

# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice

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## **Notice to Attorneys**

Effective November 7, 2011, motions for pro hac vice will not be exempt from electronic case filing. Filing users will be required to electronically file and pay the fee online during the filing of the motion. Filing users will also be required to pay the appeal fee online during the filing of *Notices of Appeal*, *Notices of Cross Appeal*, *Notices of Interlocutory Appeal*, and *Subsequent Notices of Appeal*.

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## **Introduction**

This document gives an overview of electronic fee payment as well as step by step instructions for filing and paying the fee online for *Appeals* and *Motions for Pro Hac Vice*.

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## **Internet Payment Process**

Filing users will be automatically directed through the Internet payment process when filing *Appeals* and *Motions for Pro Hac Vice*. Once the payment process has been successfully completed, filing users will be automatically returned to the filing process.

The payment information screen includes the cardholder name and address as well as the credit card information (Figure 1). The cardholder name, first address line, and zip code default to the values for the filing user shown in the CM/ECF utilities *Maintain Your Account*. The payment amount field will be populated with the current fee amount.

Internet fees and payments may be reviewed by using the *Internet Payment History* option on the CM/ECF Utilities menu.

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

Figure 1 - Credit Card Information Screen

The screenshot shows a web form titled "Online Payment" with a "Return to your originating application" link. The current step is "Step 1: Enter Payment Information" (1 of 2). The payment method is "Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk \*".

Fields and values shown:

- Account Holder Name: testaty2 \*
- Payment Amount: \$455.00
- Billing Address: \* (pre-populated)
- Billing Address 2: (empty)
- City: (empty)
- State / Province: (dropdown menu)
- Zip / Postal Code: (empty)
- Country: United States (dropdown menu)
- Card Type: (dropdown menu) with logos for VISA, MasterCard, AMEX, and DISCOVER.
- Card Number: \* (with note: "(Card number value should not contain spaces or dashes)")
- Security Code: \* (with note: "help finding your security code")
- Expiration Date: \* (with dropdown menus for month and year)

Buttons: "Continue with Plastic Card Payment" and "Cancel".

Text below buttons: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process."

Note at the bottom: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

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### Notes:

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- **Fields marked with an asterisk are required fields.**
- The Billing Address is a required field which is pre-populated with the address information currently available for the filing user in CM/ECF, but may be changed. This address does not have to correspond with the credit card billing address. Changing the billing address does not make an address change in CM/ECF.
- **When filling in the payment information, do not use hyphens or spaces in the Card Number.**
- Clicking the *Continue with Plastic Card Payment* button presents the user with a summary screen (Figure 2).

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

Figure 2 - Credit Card Summary Screen

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: testaty2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$455.00 Transaction Date and Time: 09/13/2011 09:19 EDT

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

Email Address:   
 Confirm Email Address:   
 CC:  Separate multiple email addresses with a comma

**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.

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**Notes:**

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- Carefully review the payment information. If any of the information is incorrect, click on the *Edit this Information* link at the top of the page. Do not navigate the site using your browser’s back button – this may lead to incomplete data being transmitted and pages being loaded incorrectly. Use the links provided.
- In order to receive a transaction receipt for reconciliation with credit card statements, filing users must enter a valid email address on this screen. This email receipt will have a tracking ID number that the Court may need to be able to identify the transaction should a problem arise. **Note:** The email address for the transaction receipt does not have to be the filing user’s email address but could be the email address for the person in the firm that reconciles the credit card statements.
- Check the white box next to the statement “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement” and then submit the payment by clicking the *Submit Payment* button only **once**. The fee will be forwarded directly to the U.S. Treasury. The receipt number will be included in the docket text information on the *Notice of Electronic Filing (NEF)*.


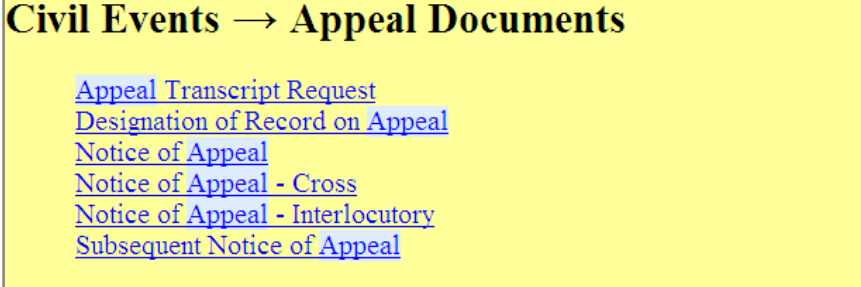
**WARNING: Pressing the *Submit Payment* button more than once may result in multiple transactions being processed.**

