

For Immediate Release  
April 19, 2004

## Announcement

UNITED STATES DISTRICT COURT  
DISTRICT OF MINNESOTA  
300 South Fourth Street, Suite 202  
Minneapolis, Minnesota  
(612) 664-5026  
Contact: Richard D. Sletten, Clerk

### FEDERAL COURT IS NOW ACCEPTING CREDIT CARDS

The United States District Court for the District of Minnesota is now accepting credit cards as an acceptable means of payment of all filing fees and other miscellaneous court fees, effective May 1, 2004. The court will accept cards from American Express, Discover Card, Diners Club International, MasterCard, and Visa. MasterCard and Visa debit cards that do not require a PIN number, are also welcome.

The program is offered as a public service for payment by the bar and the public. Payment by credit card may also reduce delay time for services that cannot be rendered until payment is made (i.e., photocopying requests made by mail, etc.). Payment options are described below.

Payments of \$5.00 or more may be made:

<b>In Person</b>	<b>Any person presenting a credit card to the cashier must be an authorized signer on that card. These cards may be in the name of an individual or a corporation. Corporations are responsible for maintaining a listing of authorized signers. All card owners are responsible for the security over issuance and use of their cards. Unsigned cards will require proper identification of the user/card holder.</b>
<b>By Fax</b>	<b>To utilize this option the customer must complete a Request for Credit Card Payment form and fax it to the clerk's office. Credit card information will be retrieved from this form and the account will be charged accordingly. This form will be on the court's web site on May 1, at <a href="http://www.mnd.uscourts.gov">www.mnd.uscourts.gov</a>.</b>
<b>By Mail</b>	<b>To utilize this option the customer must complete a Request for Credit Card Payment form and mail it to the clerk's office with your complaint, removal or appeal, or with your copy request information. Credit card information will be retrieved from this form and the account will be charged accordingly.</b>

The clerk's office staff looks forward to meeting the needs of our customers. We welcome your suggestions and appreciate your comments. For more information on the credit card program, please contact Jodi Baker, Financial Manager at (612) 664-5015 or e-mail at [jodi\\_baker@mnd.uscourts.gov](mailto:jodi_baker@mnd.uscourts.gov).

For information on using ECF and credit cards, see section A. Filing, in both the ECF Civil and Criminal Procedures guides at [www.mnd.uscourts.gov/cmecf](http://www.mnd.uscourts.gov/cmecf).