



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

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

Overview

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

- The online payment module can be used to pay fees for the documents listed below and to review a history of fee payments made:

Civil Cases
Association Dues for Attorney Licensed Outside the DNM (payment is per case)
Complaint
Complaint (Miscellaneous Case)
Motion for 2254 Relief
Notice of Appeal (all types)
Notice of Removal
Registration of Foreign Judgment (Miscellaneous Case)
Criminal Cases
Association Dues for Attorney Licensed Outside the DNM (payment is per case)
Notice of Appeal (all types)

- Fee amounts can be found [here](#) and at www.uscourts.gov .
- The online payment module can also be used to pay federal bar dues and admission fees. For more information, please see [Paying Federal Bar Dues Online](#) and [Paying Bar Admission Fee Online](#).

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

method 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 web interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" with a sub-link "1:11-cv-50051 Murphy v. Montgomery". The main content area contains the text: "This is a fee based filing. Please select the applicable payment method." Below this text are three radio button options: "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 of the form are two buttons: "Next" and "Clear".

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

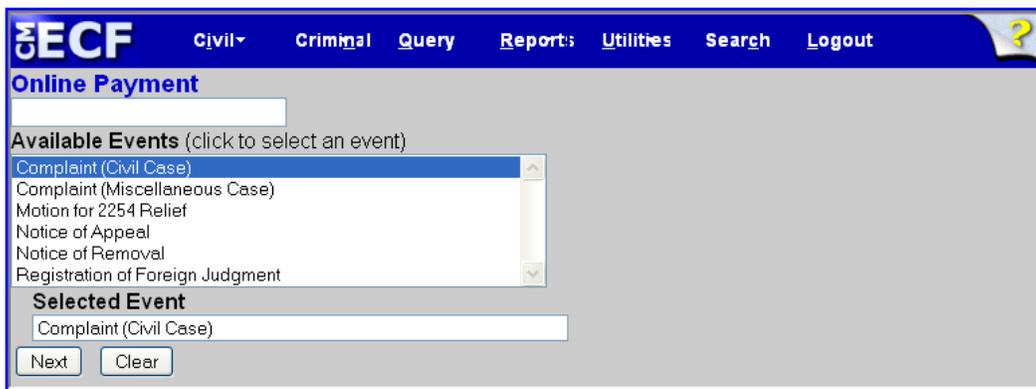
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Online Payment Instructions

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 web interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Civil Events". The main content area is divided into three columns of links. The first column is titled "Open a Case" and includes links for "Civil Case Opening by Attorneys". The second column is titled "Other Filings" and includes links for "Notices", "Trial Documents", "Appeal Documents", "Other Documents", and "Inmate Events". The third column is titled "Filing Fees" and includes a link for "Make Online Payment".

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



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.)



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 (not shown) will display the fee due for the event selected. Click [Next] to continue. The online payment information screens will display. Two payment methods will be available--pay via bank account debit (ACH) or pay via plastic card (PC).

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

Payment Date: 01/31/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

NOTE:
Until payment by ACH Debit is available, only the Pay via Plastic Card screen will display.

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.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

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: * [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.

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.
- If paying by credit card, 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 ACH Payment**] or [**Continue with Plastic Card Payment**] to receive the **Authorize Payment** screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

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: Rene Descartes 124 Coordinate Billing Address: Lane Billing Address 2: City: State / Province: Zip / Postal Code: 24060 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 8 / 2006	Payment Amount: \$255.00 Transaction Date: 04/05/2006 16:15 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:

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. * ←

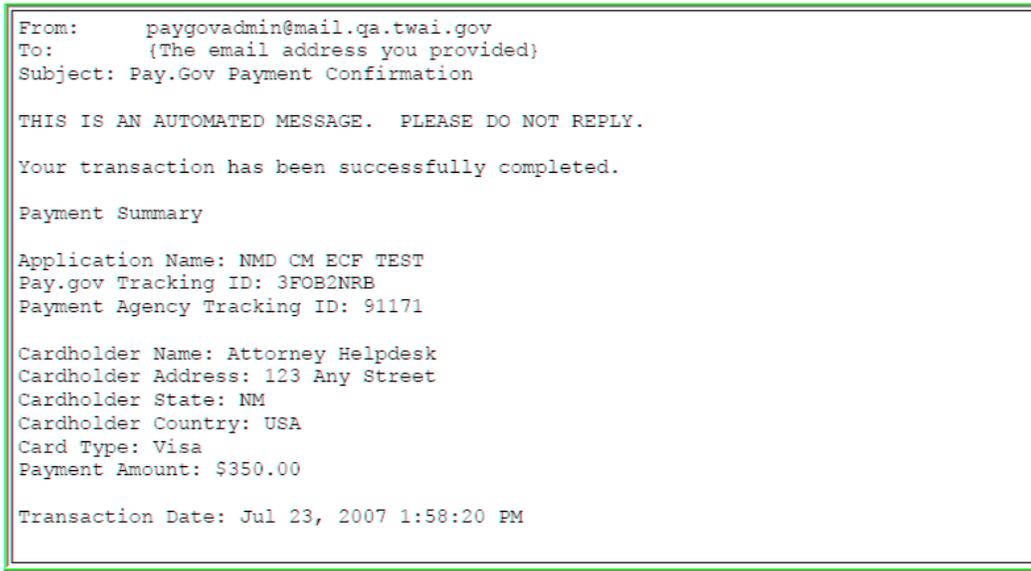
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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.

- Enter a valid email address on this screen to receive a transaction receipt for reconciliation with the bank or 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). You must complete the CM/ECF filing process until the Notice of Electronic (NEF) screen is displayed to ensure the payment is properly registered in CM/ECF.

In addition to the NEF screen, an email confirmation of your payment will be sent to the email address provided during the payment process.



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 staffed hours.

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

- Telephone: 505-348-2075 (staffed 8:30 AM to 12 PM; 1 PM to 4:30 PM, M - F)
- Email: cmecf@nmcourt.fed.us
- Web: [Filing Information](#)

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.

If refund of an erroneous charge is made, *credit card payments will be credited back to the card used during the initial payment process; ACH payments will be refunded via paper based check.*