

## Important Points to Keep in Mind

- ✓ Payment for filing fees will be made through Pay.gov. Pay.gov is a service used by the District Court to process filing fees. It is **not** a department of, or managed by the District Court. Please review the General Order regarding refund of filing fees paid electronically. The full order is available at <http://10.205.15.104/PRESS/GeneralOrder102607PDF> and an applicable excerpt is provided at the end of this document.
- ✓ The filing user will be prompted to enter credit card information while filing the notice of appeal. Pay.gov accepts Visa<sup>®</sup>, MasterCard<sup>®</sup>, Discover<sup>®</sup>, American Express<sup>®</sup> and Diners Club International<sup>®</sup>. **Debit cards are not accepted for payment at this time.** Please check the Clerk's Office website at [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov) for updates.

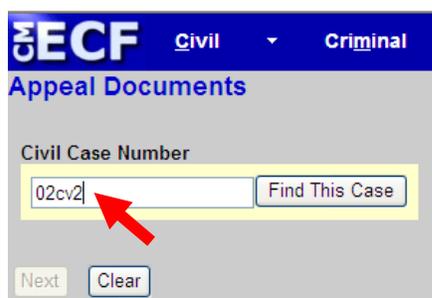
1. Click on the **Appeal Documents** link.



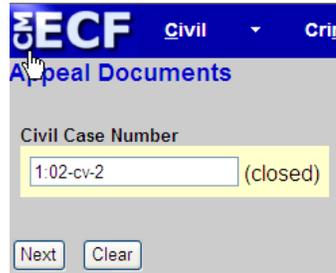
**Do not use the Notices event link to file a Notice of Appeal. This event does not allow you to pay the filing fee, and will delay processing.**



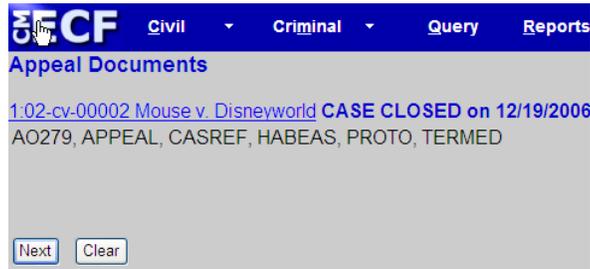
2. A. Enter the case number of the case being appealed.  
B. Click **Find This Case**.



3. Once the case number that you entered displays in the box click **Next**.



4. A. Verify that the correct case number and title display.  
B. Click **Next**.

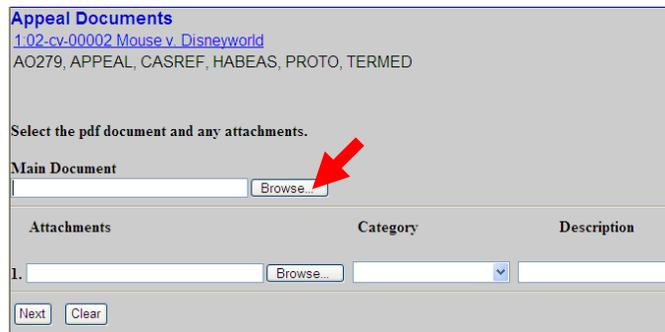


After a final judgment or closing order has been entered in the case a **CASE CLOSED** flag will appear next to the case information. This does not prevent a Notice of Appeal from being filed.

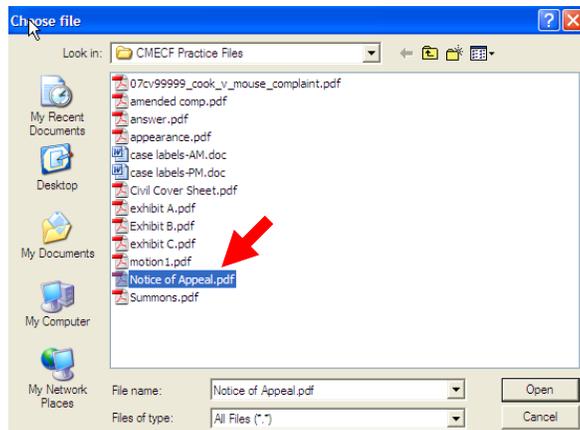
5. Click **Notice of Appeal**.



