



Supreme Court of the United States

Electronic Filing System User Guide

TABLE OF CONTENTS

Part 1: The Electronic Filing System

I. Electronic Filing Policies and Procedures	1-1
II. Creating Your Account	1-1
III. Accessing the Electronic Filing Application.....	1-3
IV. The Home Page.....	1-4

Part 2: Submitting a Filing in a New Case

I. About New Cases	2-1
II. Submitting a Petition for a Writ of Certiorari	2-1
1. Add Filing Information	2-1
A. Cases From Federal Courts.....	2-2
B. Cases From State Courts.....	2-4
2. Review & Update Your Contact Information	2-5
3. Attach PDF/A Documents	2-6
4. Set up Email Notifications.....	2-7
5. Review & Submit the Filing.....	2-7
6. Submit Your Payment	2-8
III. Filing an Application Not in Connection With an Existing Case	2-9
1. Add Filing Information	2-9
2. Review & Update Your Contact Information	2-10
3. Attach PDF/A Documents	2-11
4. Set up Email Notifications.....	2-12
5. Review & Submit the Filing.....	2-12

Part 3: Working With a Notice of Appearance

I. About Notices of Appearance.....	3-1
II. Entering a Notice of Appearance	3-1
III. Updating a Notice of Appearance.....	3-5
IV. Withdrawing a Notice of Appearance.....	3-7

Part 4: Submitting a Filing in a Docketed Case

I. Submitting Filings in Docketed Cases.....	4-1
II. Submitting a Brief	4-1

Part 5: Managing Your Account

I. Updating Your Account Information.....	5-1
Accessing Your Account	5-1
Updating Your Name.....	5-2
Changing Your Password.....	5-2
Changing Your Security Questions.....	5-3
II. Updating Your Contact Information	5-4
Updating Your Address for Future Cases.....	5-4
Updating Your Phone Number.....	5-5
Updating Your Contact Information for a Filed Case.....	5-5
III. Managing Your Email Addresses.....	5-6
Updating Your Primary Email Address.....	5-6
Adding an Email Address	5-7
Deleting an Optional Email Address	5-8

Part 6: Getting Help

Forgot Your Password?	6-1
Forgot Your Username?	6-3

Appendices

A. Password Requirements	A-1
B. Uploading PDF/A Documents	B-1
Document Requirements.....	B-1
C. Working with the Document List.....	C-1
Rearranging the Documents.....	C-2
Remove a Document.....	C-2
Change Document Types	C-3
D. Setting up Email Notifications	D-1
Editing Email Notifications.....	D-1

Deleting an Email Notification	D-2
E. Final Review of the Filing	E-1
Reviewing the Filing	E-1
Submitting the Filing	E-2
Deleting a Filing that has not been Submitted	E-3
F. Reviewing The Status of Your Filing.....	F-1
Accessing Your Filings	F-1
Docket Sheets	F-2
Resubmitting a Rejected Filing	F-3

Part 1:

The Electronic Filing System

I. ELECTRONIC FILING POLICIES AND PROCEDURES

Guidelines for the Submission of Documents to the Supreme Court’s Electronic Filing System and other guidance can be found on the Supreme Court website:

<https://www.supremecourt.gov/filingandrules/electronicfiling.aspx>

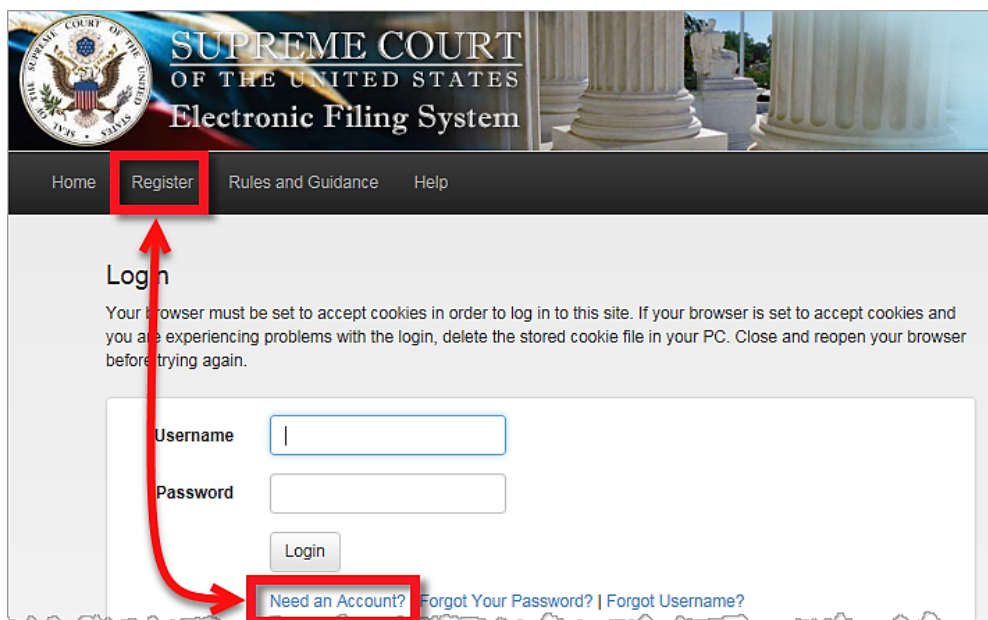
II. CREATING YOUR ACCOUNT

STEP 1. SUBMIT YOUR ACCOUNT REQUEST

1. Go to this website:

<https://file.supremecourt.gov>

2. From the Home page, click on **REGISTER** on the top navigation menu or the **NEED AN ACCOUNT?** link.



3. Enter the information as requested on the form.

Note:

If you are registering as a member of the Supreme Court Bar, you will be asked to select the “Certification State.” This is the state that was listed on your bar admission certificate.

4. Submit your account request for approval.

You will be notified via email when your account has been reviewed by the Clerk’s Office.

STEP 2. **VALIDATE YOUR ACCOUNT**

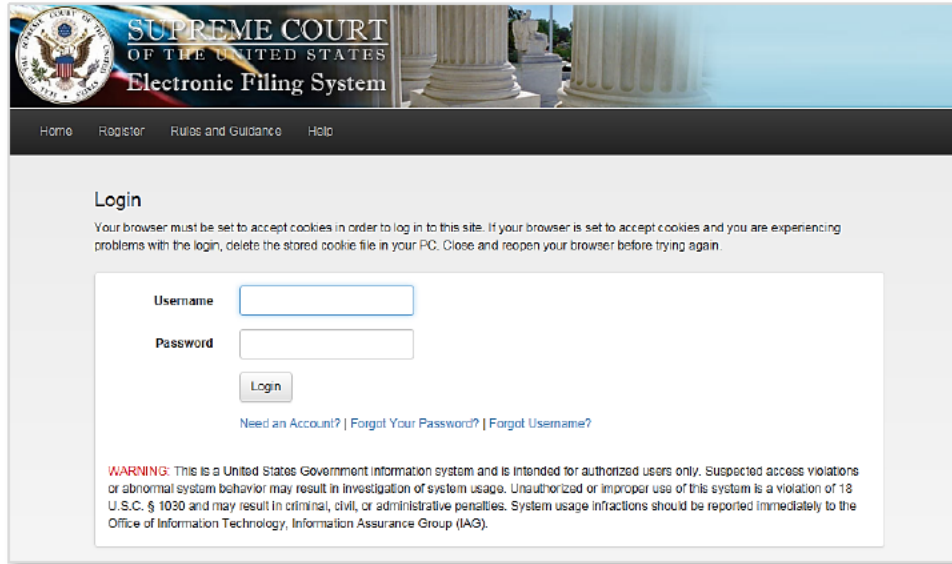
Once your registration request has been approved, the next and final step of the registration process is to [VALIDATE YOUR ACCOUNT](#).

To validate your account, click on the link from the email notification.

III. ACCESSING THE ELECTRONIC FILING APPLICATION

1. To access the electronic filing system, go to this website:

<https://file.supremecourt.gov>



The screenshot shows the login page for the Supreme Court of the United States Electronic Filing System. At the top left is the Supreme Court seal. The header text reads "SUPREME COURT OF THE UNITED STATES Electronic Filing System". Below the header is a navigation bar with links for "Home", "Register", "Rules and Guidance", and "Help". The main content area is titled "Login" and includes a message: "Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." Below this message is a login form with two input fields: "Username" and "Password". A "Login" button is positioned below the password field. Underneath the button are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom of the form area is a "WARNING" section: "WARNING: This is a United States Government information system and is intended for authorized users only. Suspected access violations or abnormal system behavior may result in investigation of system usage. Unauthorized or improper use of this system is a violation of 18 U.S.C. § 1030 and may result in criminal, civil, or administrative penalties. System usage infractions should be reported immediately to the Office of Information Technology, Information Assurance Group (IAG)."

2. Enter your **USERNAME** and **PASSWORD** and click **LOGIN**.

Note:

*Your account will be **LOCKED** if you enter the wrong password more than five times in a row. To unlock your account, contact eFiling Support at (202) 479-5660.*

IV. THE HOME PAGE

THE HOME PAGE:

The screenshot shows the home page of the Supreme Court of the United States Electronic Filing System. The header includes the court's seal and the text "SUPREME COURT OF THE UNITED STATES Electronic Filing System". A navigation menu contains links for Home, My Account, Electronic Filings, Rules and Guidance, and Help. The main content area is divided into several sections: "New Filing" (with a plus icon and a description to create a new filing request), "My Cases" (with a description to view cases where an appearance has been entered), "My Filings In Progress - (list of 5)" (with a description to view filings not yet submitted and a "See More..." link), and "All My Filings (list of 20)" (with a description to view submitted and filed filings). The "All My Filings" section includes a table with columns for Date, Docket #, Filing Type, Title, and Status. A "See More..." link is also present at the bottom right of this section.

- A. **WELCOME <USER NAME>**: Clicking on your name gives you access to your account profile.
- B. **SIGN OUT**: Click on this link to log off of the system.
- C. **NAVIGATION MENU**: These links provide access to various parts of the system.
- D. **NEW FILING**: Click this button to start a new filing.
- E. **MY CASES**: Click this button to view cases in which you have filed a notice of appearance. From this page you can update your contact information for a particular case, change your counsel of record designation for a case, or add email notifications to a case.
- F. **MY FILINGS IN PROGRESS**: This section lists filings that have been started but not yet submitted.
- G. **ALL MY FILINGS**: This section lists the last 20 filings that you have submitted. Click on the "See More..." link to see all filings or to conduct a search from among your filings.

**Part 2:
Submitting a Filing
in a New Case**

I. ABOUT NEW CASES

This part of the User Guide addresses how to submit a filing in a case that has not yet been given a docket number.

There are five general types of filings in new cases:

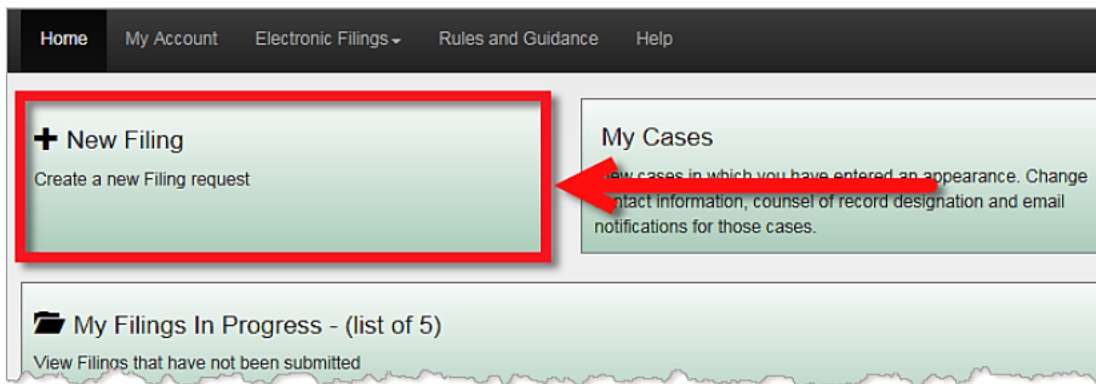
- Petition for a Writ of Certiorari
- Jurisdictional Statement
- Petition for an Extraordinary Writ
- Motion for Leave to File a Bill of Complaint
- Application

Section I of this Part addresses how to submit a Petition for a Writ of Certiorari. The process for submitting a Jurisdictional Statement, an Extraordinary Writ, or a Motion for Leave to File a Bill of Complaint is very similar. Section II addresses how to submit an Application that is not in connection with an existing case.

II. SUBMITTING A PETITION FOR A WRIT OF CERTIORARI

STEP 1. ADD FILING INFORMATION

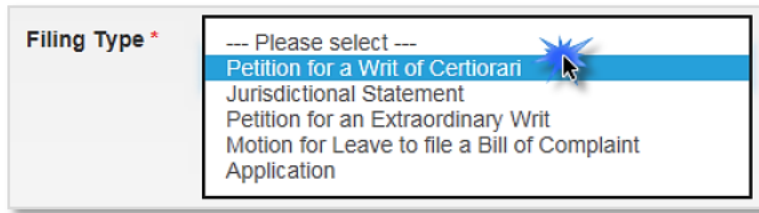
1. To start your filing click on the [NEW FILING](#) button on the [HOME PAGE](#).



2. For the question, “Is this filing in a case that has been accepted for filing and given a case number?” click [No](#).

A screenshot of a form titled 'New Filing'. The form has a subtitle: 'Start a new filing. Required fields are denoted with an asterisk (*).'. Below this is a question: 'Is this filing in a case that has been accepted for filing and given a case number? *'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected, and its radio button is highlighted with a red square. A red arrow points from the right towards the 'No' radio button.

