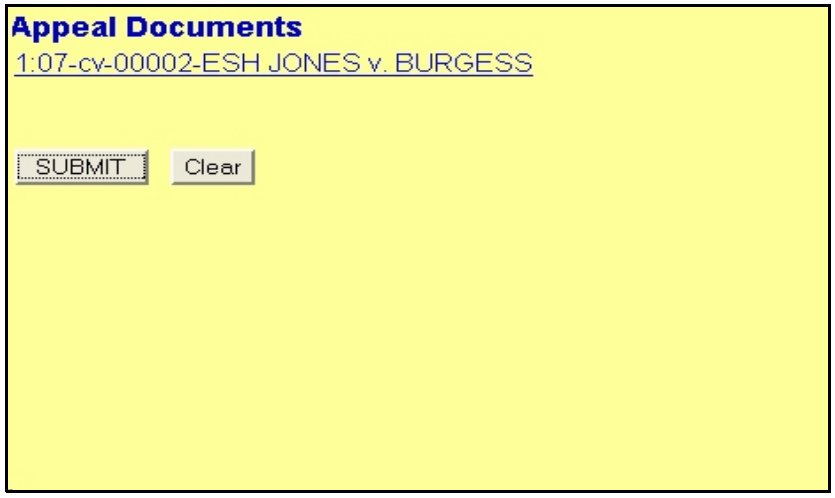


STEP 24: Once the request has been processed, the credit card has been charged. **The process cannot be aborted at this step. The transaction must be continued until its completion.**

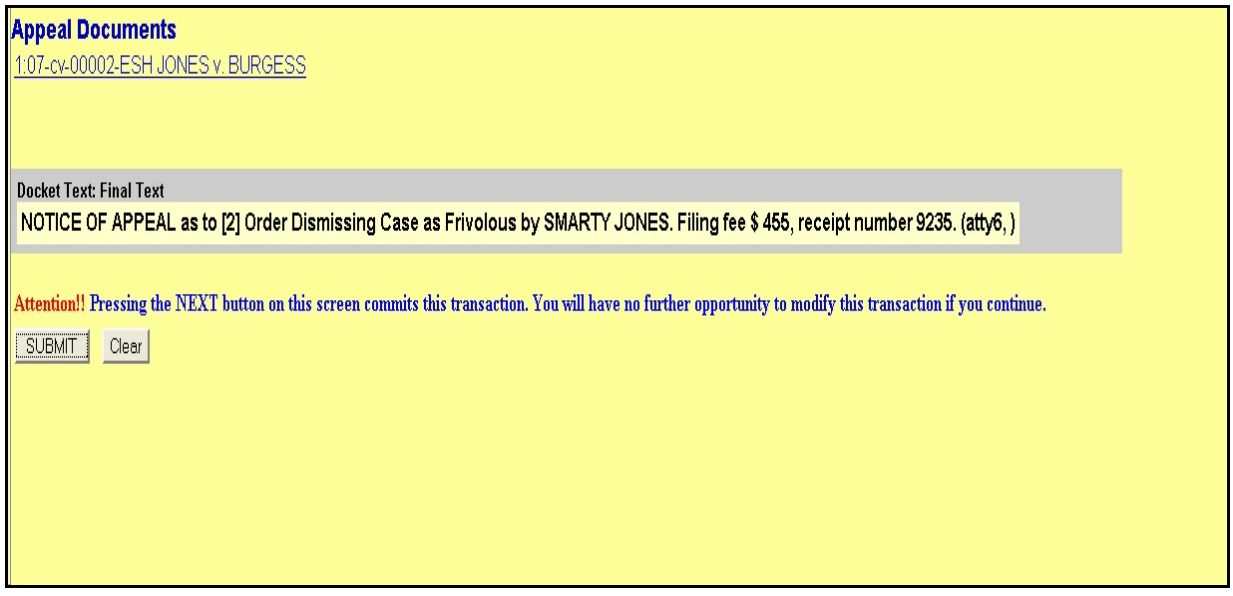


NOTE: If the back button is pressed, the user will be required to re-enter the credit card information and be charged TWICE for the same transaction.

STEP 25: When filing a Notice of Appeal, there is no opportunity to modify the docket text. Click [Submit] to view the final docket text.



