

# CASE MANAGEMENT ELECTRONIC CASE FILES



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

FEBRUARY 2012

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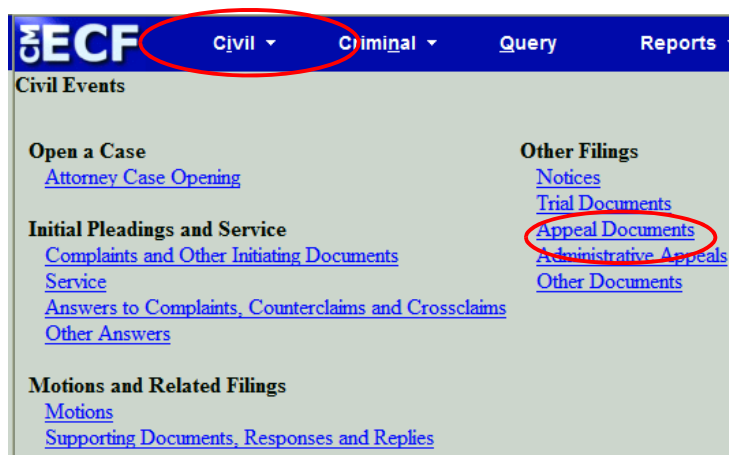
## Notice of Appeal and Pay.gov Overview

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.

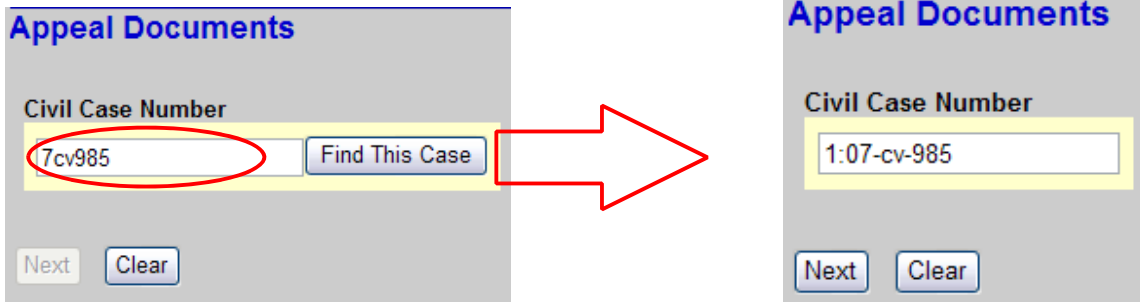


Select the **Notice of Appeal** event from the **Available Events**. After selection, the event(s) selected will display in the **Selected Event** box. Click on the **[Next]** button.



## Case Number Entry

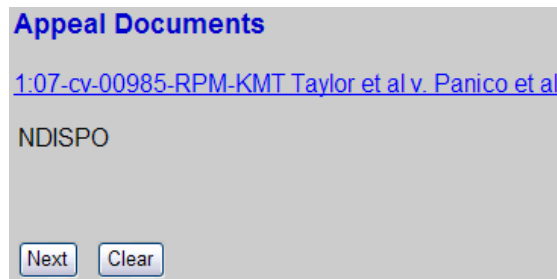
Enter the case number. After entering the case number, click the **[Find This Case]** button. If the case number is valid, the Next button is active. Click on the **[Next]** button to continue.



The image shows two screenshots of the 'Appeal Documents' form. The left screenshot shows the 'Civil Case Number' field with '7cv985' entered and circled in red. A red arrow points to the right screenshot, which shows the 'Civil Case Number' field with '1:07-cv-985' entered. Both screenshots show 'Find This Case', 'Next', and 'Clear' buttons.

