

United States Court of Appeals for the Federal Circuit
Clerk's Office - FAQ

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Account Information

- Q: I need to update my name, address, e-mail address(es),and/or firm with the court. How do I do that?
- A: You will need to log into your CM/ECF account and change your information in your account. Also, per Fed. Cir. R. 47.3(c), you should submit an amended entry of appearance on any active case that you have at the court.
- Q: I need to update my account information, can you do it for me?
- A. No; per Fed. Cir. R. 47.3(c), you must maintain your CM/ECF account information. For assistance in modifying account information, contact the PACER Service Center at (800) 676-6856 or pacer@psc.uscourts.gov.
- Q: I forgot my username and/or password, should I reapply or can you tell me what they are?
- A: You should not re-register for CM/ECF. Contact the PACER Service Center for assistance ((800) 676-6856 or pacer@psc.uscourts.gov) regarding your username and password.

Attorney Admission

- Q: I need to apply for admission to the court's bar. What is the procedure?
- A: First you will need to [register](#) for a CAFC CM/ECF account. Once the account is approved, you will be able to log into CM/ECF, submit your [Form 21](#), and pay the fee via Pay.gov.

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- Q:** I will be submitting my attorney's application for admission to the bar this afternoon; where do I mail it?
- A:** As of [July 6, 2015](#), Pursuant to amended Fed. Cir. R. [46\(c\)](#), applications must be submitted and payment must be made through CM/ECF using pay.gov. If necessary, you will need to [register](#) your attorney for a CAFC CM/ECF account. Once the account is established, you will be able to log into the attorney's account, electronically submit [Form 21](#), and pay the fee via Pay.gov.

1. Form 21 Guidance

- a. *Applicant Name:* Your name as printed will be the name that appears on the court's attorney roster, on the certificate of admission, AND in any case.
- b. *Good Standing/ Sponsor:* You may submit a completed admission form accompanied by a certificate of good standing from one of the courts enumerated in Federal Rule of Appellate Procedure 46(a) or Fed. Cir. R. 46(b) (the certificate must be dated within 30 days of the motion for admission and must bear the seal of the issuing court) **OR** you may submit a completed admission form and have a member of this court's bar move for your admission in the space provided on the form. Fed. Cir. R. 46(b) sets forth the admissions procedures fully.
- c. *Signatures:* If you are completing this form electronically, you may use an "/s/" plus typed name format for each signatory. If you are printing the form for scanning, you must use a cursive (written) signature.

2. Submitting the Application and Admission Fee:

- a. If you have not registered for CM/ECF, you must first do so via [PACER](#).

Upon receiving a username and password, login to CM/ECF. Select **Utilities**, then **Bar Admission**. Upload the PDF file of your application and pay the attorney admission fee of \$226.00.

Note: Step-by-step instructions are in the [CM/ECF User Guide](#).

- Q:** I can't find my name in the Attorney Admission Search on the Court's website and I know that I have been admitted to the bar. Why is my name not showing up?
- A:** Attorneys who have not registered for CM/ECF will not be able to search for their admissions information. Once you have registered for CM/ECF, you will be able to find your name in the Attorney Admission Search.

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CM/ECF Registration / Login

- Q:** How do I register for a CM/ECF account?
- A:** Visit the court's [website](#) and select [Registration](#) under the CM/ECF section. On the left side of the screen pick the option that is most applicable to your status and follow the prompts.
- Q:** I have an account with another Federal Court; can I use the same account to file with your court?
- A:** No; you will need to register for an account with our court. First, login to your [PACER](#) account. Then, select **Manage My Appellate Filer Account**. You will then be prompted to enter your *appellate filer login* and *password*. The same login information is used to access CM/ECF in all appellate courts in which you are registered. Then, follow the prompts to select the Court of Appeals for the Federal Circuit.
When your request is complete, PACER will send it to us for processing. Once we have processed your request, you will receive an email with our determination.
- Q:** I registered for my CM/ECF account earlier this morning; can you expedite my account's approval?
- A:** Unfortunately, there is no way of expediting this process. The approval process begins with PACER for processing and then is processed in the Clerk's Office. The process takes about 24 hours. You will receive an email once the account has been approved.
- Q:** I am currently locked out of my CM/ECF account. Can you please reset my account?
- A:** Your CM/ECF account will reset automatically after 5 minutes. You must first close all web browsers and wait five minutes before attempting to log in.
- Q:** I am an attorney who recently changed law firms. Do I need to get a new CM/ECF account?
- A:** No, your CM/ECF account is assigned to you, not your law firm. If your law firm's PACER account is linked to your CM/ECF account, you should, when revising your address and contact information, also update your PACER account information. For questions on how to update your CM/ECF or PACER account information, contact the PACER Service Center at (800) 676-6856 or pacer@psc.uscourts.gov.