STEP 26: Review the final docket text before committing the transaction. Click [Submit] to file the Notice of Appeal.



STEP 27: Review the Notice of Electronic Filing (NEF) and, if preferred, print for records. A copy of the NEF is sent by email to those who receive notice electronically. The user must send copies by mail to those individuals who do not receive notice electronically.

Appeal Documents
1:07-cv-00002-ESH JONES v. BURGESS

U.S. District Court

District of Columbia

Notice of Electronic Filing

The following transaction was received from atty6, entered on 5/4/2006 at 5:13 PM and filed on 5/4/2006
Case Name: JONES v. BURGESS
Case Number: 1:07-cv-2
Filer: SMARTY JONES
Document Number: 9

Docket Text:
NOTICE OF APPEAL as to [2] Order Dismissing Case as Frivolous by SMARTY JONES. Filing fee $ 455, receipt number 9176. (atty6,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Notice-of-Appeal-Civil.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=973800458 [Date=5/4/2006] [FileNumber=3389-0] [27
348dedc0dc215989bfd494caa825283dc85904c998d6d8f729ce85ad6e7dcd1d473b4b
5f20f7e59d0a2fb2179805fa3901d1f4ab04f1246c8d14ec71748010]]

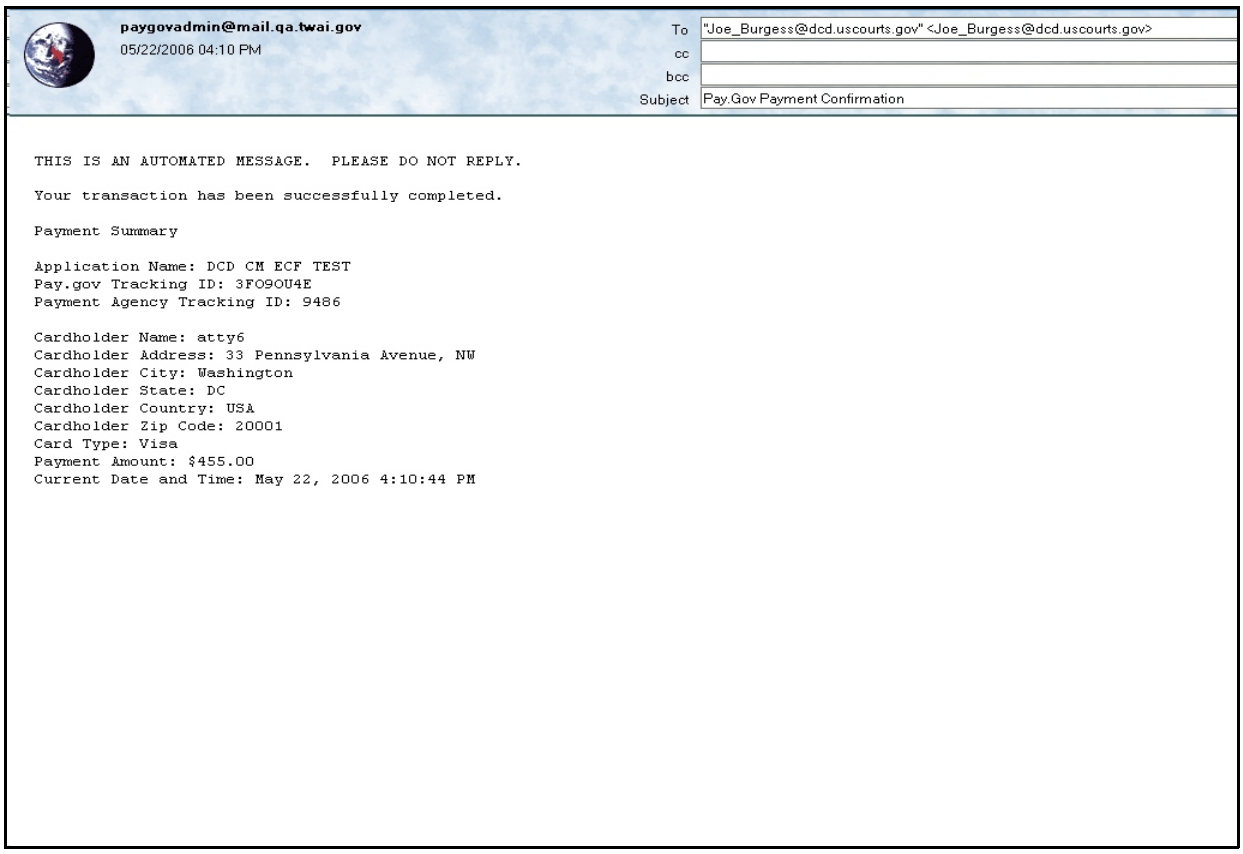
1:07-cv-2 Notice will be electronically mailed to:

