# Paying a Case Docketing Fee in a Case with an Assigned Case Number

A case docketing fee may be paid for Original Proceedings and Agency Petitions for Review through the Pay.gov website by active members of the Eleventh Circuit Bar who are registered for electronic filing.

# Turn off pop-up blocker in your browser.

- 1) Log in to CM/ECF.
- 2) From the Startup page, select the menu option 'Filing'.
- 3) The 'File a Document' screen will open.
- 4) In the 'File a Document' screen, enter the case number and press [Tab].
- 5) Click in the 'Type of Document' field and begin typing the word 'fee'.
  - (a) To pay fees for Writs of Mandamus or Writs of Prohibition select the event 'Fee Payment for Original Proceeding', or
  - (b) To pay fees for Agency Petitions for Review select the event 'Fee Payment for Agency Petition'.
- 6) Click [Continue].

CMmECF	Filing	Reports -	Utilities 🕶	Help	Getting Started	Log Out	United States Court
File a Document							
Case Number 13-15686 Filed 07/20/2018	Alejandro	) Cruz v. U.S. A	Attorney Gener	ral			
Type (* Document *				Category All	\$		<b>V</b>
Fee Payment for Agency	Petition			Miscellan	eous		
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### 7) Select the appropriate Party Filer.

# 8) Click [Continue].

File	File a Document   Fee Payment for Agency Petition				
File to	o case: 13-15686				
-	Party Filer				
	Filer \$	Type ≎	Case ≎		
1	Cruz, Alejandro Alvarado	Petitioner-null	13-15686 Alejandro Cruz v. U.S. Attorney General		
-	Select All				
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	Filer ≎ Cruz, Alejandro Alvarado	Type ≎ Petitioner-null	Case ≎ 13-15686 Alejandro Cruz v. U.S. Attorney General	Remove All	
	Filer ≎ Cruz, Alejandro Alvarado	Type ≎ Petitioner-null	Case ≎ 13-15686 Alejandro Cruz v. U.S. Attorney General	Remove All	
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• 1	Filer ≎ Cruz, Alejandro Alvarado Fee Fee Amount \$500.00	Type \$ Petitioner-null	Case 13-15686 Alejandro Cruz v. U.S. Attorney General	Remove All	

- 9) Review the docket text for accuracy and click [Continue].
- 10) [Final Review] review the docketing transaction. If corrections are needed click [Edit] and make necessary corrections. Once docket entry is correct, click [Pay Fee] to launch the payment program.



#### Log in to PACER:

#### MANAGE MY ACCOUNT **PACER Links** Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to Court Links perform other account maintenance functions. Search PACER Case Locator Login Frequently Asked Questions \* Required Information Resources Username \* 11testattorney1 Manage My Account Password \* Clear Cancel Login Not 11testattorney1? Click here to login as a different user Need an Account? | Forgot Your Password? | Forgot Username?

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

## Complete the Payment Information and click [Next].

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Frequently Asked Questions	Account Balance	\$0.00	
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Resources	Account Type	Upgraded PACER Account	
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Enter an ACH	account			

Click the Authorization box and [Submit].

		PAYMENT DETA	AILS
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Email Confirm Email Additional Email Addresses	11forsythtest@gmail.com 11forsythtest@gmail.com		

The [Payment Successful] screen will appear and you will be redirected back to the Court of Appeals NextGen site. If you are not redirected within 30 seconds, click the [Submit] button.

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′our pa o view	nyment was successful. You will now be redirected back to U.S. Court Of Appeals, Eleventh Circuit (test) - NextGen your receipt or complete your transaction.
f you a nay res	re not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this sult in multiple charges.
f this p	roblem continues to occur, please contact the court.
	Submit

You will be returned to 11<sup>th</sup> Circuit NextGen where the fee payment receipt will be displayed. You may print the payment receipt from this screen. Click [OK] to display the Notice of Docket Activity and return to NextGen.

