

# NOTICES OF APPEAL & PAY.GOV

## Introduction

Registered users may file a Notice of Appeal electronically when using a credit card or ACH payment, or if there is a waiver of the filing fee. **Payment by check or cash must be brought to the Court** with an original Notice of Appeal, the appropriate number of copies, along with a CD with the Notice of Appeal in PDF format.

Pay.gov will accept debit cards, VISA, MasterCard, American Express, Diner's Club/Carte Blanche and Discover Cards. It is important that these instructions be read **prior to filing**, as the fee could accidentally be **charged twice**, and refund requests may take up to four (4) weeks to process. Filing errors must be brought to the attention of the appropriate section of the Clerk's Office immediately.

## Filing a Notice of Appeal

**STEP 1:** Begin at the Court's website for Electronic Case Filing: <https://ecf.dcd.uscourts.gov/cgi-bin/login.pl>. Enter your ECF login and password, and client code, if required.

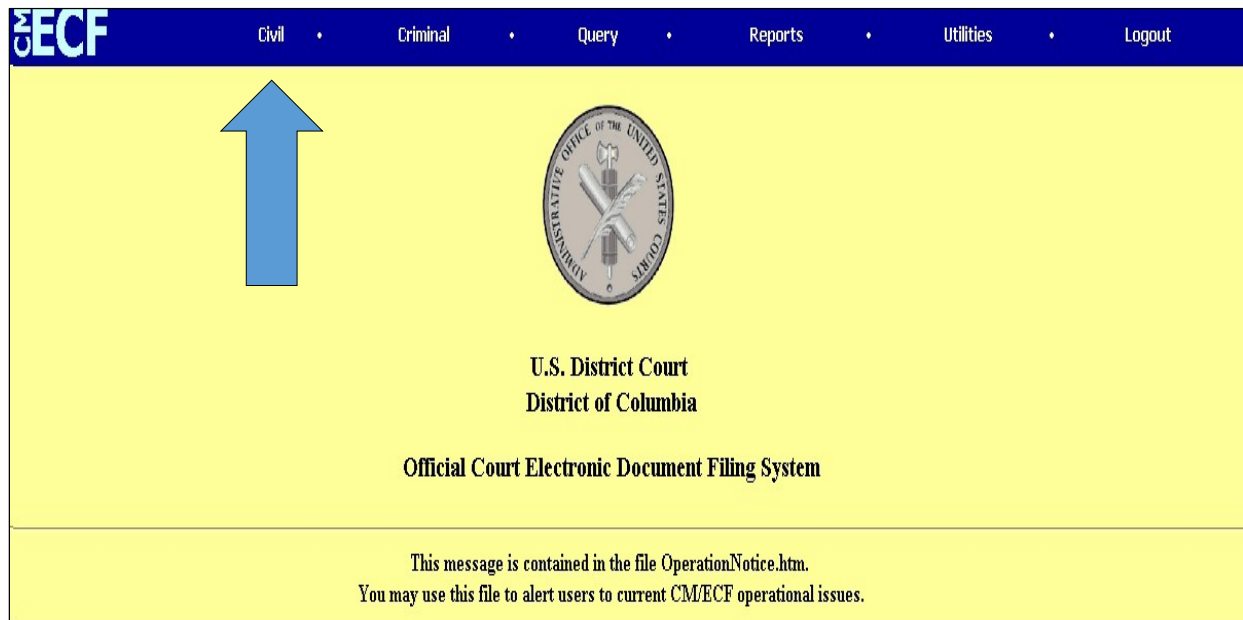
**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

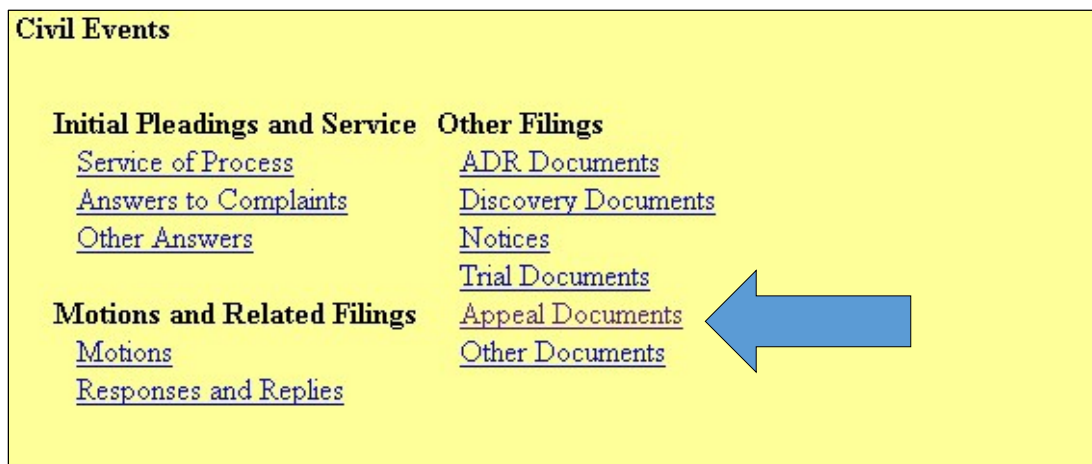
**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.  
  