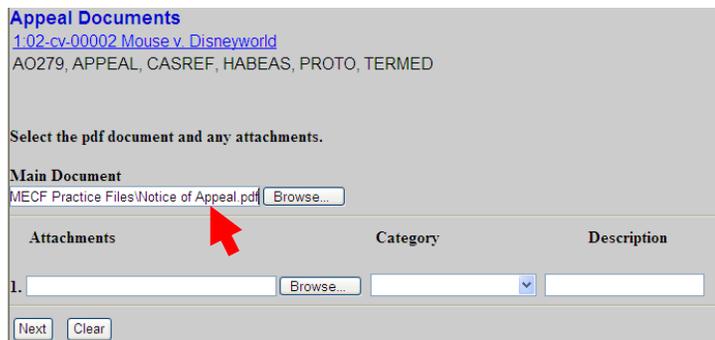
- 6. Click **Browse** to display the files available on your computer.



- 7. A. Select the file that contains the Notice of Appeal.
- B. Click **Open** to upload the document.



- 8. A. Verify that the correct file name displays in the box, and click **Next**.



9. Select the filing party(s) and click **Next**.

To select more than one name, hold down the **Ctrl** key on the keyboard and use the mouse to highlight multiple names.

The screenshot shows the 'Appeal Documents' interface for case 1:02-cv-00002 Mouse v. Disneyworld. It includes a 'Pick Filer' button and a list of parties: Alice Cooper (intv), Disneyworld (crc), Disneyworld (dft), Disneyworld (T) (crc), Mickey Mouse (crd), Mickey Mouse (pla), Mickey Mouse (crd), Aaron Rossi (crtm), Ryan Roxie (intv), Service List (svc), and John Smith (pla). A 'Select the filer.' window is open, showing a 'Select the Party:' dropdown menu with the following options: Cooper, Alice [intv], Disneyworld [crc], Disneyworld [dft], Disneyworld (T) [crc], Mouse, Mickey [crd], Mouse, Mickey [pla], Mouse, Mickey [crd], and Rossi, Aaron [crtm]. There are 'Next', 'Clear', and 'New Filer' buttons at the bottom of the selection window.

10. A. Check the box next to the event/order being appealed and click **Next**.

The screenshot shows the 'Appeal Documents' interface for case 1:02-cv-00002 Mouse v. Disneyworld, which is marked as 'CASE CLOSED on 12/19/2006'. It prompts the user to 'Select order being appealed.' and provides a list of events with checkboxes. A red bracket highlights the first three events. The events are:

- 02/01/2002 [4](#) ORDER Motion for leave to proceed in forma pauperis [3](#) is granted signed by Judge Ruben Castillo on 2/1/2002. (nlf, ) (Entered: 07/17/2003)
- 12/01/2004 [8](#) MINUTE entry before Judge Ruben Castillo : Motion to continue 7 is entered and continued, Settlement conference held on 12/1/2004, Attorney Russell Crowe for Disneyworld added. Attorney Andy Garcia terminated. Show Cause Hearing set for 12/20/20 04 at 10:00 AM. (nlf, ) (Entered: 12/13/2004)
- 12/01/2004 [9](#) Motion to continue 7 is entered and continued, ORDER regarding Motion for Leave to Proceed in forma pauperis [3](#) Pretrial Conference set for 12/20/2004 at 10:00 AM. Signed by Judge Ruben Castillo on 12/1/2004: (nlf, ) (Entered: 12/13/2004)
- 01/13/2005 [23](#) MINUTE entry before Judge Ruben Castillo : Motion for extension of time to answer 17 is entered and continued (nlf, )
- 04/06/2005 [70](#) PROTECTIVE Order Signed by Judge Ruben Castillo on 4/6/2005: (nlf, )
- 04/06/2005 [71](#) CONTEMPT Order Signed by Judge Ruben Castillo on 4/6/2005: No notice (nlf, )

11. Click the **Calendar** button to select the **Appeal Record Deadline**, and click **Next**.

**The deadline must be exactly 21 days from the date the appeal is filed. This includes weekends and holidays.**

**If the deadline date falls on a holiday, select the next business day.**

Appeal Documents  
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006  
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

notice of appeal

Appeal Record Deadline

Date  Calendar

Next Clear

October 2007

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12. Type **N** in the box unless you are filing on behalf of the government or pro se and click **Next**.

