

Submitting an SOS Application

CAUTION: You must use [CM/ECF](#) to submit *any* filing in an Application for Permission to File a Second or Successive Habeas Corpus Petition/Motion (SOS Application) that was opened *before January 1, 2022*. CM/ECF case numbers start with the year, followed by a hyphen, and a 5-digit number starting with a 7, for example 21-70000.

Effective 1 January 2022, all new SOS Applications must be filed in the new Appellate Case Management System (ACMS). This document provides step-by-step instructions for submitting an SOS application in the U.S. Court of Appeals for the Ninth Circuit using the e-filer portal.

If, after reviewing the information in this document, you still have questions, send an email to efilerhelp@ca9.uscourts.gov.

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Before You Start

E-Filing Credentials

You must have a PACER account with authorization to file electronically in the U.S. Court of Appeals for the Ninth Circuit.

Counsel for Applicant

In ACMS, the Court only adds the attorney who submits the application as counsel for the applicant. If additional attorneys are representing applicant, those attorneys must file a notice of appearance after the case has been opened.

Applicants

Remember the following when you enter details for the applicant:

- *Only capitalize the first letter of the applicant's name.* Do NOT USE ALL CAPS for applicant names.
- Add all the known aliases for the applicant.

Required Documents

Make sure you have *at least* the required PDF file ready to upload:

- Application for Leave to File Second or Successive 2254 Petition
- or-
- Application for Leave to File Second or Successive 2255 Motion

Additional Documents

In addition to your petition, you may also submit an exhibit as a separate PDF.

Paper Copies

Do not send a paper original to the court.

Logging Into the E-Filer Portal

1. Navigate to <https://ca9-portal.powerappsportals.us>.

The 9th Circuit Court of Appeals e-filer portal page opens.

2. Click the “hamburger” icon in the upper right corner of the page.



3. Click **Sign in**.

The PACER login page opens.

4. Enter your PACER credentials and click **Login**.

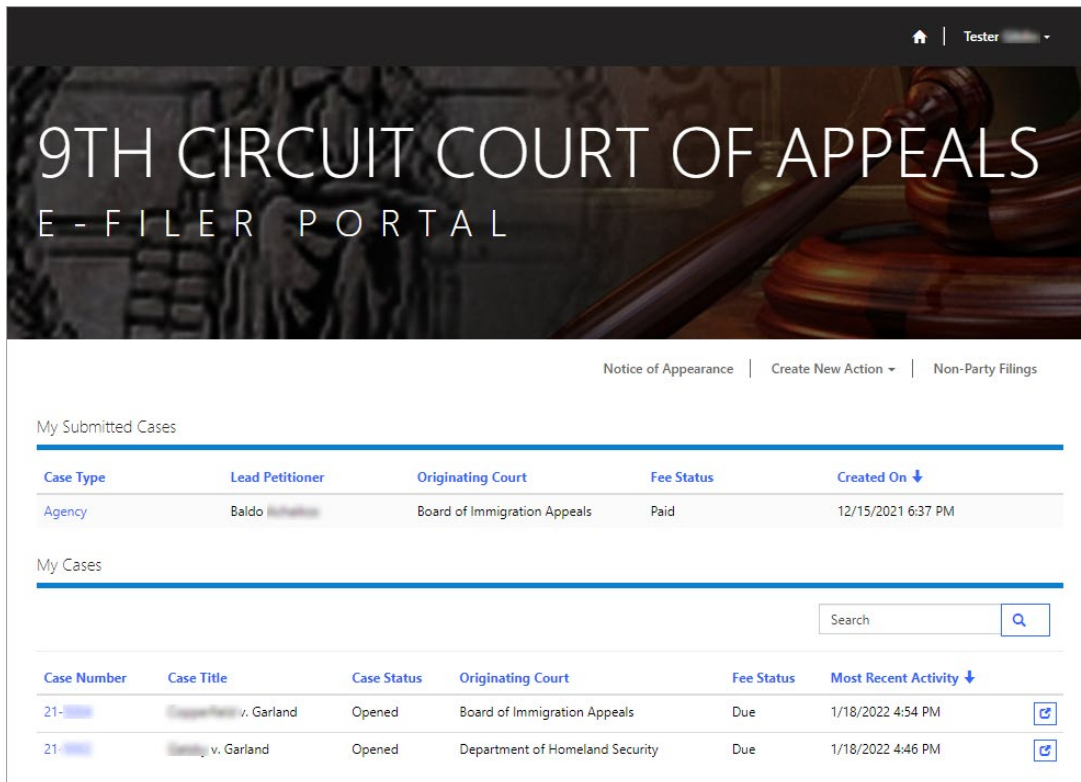
NOTE: These are the same credentials you use to log in and file in CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.

5. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**. Your portal home page opens. *Your name* appears in the upper right corner of the page.

A navigation bar appears below the court banner with the following links:

- a. **Notice of Appearance** - lets you file a notice of appearance in a case where you are not yet counsel of record.
NOTE: Do not file a notice of appearance for a petition that you are submitting. When the court opens the case, you will be added as counsel of record automatically.
- b. **Create New Action** - lets you create and submit a new SOS Application to the court.
- c. **Non-Party Filings** - if your credentials allow you to enter specific non-party filings, options are listed under this link.

If you have previously submitted a petition to the court that has not been opened yet, or you are counsel in an open case, you may see **My Submitted Cases** and/or **My Cases** sections.



Creating and Submitting an Application for Leave to File a 28 U.S.C. § 2254 Second or Successive Petition

NOTE: When you submit a new application, **do not** file a notice of appearance in the opened case. The Court automatically adds you, as the filer of the application, as counsel for the applicant in the case.

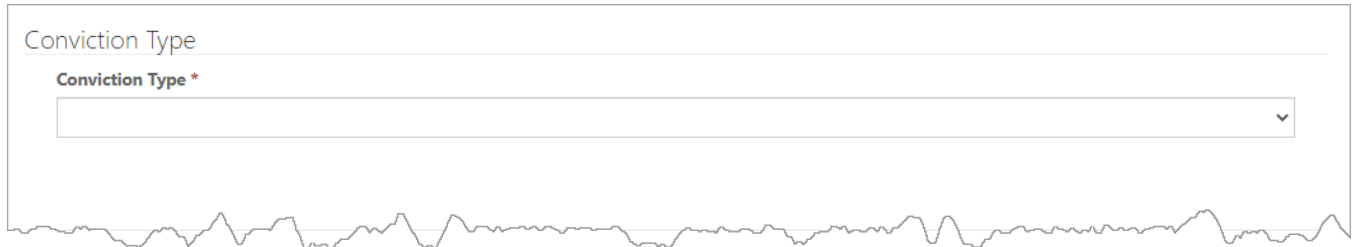
1. If you are not already signed into the e-filer portal, navigate to <https://ca9-portal.powerappsportals.us/> and sign in.

The 9th Circuit Court of Appeals e-filer portal page opens.

2. Click **Create New Action**, then click **Second or Successive Habeas Corpus Petition**.

NOTE: If you do not see the navigation bar with Create New Action (see illustration above), make your browser window larger until you see the link. If that does not work, reduce the zoom level.

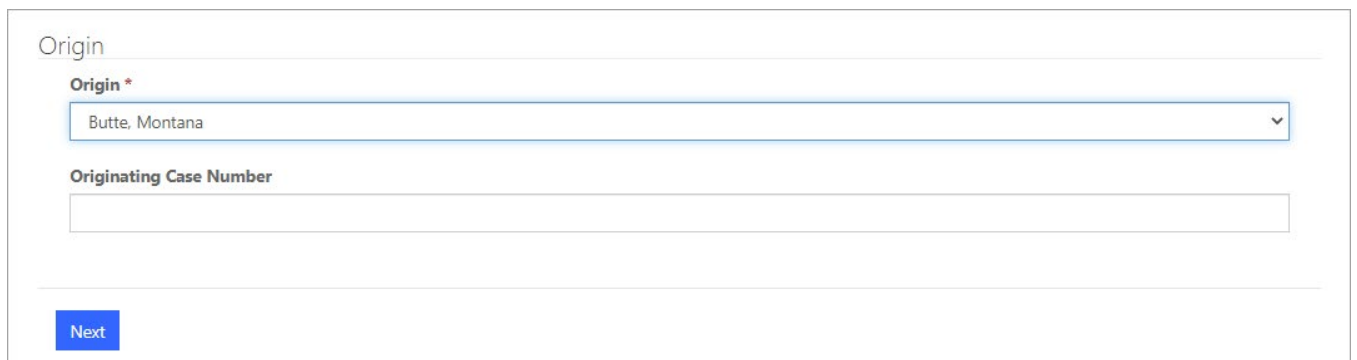
The Conviction Type tab opens.



3. From the **Conviction Type** drop-down list, select **State**, and click the **Next** button.

The Origin tab opens.

4. From the **Origin** drop-down list, select the federal district court where the criminal judgment sought to be challenged was entered.



- Click the **Next** button.

The Prisoner Information tab opens.

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

- If the applicant is currently housed in a *state* correctional facility select the facility in the **Correctional Facility** field.
-or-
If the applicant is housed in a *federal* correctional facility, select the **Yes** radio button and select the facility in the **Correctional Facility** field.

To select a facility: click the magnifying glass icon in the Correctional Facility field and in the pop-up that opens, use the Search field in the upper right corner to search for and select a facility. You can use an asterisk as a wildcard for the search.

NOTE: If you cannot find the exact facility, search for “Other” and select that facility.

- In the **Prisoner Registration #** field, type the complete prisoner registration number.

8. Fill in the **First Name**, **Middle Name**, **Last Name**, and **Generation** fields.

NOTE: If the applicant does not use/have a first name, type "NFI" (no first initial) instead.

An example of a completed Prisoner Information tab is shown below.

Prisoner Information

Is the applicant currently housed in a federal correctional facility? *
 No Yes

Correctional Facility *
Correctional Training Facility - Facility C

Prisoner Registration # *
192594332

First Name *
Mordred

Middle Name

Last Name *
Weasley

Generation

9. Click the **Next** button.

The Alias tab opens.

10. To add an alias for the applicant, click the **Add Alias** button and follow the instructions in the Create pop-up that opens.

An example of a submission with one alias added is shown below.

Alias

Add Alias

Alias Type	First Name	Last Name	Generation
Also Known As (AKA)	Owain	Mordred	

11. Repeat step 10 for each additional alias and then click the **Next** button.

The **Documents** tab opens.

12. For each document you want to attach, do the following:

- a. Click the **Attach Document** button.
- b. In the Create dialog box that opens, from the **Document** drop-down list, select the document you are attaching.
You can attach your application and an exhibit to the application.
- c. Click the **Choose File** button to find and select the PDF of the petition.
- d. Click the **Submit** button to attach this document to your submission.

The Documents tab now shows the file you have attached. An example is shown below with one PDF attached.



Name	Filing Type	Created On ↓
2254-petition.pdf	Application for Leave to File Second or Successive 2254 Petition	1/19/2022 2:21 PM

13. Click the **Next** button.

The Review tab opens with the information you entered so far. An example is shown below.

Review

Conviction Type	Origin	Originating Case Number
State	Butte, Montana	—

Prisoner Information

Prisoner Registration Number	Correctional Facility	First Name	Last Name
192594332	Correctional Training Facility - Facility C	Mordred	Weasley

Alias Information

Alias Type ↑	First Name	Last Name	Generation
Also Known As (AKA)	Owain	Mordred	

Filings

Filing Type	Created On ↓
Application for Leave to File Second or Successive 2254 Petition	1/19/2022 2:21 PM

14. Click the **Submit to Court** button.

You are taken back to your home page and the **My Submitted Cases** section now shows the application that you submitted.

Creating and Submitting an Application for Leave to File a 28 U.S.C. § 2255 Second or Successive Motion

NOTE: When you submit a new application, **do not** file a notice of appearance in the opened case. The Court automatically adds you, as the filer of the application, as counsel for the applicant in the case.

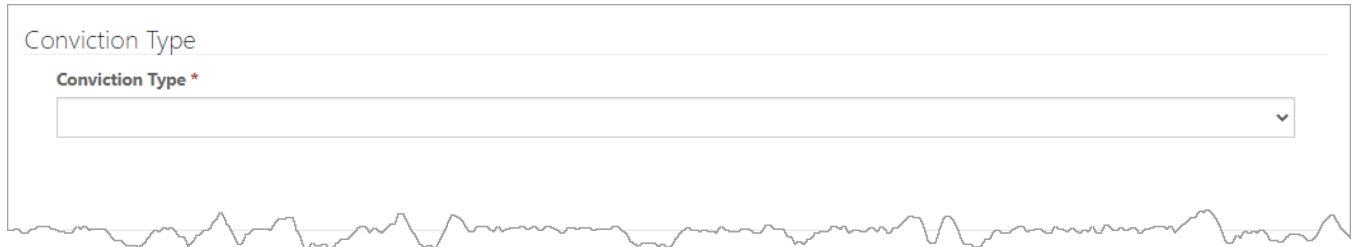
1. If you are not already signed into the e-filer portal, navigate to <https://ca9-portal.powerappsportals.us/> and sign in.

The 9th Circuit Court of Appeals e-filer portal page opens.

2. Click **Create New Action**, then click **Second or Successive Habeas Corpus Petition**.

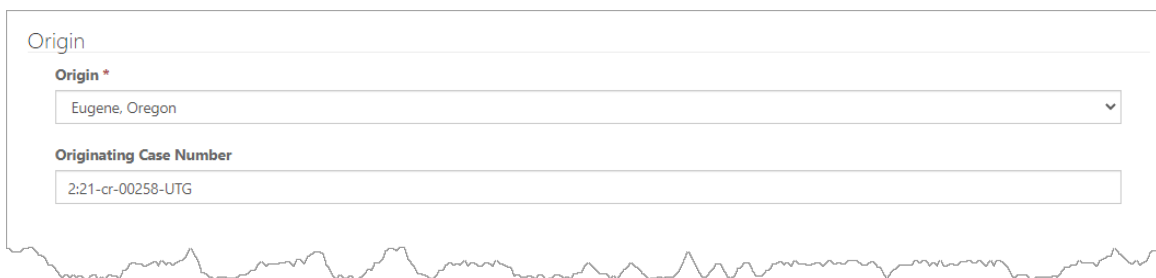
NOTE: If you do not see the navigation bar with Create New Action (see illustration above), make your browser window larger until you see the link. If that does not work, reduce the zoom level.

The Conviction Type tab opens.



3. From the **Conviction Type** drop-down list, select **Federal**, and click the **Next** button.
4. In the Origin tab that opens, so the following:
 - a. From the **Origin** drop-down list, select the federal district court where the criminal judgment sought to be challenged was entered.
 - b. (Optional) In the **Originating Case Number** field, type the entire district court criminal case docket number in which the conviction you are challenging was entered, including judge initials (if applicable).

An example is shown below.



5. Click the **Next** button.

The Prisoner Information tab opens.

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

6. If the applicant is currently housed in a *state* correctional facility select the facility in the **Correctional Facility** field.
-or-
If the applicant is housed in a *federal* correctional facility, select the **Yes** radio button and select the facility in the **Correctional Facility** field.

To select a facility: click the magnifying glass icon in the Correctional Facility field and in the pop-up that opens, use the Search field in the upper right corner to search for and select a facility. You can use an asterisk as a wildcard for the search.

NOTE: If you cannot find the exact facility, search for "Other" and select that facility.

7. In the **Prisoner Registration #** field, type the complete prisoner registration number.
8. Fill in the **First Name**, **Middle Name**, **Last Name**, and **Generation** fields.

NOTE: If the applicant does not use/have a first name, type "NFI" (no first initial) instead.

An example of a completed Prisoner Information tab, for an applicant housed in a federal correctional facility is shown below.

Prisoner Information

Is the applicant currently housed in a federal correctional facility? *
 No Yes

Correctional Facility *
USP Coleman I ✕ 🔍

Prisoner Registration # *
200058742

First Name *
Lassie

Middle Name

Last Name *
Nickleby

Generation
Jr. ▼

9. Click the **Next** button.

The Alias tab opens.

10. To add an alias for the applicant, click the **Add Alias** button and follow the instructions in the Create pop-up that opens.

11. Repeat step 10 for each additional alias.

An example of a submission with two aliases added is shown below.

Alias **Add Alias**

Alias Type	First Name	Last Name	Generation
Also Known As (AKA)	Sauren	Nickleby	▼
Also Known As (AKA)	Finch	Nickleby	III ▼

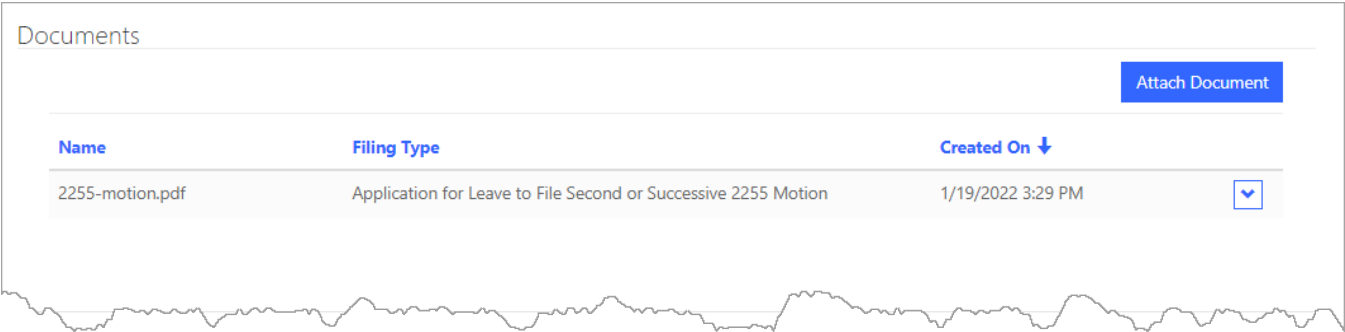
12. Click the **Next** button.

The **Documents** tab opens.

13. For each document you want to attach, do the following:

- a. Click the **Attach Document** button.
- b. In the Create dialog box that opens, from the **Document** drop-down list, select the document you are attaching.
You can attach your application and an exhibit to the application.
- c. Click the **Choose File** button to find and select the PDF of the petition.
- d. Click the **Submit** button to attach this document to your submission.

The Documents tab now shows the file you have attached. An example is shown below with one PDF attached.



14. Click the **Next** button.

The Review tab opens with the information you entered so far. An example is shown below.

Review

Conviction Type	Origin	Originating Case Number
Federal	Eugene, Oregon	2:21-cr-00258-UTG

Prisoner Information

Prisoner Registration Number	Correctional Facility	First Name	Last Name
200058742	USP Coleman I	Lassie	Nickleby

Alias Information

Alias Type ↑	First Name	Last Name	Generation
Also Known As (AKA)	Sauren	Nickleby	
Also Known As (AKA)	Finch	Nickleby	III

Filings

Filing Type	Created On ↓
Application for Leave to File Second or Successive 2255 Motion	1/19/2022 3:29 PM

15. Click the **Submit to Court** button.

You are taken back to your home page and the **My Submitted Cases** section now shows the application that you submitted.