



United States Court  
of Federal Claims



## ATTORNEY COMPLAINT FILING INSTRUCTIONS

Before filing a complaint/petition electronically, please note the following:

1. Include as attachments, any additional documents you wish to file with your pleading (e.g., civil cover sheet, disclosure statement, exhibits, etc...).
2. For voluminous attachments to complaints/petitions, see paragraph 11 of Appendix E/paragraph 11 of Supplement to Appendix B.
3. Do not use digital signatures.
4. Once you have paid your filing fee, you must complete the transaction. DO NOT hit the back button or you will incur a double charge. If a correction to your filing is necessary, wait until your case is opened and then contact the Clerk's Office for assistance during business hours at 202-357-6406.
5. Please note that your pleading has not been filed until you reach the screen that states "The following transaction was entered by [*your name*] on xx/xx/xxxx."
6. If submitted on a Saturday, Sunday, or legal holiday as defined by RCFC 6, your pleading will be deemed filed on the next day that is not a Saturday, Sunday or legal holiday. Otherwise, your complaint/petition will be deemed filed on the date submitted in CM/ECF.
7. The court will assign a case number and a judge/special master during Clerk's Office business hours as defined in RCFC 77.1. You will receive a Notice of Electronic Filing once your complaint/petition has been processed.

From the main page, select "Civil"



CM  ECF [Civil](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [Log Out](#)

United States Court of Federal Claims  
Official Court Electronic Document Filing System


*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

Welcome to the United States Court of Federal Claims Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the PDF Settings option listed below.

[PDF Settings](#)

Last login: 07-23-2024 16:37  
23March2022

From the Civil Events page, select "Attorney Complaint/Petition"

CM  Civil Query Reports Utilities Search Help Log Out

**Civil Events**

- Attorney Complaint/Petition**  
[Attorney Complaint/Petition](#)
- Certificate of Good Standing**  
[Certificate of Good Standing](#)
- Initial Pleadings and Service**  
[Service of Process](#)  
[Transfers, Other Complaints and Other Answers](#)  
[Answers to Complaints/Counterclaims](#)
- Motions and Related Filings**  
[Motions](#)  
[Responses and Replies](#)
- Other Filings**  
[ADR Documents](#)  
[Discovery Documents](#)  
[Notices](#)  
[Trial Documents](#)  
[Verdict Documents](#)  
[Other Documents](#)
- Vacate Events**  
[Vacate Responses](#)  
[Other Vacate Documents](#)  
[Vacate Motions](#)
- Congressional Reference Events**  
[Filings](#)
- SEALED Congressional Reference**  
[Sealed Filings](#)
- SEALED Filings**  
[Sealed Service](#)  
[Sealed Answers](#)  
[Sealed Other Answers and Complaints](#)  
[Sealed Motions](#)  
[Sealed Responses and Replies](#)  
[Sealed ADR Documents](#)  
[Sealed Discovery](#)  
[Sealed Notices](#)  
[Sealed Trial Documents](#)  
[Sealed Appeals](#)  
[Sealed Other Documents](#)

Select the appropriate event and then select "Next"

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000

Available Events (click to select an event)  
Attorney Bid Protest Compliant  
Attorney Complaint  1  
Attorney Petition

Selected Event  
Attorney Complaint

Next Clear

  
2

Input the shell case number, which is the last two digits of the current year followed by a hyphen and then the number 10000, e.g., 26-10000 and Select "Find This Case"

CM ECF Civil Query Reports Utilities Search Help Log Out

Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000

Civil Case Number

24-10000 Find This Case



Case

Clear

Select "Next"

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000

Civil Case Number

1 24-cv-10000

Next

Clear



# Select "Choose File" and attach the appropriate documents and select "Next"

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**Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000**

*Any motion or document associated with this complaint petition (e.g., motion to seal document, notice of directly related case(s), motion for preliminary injunction, notice of intent to file) should be filed as an attachment to the complaint/petition. DO NOT file any notices, notices, or documents as separate entries. Select the PDF document and any attachments.*

**Main Document**  
Choose File | Test Document.pdf

Attachments	Category	Description
1. Choose File   Test Document.pdf	Civil Cover Sheet	Remove
2. Choose File   Test Document.pdf	Exhibit	Remove
3. Choose File   No file chosen		

Next Clear

**3**

**2**

PLEASE carefully review the message regarding fees and credit card transactions and select "Next"

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000

Fee: \$405

For refunds of duplicate or erroneously paid filing fees, please see the court's Electronic Filing Fee Refund Policy on the court's website at <http://www.uscf.uscourts.gov/electronic-filing>. Reversing a credit card transaction will result in a \$3.00 chargeback fee (see the court's fee schedule at <http://www.uscf.uscourts.gov/fee-schedule>).

Next

Clear





# Input your PACER password and select "Login"

An official website of the United States government. Here's how you know. Log in to PACER Systems

**PACER**  
Public Access to Court Electronic Records

## Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**  
\* Required Information

Username \* coreytaylor

Password \*

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Enter your credit card and billing information and select "Next"

Pay Filing Fee for United States Court Of Federal Claims (test)


\* Required information

**Payment Amount**

Amount Due\* **\$405.00**

**Select a Payment Method**

Enter a credit card



Account Holder Name\*

Card Type\*

Account Number\*

Card Expiration Date\*  /

Use billing address

Address\*

City\*


State\*

Zip/Postal Code\*

Country\*

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.



Input the appropriate information and select "Submit"

Pay Filing Fee for United States Court Of Federal Claims (test)

Payment Summary	
<b>Payment Method</b> TEST	<b>Payment Details</b>
03/20/26 Corey Taylor 123 Any Street Washington, DC 10022 USA	Payment Amount: \$405.00 Fee Type: Filing Fee

**Court Specific**

Attorney Complete Transaction \* Corey Taylor  
Attorney Name \* Corey Taylor  
Attorney Phone Number 202-555-1212

**Email Receipt**

Email  
Confirm Email  
Additional Email Address

**Authorization**

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

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Cancel

## Select "Next"

Once you select "Next," DO NOT hit the back button or you will incur a double charge. If you incur a double charge, please see the court's Electronic Filing Fee Refund Policy on the court's website at <https://www.uscfc.uscourts.gov/cmecf-resources>

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000

**YOUR CREDIT CARD HAS BEEN CHARGED.** You must continue with the docket transaction until its completion. If you go **BACK**, you will be required to re-enter your credit card information and be charged twice for the same transaction.

Next Clear



Select "Next"

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000



# Select "Next"

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000

Docket Text: Final Text

Complaint (Filing fee \$405, Receipt number ACOXFC-4192418) (Taylor, Corey)

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

Source Document Path (for confirmation only):  
C:\fakepath\Test Documents.pdf pages: 1



# You have successfully completed the filing of your complaint

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Civil Initial Pleadings (Attorney/Credit Card) USE CASE 24-10000

US Court of Federal Claims  
United States Court of Federal Claims

## Notice of Electronic Filing

The following transaction was entered by Taylor, Corey on 7/24/2024 at 11:44 AM EDT and filed on 7/24/2024

Case Name: PLAINTIFF PETITIONER v. USA/HHS

Case Number: 1:24-cv-10000-UNJ

Filer:

Document Number: 1

### Docket Text:

Complaint (Filing fee \$405, Receipt number ACOXFC-4192418) (Taylor, Corey)

1:24-cv-10000-UNJ Notice has been electronically mailed to:

1:24-cv-10000-UNJ Notice will NOT be delivered to:

PLAINTIFF PETITIONER

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: a

### Electronic document Stamp:

STAMP: docStamp\_ID=1131465693 [Date=7/24/2024] [FileNumber=243123-0]  
11572966489612a719768b7c235e0d128d2c79c543c895cde44549c7a29d6d2695  
43d4f8c93086620899644e8d810b369b3af54e711347f5a8a218a465cd5d]