An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**  
Login:   
Password:   
client code:

**STEP 2:** Select **Civil** on the blue menu bar at the top of the screen. (Instructions are similar if filing a Notice of Appeal in a **Criminal** case).




**STEP 3:** Click **Appeal Documents** under **Other Filings**.



**NOTE:** Do not use the event **Notice (other)** under **Notices** to file a Notice of Appeal; the filing fee cannot be paid using this event and the filing will be entered in error.

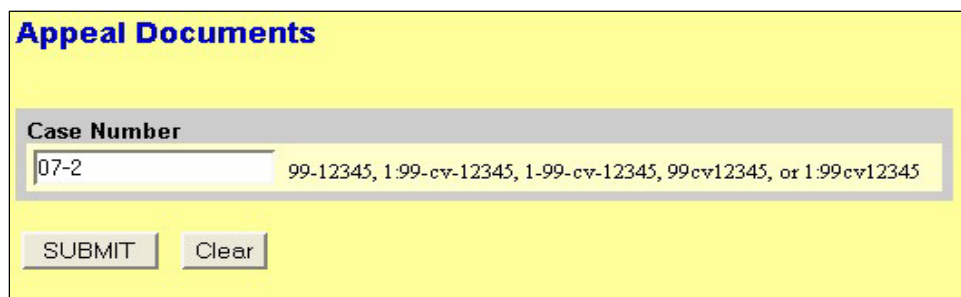
**STEP 4:** Select **Notice of Appeal**, **Notice of Cross Appeal**, or **Notice of Interlocutory Appeal** from the drop-down menu, then click **[SUBMIT]**.



**Appeal Documents**

Notice of Appeal ▼

**STEP 5:** Enter the case number and click **[SUBMIT]**.

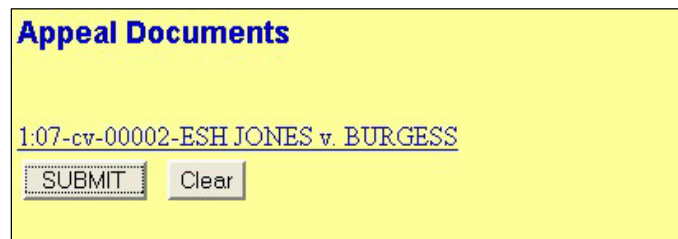


**Appeal Documents**

**Case Number**

07-2 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

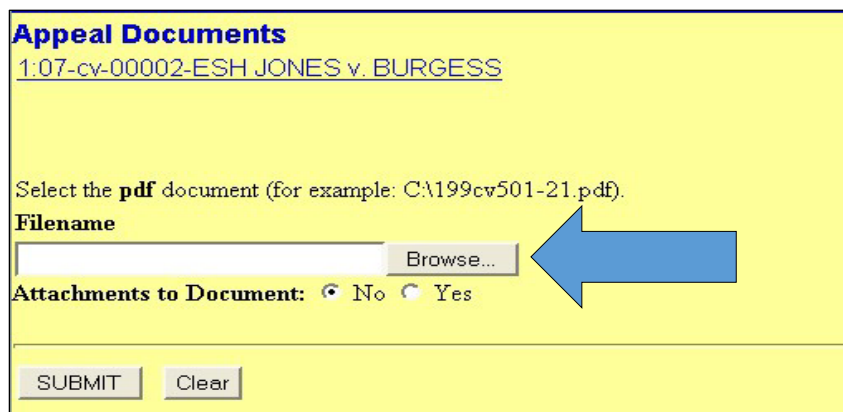
**STEP 6:** Verify the case number and title, then click **[SUBMIT]**.



