



**Electronic Payment of Court Fees
through CM/ECF Filing Events**
(Updated November 18, 2013)

1. Effective September 21, 2009, secure, online payments may be made by a checking or savings account or by a credit, or debit card as part of specific e-filing events through the U.S. Treasury's Pay.gov website.
2. ECF allows for electronic payment of fees in the following events: Notice of Appeal to the 8th Circuit, Motion for Pro Hac Vice Admission (Resident and Non-Resident Movant), Complaint, Notice of Removal, Petition (in a Civil Case), Petition for Writ of Habeas Corpus, Prisoner Complaint under 42 U.S.C. 1983, and Petition re: Review of Naturalization Application. Also, attorney re-registration fees may be made through CM/ECF (under the Utilities menu).
3. Electronic payment of appeal fees and pro hac admission fees through Pay.gov is mandatory.
4. NOTE: Only these events/fees may be used for electronic payment through Pay.gov. All other court fees must be made at the Clerk's office, either by mail, by courier, or in person. Credit card authorizations can no longer be sent via facsimile.
5. When using these events, the e-filer is prompted for electronic payment of the required filing fee. The e-filer's browser is automatically directed to the secure Pay.gov website, and credit/debit card billing information is entered. The payment transaction is seamlessly integrated in the CM/ECF filing event, and a Pay.gov receipt number is automatically added to the filer's docket entry text.

Example: Filing a “Notice of Appeal” and Paying the Fee through Pay.gov

STEP 1. Login to CM/ECF with an attorney account and select “Appeal Documents” from either the “Civil” or “Criminal” events menu:



STEP 2. Enter the case number then click **Next**.



STEP 3. Select the “Notice of Appeal to 8th Circuit” event then click **Next**.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Appeal Documents" and the case information is "0:07-cv-00110-JRT-FLN Johnson v. Guidant". The word "APPEAL" is displayed below the case information. There is an empty text input field. Below this, there are two sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" section contains a dropdown menu with the following options: Appeal Transcript Request, Appeal/Objection of Magistrate Judge Decision to District Judge, Appellants Brief, Appellants Reply Brief, Appellees Brief, Appendix, Designation of Record on Appeal, Notice of Appeal to 8th Circuit (highlighted), Notice of Appeal to Federal Circuit, Notice of Cross Appeal, Notice of Interlocutory Appeal, and Subsequent Notice of Appeal. The "Selected Event" section contains a text input field with the value "Notice of Appeal to 8th Circuit". At the bottom of the form, there are two buttons: "Next" and "Clear".

STEP 4. Browse for the PDF “Notice of Appeal” document then click **Next**.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Appeal Documents" and the case information is "0:07-cv-00110-JRT-FLN Johnson v. Guidant". The word "APPEAL" is displayed below the case information. Below this, there is a text input field and a "Browse..." button. Below the text input field, there is a section titled "Select the pdf document and any attachments." Below this, there is a section titled "Main Document" with a text input field containing the file path "C:\Documents and Settings\All Users\T" and a "Browse..." button. Below the "Main Document" section, there is a table with three columns: "Attachments", "Category", and "Description". The "Attachments" column has a text input field and a "Browse..." button. Below the table, there are two buttons: "Next" and "Clear".

STEP 5. Select the filer then click **Next**.

The screenshot shows the ECF (Electronic Case Filing) interface for 'Appeal Documents'. The case number is 0:07-cv-00110-JRT-FLN Johnson v. Guidant. The document type is APPEAL. On the left, there is a 'Pick Filer' section with a tree view containing: Guidant [cc], Guidant [dft], Mary Johnson [cd], and Mary Johnson [pla]. On the right, there is a 'Select the filer.' section with a 'Select the Party:' dropdown menu. The dropdown menu is open, showing the following options: Guidant [cc], Guidant [dft], Johnson, Mary [cd], and Johnson, Mary [pla]. Below the dropdown menu are three buttons: 'Next', 'Clear', and 'New Filer'.

STEP 6. Select the order being appealed by checking the box next to “Should the document you are filing link to another document in this case?” then click **Next**.

