

# ACMS

## Portal Instructions

The U.S. Courts of Appeals for the Second and Ninth Circuits have partnered to bring the public a new Appellate Case Management System, or ACMS. The system has greatly enhanced public access to the courts, and filers have an easy-to-use portal interface that will guide them through the process of filing papers with the court.

Attorneys now file Petitions for Review and Original Proceedings, including Petitions for Leave to file pursuant to 28 U.S.C. §158(d), 28 U.S.C. §1292(b), 28 U.S.C. §1453(c), or F.R.C.P. 23(f), through the ACMS Portal. Once the information is entered and documents uploaded, the system will re-direct those paying by credit card to pay.gov, at which point the papers will be filed with the court. There is also an option to file without paying the fee on submission. Litigants can, however, pay the fee after case opening; see Part IV below.

ACMS will send notice of docket activity (“NDA”) e-mails with links to case filings. The links will re-direct the filer to PACER where a party can view the filing(s). Once a case is opened, filers will also see a direct link to the case in PACER. The email NDAs will come from is [acms@ca2.fedcourts.us](mailto:acms@ca2.fedcourts.us). Make sure your email application does not filter it to spam.

Filers paying by check and those who intend to file a Motion to proceed *in forma pauperis* should select Submit to Court Without Fee Payment.

Optimal browsers for ACMS are Chrome, Edge, and Firefox.

Make sure your PACER account is upgraded to NextGen before logging for the first time. If you encounter any filing issues, clear your browser’s cache and try again.

These instructions are divided into four parts:

- (I) **FILING A NEW PFR OR COUNSELED ORIGINAL PROCEEDING**
- (II) **NON-PARTY FILINGS** including non-party notice of appearance, Amicus, and Intervenor,
- (III) **SUBMITTING A NEW FILING**, and
- (IV) **PAYING THE FEE AFTER FILING**
- (V) **REGISTERING FOR CASES OF INTEREST**

Review all relevant sections before submitting your initial filing.

Follow [this link](#) to the ACMS E-Filer Portal. It will take you to the PACER sign-on screen.



Click Sign In and the system will redirect you to PACER.

➔ U.S. COURT OF APPEALS, SECOND CIRCUIT  
Login

\* Required Information

Username \*

Password \*

Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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

Enter your PACER credentials in the normal course and click Login. You will be routed to the new ACMS e-filer portal.

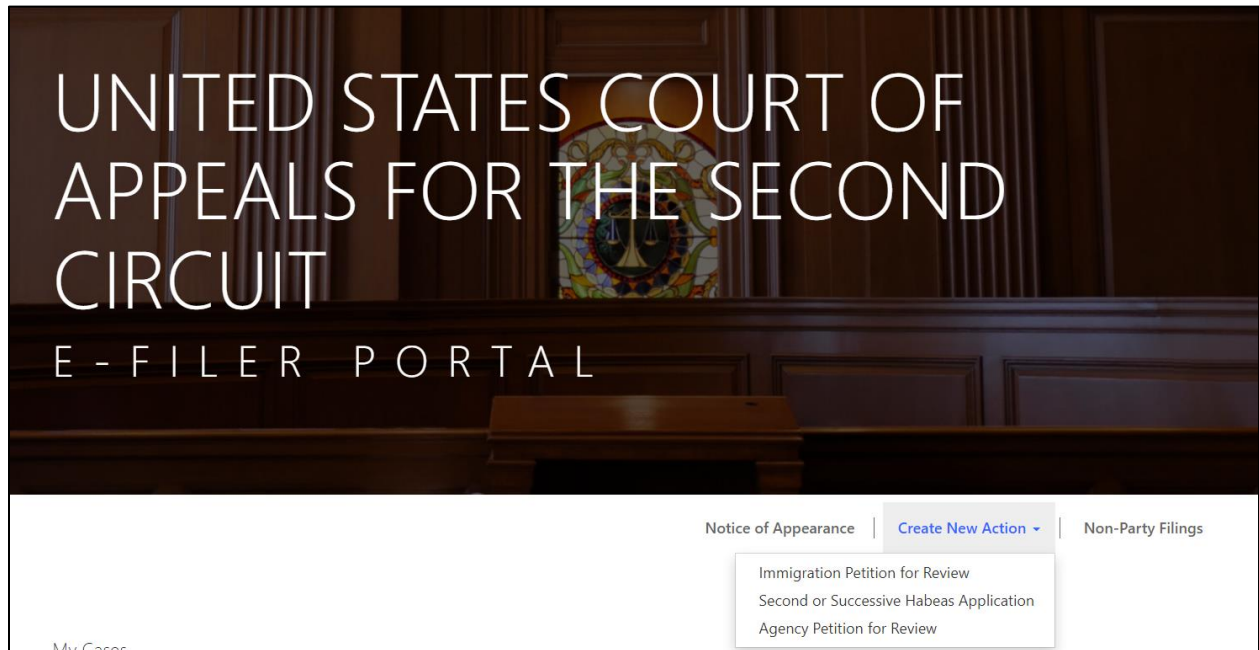


A few trouble-shooting tips in case you encounter first-time login issues:

- Clean your browser cache. Sometimes there are older cached versions of ACMS or PACER that could lead to an error. After you clear your cache, close your browser and re-open. Restart your computer if necessary.
- Double check your PACER registration with the Second Circuit NextGen is active.
- Try another browser. ACMS works optimally in Chrome, Firefox, and Edge. Make sure you have the latest version of the browser you are using.
- Wait and try again later.

## FILING A NEW PFR OR COUNSELED ORIGINAL PROCEEDING

To file a new Petition for Review of an agency order, select [Create a New Action](#)



Depending on your selection, a new screen will open at which point you start the process. Follow the instructional materials and make sure you have the proper documentation. If you select “Immigration Petition for Review”, the immigration filing process will begin. If you select “Agency Petition for Review”, you will be prompted to make appropriate selections.

## Immigration:

### Petition for Review

---

**Originating Agency** | Petitioners | Lead Petitioner | Documents

**Before you start**, make sure you have at least the **required** PDF files ready to upload:

1. Petition for Review
2. Order on Review

All attached documents must be accompanied by proof of service by mail or other method of service by the filer directly (no electronic service available using this submission).

There is no need to send a paper original to the court.

Note that although your submitted documents will be deemed received as of the date submitted, the court may not open your case or create a docket number until the next business day.

