

Internet Credit Card Payments CM/ECF

The Internet Credit Card payment module in CM/ECF provides the ability for attorneys to:

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

Internet Credit Card Payment Process

Users will be automatically directed through the Internet payment process when filing any pleading that requires a fee. Once the payment has been successfully completed, users will automatically return to the filing process. Users will be presented with a payment information screen that includes the cardholder name, address and credit card information (Figure 1). The cardholder name, first address line and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account." The payment amount field will be populated with the current fee.

Online Payment [Return to your existing 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:

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type:

Card Number: * (Card number refers to card's unique source of funds)

Security Code: * [Click here for more info](#)

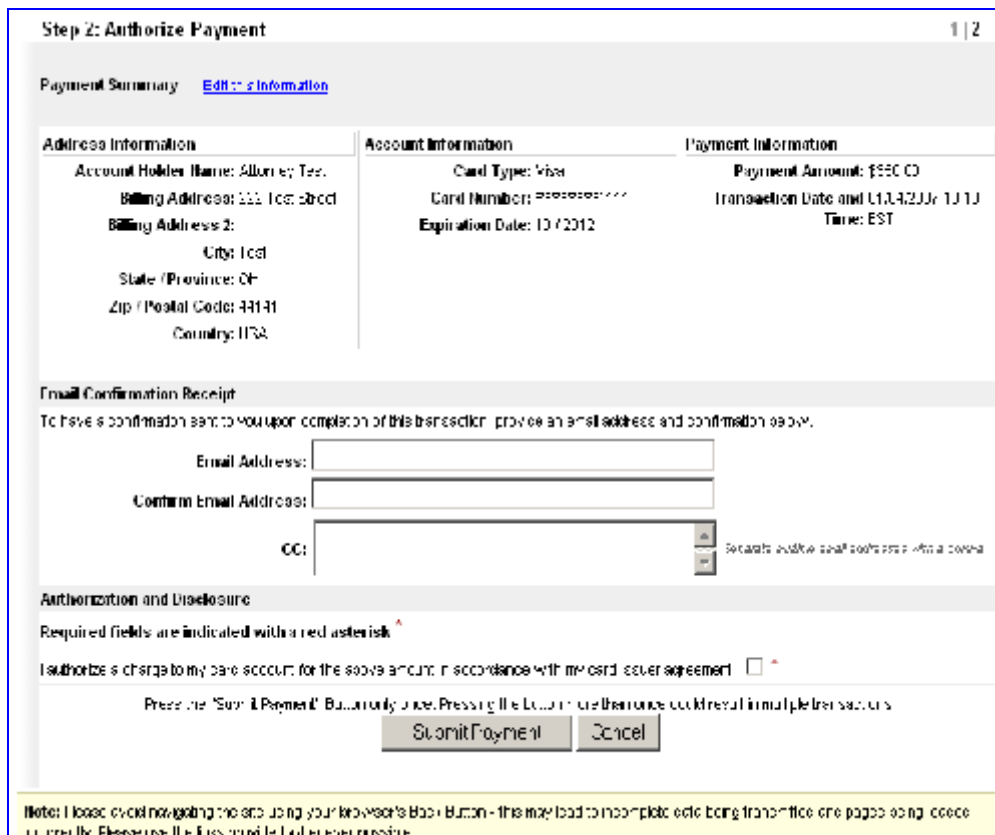
Expiration Date: / *

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

Figure 1 - Payment Information

Special Notes

- Fields marked with an asterisk are required fields.
- The Billing Address is a required field that is pre-populated with the address information currently available 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 ECF.
- When filling 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).



Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this Information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Allison, Ted. Billing Address: 111 1st Street Billing Address 2: City: Local State / Province: CT Zip / Postal Code: 44141 Country: USA	Card Type: Visa Card Number: **** Expiration Date: 12/2012	Payment Amount: \$500.00 Transaction Date and Time: 11/11/11 Time: EST

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 and/or multiple addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my bank account for the above amount in accordance with my card issuer agreement *

Press the "Submit Payment" Button only once. Pressing the "Cancel" 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 editing transactions and pages being closed unexpectedly. Please use the links provided when appropriate.

