

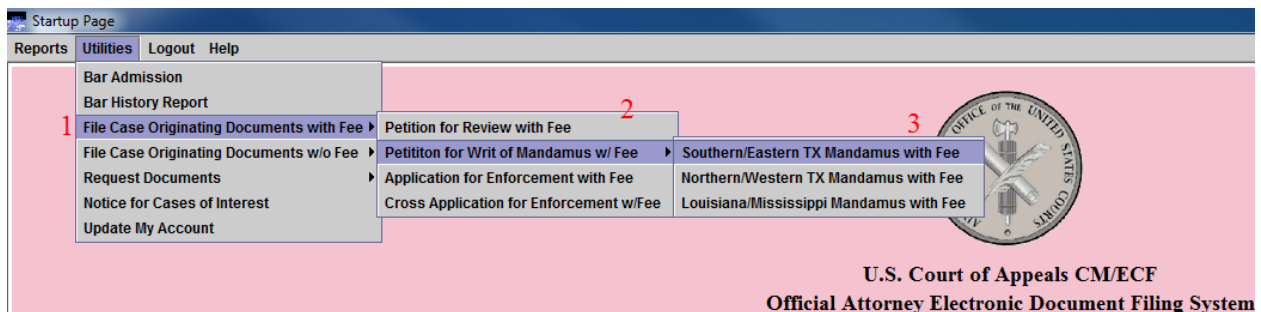
File Case Originating Documents with Fee:

Appellate ECF registered 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. The associated fee must be submitted by credit/debit or electronic check through the Pay.gov website. Filers are required to comply with service of the filing in accordance with FRAP 25.

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

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 '**File Case Originating Documents with Fee**' (ref. 1).
4. Select the type of Originating or Agency Document that is being submitted for filing (ref. 2).
5. If filing a Petition for Writ of Mandamus, select the origin/district associated with the filing (ref. 3).



6. Be sure to read the instructional text provided.
7. Click the [Browse] button to upload the PDF document that is being submitted for filing.
8. Enter a description of the document in the '**Description**' field.
9. Click [Add Another Document] to upload any additional related documents.
10. Enter a 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.

Southern/Eastern TX Mandamus with Fee

Fee Type:

Fee Amount: \$500.00

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: \$500.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:



Payment Date: 01/28/2015

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’.

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$500.00

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: Shari Testone Billing Address: 550 General Tester Billing Address 2: City: New Orleans State / Province: LA Zip / Postal Code: 70130 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$500.00 Transaction Date 01/26/2015 16:42 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:

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.

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, a receipt may be printed 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: 05-164262-855

Payment Date: 01/26/2015

Amount: \$500.00

Fee Type: STX/ETX Pet Writ of Mandamus with Fee



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

Close Window

Click the [Close Window] button.