

The court's Electronic Case Filing (ECF) application may be used to submit an agency petition for review or petition for writ of mandamus/prohibition without paying the filing fee immediately. **You must be a registered ECF user with this court to submit the petition.**

Make sure you have your agency petition or mandamus 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.

The following sections outline how to electronically file a petition with the court without submitting immediate payment, and how to electronically submit payment for an existing petition.

NOTE: If you seek emergency relief you must also contact the clerk's office via phone at 303-335-3157 during regular business hours.

HOW TO FILE A PETITION WITH THE COURT WITHOUT SUBMITTING IMMEDIATE PAYMENT

1. On the start-up page after logging into ECF, select Utilities to see the submission options. Select *Open New Agency Review Proceeding* or *Open New Mandamus Proceeding*.
2. After making your selection, you have the option to select either submit the petition and *Pay Agency/Mandamus Fee by Credit Card* or submit the petition and *Address Agency/Mandamus Fee Later*.
3. In this example, we will use the Address Agency Fee Later option to submit an agency petition for review without immediately paying the filing fee (note: the steps for filing a petition for a writ of mandamus without immediately paying the filing fee are essentially identical to what is outlined here).
4. The Address Agency Fee Later 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.

Address Agency Fee Later

Filing Reports Utilities Logout Help

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY

1. Please attach your Petition for Review in PDF format by clicking the "Browse" button.
2. Type "Petition for Review" in the Description field.
3. You may include a motion for stay or 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 on "Submit" to complete the transaction.
5. The court will notify all parties once a docket number has been assigned.
6. Payment of the filing fee or submission of an IFP motion will be due within 10 days.

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.

Address Agency Fee Later

Fee Type:

Fee Amount: \$0.00

Document: Description:

5. 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 agency petition.
 - b. Select the appropriate file and click the Open button.
6. In the Description field for the document, type the word "Petition for Review" as the description of the PDF.
7. 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 specific description for any additional attachments.

Address Agency Fee Later

Filing Reports Utilities Logout Help

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1. Please attach your Petition for Review in PDF format by clicking the "Browse" button.
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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.

Address Agency Fee Later

Fee Type:

Fee Amount: \$0.00

Document: Description:

Document: Description:

Document: Description:

8. 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.

HOW TO SUBMIT PAYMENT FOR AN EXISTING PETITION

1. After submission of a petition, you may pay the filing fee by using a docket event via the court's ECF system. This example will show how to pay the filing fee for an agency petition (Note: the steps for docketing the payment for a writ of mandamus are essentially identical to what is outlined here). **Before starting, you must turn off any pop-up blockers that would prevent you from seeing the payment processing page.**
2. Log into ECF and select *Filing*, followed by clicking on *File a Document*.
3. Enter your case number and click on *Fee Payment for Original Proceedings*.
4. Select Fee Payment for Original Proceedings to see the payment options for agency petitions and writs of mandamus. As shown in the example below, you will only see two payment options.

Filing Pay Fee for Petition for Review

Filing Reports Utilities Logout Help

Case 12-9500 John Doe Tester v. Eric Holder, Jr.

File a Document

Case: Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)

Filed Date: 08/30/2012

Select One

- Select An Event Category
- Attorney Discipline
- Fee Payment for Original Proceedings
- Transcript
- Preliminary Appeal Documents
- Release In A Criminal Case
- Filing A Motion/Application/Response
- Filing A Brief
- Suppl. Auth. per Fed. R. App. P. 28(j)
- Amicus/Intervenor's Motions/Briefing
- Oral Argument
- Rehearing Petition (panel & en banc)

Pay Fee for Petition for Review

Pay Fee for Writ of Mandamus

Check boxes for each additional case in which this document should be filed.