**Appeal Documents**

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

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



**Appeal Documents**

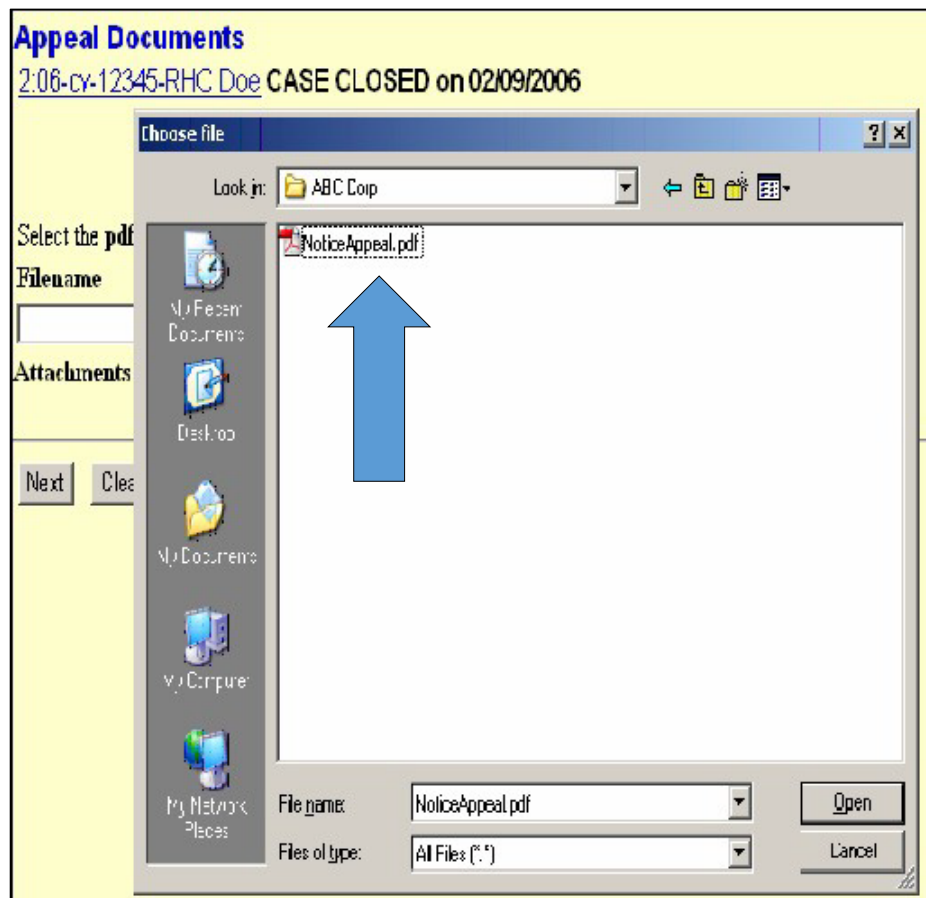
1:07-cv-00002-ESH JONES v. BURGESS

Select the **pdf** document (for example: CA199cv501-21.pdf).