3. Select the **FILING TYPE** from the list.



Filing Type *

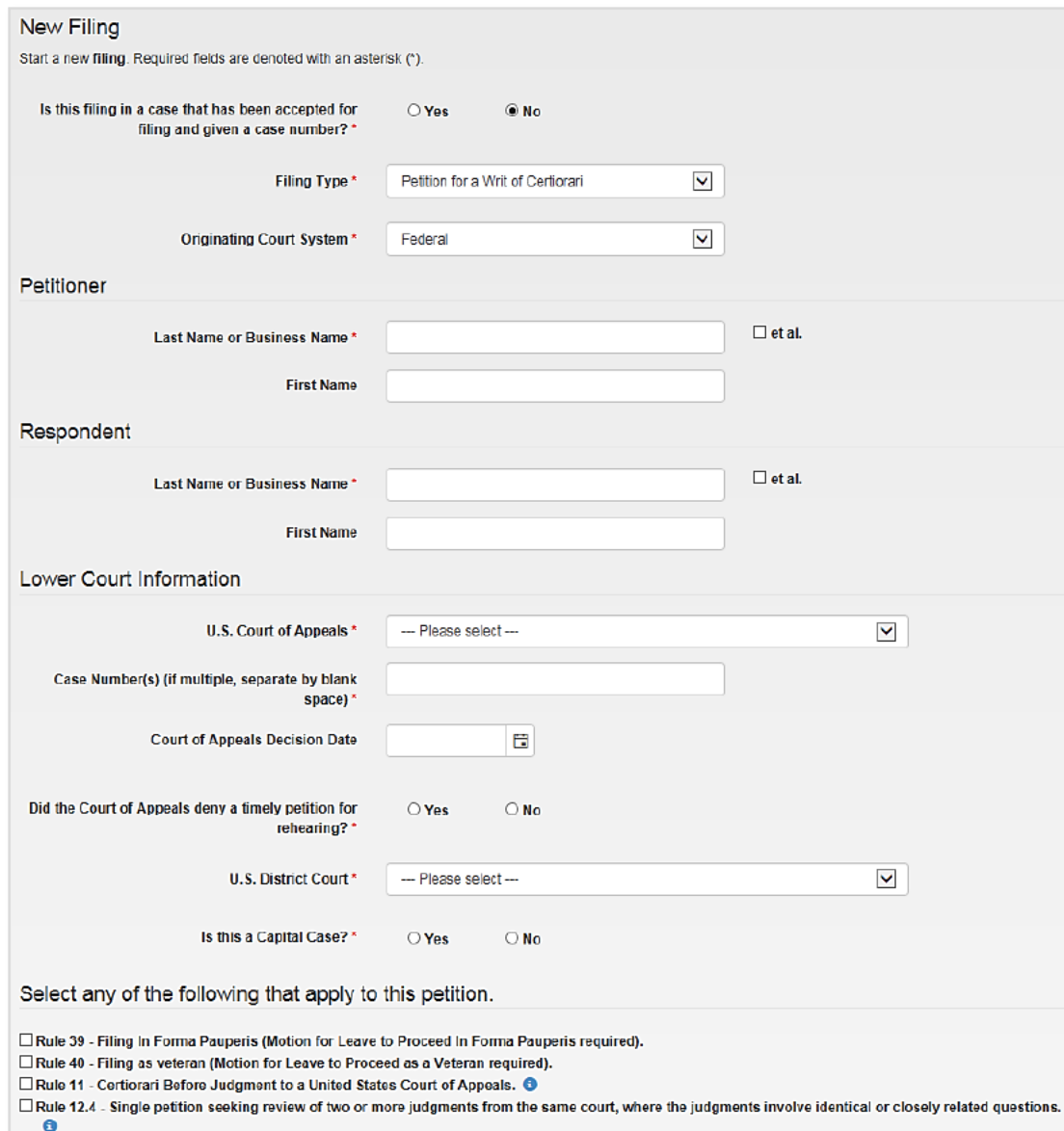
- Please select ---
- Petition for a Writ of Certiorari
- Jurisdictional Statement
- Petition for an Extraordinary Writ
- Motion for Leave to file a Bill of Complaint
- Application

4. Select the **ORIGINATING COURT SYSTEM** from the list.

Continue with the section below that corresponds to the appropriate originating court system.

A. CASES FROM FEDERAL COURTS

After selecting **FEDERAL** as the **ORIGINATING COURT SYSTEM**, the other fields on the form become visible.



New Filing
Start a new filing. Required fields are denoted with an asterisk (*).

Is this filing in a case that has been accepted for filing and given a case number? * Yes No

Filing Type * ▼

Originating Court System * ▼

Petitioner

Last Name or Business Name * et al.

First Name

Respondent


Last Name or Business Name * et al.

First Name

Lower Court Information

U.S. Court of Appeals * ▼

Case Number(s) (if multiple, separate by blank space) *

Court of Appeals Decision Date 

Did the Court of Appeals deny a timely petition for rehearing? * Yes No

U.S. District Court * ▼

Is this a Capital Case? * Yes No




Select any of the following that apply to this petition.

- Rule 39 - Filing In Forma Pauperis (Motion for Leave to Proceed In Forma Pauperis required).
- Rule 40 - Filing as veteran (Motion for Leave to Proceed as a Veteran required).
- Rule 11 - Certiorari Before Judgment to a United States Court of Appeals. ⓘ
- Rule 12.4 - Single petition seeking review of two or more judgments from the same court, where the judgments involve identical or closely related questions. ⓘ

1. Enter the [PETITIONER'S NAME](#) and [RESPONDENT'S NAME](#).
2. Check the [ET AL.](#) box if applicable.

Note:

Do not type "ET AL." as part of the Petitioner's or Respondent's names. Use the check box instead.

3. Select the [U.S. COURT OF APPEALS](#) from the drop-down list.
4. Enter the [CASE NUMBER\(S\)](#) from the court of appeals.
5. Enter the [COURT OF APPEALS DECISION DATE](#), or click the [CALENDAR](#) button  to select the date.
6. Select the appropriate response for the question, "Did the Court of Appeals deny a timely filed petition for rehearing?" If the answer this question is [YES](#), enter the [DATE OF THE COURT OF APPEALS RULING](#), or, click the [CALENDAR](#) button  to select the date.
7. Select the [U.S. DISTRICT COURT](#) from the list.
8. Select the appropriate response for the question, "Is this a Capital Case?" If it is a capital case, enter the [DATE OF EXECUTION](#), or click the [CALENDAR](#) button  to select the date.
9. Click on the checkbox for any rules that apply to the filing:
 - [RULE 39](#) - Filing in forma pauperis (Motion for Leave to Proceed in Forma Pauperis required).
 - [RULE 40](#) - Filing as veteran (Motion for Leave to Proceed as a Veteran required).
 - [RULE 11](#) - Certiorari before judgment to a United States court of appeals.
 - [RULE 12.4](#) - Single petition seeking review of two or more judgments from the same court, where the judgments involve identical or closely related questions.
10. Click [SAVE AND NEXT](#) to continue to Step 2.

B. CASES FROM STATE COURTS

After selecting [STATE](#) as the [ORIGINATING COURT SYSTEM](#), the other fields on the form become visible.

New Filing
Start a new filing. Required fields are denoted with an asterisk (*).

Is this filing in a case that has been accepted for filing and given a case number? * Yes No

Filing Type *

Originating Court System *

Petitioner

Last Name or Business Name * et al.

First Name

Respondent

Last Name or Business Name * et al.

First Name

Enter the State or Territory Information

State/Territory *

Is this a Capital Case? * Yes No

Select any of the following that apply to this petition.

Rule 39 - Filing In Forma Pauperis (Motion for Leave to Proceed In Forma Pauperis required).

Rule 40 - Filing as veteran (Motion for Leave to Proceed as a Veteran required).

Rule 12.4 - Single petition seeking review of two or more judgments from the same court, where the judgments involve identical or closely related questions.


1. Enter the [PETITIONER'S NAME](#) and [RESPONDENT'S NAME](#).

2. Check the [ET AL.](#) box if applicable.

Note:

Do not type "[ET AL.](#)" as part of the Petitioner's or Respondent's names. Use the check box instead.

3. Select the [STATE OR TERRITORY](#) from the list.

4. Select the appropriate response for the question, "Is this a Capital Case?" If the answer to the previous question is [YES](#), enter the [DATE OF EXECUTION](#) if it has been set, or, click the [CALENDAR](#) button  to select the date.

5. Review the last section of the page and click on the checkbox for any rules that apply to the filing:

- [RULE 39](#) - Filing in forma pauperis (Motion for Leave to Proceed in Forma Pauperis required).

- [RULE 40](#) - Filing as veteran (Motion for Leave to Proceed as a Veteran required).
- [RULE 12.4](#) - Single petition seeking review of two or more judgments from the same court, where the judgments involve identical or closely related questions.

6. Click [SAVE AND NEXT](#) to continue with Step 2.

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.

Note:

Changes made to your contact information will only be applied in this filing. If you would like to update your contact information for future filings, go to [MY ACCOUNT](#) to do the updates. For step-by-step instructions on completing this process, see "Updating Your Address."

The Attorney for Petitioner page:

Attorney for Petitioner

Party Name *

Attorney Name

Suffix

Firm

Address *

Address 2

City *

State *

Zip Code *

Phone # *

Email *

Check any of the following that apply:

Counsel of Record

Federal Criminal Justice Act (CJA) for this case

Are you filing on behalf of the Solicitor General of the United States? Yes No


Review the following on this page:

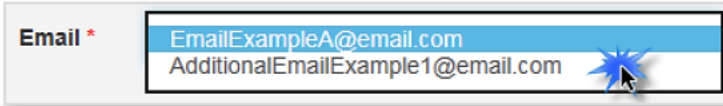
1. Confirm that the name that appears in the [PARTY NAME](#) field is correct. The system uses the Petitioner information that was entered on the previous page to populate this field. Make changes as needed.
2. Review your contact information and make changes as needed.

Note:

To update your name, contact the Admissions Office at (202) 479-3387.

3. The [EMAIL](#) field displays the email address that is associated with your electronic filing account.

The system gives you the option to receive email updates. If you want email notifications to be sent to an email address other than the default address, click on the [DROP-DOWN ARROW](#)  to see the list of email addresses associated with your account.



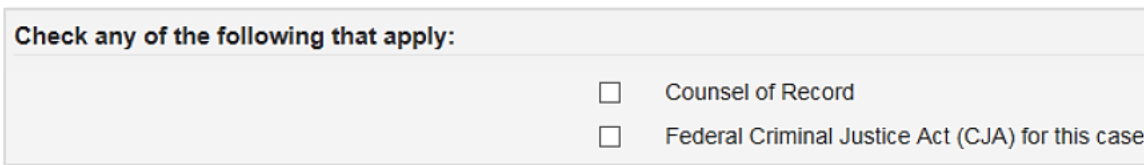
Email *
EmailExampleA@email.com
AdditionalEmailExample1@email.com

Note:

If you need to add an email address to your account, first save the filing and then go to [MY ACCOUNT](#). Use the Email Addresses tab from the menu. When you reopen the filing, the new email address will be available from the list.

For step-by-step instructions on completing this process, see “Managing Your Email Addresses.”

4. Click on the corresponding checkboxes that apply to your filing:



Check any of the following that apply:

Counsel of Record

Federal Criminal Justice Act (CJA) for this case

5. Click [SAVE AND NEXT](#) to continue with Step 3.

STEP 3. ATTACH PDF/A DOCUMENTS

1. Upload your PDF/A documents.

Tip:

For step-by-step instructions on completing this process, see Appendix B “Uploading PDF/A Documents.”

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

- [UPLOADED DOCUMENTS](#): Confirm that you have 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.

Tip:

For step-by-step instructions on completing this process, see Appendix C “Working with the Document List.”

3. 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 notifications of activity in the case.

Note:

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

1. Set up email notifications as needed.

Tip:

For step-by-step instructions on completing this process, see Appendix D "Setting Up Email Notifications."

2. Click [NEXT](#) to continue with Step 5.

STEP 5. REVIEW & SUBMIT THE FILING

1. Review the information in the filing and make any corrections as necessary.

Tip:

For step-by-step instructions on completing this process, see Appendix E "Final Review of the Filing."

2. Click the [SUBMIT ELECTRONIC FILING REQUEST](#) button.
3. A dialog box will appear with a disclaimer. Review the disclaimer, check the box if you agree, and then click [YES](#) to continue.

Confirmation for action

I understand that the documents to be submitted are to be made publicly available on the website of the Supreme Court of the United States. I have reviewed the documents, and they are in compliance with the redaction requirements of Supreme Court Rule 34.6.

I agree to these terms.

Yes No

4. When the filing is [SUBMITTED](#), a notification that the filing was successfully submitted will display at the top of the page and you will be redirected to the [HOME PAGE](#).

STEP 6. SUBMIT YOUR PAYMENT

If your filing requires a payment, you will be directed to the [PAYMENTS](#) page.

Payment

A \$300.00 filing fee is required to process your Petition for a Writ of Certiorari. Your submission will not be accepted until payment has been received.

Please send check payment to:
Supreme Court of the United States
Clerk's Office
One First Street NE
Washington D.C. 20543

1. Send a check payment to:

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

2. Click [SUBMIT](#).

3. The Summary page will be displayed.

Summary

* Your Electronic Filing was submitted on 9/22/2017 11:53 AM.

Petition for a Writ of Certiorari - Federal

Payment: \$300.00	Payment Type: Check	Payment #
Last Updated Date:		

Petitioner: [Redacted]
Respondent: [Redacted]
U.S. Court of Appeals: [Redacted]
Case Number(s): [Redacted]
Court of Appeals Decision Date: [Redacted]
Did the Court of Appeals deny a timely petition for rehearing? [Redacted]
U.S. District Court: [Redacted]
Is this a Capital Case? [Redacted]

Attorney
Party Name: [Redacted]
Firm: [Redacted]
Address: [Redacted]
Phone #: [Redacted]
Email: [Redacted]

Notifications
[Redacted]

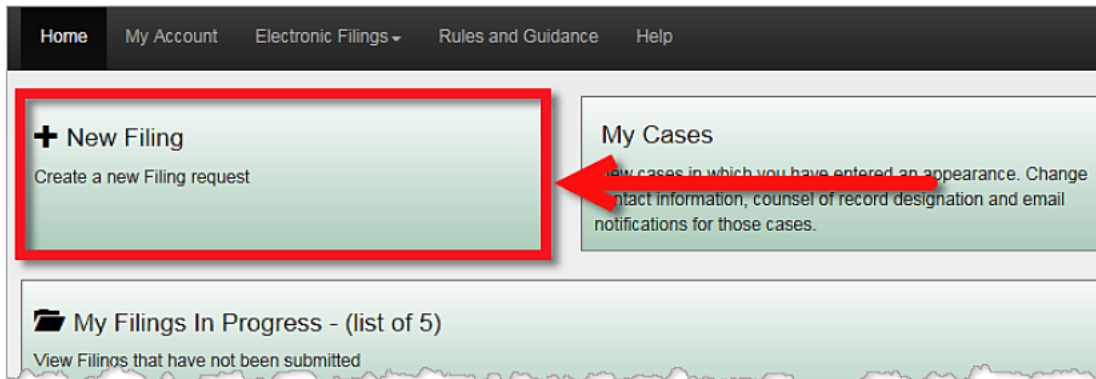
Documents

Petition - Petition.pdf	Virus Scan Completed
Proof of Service - Proof of Service.pdf	Virus Scan Completed

III. FILING AN APPLICATION NOT IN CONNECTION WITH AN EXISTING CASE

STEP 1. ADD FILING INFORMATION

1. Click on the [NEW FILING](#) button on 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 [No](#).

A screenshot of a 'New Filing' form. The title is 'New Filing' and the instruction is 'Start a new filing. Required fields are denoted with an asterisk (*)'. Below this is a question: 'Is this filing in a case that has been accepted for filing and given a case number? *'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected, indicated by a filled circle inside the radio button, and is highlighted with a red rectangular box. A red arrow points from the right towards the 'No' radio button.

