

NEXTGEN CM/ECF
HOW TO FILE
ORIGINATING DOCUMENTS



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General Information

Registered e-filers may submit the following originating documents:

- Petition for Review
- Petition for Writ of Mandamus
- Application for Enforcement
- Cross Application for Enforcement
- Motion for Authorization to File a Successive §2254 or §2255 Petition
- Petition for Permission to Appeal

An initial filing fee is not required for:

- Motions for Authorization to File a Successive §2254 or §2255 Petition
- Petitions for Permission to Appeal
- Any originating documents filed by a federal government entity
- Any originating document accompanied by a Motion to Proceed In Forma Pauperis

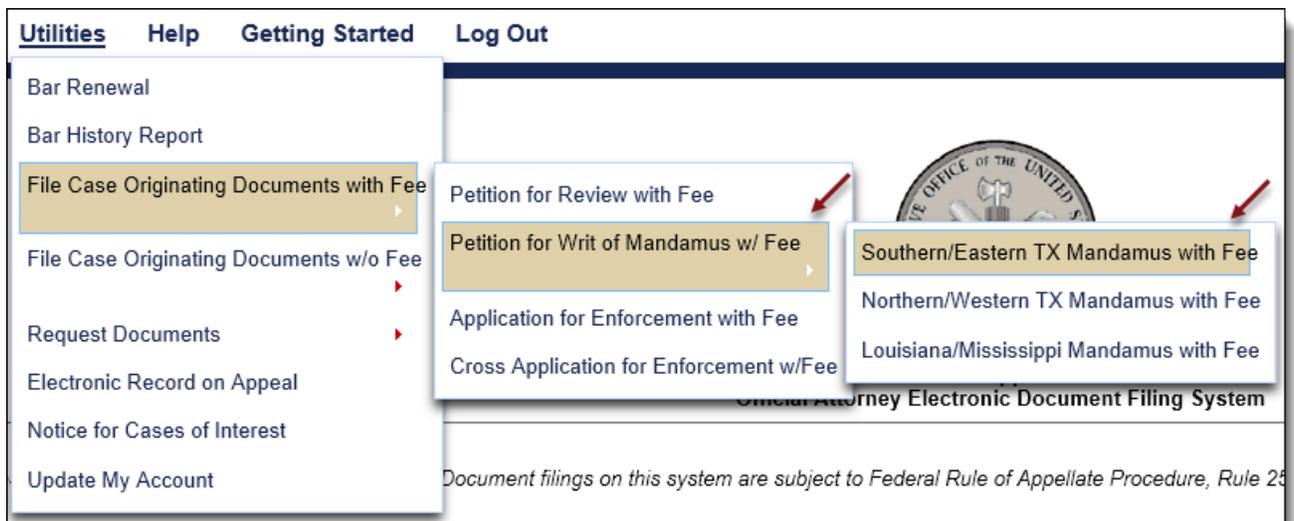
If submitting an emergency matter in which a time sensitive ruling is being requested, please contact the clerk's office at 504-310-7700.

Selecting Originating Documents

1. From the CM/ECF main page, select the menu 'Utilities > File Case Originating Documents with Fee.'



2. Certain document types will require the selection of a district. Select if applicable.



3. Review the filing information provided and follow the instructions to upload the document. Click [Pay Fee and Submit] to be redirected to Pacer.gov for payment.

Southern/Eastern TX Mandamus with Fee

A fee is required for filing Originating Documents except as follows:

- Any originating documents filed by a federal government entity.
- Any originating document accompanied by a Motion to Proceed In Forma Pauperis.

If the filing qualifies for a fee waiver, **CANCEL** this transaction and select from the CM/ECF menu *'Utilities > File Case Originating Documents without Fee'* category to file the appropriate originating document without a filing fee.

To file:

- Enter a description of the file being uploaded.
- Click the [Browse] button to upload the PDF.
- If applicable, enter a description and click [Browse] to attach additional documents.
- Click the [Pay Fee and Submit] button to pay the fee at Pacer.gov and send the document to the Fifth Circuit.

Type
STX/ETX Pet Writ of Mandamus with Fee

Amount
\$500.00

Submit Documents

Description

Browse...

Pay Fee and Submit

Paying the Fee

- From Pacer.gov, select a payment method.

MANAGE MY ACCOUNT

Welcome, AttorneyOne Logout

Account Number
Username
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Other Court Fee for U.S. Court Of Appeals, Fifth Circuit (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * \$500.00

Select a Payment Method ←


AttorneyOne
XXXXXXXXXXXX1111
01/2035

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

→

- Review the 'Payment Summary'. Complete the required 'Court Specific' section.

Pay Other Court Fee for U.S. Court Of Appeals, Fifth Circuit (test) - NextGen

Payment Summary ←

PAYMENT METHOD	PAYMENT DETAILS
 XXXXXXXXXXXX1111 01/2035 AttorneyOne TestAlex 1000 Testing Road New Orleans, LA 70126 USA	Payment Amount \$500.00 Fee Type Other Court Fee

Court Specific ←

Attorney Name *

Contact Telephone Number *

Person Completing Transaction *

6. To receive a receipt by email, complete the optional 'Email Receipt' section. Select the 'Authorization' checkbox to authorize a charge to the payment method selected. Click [Submit] to complete the payment.

