

NEXTGEN CM/ECF

HOW TO REQUEST DOCUMENTS



Submitting a Request for Documents

1. From the CM/ECF 'Utilities' menu select 'Request Documents'. From the sub menu, select the document being requested.



2. Follow the on-screen instructions. Click [Pay Fee and Submit] to make the payment at Pacer.gov and to send the request to the Fifth Circuit.

Certificate of Good Standing

- Enter the number of requested documents in the quantity field.
- Enter a description of the file being uploaded.
- Click the [Browse] button to upload the PDF file that references the requested document.
- 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
Certificate of Good Standing

Quantity
1

Amount
\$20.00

Submit Documents

Description

Browse...

Pay Fee and Submit