

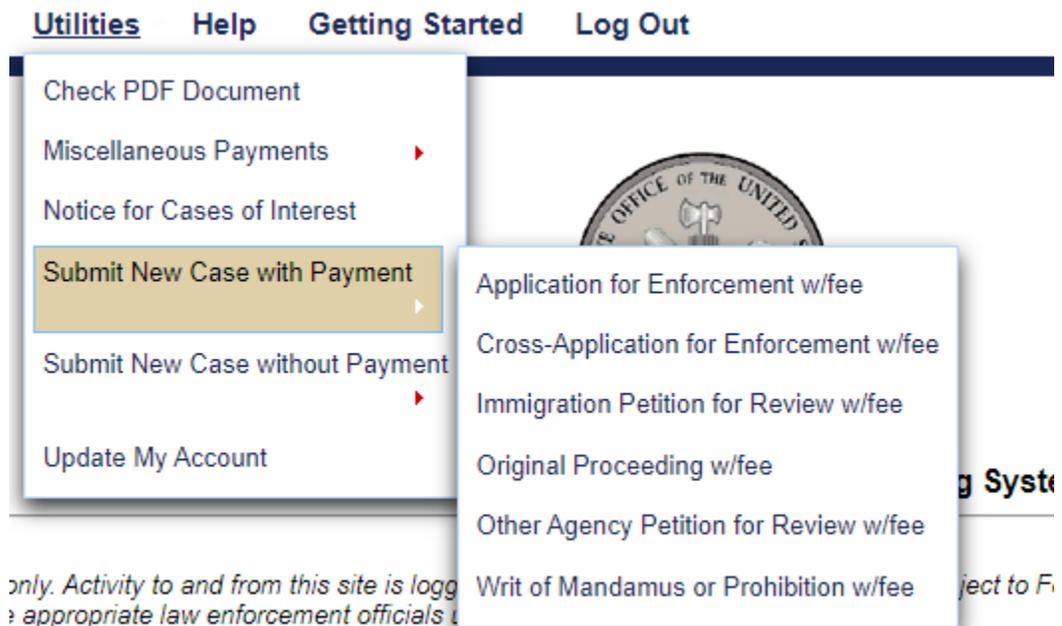
## Submit New Case with Fee Payment

Third Circuit Court of Appeals public filers may electronically submit an Immigration Petition for Review, Other Agency Petition for Review, Petition for Writ of Mandamus, Application and Cross Application for Enforcement of an Agency Order for filing with the court. Acceptable forms of payment are credit/debit or electronic check. Filers are required to comply with service of the filing in accordance with FRAP 25.

**If submitting a time sensitive emergency, please send an email to [emergency\\_motions@ca3.uscourts.gov](mailto:emergency_motions@ca3.uscourts.gov).**

**Turn off pop-up blocker in your browser.**

1. Log into Third Circuit Court of Appeals Electronic Filing System.
2. From the Startup page, select **Utilities** menu option.
3. Select the option **Submit New Case with Fee Payment**.
4. Select the type of document that is being submitted for filing.



5. Read and follow any instructional text that may be displayed.
6. Enter the 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 or to expedite.
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 **Pay Fee and Submit** button to launch the payment program.

CM/ECF Filing Reports ▾ Utilities ▾ Help Getting Started Log Out

**Immigration Petition for Review w/fee**

[Agency or Immigration Petition Instructions](#)

Although your submitted documents will be deemed received as of the date submitted, the Court will open your case within one business day. If you need immediate relief or verification of your submission before the next business day, you must send an email to [emergency\\_motions@ca3.uscourts.gov](mailto:emergency_motions@ca3.uscourts.gov).

To review your submission, choose Reports > Payment History Report.

Type  
Immigration Petition for Review (fee)

Amount  
\$500.00

Submit Documents

Description  
Additional Document  
Browse...

Pay Fee and Submit

13. You will be navigated to **PACER – Manage My Account**. Your **Username** should display, but you must enter your password for authentication and click the **Login** button to proceed with payment. Click the **Clear** button to re-enter **Username** and/or **Password**. Selecting the **Cancel** button may return an error in the browser. If you need to restart, close the browser and access the system again.