Case Selection

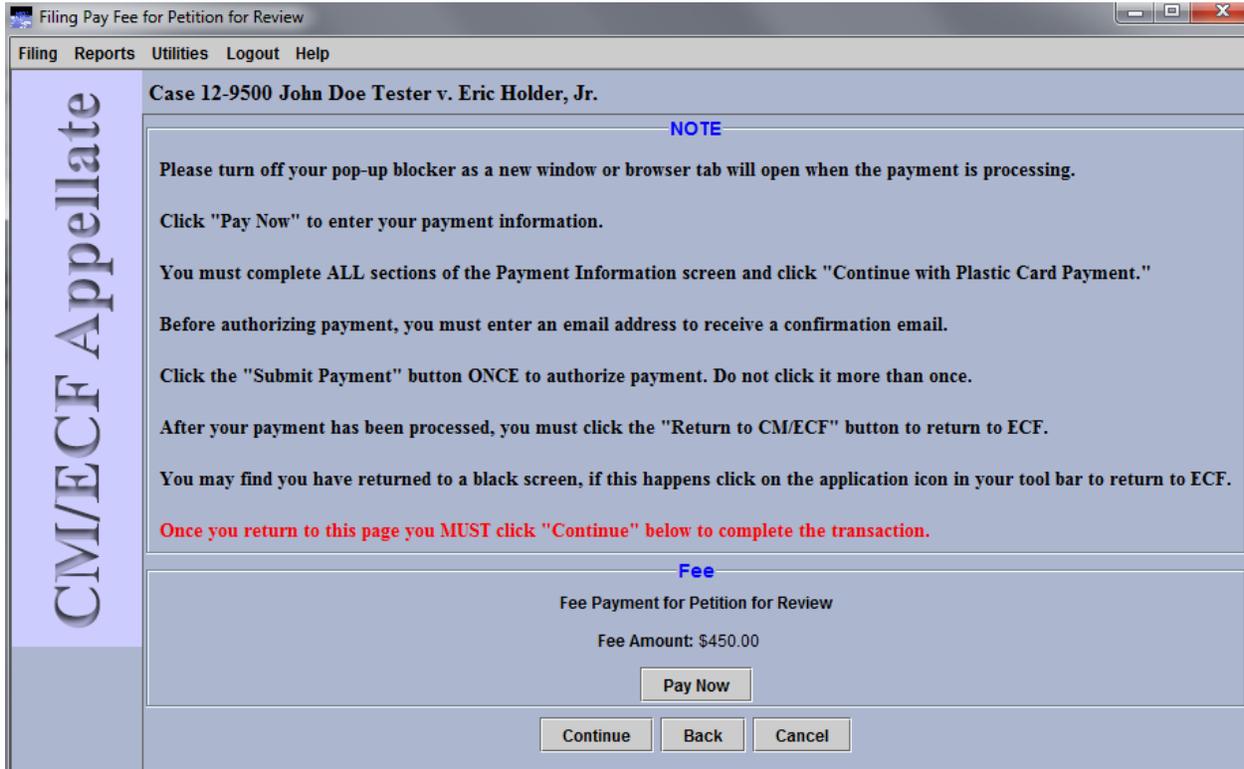
12-9500 John Doe Tester v. Eric Holder, Jr. (Target Case)

Total: 0 Selected: 0

All Clear All

Continue

5. In this example, select ***Pay Fee for Petition for Review***.
6. The docketing screen pictured below will appear indicating the amount of the fee to be paid. Please read the on-screen instructions carefully before proceeding to pay the fee.



7. Click ***Pay Now*** to be re-directed to Pay.gov. A new browser window or browser tab will open allowing you to enter and submit your credit card information.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$225.00

Billing Address: *

Billing Address 2:

City:

State / Province: ▼

Zip / Postal Code:

Country: ▼ *

Card Type: ▼ * 

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

Security Code: * [Help finding your security code](#)

Expiration Date: ▼ * / ▼ *

Attorney Name: *

Contact Telephone Number: *

Person Completing Transaction: *

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.

8. Verify and change the information in the Account Holder Name field and the billing address fields as needed.

CAUTION: The name and address shown here are the name and address associated with your appellate ECF account. If you are using a credit card that is not associated with this address, you must update the billing address fields.

- 9. Complete the Card Type, Card Numbers, Security Code and Expiration Date fields.
- 10. In the Attorney Name field, type the name of the attorney who is submitting the petition and payment.
- 11. Complete the Contact Telephone Number and Person Completing Transaction fields so that the court may contact you if there are any issues with the payment.
- 12. Click the ***Continue with Plastic Card Payment*** button.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: Julie Tester *

Payment Amount: \$225.00

Billing Address: 1234 Tester Avenue *

Billing Address 2:

City: Denver

State / Province: Colorado - CO

Zip / Postal Code: 80237

Country: United States *

Card Type: Master Card *    

Card Number: 5111111111111118 * (Card number value should not contain spaces or dashes)

Security Code: 998 * [Help finding your security code](#)

Expiration Date: 01 * / 2013 *

Attorney Name: Julie Tester *

Contact Telephone Number: 3035555555 *

Person Completing Transaction: John Doe *

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.

- 13. On the Authorize Payment page, review all the payment information for accuracy. You may click the Edit this Information link to make any necessary changes.
- 14. Complete the Email Address, Confirm Email Address and CC fields. Completing these fields will allow you to receive a payment confirmation email after the payment has been processed.
- 15. Select the checkbox under Authorization and Disclosure.

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

| Address Information | Account Information | Payment Information |
|--|---|---|
| <p>Account Holder Name: Julie Tester 1234 Tester Billing Address: Avenue Billing Address 2: City: Denver State / Province: CO Zip / Postal Code: 80237 Country: USA</p> | <p>Card Type: Master Card Card Number: *****1118 Attorney Name: Julie Tester Contact Telephone Number: 3035555555 Person Completing Transaction: John Doe</p> | <p>Payment Amount: \$225.00 Transaction Date 12/13/2011 and Time: 14:04 EST</p> |

Email Confirmation Receipt

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

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses 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.

