

Internet Credit Card Processing

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

Upon filing a pleading which requires a fee, users will be prompted to pay their filing fee via the Internet. The directions below detail the screens which will display after the filing of any pleading which requires a 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 file other pleadings (at end of day , you must go in and settle transactions if selected continue filing).

If you select **Pay Now**, complete the following information:

1. Cardholder name, street address and zip code will complete automatically.
2. Use drop down arrow to select State and Card Type
3. Enter Credit Card Number
4. Use drop down arrows to select month of expiration and enter the year
5. Click **Continue**. Clicking Quit will exit you from the payment screen.

NOTE: The fields required are those designated by an asterisk.

Payment Summary and Authorization Screen

1. Place checkmark in the box indicating the authorization of the card to be charged.
2. To have a confirmation email sent, enter your email address twice.
3. Click **Make Payment** button.

Transaction Confirmation Screen

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

If you select **Continue Filing**, the Notice of Electronic Filing (NEF) will display so you may continue filing documents. The summary of charges screen will display at the end of each filing. If select continue filing, the summary of current charges screen will give a list of all documents filed for the day.

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

NOTE: If you do not close out your transactions for the day, the Court will lock out your account. The only feature available to you will be to make a payment, once the payment is made, your account will be unlocked.

Reports for Attorneys

Internet Payments Due:

This report allows attorneys to pay immediately 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** Click on **Utilities** on top menu bar
- 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.
Selecting **Continue Filing** will bring you back to cm/ecf to file more pleadings.

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** Click on **Utilities** on top menu bar
- Step 2** Click on **Internet Payment History**
- Step 3** Select date range for which you would like to run report and click **Run Report**