

The court's Electronic Case Filing (ECF) application may be used to submit your agency petition for review, or writ of mandamus, along with a fee payment using Pay.gov. **You must be a registered ECF user with this court to submit the petition and/or payment.**

Before you start, please turn off any pop-up blockers that would prevent you from seeing the payment processing page. The payment window from Pay.gov opens in a new browser window or browser tab. In addition, make sure you have your agency petition or mandamus 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 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 Pay Agency Fee by Credit Card to submit a payment with an agency petition for review (note: the steps for filing a petition for a writ of mandamus are essentially identical to what is outlined here ).
4. The Pay Agency Fee by Credit Card 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 and payment.

Pay Agency Fee by Credit Card

Filing Reports Utilities Logout Help

**PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY**

1. Please turn off your pop-up blocker as a new window or browser tab will open when the payment is processing.
2. Please attach your Petition for Review in PDF format by clicking the "Browse" button. 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 "Pay Now and Submit" to enter your credit card information.
5. You must complete ALL sections of the Payment Information screen and click "Continue with Plastic Card Payment."
6. Enter an email address to receive a confirmation email. Click the "Submit Payment" button ONCE to authorize payment. Do not click it more than once.
7. After your payment has been processed, you may click the "Close Window" button to return to ECF.
8. You may find you have returned to a black screen, if this happens click on the application icon in your tool bar to return to ECF.
9. 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.

**Pay Agency Fee by Credit Card**

Fee Type:

Fee Amount: \$450.00

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 if you need to attach further documentation or attachments. Please remember to include a description for any additional attachments.

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**Pay Agency Fee by Credit Card**

Fee Type: <span style="border: 1px solid black; padding: 2px;">Petition for Review</span>	
Fee Amount: \$450.00	
Document: <span style="border: 1px solid black; padding: 2px;">ECF Submissions\A5EOA.pdf</span>	<span style="border: 1px solid black; padding: 2px;">Browse...</span>
Description: <span style="border: 1px solid black; padding: 2px;">Petition for Review</span>	
Document: <span style="border: 1px solid black; padding: 2px;">F Submissions\A-12BRF.PDF</span>	<span style="border: 1px solid black; padding: 2px;">Browse...</span>
Description: <span style="border: 1px solid black; padding: 2px;">Agency Order</span>	
Document: <span style="border: 1px solid black; padding: 2px;">ECF Submissions\COA-1.PDF</span>	<span style="border: 1px solid black; padding: 2px;">Browse...</span>
Description: <span style="border: 1px solid black; padding: 2px;">Motion for Stay</span>	
<span style="border: 1px solid black; padding: 2px;">Add Another Document</span>	

Pay Now and Submit
Cancel

8. After attaching your documentation, click the *Pay Now and Submit* button to begin the submission of the credit card payment. You will now be connected 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.

9. 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.

10. Complete the Card Type, Card Numbers, Security Code and Expiration Date fields.

11. In the Attorney Name field, type the name of the attorney who is submitting the petition and payment.

12. 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.

13. 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.

- 14. 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.
- 15. 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.
- 16. Select the checkbox under Authorization and Disclosure.

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

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

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.

- Click the **Submit Payment** button only once. **You MUST wait for Pay.gov to process your payment. Do not click the button again.**
- 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 is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 10-35470-278

Payment Date: 08/29/2012

Amount: \$450.00

Fee Type: Petition for Review

**You can click the *Close Window* button and log out of CM/ECF.**

Close Window

19. Click on the *Close Window* button to return to the ECF application.
20. 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.
21. You may now continue with other ECF activity or simply log out of ECF.