## Credit Card Payments Through CM/ECF Civil Case Filing Fee

After filing an initiating document (complaint or petition), registered attorneys must pay the filing fee electronically through CM/ECF 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 filing fee, click the word *Civil* on the blue menu bar. From the *Fees* >> *Make a Payment* menu item, select Filing Fee (Civil Case) - Credit Card Payment or Filing Fee (Habeas Case) - Credit Card Payment event as appropriate to the filing. After entering the case number, the user will be prompted to pick the filer. Select the party(ies) paying the filing fee. The user will be prompted for information regarding which initiating document the payment relates to. Then the system will

Inline Payment				Potum	to your minimati	on applicati	00	
tep 1: Enter Payment Inform	ation			Constant	1	1	2	
Pay Via Plastic Card (PC) (ex: Ar	orican Exp	ess, Diners Cl	ab, Discover, I	Mastercard, V	/ISA)			
tequired fields are indicated wi	h a red aste	isk*						
Tran American								
Account Holder Name: 116st Ador	ney							
Payment Amount \$455.00	ter							
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Select the "Continue with Plastic C	ard Payment	button to cont	nue to the next	step in the P	lastic Card Payr	ment Proces	15.	
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display the current filing fee amount. After clicking Next, the system will display the Online Payment Information screen.

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

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Step 2: Authorize Payment							1	2		
Payment Summary Edit this information	20									
Address Information	Account	Information			Payment	Information				
Account Holder Name: Test Attorney	Card Type: Master Card				Payment Amount: \$455.00					
Billing Address: Some Street Billing Address 2: City: State / Province: Zip / Postal Code: 49503 Country: USA	Street Card Number: 5100 Expiration Date: 2 / 2010			00	Transaction Date (05/05/2006 08:53 and Time: EDT					
Email Confirmation Receipt										
To have a confirmation sent to you upon o	ompletion	of this transac	tion, provide	e an em	sail addres	is and confirm	ation below.			
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Confirm Email Address:										
Authorization and Disclosure										
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authorize a charge to my card account fi	or the abov	e amount in a	ccordance v	ith my	card issu	er agreement.	<b>•</b> •			
	dy once P	ressing the he	tton more th	an one	e could a	sult in multiple	transactio	ns.		
Press the "Submit Payment" Button or		the state of some way	sten more to			and an investige	a statistication			

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, or NEF, generated at the end of this transaction/for the entry in CM/ECF will also contain this information).

On the Authorize Payment 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.

- Click with care. There may be a short delay while the transaction is being processed. Clicking the Submit Payment button more than once will result in your card being charged more than once.
- The payment will process, however **note that the electronic transaction is not yet complete.** (If the user stops at this point, the card will be charged, but the case will <u>not</u> indicate that the filing fee was paid.)
- As with all electronic filings, an entry on the docket must be made, and a Notice of Electronic Filing (NEF) must generate in order for the filing to be complete. After clicking the Submit Payment button as described above, the subsequent screen will display the docket text. Click Next to continue, and the NEF will be presented. Only upon issuance of an NEF is the transaction complete.

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

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