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- Q: I am registered for CM/ECF, but I can't make any filings in the case. Why am I unable to file in cases?
- A: Only members of the bar of this court can file in cases. If you have recently applied for admission to the court's bar, you must wait until your admission application is accepted before you are able to file. If you are a member of the bar of the court, but are unable to file in a case, send an e-mail to ecfhelp@cafc.uscourts.gov.

Contacting a Judge

- Q: I would like to invite a judge to an event that our law school is hosting. May I be transferred to their chambers?
- A: Unfortunately we cannot transfer you to chambers. Please provide us with detailed information so we can appropriately forward the information to be considered. You may also email the invitation to chiefdeputyclerk@cafc.uscourts.gov or mail the invitation to the court, addressed to Judge X, or fax the invitation to: (202) 275-9678 Attn: Judge X.

Electronic/ Paper Copies of Documents

- Q: I just filed my document via CM/ECF. I think the court needs paper copies but the NDA didn't inform me of how many or when. What do I do?
- A: Please refer to the current [rules](#) for the number of paper copies required to be submitted to the court and/or served to an opposing party for all types of documents.
- Q: I am trying to open a brief/ document on the docket and it has a lock symbol next to it. Why can't I open the brief?
- A: There are several reasons why you cannot open a brief/document.
1. The document/brief is confidential. Pursuant to Fed. Cir. Rule 25(c)(1)(G), access to confidential or sealed versions of documents/briefs are limited to the court.
 2. The document/brief has been rejected for non-conformance with the court's rules, or the document/brief has been replaced.
 3. The non-confidential brief/appendix has not been screened for compliance by the case manager. Once the document has been accepted and filed by the court, you will be able to view it.

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Q: I am about to have the paper copies of my briefs made. What color should my briefs be?

A: Please reference Practice Note 32 of the [Rules of Practice](#).

Q: I need to request copies of documents. How can I do this?

A: Please send a detailed message to records@cafc.uscourts.gov and a member of the Clerk's Office will contact you regarding pricing. Also, please see our [Fee Schedule](#) on the court's website.

Opening a Case

Q: How do I upload my notice of appeal, petition for review, or writ if I don't have a case number?

A: Log into CM/ECF, from the menu select **Utilities**. Select the appropriate option from the sub-menus to **submit new appeal with fee** or **submit new appeal without fee**.

Panel Information

Q: My case has recently been assigned to an upcoming calendar, when can I find out the names of the panel members?

A: The names of the panel members are released 30 minutes prior to the opening of the argument session. If you will not be presenting argument, to determine the panel composition, on the morning of argument you can review the [Argument section](#) of the court's website.

Paying Fees

Q: I've uploaded my application for admission, notice of appeal, or petition for review and proceeded to pay the fee but the pay.gov page never loaded. Did you receive my submission?

A: No, please check your browser settings. Your pop-up blocker may be on and is preventing you from completing the next step of paying the fee. You should enable pop-ups for pay.gov.

Q: I paid the fee in my appeal and have a receipt, but I received a message on my docket indicating that I have not paid my fee.

A: It's likely that you closed the pay.gov browser before returning to CM/ECF. Please contact the Clerk's Office and ask for John Paul. He will be able to resolve the issue.

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- Q: How do I pay the fee in my appeal once it has been issued a case number?
- A: Login to CM/ECF. From the menu select **Filing**, then **File a Document**. Enter the case number in the *Case* field. From the '**Select an Event Category**' list on the left side of the screen, select **Costs/ Fees**. The '*Pay Docketing Fee*' event radio button will appear on the right side of the screen pre-selected. Click Continue. On the next screen the fee amount is displayed; confirm the fee amount and press Pay Now. You will be taken to Pay.gov in a separate window. Continue to follow all prompts.

Response to Oral Argument Order

- Q: I need to submit my Response to Oral Argument Order but I can't locate the form to fill out.
- A: We've made the response to oral argument order easier for you. There is no longer a form to complete. All that you have to do is log into CM/ECF and docket the event **Response to Oral Argument Order**.

Verifying Employment Information

- Q: I am Jane Doe calling from company X; I would like to verify employment.
- A: You may call (202) 275-8150. Someone in the Human Resource Office will be happy to assist you.