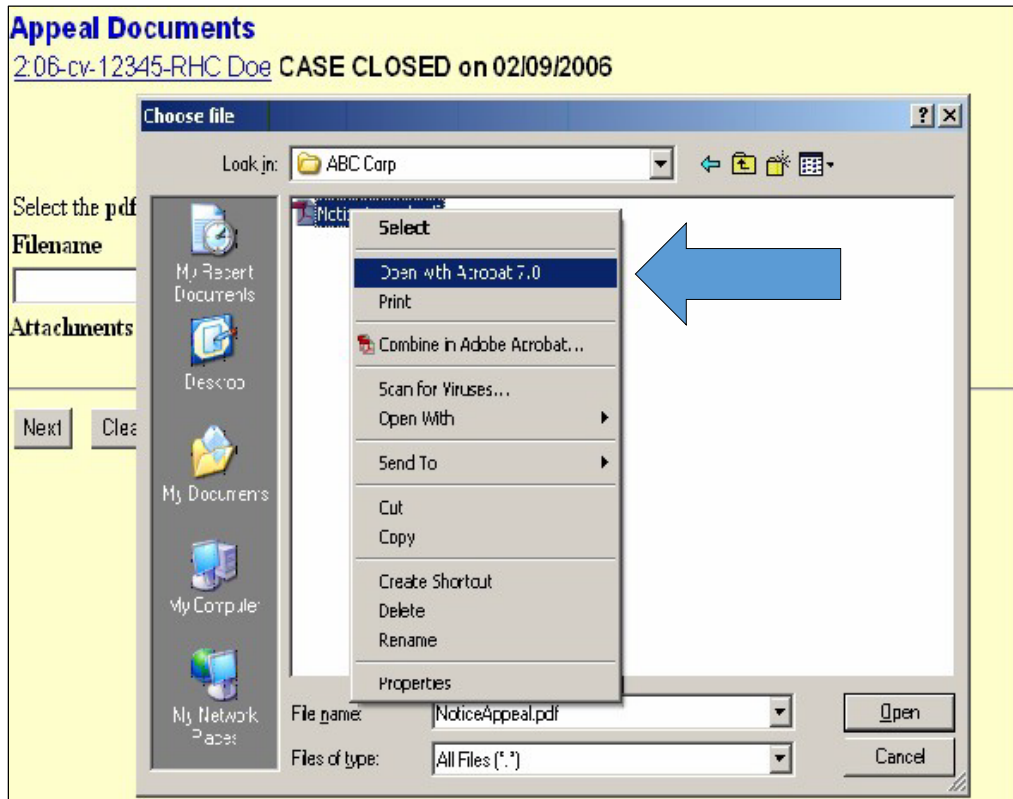
**Filename**

**Attachments to Document:** ☒ No ☐ Yes

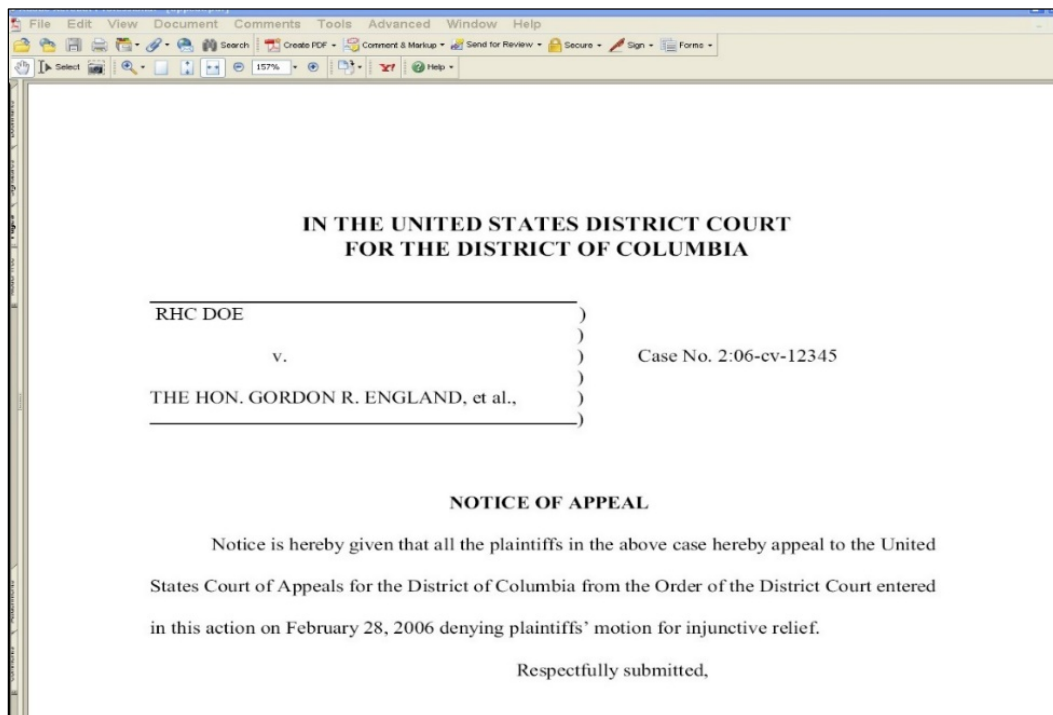
**STEP 8:** The “Choose File” or “File Upload Box” will appear.



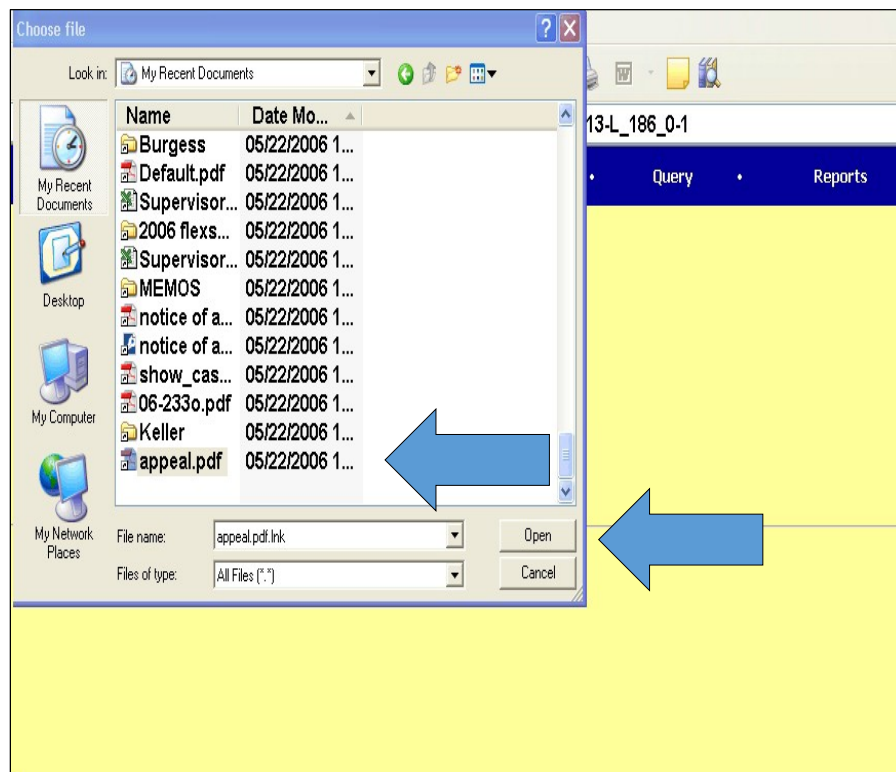
**STEP 9:** After finding the appropriate document, right click on the file name and select “Open with Acrobat” or “Open” to verify the document is complete and error free. The document will open in a separate window.



