

SUPREME COURT OF THE UNITED STATES

ELECTRONIC FILING SYSTEM QUICK START GUIDE



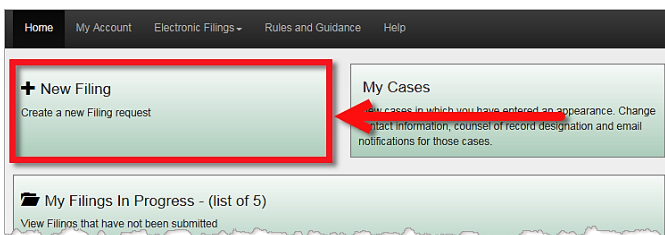
SUBMITTING A FILING IN A NEW CASE

ABOUT NEW CASES

This part of the Reference Guide addresses how to submit a filing in a new case, i.e., a case that has not yet been assigned a docket number. By way of example, this part addresses how to submit a Petition for a Writ of Certiorari. The process for submitting a Jurisdictional Statement, a Petition for an Extraordinary Writ, a Motion for Leave to File a Bill of Complaint, or an Application not connected to an existing case is very similar.

STEP 1. ADD FILING INFORMATION

1. From the [ELECTRONIC FILING HOME PAGE](#), click on the [NEW FILING](#) button.



2. For the question, “Is this filing in a case that has been accepted for filing and given a case number?” click [No](#) to continue.
3. For the [FILING TYPE](#), select [PETITION FOR A WRIT OF CERTIORARI](#).
4. Select the [ORIGINATING COURT SYSTEM](#).
5. Enter the [PARTY](#) and [LOWER COURT](#) information as required.
6. Review the options at the bottom of the page and select those that apply to the filing.

STEP 2. REVIEW & UPDATE YOUR CONTACT INFORMATION

The system uses the contact information that is associated with your electronic filing account to populate the [ATTORNEY FOR PETITIONER](#) page. If

your contact information for this case is different, make the appropriate changes in this filing.

If applicable, indicate whether you are counsel of record and whether you have been appointed under the Criminal Justice Act for this case.

Note:

Changes made to your contact information within a filing will only be applied in that filing. If you would like to update your contact information for future filings, go to [MY ACCOUNT](#) to update.

STEP 3. ATTACH PDF/A DOCUMENTS

Each document that you plan to submit must meet the following system requirements:

- [FILE FORMAT](#): each document should be in a [TEXT SEARCHABLE PDF/A](#) format.
- [FILE SIZE](#): each document cannot exceed [100 MB](#) in size. If a particular document is larger than 100 MB, break it up into multiple PDF/A files.
- [FREE OF VIRUSES AND MALWARE](#): Documents containing viruses or malware will be quarantined and deleted, and will not be accepted for filing.

To upload your documents:

1. From the [DOCUMENT TYPE](#) drop-down menu, select [PETITION](#).
2. Click [SELECT FILES](#), and locate the PDF/A document of your petition. Click on that file and click [OPEN](#).
3. Click [UPLOAD](#).
4. Repeat steps 1-3 for each of the other documents that are part of the filing (e.g.,

Appendix, Motion to Proceed in Forma Pauperis, Certificate of Service, Proof of Word Count).

5. Check the following on the [DOCUMENTS LIST](#):

- **UPLOADED DOCUMENTS:** Confirm that you uploaded all documents that were part of your paper filing.
- **DOCUMENT TYPE:** Check the document type of each of your documents. If you selected the wrong document type, you can change it.

6. Click [SAVE AND NEXT](#) to continue with Step 4.

STEP 4. SET UP EMAIL NOTIFICATIONS

The system gives you the option to have other attorneys and legal professionals who are working on the case receive email updates when there is activity in the case.

Note:

Notifications should **ONLY** be sent to other legal professionals who are working on the case.

Set up email notifications as needed. You must click the [SAVE](#) button for each new email address.

STEP 5. REVIEW & SUBMIT YOUR FILING

1. Review the filing information.
2. Make any corrections as necessary.
3. Confirm that the Virus Scan Status for each document reads [VIRUS SCAN COMPLETED](#). It may take several minutes for the virus scan to finish.

Note:

The system will not display a work-in-progress percentage of the virus scan progress. It will only provide information on whether the process is complete or not.