- PACER Links**
- Court Links
  - Search PACER Case Locator
  - Announcements
  - Frequently Asked Questions
  - Resources
  - Manage My Account

**MANAGE MY ACCOUNT**

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**

\* Required Information

**Username \*** SavanJonesii

**Password \*** .....

Not SavanJonesii? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

14. Complete the payment information and click **Next**.

**MANAGE MY ACCOUNT**

Welcome, Savannah Jones

<b>Account Number</b>	7038886
<b>Username</b>	SavanJonesii
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

**Pay Other Court Fee for U.S. Court Of Appeals, Third Circuit (test) - NextGen**

\* Required Information

**Payment Amount**

**Amount Due \*** \$500.00

**Select a Payment Method**

 Savannah Jones  
XXXXXXXXXXXX4747  
06/2023

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

15. Review payment information for accuracy.

**MANAGE MY ACCOUNT**

Welcome, Savannah Jones **Logout**

Account Number	7038866
Username	SavanJonesii
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

**Pay Other Court Fee for U.S. Court Of Appeals, Third Circuit (test) - NextGen**

**Payment Summary**

PAYMENT METHOD	PAYMENT DETAILS
 XXXXXXXXXXXX4747 06/2023  Savannah Jones 4444 Pickle Lane Philadelphia, PA 19177 USA	<b>Payment Amount</b> \$500.00 <b>Fee Type</b> Other Court Fee

16. Enter required **Court Specific** information.

**Court Specific**

Attorney Name *	<input type="text" value="Savannah Jones"/>
Contact Telephone Number *	<input type="text" value="215-555-5555"/>
Person Completing Transaction *	<input type="text" value="Amy Casper"/>

17. Review **Email Receipt** information for accuracy and modify, if needed.

**Email Receipt**

Email	<input type="text" value="ca3tester@gmail.com"/>
Confirm Email	<input type="text" value="ca3tester@gmail.com"/>
Additional Email Addresses	<input type="text"/>

18. Place a checkmark in the **Authorization** box and click the **Submit** button.

The screenshot shows a light blue box with a title bar that says "Authorization". Inside the box, there is a checked checkbox followed by the text "I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*". Below this text is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom of the box are three buttons: "Submit", "Back", and "Cancel".

19. The **Payment Successful** information will display and after waiting 30 seconds you will be returned to Third Circuit Court of Appeals CM/ECF. If you are not redirected, click the **Submit** button.

The screenshot shows a blue header bar with the text "Pay Other Court Fee for U.S. Court Of Appeals, Third Circuit (test) - NextGen". Below the header is a white box with a title bar that says "Payment Successful". The main text in the box reads: "Your payment was successful. You will now be redirected back to U.S. Court Of Appeals, Third Circuit (test) - NextGen to view your receipt or complete your transaction." Below this is a warning: "If you are not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this may result in multiple charges." At the bottom of the box is a final instruction: "If this problem continues to occur, please contact the court." At the bottom center of the entire form is a "Submit" button.

20. Receipt of payment will display, and you can print for your information.

The screenshot shows the top of a web page with the logo "CM ECF" and a navigation menu with links for "Filing", "Reports", "Utilities", "Help", "Getting Started", and "Log Out". Below the navigation is a large white box with a dark blue border. Inside the box, the text reads: "Your payment is complete. [Print](#) the payment receipt." Below this text is a table with the following information:

Receipt	A03-58271-938
Payment Date	04/28/2020
Amount	\$500.00
Fee Type	Immigration Petition for Review (fee)

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

The screenshot shows the CM ECF website interface. The navigation bar includes 'Filing', 'Reports', 'Utilities', 'Help', 'Getting Started', and 'Log Out'. The 'Reports' menu is open, showing options for 'PACER Report', 'Payment History Report' (which is highlighted), and 'Service List'. Below the menu, a message states 'Your payment is complete.' followed by a partially visible link. A payment summary table is also visible:

Receipt	A03-58271-938
Payment Date	04/28/2020
Amount	\$500.00
Fee Type	Immigration Petition for Review (fee)

22. A list of 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
	04/28/2020 08:56:59	<a href="#">Immigration Petition for Review (fee)</a>	credit card	A03-58271-938	\$500.00

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

The screenshot shows the CM ECF website navigation bar with 'Filing', 'Reports', 'Utilities', 'Help', 'Getting Started', and 'Log Out'. The 'Log Out' button is highlighted with a red rectangular box.