

Electronic Case Filing - Fee Payment Options

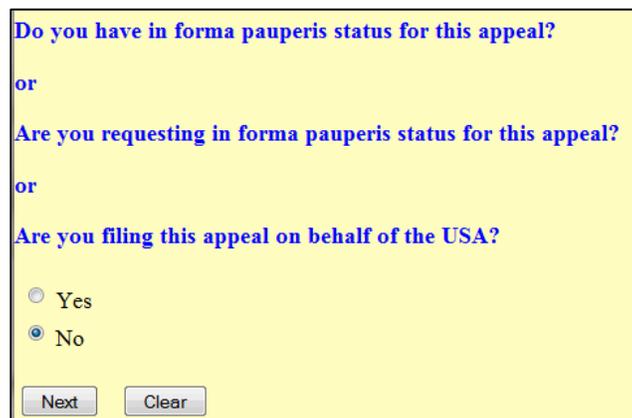
Pay by Check or Credit Card Online!

The Internet ACH and Credit Card modules allow users to pay new case filing fees, appellate filing fees or pro hac vice fees on-line via check or credit card. This document describes the processes that occur when an attorney docket an event which makes an Internet filing fee payment:

- [Electronic Case Filing](#)
- [Enter Payment Information screen](#)
- [Authorize Payment screen](#)
- [E-Mail Verification / Internet Payment History](#)
- [Payment Errors](#)

Choose Payment Method

- * If you are going to pay a fee via check or credit card at the time of filing answer “n” when the prompt below appears.



Do you have in forma pauperis status for this appeal?

or

Are you requesting in forma pauperis status for this appeal?

or

Are you filing this appeal on behalf of the USA?

Yes

No

Next Clear

- * Make sure there are no errors before continuing with this filing. Once you authorize the charge to your credit card, the payment transaction has completed and the amount specified will be charged on your credit card.
- * Using the “back” button or “aborting” the filing process will not reverse the credit card charge. You will be required to contact the court for a refund.

Automated Clearing House (ACH)

Step 1 Enter Payment Information – Automated Clearing House (ACH)

When the user makes an interactive ACH direct debit payment through Pay.gov, the following series of collection screens will be displayed. This example illustrates an ACH debit collection initiated from a Pay.gov-hosted form. After the user has selected the payment type and clicked the submit button on the form, they are transferred to the ACH debit collections screen.

Online Payment
Step 1: Enter Payment Information
Pay Via Bank Account (ACH) [About ACH Debit](#)
Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: *

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26946783⑆ 9243767390⑆ 1234⑆

Payment Date: 05/19/2005

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

- * A red asterisk denotes a required field. Valid information must be entered in all required fields.
- * The name field is populated by the ECF system. Modify this field to reflect the name of the accountholder.
- * The payment amount and payment date are automatically populated. Select the account type from which funds will be debited.
- * Enter the routing number and the account number. The check number field is optional; if you use this field, make sure you void the physical check which has this number.
- * Click the "Continue with ACH Payment" button to move to the next screen.

Step 2 Authorize Payment from Bank Account

Online Payment
Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Account Holder Name: BILL
Payment Amount: \$33.00
Account Type: Personal Checking
Routing Number: 041000124
Account Number: **3456
Check Number: 23456
Payment Date: 05/19/2005

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:

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.

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution 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

In case of errors or questions about a transaction, immediately contact the Federal agency using the Pay.gov service or contact Pay.gov directly. ALL QUESTIONS ABOUT PAY.GOV TRANSACTIONS MUST BE DIRECTED TO THE FEDERAL AGENCY USING OUR SERVICE OR US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days.

[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.

- * Confirm the information shown in the payment summary; if it is not correct, click the "Edit this Information" link to make changes.
- * Enter an email address and confirm it if you wish to receive a confirmation of payment by email.
- * Check the "I agree to the authorization and disclosure" box.
- * Click the "Submit Payment" button once to continue. If you click the button more than once, multiple payments could be submitted.

Step 3 Processing Information – ACH Processing

- * Your request will process. The program generates a receipt number and places it in the docket entry text.

Docket Text: Final Text

FILING FEES Paid in Full on 3/6/2012 in the amount of \$350, receipt number 1086-356119 (Re: [2] Complaint) by Aaron Jones (attorney,)

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?

Next Clear

- * If you entered a valid e-mail address in Step 2 you will received a receipt for your transaction via e-mail with the information shown below.