3. Select [APPLICATION](#) as the [FILING TYPE](#) from the list.
4. Select the type of [APPLICATION](#) you are filing.
 - Extension of Time to file a Petition for Writ of Certiorari
 - Extension of Time for Jurisdictional Statement
 - Exceed Page Limit/Word Limitation
 - Stay
 - Bail
 - Certificate of Appealability
 - Other

Note:

The rest of the form will display the required information depending on the type of Application you are filing.

1. Select the [ORIGINATING COURT SYSTEM](#) from the list.

2. Enter the [PETITIONER'S NAME](#) and [RESPONDENT'S NAME](#).

3. Check the [ET AL.](#) box if applicable.

Note:

Do not type "ET AL." as part of the Petitioner's or Respondent's names. Use the check box instead.

4. Enter the [LOWER COURT](#) information.

5. Click [SAVE AND NEXT](#) to continue with Step 2.

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.

Note:

Changes made to your contact information will only be applied in this filing. If you would like to update your contact information for future filings, go to [MY ACCOUNT](#) to make the changes. For step-by-step instructions on completing this process, see "Updating Your Address."

The [ATTORNEY FOR PETITIONER](#) page:

The screenshot shows the "Attorney for Petitioner" form. It includes the following fields and options:

- Party Name *
- Attorney Name
- Suffix: -- Select --
- Firm
- Address *
- Address 2
- City *
- State *
- Zip Code *
- Phone # *
- Email *

Check any of the following that apply:

- Counsel of Record
- Federal Criminal Justice Act (CJA) for this case

Are you filing on behalf of the Solicitor General of the United States? Yes No


Review the following on this page:

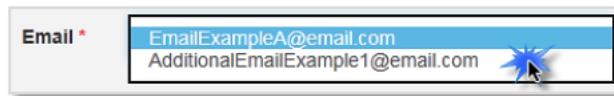
1. Confirm that the name that appears in the [PARTY NAME](#) field is correct. The system uses the Petitioner information that was entered on the previous page to populate this field. Make changes as needed.
2. Review your contact information and make changes as needed.

Note:

To update your name, contact the Admissions Office at (202) 479-3387.

3. The [EMAIL](#) field displays the email address that is associated with your electronic filing account.

The system gives you the option to receive email updates. If you want email notifications to be sent to an email address other than the default address, click on the [DROP-DOWN ARROW](#)  to see the list of email addresses associated with your account.



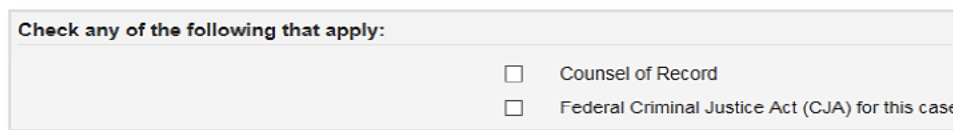
The screenshot shows a form field labeled "Email *". The field contains a dropdown menu with two options: "EmailExampleA@email.com" (highlighted in blue) and "AdditionalEmailExample1@email.com". A mouse cursor is pointing at the dropdown arrow on the right side of the field.

Note:

If you need to add an email address to your account, save the filing and then go to [MY ACCOUNT](#). Use the [EMAIL ADDRESSES](#) tab from the menu. When you reopen the filing, the new email address will be available from the list.

For step-by-step instructions on completing this process, see "Managing Your Email Addresses."

4. Click on the corresponding checkboxes that apply to your filing:



The screenshot shows a form with the text "Check any of the following that apply:". Below this text are two checkboxes with corresponding labels: " Counsel of Record" and " Federal Criminal Justice Act (CJA) for this case".

5. Click [SAVE AND NEXT](#) to continue with Step 3.

STEP 3. ATTACH PDF/A DOCUMENTS

1. Upload your PDF/A documents to the filing.

Tip:

For step-by-step instructions on completing this process, see Appendix B "Uploading PDF/A Documents."

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

- [UPLOADED DOCUMENTS](#): Confirm that you have 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.

Tip:

For step-by-step instructions on completing this process, see Appendix C “Working with the Document List.”

3. 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 notification of activity in the case.

Note:

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

1. Set up email notifications as needed.

Tip:

For step-by-step instructions on completing this process, see Appendix D “Setting Up Email Notifications.”

2. Click [NEXT](#) to continue with Step 5.

STEP 5. REVIEW & SUBMIT THE FILING

1. Review the information in the filing and make any corrections as necessary.

Tip:

For step-by-step instructions on completing this process, see Appendix E “Final Review of the Filing.”

2. Click the [SUBMIT ELECTRONIC FILING REQUEST](#) button.
3. A dialog box will appear with a disclaimer. Review the disclaimer, check the box if you agree, and then click [YES](#) to continue.

Confirmation for action

I understand that the documents to be submitted are to be made publicly available on the website of the Supreme Court of the United States. I have reviewed the documents, and they are in compliance with the redaction requirements of Supreme Court Rule 34.6.

I agree to these terms.

Yes No

-
4. When the filing is **SUBMITTED**, a notification that the filing was successfully submitted will display at the top of the page and you will be redirected to the **HOME PAGE**.

Part 3:
Working With a Notice of
Appearance

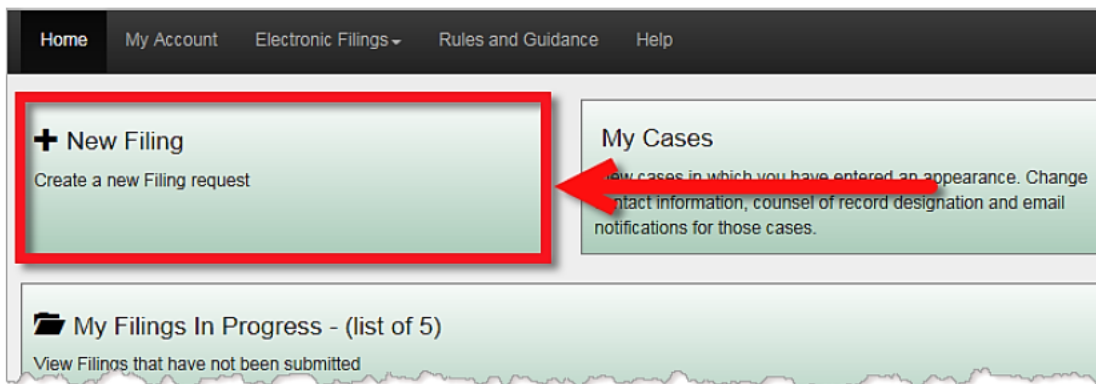
I. ABOUT NOTICES OF APPEARANCE

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 prior to filing any document in an existing case or application, a separate notice of appearance must be filed through the system. Each attorney will only need to file one notice of appearance per case.

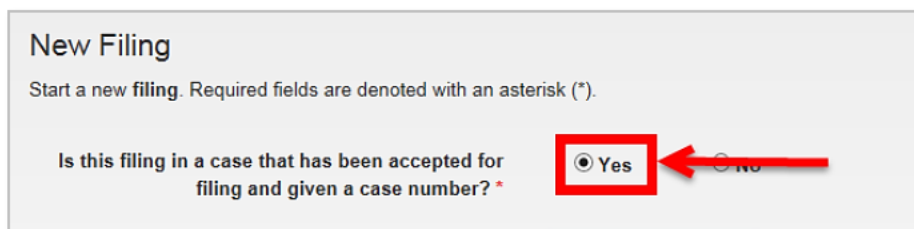
The notice of appearance is generated entirely through the electronic filing system, i.e., no separate PDF/A document needs to be created or uploaded. The same is true for a withdrawal of appearance.

II. ENTERING A NOTICE OF APPEARANCE

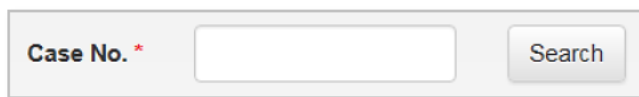
1. From the [ELECTRONIC FILING HOME PAGE](#), click on the [NEW FILING](#) button.



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

A screenshot of the 'New Filing' form. The title is 'New Filing' and the subtitle is 'Start a new filing. Required fields are denoted with an asterisk (*).' The question is 'Is this filing in a case that has been accepted for filing and given a case number? *'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with a red rectangular box, with a red arrow pointing to it from the right.

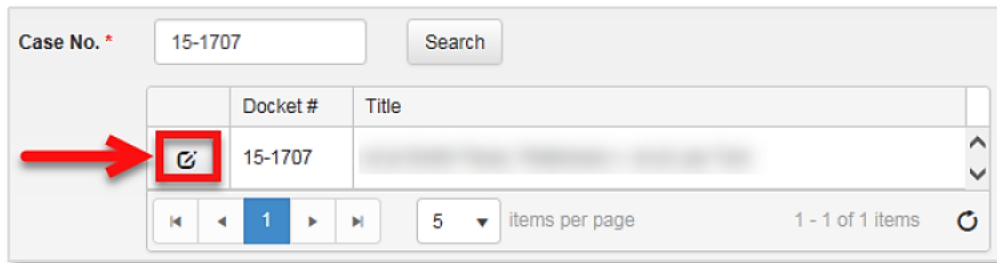
3. Enter the [SUPREME COURT CASE NUMBER](#) and click [SEARCH](#).

A screenshot of the search form. It features a text input field labeled 'Case No. *' and a 'Search' button to its right.

Tip:

You can enter case number in part or in full to conduct a search. For example, if you are searching for case number 15-1707, you can enter “15-” or “15-170.”

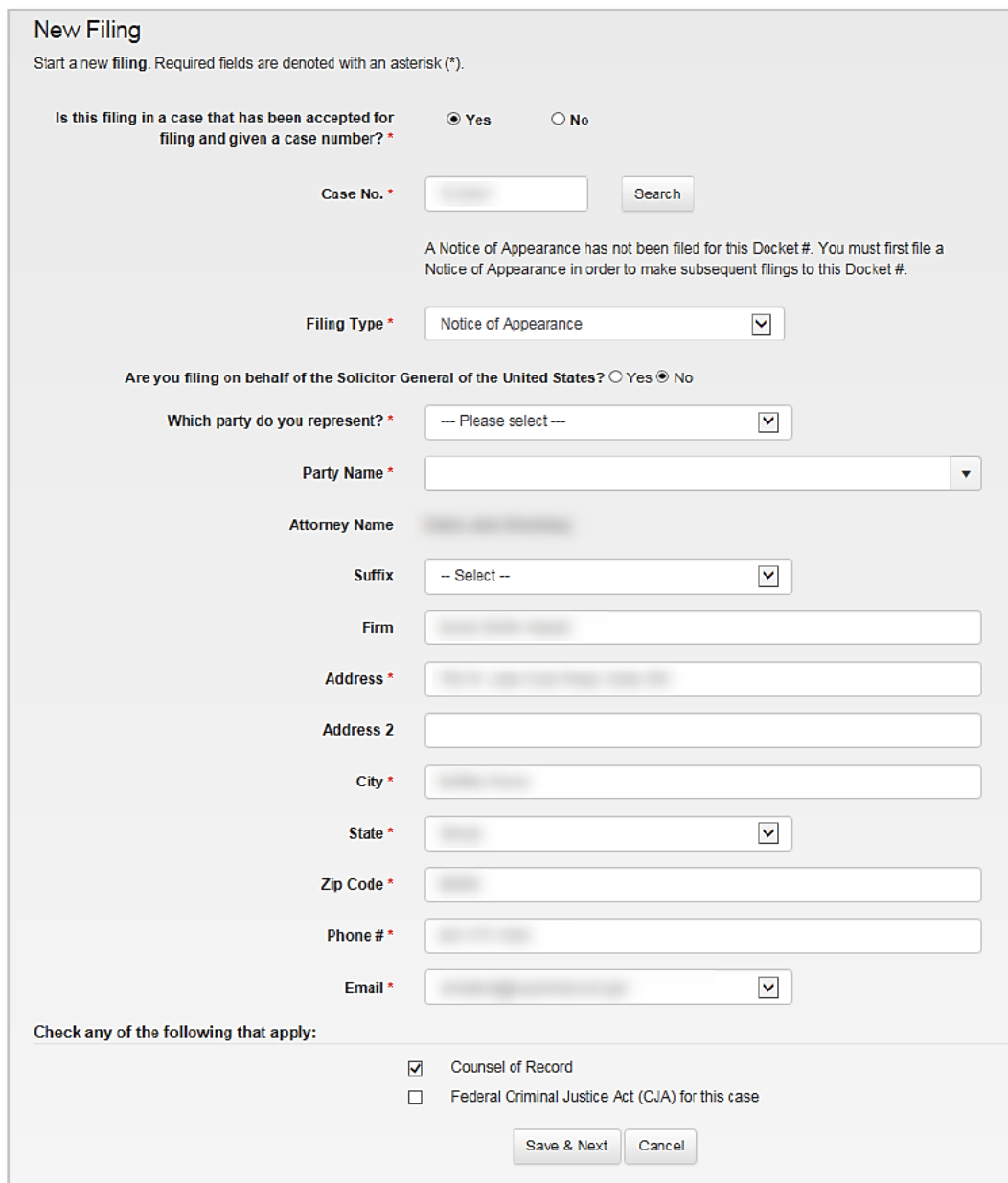
4. Click on the **VIEW** button  on the first column of the table.



The screenshot shows a search interface with a text input for 'Case No.' containing '15-1707' and a 'Search' button. Below is a table with columns 'Docket #' and 'Title'. The first row has '15-1707' in the 'Docket #' column and a blurred title. A red arrow points to a small icon in the first column of the table. Below the table is a pagination control showing '1' of 5 items per page, and '1 - 1 of 1 items'.

5. Select **NOTICE OF APPEARANCE** as the **FILING TYPE**.

The other fields on the form become visible after making this selection.



The 'New Filing' form contains the following fields and options:

- Is this filing in a case that has been accepted for filing and given a case number? * Yes No
- Case No. * Search
- A Notice of Appearance has not been filed for this Docket #. You must first file a Notice of Appearance in order to make subsequent filings to this Docket #.
- Filing Type * ▼
- Are you filing on behalf of the Solicitor General of the United States? Yes No
- Which party do you represent? * ▼
- Party Name * ▼
- Attorney Name
- Suffix ▼
- Firm
- Address *
- Address 2
- City *
- State * ▼
- Zip Code *
- Phone # *
- Email * ▼
- Check any of the following that apply:
 - Counsel of Record
 - Federal Criminal Justice Act (CJA) for this case
- Save & Next Cancel

6. Select the [PARTY](#) you are representing.

- Petitioner
- Respondent
- Amicus Curiae
- Intervenor

7. Select the [PARTY NAME](#) from the list or enter the name of the party or parties that you represent.

8. Review your contact information and make any changes as necessary.

The system uses the contact information from your filing account profile to populate this page. If your contact information for this case is different, make the appropriate changes in this filing.

