

Electronic Filing and Service of Documents - Online Fee Payments

Introduction

Filing users are required to electronically pay the fee online during the electronic filing of Motion(s) for Pro Hac Vice, Notice(s) of Appeal to include *Notices of Cross Appeal*, *Notices of Interlocutory Appeal*, and *Subsequent Notices of Appeal*, and during the electronic submission of civil case initiating documents.

This section of the manual gives an overview of electronic fee payment as well as step by step instructions for filing and paying the fee online for *Appeals* and *Motions for Pro Hac Vice*. An overview of electronic fee payment for electronic submission of civil case initiating documents can be found on page 142 of this manual.

Internet Payment Process

Filing users will be automatically directed through the Internet payment process when filing *Appeals* and *Motions for Pro Hac Vice*. Once the payment process has been successfully completed, filing users will be automatically returned to the filing process.

The payment information screen includes the cardholder name and address as well as the credit card information (Figure 1). The cardholder name, first address line, and zip code default to the values for the filing user shown in the CM/ECF utilities *Maintain Your Account*. The payment amount field will be populated with the current fee amount.

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

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Figure 1 -
Credit Card
Information
Screen

Online Payment [Return to your originating application](#)
Step 1: Enter Payment Information 1 | 2
Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$455.00

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.

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 for the filing user 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 CM/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).

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Figure 2 -
Credit Card
Summary
Screen

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: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$455.00 Transaction Date and Time: 09/13/2011 09:19 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.

Notes:

- Carefully review the payment information. If any of the information is incorrect, click on the *Edit this Information* link at the top of the page. Do not navigate the site using your browser's back button – this may lead to incomplete data being transmitted and pages being loaded incorrectly. Use the links provided.
- In order to receive a transaction receipt for reconciliation with credit card statements, filing 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 be able to identify the transaction should a problem arise. **Note:** The email address for the transaction receipt does not have to be the filing user's email address but could be the email address for the person in the firm that reconciles the credit card statements.
- Check the white box next to the statement “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement” and then submit the payment by clicking the *Submit Payment* button only **once**. The 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)*.

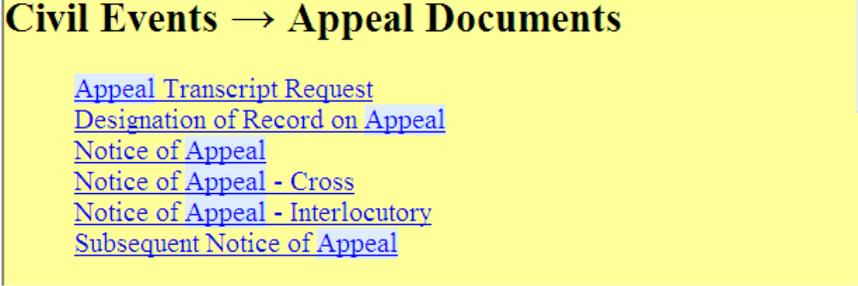
WARNING: Pressing the *Submit Payment* button more than once may result in multiple transactions being processed.

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Appeals

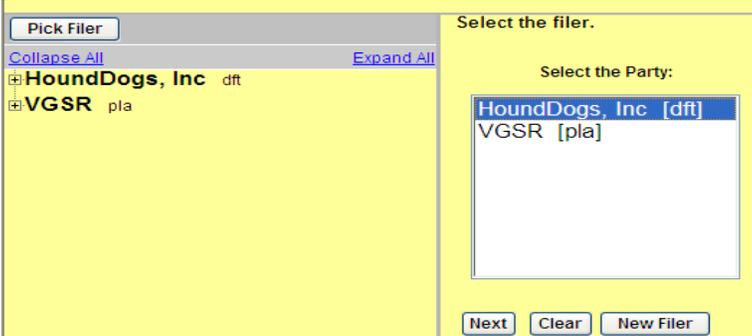
Take the following steps to electronically file a *Notice of Appeal*, *Notice of Cross Appeal*, *Notice of Interlocutory Appeal*, or *Subsequent Notice of Appeal* and pay the filing fee online:

Step	Action
1	Log into CM/ECF.
2	<ul style="list-style-type: none"> • Select <i>Search</i> from the main blue menu bar, • Type the word <i>Appeal</i> in the white box, and then • Click the <i>Search</i> button. 
3	<p>Select the appropriate event from the results of the search.</p>  <p>For this example, we will select <i>Notice of Appeal</i> from the civil events.</p>
4	Enter the case number, click the <i>Find This Case</i> button and then click the <i>Next</i> button.
5	Upload the pdf document by clicking on the <i>Browse</i> button and then click the <i>Next</i> button.

