

Internet Credit Card Processing

Internet Credit Card Processing is a new enhancement to CM/ECF. This module enables filers to pay filing fees directly to the U.S. Treasury via the internet.

Upon filing a pleading which requires a fee, users will be prompted to pay their filing fee. The following are instructions as to how to pay a filing fee:

Summary of Charges screen will display with two options: **Pay Now** or **Continue Filing**.

- Click **Pay Now** if you are done filing and ready to pay or
- Click **Continue Filing** to exit the payment screen and view the *Notice of Electronic Filing* (NEF). The summary of current charges screen will display at the end of each additional filing until payment has been made.

NOTE: If fees are not paid by midnight of the date of filing, the court will block access to your account. The system will only allow you to make a payment. Once all outstanding fees are paid, your account will be unlocked.

Upon completion of all filings for the day, click **Pay Now** and follow directions below for entering your credit card information.

If you have selected **Pay Now**, complete the following information:

1. Cardholder name, street address and zip code are automatically completed;
2. Use the drop down arrow to select the **Card Type**;
3. Enter Credit Card Number;
4. Enter the Security Code (The verification number is a 3-digit number printed on the back of your card. It appears after and to the right of your card number. For American Express it is a 4-digit number on the front of your card.).
5. Use the drop down arrows to select month of expiration and enter the year
6. Click **Continue** to go to the next screen. Click **Quit** to exit from the payment screen.

NOTE: The fields required are those designated with an asterisk (*).

Payment Summary and Authorization Screen

1. Place a checkmark in the box to authorize the card to be charged.
2. To receive a confirmation e-mail, enter your e-mail address twice.
3. Click **Make Payment** to complete the transaction.

Transaction Confirmation Screen

This screen will display upon completion of your transaction. You may want to print a copy for your records.

Reports for Attorneys

Internet Payments Due:

This report allows attorneys to immediately pay all outstanding fees without filing another pleading. This report can be used to pay fees due after using the **Continue Filing** feature or to review outstanding charges and continue filing.

- Step 1** From the menu bar, select **Utilities**.
- Step 2** Click **Internet Payments Due**
- Step 3** Select **Pay Now** or **Continue Filing**.
- Step 4** Select **Pay Now** and follow directions above for entering credit card information.
Select **Continue Filing** to exit the payment screen

Internet Payment History Report:

This report will provide a detailed list of pleadings filed on a particular date or date range, the fee for each pleading, grand total for the day and the receipt number associated with the transaction.

- Step 1** From the menu bar, select **Utilities**
- Step 2** Click on **Internet Payment History**
- Step 3** Select the date(s) of the report and click **Run Report**.