Note:

Changes made to your contact information will only be applied in this filing. If you would like to update your contact information for future filings, go to [MY ACCOUNT](#) to do the updates. For step-by-step instructions on completing this process, see "Updating Your Address."

9. Select the checkboxes that apply to the filing.

Check any of the following that apply:

- Counsel of Record
- Federal Criminal Justice Act (CJA) for this case

Note:

The Counsel of Record option is selected by default. If you are not the Counsel of Record, deselect this option.

10. Click [SAVE AND NEXT](#) to continue.

11. If needed, set up email notifications to other attorneys and legal professionals who are working on the case.

Notifications

Each recipient whose email address is listed below will receive notification of activity in this case.
Email addresses should be added here only for attorneys and legal professionals actually working on this particular case.

[+ Add New Optional Email](#)

Email
<input type="text"/>

[Previous](#) [Next](#) [Cancel](#) [View Summary](#)

Tip:

For step-by-step instructions on completing this process, see Appendix D, "Setting Up Email Notifications."

12. Click [NEXT](#) to continue.

13. Review the [SUMMARY PAGE](#) of the Notice of Appearance.

Notice of Appearance Summary

This Notice of Appearance has not been submitted.

Docket No: [blurred]

Title: [blurred]

Attorney

Party Name: [blurred]

Firm: [blurred]

Address: [blurred]

Phone #: [blurred]

Email: [blurred]

Notifications

Submit Electronic Filing Request Delete this Electronic Filing Request

14. Click the [SUBMIT ELECTRONIC FILING REQUEST](#) button.

15. When the filing is [SUBMITTED](#), a notification that the filing was successfully submitted displays at the top of the page and you will be re-directed to the [HOME PAGE](#).

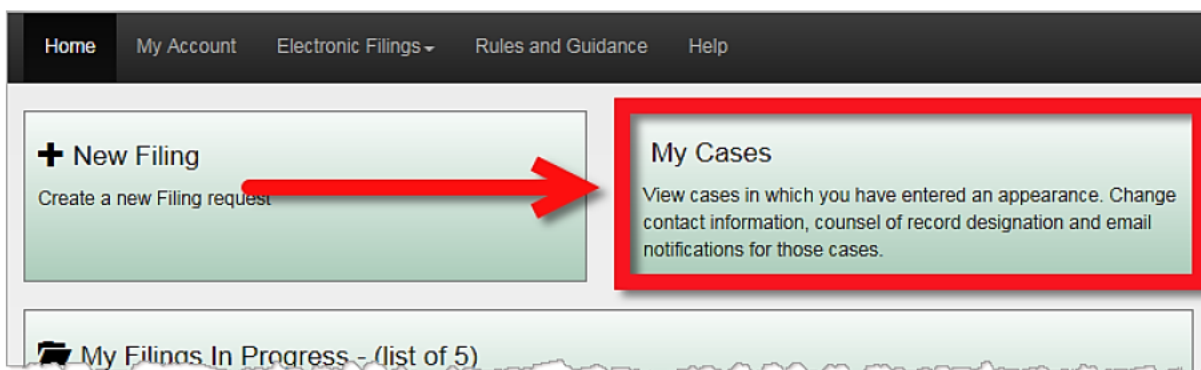
III. UPDATING A NOTICE OF APPEARANCE

A Notice of Appearance (NOA) must be updated if:


- You are no longer Counsel of Record.
- Your contact information has changed.

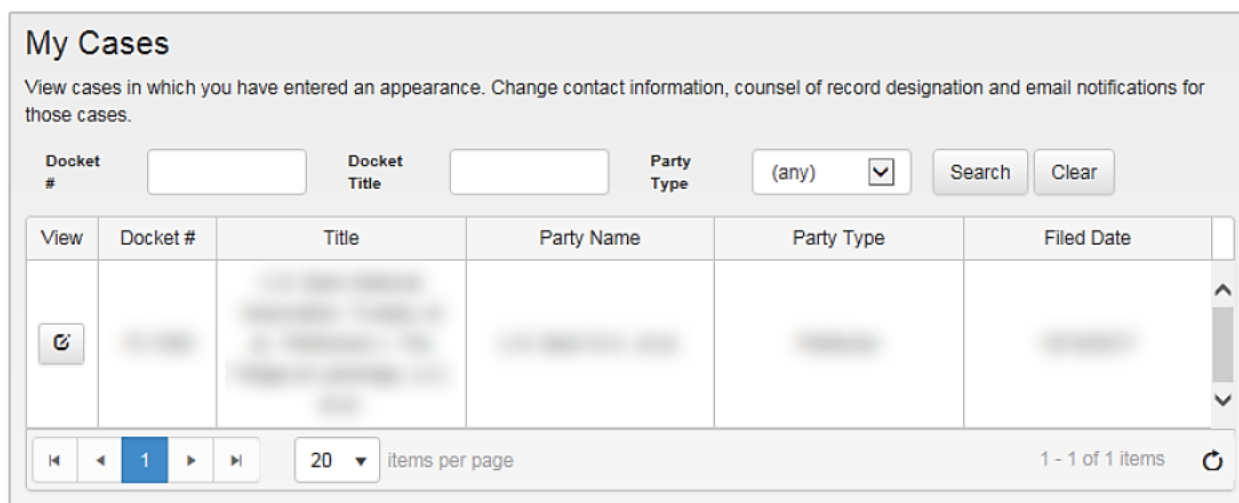
To update a Notice of Appearance:

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



This page will display a list cases in which you have entered an appearance.

2. From the [MY CASES](#) page, locate the NOA you need 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 to update either your Counsel of Record status or your contact information in that case.

OR

Click on the [EDIT](#)  button next to the [NOTIFICATIONS](#) heading to add or remove email addresses of the individuals receiving notices of activity in that case.

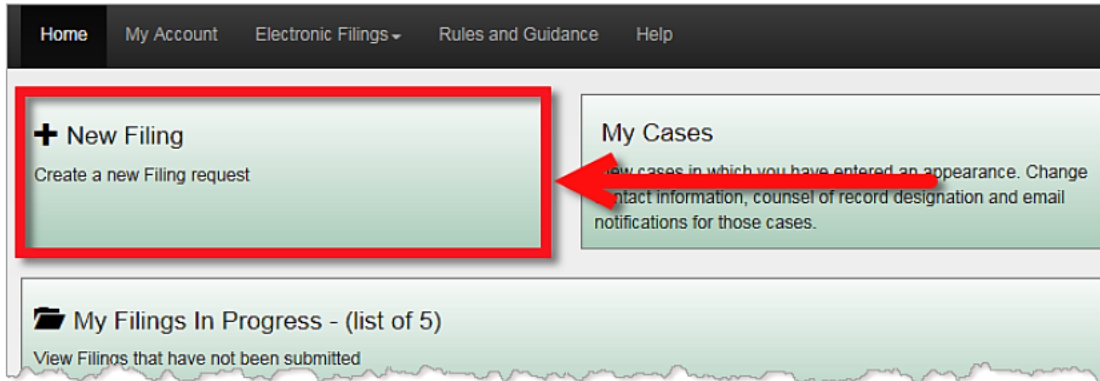
5. Make the necessary changes, and then, click the [NEXT](#) button.
6. The [SUMMARY](#) page will display the updated information.


IV. WITHDRAWING A NOTICE OF APPEARANCE

Withdraw an appearance only if you no longer represent a party in the case. If you are no longer counsel of record but still are an attorney for the party, change your counsel of record designation by updating the notice of appearance.

To withdraw your 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](#).
3. Enter the [SUPREME COURT CASE NUMBER](#), and then, click [SEARCH](#) to run the search.
4. Click the [VIEW](#) button  to select the filing.

New Filing
Start a new **filing**. Required fields are denoted with an asterisk (*).

Is this filing in a case that has been accepted for filing and given a case number? * Yes No

Case No. *

	Docket #	Title
	13-	

5 items per page 1 - 1 of 1 items

5. Select **WITHDRAWAL OF APPEARANCE** as the **FILING TYPE**.

6. Click the **SUBMIT WITHDRAWAL REQUEST** button.

New Filing
Start a new **filing**. Required fields are denoted with an asterisk (*).

Is this filing in a case that has been accepted for filing and given a case number? * Yes No

Case No. * 13- Search

Filing Type * Withdrawal of Appearance

7. When the system processes the filing, the Notice of Appearance Summary page will display a notification at the top of the page.

Notice of Appearance Summary

A Withdrawal of Appearance has been filed.

Docket No: [blurred]

Title: [blurred]

Attorney

Party Name: [blurred]

Firm: [blurred]

Address: [blurred]

Phone #: [blurred]

Email: [blurred]

Notifications

[blurred]

Part 4:
Submitting a Filing in a
Docketed Case

I. SUBMITTING FILINGS IN DOCKETED CASES

ABOUT DOCKETED CASES

The process to submit different types of filings in docketed cases is very similar. To illustrate this process, the submission of a [BRIEF](#) will be used as an example.

II. SUBMITTING A BRIEF

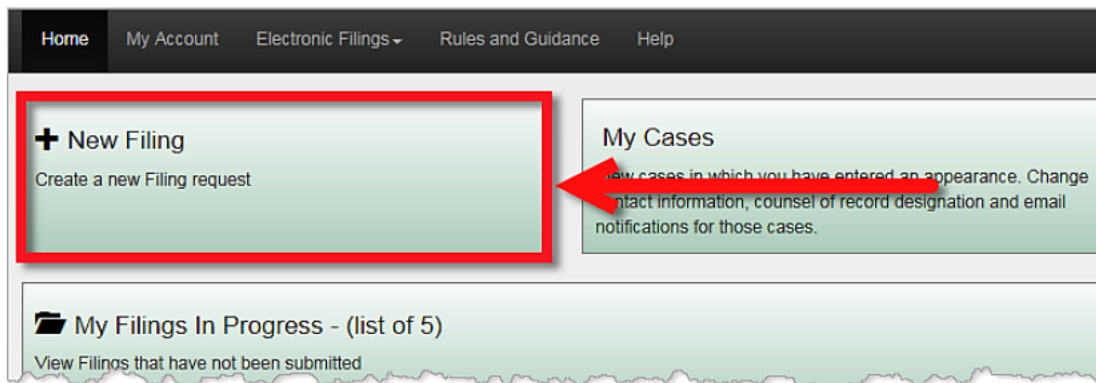
To submit the filing:

1. In order to submit a filing in a docketed case, you must first have filed a notice of appearance in that case. If you have not done so already, complete the notice of appearance and submit it.

Tip:

For step-by-step instructions on completing this process, see “Submitting a Notice of Appearance.”


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



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

A screenshot of the 'New Filing' form. The title is 'New Filing' and the subtitle is 'Start a new filing. Required fields are denoted with an asterisk (*).' Below the subtitle, there is a question: 'Is this filing in a case that has been accepted for filing and given a case number? *'. There are two radio button options: 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with a red rectangular box. A red arrow points from the right towards the 'Yes' radio button.

4. Enter the [SUPREME COURT CASE NUMBER](#) and click [SEARCH](#).


A screenshot of a search form. It consists of a text input field labeled 'Case No. *' and a 'Search' button to its right.

5. From the search results, click the [VIEW](#) button  to select the filing.

New Filing
Start a new filing. Required fields are denoted with an asterisk (*).

Is this filing in a case that has been accepted for filing and given a case number? * Yes No

Case No. *

	Docket #	Title
	13-	

5 items per page 1 - 1 of 1 items

6. Select [BRIEF](#) as the [FILING TYPE](#).
7. Click [SAVE AND NEXT](#) to continue.
8. Upload your [PDF/A](#) documents.

Tip:


For step-by-step instructions on completing this process, see Appendix B "Uploading PDF/A Documents."

9. Click [SAVE AND NEXT](#) to continue.
10. Review and submit the filing.

Summary
Please carefully review your Pending submission. Once you have submitted your request, you will not be able to edit the request.

Brief - Brief

Docket # 13-

Documents 

Main Document - [Brief.pdf](#) Virus Scan Completed
Proof of Service - [Proof of Service.pdf](#) Virus Scan Completed

Note:

You will not be able to submit the filing until the virus scan has been completed for each file.

11. Click the [SUBMIT ELECTRONIC FILING REQUEST](#) button.

12. A dialog box will appear with a disclaimer. Review the disclaimer, check the box if you agree, and then, click [YES](#) to continue.

Confirmation for action

I understand that the documents to be submitted are to be made publicly available on the website of the Supreme Court of the United States. I have reviewed the documents, and they are in compliance with the redaction requirements of Supreme Court Rule 34.6.

I agree to these terms.

13. When the filing is [SUBMITTED](#), a notification that the filing was successfully submitted displays at the top of the page and you will be re-directed to the [HOME PAGE](#).

Part 5:

Managing Your Account

I. UPDATING YOUR ACCOUNT INFORMATION

If your contact information changes, you can update your account at any time. The following sections provide step-by-step instructions for updating your account information.