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Appeals (continued)

Step	Action
6	<p>Select the filer by clicking on the filer's name on the right side of the screen and then click the <i>Next</i> button.</p> 
7	<p>Click inside the white box next to the question <i>Should the document you are filing link to another document in this case?</i> And then click the <i>Next</i> button to bring up a list of documents in the case.</p> <p>Select order being appealed.</p> <p><input checked="" type="checkbox"/> Should the document you are filing link to another document in this case?</p> <p>Filed <input type="text"/> to <input type="text"/></p> <p>Documents <input type="text"/> to <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
8	<p>Select the order being appealed by clicking inside the white box next to the order and then click the <i>Next</i> button.</p> <p>Select the appropriate event(s) to which your event relates:</p> <p><input checked="" type="checkbox"/> 09/12/2011 3 ORDER DISMISSING CASE. Signed by Judge Honorable Raymond A. Jackson on 9/9/11. (Itun,)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p>Note: If there is only one order in the case, the white box next to that order will already be checked.</p>

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Appeals (continued)

Step	Action
9	<p data-bbox="548 510 1406 611">Change the default answer of <i>No</i> to <i>Yes</i> if you answer yes to any of the questions on this screen otherwise leave the default answer of <i>No</i> and then click the <i>Next</i> button.</p> <div data-bbox="548 646 1382 1073" style="background-color: yellow;"><p data-bbox="548 653 1284 680">Do you have in forma pauperis status for this appeal?</p><p data-bbox="548 716 581 743">or</p><p data-bbox="548 772 1377 800">Are you requesting in forma pauperis status for this appeal?</p><p data-bbox="548 835 581 863">or</p><p data-bbox="548 892 1208 919">Are you filing this appeal on behalf of the USA?</p><p data-bbox="548 953 634 980"><input type="radio"/> Yes</p><p data-bbox="548 980 623 1008"><input checked="" type="radio"/> No</p><p data-bbox="558 1041 626 1068">Next</p><p data-bbox="656 1041 740 1068">Clear</p></div> <p data-bbox="548 1087 1406 1150">Note: The next screen notifies you of the amount of the filing fee; click the <i>Next</i> button to continue.</p>

Continued on next page

Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Appeals (continued)

Step	Action
10	<p>Complete the Online Payment Information and then click the <i>Continue with Plastic Card Payment</i> button as shown below.</p> <div data-bbox="565 611 1421 1234"> </div> <p>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.</p> <p>CAUTION: Do not use your browser's back button. Using the back browser may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</p>

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Appeals (continued)

Step	Action						
11	<ul style="list-style-type: none"> • Check the white box next to the statement “<i>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.</i>” • Enter an e-mail address to send an e-mail confirmation to you or someone else. • Click the <i>Submit Payment</i> button. <ul style="list-style-type: none"> ❖ Note: Your payment is now being processed. • Click the <i>Next</i> button once the next CM/ECF screen appears. <div data-bbox="553 842 1393 1493" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right;">Return to your originating application</p> <p>Step 2: Authorize Payment 1 2</p> <p>Payment Summary Edit this information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Address Information</th> <th style="width: 33%;">Account Information</th> <th style="width: 33%;">Payment Information</th> </tr> </thead> <tbody> <tr> <td>Account Holder Name: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA</td> <td>Card Type: Master Card Card Number: *****5100</td> <td>Payment Amount: \$455.00 Transaction Date and Time: 09/13/2011 09:19 EDT</td> </tr> </tbody> </table> <p>Email Confirmation Receipt To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p> <p>Authorization and Disclosure Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *</p> <p><small>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</small></p> <p style="text-align: center;"> <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/> </p> </div> <p style="color: red; font-weight: bold; margin-top: 10px;">WARNING: Pressing the <i>Submit Payment</i> button more than once may result in multiple transactions being processed.</p>	Address Information	Account Information	Payment Information	Account Holder Name: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$455.00 Transaction Date and Time: 09/13/2011 09:19 EDT
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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Appeals (continued)