atty20 joe_burgess@dcd.uscourts.gov,

atty6 ,

1:07-cv-2 Notice will be delivered by other means to:

STEP 28: The emailed payment confirmation will include acknowledgement that the transaction was successfully completed.



paygovadmin@mail.qa.twai.gov
05/22/2006 04:10 PM

To "Joe_Burgess@dcd.uscourts.gov" <Joe_Burgess@dcd.uscourts.gov>
cc
bcc
Subject Pay.Gov Payment Confirmation

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Payment Summary

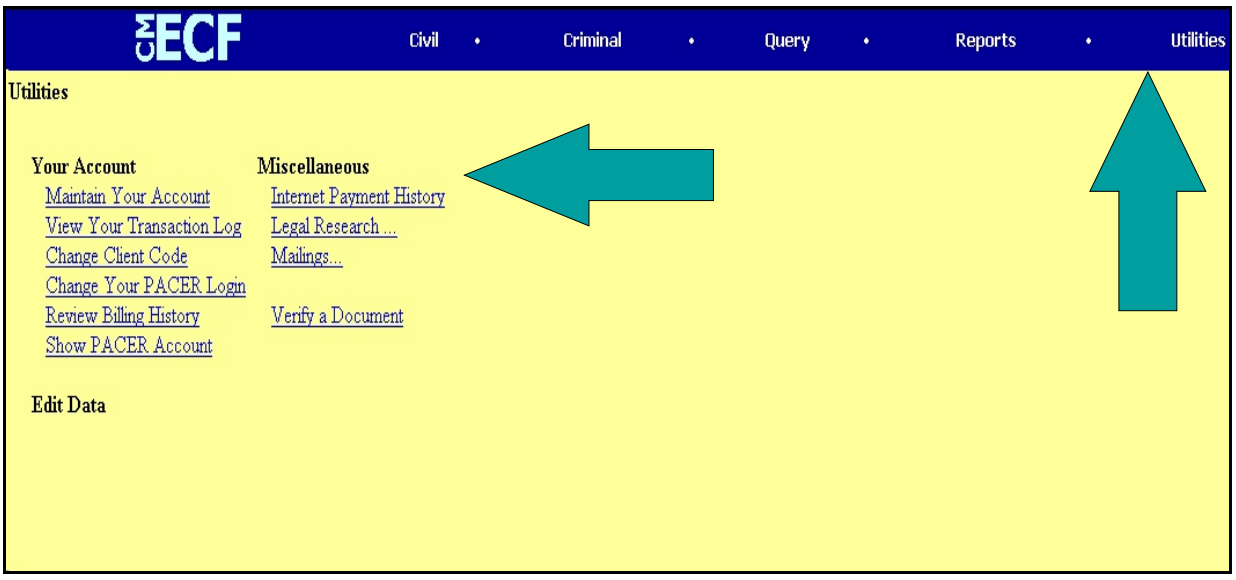
Application Name: DCD CM ECF TEST
Pay.gov Tracking ID: 3FO9OU4E
Payment Agency Tracking ID: 9486

Cardholder Name: atty6
Cardholder Address: 33 Pennsylvania Avenue, NW
Cardholder City: Washington
Cardholder State: DC
Cardholder Country: USA
Cardholder Zip Code: 20001
Card Type: Visa
Payment Amount: $455.00
Current Date and Time: May 22, 2006 4:10:44 PM

IMPORTANT NOTICE! Before disputing charges on the credit card with the credit card company regarding the filing fee being charged twice, the user must review the Internet Payment History Information as shown on the next screen. See page 26 of these instructions for procedures for return of payment. If the charges are still disputed, call our Finance Office first. Finance Office Hours-- 9:00 a.m. to 4:00 p.m. Mon-Fri; Phone (202) 354-3100.