\*If you are filing on behalf of the government or pro se, type **Y** in the box. The payment screen will not display.

Appeal Documents  
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Do you have in forma pauperis status for this appeal?

or

Are you requesting in forma pauperis status for this appeal?

or

Is this appeal filed on behalf of the USA?

Yes  
 No

Next Clear

At this point, a filing fee is required. Determine whether the fee will be paid using a credit card online, or if the fee will be paid in the traditional manner at a later time. You will not be able to pay the fee online after the Notice of Appeal has been electronically filed.

If the fee is not paid at the time the Notice of Appeal is filed, the Court of Appeals will send a letter notifying you when the fee must be paid. If not paid in a timely fashion, your appeal may be dismissed for lack of payment.

If the attorney is a CJA Attorney, Federal Defender or Assistant U.S. Attorney, a filing fee is not required.

13. Click **Next**.

**Appeal Documents**  
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Fee: \$455

14. Wait for the payment screen to load.

**Appeal Documents**  
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Now loading the payment processing screen. This process might take a few seconds.

15. Follow the prompts and enter your credit card information.

The payment amount displayed reflects the appropriate fee for the type of document being filed.

**Online Payment** [Return to your origins](#)  
**Step 1: Enter Payment Information**  
Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)  
Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$1.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \* 

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Pa

- 16. A. Check the box authorizing the charge. If this box is not checked the filing fee cannot be processed.
- B. To have a receipt emailed to you, enter your email address in both boxes.

Online Payment [Return to your originating application](#)  
Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney Test 219 S. Billing Address: Dearborn Billing Address 2: City: State / Province: Zip / Postal Code: 60600 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 4 / 2008	Payment Amount: \$1.00 Transaction Date 10/25/2007 14:22 and Time: EDT

Email Confirmation Receipt  
To have a confirmation sent to you upon completion of this transaction, provide an email address.

Email Address:

Confirm Email Address:

CC:  Separate confirmation

Authorization and Disclosure  
Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

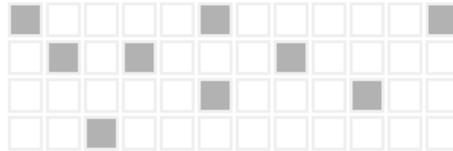
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Enter email address for receipt.

Check this box to authorize the charge.

- 17. Wait until your credit card charge has been processed.

Your request is being processed. Please wait.