4. Click [SUBMIT ELECTRONIC FILING REQUEST](#) to submit the filing.

STEP 6. PAYMENT

If your filing requires a payment, send a check along with the paper filing to:

Supreme Court of the United States
Clerk's Office
1 First Street, NE
Washington, DC 20543

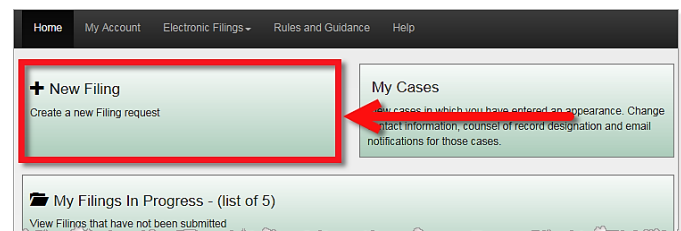
SUBMITTING A FILING IN A DOCKETED CASE

Attorneys are required to enter a notice of appearance through the electronic filing system before filing most documents. For case-initiating documents (e.g., cert petitions, jurisdictional statements, extraordinary writs and applications not filed in existing cases), the act of filing the document itself will serve as a notice of appearance. But in order to file any documents in a case that is already on the docket, a separate notice of appearance must first be filed through the electronic filing system.

The notice of appearance is generated entirely through the electronic filing system, and no separate PDF/A document needs to be created or uploaded. The same is true for a withdrawal of appearance.

STEP 1. ENTER A NOTICE OF APPEARANCE

1. From the [HOME PAGE](#), click on the [NEW FILING](#) button.

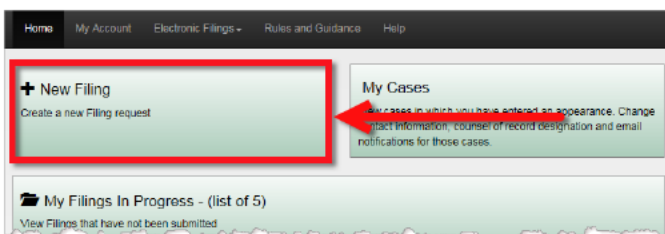


2. For the question, “Is this filing in a case that has been accepted for filing and given a case number?” click [YES](#) to continue.
3. Enter the [CASE NUMBER](#).

4. Select [NOTICE OF APPEARANCE](#) as the [FILING TYPE](#).
5. Select the [PARTY](#) you represent. If your party or parties do not appear on the dropdown menu, you can enter them manually in the [PARTY NAME](#) field.
6. Review your contact information.
7. If needed, set up email notifications to other attorneys and legal professionals who are working on the case.
8. Review and submit your Notice of Appearance.

STEP 2. SUBMIT THE FILING

1. From the [ELECTRONIC FILING HOME PAGE](#), click on the [NEW FILING](#) button.

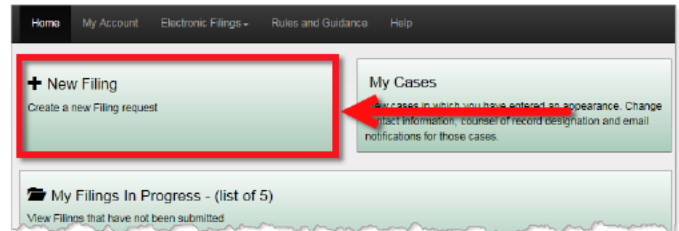



2. For the question, "Is this filing in a case that has been accepted for filing and given a case number?" click [YES](#) to continue.
3. Enter the [CASE NUMBER](#).
4. Select the [FILING TYPE](#).
5. From the [DOCUMENT TYPE](#) dropdown menu, select the type of document you are going to upload (e.g., brief, appendix, proof of service).
6. Click [SELECT FILES](#), and locate the PDF/A document of your petition. Click on that file and click [OPEN](#).
7. Click [UPLOAD](#).
8. Repeat steps 5-7 for each of the other documents that are part of the filing.
9. Review and submit your filing.

