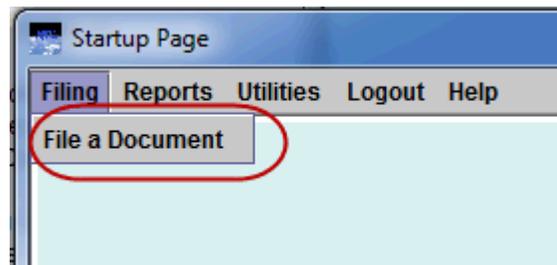


## Fifth Circuit U.S. Court of Appeals How to File a Form for Appearance of Counsel

Begin by completing the PDF fillable Appearance Form located in the Attorney Forms on the website and saving the completed form on your personal computer. Here is a link to the form: <http://www.ca5.uscourts.gov/docs/default-source/forms/formforappearanceofcounsel.pdf>

After you have saved the form, and logged in to the CM/ECF Document Filing System, follow these instructions to e-file the document:

1. Single click **Filing** from the menu bar.
2. Single click **File a Document** from the drop-down menu.

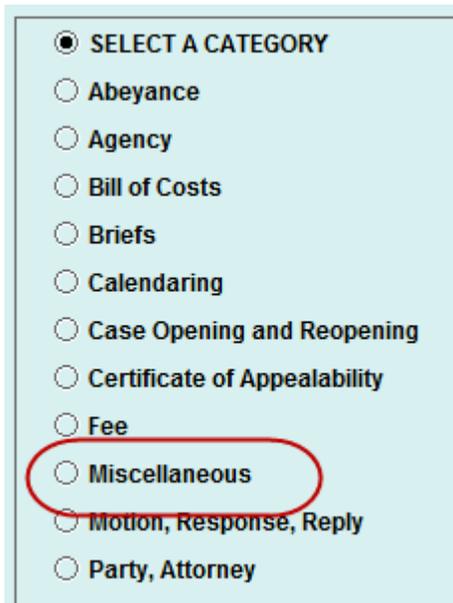


3. Click to place your cursor in the **Case:** text box.

A screenshot of the "File a Document" form in the CM/ECF Appellate system. The page title is "Docketing SELECT THE TYPE OF DOCUMENT YOU ARE FILING". The case name is "Case 60-23232 Lyondell Chemical Co, et al v. Albemarle Corp, et al". The "Case:" text box contains "60-23232" and is circled in red. Below it, the "Filed Date:" is "10/05/2009". There are two main sections: "SELECT A CATEGORY" with radio buttons for "Bill of Costs", "Briefs", "Calendaring", "Case Opening and Reopening", "Certificate of Appealability", "Fee", and "Miscellaneous"; and "SELECT THE TYPE OF DOCUMENT YOU ARE FILING" with a radio button for "SELECT THE TYPE OF DOCUMENT YOU ARE FILING".

