

Fee Payment via Pay.gov

Updated 10/26/2006

Please be aware of the following information that will allow you to successfully utilize pay.gov:

1. **ALL USERS accessing Pay.gov must use a browser that supports 128 bit encryption. See below for list of supported versions of browsers:**

Minimum browser requirements to support 128 bit encryption:

IE 6.0 (Recommended)

Mozilla Firefox 1.5 or greater

Mozilla 1.7 or greater

Netscape 7.x

Safari 1.2 (for MAC users)

Not Recommended:

IE 5.5 or lower

2. **Watch for pop-up blockers**

Potential Help Desk Issue while using pay.gov: Pay.gov is a pop-up screen and can be blocked from multiple sources including Google or Yahoo toolbars, Internet Explorer settings, and anti-virus software.

Question: [I am unable to pay filing fees over the Internet. I never get the "credit card" payment screen. What is wrong?](#)

Answer: Many law offices use popup screen blocking software. Because the internet credit card payment screen is a popup, blocking software must be disabled in order to pay the fees.

If you cannot adjust the settings to the pop-up blocking software, remove it from your computer. Select the Uninstall option in the software's folder, if there is one available. *OR* Go to your Start menu (Windows) and choose Settings > Control Panel, Click the "Add/Remove Programs" icon. This will start a utility that will enable you to selectively remove software on your computer.

Please note that, in some instances, neither of these two aforementioned measures may work: You may need help from a knowledgeable computer user, or technical support.

What is Pay.gov?

The U.S. Department of the Treasury's 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 payment history

The following events when filed electronically in CM/ECF will allow attorneys to use their credit cards on the internet to pay the filing fee:

Criminal

Notice of Appeal - Conditions of Release

Notice of Appeal - Final Judgment

Notice of Appeal - Interlocutory

Notice of Appeal /Revocation Dft

Notice of Appeal /Revocation Gov

Civil:

Complaint - New Filing (Civil Initial Pleadings menu)

Notice of Removal (Civil Initial Pleadings menu)

Notice of Appeal

Notice of Cross Appeal

Notice of Interlocutory Appeal

Subsequent Notice of Appeal

Internet Credit Card Payment Process:

Users will be automatically directed through the Department of the Treasury's Internet payment process when filing any pleading which 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 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: \$350.00

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)

Security Code: * (On the back of your Card, find the last 3 digits) [Help finding your security code](#)

Expiration Date: * / *

Select 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** field is marked as required. The **Billing Address** field will be pre-populated with the user's address from CM/ECF and should be changed to match the billing address on the credit card. (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.**
- **Effective August 13, 2006**, filers will be prompted for the credit card security code. This code consists of 3 digits and can be found on the back of the credit card following the credit card number.

Clicking the "Continue with Plastic Card Payment" button presents the user with a summary screen (Figure 2).

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: Test TestAty Billing Address: 1 Aloha La Billing Address 2: City: State / Province: Zip / Postal Code: 10038 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 10 / 2009	Payment Amount: \$350.00 Transaction Date 08/11/2006 15:20 and Time: 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:

CC: Separate multiple email addresses with a comma

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.

Figure 2 - Summary Screen

****WARNING****

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

In order to receive a transaction receipt for reconciliation with credit card statements, users must enter a valid email address on this screen. This email has a tracking ID number which is the only means the Helpdesk 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. The user will be automatically returned to complete the ECF filing session.

If the email address you will receive a receipt via

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY entered is correct you email (Figure 3)

Your transaction has been successfully completed.

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Payment Summary

Application Name: SCD CM ECF TEST
Pay.gov Tracking ID: 3FO99F79
Payment Agency Tracking ID: 81936

Cardholder Name: attysjn
Cardholder Address: 1 Aloha La
Cardholder City: Maui
Cardholder State: HI
Cardholder Country: USA
Cardholder Zip Code: 10038
Card Type: Visa
Payment Amount: $250.00
Current Date and Time: Oct 28, 2005 8:09:34 AM
  
```

Figure 3 - Email Receipt



Figure 4 - Notice of Electronic Filing

Review of Payments:

Internet fees and payments may be reviewed by using the **Internet Payment History** option 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.



U.S. District Court
Western District of Virginia
Internet Payment History for attymc
8/15/2006 to 9/15/2006

Date Paid	Description	Payment Method	Receipt #	Amount
2006-09-15 12:51:12	Notice of Appeal(7:06-cv-88888-jpj-pms) [appeal ntcappX] (455.00)	credit card	127062	\$ 455.00

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 the Clerks office in the filing division 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.

Filing Errors:

If you realize you have made a filing error after the payment process is complete, i.e. you have pressed "**Submit Payment**," abort the filing transaction and call the Clerk's Office during business hours to arrange a refund.

Technical Failure:

If there is a technical failure with the payment module the filing session will be aborted. Please refer to the [Administrative Procedures Manual](#) Chapter T.

Planned Pay.gov maintenance/upgrade outages will be posted on the court's internet site.