**CAUTION:** If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you must send an email to .

**Originating Agency**

Board of Immigration Appeals

[Next](#) [Cancel](#)

## Other Agency:

Home > **Other Agency**

### Other Agency

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0%

Type of Action

Non-Immigration Petition for Review  
Application for Enforcement

[Next](#)

Depending on which process you use, the system will present you with the next steps for submitting your filing. For **Immigration Petitions for Review** will see the following screens:

- The petitioner's information. Click Add Petitioner. A new window will open. Enter the petitioner details and click Submit. If there are multiple petitioners, repeat this step. When all petitioners are entered, click Next.
- Attach Documents. Attach the Petition for Review and Agency Order on Review. Click Attach Document. From here, select the document you wish to upload.

**Document \***

Petition for Review  
Agency Order on Review

**Select PDF document to upload \***

Choose File No file chosen

Submit

Be sure to upload both the Petition for Review and Agency Order on Review as separate documents. To upload, select Choose File and upload the appropriate document. For the Agency Order on Review, you will be prompted to enter the decision date before uploading the document. Once your document is uploaded, click Submit.

**Document \***

Agency Order on Review

**Decision Date \***

Choose File No file chosen

Submit

- **Fee Payment.** The system will take you back to the list of documents you are filing, at which point you can file with or without fee payment.

### Petition for Review

[Originating Agency](#) ✓   [Petitioners](#) ✓   **Documents**

Attach document(s).

Documents [Attach Document](#)

Name	Filing Type	
TEST 3.pdf	Agency Order on Review	▼
TEST 2.pdf	Petition for Review	▼

[Previous](#)   [Submit to Court Without Fee Payment](#)   [Submit to Court With Fee Payment](#)

If you select Submit to Court With Fee Payment, the system will re-direct you to pay.gov before it is submitted to the court. If you select Submit to Court Without Fee Payment, the petition will be filed with the court. Once the Petition is filed, the system will return you to your home screen. You will now see your filed petition under the “My Submitted Cases” grid. Once the Court opens the case and assigns a Case Number, the petition will appear under a grid called “My Cases”.

[Notice of Appearance](#) | [Create New Action](#) ▼ | [Non-Party Filings](#)

My Submitted Cases

Case Type	Lead Petitioner	Originating Court	Fee Status	Created On ↓
<a href="#">Agency</a>	Check Mate	Board of Immigration Appeals	Due	1/18/2022 4:35 PM

My Cases

[Q](#)

Case Number	Case Title	Case Status	Originating Court	Fee Status	Most Recent Activity ↓
<a href="#">22-6020</a>	Dog v. United States of America	Opened	EDNY (CENTRAL ISLIP)		1/13/2022 4:24 PM <a href="#">📄</a>
<a href="#">22-6011</a>	Zheng v. Garland	Opened		Due	1/12/2022 12:53 PM <a href="#">📄</a>

Once opened, click on the Case Number and the system will bring you to the Case Details screen. Here, you will see general information about the case, any relevant deadlines, case participants, and the docket sheet.

Filers submitting **Non-Immigration Petitions for Review or Original Proceedings, including Petitions for leave to appeal** will see the following screens:

- **Originating Agency:** Select the originating agency of whose decision the petition is seeking review.
- **Petitioner Type:** Select the type of petitioner filing, i.e. Individual, Corporation/Entity, Government Agency
  - If the petitioner is an individual, enter the petitioner's information
  - If the petitioner is a corporation or other entity, enter the official name of the corporation/entity
  - If a federal agency is petitioning, enter the official name of the agency
- **The petitioner's information.** Click Add Petitioner. A new window will open. Enter the petitioner details and click Submit. If there are multiple petitioners, repeat this step. If you need to enter a corporate alias, select the down arrow at the right-side of the row.

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To add Petitioner(s) who are individuals, select "Add Petitioner" and enter the requested details. First and last names are required. For Petitioner(s) that are corporations, select "Add Entity". The Entity Name is required. If a Federal Agency is petitioning an agency order, enter the official name of the agency.

Petitioner(s)

Add Entity

Full Name	
Corporation B	<input checked="" type="checkbox"/>

Delete

Add Alias

Select Create.

Petitioner Details

Full Name

Corporation B

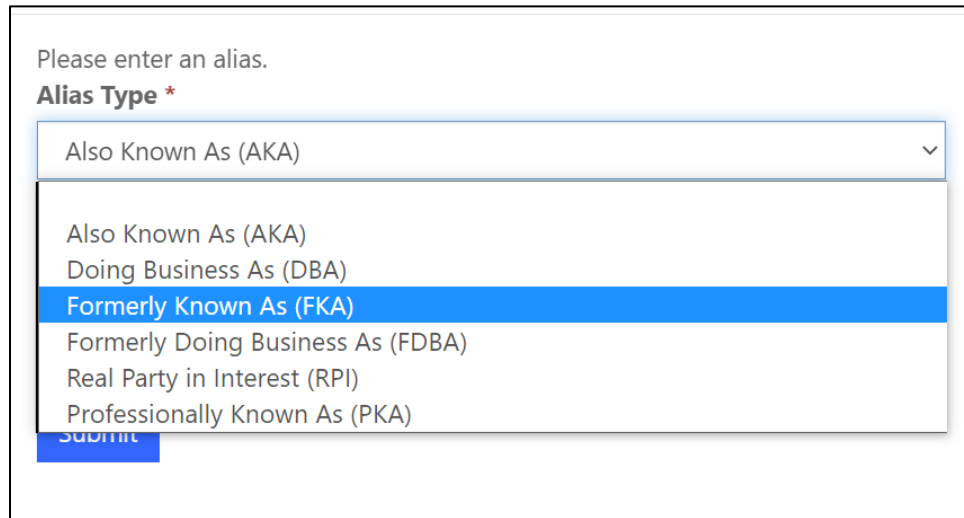
Create

Alias Type	Name
There are no records to display.	

Submit



If applicable, enter the type of alias and any relevant information.



The screenshot shows a web form with the following elements:

- Text: "Please enter an alias."
- Label: "Alias Type \*"
- Dropdown menu: A dropdown menu is open, showing a list of alias types. The current selection is "Also Known As (AKA)". The list includes:
  - Also Known As (AKA)
  - Doing Business As (DBA)
  - Formerly Known As (FKA) (highlighted in blue)
  - Formerly Doing Business As (FDBA)
  - Real Party in Interest (RPI)
  - Professionally Known As (PKA)
- Submit button: A blue button labeled "Submit" is visible at the bottom left of the form.

When all petitioners are entered, click Next.

- **Attach Documents.** Attach the Petition for Review and Agency Order on Review. Click Attach Document. From here, you will be prompted to select the document you wish to upload. For the Agency Order, you must select the date the order was issued.

When the above is complete, ACMS will provide a summary page, at which point the filer can submit to the court with or without fee payment. See above for payment instructions.

