

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, §2255 Petitions, or 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.

If submitting a time sensitive emergency, please send an email to emergency_motions@ca3.uscourts.gov.

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**.
4. Select the type of Originating or Agency Document that is being submitted for filing.

The screenshot displays the CM/ECF filing system interface. At the top, the navigation bar includes 'Filing', 'Reports', 'Utilities', 'Help', 'Getting Started', and 'Log Out'. The 'Utilities' menu is open, showing options: 'Check PDF Document', 'Miscellaneous Payments', 'Notice for Cases of Interest', 'Submit New Case with Payment', 'Submit New Case without Payment' (highlighted), and 'Update My Account'. A sub-menu for 'Submit New Case without Payment' is also visible, listing document types: 'Application for Enforcement', 'Cross Application for Enforcement', 'Immigration Petition for Review', 'Original Proceeding', 'Other Agency Petition for Review', 'Second or Successive Habeas Petition', and 'Writ of Mandamus or Prohibition'. The background shows a 'Welcome' message and a 'Last Login' timestamp of 'Thu Apr 30 09:21:21 EDT 2020'.

5. Read and follow any instructional text that may be displayed.

6. Enter a 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. You may submit additional documents such as a motion for stay, to expedite, or proceed in forma pauperis.
9. To submit an additional document, enter a description of the additional document in the **Description** field.
10. Click **Browse** to upload any additional documents.
11. If submitting more than one additional document, each document should be entered and uploaded separately.
12. Click the **Submit** button to send the filing to the court.

The screenshot shows the 'Immigration Petition for Review' form in the CM/ECF system. The 'Type' is set to 'Immigration Petition for Review - no fee' and the 'Amount' is '\$0.00'. The 'Description' field contains 'Additional Document'. Below this is a 'Submit Documents' section with a 'Description' input field containing 'Additional Document' and a 'Browse...' button. A table lists the submitted documents:

Document	Description	Size	Sequence	Remove All
Petition.pdf	Petition for Review	7 KB	↓	✗
StayMotion.pdf	Motion for stay	7 KB	↑	✗

A 'Submit' button is located at the bottom left of the form area.

13. Once the submission is completed you will be returned to a blank screen like the one above, and the notation *Your submission is complete.* will appear next to the submit button.



14. To verify document submission, select **Reports** from the main menu and **Payments History Report**

15. A list of paid and unpaid submissions will display including the most recent activity. Click the hyperlink to view documents submitted.

Payment History Report for Savannah Jones

Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	04/30/2020 09:34:15	Immigration Petition for Review - no fee			\$0.00

16. If no other electronic filing tasks are needed you should **Log Out** of the system. The attorneys designated in the original proceeding will receive information from the court within 24 to 48 business hours.