CASE MANAGEMENT
ELECTRONIC CASE FILES

FILING A NOTICE OF APPEAL AND PAY.GOV
USER GUIDE FOR THE
DISTRICT OF COLORADO

FEBRUARY 2012

Table of Contents

Notice of Appeal and Pay.gov Overview

The United States District Court for the District of Colorado has integrated the use of Pay.gov with the Notice of Appeal event for civil and criminal cases**.** This document details the filing of a Notice of Appeal and the interface with pay.gov

Notice of Appeal Event

NOTE: This document details the filing in a **civil** case. The flow and process is the same for criminal cases.

To file a Notice of Appeal, single click on **Civil** in the blue menu bar at the top of the screen. On the Civil Events menu, under **Other Filings**, select Appeal documents.
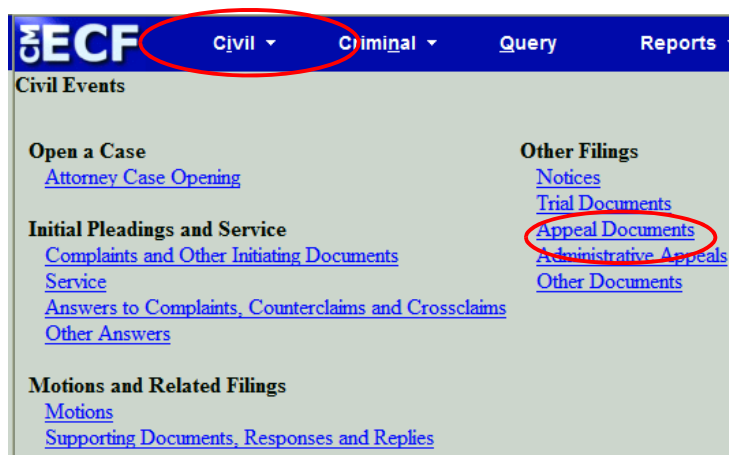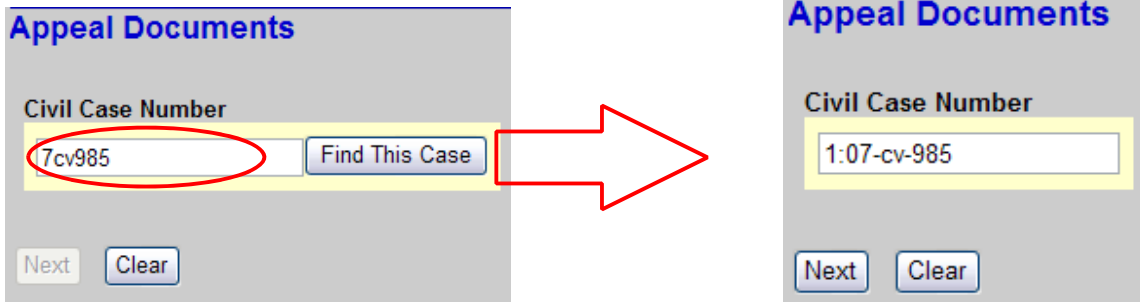

Select the **Notice of Appeal** event from the **Available Events.** After selection, the event(s) selected will display in the **Selected Event** box. Click on the **[Next]** button**.**
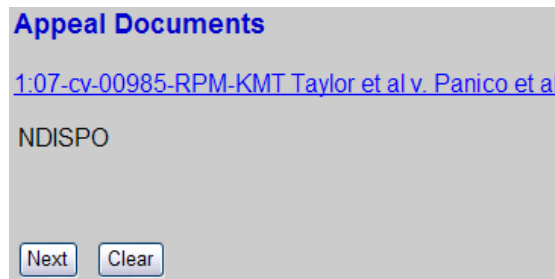
Case Number Entry

Enter the case number. After entering the case number, click the **[Find This Case]** button. If the case number is valid, the Next button is active. Click on the **[Next]** button to continue.

Verification Screen
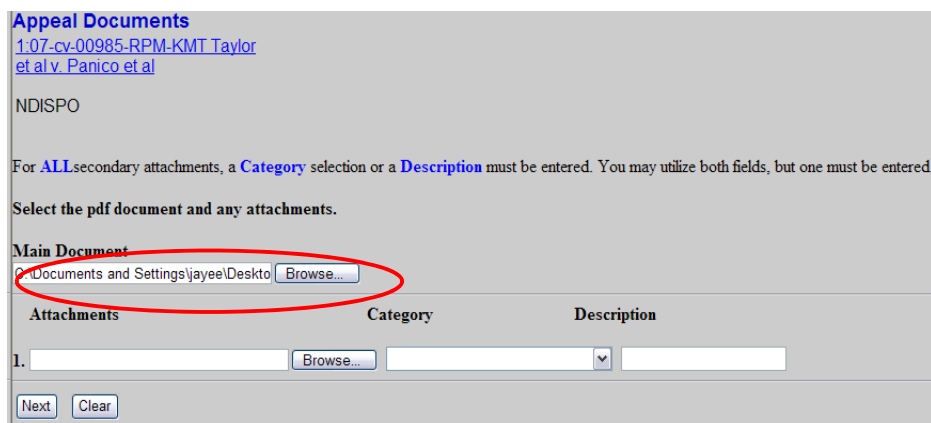
A verification screen is displayed. Verify the case is the correct case for filing the Notice of Appeal. Click the **[Next]** button.