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.

16. Click the **Submit Payment** button only once. **You MUST wait for Pay.gov to process your payment. Do not click the button again.**
17. The following screen will appear indicating your payment has been accepted. You may print this screen as a receipt. A copy will be emailed to the email addresses you provided on the previous screen.

Your payment has been completed. Click [here](#) to print this receipt.

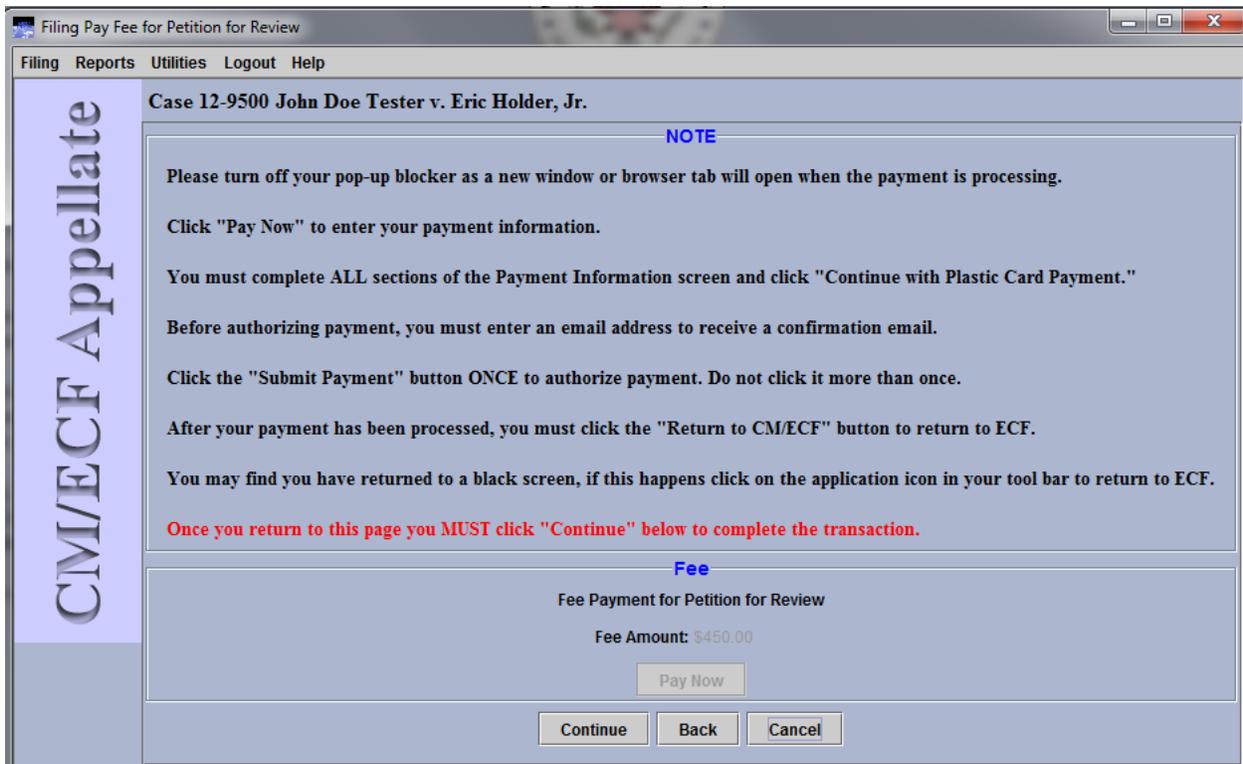
Transaction ID: 10-35472-785
Payment Date: 08/30/2012
Amount: \$450.00
Fee Type: Petition for Review

**Click the *Return to CM/ECF* button,
then return to ECF to complete the transaction
by clicking the *Continue* button.**

**(After clicking on the *Return to CM/ECF* button, you may see or return to a black screen.
If this happens click on the application icon in your tool bar and you will return to ECF
and can then complete your transaction.)**

18. Click on the *Return to CM/ECF* button to return to the ECF application.

CAUTION: You must click the Return to CM/ECF button. After returning to the ECF application you MUST click on Continue to complete the docketing of the fee payment. Failure to return and click Continue will cancel the docketing event, but your credit card will still be charged for the payment.



19. After clicking the *Return to CM/ECF* button, you may find you have returned to a black screen. If this happens, click on the ECF application icon in your tool bar and you will return to ECF.
- 20. On the fee payment docketing screen you will see the Pay Now button has been deactivated. You MUST click *Continue* to complete the docketing of the filing fee. Failure to return to this screen and click Continue will cancel the docketing event, but your credit card will still be charged for the filing fee payment.**
21. After clicking *Continue*, you may now continue with other ECF activity or simply log out of ECF. Notice that the fee has been paid will appear on the court docket.