The screenshot shows a form titled 'Select order being appealed.' The first question is 'Should the document you are filing link to another document in this case?' with a checked checkbox. Below this question are two rows of input fields. The first row is labeled 'Filed' and has two empty text boxes separated by the word 'to'. The second row is labeled 'Documents' and also has two empty text boxes separated by the word 'to'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

STEP 7. Then select the order and judgment that you are appealing then click **Next**.

Select the appropriate event(s) to which your event relates:

- 05/18/2009 [33](#) ORDER denying [30](#) Motion to Amend/Correct. Signed by John R. Tunheim on 5/18/09. (JME)
- 11/18/2013 [59](#) ORDER granting [58](#) Motion to Dismiss. Signed by Judge John R. Tunheim on 11/18/13. (JME)
- 11/18/2013 [60](#) JUDGMENT. Signed by Judge John R. Tunheim on 11/18/13. (JME)

STEP 8. At the prompt, answer the following question then click **Next**.

Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this case filed on behalf of the United States of America?

Yes

No

STEP 9. The following screen will appear notifying the filer of the filing fee and additional information re: the Pay.gov transaction then click **Next**.

ATTENTION:

A **appeal filing fee of \$505** will be applied to your bank account debit (Automated Clearing House) or charged to your credit/debit card from Pay.gov after completion of payment information. **A fee of \$53 will be charged for all returned or denied payments.**

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.gov email confirmation prompt. A receipt will then be emailed from Pay.gov.

IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN!

DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT BE RECORDED TO THE CASE.

Fee: \$505

STEP 10. To make an ACH payment, fill out the information under **Pay Via Bank Account (ACH)**. To make a credit card payment, scroll down the screen and fill out the information under **Pay Via Plastic Card (PC)**.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$505.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number: 026946783 | Account Number: 9243767390 | Check Number: 234

Payment Date: 11/19/2013

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

To make an ACH payment, fill out the information under Pay Via Bank Account (ACH)

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$505.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

To make a credit card payment, fill out the information under Pay Via Plastic Card (PC)

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.

*If making an ACH payment, the payment date will populate to the next available payment date.

Enter all online payment information (required fields are indicated by *), then depending on payment method, click the button, *Continue with ACH Payment*, or select *Continue with Plastic Card Payment*.

Confirm the ACH or credit/debit card billing information, authorize payment, and enter an (optional) e-mail address to receive a confirmation e-mail receipt, then click on “**Submit Payment**”:

Confirmation for plastic card payment billing information:

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: Marsha Clark Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: 55415 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$505.00 Transaction Date 11/18/2013 11:11 and Time: 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.

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.

Confirmation for ACH billing information:

[Return to your originating application](#)

Online Payment
Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: Marsha Clark
 Payment Amount: \$455.00
 Account Type: Personal Checking
 Routing Number: 044000037
 Account Number: *****7891
 Check Number: 1234
 Payment Date: 05/14/2012

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 agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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.

NOTE: Failing to mark the "Authorization and Disclosure" agreement checkbox results in the following message:

Your request could not be completed:

- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.

[Return to your originating application](#)

Online Payment
Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Denny Crane 316 North Robert	Card Type: Visa Card Number: *****2222	Payment Amount: \$455.00 Transaction Date 09/07/2009 12:24 and Time: EDT

CAUTION! Do not use the web browser's "**Back**" button once you have entered the ACH or credit/debit card billing information. Doing so may result in incomplete data being transmitted, or in duplicate Pay.gov transactions.

If necessary, click on the "**Cancel**" button, then start the filing event over again.

STEP 11. Clicking the "**Submit Payment**" button completes the Pay.gov transaction.

Successful completion of the ACH or credit/debit card payment results in a return to the CM/ECF "**Notice of Appeal**" filing event screen. Click **Next**.

IMPORTANT: Please click **Next** on THIS and the next TWO screens to complete the filing of this event and for a Pay.gov receipt number.

STEP 12. Click **Next** again.

STEP 13. Clicking "**Next**" commits the filing event and generates the Notice of Electronic Filing (NEF). The resulting docket entry text includes the Pay.gov receipt number:

Docket Text: Final Text

NOTICE OF APPEAL TO 8TH CIRCUIT as to [60] Judgment, [59] Order on Motion to Dismiss by Guidant. Filing fee \$ 505, receipt number 0864-202770. (Clark, Marsha)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):

Test document 2.pdf pages: 1