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



**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 highlighted. Click the **[Open]** button or double click the file name to insert the file path into ECF.



**STEP 11:** Click **[SUBMIT]** to continue.

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

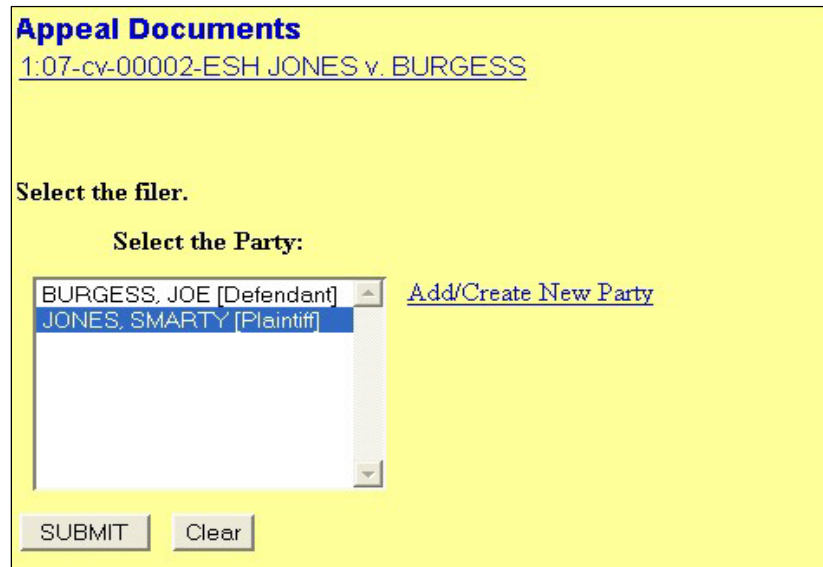
Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**  
N:\ECF TRAINING\Notice-of-Appeal- Browse...

**Attachments to Document:** ☒ No ☐ Yes

**SUBMIT** **Clear**

**STEP 12:** Select the file of the Notice of Appeal by clicking on the appropriate party name(s) and click [SUBMIT].



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

Select the filer.

Select the Party:

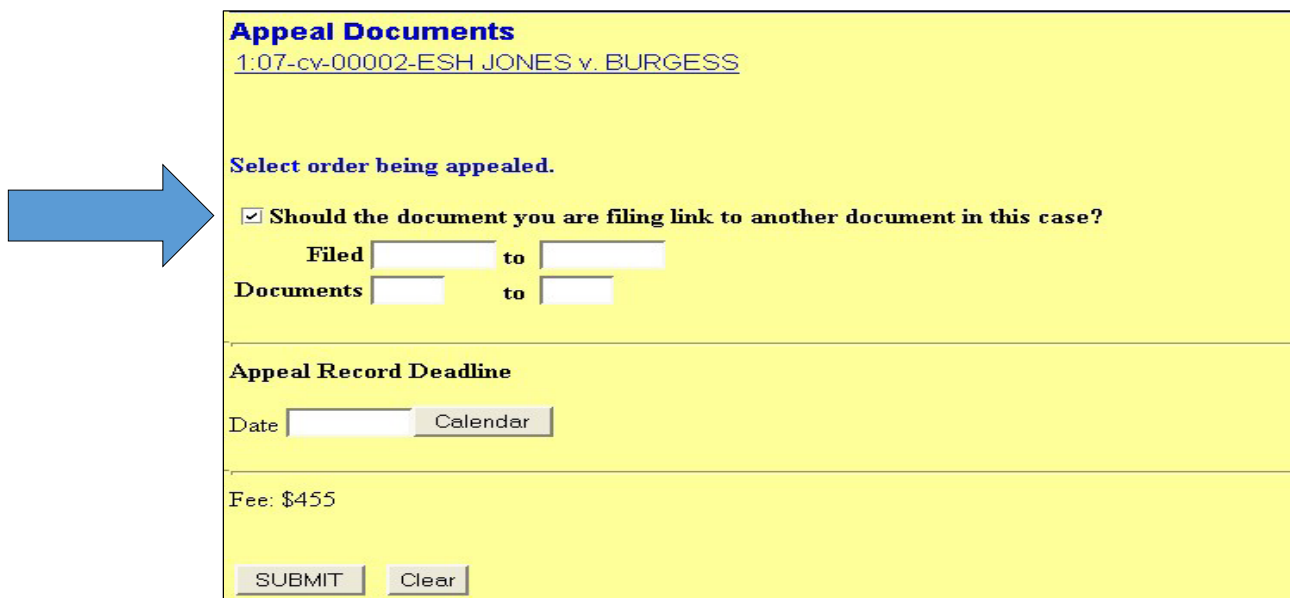
BURGESS, JOE [Defendant]  
JONES, SMARTY [Plaintiff]