Step 3 Email Receipt for ACH Payment

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THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Pay.gov Tracking ID: 3BG2RQP5
Agency Tracking ID: 115430255399

Payment Summary
Name On Account: Brian Asquith
Payment Amount: $25.00
First Payment Date: May 18, 2004 12:00:00 PM
Account Type: Personal Checking Account
Routing Number: 042000424
Bank Account Number: 1234567890
Check Number: 1 Current Date and Time: May 17, 2004 2:12:51 PM
Number of Payments: 1

```

- * The payment details are displayed on the ACH Payment Confirmation screen along with the Pay.gov tracking ID, which is used to track the payment through the Pay.gov application. The screen only confirms that a request for ACH payment was made.

Online Payment
Step 3: Confirm Payment 1 | 2 | 3

Thank you.
Your transaction has been successfully completed.
It is recommended you [print a copy](#) for your records.

 [Print this window](#)

Pay.gov Tracking Information
Application Name: Cost Share Reimbursement
Pay.gov Tracking ID: 24TH17GO
Agency Tracking ID: 74005388825
Transaction Date and Time: 05/17/2005 16:03 EDT

Payment Summary
Account Holder Name: BILL
Payment Amount: \$33.00
Account Type: Personal Checking
Routing Number: 041000124
Account Number: **3456
Check Number: 23456
Payment Date: 05/19/2005

[Return to your form search results](#)
[Return to Home](#)

The Plastic Card Process

Step 1 Enter Payment Information – The Plastic Card Process

- * You will be prompted for your credit card information.

The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) system's online payment interface. The page title is "Online Payment" and the current step is "Step 1: Enter Payment Information". The user is prompted to "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". The interface includes several required fields marked with a red asterisk: Account Holder Name, Billing Address, Billing Address 2, City, State / Province, Zip / Postal Code, Country, Card Type, Card Number, Security Code, and Expiration Date. The Card Number field is populated with "5105105105105010". The Security Code field is populated with "123". The Expiration Date field is populated with "09 / 2006". Below the form, there are two buttons: "Continue with Plastic Card Payment" and "Cancel". A note at the bottom of the form area 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 browser's address bar shows "Done" and the status bar shows "Internet".

- * A red asterisk denotes a required field. Valid information must be entered in all required fields.
- * Name and address fields are populated by the ECF system. Modify these fields to reflect the name and billing address of the cardholder.
- * When entering payment information, do not use hyphens or spaces in the "Card Number" field.
- * Click "Continue with Plastic Card Payment" to proceed.

Step 2 Authorize Credit Card Payment

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: Name	Card Type: Master Card	Payment Amount: \$50.00
Billing Address: Billing address	Card Number: *****5100	Transaction Date 08/15/2006 13:25 and Time: EDT
Billing Address 2:	Expiration Date: 9 / 2006	
City:		
State / Province:		
Zip / Postal Code:		
Country: USA		

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.

- * Confirm that all the information is correct.
- * For an e-mail confirmation of the transaction, type your e-mail address in the “Email Confirmation Receipt” section.
- * Authorize payment by checking the authorize box. Click “Submit Payment” to proceed. Should you choose to abort the credit card transaction, click the “Cancel” button. The system will then return to the ECF filing screen so that you can complete e-filing the document.
- * Once you click on the “Submit Payment” button the charge will be applied to your credit card.

Step 3 Processing Information – Credit Card Processing

- * Your request will process. The program generates a receipt number and places it in the docket entry text.

Docket Text: Final Text

FILING FEES Paid in Full on 3/6/2012 in the amount of \$350, receipt number 1086-356119 (Re: [2] Complaint) by Aaron Jones (attorney,)

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?

- * If you entered a valid e-mail address in Step 2 you will received a receipt for your transaction via e-mail with the information shown below.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed. Payment Summary

Application Name: OKED CM ECF
Pay.gov Tracking ID: 3FOHUMCJ
Agency Tracking ID: 1086-356119
Transaction Type: Sale
Transaction Date: Mar 6, 2012 3:00:06 PM

Account Holder Name: attorney
Transaction Amount: \$350.00
Billing Address: 309 North Broadway
Zip/Postal Code: 74401
Country: USA
Card Type: MasterCard
Card Number: *****1118

Review of Payments

- * The Internet Payment History option on the ECF Utilities Menu allows you to review all completed credit card transactions for a specified date range.

Click on Utilities from the blue ECF Menu Bar

Click on Internet Payment History



Enter the appropriate date range - click Run Report



Payment Errors

- * If you realize that you have made a filing error after you have clicked 'Submit Payment' on the Authorize Payment screen, do the following:

- ! Abort the filing

- ! Contact our Financial Officer at (918) 684-7920

The court may be able to void the transaction if notified promptly

- * If you later discover you have made a payment error, the transaction cannot be voided. You will need to electronically file a 'Motion for Refund of Fees Paid Electronically'. The Court Clerk's office is not authorized to begin processing a refund until a Judge grants that motion.