## Verification Screen

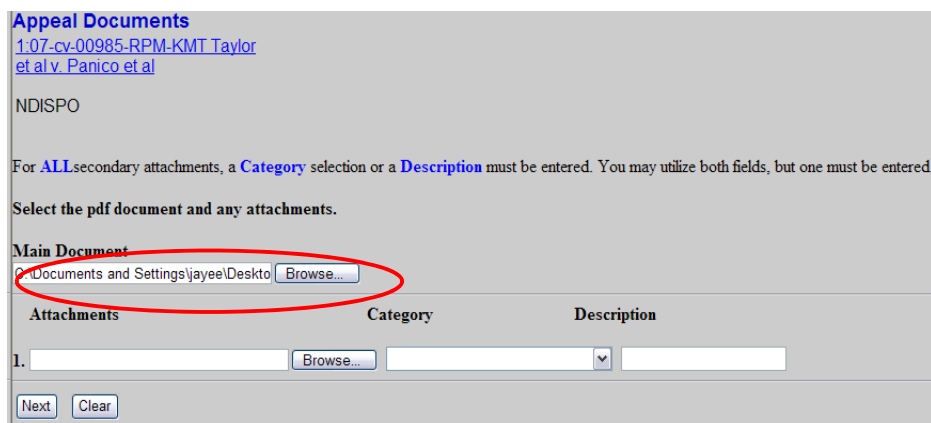
A verification screen is displayed. Verify the case is the correct case for filing the Notice of Appeal. Click the **[Next]** button.



The screenshot shows the 'Appeal Documents' verification screen. It displays the case number '1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al' and the document type 'NDISPO'. 'Next' and 'Clear' buttons are at the bottom.

## 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.



The screenshot shows the 'Appeal Documents' attachment screen. It displays the case number '1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al' and the document type 'NDISPO'. Below, there is a section for 'Main Document' with a 'Browse...' button circled in red. There is also a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'.

## 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.

**Appeal Documents**  
[1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al](#)

NDISPO

Pick Filer

[Collapse All](#) [Expand All](#)

- Carol Dopkin Real Estate and Ranch, Inc. (T)
- Carol Dopkin (T) dft
- David E.K. Panico dft
- Janice L. Panico dft
- Martha A. Cesery Taylor pla
- Walter Q. Taylor pla

**Select the Party:**

- Carol Dopkin Real Estate and Ranch, Inc. (T) [dft]
- Dopkin, Carol (T) [dft]
- Panico, David E.K. [dft]
- Panico, Janice L. [dft]
- Taylor, Martha A. Cesery [pla]
- Taylor, Walter Q. [pla]

Next Clear New Filer

## 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.

**Appeal Documents**  
[1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al](#)

NDISPO

**ATTENTION - Please remember to check the box on the next screen and link to the Order and or Judgment being appealed!!!**

Next Clear

## 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.**

**Appeal Documents**  
[1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al](#)

NDISPO

Should the document you are filing link to another document in this case?

Filed [ ] to [ ]

Documents [ ] to [ ]

Next Clear

## 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](#) Exh 1# [2](#) Exh 2# [3](#) Exh 3# [4](#) Exh 4# [5](#) Civil Cover Sheet # [6](#) Receipt)(lr, ) (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 by Judge Marcia S. Krieger on 5/15/07. (dlh, )
- 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. (dlh, )
- 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. (dlh, )



- 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, )

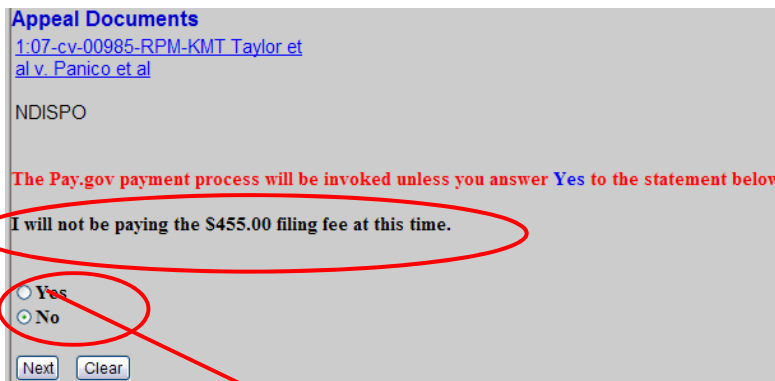


- 10/13/2009 [228](#) MINUTE ORDER denying [225](#) Motion to Withdraw as Counsel for Plaintiffs, based on the history of the case and the proximity of the trial. By Magistrate Judge Kathleen M. Tafoya on 10/13/09.TEXT ONLY ENTRY - NO DOCUMENT ATTACHED (kmtlc1)

## 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.

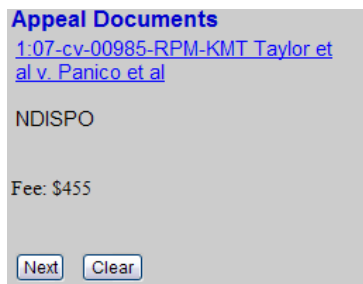


The screenshot shows a web form titled "Appeal Documents" with the case name "1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al" and the court "NDISPO". A red warning message states: "The Pay.gov payment process will be invoked unless you answer Yes to the statement below." Below this, the statement "I will not be paying the \$455.00 filing fee at this time." is circled in red. Underneath, the "No" radio button is selected and also circled in red. At the bottom are "Next" and "Clear" buttons. A red arrow points from the "No" button to the "NOTE" section below.