[Add/Create New Party](#)

SUBMIT Clear

**NOTE:** If more than one name should be selected, hold down the control key on the keyboard and click on each party 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 or opinion. Click [SUBMIT].



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

Select order being appealed.

☒ Should the document you are filing link to another document in this case?

Filed  to

Documents  to

**Appeal Record Deadline**

Date  Calendar


Fee: \$455

SUBMIT Clear

**NOTE:** To narrow the docket search for the order, the user has the option to enter a date or document range.



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



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

Select the appropriate event(s) to which your event relates:

☒ 04/28/2006 2 ORDER DISMISSING CASE AS FRIVOLOUS. Signed by Judge Deborah A. Robinson on 4/27/06. (jeb, )

☐ 04/28/2006 7 ORDER REOPENING CASE. Signed by Judge Deborah A. Robinson on 4/27/06. (jeb, )

**NOTE:** At this point, a filing fee is required,\* and can only be paid through ECF using a credit/debit card or ACH payment. The user **MUST STOP** here if payment is to be made by check, cash or money order as Notices of Appeal cannot be paid after filing it in ECF; 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 filing attorney is a CJA attorney, Federal Public Defender, or Assistant U.S. Attorney, a filing fee is not required.

**STEP 15:** On the next screen, the user must indicate whether paying the filing fee via credit card. Enter "Y" 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 should enter "N" for NO in the space provided, as no fee is required. Click **[SUBMIT]** to continue.

**Appeal Documents**  
1:03-cv-03030-SS BOZO v. LIVERWURST

The appeal filing fee of 455 may be paid online using a credit card. Please note that if a filing fee is **required**, failure to pay the fee may result in dismissal of your appeal.

**WARNING:** After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the case docket.

Are you paying the filing fee via credit card Y/N?



**NOTE:** DO NOT CONTINUE if check, cash or money order is the method of payment. This function is for credit card or waived fees only.

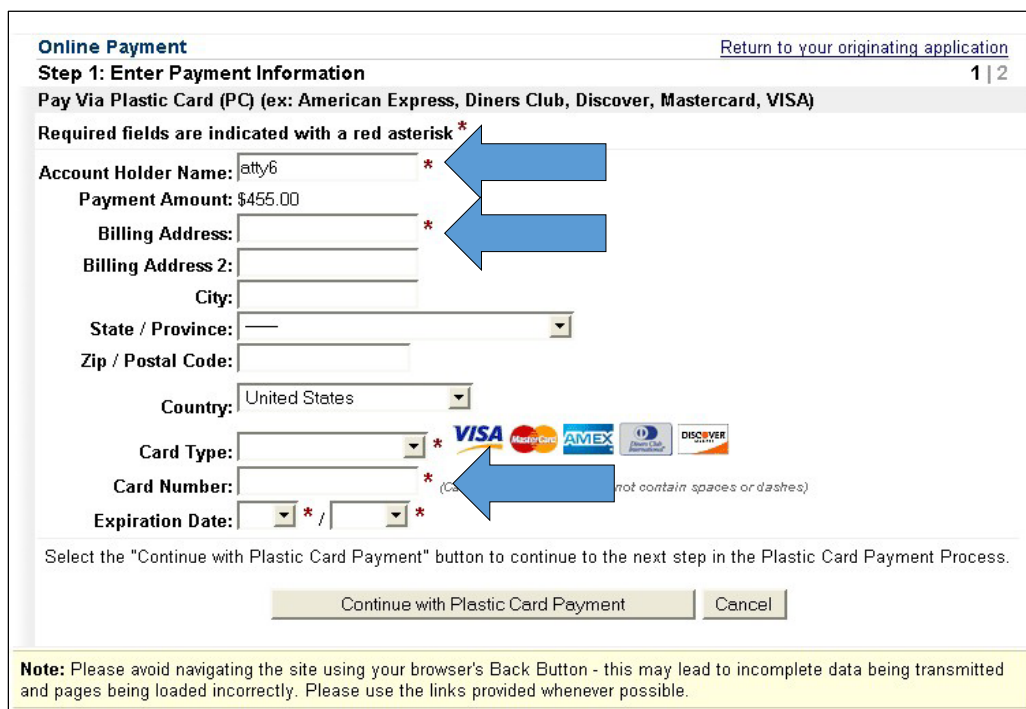
**STEP 16:** Verify the filing fee is correct, then click **[SUBMIT]**.