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Appeals

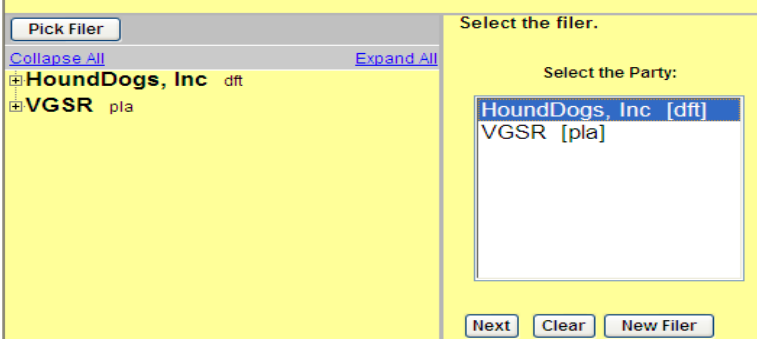
Take the following steps to electronically file a *Notice of Appeal*, *Notice of Cross Appeal*, *Notice of Interlocutory Appeal*, or *Subsequent Notice of Appeal* and pay the filing fee online:

Step	Action
1	Log into CM/ECF.
2	<ul style="list-style-type: none"> <li>• Select <i>Search</i> from the main blue menu bar,</li> <li>• Type the word <i>Appeal</i> in the white box, and then</li> <li>• Click the <i>Search</i> button.</li> </ul> 
3	<p>Select the appropriate event from the results of the search.</p>  <p>For this example, we will select <i>Notice of Appeal</i> from the civil events.</p>
4	Enter the case number, click the <i>Find This Case</i> button and then click the <i>Next</i> button.
5	Upload the pdf document by clicking on the <i>Browse</i> button and then click the <i>Next</i> button.

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Appeals (continued)

Step	Action
6	<p>Select the filer by clicking on the filer's name on the right side of the screen and then click the <i>Next</i> button.</p> 
7	<p>Click inside the white box next to the question <i>Should the document you are filing link to another document in this case?</i> And then click the <i>Next</i> button to bring up a list of documents in the case.</p> <p><a href="#">Select order being appealed.</a></p> <p><input checked="" type="checkbox"/> <b>Should the document you are filing link to another document in this case?</b></p> <p>Filed <input type="text"/> to <input type="text"/></p> <p>Documents <input type="text"/> to <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
8	<p>Select the order being appealed by clicking inside the white box next to the order and then click the <i>Next</i> button.</p> <p><i>Select the appropriate event(s) to which your event relates:</i></p> <p><input checked="" type="checkbox"/> 09/12/2011 <a href="#">3</a> ORDER DISMISSING CASE. Signed by Judge Honorable Raymond A. Jackson on 9/9/11. (Itun, )</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p><b>Note:</b> If there is only one order in the case, the white box next to that order will already be checked.</p>

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Appeals (continued)

Step	Action
9	<p data-bbox="548 510 1406 611">Change the default answer of <i>No</i> to <i>Yes</i> if you answer yes to any of the questions on this screen otherwise leave the default answer of <i>No</i> and then click the <i>Next</i> button.</p> <div data-bbox="548 646 1382 1077" style="background-color: yellow;"><p data-bbox="548 653 1284 680"><b>Do you have in forma pauperis status for this appeal?</b></p><p data-bbox="548 716 581 743">or</p><p data-bbox="548 772 1377 800"><b>Are you requesting in forma pauperis status for this appeal?</b></p><p data-bbox="548 835 581 863">or</p><p data-bbox="548 892 1208 919"><b>Are you filing this appeal on behalf of the USA?</b></p><p data-bbox="557 953 634 980"><input type="radio"/> Yes</p><p data-bbox="557 982 623 1010"><input checked="" type="radio"/> No</p><p data-bbox="557 1043 623 1071">Next</p><p data-bbox="656 1043 734 1071">Clear</p></div> <p data-bbox="548 1087 1406 1150"><b>Note:</b> The next screen notifies you of the amount of the filing fee; click the <i>Next</i> button to continue.</p>

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Appeals (continued)