Figure 2 - Authorize Payment

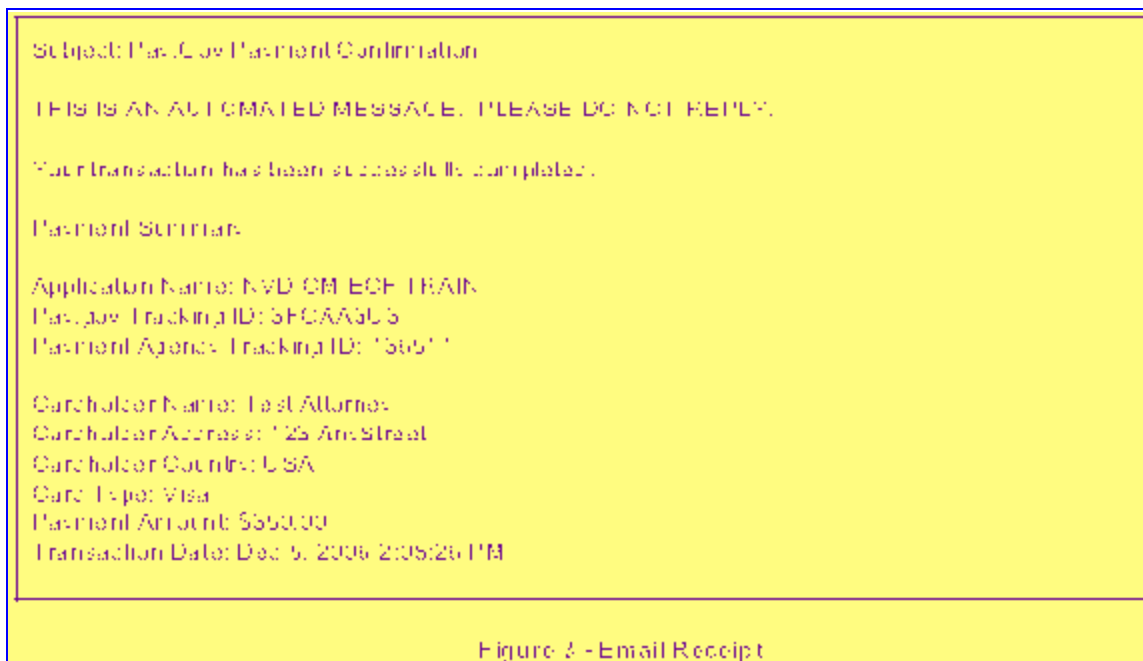
To receive a transaction receipt for reconciliation with credit card statements, users must enter a valid email address on this screen. This email receipt will have a tracking ID

number that the Court may need to identify the transaction should a problem arise. Carefully review the payment information and check the authorization box. Then click on the "Submit Payment" button. Users will be automatically returned to CM/ECF to complete their filing.

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

If the email address you entered is correct, you will receive a receipt via email (Figure 3).

The filing 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). Confirm that all information entered is correct.



Monitoring Payments

Internet fees and payments may be reviewed by using the option Internet Payment History on the CM/ECF Utilities menu. The list includes all payments of charges incurred via Pay.gov and may be viewed for a specified date range (Figure 4).

U.S. District Court Northern District of Ohio (Train)						
Internet Payments Made 1/4/2007 to 1/4/2007						
Name	Date Paid	Description	Payment Method	Receipt #	Amount	
Test, Attorney	2007-01-04 10:35:53	Complazmt: 05-cv-00280 [crp:cmp](150.00)	credit card	4271	\$ 350.00	

Figure 4 - Internet Payment History

Payment Errors

- If processing of a payment is unsuccessful, an error screen will appear. **PRINT THIS ERROR SCREEN** or write down the complete message and call **1-800-355-8498** for assistance.
- Go to the Utilities menu and select the hyperlink for Internet Payment History to review completed payments if you are not sure your payment was successfully completed.
- To successfully use the On-line Credit Card module, your browser must have 128-bit encryption.
- Pursuant to General Order 2006-15, the Clerk's office has adopted a procedure to refund erroneous or duplicate on line filing fee payments.
 1. The party must submit a written request for a refund. The request must include the case number, date of filing, the event that the party filed, the overpayment amount and the reason for the overpayment.
 2. If approved, the Finance Administrator will issue an electronic refund through Pay.gov and send an e-mail notification of the refund to the requestor. If the request is not approved, we will mail a letter of explanation to the requestor.