



**UNITED STATES DISTRICT COURT
DISTRICT OF NEW MEXICO**

**PAYING FILING FEES ONLINE
(VIA PAY.GOV)**

Overview

Filing fees in civil and criminal cases can be paid online using a credit card and the U.S. Department of Treasury's Internet credit card payment service called Pay.gov.

- The online payment module can be used to pay filing fees for the documents listed below:

Civil Cases	
Complaint	\$350.00
Complaint (in a Miscellaneous Case)	\$46.00
Motions for 2254 Relief	\$5.00
Notice of Removal	\$350.00
Notice of Appeal	\$455.00
Notice of Cross Appeal	\$455.00
Notice of Interlocutory Appeal	\$455.00

Criminal Cases	
Notice of Appeal - Final Judgment	\$455.00
Notice of Appeal - Interlocutory	\$455.00

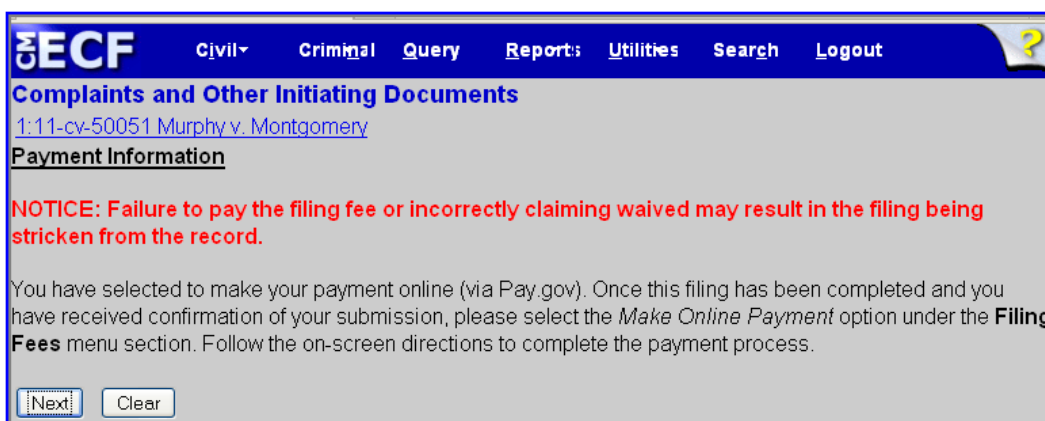
- It can also be used to review a history of filing fee payments made.

Any document requiring a filing fee must first be filed in CM/ECF before payment can be made online. During the filing process for a fee-based document, a screen to select the desired payment option will be displayed. If you intend to pay the filing fee online, please select the ONLINE option then click [Next].



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Complaints and Other Initiating Documents" with a link to "1:11-cv-50051 Murphy v. Montgomery". A message states: "This is a fee based filing. Please select the applicable payment method." Three radio button options are listed: "ONLINE - I will pay the filing fee online (via Pay.gov)", "DELIVER - I will deliver payment by the end of the next business day.", and "WAIVED - I am exempted from the filing fee because either (1) An IFP application is on file or (2) I am filing on behalf of the USA." At the bottom, there are "Next" and "Clear" buttons.

A notice screen will be displayed, based upon the payment option selected; click [Next] to continue.



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Complaints and Other Initiating Documents" with a link to "1:11-cv-50051 Murphy v. Montgomery". The section is titled "Payment Information". A red notice reads: "NOTICE: Failure to pay the filing fee or incorrectly claiming waived may result in the filing being stricken from the record." Below the notice, text states: "You have selected to make your payment online (via Pay.gov). Once this filing has been completed and you have received confirmation of your submission, please select the *Make Online Payment* option under the **Filing Fees** menu section. Follow the on-screen directions to complete the payment process." At the bottom, there are "Next" and "Clear" buttons.