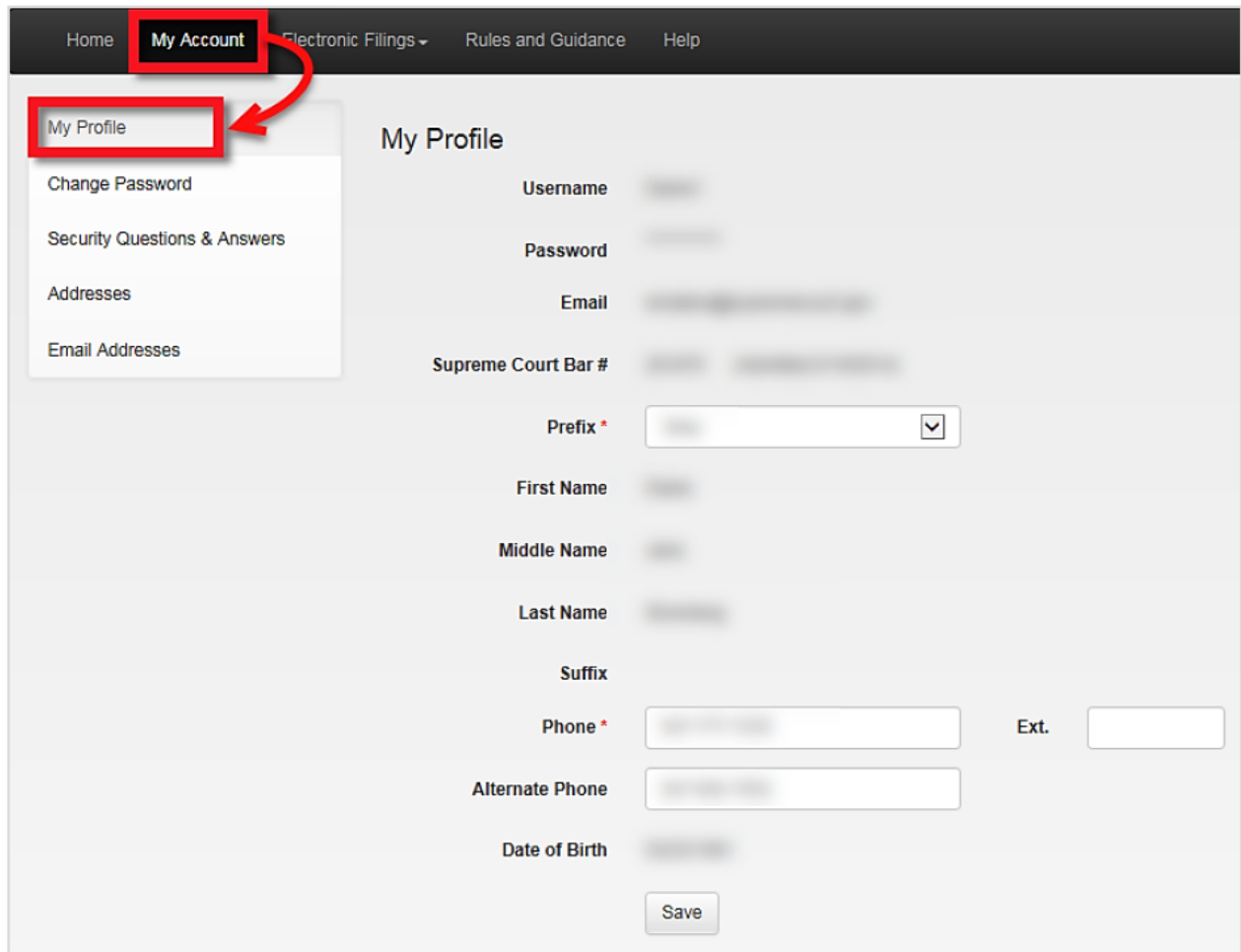
ACCESSING YOUR ACCOUNT

To access your account:

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



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



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

UPDATING YOUR NAME

To update your name, contact the Admissions Office at (202) 479-3387.

CHANGING YOUR PASSWORD

1. Go to your account.
2. Click on the [CHANGE PASSWORD](#) tab on the left menu.

Home **My Account** Electronic Filings ▾ Rules and Guidance Help

My Profile
Change Password
Security Questions & Answers
Addresses
Email Addresses

Change Password

Passwords may only be changed once within a 24 hour period.
Password must be at least 8 characters, and contain at least one upper case & number.

Current password *

New password *

Confirm new password *

Note:

*The system will only allow you to change your password **ONCE EVERY 24 HOURS**. If you need to change it sooner than that, please contact the **CLERK'S OFFICE** for assistance.*

3. Enter your [CURRENT PASSWORD](#).
4. Enter a [NEW PASSWORD](#) that meets the system password requirements.

Tip:

For more information, see Appendix A, "Password Requirements."

5. Re-enter the new password in the [CONFIRM NEW PASSWORD](#) line and click the [CHANGE PASSWORD](#) button to save your new password.

CHANGE YOUR SECURITY QUESTIONS

1. Go your account.
2. Click on the [SECURITY QUESTIONS & ANSWERS](#) tab on the left.

The screenshot shows a user account dashboard with a dark navigation bar at the top containing 'Home', 'My Account', 'Electronic Filings', 'Rules and Guidance', and 'Help'. The 'My Account' tab is highlighted. On the left, a sidebar menu lists 'My Profile', 'Change Password', 'Security Questions & Answers', 'Addresses', and 'Email Addresses'. The 'Security Questions & Answers' option is highlighted with a red box, and a red arrow points from it to the main content area. The main content area is titled 'Security Questions and Answers' and includes the instruction 'Please enter three security questions and answers for password recovery.' Below this, there are three sets of fields: 'Security Question 1 *' (dropdown), 'Security Answer 1 *' (text input), 'Security Question 2 *' (dropdown), 'Security Answer 2 *' (text input), 'Security Question 3 *' (dropdown), and 'Security Answer 3 *' (text input). A 'Save' button is located at the bottom of the form.

3. Make the necessary changes, and then, click [SAVE](#) to update your account.

II. UPDATING YOUR CONTACT INFORMATION

HOW IT WORKS

When your business or home address or telephone number changes, you have two ways in which you can update that information in the system.

1. Update your contact information for future cases.
2. Update your contact information for a pending case.

The sections below describe the process of doing each of these steps.

UPDATING YOUR ADDRESS FOR FUTURE CASES

To update your address for future cases:

Note:

If you wish to update your address for filings that you started, but have not submitted yet, you must update each of those filings individually.

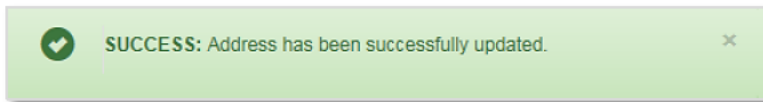
1. Go to your account.
2. Click on the [ADDRESSES](#) tab on the left menu.

The screenshot shows a web interface with a top navigation bar containing 'Home', 'My Account', 'Electronic Filings', 'Rules and Guidance', and 'Help'. The 'My Account' tab is highlighted with a red box. A dropdown menu is open under 'My Account', with 'Addresses' selected and highlighted by a red box. A red arrow points from the 'Addresses' tab to the 'Address' section of the main content area. The 'Address' section includes a warning message: 'Please update your business and home address. Changes made here will not be applied to pending cases in which you have entered an appearance. To make a change to a pending case, update the Notice of Appearance for that case.' Below this are two sections: 'Business Address (Primary)' and 'Home Address'. Each section has input fields for 'Firm Name', 'Street', 'City', 'State' (a dropdown menu), and 'Postal Code'. A 'Save' button is located at the bottom of the 'Home Address' section.

3. Make the necessary changes to your [BUSINESS OR HOME ADDRESS](#).

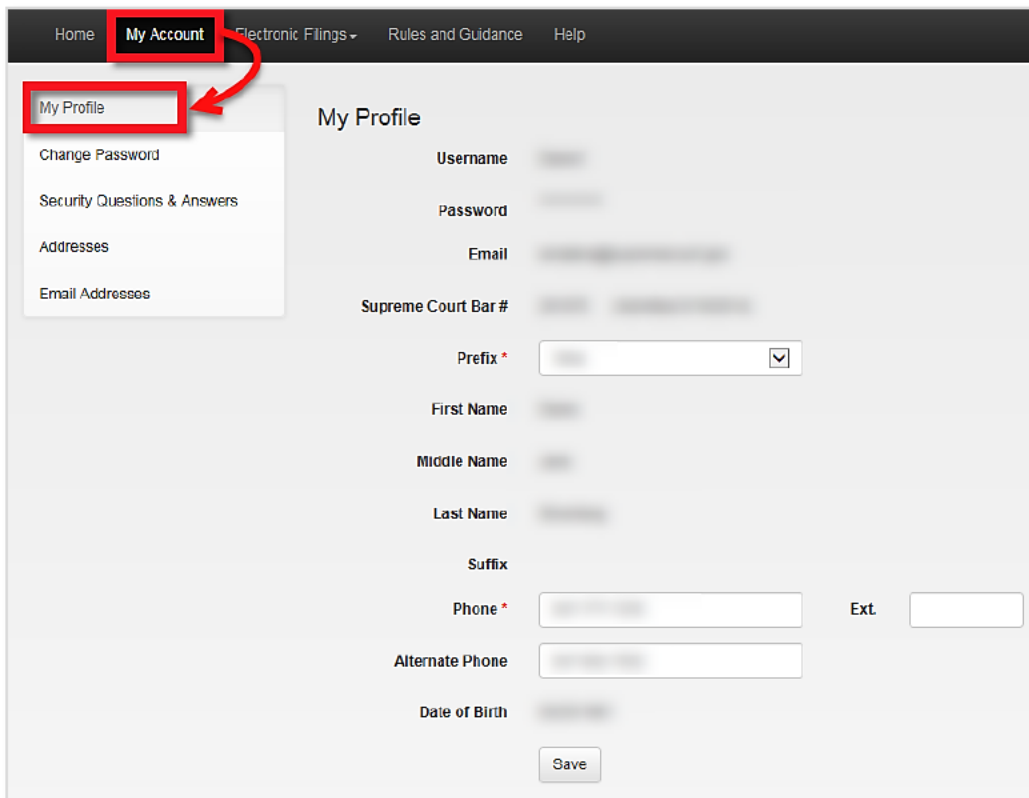
4. Click [SAVE](#) to update your account.

A notification that your new address was successfully updated will display at the top of the page.



UPDATING YOUR PHONE NUMBER FOR FUTURE CASES

1. Go to your account.
2. Using the [MY PROFILE](#) page, make the necessary changes to your [PHONE NUMBER](#).



3. Click [SAVE](#) to update your account.

A notification that your account was successfully updated will display at the top of the page.

UPDATING YOUR CONTACT INFORMATION FOR A FILED CASE

In order to update your address or telephone number for a pending case, the notice of appearance for that case must be updated. For step-by-step instructions on updating a notice of appearance, refer to the "Updating a Notice of Appearance" section.

Note:

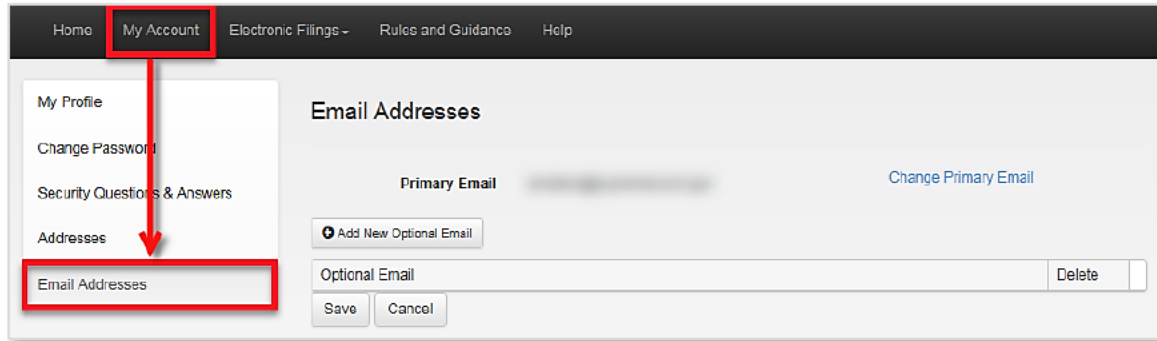
To update your address in all of your existing cases, the notice of appearance for each case must be updated separately.

III. MANAGING YOUR EMAIL ADDRESSES

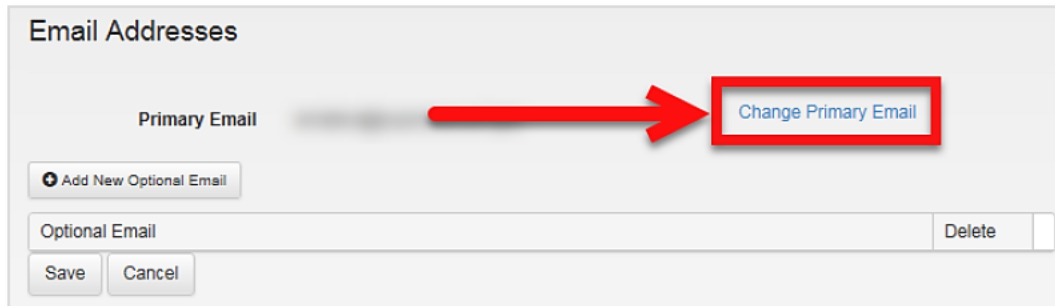
The system gives you the option to add up to five email addresses to your account. One of these will be assigned as your primary email address. When submitting a filing, you may choose any one of your email addresses to receive notifications for that specific filing.

UPDATING YOUR PRIMARY EMAIL ADDRESS

1. Go to your account.
2. Click on the [EMAIL ADDRESSES](#) tab on the left.



3. To change your [PRIMARY EMAIL ADDRESS](#), click on the [CHANGE PRIMARY EMAIL](#) link on the right-side of the window.



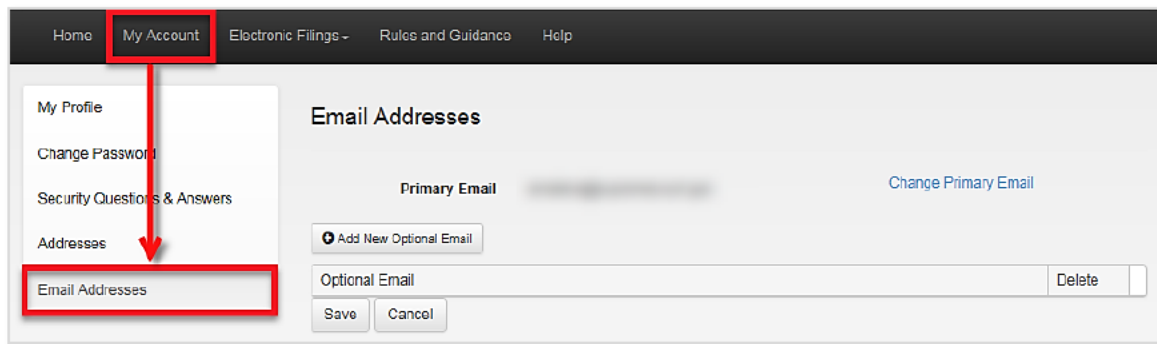
4. Enter your new email and retype it in the line below.

A screenshot of the 'Change Primary Email Address' form. It features a 'New Email *' input field and a 'Confirm New Email *' input field. A 'Save' button is located at the bottom of the form. The 'Email' label is positioned above the input fields.

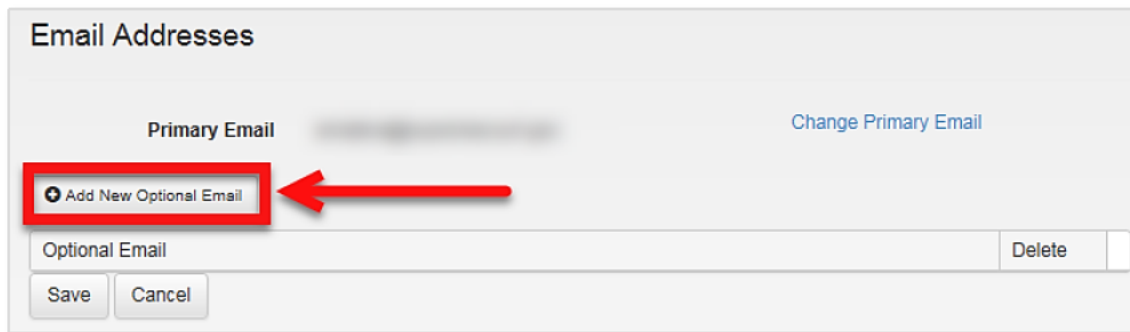
5. Click [SAVE](#) to update your account.