Counsel submitting **Second or Successive Habeas Applications** will be presented with the following screens:

- Conviction Type. Select State or Federal from the drop-down menu
- Origin. Select the U.S. District Court of origin. Enter the originating case number as well.
- Applicant/Prisoner Information. Enter the applicant's information. Be sure to indicate whether the applicant is in a federal or state facility. There is a search box in which you can search all prisons within the circuit and select ones outside of it. If a prison is not listed, contact the help desk.

## Second or Successive

33%

Instructions - SOS - Prisoner Details

### Prisoner Information

Is the applicant currently housed in a federal correctional facility? \*

No  Yes

Correctional Facility \*



Prisoner Registration # \*

First Name \*

Middle Name

Last Name \*

Generation

Previous

Next

Click [Add Alias](#) to enter an alias, if any. When entering alias information, be sure to include the type of alias. If there is only a one-name alias, enter it in the last name field.

### Alias

Add Alias

Alias Type

First Name

Last Name

Generation

There are no records to display.

**Alias Type \***

Also Known As (AKA) ▼

Also Known As (AKA)

Doing Business As (DBA)

Formerly Known As (FKA)

Formerly Doing Business As (FDBA)

Real Party in Interest (RPI)

Professionally Known As (PKA)

**Last Name \***

**Generation**

▼

**Submit**

- Attach Document. The attach document screen functions the same regardless of case type. The difference is that the documents you can select are different. Select Second or Successive Application Filed. Upload the document and click Submit. Then click Next.
- Review screen. Review the information and click Submit to Court.

## NON-PARTY FILINGS

### A. Notice of Appearance

Within 14 days after receiving a docketing notice from the circuit clerk assigning a docket number and enclosing a copy of the appellate docket sheet, all parties must file the Acknowledgment and Notice of Appearance Form. Counsel of record listed on the form must be admitted in this court or have pending an application for admission under LR 46.1(a) or (d). *2d. Cir. L.R. 12.3(a)*.

An attorney whose case does not appear in the list of “My Cases” should file a Notice of Appearance for Substitute or Additional Counsel Form by selecting the [Notice of Appearance](#) option on the portal home page.



#### Step 1

On the opening screen, type in the case number for the case in which you are seeking to appear. Then click the magnifying glass. If the case exists, a message will appear. Click [Next](#).

Notice of Appearance

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Create Notice of Appearance

**Search for Case Number**

Match found! Click Next to continue.

Next

### Step 2

Select the party on whose behalf you are appearing. The roles that appear will depend on the type of case. Click Next.

Notice of Appearance

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16%

Instructions - Notice Appear - Counsel for

**Case \***

Etester v. Garland

**Case Number**

21-5003

**Counsel for Role**

Petitioner  
Respondent

Cancel Previous Next

### Step 3

Choose the party or parties for whom you are entering an appearance by clicking "Select Parties". If there are multiple parties, you may select all, some, or one party. Click ADD and verify you have selected the relevant parties.

Home > **Notice of Appearance**

## Notice of Appearance

33%

Choose the party or parties on whose behalf you are appearing by clicking Select Parties. Once all parties are selected, click ADD.

Filing on Behalf Of \_\_\_\_\_ Select Parties

Case Participant ↑	Participant Role
There are no records to display.	

Cancel Next

### Lookup Participants

Select All Deselect All

<input checked="" type="checkbox"/>	Case Participant Name ↑	Participant Role
<input type="checkbox"/>	Colorado Ribeye	Appellant

Selected Participants

Add Cancel

#### Step 4

Select the purpose of the appearance. Click Next.

# Notice of Appearance

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## Notice of Appearance

I am entering my appearance  
 I am entering my appearance and substituting for another attorney

---

[Previous](#)
[Next](#)

If you are **substituting** for another attorney, select the attorney you are replacing. The process is similar to entering an appearance for a party. Click on “Select Attorney” and you will see a list of attorneys on the case.

Home > Notice of Appearance

## Notice of Appearance

57%

Select the attorney for whom you are substituting.

Replacing Attorney [Select Attorneys](#)

Case Participant ↑	Participant Role
There are no records to display.	

[Cancel](#)
[Next](#)

The attorney you are replacing will appear on the page.

Notice of Appearance

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Replacing Attorney

Case Participant ↑	Participant Role ↑
Adriana Mark	Counsel for Respondent

[Next](#)

**Step 5**

Attach the Notice of Appearance for Substitute, Additional or Amicus Counsel Form by clicking Attach Documents.

Home > **Notice of Appearance**

Notice of Appearance

71%

Attach your appearance form.

Attachments

**Filing Type**  
Notice of Appearance

**Description**  
Attention: This filing is for counsel that would like to be added as Additional or Substitute Counsel.

In order for filing users to upload the website's forms they must "flatten" it by printing to adobe PDF. The filing users must select File Print or the Print icon - change the PRINTER selection to Adobe PDF - click OK - name the document - and save the file. If using Adobe Pro, the document's text-searchability is maintained, and the filing user is then able to link and upload the file to ACMS.

[Attach Documents](#)

Filing Document ↓	Name	Created On
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A new window will open with a Filing Type and Filing Document Type pre-populated. Select the PDF form and click Submit.



## Document Details

**Filing Type \***  
Notice of Appearance

**Filing Document Type \***

**Select PDF document to upload \***  
 No file chosen

Select the type of document you would like to file. For filings that have particular requirements, you can upload all requirements as one PDF or each individually. The type of document you select here will be reflected in the email notice of docket activity (NDA) parties receive.

**Step 6**

Verify the correct document is being filed and click Next.

## Notice of Appearance

71%

Attach your appearance form.

**Attachments**

**Filing Type**  
Notice of Appearance

**Description**  
Attention: This filing is for counsel that would like to be added as Additional or Substitute Counsel.

In order for filing users to upload the website's forms they must "flatten" it by printing to adobe PDF. The filing users must select File Print or the Print icon - change the PRINTER selection to Adobe PDF - click OK - name the document - and save the file. If using Adobe Pro, the document's text-searchability is maintained, and the filing user is then able to link and upload the file to ACMS.

Filing Document ↓	Name	Created On
Notice of Appearance Substitute or Additional	TEST 4.pdf	7/18/2023 4:47 PM

## Step 7

Review the filing information. The filing status will be pending until the court adds the party to the case. If you are replacing an attorney, that attorney's name will appear as well.

### Notice of Appearance

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#### Review

**Case \***  
Jackson v. Barr

**Case Number**  
20-7012

**Counsel for**  
Respondent

**Notice of Appearance Action**  
I am entering my appearance and substituting for another attorney

**Parties**

A Number	Case Participant Name ↑	Participant Role	Is Lead Petitioner
	William P. Barr	Respondent	No

**Replacing Attorney(s)**

Case Participant ↑	Participant Role ↑
Adriana Mark	Counsel for Respondent

**Documents**

Filing Document ↓	Name	Created On
Acknowledgment - Notice of Appearance Form	Sample Appearance Form.pdf	11/12/2020 11:56 AM

**Filing Status**  
Pending

[Previous](#) [Submit](#)

Click Submit. The system will return to the e-filer portal. The case will not appear until under the “My Cases” list until the Court adds the attorney to the case.