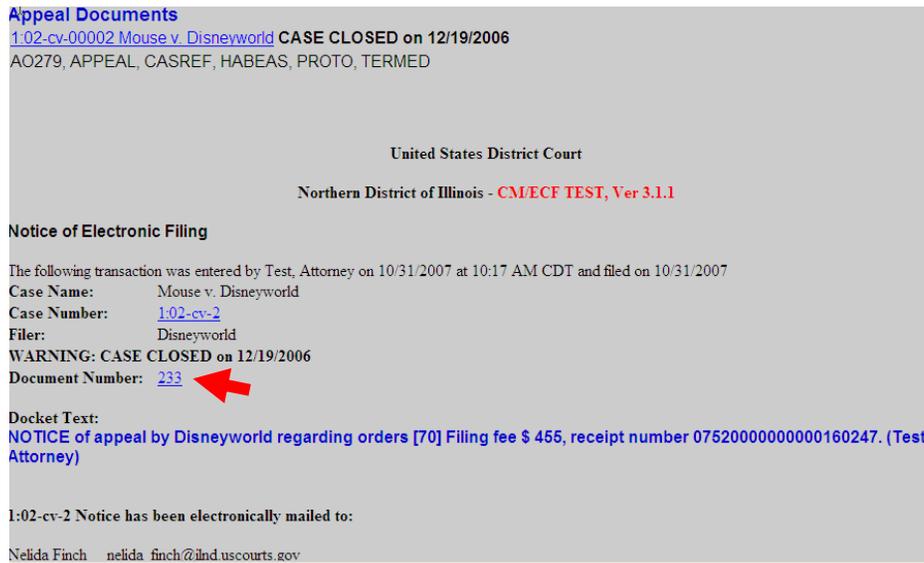
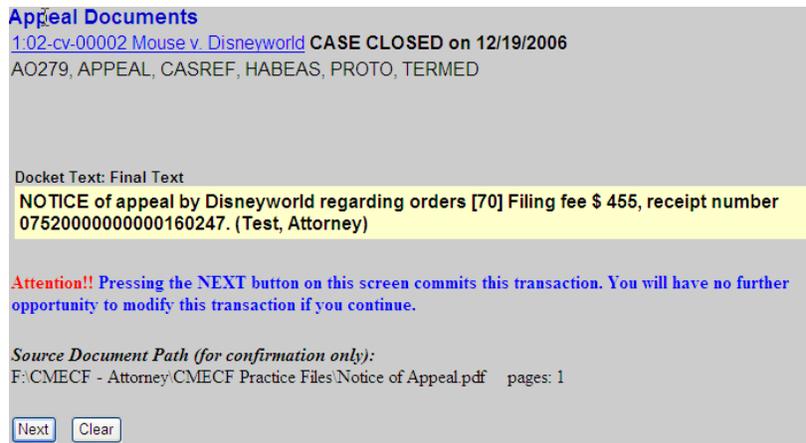


- 18. Click Next.

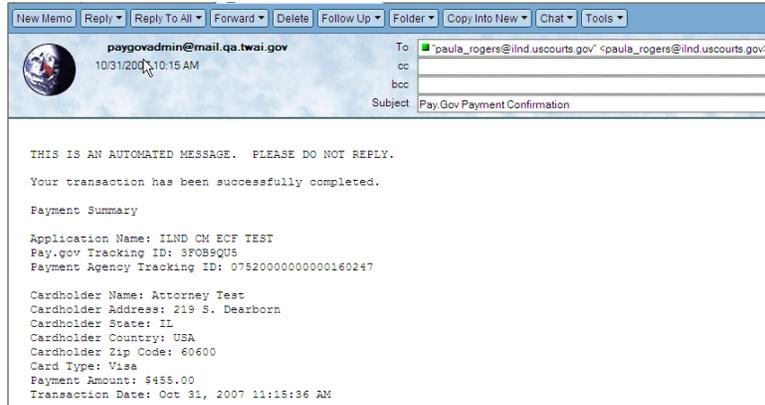
Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006  
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

- 19. Verify that the docket text is correct then click **Next**.
- 20. Wait for the Notice of Electronic Filing (NEF) to display.



- 21. Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**
- 22. File the Docket Statement. Instructions are provided on the following pages.



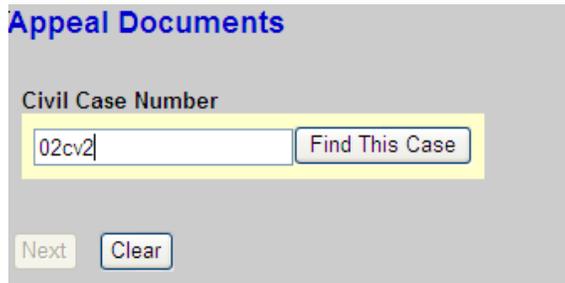
Shown above is a sample receipt generated by Pay.gov. Remember, in order to generate a receipt you must enter your email address at the prompt on the Pay.gov screen. Refer to step 16 for details.

The **Docket Statement** MUST be filed on the same date as the Notice of Appeal. If it is not filed on the same date then it must be filed at the Court of Appeals. **The Docket Statement must be filed separately. DO NOT attach it to the Notice of Appeal!**

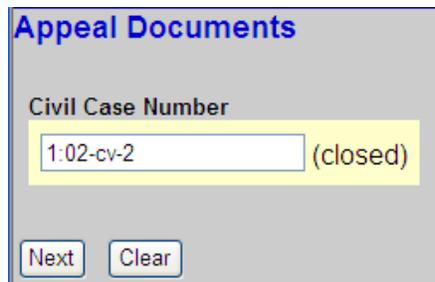
1. Click **Appeal Documents** on the main menu.



