

**INSTRUCTIONS FOR PAYING FEES ON-LINE WITH A CREDIT CARD
OR VIA BANK ACCOUNT DEBIT**

Attorneys have the option of paying certain fees on-line with a credit card or via bank account debit. The fees which may be paid on-line are:

Filing fee for a new case (only for those attorneys who have the ability to open their own cases);

Filing fee for a notice of appeal, subsequent notice of appeal, notice of cross appeal, and notice of interlocutory appeal.

Fee for admission *pro hac vice*.

If you do not wish to remit payment online via Pay.gov for filing a new case or for admission pro hac vice, then you must submit your entire filing in the traditional manner.

When you are docketing the complaint or other initiating document, or one of the appeal events listed above you will be prompted to answer a series of questions:

ECF Civil • Criminal • Query • Reports •

Appeal Documents
1:06-cv-00181-BEL Zahner v. Snowden

Do you have in forma pauperis status for this appeal Y/N?
or

Are you requesting in forma pauperis status for this appeal Y/N?
or

Are you filing this appeal on behalf of the USA Y/N?
or

Will you be paying the fee by any method other than credit card Y/N?

Next Clear

If you answer Y to any of the questions you will not have the option of paying on-line. If you answer N and click Next you will be taken to the pay.gov web site. Once you reach this site it is strongly recommended that you not click the Back button on your browser. Pay.gov accepts Visa, MasterCard, American Express, Diner's Club and Discover. It also allows for payment via bank account debit.

When the initial pay.gov screen appears the name and address of the attorney whose login is being used in the CM/ECF system will automatically be imported into the billing information screen.

Option 1 allows for payment via bank account debit.

The screenshot shows a 'System Message' box at the top stating: 'The system has populated the Payment Date with the next available payment date.' Below this is the 'Online Payment' section with a 'Return to your originating application' link. The current step is 'Step 1: Enter Payment Information' (1 of 2). The user is instructed that the item is payable by Bank Account Debit (ACH) or Plastic Card (ex: VISA, Mastercard, American Express, Diners Club, Discover). The selected option is 'Option 1: Pay Via Bank Account (ACH) About ACH Debit'. The form indicates that required fields are marked with a red asterisk. The fields are: Account Holder Name (Attorney JKA), Payment Amount (\$455.00), Account Type (dropdown), Routing Number, Account Number, Confirm Account Number, and Check Number. A visual representation of the routing and account numbers is shown: Routing Number 1026946763, Account Number 9243767390, and Check Number 1234. The Payment Date is 11/07/2007. A note instructs the user to select the 'Continue with ACH Payment' button to proceed. Two buttons are visible: 'Continue with ACH Payment' and 'Cancel'.

You will need to choose an account type, enter the routing and account numbers, then retype the account number for verification. You may, but are not required to, enter a check number. Then click on Continue with ACH Payment.

Option 2 allows for payment via credit card.

The screenshot shows the 'Online Payment' section for 'Option 2: Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)'. The current step is 'Step 1: Enter Payment Information' (1 of 2). The user is instructed that the item is payable by Plastic Card (ex: American Express, Diners Club, Discover, Mastercard, VISA). The form indicates that required fields are marked with a red asterisk. The fields are: Account Holder Name (Frances Kessler), Payment Amount (\$455.00), Billing Address (One Church Street, Fifth), Billing Address 2, City, State / Province (dropdown), Zip / Postal Code (20850), Country (United States), Card Type (dropdown with logos for VISA, Mastercard, AMEX, Discover, and one.com), Card Number, Security Code (with a link 'Help finding your security code'), and Expiration Date. A note instructs the user to select the 'Continue with Plastic Card Payment' button to proceed. Two buttons are visible: 'Continue with Plastic Card Payment' and 'Cancel'. A yellow note at the bottom states: '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 name and address of the attorney whose login and password were being used in CM/ECF are automatically imported into the billing information screen. If you are using a firm credit card or one with a different name and/or billing address you will need to change that information. Select the type of credit card you are using. Enter the credit card number, security code and expiration date. Then click on Continue with Plastic Card Payment.

Regardless of which type of payment you choose, the next screen will show a summary of the payment and allows you to enter an email address where confirmation of the transaction may be sent. It is strongly recommended that you enter an email address.

CM/ECF Civil • Criminal • Query • Reports • Utilities

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: Frances Kessler One Church Street, Billing Address: Fifth Fl Billing Address 2: City: State / Province: Zip / Postal Code: 20850 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 2 / 2007	Payment Amount: \$455.00 Transaction Date and Time: 12/28/2006 13:29 EST

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.

In order for the transaction to go through, you **must** click on the box next to the sentence “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement” or “I agree to the authorization and disclosure language” depending upon the payment method you chose. Then click on Submit Payment. Once the transaction is processed you will be taken back to the CM/ECF site and may finish filing your document.

If you filled in an email address you will receive an email confirmation of the transaction.

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THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.
Your transaction has been successfully completed.

Payment Summary

Application Name: MDD CM ECF
Pay.gov Tracking ID: 3FOA&CIG
Payment Agency Tracking ID: 155232

Cardholder Name: Frances Kessler
Cardholder Address: One Church Street, Fifth Fl
Cardholder Country: USA
Cardholder Zip Code: 20850
Card Type: Visa
Payment Amount: $455.00
Transaction Date: Dec 28, 2006 1:31:18 PM
  
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Once you are returned to the CM/ECF site, the pay.gov transaction has been completed and your credit card will be billed regardless of whether you finish filing your document. If for any reason you are unable to complete filing the document once the pay.gov transaction has been completed and have to start the filing process over, you will be charged a second fee. To have the first fee removed from your credit card account or bank account you must contact the court. You will need the Agency Tracking ID and Pay.gov Tracking ID from the confirmation email you received as well as the date of the transaction and the name of the attorney whose CM/ECF login and password were used.