ADDING AN EMAIL ADDRESS

1. Go to your account.
2. Click on the [EMAIL ADDRESSES](#) tab on the left.



3. To [ADD](#) an optional email address, click on the [ADD NEW OPTIONAL EMAIL](#) button.

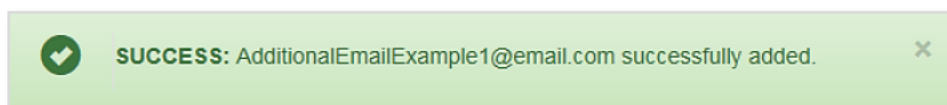


A blank line will appear directly below.



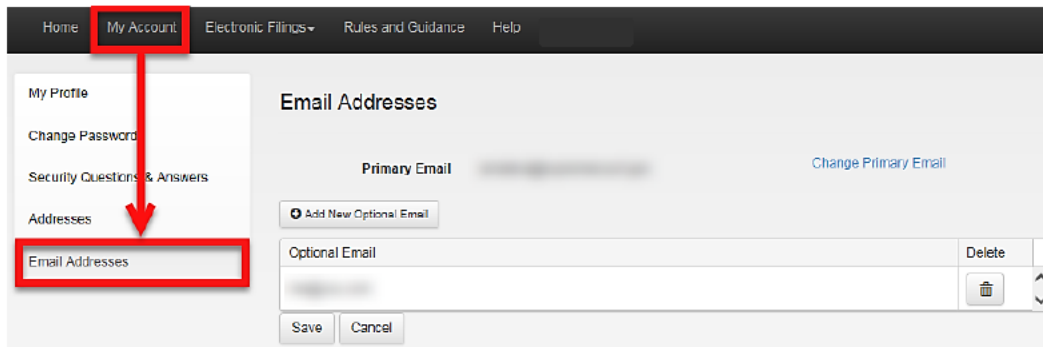
4. Enter the email address.
5. Click [SAVE](#) to update your account.

A notification that your email address was successfully added will display at the top of the page.

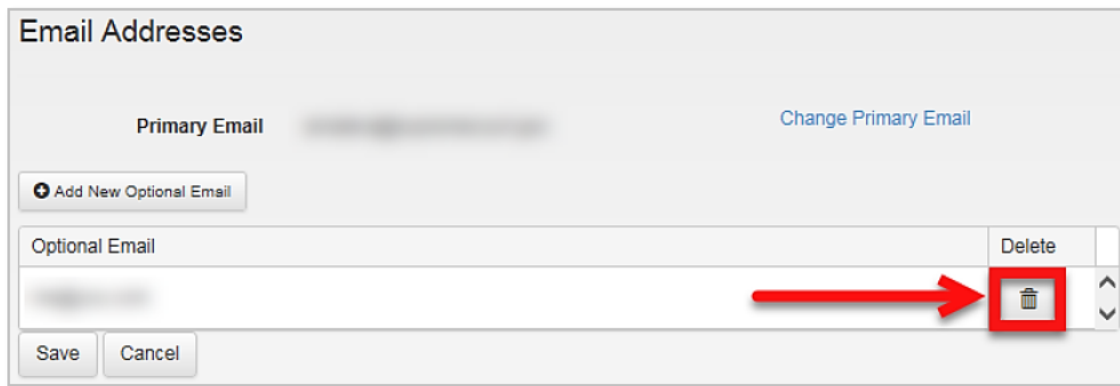


DELETING AN OPTIONAL EMAIL ADDRESS

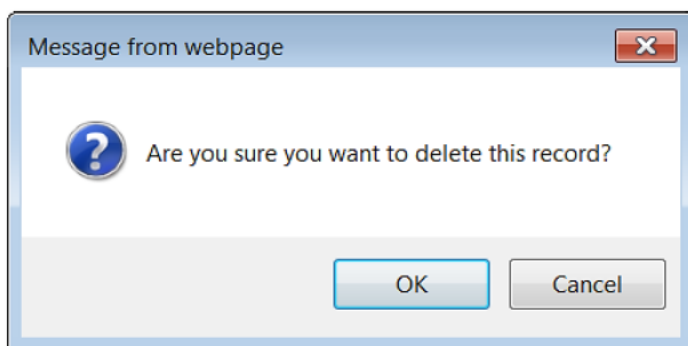
1. Go to your account.
2. Click on the [EMAIL ADDRESSES](#) tab on the left.



3. To delete the email address, click on the [DELETE](#) button  to the right of the email address.



A dialog box will appear asking to confirm the deletion of the email address.



4. Click [OK](#) to close the dialog box.

Part 6: Getting Help

GETTING HELP

CLERK'S OFFICE

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

- efilingssupport@supremecourt.gov
- 202-479- 5660

HOURS OF OPERATION:

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

FORGOT YOUR PASSWORD?

1. From the home page, click on the [FORGOT YOUR PASSWORD?](#) link.

Supreme Court of the United States Electronic Filing System

Home Register Rules and Guidance Help

Login

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Username

Password

Login

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

WARNING: This is a United States Government Information system and is intended for authorized users only. Suspected access violations or abnormal system behavior may result in investigation of system usage. Unauthorized or improper use of this system is a violation of 18 U.S.C. § 1030 and may result in criminal, civil, or administrative penalties. System usage infractions should be reported immediately to the Office of Information Technology, Information Assurance Group (IAG).

2. Enter your **USERNAME** and click **NEXT** to continue.

Password Recovery

Passwords may only be changed once within a 24 hour period. To reset your password, enter the email address associated with your Electronic Filing account.

Enter Your Username *

[Forgot Username?](#)

Next Cancel

WARNING: This is a United States Government information system and is intended for authorized users only. Suspected access violations or abnormal system behavior may result in investigation of system usage. Unauthorized or improper use of this system is a violation of 18 U.S.C. § 1030 and may result in criminal, civil, or administrative penalties. System usage infractions should be reported immediately to the Office of Information Technology, Information Assurance Group (IAG).

3. You will be presented with one of the [SECURITY QUESTIONS](#) you selected during the registration process. Enter your response and click [SUBMIT](#).

Password Recovery
Passwords may only be changed once within a 24 hour period. To reset your password, enter the email address associated with your Electronic Filing account.

Enter Your Username *
[Forgot Username?](#)

Please enter your and security answers for password recovery.

Security Question What is your ?
Security Question Answer *

WARNING:This is a United States Government information system and is intended for authorized users only. Suspected access violations or abnormal system behavior may result in investigation of system usage. Unauthorized or improper use of this system is a violation of 18 U.S.C. § 1030 and may result in criminal, civil, or administrative penalties. System usage infractions should be reported immediately to the Office of Information Technology, Information Assurance Group (IAO).

4. If the answer to your security question does not match, you will be asked to click the [RETURN TO HOME](#) button to start the process again.

Password Recovery

An email is being sent with instructions on how to recover your password. The recovery feature will expire in four hours. If you do not recover your password within the time frame, you will need to resubmit your request for password recovery.

If you provided the correct answers to the security question that was presented, an email will be sent containing a link to a page where you can reset your password.

5. Click the link from the email message and you will be re-directed to the [CHANGE PASSWORD](#) page.

Change Password
Passwords may only be changed once within a 24 hour period. Enter your new password.

Password must be at least 8 characters, and contain at least one upper case & number.

New password *

Confirm new password *

6. Enter your new password in the [NEW PASSWORD](#) field, and then, retype it in the line below.

Tip:

For more information, see Appendix A, "Password Requirements."

7. Click [CHANGE PASSWORD](#).

An email message confirming that the password was changed successfully will be sent to your email.

FORGOT YOUR USERNAME?

1. From the home page, click on the [FORGOT USERNAME?](#) link.

Supreme Court of the United States Electronic Filing System

Home Register Rules and Guidance Help

Login

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Username

Password

Login

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

WARNING: This is a United States Government information system and is intended for authorized users only. Suspected access violations or abnormal system behavior may result in investigation of system usage. Unauthorized or improper use of this system is a violation of 18 U.S.C. § 1030 and may result in criminal, civil, or administrative penalties. System usage infractions should be reported immediately to the Office of Information Technology, Information Assurance Group (IAC).

2. Enter your [EMAIL ADDRESS](#) and click [SUBMIT](#).

Username Recovery

Enter your email address

Submit Cancel

WARNING: This is a United States Government information system and is intended for authorized users only. Suspected access violations or abnormal system behavior may result in investigation of system usage. Unauthorized or improper use of this system is a violation of 18 U.S.C. § 1030 and may result in criminal, civil, or administrative penalties. System usage infractions should be reported immediately to the Office of Information Technology, Information Assurance Group (IAC).

3. Click the [RETURN TO HOME](#) button to return to the [HOME PAGE](#).

Username Recovery

If your email is registered in our system, you will receive an email with your username.

Return to Home

-
4. The system will verify that your email address is registered. If it is, you will receive your username via email.

Appendices

A. PASSWORD REQUIREMENTS

Your password must be at least 8 characters long and must contain **THREE (3)** of the following items:

- Lowercase letter
- Uppercase letter
- Number
- Special character, such as (!#\$%^&* _+[]{}?;|'"/\ \ ./~`-=

Note:

*The following symbols cannot be used as part of your password:
"@", "<", and ">".*

B. UPLOADING PDF/A DOCUMENTS

DOCUMENT REQUIREMENTS

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

- **FILE FORMAT:** each document must be in a [TEXT SEARCHABLE PDF/A](#) format.
- **FILE SIZE:** each document cannot exceed [100 MB](#) in size.

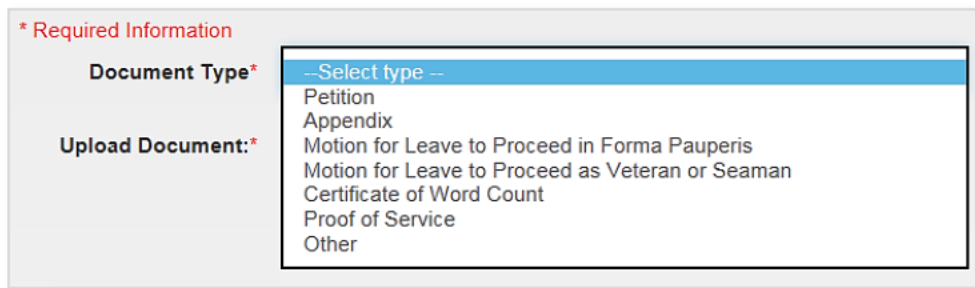
Note:

If the file size is larger than [100 MB](#), it must be divided into two or more separate files.

- **FREE OF VIRUSES:** each document will be scanned for viruses. Documents containing viruses will be quarantined and deleted.

UPLOADING DOCUMENTS

1. Select the [DOCUMENT TYPE](#) for the document you plan to submit.



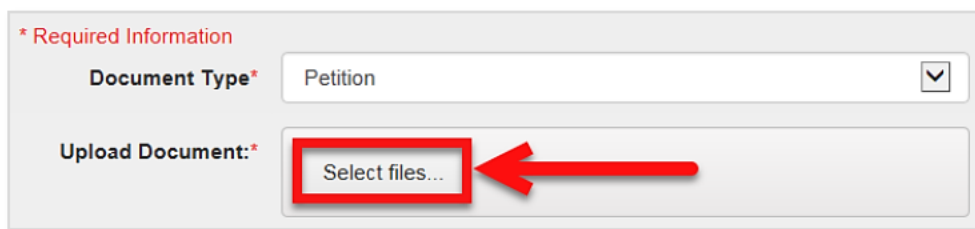
* Required Information

Document Type* --Select type --

Upload Document:*

- Petition
- Appendix
- Motion for Leave to Proceed in Forma Pauperis
- Motion for Leave to Proceed as Veteran or Seaman
- Certificate of Word Count
- Proof of Service
- Other

2. Click the [SELECT FILES](#) button.



* Required Information

Document Type* ▼

Upload Document:*

3. Select the files you plan to submit.

Tip:

If you divided a single document (e.g. a Joint Appendix) into several smaller files, you can upload several files at once.

The [UPLOAD DOCUMENT](#) section displays the documents that you selected.

* Required Information

Document Type* ▼

Upload Document:*

Petition.pdf 75.40 KB

Tip:

If you selected the wrong file(s), you can click the [X](#) button to [REMOVE](#) it from the list.

4. Click the [UPLOAD](#) button.
5. To ensure that your document(s) uploaded successfully, check these items before continuing:

* Required Information

Document Type* ▼

Upload Document:*

Drag/drop to reorder documents in the list.

Delete	Document	File Name	Date Uploaded
	Petition	Petition.pdf	07/12/2017

- A. The word [DONE](#) displays at the right of the [UPLOAD DOCUMENT](#) section when the file is finished uploading.
 - B. The document is listed in the [DOCUMENT LIST](#).
6. Repeat [STEPS 2 – 5](#) to upload the rest of the documents that are part of the filing.
 7. Click [SAVE AND NEXT](#) to continue.

C. WORKING WITH THE DOCUMENT LIST

THE DOCUMENT LIST

The [DOCUMENT LIST](#) contains the documents that are part of the filing.

Documents

Documents must be in a text searchable PDF/a file type, and each individual file to be uploaded must be no larger than 100MB. In addition, filers must ensure that personal information is redacted in conformity with Rule 34.6. Filers must not upload any document that is currently under seal pursuant to a court order. Such documents must be mailed to the Clerk's Office with a motion for leave to file the document under seal.

Add Documents

* Required Information

Document Type* --Select type --

Upload Document:

Drag/drop to reorder documents in the list.

Delete	Document	File Name	Date Uploaded
<input type="button" value="Delete"/>	Petition	Petition.pdf	07/12/2017
<input type="button" value="Delete"/>	Proof of Service	Proof of Service.pdf	07/12/2017
<input type="button" value="Delete"/>	Certificate of Word Count	Certificate of Word Count.pdf	07/12/2017

You can do the following on the document list:

Drag/drop to reorder documents in the list.

Delete	Document	File Name	Date Uploaded
<input type="button" value="Delete"/>	Petition	Petition.pdf	07/12/2017
<input type="button" value="Delete"/>	Proof of Service	Proof of Service.pdf	07/12/2017
<input type="button" value="Delete"/>	Certificate of Word Count	Certificate of Word Count.pdf	07/12/2017

- A. Rearrange documents.
- B. Remove a document.
- C. Change document type.

The following sections will describe each of these processes in detail.

REARRANGING THE DOCUMENTS

Documents will appear in the same exact order on the Docket Sheet as they are listed on the document list. If the order of the document should be changed, rearrange the list by dragging-and-dropping a document to its new location.


