

## **FEE PAYMENT IN CM/ECF**

When pleadings are docketed in CM/ECF that require a filing fee, attorneys are encouraged to pay by using a credit card. However, if for some reason you cannot pay by credit card, you may pay using a check or money order. The following are the instructions:

1. The attorney logs into CM/ECF through the Internet and files a document that requires a filing fee.
2. The pleading is docketed in CM/ECF, an electronic notice is generated, and the Electronic Payment Screen appears listing all outstanding fees incurred by the attorney.
3. CM/ECF offers the attorney the option to “pay now” or “continue filing”.
4. If the attorney chooses to pay by credit card, he/she should select “pay now”. The attorney will select the credit card type; enter the credit card number and the expiration date.
  - The payment is either authorized or declined by the bank that issued the credit card.
    - If the payment is authorized, CM/ECF docket the fee and generates a receipt for the filing fee (transaction receipt). The attorney can keep a copy of the transaction receipt and use to balance their credit card statement each month, or can run an Internet Payment History Report from CM/ECF.
    - If the bank declines the payment, the attorney should contact the card-issuing bank to determine why the charge was declined. If the bank says the charge should not have been declined, contact the court. Otherwise, make payment to the court in person or by mailing a check or money order. The court must receive the payment within 3 business days.
5. If the attorney is unable to pay by credit card, he/she should select “continue filing”. CM/ECF will record the charge and will display the charge each time the attorney docket an event. The attorney must make payment to the court in person or by mailing a check or money order. The payment must be received within 3 business days.
6. When making payment by check or money order, the attorney must indicate to the court the date the fee was incurred, the debtor’s name and case number, and the document that was filed.

7. When the court receives the fee, it will record the fee as an alternate payment and will delete the charge as being owed in the system.