Attaching the Notice of Appeal

Browse for the main document to upload. The court recommends you open the PDF document to review before attaching. Browse for, review, and attach any additional documents. In this example, there is only the main document. Click the **[Next]** button.

Select the Filer

The "Select the filer" screen is displayed. Select the party filing the document. In this example, the plaintiffs are filing the Notice of Appeal. Click the **[Next]** button.

Notice of Appeal Verification and Linkage Message Screen

A verification screen is displayed and a note reminding the filer to link the Notice of Appeal they are filing to the appropriate order and/or judgment in the upcoming screens. Click the **[Next]** button.
.

Linkage Prompt Screen

The Notice of Appeal will need to be linked to the appropriate order and/or judgment. Click the **check box** to the left of the message "Should the document you are filing link to another document in this case?" **Click on the** [Next] **button.**

Selecting the Document to Link

All of the documents filed in the case will display with check boxes. You will need to scroll to the appropriate document to link to. This example has over 200 documents filed and our example shows a partial list. The document we want to link to is #200. After checking the check box, click the **[Next]** button.

Appeal Documents
1:07-cv-00985-RPM-KMT Taylor et
al v. Panico et al

NDISPO

Select the appropriate event(s) to which your event relates:

☐ 05/11/2007 1   COMPLAINT against Carol Dopkin Real Estate and Ranch, Inc., David E.K. Panico, Janice L. Panico, Carol Dopkin (Filing fee $ 350, Receipt Number COX001346) Summons issued, filed by Martha A. Cesery Taylor, Walter Q. Taylor. (Attachments: # 1 E xh 1# 2 Exh 2# 3 Exh 3# 4 Exh 4# 5 Civil Cover Sheet # 6 Receipt)(llr,) (Entered: 05/14/2007)

☐ 05/15/2007 2   ORDER REGARDING CUSTODY OF EXHIBITS AND DEPOSITIONS. Any exhibits and depositions to be used during this case, counsel for the parties shall obtain such exhibits and depositions from the Court within 30 days after any judgment is entered or closure o f the case. Counsel shall retain same for 60 days beyondthe later of the time to appeal or conclusion of any appellate proceedings. Failure to retrieve exhibits and depositions in conformance with this Order may result in their destruction. Signed b y Judge Marcia S. Krieger on 5/15/07. (dln,)

☐ 05/16/2007 3   ORDER OF REFERENCE TO MAGISTRATE JUDGE AND LETTER TO COUNSEL. CASE referred to Magistrate Judge Craig B Shaffer by Judge Krieger. (dln,)

☐ 05/21/2007 4   ORDER setting Rule 16(b) Scheduling Conference and Rule 26(f) Planning Meeting set for 7/18/2007 09:15 AM in Courtroom A 402 before Magistrate Judge Craig B Shaffer. Signed by Magistrate Judge Craig B Shaffer on 5/21/07. (dln,)

⬇

☐ 04/14/2009 199   MOTION for Hearing/Conference *Reschedule* by Plaintiffs Martha A. Cesery Taylor, Walter Q. Taylor. (Attachments: # 1 Proposed Order (PDF Only)) (Messall, Rebecca) *(Terminated)*

☑ 04/14/2009 200   Partial JUDGMENT Pursuant to Fed.R.Civ.P. 54(B): Upon a finding that there is no just reason for delay in entering judgment as to some of the parties here, judgment is hereby entered pursuant to Fed.R.Civ.P. 54(b) in favor of Defendants Carol Dopkin and Carol Dopkin Real Estate and Ranch, Inc., and against Plaintiffs, martha A. Cesery Taylor and Walter Q. Taylor, with costs pursuant to Fed.R.Civ.P. 54(d)(1), by Judge Marcia S. Krieger on 04/14/09. (wjc,)