1. From the document list, locate the document you wish to move then drag-and-drop a document to its new location.
2. As you drag a document:
 - The row in which the document is listed will be shaded in gray.
 - The table will automatically shift the other documents downward or upward to make room for this document.



Delete	Document	File Name	Date Uploaded
	Petition	Petition.pdf	07/12/2017
	Proof of Service	Proof of Service.pdf	07/12/2017
	Certificate of Word Count	Certificate of Word Count.pdf	07/12/2017

REMOVE A DOCUMENT

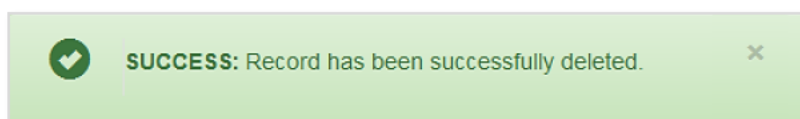
To remove a document from the filing:

1. From the document list, locate the document you plan to remove then click on the **DELETE** icon  .
2. You will be asked if you wish to delete the file. Click **YES** to continue.

Confirmation for action ✕

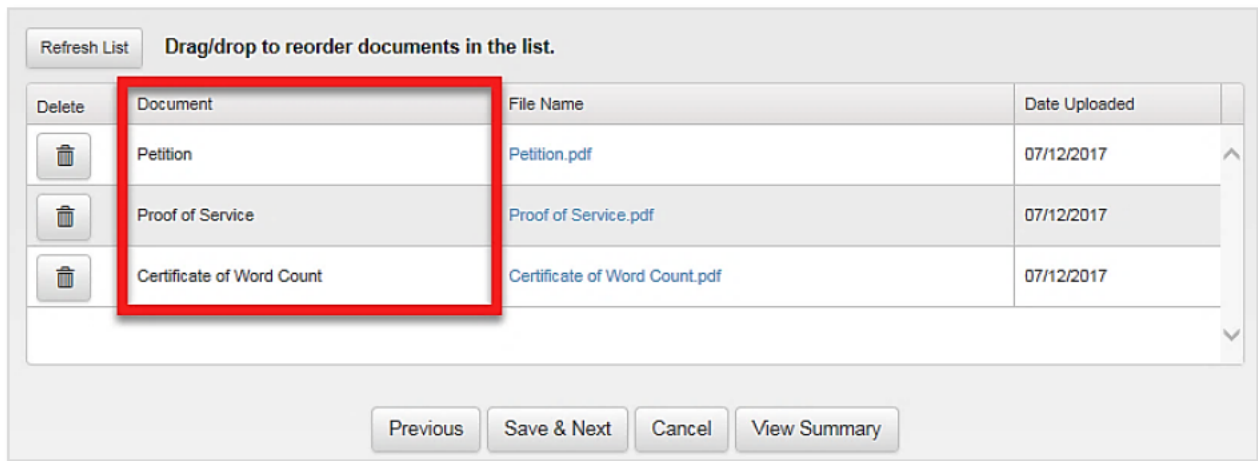
Are you sure you want to delete the selected record(s)?

A notification that the document was successfully removed will display at the top of the page.



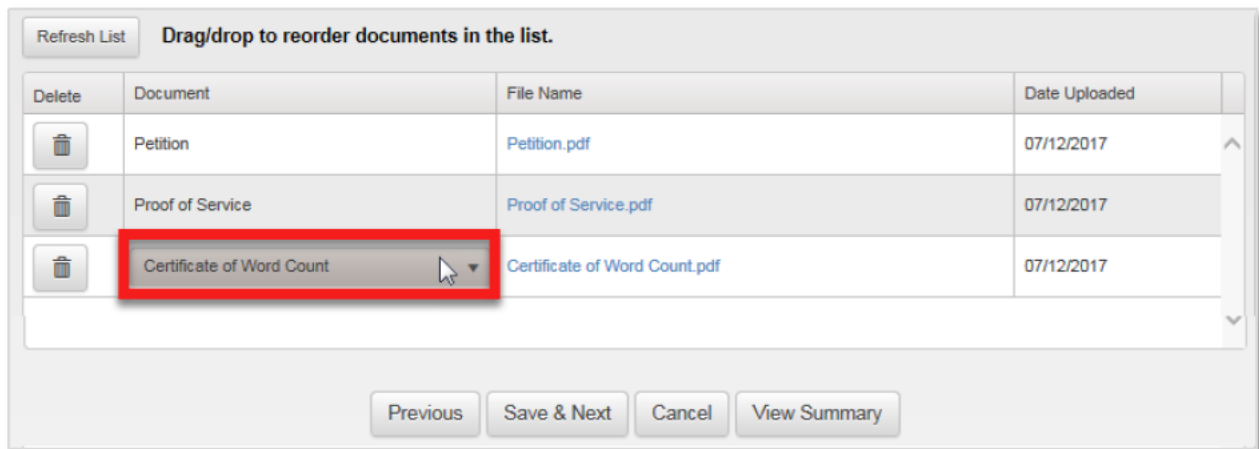
CHANGE DOCUMENT TYPES

To change the document type of a document:

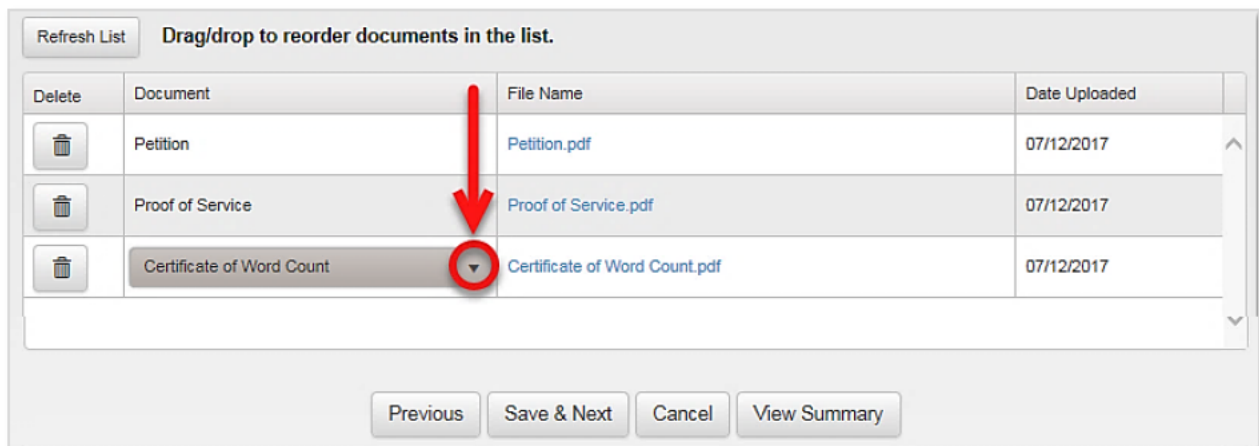


1. Click the **DOCUMENT TYPE** of the file that needs to be changed.

The document type will be shaded in gray.



2. Click on the drop-down arrow to the right of the document type.



The list of document types is displayed.

Refresh List Drag/drop to reorder documents in the list.

Delete	Document	File Name	Date Uploaded
	Petition	Petition.pdf	07/12/2017
	Proof of Service	Proof of Service.pdf	07/12/2017
	Certificate of Word Count	Certificate of Word Count.pdf	07/12/2017

(A dropdown menu is open over the 'Certificate of Word Count' row, showing a list of document types with 'Certificate of Word Count' highlighted in orange.)

Save & Next Cancel View Summary


3. Select the correct document type.

Refresh List Drag/drop to reorder documents in the list.

Delete	Document	File Name	Date Uploaded
	Petition	Petition.pdf	07/12/2017
	Proof of Service	Proof of Service.pdf	07/12/2017
	Other	Other.pdf	07/13/2017

Previous Save & Next Cancel View Summary

Note:

If you click outside the table, the shading will be removed and a small red triangle  will be added on the upper left-hand corner of the newly selected document type. The system adds the triangle to denote that a change was made.

Delete	Document	File Name
	Petition	Petition.pdf
	Proof of Service	Proof of Service.pdf
	Other	Other.pdf

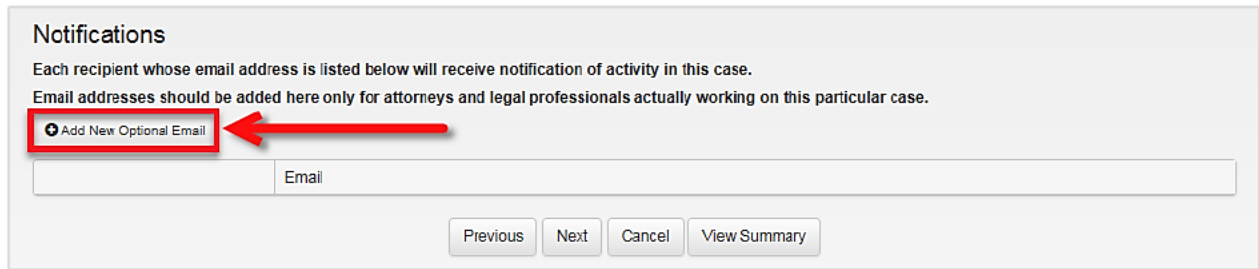
(A red arrow points to a small red triangle in the upper left corner of the 'Other' row.)

D. SETTING 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.

To add an email address to your filing:

1. Click on the [ADD NEW OPTIONAL EMAIL](#) button.



Notifications

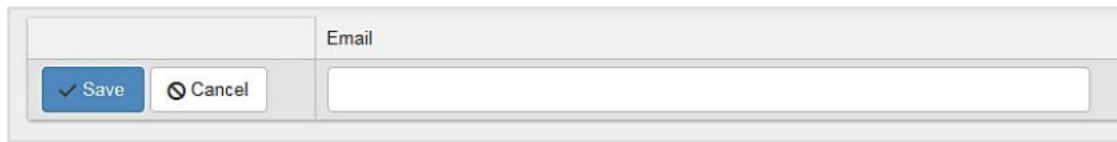
Each recipient whose email address is listed below will receive notification of activity in this case.
Email addresses should be added here only for attorneys and legal professionals actually working on this particular case.

Add New Optional Email

Email

Previous Next Cancel View Summary

2. Enter the person's email address in the address field.



Save Cancel

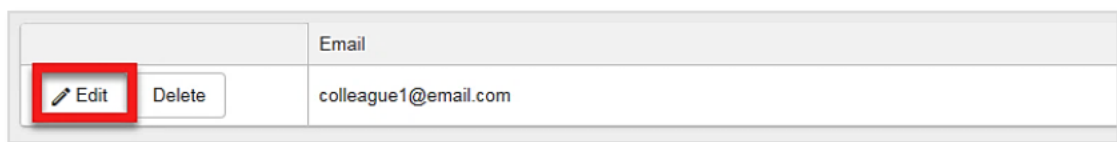
Email

3. Click the [SAVE](#) button to complete the process.

EDITING EMAIL NOTIFICATIONS

To [UPDATE](#) an email address:

1. Find the email address on the list that you need to edit.
2. Click the [EDIT](#) button.

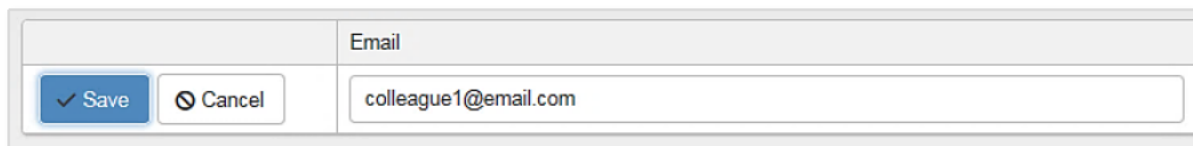


Edit Delete

Email

colleague1@email.com

3. Make the necessary changes, then click on the [SAVE](#) button to complete the process.



Save Cancel

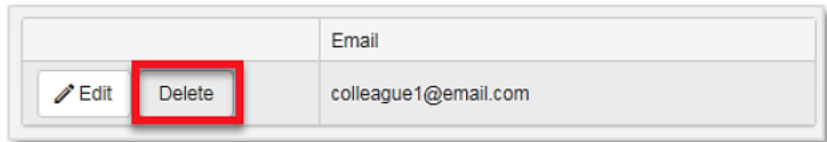
Email

colleague1@email.com

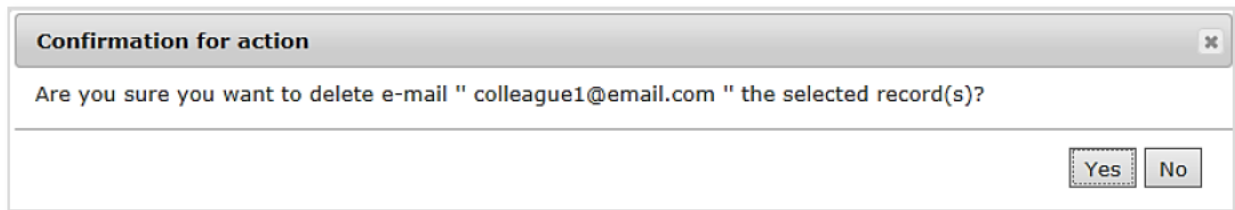
DELETING AN EMAIL NOTIFICATION

To **DELETE** an email address:

1. Find the email address on the list.
2. Click the **DELETE** button.



3. You will be prompted to confirm the deletion. Click **YES** to continue.




E. FINAL REVIEW OF THE FILING

REVIEWING THE FILING


The [SUMMARY](#) page displays all of the information and documents that were added to the filing.

Summary


Please carefully review your submission. Once you have submitted your electronic filing request, you will not be able to edit the request.



Petition for a Writ of Certiorari - Federal 

Petitioner: [redacted]
Respondent: [redacted]
U.S. Court of Appeals: [redacted]
Case Number(s): [redacted]
Court of Appeals Decision Date: [redacted]
Did the Court of Appeals deny a timely petition for rehearing? [redacted]
Rehearing Denied Date: [redacted]
U.S. District Court: [redacted]
Is this a Capital Case? [redacted]

Attorney 


Party Name: [redacted]
Firm: [redacted]
Address: [redacted]
Phone #: [redacted]
Email: [redacted]

Notifications  None

Document  


Petition - Petition.pdf	Virus Scan Completed
Proof of Service - Proof of Service.pdf	Virus Scan Completed
Other - Other.pdf	Virus Scan Completed

As you review the information, these are some things to keep in mind:

- To make changes, click the [EDIT](#) button  to the right of the heading.

Notifications   colleague1@email.com

- Confirm that the virus scan status for each document reads [VIRUS SCAN COMPLETED](#).

Documents 

Petition - Brief.pdf	Virus Scan Completed
Proof of Service - Proof of Service.pdf	Virus Scan Completed

Each document will be automatically scanned for viruses. For security purposes, the system will not allow the filing to be submitted until each document has completed the virus scanning process. Depending on the file size, larger documents will take a few minutes longer to complete the scanning process.

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.

SUBMITTING THE FILING

1. To submit the filing, click the [SUBMIT ELECTRONIC FILING REQUEST](#) button at the bottom of the Summary page.

Note

You will not be able to submit the filing if a document's virus scanning process has not completed.

2. A dialog box will appear with a disclaimer. Review the disclaimer, check the box if you agree, and then, click [YES](#) to continue.

Confirmation for action

I understand that the documents to be submitted are to be made publicly available on the website of the Supreme Court of the United States. I have reviewed the documents, and they are in compliance with the redaction requirements of Supreme Court Rule 34.6.

I agree to these terms.

Yes No

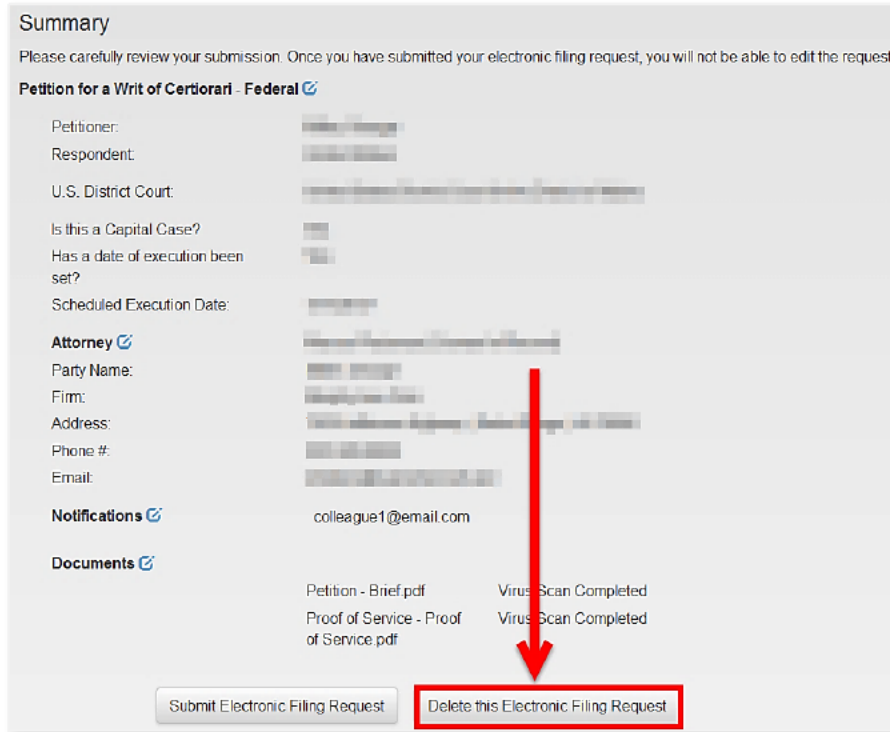
3. You will receive an email notification, confirming that the filing was received.

DELETING A FILING THAT HAS NOT BEEN SUBMITTED

To delete the filing:

1. Locate the filing you would like to delete in the [MY FILINGS IN PROGRESS](#) section, and open it.

You will be redirected to the [SUMMARY](#) page of the filing.



Summary

Please carefully review your submission. Once you have submitted your electronic filing request, you will not be able to edit the request.

Petition for a Writ of Certiorari - Federal

Petitioner: [Redacted]
Respondent: [Redacted]
U.S. District Court: [Redacted]
Is this a Capital Case? [Redacted]
Has a date of execution been set? [Redacted]
Scheduled Execution Date: [Redacted]

Attorney

Party Name: [Redacted]
Firm: [Redacted]
Address: [Redacted]
Phone #: [Redacted]
Email: [Redacted]

Notifications colleague1@email.com

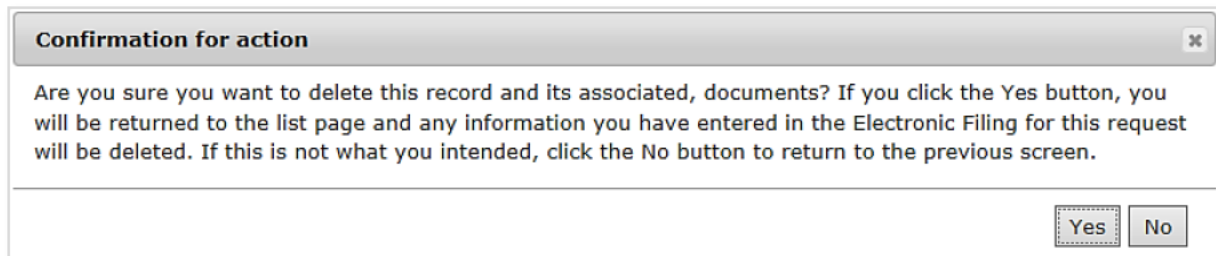
Documents

Petition - Brief.pdf Virus Scan Completed
Proof of Service - Proof of Service.pdf Virus Scan Completed

Submit Electronic Filing Request Delete this Electronic Filing Request

2. Click the [DELETE THIS ELECTRONIC FILING REQUEST](#) button at the bottom of the page.

A confirmation to delete the filing will display at the top of the page. Click [YES](#) to continue.



Confirmation for action

Are you sure you want to delete this record and its associated, documents? If you click the Yes button, you will be returned to the list page and any information you have entered in the Electronic Filing for this request will be deleted. If this is not what you intended, click the No button to return to the previous screen.

Yes No

The system will delete the filing and re-redirect you to the [SEARCH ALL MY ELECTRONIC FILINGS](#) page.

The screenshot shows the 'SEARCH ALL MY ELECTRONIC FILINGS' page. At the top, there is a header with the Supreme Court logo and the text 'SUPREME COURT OF THE UNITED STATES Electronic Filing System'. Below the header is a navigation bar with links for 'Home', 'My Account', 'Electronic Filings', 'Rules and Guidance', and 'Help'. The main content area features a search filter section with dropdown menus for 'Type' and 'Status' (both set to '(any)'), input fields for 'Docket #' and 'Submitted Dates', and a 'Search' button. Below the search filters is a table with the following columns: View, Docket #, Title, Filing, Status, Submitted Date, and Filed Date. The table contains two rows of data, each with a trash icon in the 'View' column. At the bottom of the table, there is a pagination control showing '1' of 2 items, '20 items per page', and '1 - 2 of 2 items'.

You are not permitted to delete a filing that has already been submitted. If there is a problem with a submitted filing, contact the Clerk’s Office.

F. REVIEWING THE STATUS OF YOUR FILING

ACCESSING YOUR FILINGS

To view your filings:

1. From the [HOME PAGE](#), click on the [ELECTRONIC FILINGS](#) top menu and select [SEARCH ELECTRONIC FILING](#) from the list.



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

The screenshot shows the 'Search All My Electronic Filings' interface. It features search filters for Type, Status, Docket #, Title, and Submitted Dates. A 'Search' button and a 'Clear' button are present. Below the filters is a table with columns for View, Docket #, Title, Filing, Status, Submitted Date, and Filed Date. The table contains two rows of results. At the bottom, there is a pagination control showing '1' of 2 items per page and '1 - 2 of 2 items'.

View	Docket #	Title	Filing	Status	Submitted Date	Filed Date

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

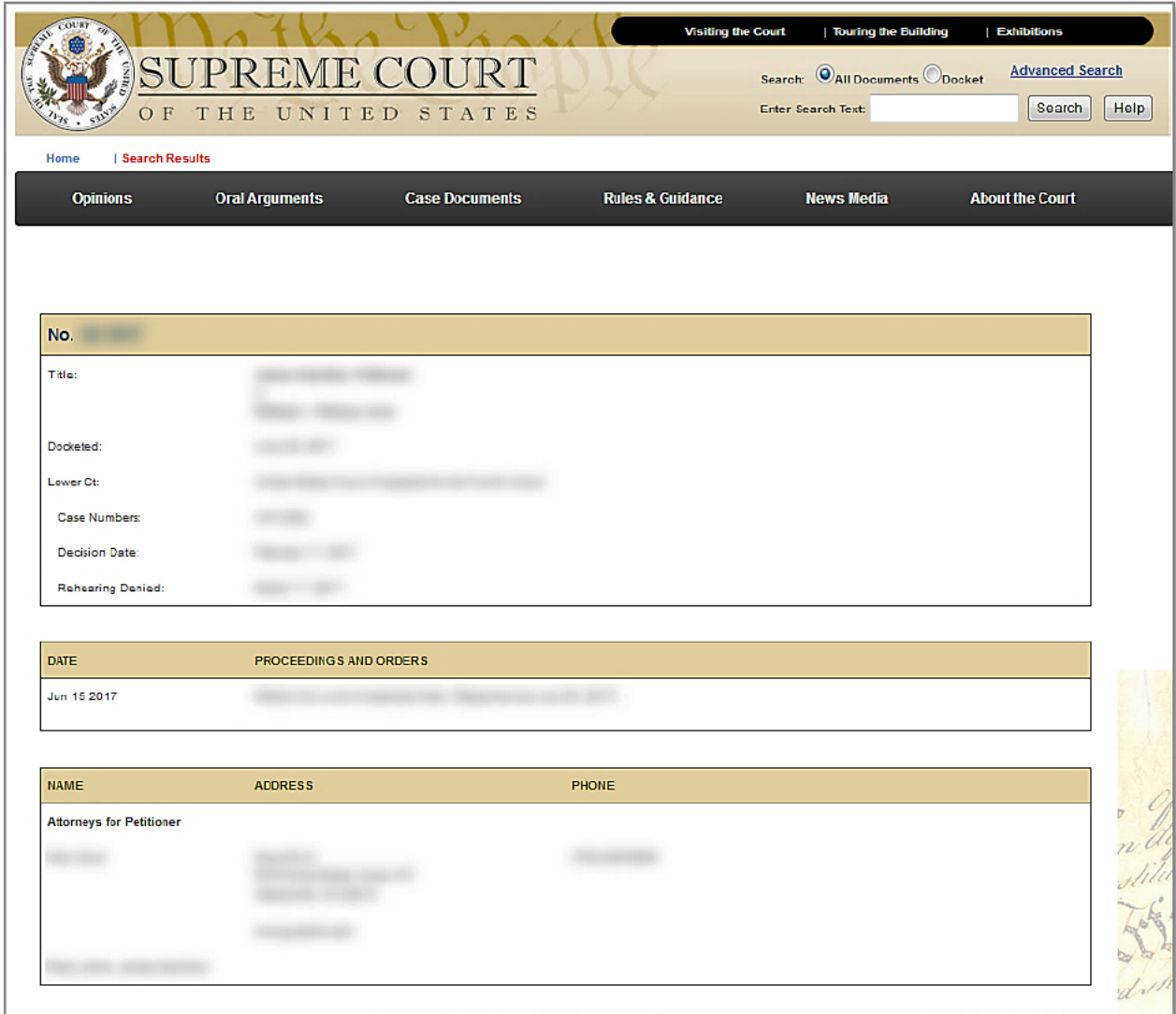
The results will be displayed in the filing queue.

4. Click the view button to open the filing.

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

DOCKET SHEETS

When your filings are submitted, they will be available through the docket sheet on the Supreme Court's website. A case-initiating document will be available on the website only once the Clerk's Office has reviewed and accepted the document for filing and given it a case number. Subsequent filings in a case will be posted shortly after submission.



The screenshot displays the Supreme Court of the United States website interface. At the top, there is a navigation bar with links for "Visiting the Court", "Touring the Building", and "Exhibitions". The main header features the Supreme Court seal and the text "SUPREME COURT OF THE UNITED STATES". A search bar is located on the right, with options for "All Documents" and "Docket", and a search button. Below the header, there is a navigation menu with links for "Opinions", "Oral Arguments", "Case Documents", "Rules & Guidance", "News Media", and "About the Court".

The main content area shows a docket sheet for a case. The case information is as follows:

No.	16-1234
Title:	16-1234
Docketed:	16-1234
Lower Ct:	16-1234
Case Numbers:	16-1234
Decision Date:	16-1234
Rehearing Denied:	16-1234

Below the case information, there is a table for "PROCEEDINGS AND ORDERS":

DATE	PROCEEDINGS AND ORDERS
Jun 15 2017	16-1234

At the bottom, there is a table for "Attorneys for Petitioner":

NAME	ADDRESS	PHONE
16-1234	16-1234	16-1234

RESUBMITTING A REJECTED FILING

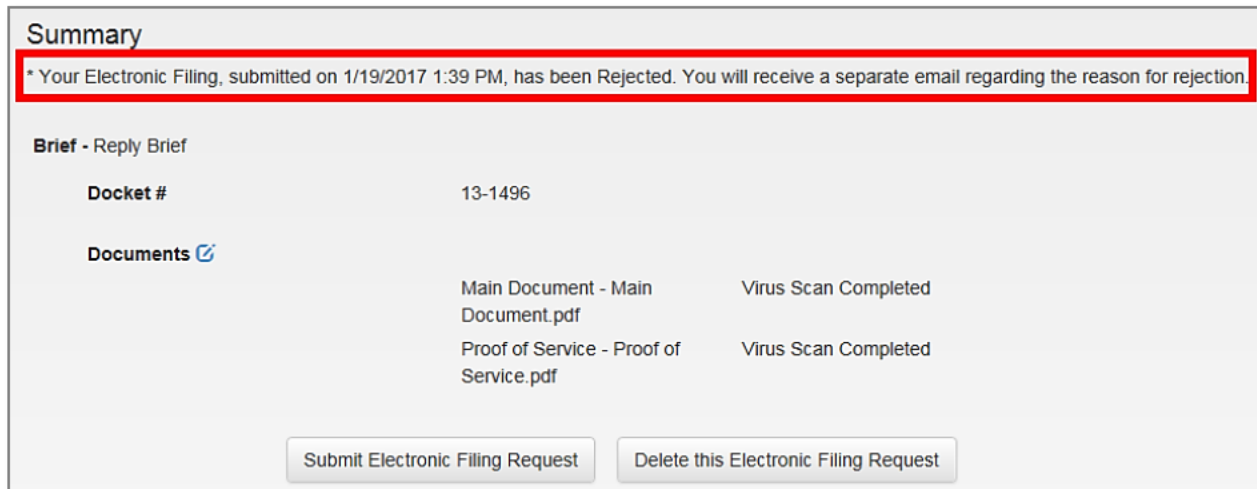
To resubmit a rejected filing:

1. From the [HOME PAGE](#), click on the [ELECTRONIC FILINGS](#) top menu and select [SEARCH ELECTRONIC FILING](#) from the list.



2. Conduct a search and open your filing.

At the top of the Summary page, the date and time that the filing was rejected will be listed. The reason for the rejection will be sent to you via email.



3. If you would like to resubmit your filing, make the necessary changes and click the [SUBMIT ELECTRONIC FILING REQUEST](#) button to resubmit your filing.