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

## Notice of Appeal Fee Notice Screen

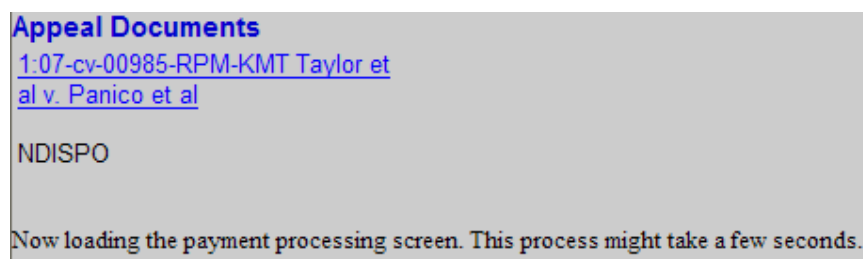
A screen is displayed showing the Notice of Appeal fee. Click the **[Next]** button.



The screenshot shows a web form titled "Appeal Documents" with the case name "1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al" and the court "NDISPO". Below this, it displays "Fee: \$455". At the bottom are "Next" and "Clear" buttons.

## 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.



The screenshot shows a web form titled "Appeal Documents" with the case name "1:07-cv-00985-RPM-KMT Taylor et al v. Panico et al" and the court "NDISPO". Below this, it displays the message: "Now loading the payment processing screen. This process might take a few seconds."

## 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 -Automated Clearing House 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:  \*

Payment Amount: \$455.00

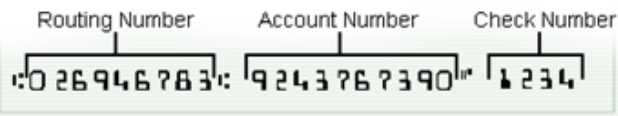
Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:



Payment Date: 02/08/2012

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

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

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$455.00

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.



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.

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: Denver

State / Province: Colorado - CO

Zip / Postal Code: 80294

Country: United States \*

Card Type: Visa \*

Card Number: 422222222222 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* [Help finding your security code](#)

Expiration Date: 03 / 2016 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic 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.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: jy-atty-test Billing Address: 901 19th St Billing Address 2: City: Denver State / Province: CO Zip / Postal Code: 80294 Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$455.00 Transaction Date and Time: 02/07/2012 14:13 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: jack\_yee@cod.uscourts.gov

Confirm Email Address: jack\_yee@cod.uscourts.gov

CC:  Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk \*

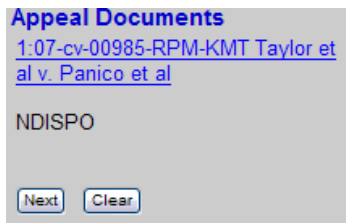
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

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.

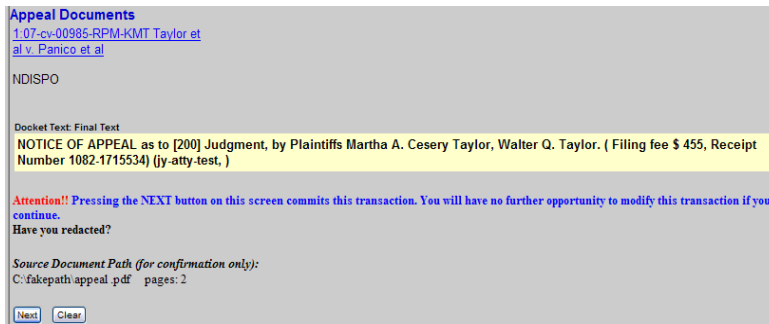
## Final Verification Screen

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

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

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, fox\_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 kl\_balabanandlevinson.com@example.com  
Kieran Anthony Lasater (Terminated) klasater\_fwlaw.com@example.com, paralegal\_fwlaw.com@example.com, schecuto\_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 sgersler\_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: