

# Credit Card Payments Through CM/ECF Appeal Fee

After filing a notice of appeal, registered attorneys are encouraged to pay the appeal fee electronically through CM/ECF (as appropriate) using their credit/debit card. Paying with a credit/debit card through CM/ECF introduces two new screens, which are displayed below. To pay the appeal fee:

From the Other Filings -> Appeal Documents menu item, select [Appeal Fee - Credit Card Payment](#). After entering the case number, the user will be prompted to pick the filer. Select the party(ies) filing the notice of appeal. The system will display the current appeal fee (\$455.00). After clicking Next, the system will display the Payment Information screen.

The screenshot shows the 'Online Payment' interface for Step 1: Enter Payment Information. The form is titled 'Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. It contains several input fields, some marked with a red asterisk to indicate they are required. The fields include: Account Holder Name (Test Attorney), Payment Amount (\$455.00), Billing Address (Some Street), Billing Address 2, City, State / Province, Zip / Postal Code (49503), Country (United States), Card Type (with a dropdown menu), Card Number, and Expiration Date. Below the form, there is a note: 'Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.' At the bottom, there are two buttons: 'Continue with Plastic Card Payment' and 'Cancel'. A small note at the very bottom of the page 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.'

The areas indicated with a red asterisk \* are required fields. CM/ECF will automatically fill in the attorney's name and contact information. Users simply select the card type, enter the card number (no spaces or dashes), and the expiration date. When complete, click the [Continue with Plastic Card Payment](#) button.

The next screen is for authorization of the payment. At your option, you may enter an e-mail address. If one is entered, Pay.gov will send a confirmation message containing the fee amount and the receipt number (realize that the Notice of Electronic Filing generated for the entry in CM/ECF will also contain this information).

The screenshot shows the 'Online Payment' interface for Step 2: Authorize Payment. It features a 'Payment Summary' section with three columns: Address Information, Account Information, and Payment Information. The Address Information column shows: Account Holder Name: Test Attorney, Billing Address: Some Street, Billing Address 2, City, State / Province, Zip / Postal Code: 49503, Country: USA. The Account Information column shows: Card Type: Master Card, Card Number: \*\*\*\*\*5100, Expiration Date: 2 / 2010. The Payment Information column shows: Payment Amount: \$455.00, Transaction Date: 05/05/2006 08:53 and Time: EDT. Below the summary is an 'Email Confirmation Receipt' section with a note: 'To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.' It includes an 'Email Address' field and a 'Confirm Email Address' field. At the bottom, there is an 'Authorization and Disclosure' section with a note: 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' followed by a checkbox and a red asterisk. Below this is another note: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' At the bottom, there are two buttons: 'Submit Payment' and 'Cancel'. A red arrow points to the 'Submit Payment' button. A small note at the very bottom of the page 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.'

On this screen, you must click inside the small box marked with a red asterisk to authorize a charge to your card. Click the [Submit Payment](#) button. Note: Click with care. *Clicking the button more than once will result in your card being charged more than once.*

The payment will process, then the user will be prompted for information regarding which appeal the payment relates to. As with all electronic filings, at the end of the transaction, a Notice of Electronic Filing will be generated.

Questions regarding the above-described process in CM/ECF should be addressed to the ECF Help Desk: (616) 456-2206, (800) 290-2742 or via e-mail at [ecfhelp@miwd.uscourts.gov](mailto:ecfhelp@miwd.uscourts.gov)

Questions regarding payment processing/credit card bills/disputed fees should be addressed to the Court's Financial Administrator: (616) 732-2715