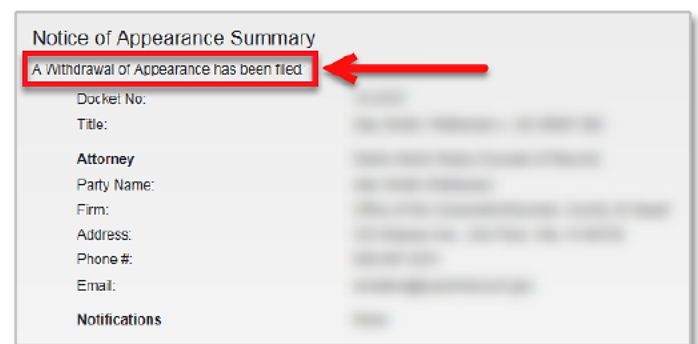
SUBMITTING A WITHDRAWAL OF APPEARANCE

To withdraw an appearance:

1. Click on the [NEW FILING](#) button from the [HOME PAGE](#).



2. For the question, "Is this filing in a case that has been accepted for filing and given a case number?" click [YES](#) to continue.
3. Enter the [CASE NUMBER](#), and then click [SEARCH](#).
4. Click the [VIEW](#) button  to select the case.
5. Select [WITHDRAWAL OF APPEARANCE](#) as the [FILING TYPE](#).
6. Click the [SUBMIT WITHDRAWAL REQUEST](#) button.
7. When the system processes the filing, the Notice of Appearance Summary page will display a notification at the top of the page.



VIEW A LIST OF YOUR FILINGS

1. The [ALL MY FILINGS](#) section of the [HOME PAGE](#) includes a list of the last 20 filings that you submitted through the electronic filing system. You can also see a complete list of filings you submitted or perform a search to locate a subset of those filings: from the [HOME PAGE](#),

click on the [ELECTRONIC FILINGS](#) top menu and select [SEARCH ELECTRONIC FILING](#) from the list.



2. Enter the Docket number, Title, and/or use the other filters to conduct your search.

3. Click the [SEARCH](#) button to continue.

When you open your filing, the Summary page will be displayed.

MANAGING YOUR ACCOUNT

UPDATING YOUR ACCOUNT INFORMATION

1. Click on [MY ACCOUNT](#) from the top navigation menu, or click on [WELCOME](#) from the top-right of the page.



[MY PROFILE](#) page will be displayed.

2. To make any changes to your account, use the menu on the left side of the page. Changes

made here will apply to future filings, but will not affect contact information for existing cases. Changes entered here will be forwarded to the Admissions Office roster of Bar members.

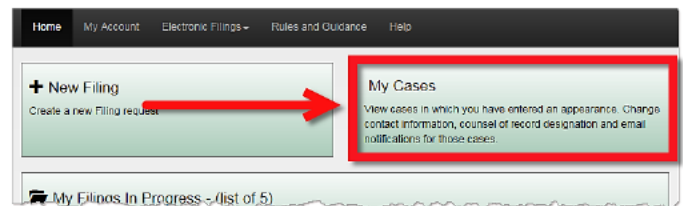
3. Name changes cannot be implemented through the electronic filing system. Contact the Admissions Office if you wish to inform the Court of a name change.


UPDATING INFORMATION FOR EXISTING CASES

To update contact information for an existing case (for example, if you have changed law firms but still represent the same party in a case), you must edit your information on the notice of appearance for that case.

To update a notice of appearance:

1. From the [HOME PAGE](#), click the [MY CASES](#) button.



2. From the [MY CASES](#) page, locate the notice of appearance you plan to update, and then click the [VIEW](#) button  to open it.



3. The [NOTICE OF APPEARANCE SUMMARY PAGE](#) will be displayed.

Notice of Appearance Summary

*This Notice of Appearance was submitted.

Docket No: [blurred]

Title: [blurred]

Attorney  


Party Name: [blurred]


Firm: [blurred]

Address: [blurred]

Phone #: [blurred]

Email: [blurred]

Notifications 

4. Click on the [EDIT](#)  button next to the [ATTORNEY](#) heading.
5. Make the necessary changes, and then, click the [SAVE & NEXT](#) button.

The [SUMMARY](#) page will display the updated information.

GETTING HELP

CLERK'S OFFICE

For assistance with electronic filing, please review our [FREQUENTLY ASKED QUESTIONS](#), or contact the Clerk's Office:

- **EMAIL:** efilingsupport@supremecourt.gov
- **PHONE:** 202-479-5660

HOURS OF OPERATION:

The hours of operation are Monday – Friday
9 a.m. to 5 p.m. ET