Step	Action
12	<p>Click the <i>Next</i> button to commit your transaction and complete the filing process.</p> 

Steps for Filing Motions for Pro Hac Vice

Take the following steps to electronically file a *Motion for Pro Hac Vice* and pay the filing fee online:

Step	Action
1	Log into CM/ECF.
2	<ul style="list-style-type: none"> • Select <i>Search</i> from the main blue menu bar, • Type the word <i>pro hac vice</i> in the white box, and then • Click the <i>Search</i> button. 

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

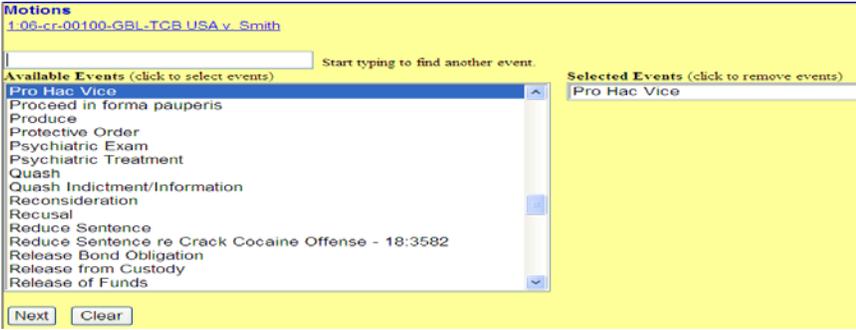
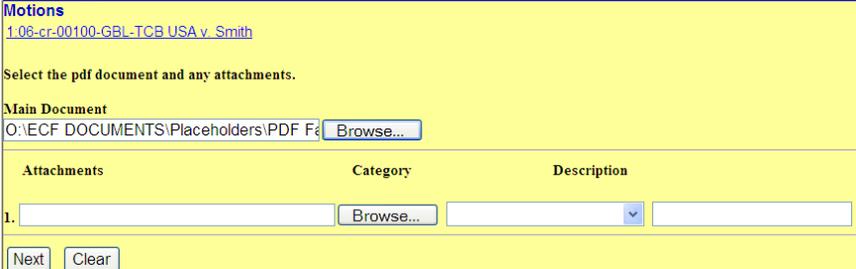
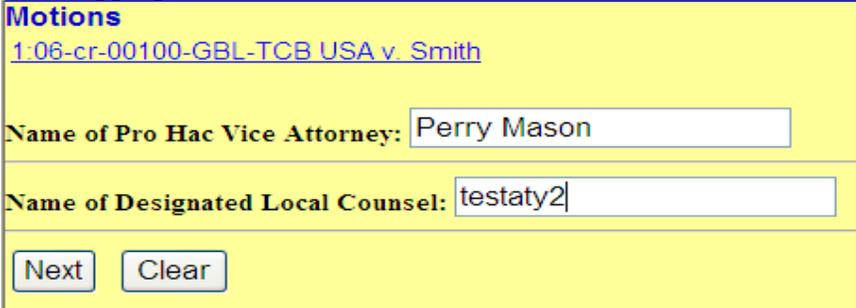
Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
3	<p>Select the appropriate event from the results of the search.</p>  <p>For this example, we will select <i>Pro Hac Vice</i> from the criminal events.</p>
4	<p>Enter the case number, click the <i>Find This Case</i> button and then click the <i>Next</i> button.</p> 
5	<p>Select the filer by clicking on the filer's name on the right side of the screen and then click the <i>Next</i> button.</p> 

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
6	<p>Select <i>Pro Hac Vice</i> from the list of events and then click the <i>Next</i> button.</p> 
7	<p>Upload the PDF document by clicking on the <i>Browse</i> button and then click the <i>Next</i> button.</p> 
8	<p>Enter the name of the pro hac vice attorney and the local counsel in the appropriate white boxes and then click the <i>Next</i> button.</p> 