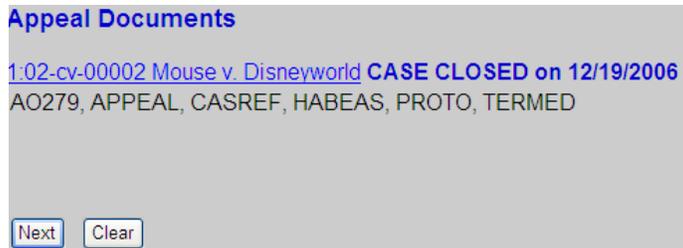
2. A. Type the case number.  
B. Click **Find This Case**.



3. Click **Next** when the case number displays in the box.

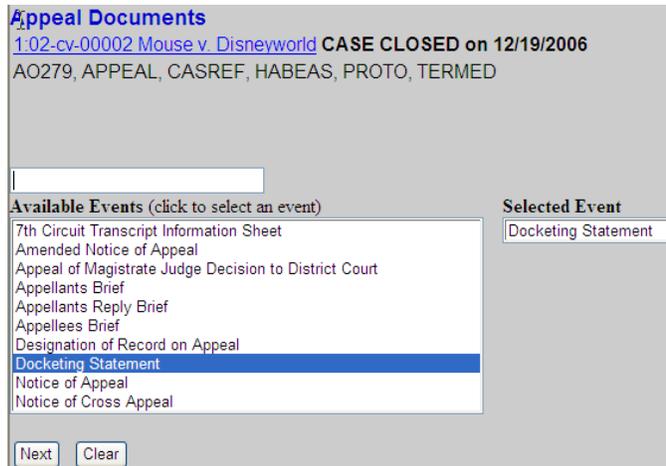


4. Click **Next**.

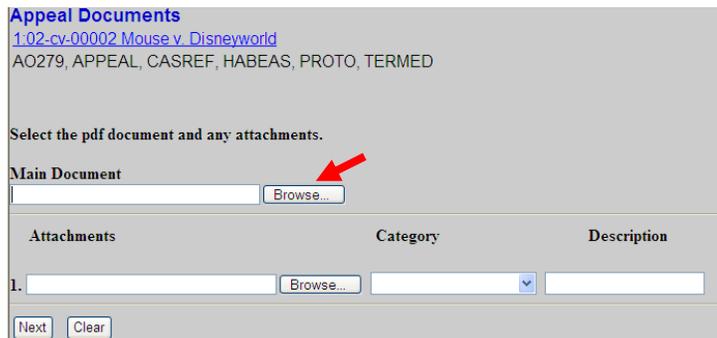


5. A. Select **Docketing Statement**.

B. Click **Enter**.

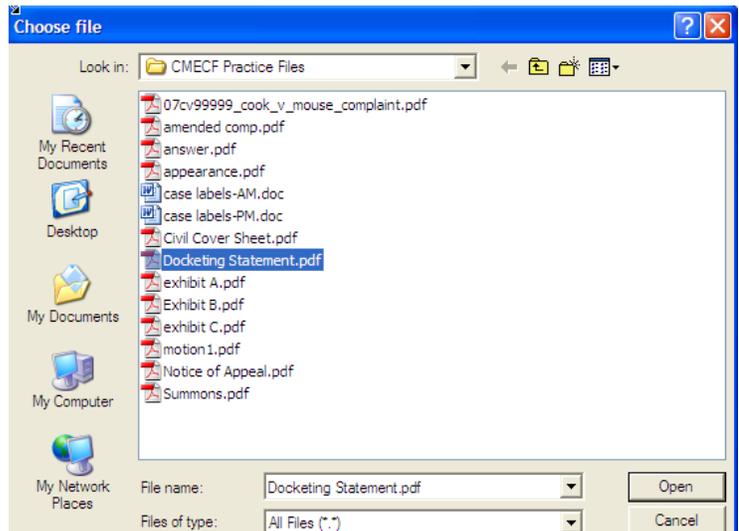


6. Click **Browse** to display the files available on your computer.



7. A. Select the file that contains the **Docketing Statement**.

B. Click **Open** to upload the document.



8. A. Verify that the correct file name displays in the box and click **Next**.

**Appeal Documents**  
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Select the pdf document and any attachments.

**Main Document**  
 F:\Practice Files\Docketing Statement.pdf

Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

9. Select the filing party(s) and click **Next**.

**Appeal Documents**  
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[Collapse All](#) [Expand All](#)

1:02-cv-2

- Alice Cooper intv
- Disneyworld crc
- Disneyworld dft
- Disneyworld (T) crc
- Mickey Mouse crd
- Mickey Mouse pla
- Mickey Mouse crd
- Aaron Rossi crtm
- Ryan Roxie intv

Select the filer.

Select the Party:

- Cooper, Alice [intv]
- Disneyworld [crc]
- Disneyworld [dft]
- Disneyworld (T) [crc]
- Mouse, Mickey [crd]
- Mouse, Mickey [pla]
- Mouse, Mickey [crd]
- Rossi, Aaron [crtm]

10. Check the box next to the Notice of Appeal that relates to this event and click **Next**.

**Appeal Documents**  
[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006  
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Select the appropriate event(s) to which your event relates:

- 12/13/2004 5 NOTICE of appeal by Disneyworld ; Filing fee \$ 255 paid; Receipt number 1234 (nlf, )
- 01/11/2005 15 NOTICE of appeal by Disneyworld regarding order 8 ; Filing fee \$ 255 paid; Receipt number 12345 (nlf, )
- 03/08/2007 184 NOTICE of appeal by Mickey Mouse regarding orders 172 ; Filing fee \$ 455 paid; Receipt number 307123 (amb, )
- 07/17/2007 202 NOTICE of appeal by Mickey Mouse regarding orders 4 Filing fee \$ 455, receipt number 158616. (Test, Attorney)
