

Appellate ECF account holders may submit petitions for review and original proceedings without payment.

Instructions for Submitting Petition for Review or Original Proceeding without Payment

1. Turn off pop-up blockers in your browser.
2. Log in to NextGen CM/ECF.
3. Once the CM/ECF Startup Page appears, select Utilities.
4. Select Submit Petition for Review w/o Payment or Submit Original proceeding w/o Fee as appropriate.
5. The submission window will appear.
6. Read instructional text.
7. Enter a Description of the document
8. Select Browse.
9. Locate and Select the PDF document from your computer.
10. Select Open
11. The information will populate the Document panel
12. If you have additional documents to upload, repeat steps 7-10

The screenshot shows a web form for submitting a document. At the top, there is a 'Type' dropdown menu with 'Petition for Review w/o Payment' selected. Below it, the 'Amount' is displayed as '\$0.00'. A large light blue box titled 'Submit Documents' contains a 'Description' text input field and a 'Browse...' button. Below the 'Submit Documents' box is a 'Submit' button. Red boxes highlight the 'Description' field, the 'Browse...' button, and the 'Submit' button.

13. Once all documents have been uploaded, select Submit.
14. When your submission is complete, the fields will clear and you'll get a message:

The screenshot shows the same submission form as above, but after the document has been uploaded. The 'Description' text input field and the 'Browse...' button are now empty. Below the 'Submit Documents' box, the 'Submit' button is highlighted with a red box, and next to it is a message box with a blue information icon and the text 'Your submission is complete.'