Step	Action
10	<p>Complete the Online Payment Information and then click the <i>Continue with Plastic Card Payment</i> button as shown below.</p> <div data-bbox="553 615 1422 1234"> <p>The screenshot shows a web form titled 'Online Payment' with a 'Return to your originating application' link. The current step is 'Step 1: Enter Payment Information' (1 of 2). The payment method is 'Pay Via Plastic Card (PC)'. Required fields are marked with an asterisk. The form contains the following fields: Account Holder Name (testaty2), Payment Amount (\$455.00), Billing Address, Billing Address 2, City, State/Province (dropdown), Zip/Postal Code, Country (United States), Card Type (dropdown with VISA, MasterCard, AMEX, DISCOVER logos), Card Number, Security Code (with a 'help finding your security code' link), and Expiration Date (dropdowns). At the bottom, there is a 'Continue with Plastic Card Payment' button and a 'Cancel' button. A note at the bottom of the form reads: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'</p> </div> <p><b>CAUTION: Do not use your browser's back button. Using the back browser may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</b></p>

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Appeals (continued)


Step	Action																					
11	<ul style="list-style-type: none"> <li>• Check the white box next to the statement “<i>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.</i>”</li> <li>• Enter an e-mail address to send an e-mail confirmation to you or someone else.</li> <li>• Click the <i>Submit Payment</i> button.               <ul style="list-style-type: none"> <li>❖ <i>Note:</i> Your payment is now being processed.</li> </ul> </li> <li>• Click the <i>Next</i> button once the next CM/ECF screen appears.</li> </ul> <div data-bbox="548 842 1393 1493" style="border: 1px solid gray; padding: 5px;"> <p>Online Payment <span style="float: right;"><a href="#">Return to your originating application</a></span></p> <p><b>Step 2: Authorize Payment</b> <span style="float: right;">1   2</span></p> <p>Payment Summary <a href="#">Edit this information</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Address Information</th> <th style="width: 33%;">Account Information</th> <th style="width: 33%;">Payment Information</th> </tr> </thead> <tbody> <tr> <td>Account Holder Name: testat2</td> <td>Card Type: Master Card</td> <td>Payment Amount: \$455.00</td> </tr> <tr> <td>Billing Address: 401 Courthouse Sq</td> <td>Card Number: *****5100</td> <td>Transaction Date and Time: 09/13/2011 09:19 EDT</td> </tr> <tr> <td>Billing Address 2: City: Alexandria</td> <td></td> <td></td> </tr> <tr> <td>State / Province: VA</td> <td></td> <td></td> </tr> <tr> <td>Zip / Postal Code: 22314</td> <td></td> <td></td> </tr> <tr> <td>Country: USA</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Email Confirmation Receipt</b></p> <p>To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p> <p><b>Authorization and Disclosure</b></p> <p>Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *</p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p style="text-align: center;"> <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/> </p> </div> <p style="color: red; font-weight: bold; margin-top: 10px;"><b>WARNING: Pressing the <i>Submit Payment</i> button more than once may result in multiple transactions being processed.</b></p>	Address Information	Account Information	Payment Information	Account Holder Name: testat2	Card Type: Master Card	Payment Amount: \$455.00	Billing Address: 401 Courthouse Sq	Card Number: *****5100	Transaction Date and Time: 09/13/2011 09:19 EDT	Billing Address 2: City: Alexandria			State / Province: VA			Zip / Postal Code: 22314			Country: USA		
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Country: USA																						

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Appeals (continued)

Step	Action
12	<p>Click the <i>Next</i> button to commit your transaction and complete the filing process.</p> 

## Steps for Filing Motions for Pro Hac Vice


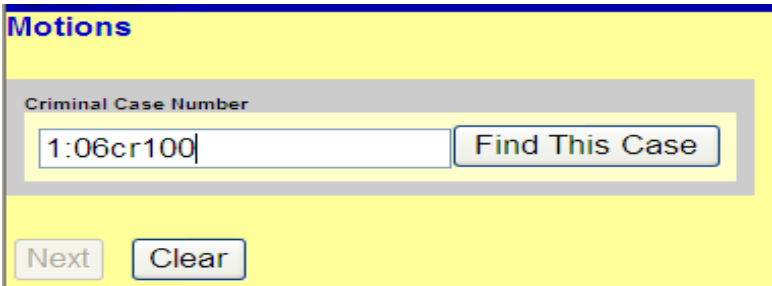

Take the following steps to electronically file a *Motion for Pro Hac Vice* and pay the filing fee online:

Step	Action
1	Log into CM/ECF.
2	<ul style="list-style-type: none"> <li>• Select <i>Search</i> from the main blue menu bar,</li> <li>• Type the word <i>pro hac vice</i> in the white box, and then</li> <li>• Click the <i>Search</i> button.</li> </ul> 

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

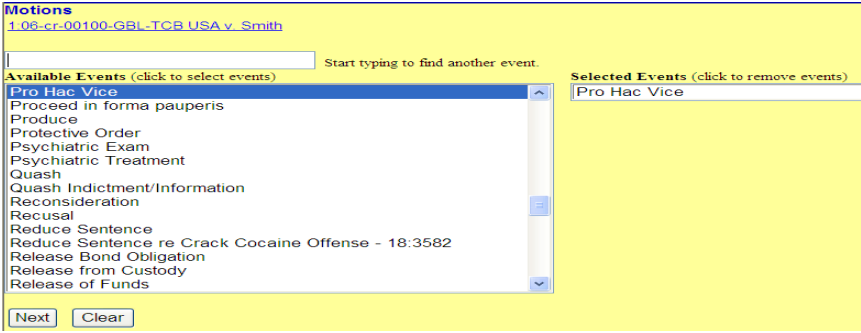
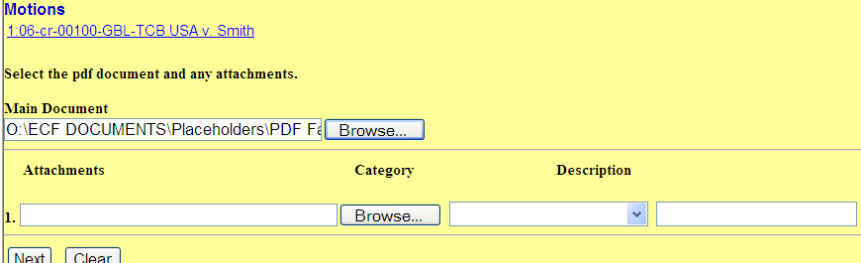
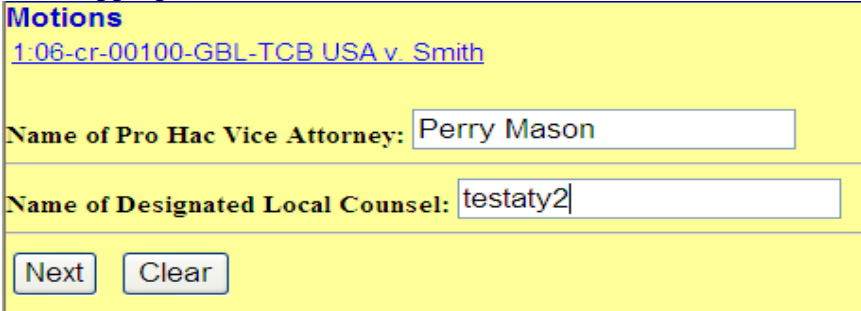
## Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
3	<p>Select the appropriate event from the results of the search.</p>  <p>Search results for 'pro hac vice' 4 events found</p> <p>Civil Events → Motions</p> <p><a href="#">Pro Hac Vice</a> DO NOT USE Pro hac vice (USED BY CLERKS OFFICE ONLY)</p> <p>Criminal Events → Motions</p> <p><a href="#">Pro Hac Vice</a> DO NOT USE Pro hac vice (USED BY CLERKS OFFICE ONLY)</p> <p>For this example, we will select <i>Pro Hac Vice</i> from the criminal events.</p>
4	<p>Enter the case number, click the <i>Find This Case</i> button and then click the <i>Next</i> button.</p>  <p><b>Motions</b></p> <p>Criminal Case Number</p> <p>1:06cr100 Find This Case</p> <p>Next Clear</p>
5	<p>Select the filer by clicking on the filer's name on the right side of the screen and then click the <i>Next</i> button.</p>  <p><b>Motions</b></p> <p><a href="#">1-06-cr-00100-GBL-TCB USA v. Smith</a></p> <p>Collapse All Expand All</p> <p>USA [pla] Gus Smith [dft]</p> <p>Select the filer.</p> <p>Select the Party:</p> <p>USA [pla] Smith, Gus [dft]</p> <p>Next Clear</p>

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
6	<p>Select <i>Pro Hac Vice</i> from the list of events and then click the <i>Next</i> button.</p> 
7	<p>Upload the PDF document by clicking on the <i>Browse</i> button and then click the <i>Next</i> button.</p> 
8	<p>Enter the name of the pro hac vice attorney and the local counsel in the appropriate white boxes and then click the <i>Next</i> button.</p> 

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued


## Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
9	<p>Change the default answer of <i>No</i> to <i>Yes</i> if you answer yes to any of the questions on this screen otherwise leave the default answer of <i>No</i> and then click the <i>Next</i> button.</p> <div data-bbox="548 646 1404 1102" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"><p><b>Motions</b></p><p><a href="#">1:06-cr-00100-GBL-TCB USA v. Smith</a></p><p>Is this filed with an Application to Proceed Without Prepayment of Fees?</p><p>or</p><p>Is this application filed on behalf of the USA?</p><p><input type="radio"/> Yes</p><p><input checked="" type="radio"/> No</p><p><input type="button" value="Next"/> <input type="button" value="Clear"/></p></div> <p><b>Note:</b> The next screen notifies you of the amount of the filing fee; click the <i>Next</i> button to continue.</p>

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
10	<p>Complete the Online Payment Information and then click the <i>Continue with Plastic Card Payment</i> button as shown below.</p> <div data-bbox="548 617 1398 1184" style="border: 1px solid black; padding: 5px;"> <p><b>Online Payment</b> <a href="#">Return to your originating application</a></p> <p><b>Step 1: Enter Payment Information</b> 1   2</p> <p>Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text" value="ttestaty1"/> *</p> <p>Payment Amount: \$75.00</p> <p>Billing Address: <input type="text" value="401 Courthouse Sq"/> *</p> <p>Billing Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State / Province: <input type="text" value="-----"/> ▾</p> <p>Zip / Postal Code: <input type="text" value="22314"/></p> <p>Country: <input type="text" value="United States"/> ▾ *</p> <p>Card Type: <input type="text"/> ▾ * </p> <p>Card Number: <input type="text"/> * <small>(Card number value should not contain spaces or dashes)</small></p> <p>Security Code: <input type="text"/> * <a href="#">Help finding your security code</a></p> <p>Expiration Date: <input type="text"/> ▾ * / <input type="text"/> ▾ *</p> <p>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</p> <p style="text-align: center;"><input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/></p> <p><b>Note:</b> Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</p> </div> <p><b><i>CAUTION: Do not use your browser's back button. Using the back browser may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</i></b></p>

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action						
11	<ul style="list-style-type: none"> <li>• Check the white box next to the statement “<i>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.</i>”</li> <li>• Enter an e-mail address to send an e-mail confirmation to you or someone else.</li> <li>• Click the <i>Submit Payment</i> button.               <ul style="list-style-type: none"> <li>❖ <b>Note:</b> Your payment is now being processed.</li> </ul> </li> <li>• Click the <i>Next</i> button once the next CM/ECF screen appears.</li> </ul> <div data-bbox="548 846 1398 1581" style="border: 1px solid black; padding: 5px;"> <p>Online Payment <a href="#">Return to your originating application</a></p> <p><b>Step 2: Authorize Payment</b> 1   2</p> <p>Payment Summary <a href="#">Edit this information</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Address Information</th> <th style="width: 33%;">Account Information</th> <th style="width: 33%;">Payment Information</th> </tr> </thead> <tbody> <tr> <td>Account Holder Name: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA</td> <td>Card Type: Master Card Card Number: *****5100</td> <td>Payment Amount: \$50.00 Transaction Date and Time: 09/14/2011 07:49 EDT</td> </tr> </tbody> </table> <p><b>Email Confirmation Receipt</b> To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p> <p><b>Authorization and Disclosure</b> Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *</p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p style="text-align: center;"> <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/> </p> <p><small>Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</small></p> <p><b>WARNING: Pressing the <i>Submit Payment</i> button more than once may result in multiple transactions being processed.</b></p> </div>	Address Information	Account Information	Payment Information	Account Holder Name: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$50.00 Transaction Date and Time: 09/14/2011 07:49 EDT
Address Information	Account Information	Payment Information					
Account Holder Name: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$50.00 Transaction Date and Time: 09/14/2011 07:49 EDT					

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# Online Fee Payment for Notices of Appeal and Motions for Pro Hac Vice, Continued

## Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
12	<p>Modify text if appropriate and then click the <i>Next</i> button.</p> <p><b>Motions</b>  <a href="#">1.06-cr-00100-GBL-TCB USA v. Smith</a></p> <p>Docket Text: Modify as Appropriate.</p> <p><input type="text" value=""/> Motion to appear Pro Hac Vice by Perry Mason and Certification of Local Counsel testaty2 (Filing fee \$ 50 receipt number 0422-2163) <input type="text"/> by Gus Smith. (testaty2, )</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
13	<p>Click the <i>Next</i> button to commit your transaction and complete the filing process.</p> <p><b>Motions</b>  <a href="#">1.06-cr-00100-GBL-TCB USA v. Smith</a></p> <p>Docket Text: Final Text</p> <p>Motion to appear Pro Hac Vice by Perry Mason and Certification of Local Counsel testaty2 (Filing fee \$ 50 receipt number0422-2163) by Gus Smith. (testaty2, )</p> <p><b>Attention!!</b> Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p>Source Document Path (for confirmation only):  O:\ECF DOCUMENTS\Placeholders\PDF\FakeDocument.pdf pages: 1</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>