The screenshot shows a web form with two main sections. The first section, titled "Email Receipt", contains three input fields: "Email", "Confirm Email", and "Additional Email Addresses". The second section, titled "Authorization", contains a checked checkbox with the text "I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *". Below this section is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom of the form are three buttons: "Submit", "Back", and "Cancel". Red arrows in the original image point to the "Email Receipt" header, the "Authorization" checkbox, and the "Submit" button.

7. Pacer.gov will display a message when the payment was successful and will redirect the page back to CM/ECF. The receipt will display for printing and review.

The screenshot shows a "Payment Successful" message. The text reads: "Your payment was successful. You will now be redirected back to U.S. Court Of Appeals, Fifth Circuit (test) - NextGen to view your receipt or complete your transaction. If you are not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this may result in multiple charges. If this problem continues to occur, please contact the court." A "Submit" button is located at the bottom of the message box.

The screenshot shows the CM/ECF website's payment receipt confirmation page. The navigation menu includes "Filing", "Reports", "Utilities", "Help", "Getting Started", and "Log Out". The main content area states: "Your payment is complete. [Print](#) the payment receipt." Below this is a table of receipt details:

Receipt	A05-206227-691
Payment Date	08/21/2018
Amount	\$500.00
Fee Type	STX/ETX Pet Writ of Mandamus with Fee

Selecting Originating Documents without Fee

1. From the CM/ECF main page, select the menu 'Utilities > File Case Originating Documents w/o Fee.'

The screenshot shows the CM/ECF main page. The navigation bar includes 'Filing', 'Reports', 'Utilities', 'Help', 'Getting Started', and 'Log Out'. The 'Utilities' menu is open, showing options like 'Bar Renewal', 'Bar History Report', 'File Case Originating Documents with Fee', 'File Case Originating Documents w/o Fee', 'Request Documents', 'Electronic Record on Appeal', 'Notice for Cases of Interest', and 'Update My Account'. The 'File Case Originating Documents w/o Fee' option is highlighted. A secondary dropdown menu is visible, listing various document types such as 'Petition for Review without Fee', 'Petition for Writ of Mandamus w/o Fee', 'Application for Enforcement without Fee', 'Cross Application Enforcement w/o Fee', 'Motion to File a Successive Petition', 'Petition for Permission to Appeal 23(f)', 'Petition for Permission to Appeal 158(d)', 'Petition for Permission to Appeal 1292b', and 'Petition for Permission to Appeal 1453'. The 'File Case Originating Documents w/o Fee' option is also highlighted in this secondary menu. The main content area includes a welcome message and a link to 'Court Information'.

2. Certain document types will require the selection of a district. Select if applicable.

The screenshot shows the CM/ECF main page with the 'Utilities' menu open. The 'File Case Originating Documents w/o Fee' option is highlighted. A secondary dropdown menu is visible, listing various document types such as 'Petition for Review without Fee', 'Petition for Writ of Mandamus w/o Fee', 'Application for Enforcement without Fee', 'Cross Application Enforcement w/o Fee', 'Motion to File a Successive Petition', 'Petition for Permission to Appeal 23(f)', 'Petition for Permission to Appeal 158(d)', 'Petition for Permission to Appeal 1292b', and 'Petition for Permission to Appeal 1453'. The 'Petition for Writ of Mandamus w/o Fee' option is highlighted. A third dropdown menu is visible, listing various districts such as 'Southern/Eastern TX Mandamus w/o Fee', 'Northern/Western TX Mandamus w/o Fee', and 'LA/MS Mandamus without Fee'. The 'Southern/Eastern TX Mandamus w/o Fee' option is highlighted. The main content area includes a welcome message and a link to 'Court Information'.

3. Review the filing information provided and follow the instructions to upload and submit the document.

Southern/Eastern TX Mandamus w/o Fee

An initial filing fee is not required for:

- Motions for Authorization to File a Successive §2254 or §2255 Petition
- Petitions for Permission to Appeal
- Any originating documents filed by a federal government entity
- Any originating document accompanied by a Motion to Proceed In Forma Pauperis

If the filing does not qualify for a fee waiver, **CANCEL** this transaction and select from the CM/ECF menu '*Utilities > File Case Originating Documents with Fee*' category to file the appropriate originating document with a filing fee.

To file:

- Enter a description of the file being uploaded.
- Click the [Browse] button to upload the PDF.
- If applicable, enter a description and click [Browse] to attach additional documents.
- Click the [Submit] button to send the document to the Fifth Circuit.

Type
STX/ETX Pet Writ of Mandamus without Fee

Amount
\$0.00

Submit Documents

Description

Browse...

Submit

4. A message will display when the submission was completed successfully.

Submit  Your submission is complete.