**\*\*The filing fee is currently \$505.00. Please disregard any references to a prior filing fee.\*\***

**STEP 17:** After clicking submit, a short message will appear – “Now loading the payment processing screen.” This process may take several seconds. Please wait until the Online Payment 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 of the information is complete, click **[Continue with Plastic Card Payment]**. This will take the user to the “Authorization of Payment Screen.”

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

**Step 1: Enter Payment Information**

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

Required fields are indicated with a red asterisk \*

Account Holder Name: atty6 \*

Payment Amount: \$455.00

Billing Address: 33 Pennsylvania Ave \*

Billing Address 2:

City: Washington

State / Province: District of Columbia - DC

Zip / Postal Code: 20001


Country: United States \*

Card Type: Visa \*

Card Number: 422222222222 \* (Card number value should not contain spaces or dashes)

Expiration Date: 05 / 2008 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.



**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.

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

**Step 2: Authorize Payment**

[Payment Summary](#) [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: atty6 333 Third Billing Address: Avenue, NW Billing Address 2: City: Washington State / Province: DC Zip / Postal Code: 20001 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 4 / 2009	Payment Amount: \$455.00 Transaction Date 05/04/2006 17:06 and Time: 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: Joe\_Burgess@dcd.uscourts.gov

Confirm Email Address: Joe\_Burgess@dcd.uscourts.gov

**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.

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

**STEP 21:** Enter the email address that confirmation of the transaction should be sent to, and then retype the address as indicated.

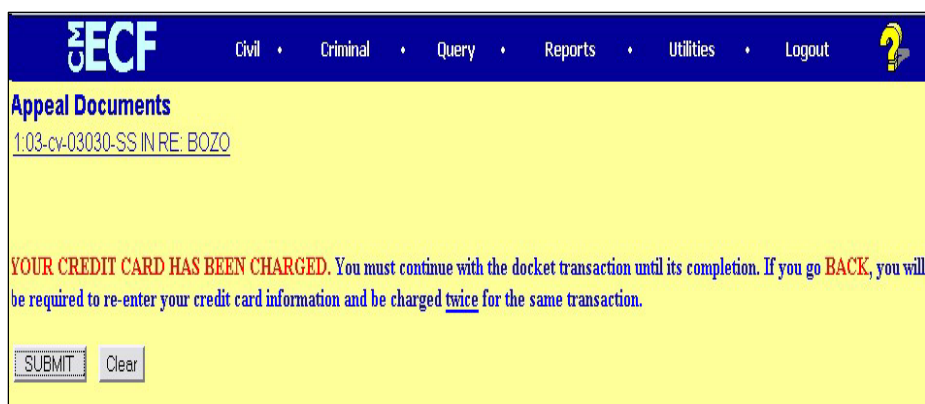
**STEP 22:** Be sure to check the box authorizing the credit card charge. Once completed, click **[Submit Payment]** to continue.

**NOTE:** The email confirmation is sent from the email address [paygovadmin@gmail.qa.twai.gov](mailto:paygovadmin@gmail.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 at this point, 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.