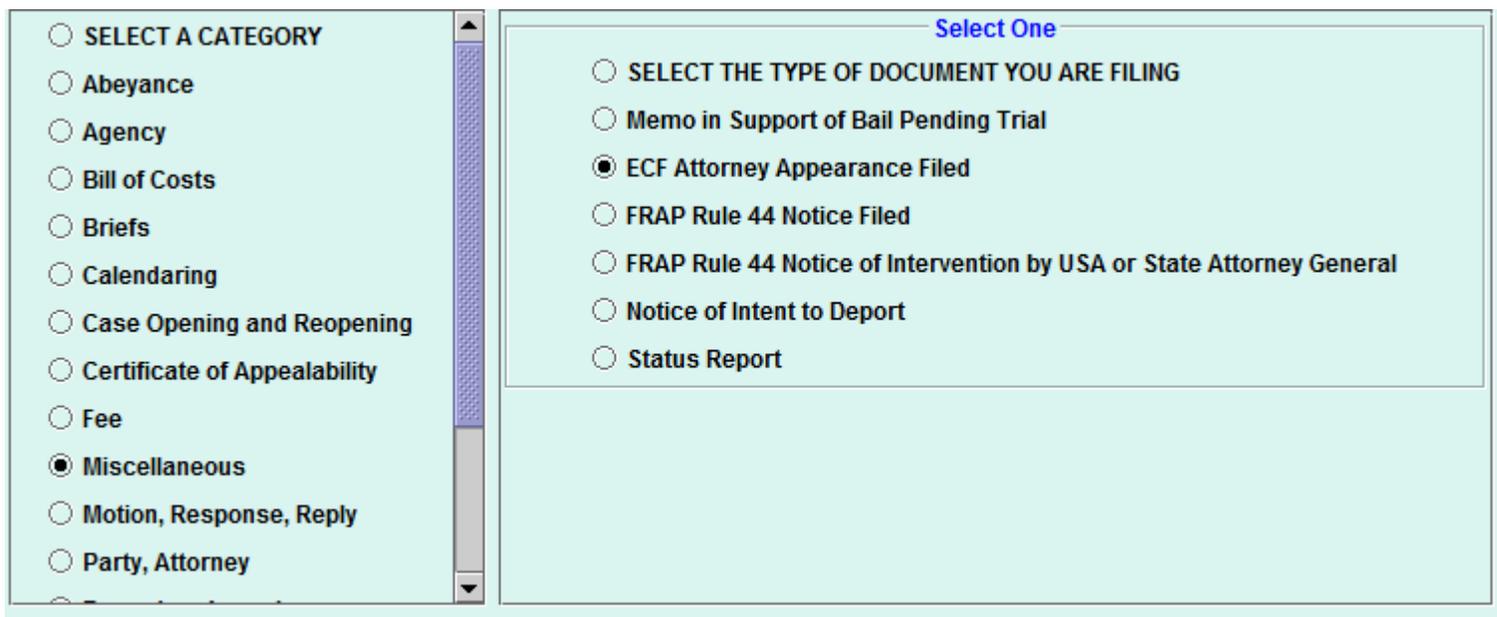
4. Enter your case number (ex. 15-10084 or 15-2).

5. Single click a radio button to the left of **Miscellaneous**. When a choice is made, the available miscellaneous events display on the right.



A screenshot of a light blue panel containing a list of radio buttons. The first option is "SELECT A CATEGORY" with a selected radio button. Below it are several other options: "Abeyance", "Agency", "Bill of Costs", "Briefs", "Calendaring", "Case Opening and Reopening", "Certificate of Appealability", "Fee", "Miscellaneous", "Motion, Response, Reply", and "Party, Attorney". The "Miscellaneous" option is circled in red.

6. Single click a radio button to the left **ECF Attorney Appearance Filed**.



A screenshot of a light blue form interface. On the left is a vertical list of radio buttons under the heading "SELECT A CATEGORY". The options are: "Abeyance", "Agency", "Bill of Costs", "Briefs", "Calendaring", "Case Opening and Reopening", "Certificate of Appealability", "Fee", "Miscellaneous", "Motion, Response, Reply", and "Party, Attorney". The "Miscellaneous" option is selected. On the right is a larger panel with the heading "Select One" in blue. It contains a list of radio buttons: "SELECT THE TYPE OF DOCUMENT YOU ARE FILING", "Memo in Support of Bail Pending Trial", "ECF Attorney Appearance Filed", "FRAP Rule 44 Notice Filed", "FRAP Rule 44 Notice of Intervention by USA or State Attorney General", "Notice of Intent to Deport", and "Status Report". The "ECF Attorney Appearance Filed" option is selected.

7. If your case is associated with another case (e.g., consolidated, cross-appeal, additional), the other case will display in the **Case Selection** box and will default as checked so that the entry you are docketing will be applied to both cases (or all cases if multiple are listed).

All events should be docketed into the lead case and applied to all other cases. DO NOT UN-CHECK ANY CASE NUMBER BOX.

Case Selection

60-10744 USA v. Rodriguez (Lead) (Target Case - Lead)

60-30111 USA v. Ford (Consolidated)

Total: 1 Selected: 1

All Clear All

Continue

Leave all case number boxes checked off.

8. Click **Continue** to proceed to the next screen.
9. Single click **OK** after reading the Information Screen.

Docketing ECF Attorney Appearance Filed

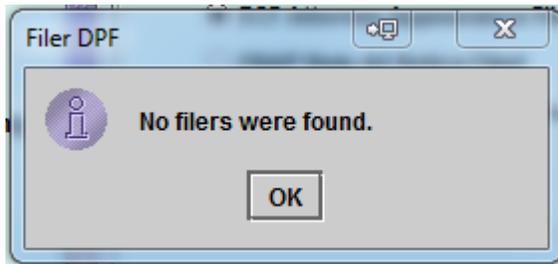
Information: If you have NOT already done so, please go to [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov) and download the Form for Appearance of Counsel to attach to this event.

Information: NOTE: You may submit a Form for Appearance of Counsel on your behalf ONLY. Attaching appearance forms on behalf of other attorneys will result in rejection.

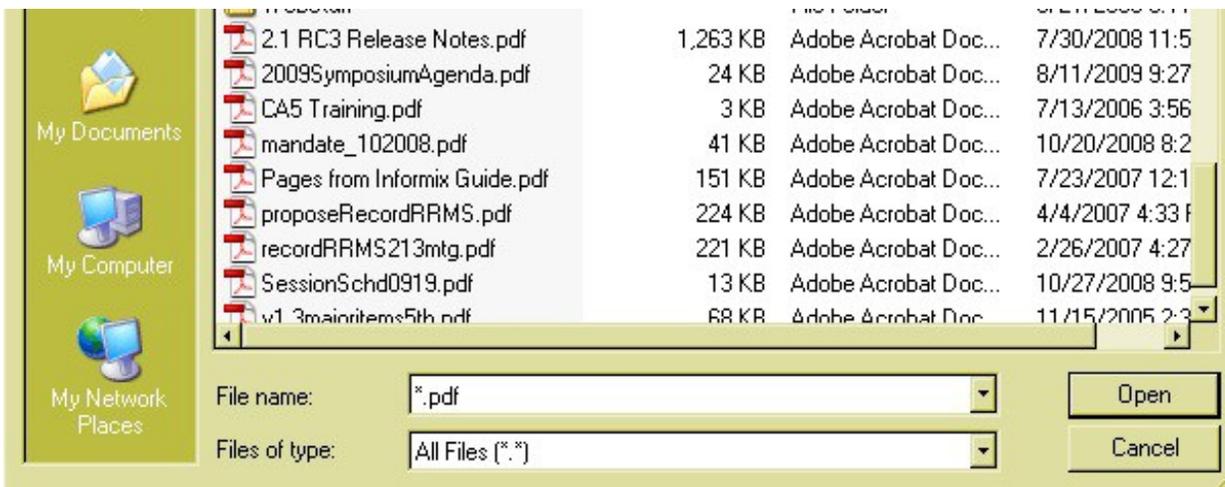
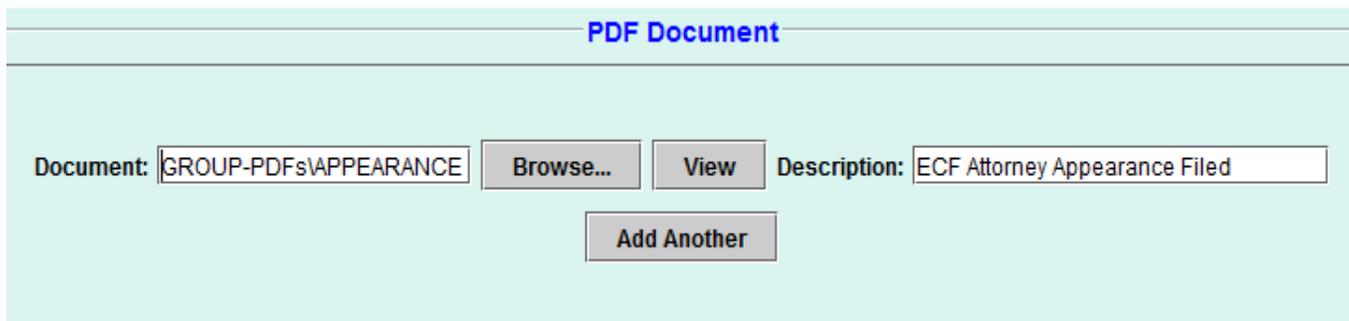
Information: (Attorneys appointed under the Criminal Justice Act are exempt from the requirement to file a Form for Appearance of Counsel.)

OK

You may get a notice, indicating "No filers were found." If so, simply, click OK. Filing this form will add you to the case as a "Filer" once the Clerk's Office processes the form.



10. Upload your document. Click **Browse** to locate the document (single click to select the file and click **Open**).



11. Select the Name of the Attorney Filing Appearance Form. If earlier you got the warning box indicating, "No Filers are Found," you will not see this selection box.

**Attorney Filer**

**Select Name of Attorney Filing Appearance Form below.**

	Filer	Type	Case Number	Short Title	
<input type="checkbox"/>	Testseven, Peter	Appellant	60-30579	Terry Bagneris v. B...	▲

12. Use the drop down menu to select Yes or No in response to "Are you Lead Counsel?"

**Additional Information**

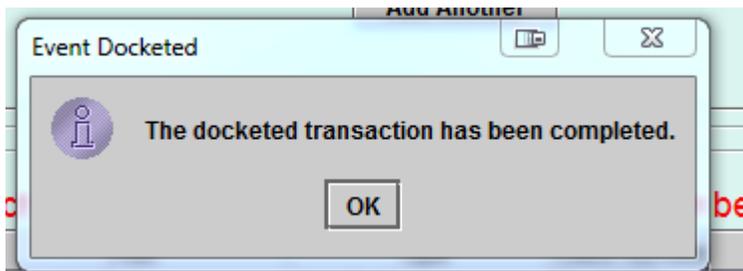
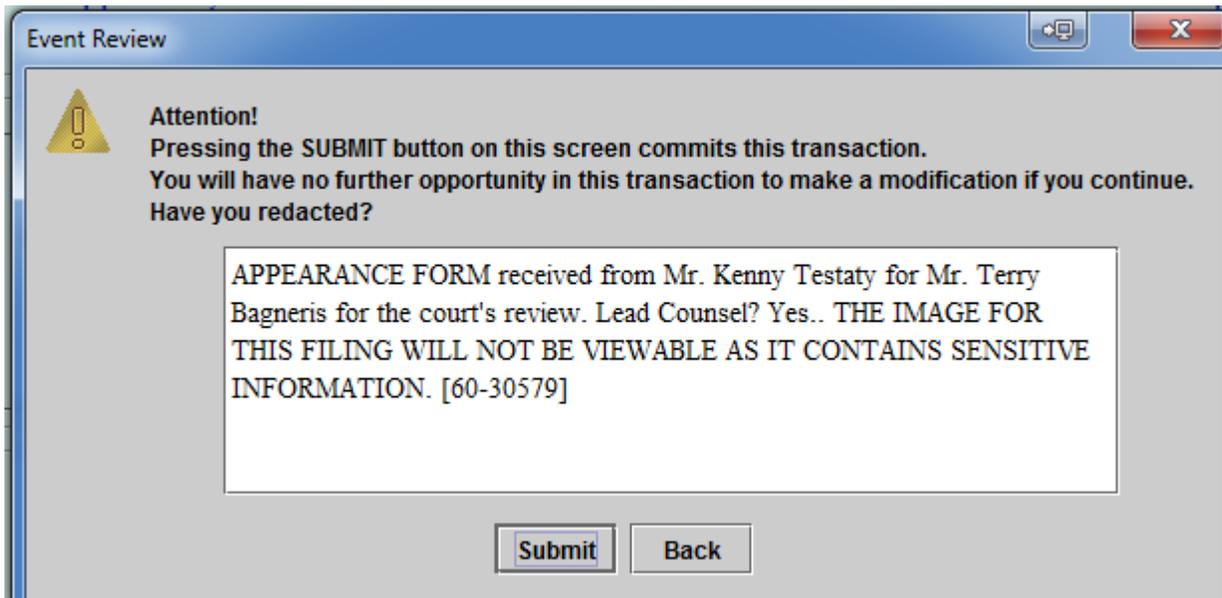
**Are you Lead Counsel?**

13. Click Continue
14. Preview the Docket Text. Any additional text for this entry may be entered in the blank text field. If you received the "No filers were found" notice, this text box will be generic and you can type your name into the blank text field. Click Continue.

**Docket Text**

APPEARANCE FORM received from Mr. Kenny Testaty for Mr. Terry Bagneris  
 for the court's review. Lead Counsel? Yes.. THE IMAGE FOR THIS  
FILING WILL NOT BE VIEWABLE AS IT CONTAINS SENSITIVE INFORMATION.  
[60-30579]

15. Click Submit to file your form.



16. Click OK.

If you have no more filing to do, simply Logout.

Please do not stay logged into a case unnecessarily - only one filer may work in a particular case at a time, so as long as you are filing in the case, no other attorneys nor clerk staff can file in that case while you are filing.

Case 60-30579 Terry Bagneris v. Burl Cain, Warden

CF Appellate

## File a Document

Case:  Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)

Filed Date: 04/15/2015

SELECT A CATEGORY

- Abeyance
- Agency
- Bill of Costs
- Briefs

Select One

SELECT THE TYPE OF DOCUMENT YOU ARE FILING