How to View a Credit Card Transaction Report in CM/ECF

STEP 1: Click "Utilities" on Main Menu Bar and select Internet Payment History.



STEP 2: Enter a date range in the text boxes.

STEP 3: The date, description of the document and case number, along with the other information is listed. If the transaction is reported here, the transaction will be posted to the credit card account.

U.S. District Court
District of Columbia
Internet Payment History for atty6
4/5/2006 to 5/5/2006

Date Paid	Description	Payment Method	Receipt #	Amount
2006-04-25 10:37:46	Notice of Appeal - Interlocutory(1:06-cr-00101-JR) [appeal-cr iapp] (455.00)	credit card	8885	$ 455.00

Anticipated Questions about Notice of Appeals

1. What events should be used when filing a Notice of Appeal to Pay the Fee online?

In criminal cases, click on Appeal Documents and choose between Notice of Appeal-Final Judgment or Notice of Appeal-Interlocutory. In civil cases, click on Appeal Documents and choose among: Notice of Appeal, Notice of Cross Appeal, Notice of Interlocutory Appeal.

2. Can CJA Attorneys, Federal Public Defenders and U.S. Attorneys file a Notice of Appeal?

YES. The system is capable of this function and will not charge these individuals. When asked if paying by credit card, such individuals should enter "N" for No.

3. Can I file the Notice of Appeal electronically and bring the check to the Clerk's Office the following day?

NO. If paying by check, cash or money order, the Clerk's Office requires the Notice of Appeal filing to be in paper format . The user must include the appropriate number of copies of the Notice of Appeal, along with a disk or CD with the documents in PDF Format and the check, cash or money order brought to the Court.

NOTE: The User must never file a Notice of Appeal electronically if paying by check, cash or money order.

4. How much are the filing fees?

- Notice of Appeal $455.00 (civil)
- Notice of Cross Appeal $455.00 (civil)
- Notice of Interlocutory Appeal $455.00 (civil & criminal)
- Notice of Appeal-Final Judgment $455.00 (criminal)

5. What recourse do I have if I paid the fee twice?

If a user discovers that the fee has been paid twice, the transaction cannot be voided. The user will need to submit documentation to the Court's Finance Office showing the fee had been paid twice. The Finance Office will need copies of both receipts and a memorandum indicating the duplicate payment, and reference to where and whom the duplicate payment should be returned. Refunds may take up to four (4) weeks and will be mailed to counsel as soon as the business of the Court will allow. Users are asked to allow this time frame to pass before calling the Clerk's Office Finance Office. Before disputing any charges to a credit card to a credit card company, be advised for all intents and purposes that a disputed credit card claim, if reversed, is the same as a bounced check.

6. What happens if there is some sort of technical failure?

If there is a technical failure with the payment module the filing session will be aborted. Please contact the Clerk's Office Help Desk. Pay.gov occasionally has planned maintenance and upgrade outages. Usually this takes place on Sundays between 2:00 a.m. and 6:00 a.m. EST. To be advised of such outages, please check our website or register for our court's listserv messaging.

7. What should a user do, if a he or she makes a mistake with the filing, but has already reached the end of the entry and submitted the credit card payment?

   Do not complete the e-filing of the Notice of Appeal. The user should call the criminal or civil helpline, [Criminal (202) 354-3060; Civil (202) 354-3190] depending upon which type of case the appeal was filed. This may require the user to refile the Notice of Appeal. **Do Not Skip, under any circumstances, the payment step when the Notice of Appeal is refiled.** Failure to refile the filing fee will result in the Notice of Appeal being processed without any filing fee. After the e-filing of the correct Notice of Appeal has been completed, the user should immediately call the appropriate civil or criminal Help Desk to report the double payment. It is better to pay a duplicate filing fee and to seek a refund from our Finance Office than to e-file an erroneous appeal.

8. What happens if the credit card is declined?

   Pay.gov will inform the user that the credit card is declined and the CM/ECF filing of the notice of appeal will be aborted. The filing then must be done with a valid credit card or payment must be brought to the Court with accompanying documents.

9. Can CJA Attorneys file in forma pauperis appeals electronically?

   No. They should bring the Notice of Appeal with accompanying documents on a disk or CD-Rom to the Court.