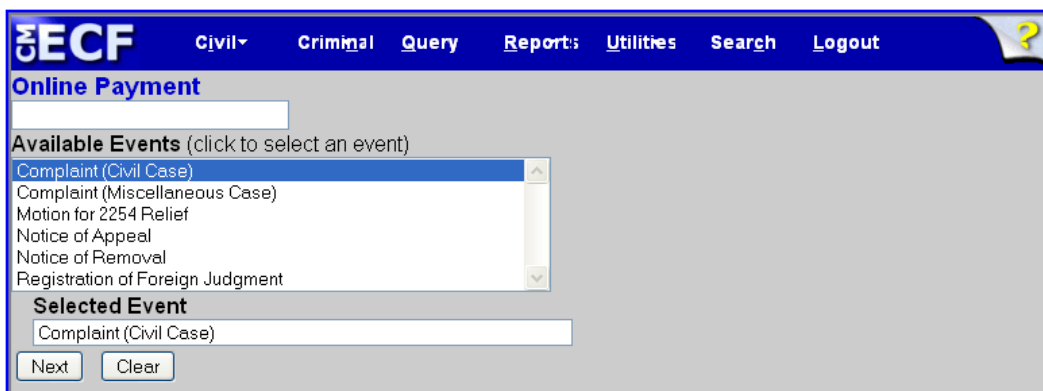
Online Payment Instructions

Once the document has been successfully filed in CM/ECF (as shown by the Notice of Electronic Filing), click **Civil** (in the blue menu bar) then click Make Online Payment, found under **Filing Fees**.



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Civil Events". The main content area is divided into three columns of links: "Open a Case" with a link to "Civil Case Opening by Attorneys"; "Initial Pleadings and Service" with links to "Complaints, Other Initiating Documents", "Service of Process", "Answers to Complaints", and "Other Answers"; "Motions and Related Filings" with links to "Motions" and "Responses and Replies"; "Other Filings" with links to "Notices", "Trial Documents", "Appeal Documents", "Other Documents", and "Inmate Events"; and "Filing Fees" with a link to "Make Online Payment".

Select the corresponding document type to make an online payment, then click [Next].



The screenshot shows the ECF Online Payment interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Online Payment". There is a search input field. Under "Available Events (click to select an event)", a dropdown menu is open, showing the following options: Complaint (Civil Case), Complaint (Miscellaneous Case), Motion for 2254 Relief, Notice of Appeal, Notice of Removal, and Registration of Foreign Judgment. Below the dropdown, the "Selected Event" field contains "Complaint (Civil Case)". At the bottom, there are "Next" and "Clear" buttons.

A screen to enter the case number in which the document was filed will be displayed (screen not shown). If the correct case number is not shown, enter the case number, then click [Find This Case], then [Next]. A case verification screen (also not shown) will be displayed; press [Next] to continue.

A list of already filed, fee-based documents matching the selected document type will be displayed.

(If the fee-based document has not yet been filed, the message--*There are no applicable events to relate to the current event. Docketing of this event cannot continue.*--will be displayed instead.)



The screenshot shows the ECF Online Payment interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Online Payment". There is a search input field. Below the search field, the text "1:11-cv-50051 Murphy v. Montgomery" is displayed, followed by "FILINGFEEDUE" in red. Below this, the text "Select the appropriate event(s) to which your event relates:" is displayed. A list of events is shown, with the first event selected: 11/04/2011 1 COMPLAINT against Bryan Montgomery (Filing Fee - Online Payment), filed by Andrew M Murphy. (Attachments: # 1 Civil Cover Sheet) (Helpdesk, Attorney). At the bottom, there are "Next" and "Clear" buttons.

Please select the appropriate document, then click [Next] to continue.

IMPORTANT: If more than one document is displayed on this screen, make sure only ONE document is selected.

The next screen will display the fee due for the event selected (screen not shown). Click **[Next]** to continue. The online payment information screen, which includes the account holder name, address and payment type, will be displayed.