☐ 04/14/2009 201   ORDER denying 199 Motion for Hearing/Conference Reschedule. No good cause has been shown for granting the relief requested. by Judge Marcia S. Krieger on 4/14/09.TEXT ONLY ENTRY - NO DOCUMENT ATTACHED (msksec,)
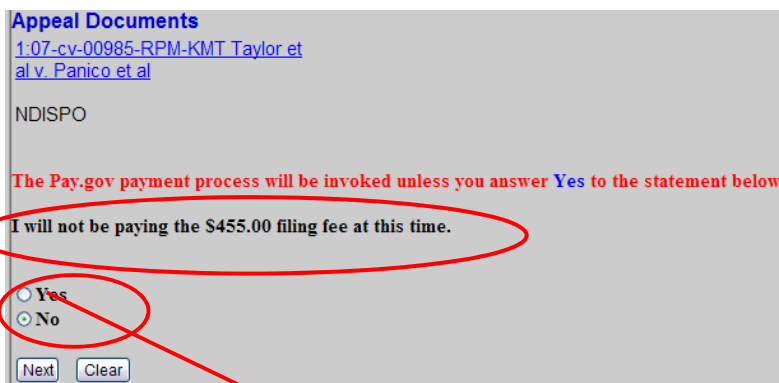
⬇

☐ 10/13/2009 228   MINUTE ORDER denying 225 Motion to Withdraw as Counsel for Plaintiffs, based on the history of the case and the proximity of the trial. By Magistrate Judge Kathleen M. Tafoya on 10/13/09.TEXT ONLY ENTRY - NO DOCUMENT ATTACHED (kmtlc1)

[Next] [Clear]

Pay.gov prompt

A screen is displayed indicating the Pay.gov payment process will be invoked unless you change the answer from "No" to "Yes." Pursuant to FRAP Rule 3(e), Payment of Fees, "Upon filing a notice of appeal, the appellant must pay the district court all required fees.". Some circumstances where a "Yes" prompt may apply is the appeal is being filed by a US government agency, the FDIC, Federal Public Defender, CJA appointed counsel; a motion to proceed in forma pauperis (IFP) has been or will be filed; or the appellant is proceeding pursuant to 38 U.S.C. § 4323(h).

Click the appropriate radio button and then click on the **[Next]** button.

NOTE: If you selected "Yes", skip to page 10 as the Pay.gov screens will NOT be displayed.

Notice of Appeal Fee Notice Screen

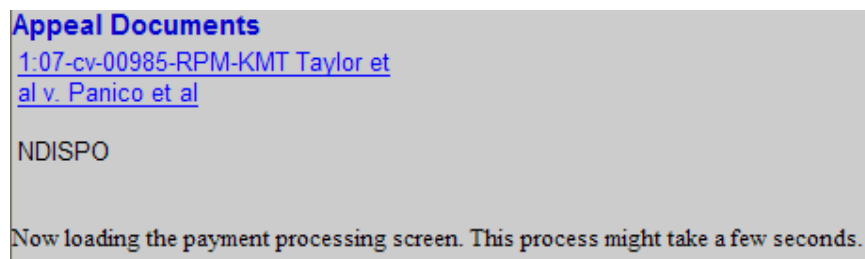A screen is displayed showing the Notice of Appeal fee. Click the **[Next]** button.

Pay.gov Loading Screen Message

After the fee notice screen is displayed and you selected "No" on the fee prompt screen, ECF will load the Pay.gov payment site so the filing fee can be paid.

Pay.gov Payment Screen

The Pay.gov site displays the "Online Payment" screen with two options. Option one is to pay by check [ACH Debit -**A**utomated **C**learing **H**ouse debit from a checking or money market type of account.] Option two is to use a credit card to pay the fee.

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

This item is payable by Bank Account Debit (ACH) or Plastic Card (ex: VISA, Mastercard, American Express, Discover)

Option 1: Pay Via Bank Account (ACH) About ACH Debit

Required fields are indicated with a red asterisk *

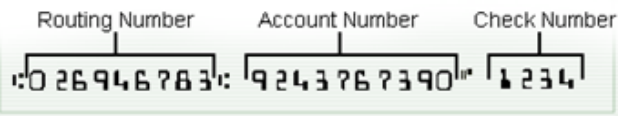Account Holder Name: jy-atty-test *

Payment Amount: $455.00

Account Type: [▼] *

Routing Number: [ ] *

Account Number: [ ] *

Confirm Account Number: [ ] *

Check Number: [ ]

| Routing Number | Account Number | Check Number |

⑈0 26 9 46 78 3⑈: ⑈9 24 3 76 7 390⑈ ⑈1 234⑈

Payment Date: 02/08/2012

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

[Continue with ACH Payment] [Cancel]

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.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: jy-atty-test *

Payment Amount: $455.00

Billing Address: 901 19th St *

Billing Address 2: [ ]

City: [ ]

State / Province: [------ ▼]

Zip / Postal Code: 80294

Country: [United States ▼] *

Card Type: [▼] * VISA MasterCard AMEX DISCOVER

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.