**Appeal Documents**  
[1:07-cv-00002-ESH JONES v. BURGESS](#)

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

**Appeal Documents**  
[1:07-cv-00002-ESH JONES v. BURGESS](#)

Docket Text: Final Text  
NOTICE OF APPEAL as to [2] Order Dismissing Case as Frivolous by SMARTY JONES. Filing fee \$ 455, receipt number 9235. (atty6, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**STEP 27:** Review the **Notice of Electronic Filing (NEF)** and, if preferred, print for your 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:

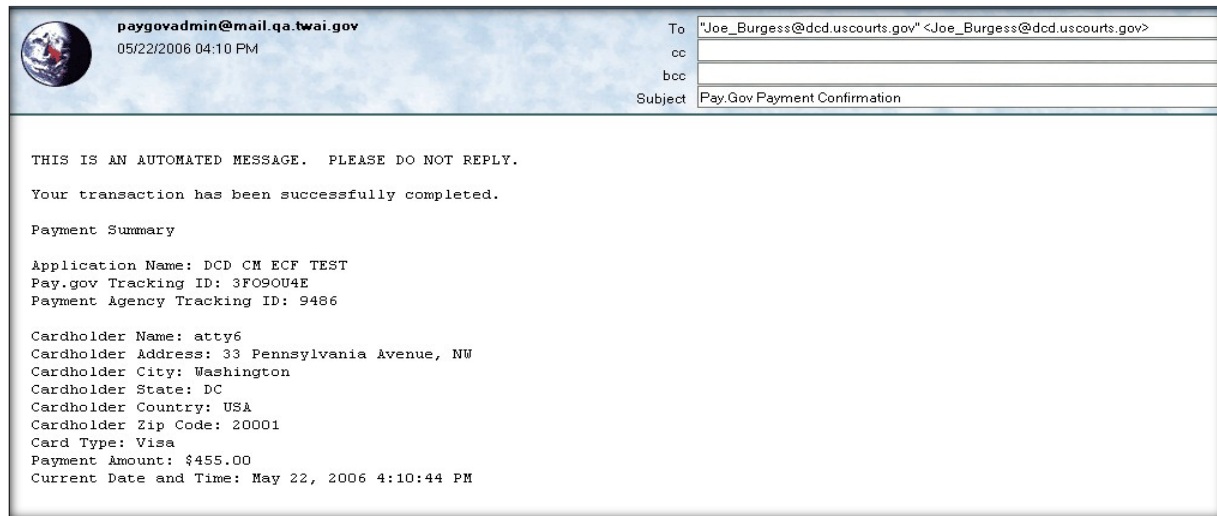
**Document description:** Main Document  
**Original filename:** Notice-of-Appeal-Civil.pdf  
**Electronic document Stamp:**  
STAMP doccfStamp\_ID=973800458 [Date=5/4/2006] [FileNumber=3389-0] [27  
348dedc0dc215989bf6494caa825283dc85904c998d6d8f729ce85ad6e7dcd1d473b4b  
5e20f7e59d0a2fb2179805fa3901d1f4ab04f1246c8d14ec71748010]]

**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 acknowledgment that the transaction was successfully completed.



**IMPORTANT NOTICE:** Before disputing duplicate charges with the credit card company, the user must review the **Internet Payment History** Information as shown on the next screen. See page 20 of these instructions for procedures on requesting a refund of a duplicate fee charge. 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.

## Viewing Internet Payment History in ECF

**STEP 1:** Click **Utilities** on the blue menu bar in ECF, then select **Internet Payment History**.



**STEP 2:** Enter the date range in the boxes provided.

**Internet Payment History**

From  to

**STEP 3:** The date, description of the document, and case number, along with 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

## Notice of Appeal FAQs

- Q. *What events should be used when filing a Notice of Appeal to pay the fee online?***
- A. In criminal cases, click **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***, and ***Notice of Interlocutory Appeal***.
- Q. *Can CJA attorneys, Federal Public Defenders, and U.S. Attorneys file a Notice of Appeal?***
- A. 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.
- Q. *Can I file a Notice of Appeal electronically and bring the check to the Clerk’s Office the following day.***
- A. 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 CD with the documents in PDF format and the check, cash or money order brought to the court.
- Q. *How much are the filing fees?***
- A. For any type of civil or criminal Notice of Appeal, the filing fee is \$505.00.
- Q. *What recourse do I have if I paid the filing fee twice?***
- A. 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 was 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 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.



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

- A. 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 message.

**Q. *What should a user do if a mistake is made during filing, and the credit card payment has already been submitted?***

- A. Do not complete the filing of the Notice of Appeal. Call the criminal or civil helpline (Criminal: (202) 354-3060; Civil: (202) 354-3190). 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 will result in the Notice of Appeal being processed without any filing fee. After the 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 to seek a refund from our Finance Office than to file an erroneous appeal.

**Q. *What happens if the credit card is declined?***

- A. Pay.gov will inform the user that the credit card is declined and the ECF filing of the Notice of Appeal will be aborted. The filing must then be done with a valid credit card or payment must be brought to the court with accompanying documents.

**Q. *Can CJA attorneys file in forma pauperis appeals electronically?***

- A. No. They should bring the Notice of Appeal with accompanying documents on a CD to the court.