The image displays two screenshots of the ECF online payment interface. The left screenshot, titled 'Step 1: Enter Payment Information', shows a form for entering payment details. It includes fields for 'Account Holder Name' (pre-filled with 'Attorney Helpdesk'), 'Payment Amount' (\$250.00), 'Billing Address', 'City', 'State / Province', 'Zip / Postal Code', 'Country' (United States), 'Card Type' (with icons for Visa, MasterCard, Discover, and American Express), 'Card Number', 'Security Code', and 'Expiration Date'. A 'Continue with Plastic Card Payment' button is visible at the bottom. The right screenshot, titled 'Step 2: Authorize Payment', shows a summary of the transaction. It includes 'Address Information' (pre-filled with 'Attorney Helpdesk'), 'Account Information' (Card Type: Visa, Card Number: *****, Expiration Date: 3 / 2009), and 'Payment Information' (Payment Amount: \$250.00, Transaction Date: 07/23/2007 13:55 and Time: EDT). It also has an 'Email Confirmation Receipt' section with 'Email Address' and 'Confirm Email Address' fields, and a 'Submit Payment' button. Both screenshots include a note at the bottom: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

The account holder name, first address line, and zip code defaults to the values shown in your CM/ECF account (**Utilities**, **Maintain Your ECF Account**). The payment amount field will be populated with the current fee due.

- Fields marked with an asterisk (*) are required fields.
- The **Billing Address** field will be pre-populated with the user's CM/ECF address; the address in this field need not match the billing address for the credit card, but an address is required. (Changing the billing address will not change the CM/ECF account address.)
- Do not use hyphens or spaces in the **Card Number** field.
- Click **[Continue with Plastic Card Payment]** to receive the **Authorize Payment** screen.
- Enter a valid email address on this screen to receive a transaction receipt for reconciliation with the credit card statement. This email has a tracking ID number which the Help Desk will need to identify your particular transaction should a problem arise.
- Carefully review the payment information, check the "I authorize a charge to my card account for the above amount . . ." box., then **single click [Submit Payment]**. *Clicking [Submit Payment] more than once may result in multiple charges to your credit card.*
- If the email address you entered is correct, you will receive a receipt via email.

Once the online payment process is finished, you will be returned to CM/ECF. Complete the transaction by clicking **[Next]** on the following two screens (not shown). Once submitted, a Notice of Electronic Filing screen will be displayed (not shown). In addition to the NEF screen, an email confirmation of your payment will be sent to the email address provided during the payment process.

```

From:      paygovadmin@mail.qa.twai.gov
To:        {The email address you provided}
Subject:   Pay.Gov Payment Confirmation

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Payment Summary

Application Name: NMD CM ECF TEST
Pay.gov Tracking ID: 3FOB2NRB
Payment Agency Tracking ID: 91171

Cardholder Name: Attorney Helpdesk
Cardholder Address: 123 Any Street
Cardholder State: NM
Cardholder Country: USA
Card Type: Visa
Payment Amount: $350.00

Transaction Date: Jul 23, 2007 1:58:20 PM
    
```

Payment History Report

To review a history of online payments for a specified date range, from **Utilities** (in the blue menu bar), click Internet Payment History; enter the date range, then click **[Run Report]**.

Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
2:07-cr-00040	2007-08-29 10:12:58	TEST Filing Fee Received(2:07-cr-00040) [payment test] (1.00)	credit card	282378	\$ 1.00

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:

- Telephone: 800-624-1373 (toll free; option 2); or 216-579-2112 (option 2)
- Web: www.pay.gov

Filing Errors

If you make a filing error after the payment process is complete--e.g., you pressed [**Submit Payment**]-abort the filing transaction, then call the CM/ECF Help Desk during regular business hours.

For general CM/ECF assistance, contact the CM/ECF Help Desk:

- Telephone: 505-348-2075 (8:30 AM to 12 PM; 1 PM to 4:30 PM, M - F)
- Email: cmecf@nmcourt.fed.us
- Web: www.nmcourt.fed.us/cmecf

Refunds

If a filing fee has been erroneously charged, please file a *Motion to Refund Filing Fees Paid Online*. The motion should include the appropriate case caption, reason for the refund, and the amount to be refunded. The Court will rule on the motion via an order. Any refund will be credited back to the credit card used during the initial payment process.