

## CM/ECF CREDIT CARD PAYMENTS

### A. Overview

Beginning June 5, 2006, filing fees must be made through the U.S. Department of the Treasury's Internet credit card payment service (Pay.gov) when filing certain documents in CM/ECF. The module allows you to:

- Pay filing fees by credit card over the Internet
- Review your Internet credit card transaction payment history

Electronic filings which will require credit card payment are:

• Notice of Appeal	\$455.00
• Notice of Cross Appeal	\$455.00
• Notice of Interlocutory Appeal	\$455.00
• Supplemental Notice of Appeal	\$455.00
• Motion to Appear Pro Hac Vice	\$60.00
• Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case	\$32.00

**NOTE:** In order to file these pleadings in CM/ECF you must pay the fee by credit card. Otherwise, you must file these pleadings at the Clerk's Office. When filing manually, both a paper copy and an electronic version (pdf) on disk must be filed.

While docketing these events, you will be automatically routed to the Department of the Treasury's Internet payment site. Once the payment has been successfully completed, you will automatically return to the filing process.

## B. Credit Card Payment Instructions

When electronically filing a pleading which requires a credit card payment, you will be presented with a payment information screen that includes the cardholder name, address and payment type. The cardholder name, first address line and zip code defaults to the values shown in CM/ECF (Utilities: Maintain Your ECF Account). The payment amount field will be populated with the current fee.

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

**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:** \$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)

**Expiration Date:**  \* /  \*

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

### Notes:

- Fields marked with an asterisk are required fields.
- The Billing Address field is marked as required; however, this address does not have to be the credit card billing address. It only matters that an address be in that field. The Billing Address field will be pre-populated with the user's address from CM/ECF but may be changed. **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 a 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: John Doe Billing Address: 100 Main St Billing Address 2: City: State / Province: Zip / Postal Code: 12345 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 8 / 2008	Payment Amount: \$455.00 Transaction Date and Time: 04/13/2006 17:16 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:

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:

- In order to receive a transaction receipt for reconciliation with credit card statements, you must enter a valid e-mail address on this screen. This e-mail has a tracking ID number which is the only means the Help Desk has to identify your particular transaction should a problem arise.
- Carefully review the payment information and be sure to check the authorization box. Then click on the "Submit Payment" button. **(WARNING: Clicking the "Submit Payment" button more than once may result in multiple charges to your credit card.)** You will be automatically returned to complete the ECF filing session.

If the e-mail address you entered is correct you will receive a receipt via e-mail.

**paygovadmin@mail.qa.twai.gov**

04/12/2006 03:58 PM

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THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

**Payment Summary**

Application Name: TNED CM ECF  
Pay.gov Tracking ID: 3FO9OMK4  
Payment Agency Tracking ID: 495560

Cardholder Name: Ktest  
Cardholder Address: 123 Main Street  
Cardholder Country: USA  
Cardholder Zip Code: 37902  
Card Type: Visa  
Payment Amount: \$455.00  
Current Date and Time: Apr 12, 2006 3:58:00 PM

**C. Payment History Report**

A report is available to view your payments for a specified date range (Utilities: Internet Payment History):

U.S. District Court (Test Database) Eastern District of Tennessee Internet Payment History for Ctest 3/13/2006 to 4/13/2006				
Date Paid	Description	Payment Method	Receipt #	Amount
2006-04-12 14:41:47	Notice of Appeal(1:99-cv-00211) [appeal ntcapp] ( 455.00)	credit card	495540	\$ 455.00
2006-04-12 14:51:01	Appeal of Magistrate Judge Decision to District Court(1:99-cr-00002) [appeal-cr magappcr] ( 32.00)	credit card	495545	\$ 32.00
2006-04-12 14:56:52	Notice of Appeal - Final Judgment(1:99-cr-00002) [appeal-cr ntcapp] ( 455.00)	credit card	495549	\$ 455.00
2006-04-12 14:58:49	Notice of Appeal - Conditions of Release(1:99-cr-00002) [appeal-cr custapp] ( 455.00)	credit card	495550	\$ 455.00

D. Errors

1. Payment Errors:

- If an error screen appears, print it.
- To determine whether a payment was successfully completed, go to Utilities: Internet Payment History.
- Pay.gov can be contacted at:
  - ▶ 800-624-1373 (toll free; option 2)
  - ▶ 216-579-2112 (option 2)
  - ▶ [www.pay.gov](http://www.pay.gov)

2. Filing Errors:

- If you make a filing error after the payment process is complete, *e.g.*, you have pressed "Submit Payment," abort the filing transaction and call the Clerk's Office during regular business hours at 865-545-4228 and ask for the Financial Administrator.
- For general CM/ECF assistance, call the nearest divisional office:

Chattanooga: 423-752-5200

Greeneville: 423-639-3105

Knoxville: 865-545-4228

Winchester: 931-967-1444