

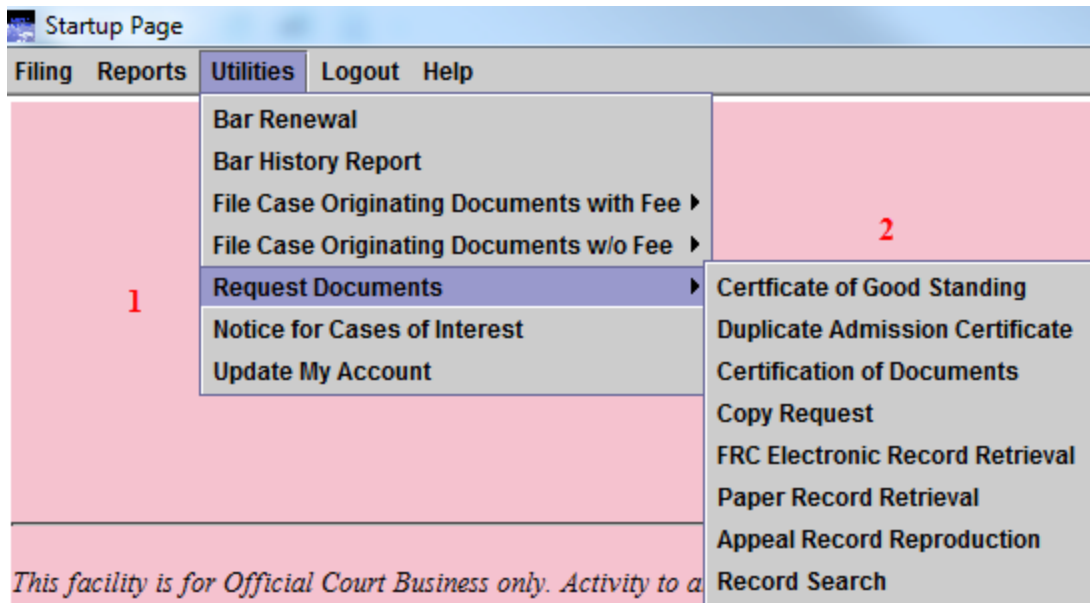
Submitting a Request for Documents:

Appellate ECF registered filers may electronically request documents. The associated fee must be submitted by credit/debit or ACH payment through the Pay.gov website.

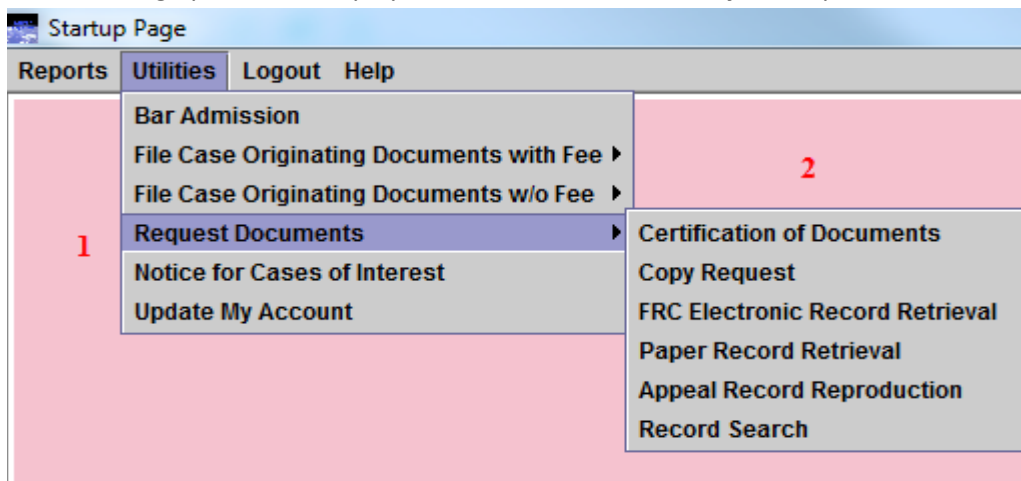
Turn off pop-up blockers in your browser.

1. Log in to CM/ECF electronic filing system.
2. From the Startup page, select the menu option 'Utilities'.
3. Select the option 'Request Documents' (ref. 1).
4. Select the document(s) being requested (ref. 2).

The following options will display for **Admitted Attorneys** to request documents.



The following options will display for **Non Admitted Attorneys** to request documents.



5. Read the instructional text associated with the request.
6. Enter the **Quantity** being requested, if applicable.
7. Click the [Browse] button to upload the PDF document related to the request.
8. Enter the description of the uploaded document in the '**Description**' field.
9. Click [Add Another Document] to upload any additional related documents.
10. Enter the description of the additional related document(s) in the '**Description**' field.
11. Click the [Pay Now and Submit] button to launch the Pay.gov website.

COPY REQUEST with CERTIFIED COPIES – (Two-part transaction) If making this request, a separate payment is required for the Copy Request and the Certification of Documents.

Part 1: Select the menu option – Copy Request.

The screenshot shows a form titled "Copy Request" with a light pink background. At the top, the title "Copy Request" is in blue. Below it, there are two rows of input fields. The first row contains "Fee Type:" with a dropdown menu set to "Copy Request" and "Quantity:" with a text box containing "20". The second row contains "Fee Amount:" with the value "\$10.00". Below these are two more rows. The first row contains "Document:" with a text box containing "ROUP-PDFs\LETTER filed.pdf", a "Browse..." button, and "Description:" with a text box containing "Letter referencing copy request". The second row contains an "Add Another Document" button. At the bottom of the form are two buttons: "Pay Now and Submit" and "Cancel".