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
9	<p>Change the default answer of <i>No</i> to <i>Yes</i> if you answer yes to any of the questions on this screen otherwise leave the default answer of <i>No</i> and then click the <i>Next</i> button.</p> <div data-bbox="548 646 1404 1102" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"><p>Motions 1:06-cr-00100-GBL-TCB USA v. Smith</p><p>Is this filed with an Application to Proceed Without Prepayment of Fees?</p><p>or</p><p>Is this application filed on behalf of the USA?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><p><input type="button" value="Next"/> <input type="button" value="Clear"/></p></div> <p>Note: The next screen notifies you of the amount of the filing fee; click the <i>Next</i> button to continue.</p>

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
10	<p>Complete the Online Payment Information and then click the <i>Continue with Plastic Card Payment</i> button as shown below.</p> <div data-bbox="548 617 1398 1184" style="border: 1px solid gray; padding: 5px;"> <p>Online Payment Return to your originating application</p> <p>Step 1: Enter Payment Information 1 2</p> <p>Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text" value="testaty1"/> *</p> <p>Payment Amount: \$75.00</p> <p>Billing Address: <input type="text" value="401 Courthouse Sq"/> *</p> <p>Billing Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State / Province: <input type="text" value="-----"/> ▾</p> <p>Zip / Postal Code: <input type="text" value="22314"/></p> <p>Country: <input type="text" value="United States"/> ▾ *</p> <p>Card Type: <input type="text"/> ▾ * </p> <p>Card Number: <input type="text"/> * <small>(Card number value should not contain spaces or dashes)</small></p> <p>Security Code: <input type="text"/> * Help finding your security code</p> <p>Expiration Date: <input type="text"/> ▾ * / <input type="text"/> ▾ *</p> <p>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</p> <p style="text-align: center;"><input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/></p> <p>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.</p> </div> <p><i>CAUTION: Do not use your browser's back button. Using the back browser may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</i></p>

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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action						
11	<ul style="list-style-type: none"> • Check the white box next to the statement “<i>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.</i>” • Enter an e-mail address to send an e-mail confirmation to you or someone else. • Click the <i>Submit Payment</i> button. <ul style="list-style-type: none"> ❖ Note: Your payment is now being processed. • Click the <i>Next</i> button once the next CM/ECF screen appears. <div data-bbox="548 848 1396 1583" style="border: 1px solid black; padding: 5px;"> <p>Online Payment Return to your originating application</p> <p>Step 2: Authorize Payment 1 2</p> <p>Payment Summary Edit this information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Address Information</th> <th style="width: 33%;">Account Information</th> <th style="width: 33%;">Payment Information</th> </tr> </thead> <tbody> <tr> <td>Account Holder Name: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA</td> <td>Card Type: Master Card Card Number: *****5100</td> <td>Payment Amount: \$50.00 Transaction Date and Time: 09/14/2011 07:49 EDT</td> </tr> </tbody> </table> <p>Email Confirmation Receipt To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p> <p>Authorization and Disclosure Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *</p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p style="text-align: center;"> <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/> </p> <p><small>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.</small></p> <p>WARNING: Pressing the <i>Submit Payment</i> button more than once may result in multiple transactions being processed.</p> </div>	Address Information	Account Information	Payment Information	Account Holder Name: testat2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$50.00 Transaction Date and Time: 09/14/2011 07:49 EDT
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Electronic Filing and Service of Documents - Online Fee Payments, Continued

Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
12	<p>Modify text if appropriate and then click the <i>Next</i> button.</p> <p>Motions 1.06-cr-00100-GBL-TCB USA v. Smith</p> <p>Docket Text: Modify as Appropriate.</p> <p><input type="text" value=""/> Motion to appear Pro Hac Vice by Perry Mason and Certification of Local Counsel testaty2 (Filing fee \$ 50 receipt number 0422-2163) <input type="text"/> by Gus Smith. (testaty2,)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
13	<p>Click the <i>Next</i> button to commit your transaction and complete the filing process.</p> <p>Motions 1.06-cr-00100-GBL-TCB USA v. Smith</p> <p>Docket Text: Final Text</p> <p>Motion to appear Pro Hac Vice by Perry Mason and Certification of Local Counsel testaty2 (Filing fee \$ 50 receipt number 0422-2163) by Gus Smith. (testaty2,)</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p>Source Document Path (for confirmation only): O:\ECF DOCUMENTS\Placeholders\PDF\FakeDocument.pdf pages: 1</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>