If the party submitting the Notice of Appearance for Substitute or Additional is the same as the party who submitted the original petition, the form will be defected as an incorrect filing type. As noted above, the submitting attorney should use the filing process outlined in Part III.

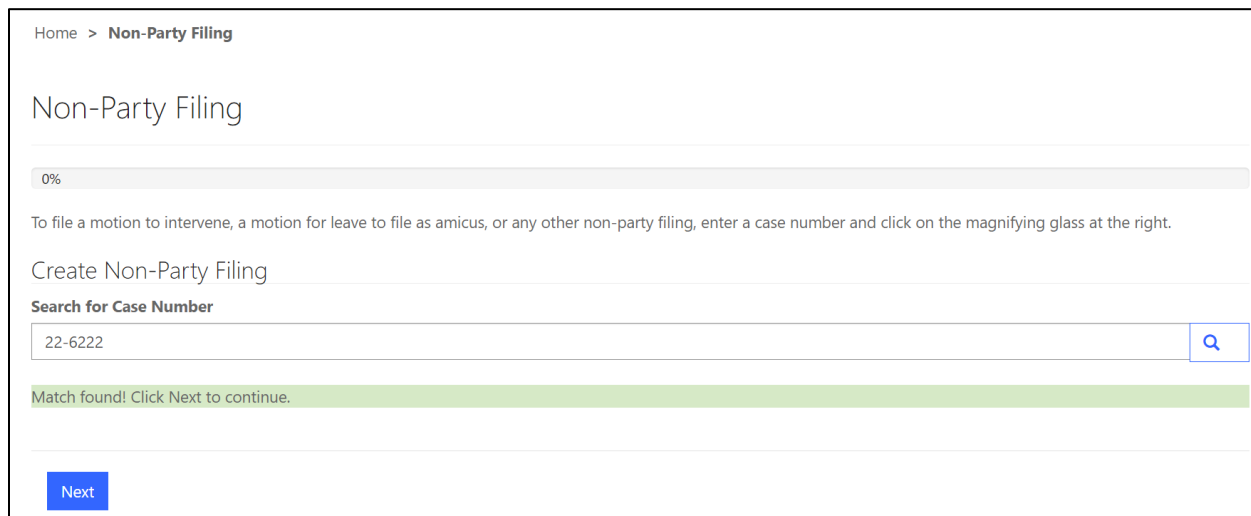
The docket will reflect the new filing. Existing parties and the attorney who submits the filing will receive a NDA that will link to the filing.

## B. Amicus Filings, Intervenors

Parties wishing to file motions for leave to file as an amicus party, whether or not on consent, or a motion to intervene, should select “Non-Party Filings” from the ACMS homepage.

### Step 1

Enter the case number in which you would like to participate. Click on the Magnifying Glass and input the case number.



The screenshot shows a web interface for "Non-Party Filing". At the top, it says "Home > Non-Party Filing". Below that is the title "Non-Party Filing" and a progress bar at 0%. A message reads: "To file a motion to intervene, a motion for leave to file as amicus, or any other non-party filing, enter a case number and click on the magnifying glass at the right." Underneath is the heading "Create Non-Party Filing" and a search bar labeled "Search for Case Number". The search bar contains the text "22-6222" and a magnifying glass icon. Below the search bar, a green message box says "Match found! Click Next to continue." At the bottom left, there is a blue button labeled "Next".

### Step 2

Select the type of filing you would like to make. Click on the Magnifying Glass to the right of the screen to view your options.

Home > **Non-Party Filing**

## Non-Party Filing

20%

Select the type of filing you are submitting.

**Filing Type \***

Lookup records ×

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Filing Type Name ↑
<input type="checkbox"/>	Amicus Brief on Consent FILED
<input type="checkbox"/>	Amicus Brief Upon Court Order FILED
<input type="checkbox"/>	Motion for Leave to File as Amicus FILED
<input type="checkbox"/>	Motion to Intervene FILED
<input type="checkbox"/>	Notice of Appearance for Amicus Counsel FILED

You may only select one filing at a time. Choose your filing and click Select.

### Step 3

Enter the party on whose behalf you are filing and/or in support of which you are filing.

Home > **Non-Party Filing**

## Non-Party Filing

40%

Enter the official name of the entity on whose behalf you are filing. If you are filing on behalf of multiple movants, use a comma to separate their names. If moving for leave to file an amicus brief, indicate the party you are supporting by including the words "on behalf of" before the party's name.

**Filing In Support of/On Behalf Of**

### Step 4

Click Next. Click Attach Document then click Submit. Repeat as necessary.

#### Non-Party Filing

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60%

Indicate the non-party filing you wish to submit. If you are submitting a motion for leave to file an amicus brief, remember to submit the proposed brief with the motion. FRAP 29(a)(3).

#### Attachments

**Filing Type**  
Motion to Intervene FILED

[Attach Document](#)

Filing Document ↓	Name	Created On
There are no records to display.		

After you attach your papers, click Next and you will be taken to the summary screen. Review your filing for accuracy and click Submit to Court. The system will take you back to the portal homepage.

## SUBMITTING A NEW FILING

Cases that are opened and have activity in them will appear under your “My Cases” grid. To open one and view the case details form, click on the Case Number.

### Case Details

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#### General

[Pay Filing Fee](#) [Create a New Filing](#)

Case Number	Received Date	Fee Status
22-5149	12/17/2022	IFP Granted

#### Deadlines

Case Deadline Name	Party	Due Date	Deadline Status
Form D	Frosty the Snowman	1/2/2023	
Appellant-Petitioner scheduling notification	Frosty the Snowman	1/4/2023	

#### Case Participants

##### Parties

Case Participant Name ↑	Participant Role ↑	A Number	Is Lead
Frosty the Snowman	Appellant		Yes <input type="checkbox"/>
United States of America	AppelleeUSA		Yes <input type="checkbox"/>

##### Attorneys

Case Participant Name ↑	Participant Role ↑
Andrew Barnes	Counsel for Appellant <input type="checkbox"/>
Bernardo Baruchus	Counsel for Appellee <input type="checkbox"/>

#### Docket Entries

[View documents on PACER \(PACER Docket\)](#)

Date Filed ↑	Entry # ↑	Docket Text
12/17/2022	1	NOTICE OF APPEAL, with district court docket, on behalf of Appellant Frosty the Snowman, FILED. [Entered: 12/17/2022 08:35 AM]
12/18/2022	2	DISTRICT COURT JUDGMENT, dated 11/10/2022, RECEIVED. [Entered: 12/18/2022 02:22 PM]
12/18/2022	3	ELECTRONIC INDEX, in lieu of record, FILED. [Entered: 12/18/2022 02:25 PM]

## Step 1

To submit a new filing, select Create a New Filing. Then choose a Filing Category and Filing Type. Click Next. For counsel already attached to the case, this is the process to follow when submitting an appearance form. The categories and filing types in ACMS are the same as they are in CM/ECF.

If a party files papers that could be responded to, ACMS will prompt the filer to respond before filing something new.

Home > Case Details > New Filing

0%

Create a new case filing by selecting "+ New Filing". If you are responding to another party's filing or a court order, select the appropriate filing from the list presented.

[- Respond to a Court Order, Court Notice, or Party Filing](#)

Select	Filing Date	No.	Docket Text
<input type="checkbox"/>	09/20/2023	10	MOTION, to proceed in forma pauperis , on behalf of [-], FILED. Service date [-] by [-]. [Entered: 09/20/2023 07:03 PM]
<input type="checkbox"/>	09/21/2023	11	MOTION ORDER, granting motion to proceed in forma pauperis, at docket entry 10, on behalf of Petitioner Edgar Degas, by DJ, NJ, AWT, FILED. [Entered: 09/21/2023 11:01 AM]

[+ Supplement or Correct My Filing](#)

[+ New Filing](#)

## Step 2

Click on the Magnifying Glass to see both a list of Categories and Filing Types. Choose the appropriate one and click Select.

Lookup records

Search

Choose one record and click Select to continue

**Filing Category Name**

Appl.Motn/Pet for Rhg. Supp.Oppos

Brief & Appendices

Correspondence/Forms/Letters

Records

Stipulations

Select Cancel Remove value

For example, if you are filing a motion, select the Motion FILED filing type.

Lookup records
✕

Choose one record and click Select to continue

<input checked="" type="checkbox"/> <b>Filing Type Name ↑</b>
<input type="checkbox"/> Itemized Bill of costs FILED
<input checked="" type="checkbox"/> <b>Motion FILED</b>
<input type="checkbox"/> Motion for Stay of Removal
<input type="checkbox"/> Motion Opposition Filed
<input type="checkbox"/> NLRB Reply to Answer FILED
<input type="checkbox"/> Petition for Rehearing FILED
<input type="checkbox"/> Petition for Rehearing Rehearing En Banc FILED

### Step 3

For motions, you will be prompted to select a relief or multiple reliefs if desired. If you do not see your relief listed, select the “for \_\_\_ relief” option. Other filing types may request additional information such as a Calendar Date or description of filing.

New Filing

16%

Additional Information

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**1. Select Relief(s) \***

Select Relief(s)

- for oral argument
- for bail
- to change venue
- to file late brief
- to file fewer copies
- for assignment of pro bono counsel
- for admission pro hac vice
- for appointment of CJA counsel
- for attorney's fees
- for \_\_\_relief
- for certificate of appealability
- for injunction
- for consent judgment
- for contempt adjudication
- for attorney's fees
- for extension of time
- for FRAP 42(b) immigration remand
- for oral argument
- for summary affirmance



## Step 4

Attach documents. Select Attach Documents and a new window will open.

New Filing Type

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Section

**Filing Type**  
Motion for Extension of Time

**Description**  
For information on motions, see FRAP 27 and 2d Cir. L.R. 27.1.

[Attach Documents](#)

Filing Document ↓	Name	Created On
There are no records to display.		

[Next](#)

Document Details

---

**Filing Type**  
Motion for Extension of Time

**Filing Document Type \***  
T-1080 Form

**Select PDF document to upload \***  
 No file chosen

---

[Submit](#)

There will always be a default Filing Document Type. However, if a filing requires multiple documents, those Filing Document Types will be provided. Select the magnifying glass and a new window will open providing the necessary document types for the particular filing.

Lookup records ×

Choose one record and click Select to continue

<input checked="" type="checkbox"/> Name	Created On
<input type="checkbox"/> Exhibit	2/3/2021 4:36 PM
<input type="checkbox"/> T-1080 Form	9/10/2020 5:10 PM
<input type="checkbox"/> Motion Affidavit	9/10/2020 5:38 PM
<input type="checkbox"/> Service	9/10/2020 5:41 PM

**Step 5**

Select the Filing Document Type you wish to upload and click Submit. Repeat these steps for the remaining Filing Document Types. Once all the requisite forms are made part of the filing, click Next.

New Filing

33%

New Filing - Filing Info

**Filing Type**

Motion FILED

**Instructions**

All motions must be accompanied by the T-1080 Motion Information Statement. 2d Cir. L.R. 27.1. After clicking "Attach Documents" you will be prompted to select the documents you are uploading. If your document is one file, select T-1080 form. If you are uploading individual documents, select the appropriate one using the drop-down menu by clicking on the magnifying glass.

Attach Documents

Name	Filing Document Type	Created On ↓	
TEST 7.pdf	Service	9/29/2023 12:05 PM	⌵
TEST 6.pdf	Affidavit	9/29/2023 12:05 PM	⌵
TEST 4.pdf	T-1080 Form	9/29/2023 12:04 PM	⌵

Cancel Next

### Step 6

Select the party or parties on whose behalf you are filing by clicking Select Parties. A new screen will open where you will see the parties you represent.

New Filing

50%

Review to make sure the party (ies) on whose behalf you are filing appear below. If you are only filing on behalf of one party, navigate to the drop-down on the far right side of the line and select "Remove" for the party you are not filing on behalf of. You will be asked to confirm the disassociation.

Filing on Behalf Of

Select Parties

Case Participant Name ↑	Participant Role	A Number	Is Lead
There are no records to display.			

Cancel Next

Here you can select all or some of the parties you represent. If you need to de-select, "x-out" the parties in the "Selected Participants" area. When complete, click "Add" and the parties will appear on the "Filing On Behalf of" screen.

Lookup Participants

Select All Deselect All

<input checked="" type="checkbox"/>	Case Participant Name	Participant Role	A Number	Is Lead
<input checked="" type="checkbox"/>	Chocolate Milkshake Corporation	Petitioner		No
<input checked="" type="checkbox"/>	Hot Tea Corporation	Petitioner		Yes

Selected Participants

Chocolate Milkshake Corporation ✕ Hot Tea Corporation ✕

Add Cancel

New Filing

50%

Review to make sure the party (ies) on whose behalf you are filing appear below. If you are only filing on behalf of one party, navigate to the drop-down on the far right side of the line and select "Remove" for the party you are not filing on behalf of. You will be asked to confirm the disassociation.

Filing on Behalf Of

Select Parties

Case Participant Name ↑	Participant Role	A Number	Is Lead
Chocolate Milkshake Corporation	Petitioner		No <input type="button" value="v"/>
Hot Tea Corporation	Petitioner		Yes <input type="button" value="v"/>

Cancel Next

**Step 7**

Select a Service Type. If you are serving multiple parties or a pro se party, select the least "electronic" means as necessary. Click Next.

New Filing

50%

Service

**Service Date \***

12/29/2022

**Service Type \***

By ACMS

Cancel Previous Next

**Step 8**

Review the filing and make sure it is associated with the correct party(ies). Review the service method. Click Submit to file with the court.

**New Filing**

80%

New Filing - Confirmation

**Filing Details**

<b>Case *</b>	<b>Case Number</b>
Degas v. Department of Homeland Security	23-7102
<b>Filing Category</b>	<b>Filing Type</b>
Appl,Motn/Pet for Rhg, Supp,Oppos	Motion FILED
	<b>Filer</b>
	Andrew TestTwo Franquinha

**Additional Information**

Number ↑	Item	Response
1	Select Relief(s)	to file late

**Filing Documents**

Name ↑	Created On
TEST 4.pdf	9/29/2023 12:04 PM
TEST 6.pdf	9/29/2023 12:05 PM
TEST 7.pdf	9/29/2023 12:05 PM

The system will take you back to the Case Details page. The docket has been updated to reflect the most recent filing.

Docket Entries

[View documents on PACER \(PACER Docket\)](#)

Date Filed ↑	Entry # ↑	Docket Text
9/19/2023	1	PETITION FOR REVIEW OF AGENCY ORDER, on behalf of Petitioner Edgar Degas, Petitioner Marie Antoinette, FILED. [Entered: 09/19/2023 04:27 PM]
9/19/2023	2	AGENCY DECISION AND ORDER, dated 09/04/2023, RECEIVED. [Entered: 09/19/2023 04:27 PM]
9/19/2023	3	RESPONDENT Merrick B. Garland, Lisa Marie Arnold, Oil Oil, TERMINATED. [Entered: 09/19/2023 04:33 PM]
9/19/2023	4	ATTORNEY, Angela TestAttorney Schelsinger, for Petitioner Marie Antoinette, ADDED. [Entered: 09/19/2023 04:38 PM]
9/20/2023	5	PETITION FOR REVIEW OF AGENCY ORDER, on behalf of Petitioner Edgar Degas, Petitioner Marie Antoinette, OPENED. [Entered: 09/20/2023 09:08 AM]
9/20/2023	6	INSTRUCTIONAL FORMS, to Pro Se litigant, SENT. [Entered: 09/20/2023 09:10 AM]
9/20/2023	7	MOTION, for stay of removal , on behalf of [-], FILED. Service date [-] by [-]. [Entered: 09/20/2023 10:46 AM]
9/20/2023	8	LETTER, dated 09/20/2023, requesting update on case and motion, on behalf of Petitioner Edgar Degas, RECEIVED. Service date 09/20/2023 by Federal Express. [Entered: 09/20/2023 11:16 AM] [Edited: 09/20/2023 11:21 AM]
9/20/2023	9	OPPOSITION, to Motion FILED, 7, on behalf of Respondent Department of Homeland Security, FILED. Service date 09/20/2023 by No Service. [Entered: 09/20/2023 03:26 PM]
9/20/2023	10	MOTION, to proceed in forma pauperis , on behalf of [-], FILED. Service date [-] by [-]. [Entered: 09/20/2023 07:03 PM]
9/21/2023	11	MOTION ORDER, granting motion to proceed in forma pauperis, at docket entry 10, on behalf of Petitioner Edgar Degas, by DJ, NJ, AWT, FILED. [Entered: 09/21/2023 11:01 AM]
9/21/2023	12	LR 31.2 SCHEDULING NOTIFICATION, on behalf of Respondent Department of Homeland Security, informing Court of proposed due date 12/21/2023, RECEIVED. Service date 09/21/2023 by ACMS. [Entered: 09/21/2023 12:30 PM]
9/29/2023	13	MOTION, to file late, on behalf of Respondent Department of Homeland Security, FILED. Service date 09/29/2023 by ACMS. [Entered: 09/29/2023 12:14 PM]

## PAYING THE FEE AFTER FILING

For Original Proceedings or Petitions filed under FRAP 15, filers now have the option of paying the filing fee after a case is opened and assigned a number. Once a filer receives a NDA that the case has been opened, the case will appear on the filer's portal homepage. Open the case in which the filing fee is due by clicking on the Case Number and select Pay Filing Fee. **Remember, for direct appeals, the filing fee must be paid to the district court. The Court of Appeals will reject any fees paid directly to it for direct appeals.**

### Case Details

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#### General

<b>Case Number</b>	<b>Case Title</b>	<b>PFR Received Date</b>	<b>Fee Status</b>	<a href="#">Pay Filing Fee</a> <a href="#">Create a New Filing</a>
20-7009	Dazs v. Barr	9/23/2020	Due	

---

#### Case Participants

Parties

Case Participant ↑	Participant Role ↑	A Number	Is Lead Petitioner
Haagen Dazs	Petitioner	A588-300-020	Yes <input type="checkbox"/>
William Barr	Respondent		No <input type="checkbox"/>

Confirm you wish to pay the filing fee after case opening.

Home > Case Details > **Pay Filing Fee After Case Opening**

## Pay Filing Fee After Case Opening

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Pay \$500.00 Filing Fee for Case Dazs v. Barr?

---

[Confirm Fee Payment](#)



The system will route you to PACER and pay.gov, where you can submit the filing fee in the normal course.

The screenshot shows the PACER website's 'Manage My Account' page. At the top, the PACER logo is displayed with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue banner with the text 'Manage My Account'. The main content area contains a heading 'Login' with a right-pointing arrow icon, followed by the text '\* Required Information'. There are two input fields: 'Username \*' and 'Password \*'. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the login section, there are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A 'NOTICE' section at the bottom states: 'This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

## REGISTERING FOR CASES OF INTEREST

ACMS now allows users to register for Cases of Interest through the ACMS portal. You must still be registered through PACER as either an attorney with filing rights or a public interested person. To register to receive cases of interest,

### Step 1

Navigate to the ACMS Portal and select the tab “My Cases of Interest”.



UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT  
E - F I L E R P O R T A L

Notice of Appearance | Create New Action ▾ | Non-Party Filings


My Cases | **My Cases of Interest**

Search

Case Number	Case Title	Case Status	Originating Court	Fee Status	Most Recent Activity ↓
23-5050	United States of America v. Pizza	Opened	W.D.N.Y. (ROCHESTER)	IFP Pending in USCA	10/31/2023 9:28 AM <input type="button" value="📄"/>

### Step 2

Select the Notification Frequency with which you would like to receive Notices of Docket Activity for your Cases of Interest. Select a Notification Frequency and enter your email. If you would like to enter multiple emails, separate them with commas.



Home > Notification Settings

### Notification Settings

Multiple emails can be added and must be separated by a comma.

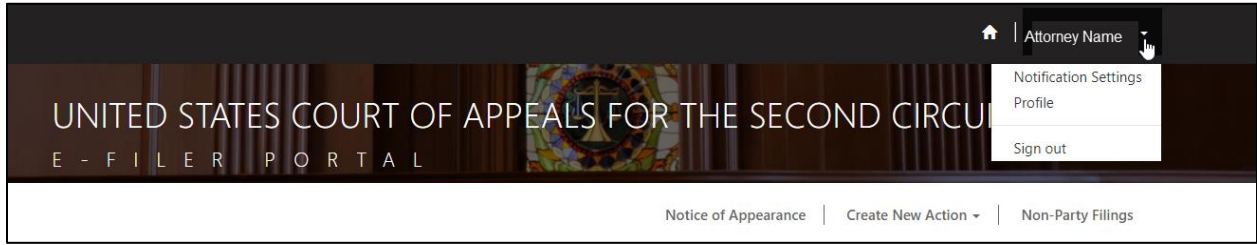
**Notification Frequency \***

Daily Summary ▾

**Emails for Cases of Interest \***

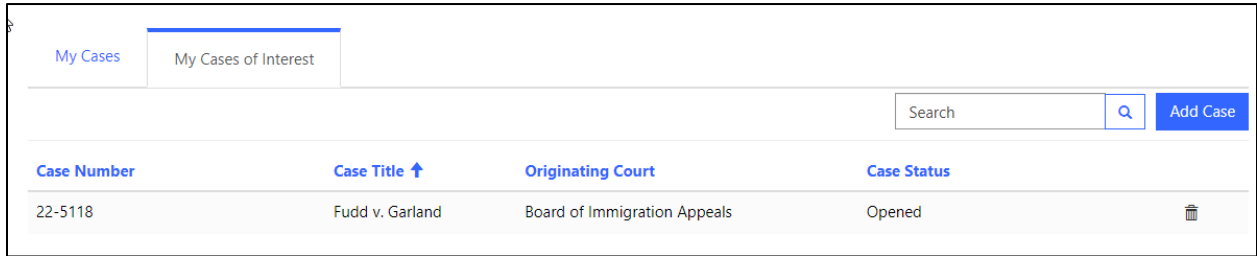
test@email.com

You can always change the frequency and/or emails by selecting your Notification Settings under your Name at the top right-hand corner.



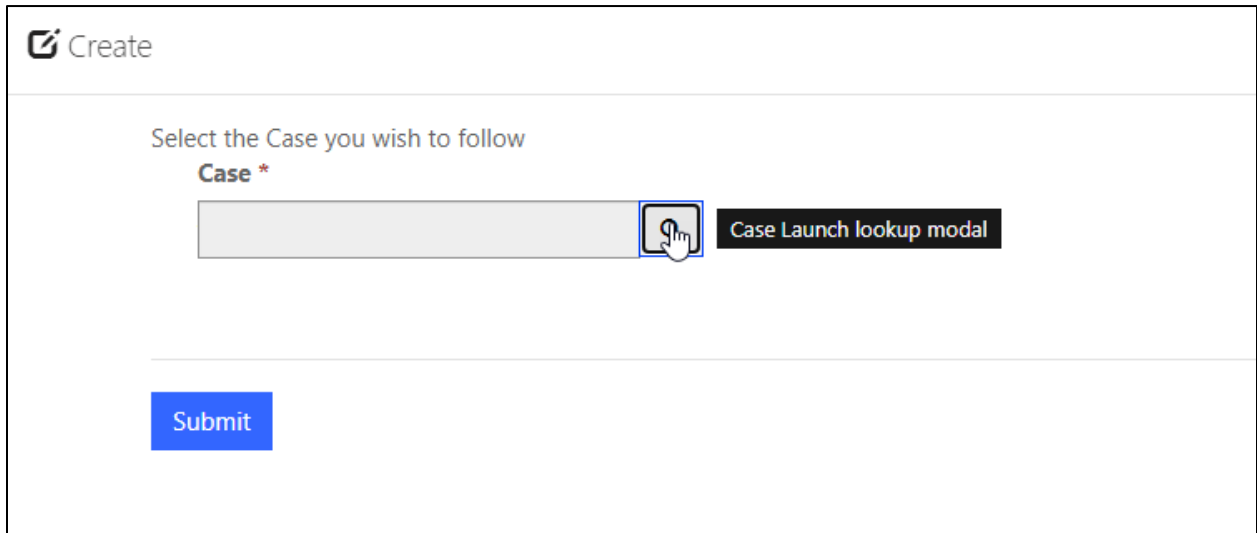
### Step 3

From the My Cases of Interest tab, select “Add Case”



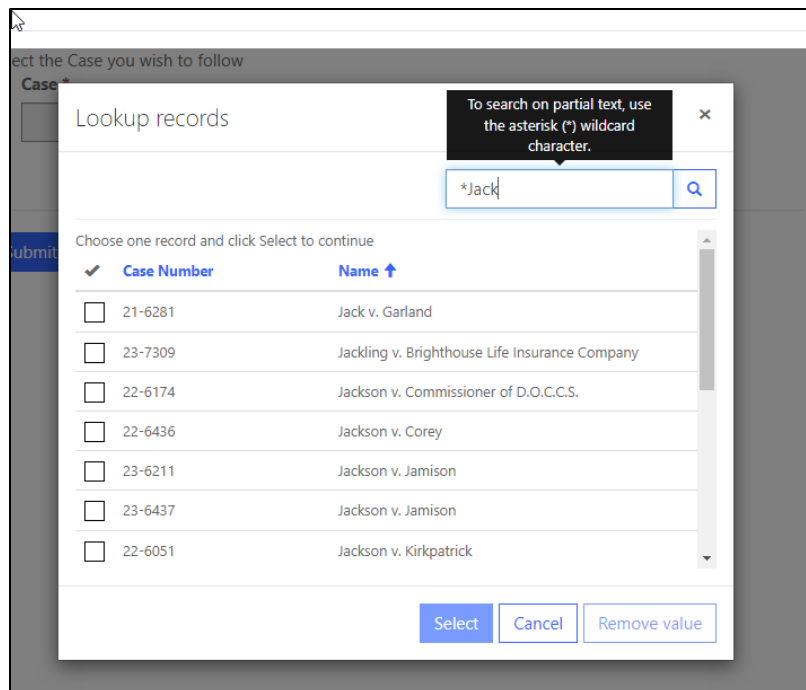
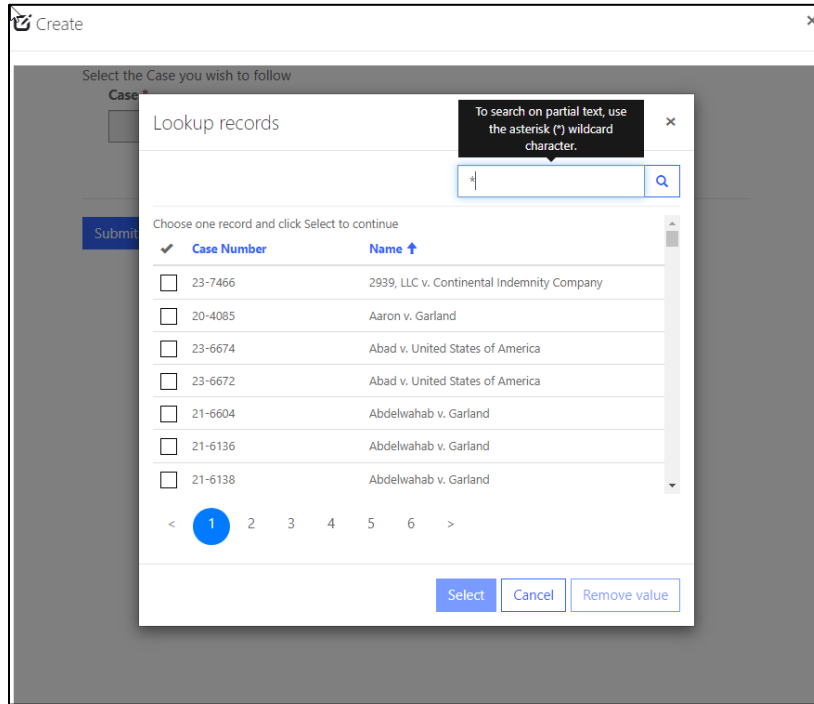
### Step 4

Select the Case you wish to follow by clicking on the magnifying glass to launch the case lookup modal.



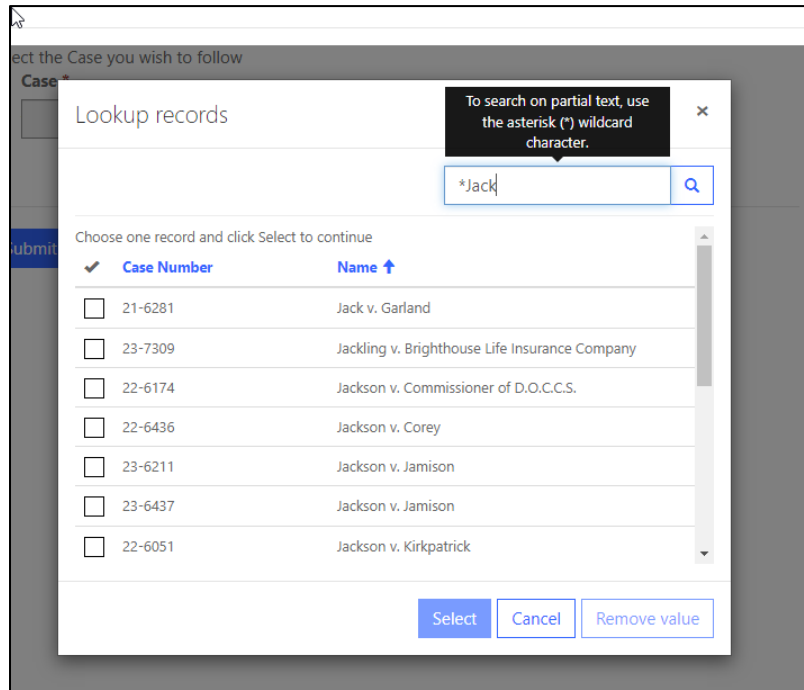
Step 5

The modal will return every case in the ACMS system. To search, either enter the case number or use a wildcard (\*) character and type a party name to begin your search.



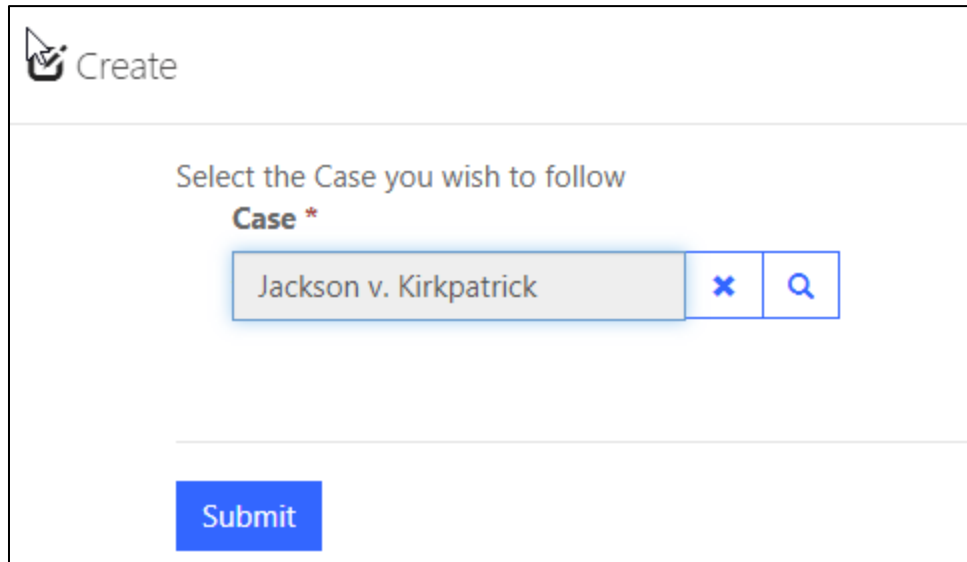
Step 6

Mark the box next to the case you wish to follow and click “Select”.



Step 7

Confirm you selected the proper case. If you did not, “x”-out the case and repeat steps 4-6.



### Step 8

The case you selected will now appear under your “My Cases of Interest” tab, and you will receive Notices of Docketing Activity when there are new filings in the case. If you no longer wish to follow the case, simply click on the trash icon and you will remove the case from your list.

Case Number	Case Title ↑	Originating Court	Case Status	
22-5118	Fudd v. Garland	Board of Immigration Appeals	Opened	
22-6051	Jackson v. Kirkpatrick	E.D.N.Y. (CENTRAL ISLIP)	Closed	