After completion of the copy request, return to the menu to complete a separate transaction for the Certification of Documents. If applicable, see below.

Part 2: Select the menu option – Certification of Documents if the request is also to have the documents certified.

The screenshot shows a form titled "Certification of Documents" with a light pink background. At the top, the title "Certification of Documents" is in blue. Below it, there are two rows of input fields. The first row contains "Fee Type:" with a dropdown menu set to "Certification of Documents" and "Quantity:" with a text box containing "1". The second row contains "Fee Amount:" with the value "\$11.00". Below these are two more rows. The first row contains "Document:" with a text box containing "ROUP-PDFs\LETTER filed.pdf", a "Browse..." button, and "Description:" with a text box containing "Letter requesting certification of docs". The second row contains an "Add Another Document" button. At the bottom of the form are two buttons: "Pay Now and Submit" and "Cancel".

PLEASE CONTACT THE CLERK'S OFFICE AT 504-310-7700 prior to submitting a payment for any of the following requests. Because closed records are housed at the Federal Records Center temporarily, before they are permanently moved to the National Archives, where they are housed forever, the Clerk's Office must ascertain if the records are available for retrieval, prior to accepting payment.

- FRC Electronic Record Retrieval
- Paper Record Retrieval
- Appeal Record Reproduction
- Record Search

***Effective June 1, 2016. FEDERAL RECORD CENTER (FRC) ELECTRONIC RECORD RETRIEVAL – This is a two-part transaction as a separate payment is required for the Per Page request, which is limited to a maximum of 100 pages.**

Part 1: Select the menu option – FRC Electronic Record Retrieval to request electronic records.

FRC Electronic Record Retrieval

Fee Type: FRC Electronic Record Retrieval
Fee Amount: \$19.90

Document: ROUP-PDFs\LETTER filed.pdf Description: Letter requesting electronic record

Part 2: Select the menu option – Per Page request only after part 1 has been completed and submitted. From the 'Fee Type' drop-down menu, select the option FRC Electronic Record Retrieval Per Page, enter the number of pages being requested, then submit to complete the payment process. The maximum amount of pages that can be requested is limited to 100.

FRC Electronic Record Retrieval

Fee Type: FRC Electronic Record Retrieval Per Page Quantity:
Fee Amount: \$0.65

Document: ROUP-PDFs\LETTER filed.pdf Description: Letter requesting electronic record

PAPER RECORD RETRIEVAL (1ST Box) – If requesting multiple boxes, it's a (Two-part transaction) as a separate payment is required for the Record Retrieval (First Box) and then for additional boxes (Multiple Boxes).

Part 1: Select the menu option – Record Retrieval to request the first box only.

Record Retrieval

Fee Type: ▼
Fee Amount: \$64.00

Document: Description:

Part 2: Select the menu option – Record Retrieval to request additional boxes after the first box has been requested. From the 'Fee Type' drop-down menu, select the option for 'Multiple Boxes'.

Record Retrieval

Fee Type: ▼ Quantity:
Fee Amount: \$78.00

Document: Description:

APPEAL RECORD REPRODUCTION

Select the menu option – Appeal Record Reproduction to submit request.

Appeal Record Reproduction

Fee Type: Quantity:
Fee Amount: \$83.00

Document: Description:

RECORD SEARCH – If requesting a Record Search and Copy Request it's a (Two-part transaction) as a separate payment is required for the Record Search and for the Copy Request. A separate copy request payment must be submitted.

Part 1: Select the menu option – Record Search to submit request.

Record Search

Fee Type: Quantity:
Fee Amount: \$30.00

Document: Description:

Part 2: Select the menu option – Copy Request.

Copy Request

Fee Type: Quantity:

Fee Amount: \$10.00

Document: Description:

Submitting a Payment via the Pay.gov website

The 'Online Pay.gov Payment' window will launch.

Option 1: ACH Debit - Paying from a bank account.

Enter Payment Information. The mandatory fields are marked with "red asterisks" (*).

Click the [Continue with ACH Payment] button.



System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$36.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:



Payment Date: 01/29/2015

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Option 2: Credit Card Payments.

Enter Pay via Plastic Card Information. The mandatory fields are marked with "red asterisks" (*).

Click the [Continue with Plastic Card Payment] button.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$36.00

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: ▾ * / ▾ *

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.

AUTHORIZING THE PAYMENT

The 'Authorize Payment' screen will launch.

Review the 'Payment Summary' information (ref. 1).

Click 'Edit this information' to make changes, if necessary (ref. 2).

Email Confirmation Receipt: Enter the email address to receive an email confirmation of the payment (ref. 3).

Authorization and Disclosure: Click the box to authorize payment (ref. 4).

Click the [Submit Payment] button to complete the payment (ref. 5).



Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

1
Payment Summary [Edit this information](#) **2**

Address Information	Account Information	Payment Information
Account Holder Name: Majella Testaty 1000 Testing Billing Address: Road Billing Address 2: City: New Orleans State / Province: LA Zip / Postal Code: 70126 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$36.00 Transaction Date 01/16/2015 11:00 and Time: 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: **3**

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 * **4**

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

5

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.

From the 'Receipt' screen, users may print a receipt for the completed transaction.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 05-164193-728

Payment Date: 01/16/2015

Amount: \$36.00

Fee Type: Good Standing Certificate

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

Close Window

Click the [Close Window] button.