

The court's Electronic Case Filing (ECF) application may be used to submit a petition for permission to appeal under Fed. R. App. P. 5. **You must be a registered ECF user with this court to submit the petition.**

Make sure you have your petition and any supporting documents ready to upload. All documents must be in searchable PDF format and each PDF must not exceed 5 MB in size.

1. On the start-up page after logging into ECF, select Utilities to see the submission options. Select *Open New Fed. R. App. P. 5*.
2. There is no filing fee associated with this type of petition and you will not be entering any credit card information. As a result, select *No Fee Due with this Submission*.
3. The No Fee Due with this Submission window will open in a new window and look similar to the image below. Please read the directions on the screen carefully before proceeding with your petition submission.

No Fee Due with this Submission

Filing Reports Utilities Logout Help

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY

1. Please attach your Fed. R. App. P. 5 petition in PDF format by clicking the "Browse" button.
2. Type "FRAP 5 Petition" in the Description field.
3. You may attach additional documents (attachments) by clicking "Add Another Document" followed by clicking the "Browse" button and entering a description.
4. After attaching your documents you must click "Submit" to complete your transaction.
5. The court will notify all parties once a docket number has been assigned.

If this is an emergency matter or you are seeking immediate relief, please contact the Clerks Office at 303-335-3157 to ensure that the matter is handled expeditiously.

No Fee Due with this Submission

Fee Type: Fed. R. App. P. 5 No Fee Required

Fee Amount: \$0.00

Document: Browse... Description:

Add Another Document

Submit Cancel

4. After carefully reading the on-screen directions, click the *Browse* button to select your PDF attachments.

- a. Search for the PDF file that contains your petition.
- b. Select the appropriate file and click the **Open** button.
5. In the Description field for the document, type the word “FRAP 5 Petition” as the description of the PDF.
6. Click **Add Another Document** and repeat steps 5 and 6 above if you need to attach further documentation or attachments. Please remember to include a description for any additional attachments.

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Document: ECF Submissions\A5EOA.pdf Browse... Description: FRAP 5 Petition

Document: F Submissions\A-12BRF.PDF Browse... Description: Docket Sheet

Document: ECF Submissions\COA-1.PDF Browse... Description: Orders

Add Another Document

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7. After attaching your documentation, click the **Submit button** to complete the submission of your petition. The court will notify all parties once a docket number has been assigned.
8. You may now continue with other ECF activity or simply log out.