[Continue with Plastic Card Payment] [Cancel]

This documentation will detail credit card option. Again you have a choice as to one of the two options for payment.

Credit Card Payment Example

On the credit card entry screen, some data fields are pre-populated with information from ECF. The remaining "required" fields will need to be entered. The "required" fields are noted with a **red** asterisk (*) to the right of each field.
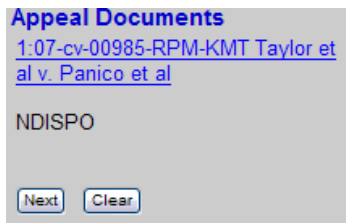
After the "required" fields have been entered and reviewed, [Click] the **[Continue with Plastic Card Payment]** button. You also have the option to click on the"Cancel" button to cancel the credit card payment process.

.
Authorization screen

The credit card process will display ***Address Information, Account Information, and Payment Information*** for you to review. In the E-mail Confirmation Receipt section, you can enter an e-mail address and any cc'd e-mail addresses. Finally, in the Authorization and Disclosure section, you **must** check the authorization check box.   **[Click]** on the **[Submit Payment]** button to submit the transaction.

Final Verification Screen

After paying the fee, a final verification screen is displayed. Click on the **[Next]** button.
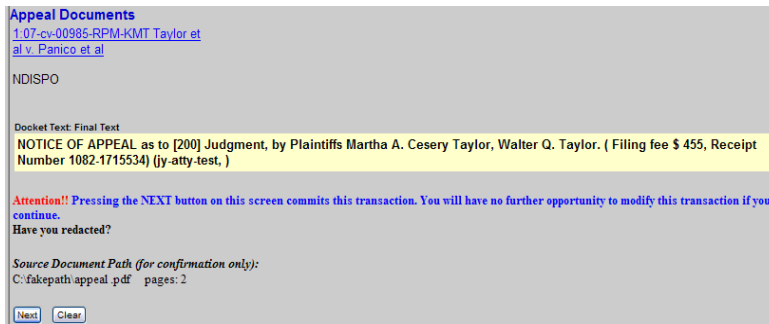
Appeal Documents
1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al

NDISPO

[Next] [Clear]

The final warning screen is displayed. After review and if it's acceptable, click on the **[Next]** button**.**

Appeal Documents
1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al

NDISPO

Docket Text: Final Text
NOTICE OF APPEAL as to [200] Judgment, by Plaintiffs Martha A. Cesery Taylor, Walter Q. Taylor. (Filing fee $ 455, Receipt Number 1082-1715534) (jy-atty-test,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\appeal .pdf   pages: 2

[Next] [Clear]

The receipt/confirmation is displayed. The filing is completed.

Appeal Documents
1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al

NDISPO

U.S. District Court

District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was entered by jy-atty-test, on 2/7/2012 at 12:17 PM MST and filed on 2/7/2012
Case Name: Taylor et al v. Panico et al
Case Number: 1:07-cv-00985-RPM-KMT
Filer: Martha A. Cesery Taylor
                      Walter Q. Taylor
Document Number: 229

Docket Text:
NOTICE OF APPEAL as to [200] Judgment, by Plaintiffs Martha A. Cesery Taylor, Walter Q. Taylor. (Filing fee $ 455, Receipt Number 1082-1715534) (jy-atty-test,)

1:07-cv-00985-RPM-KMT Notice has been electronically mailed to:

Cherami Ball Costigan   cbc_balabanandlevinson.com@example.com

Harlan Peter Pelz (Terminated)   hpelz_fwlaw.com@example.com, jperalta_fwlaw.com@example.com, paralegal_fwlaw.com@example.com, rfox_fwlaw.com@example.com

Jon F. Sands   jsands_fslpc.com@example.com, ccross_fslpc.com@example.com, mmaclennan_fslpc.com@example.com

Kenneth L. Levinson   kll_balabanandlevinson.com@example.com

Kieran Anthony Lasater (Terminated)   klasater_fwlaw.com@example.com, paralegal_fwlaw.com@example.com, schiecuto_fwlaw.com@example.com

Rebecca S.R. Messall   rmessall_hackstaffgessler.com@example.com, lharness_hackstaffgessler.com@example.com, pwong_hackstaffgessler.com@example.com

Scott Eric Gessler   sgessler_hackstaffgessler.com@example.com, lharness_hackstaffgessler.com@example.com, pwong_hackstaffgessler.com@example.com

Timothy E. Whitsitt   whitsitt_roaringforklaw.com@example.com

William Blair Stanton   wstanton_fslpc.com@example.com, ccross_fslpc.com@example.com, mmaclennan_fslpc.com@example.com

1:07-cv-00985-RPM-KMT Notice has been mailed by the filer to:

The following document(s) are associated with this transaction: