

## GUIDE TO FILING A NOTICE OF APPEAL

### Civil Cases

Attorneys may file a notice of appeal in CM/ECF and pay the required fee via pay.gov using a credit card or bank account (ACH).

### Filing Steps:

- After logging in to CM/ECF, select **Civil** from the blue menu bar at the top of the CM/ECF screen.
- Click on **Appeal Documents**, under **Other Filings**.
- Select **Notice of Appeal** from the Available Events List, click **Next**.
- Enter the civil case number, click **Next**.
- Verify the case number, click **Next**.
- Select the PDF file containing your “Notice of Appeal,” and click **Next**.
- Select the party filing the appeal, and click **Next**.
- Place a “check mark” in the box asking if the document you are filing should link to another document in this case, and click **Next**.
- Select the document (i.e., judgment or order), that is being appealed, and click **Next**.
- Answer either “Yes” or “No” to the questions regarding *in forma pauperis* status or regarding filing an appeal on behalf of the USA and click **Next**.
  - If “No” is selected, proceed with completing the Pay.gov screens. For additional information on Pay.gov, click [here](#). After completing the payment and receipt screens you will be returned to ECF to complete your filing.
  - If “Yes” is selected, proceed to the next step of these instructions.
- Review the docket text, click **Next**.
- You will receive an NEF confirming your filing.

An attorney may also file a notice of appeal by submitting the notice of appeal to the clerk’s office in PDF either attached to an email or in paper. If a filing fee is required, the appropriate filing fee must be sent to the clerk’s office. The clerk’s office will file the notice of appeal. The notice of appeal should be sent to [ndd\\_clerksoffice@ndd.uscourts.gov](mailto:ndd_clerksoffice@ndd.uscourts.gov).

See Section VII(A) Administrative Policy Governing Electronic Filing and Service.

### Criminal Cases

Attorneys are not permitted to file a notice of appeal in criminal cases.

An attorney seeking to file a notice of appeal in a particular case should submit the Notice of Appeal to the clerk’s office in PDF either attached to an e-mail or in paper. If a filing fee is required, the appropriate filing fee must be sent to the clerk’s office. The clerk’s office will file the notice of appeal.

The notice of appeal should be sent to [ndd\\_clerksoffice@ndd.uscourts.gov](mailto:ndd_clerksoffice@ndd.uscourts.gov).

See Section VII(B) Administrative Policy Governing Electronic Filing and Service.