- 07/23/2007 205 NOTICE of appeal by Mickey Mouse regarding orders 8 (Test, Attorney)
- 07/23/2007 206 NOTICE of appeal by Mickey Mouse regarding orders 23 (Test, Attorney)
- 10/31/2007 232 NOTICE of appeal by Disneyworld regarding orders 172 Filing fee \$ 455, receipt number 0752000000000160236. (Test, Atty)
- 10/31/2007 233 NOTICE of appeal by Disneyworld regarding orders 70 Filing fee \$ 455, receipt number 0752000000000160247. (Test, Attorney)

11. Click **Next**.

**Appeal Documents**  
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12. Verify that the docket entry is correct and click **Next**.

**Appeal Documents**  
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Docket Text: Final Text  
**DOCKETING Statement by Disneyworld regarding notice of appeal[232], notice of appeal[233] (Test, Attorney)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
F:\CMECF - Attorney\CMECF Practice Files\Docketing Statement.pdf pages: 1

13. Wait for the system to process your submission.

**Appeal Documents**  
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**Processing**  
Processing... please wait.  
....

14. Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

**Appeal Documents**  
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006  
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

United States District Court  
Northern District of Illinois - CM/ECF TEST, Ver 3.1.1

**Notice of Electronic Filing**

The following transaction was entered by Test, Attorney on 10/31/2007 at 10:36 AM CDT and filed on 10/31/2007

Case Name: Mouse v. Disneyworld  
Case Number: [1:02-cv-2](#)  
Filer: Disneyworld  
WARNING: CASE CLOSED on 12/19/2006  
Document Number: [234](#)

Docket Text:  
[DOCKETING Statement by Disneyworld regarding notice of appeal\[232\], notice of appeal\[233\] \(Test, Attorney\)](#)

1:02-cv-2 Notice has been electronically mailed to:  
Nelida Finch nelida\_finch@ilnd.uscourts.gov

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS  
GENERAL ORDER 07 – 0023  
GENERAL ORDER ON ELECTRONIC CASE FILING

**Excerpt regarding refund of erroneous or duplicate payments:**

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.