

Fee Payment via Pay.gov

7/18/2007

The Internet Credit Card payment module in CM/ECF provides the ability for attorneys to:

- pay filing fees by credit card over the Internet
- review their Internet credit card transaction history

Pleadings which currently require fees in CM/ECF are:

Criminal

Notice of Appeal
Notice of Appeal of Magistrate Judge Case
Motion for Permission to Practice Pro Hac Vice
Verified Petition

Civil

Application for Writ of Garnishment
Complaint
Complaint in Forfeiture
Notice of Appeal
Petition for Removal
Petition for Writ of Habeas Corpus
Petition for Writ of Habeas Corpus - Death Penalty
Petition for Writ of Mandamus
Motion for Permission to Practice Pro Hac Vice
Verified Petition

Internet Credit Card Payment Process:

Users will be automatically directed through the Internet payment process when filing any pleading which requires a fee. Once the payment has been successfully completed, users will automatically return to the filing process.

Users will be presented with a payment information screen that includes the cardholder name, address and credit card information (Figure 1). The cardholder name, first address line and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account." The payment amount field will be populated with the current fee.

Step 1: Enter Payment Information

1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

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.

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.

Figure 1 - Payment Information

Special Notes:

- **Fields marked with an asterisk are required fields.**
- The **Billing Address** is a required field which is pre-populated with the address information currently available in CM/ECF, but may be changed. This address does not have to correspond with the credit card billing address. Changing the billing address does not make an address change in ECF.
- **When filling in the payment information, do not use hyphens or spaces in the Card Number.**

Clicking the "**Continue with Plastic Card Payment**" button presents the user with a summary screen (Figure 2).

Step 2: Authorize Payment

1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Test Attorney Billing Address: 123 Any Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 1 / 2027	Payment Amount: \$350.00 Transaction Date 07/18/2007 12:45 and Time: EDT

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.

Figure 2 - Summary Screen

In order to receive a transaction receipt for reconciliation with credit card statements, users must enter a valid email address on this screen. This email receipt will have a tracking ID number that the Court may need to identify the transaction should a problem arise.

Carefully review the payment information and check the authorization box. Then click on the "Submit Payment" button. Users will be automatically returned to CM/ECF to complete their filing.

****WARNING****

Pressing the "Submit Payment" button more than once may result in multiple transactions being processed.

If the email address you entered is correct you will receive a receipt via email (Figure 3).

The filing fee will be forwarded directly to the U.S. Treasury. The receipt number will be included in the docket text information on the Notice of Electronic Filing (NEF).

Subject: Pay.Gov Payment Confirmation

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Payment Summary

Application Name: NVD CM ECF TRAIN
 Pay.gov Tracking ID: 3FOB2DAG
 Payment Agency Tracking ID: 137237

Cardholder Name: Test Attorney
 Cardholder Address: 123 Any Street
 Cardholder Country: USA
 Card Type: Visa
 Payment Amount: \$350.00
 Transaction Date: Jul 18, 2007 12:46:52 PM

Figure 3 - Email Receipt

Monitoring Payments:

Internet fees and payments may be reviewed by using the **Internet Payment History** option on the CM/ECF Utilities menu.

The list includes all payments of charges incurred via Pay.gov and may be viewed for a specified date range (Figure 4).

United States District Court District of Nevada Internet Payment History for Attorney, Test 6/18/2007 to 7/18/2007				
Date Paid	Description	Payment Method	Receipt #	Amount
2007-07-18 09:46:52	Complaint(2:05-cv-04321-ECR-RAM) [cmp cmp] (350.00)	credit card	137237	\$ 350.00

Figure 4 - Internet Payment History

Payment Errors:

- If processing of a payment is unsuccessful, an error screen will appear. **PRINT THIS ERROR SCREEN** or write down the complete message and call **1-888-674-2323** for assistance.
- Go to the Utilities menu and select the hyperlink for Internet Payment History to review completed payments if you are not sure your payment was successfully completed.
- In order to successfully use the On-line Credit Card module, your browser must have 128-bit encryption.