

# Submit New Case without Fee Payment

Appellate ECF filing users may electronically submit documents for filing related to Petitions for Review, Petitions for Writ of Mandamus, Applications and Cross Applications for Enforcement of an Agency Order, Second or Successive §2254 or §2255 Petitions, and Petitions for Permission to Appeal. Filers are required to comply with service of the filing in accordance with FRAP 25.

A filing fee is **not** required for Second or Successive §2254 or §2255 Petitions, and Petitions for Permission to Appeal. Documents filed by a federal government entity or any case in which the appellant will be filing an Application to Proceed In Forma Pauperis, may be submitted using this option "Submit New Case without Fee Payment" to submit the filing to the court.

**If submitting an emergency matter in which a time sensitive ruling is being requested, please contact the Clerk's office at 404-335-6135.**

**Turn off pop-up blocker in your browser.**

1. Log in to CM/ECF electronic filing system.
2. From the Startup page, select the menu option 'Utilities'.
3. Select the option 'Submit New Case without Fee Payment' (ref. 1).
4. Select the type of Originating or Agency Document that is being submitted for filing (ref. 2).

The screenshot shows the CM/ECF website interface. At the top, there is a navigation bar with the following items: CM/ECF, Filing, Reports, Utilities, Help, Getting Started, and Log Out. The 'Utilities' menu is open, displaying a list of options: Bar Renewal, Check PDF Document, Notice for Cases of Interest, Submit New Case with Fee Payment, Submit New Case without Fee Payment (highlighted with a red '1'), and Update My Account. To the right of the 'Utilities' menu, there is a circular seal of the United States Court of Appeals for the Eleventh Circuit, with a red '2' next to it. Below the navigation bar, there is a warning message: "This facility is for Official Court Business only. Activity to and from this site is logged, and any activity of unauthorized or criminal activity will be forwarded to the appropriate law enforcement agency." Below the warning message, there is a "Welcome" section with the text: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Filing System." and a link to "Court Information". At the bottom of the page, there is a footer with the text: "Welcome to the Eleventh Circuit".

5. Read the instructional text associated with the filing.
6. Enter the description of the document in the 'Description' field.
7. Click the [Browse] button to upload the PDF document that is being submitted for filing.
8. Enter the description of the additional related document(s) in the 'Description' field.
9. Click [Browse] to upload any additional related documents.
10. Click the [Submit] button to submit the document for filing without a payment.

Second or Successive Habeas Petition

**NOTICE**

Although your documents will be deemed received as of the date submitted,  
the Court may not open your case or create a docket number until the next business day.

**If this is an emergency matter or you are seeking immediate relief,  
you must call the Case Opening Department at (404)335-6135 to ensure that the matter is handled expeditiously.**

Type  
Successive Habeas

Amount  
\$0.00

Submit Documents

Description

Browse... Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
<a href="#">RobertsSuccessive.pdf</a>	Successive	3120 KB		✖

Submit

11. Once the submission is completed you will be returned to the screen above, and the notation "Your submission is complete." Will appear next to the submit button.

Submit 📘 Your submission is complete.