

CM/ECF CREDIT CARD ONLINE PAYMENT INFORMATION

Beginning July 10, 2006, filing fees may be made through Pay.gov when filing certain documents in CM/ECF. Electronic filings that will allow you to pay by credit card or ACH are:

Criminal

- Notice of Appeal. \$505
- Notice of Interlocutory Appeal. \$505
- Motion for Pro Hac Vice. \$250

Civil

- Notice of Appeal. \$505
- Notice of Cross Appeal. \$505
- Notice of Interlocutory Appeal. \$505
- Amended Notice of Appeal. \$505
- Motion for Pro Hac Vice. \$250
- Complaint. \$400
- Notice of Removal. \$400
- Civil Case Filing Fee. \$400
 - for: Motion for Writ of Mandamus
 - Motion to Vacate (Arbitration Award)
 - Motion to Compel (Arbitration Award)
- Petition for Writ of Habeas Corpus. \$5
- Registration of Foreign Judgment. \$47
- Notice of Receivership. \$47
- Miscellaneous Case Filing Fee. \$47
 - for: Motion to Quash
 - Motion to Compel
 - Motion for Letters Rogatory
 - Petition for Writ (of Attachment)
 - Motion(petition) for Return of Property

Attorney Events

- Attorney Annual Dues. \$30
- Attorney Annual Dues (*with late fee*). \$45
- Certificate of Good Standing. \$19

FEE PAYMENT OPTIONS

There are three ways to pay your filing fees in the District of Utah. Instructions for each method follow the grey heading bars.

PAY ONLINE BY CREDIT CARD or ACH USING PAY.GOV (Preferred method)

- Leave the receipt number box BLANK.

Only enter receipt information if:

1. You have already paid AND

2. You have a receipt number from the Utah US District Court.

To pay using the online credit card method, please leave the receipt box blank

Receipt #: Fee: \$505

Next

Clear

- Click *Next*.
- Input your name and credit card information on the Pay.gov screens.
- The program generates a receipt number and places it in the docket text.

The following pages of this document describes the method of paying using a credit card on Pay.gov.

PAY CASH, CHECK, MONEY ORDER OR CREDIT CARD AT THE WINDOW

Pay the fee in advance, then input the receipt number in the box that appears during the E-Filing of a complaint, appeal or pro hac vice motion.

FILING FOR THE USA OR IN FORMA PAUPERIS

Answer "Y" to one of the following questions during filing:

For complaints or pro hac vice motions

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

or

Are you filing this on behalf of the USA Y/N?

For appeals

Do you have in forma pauperis status for this appeal Y/N?

or

Are you requesting in forma pauperis status for this appeal Y/N?

or

Are you filing this appeal on behalf of the USA Y/N?

- You will bypass the Pay.gov screens.

PAY.GOV INSTRUCTIONS

When paying online with a credit card or ACH, during filing you will be temporarily taken from CM/ECF to Pay.gov.

1. Enter Payment Information
 - The cardholder name and address values will default to the values in CM/ECF. The payment field will be populated with the current fee.

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 \(ex: VISA, Mastercard, American Express, Discover\)](#)

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

Required fields are indicated with a red asterisk *

Account Holder Name: Sam Beckett *

Payment Amount: \$15.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26 94 6 7 8 3⑆ 9 2 4 3 7 6 7 3 9 0⑆ 1 2 3 4

Payment Date: 02/27/2013

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

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

Required fields are indicated with a red asterisk *

Account Holder Name: Sam Beckett *

Payment Amount: \$15.00

Billing Address: 132 SQUARE ST STE 3 *





Billing Address 2:

City:

State / Province: *

Zip / Postal Code: 84111

Country: United States *

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.

- You may change billing address, but note that it **does not** make an address change in CM/ECF.
- To leave Pay.gov WITHOUT paying during this process, click on the "Return to your originating application" button at the top of the screen. Once back in CM/ECF, to return to the filing events, you will need to click on the BLUE BAR after you see this message:

Docketing of this event cannot continue because you have either chosen to cancel or quit the payment process. You must docket the event again by returning to the Civil or Criminal Events menu. (If you did not click either Quit or Cancel, please contact the card issuer before attempting to docket the event again.)

2. Click the "Continue with ACH Payment" or the "Continue with Plastic Card Payment" button to see the summary screen:

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: John Doe 1234 S MAIN ST Billing Address: STE 200 Billing Address 2: City: SALT LAKE CITY State / Province: UT Zip / Postal Code: 84111 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 7 / 2006	Payment Amount: \$455.00 Transaction Date 06/27/2006 16:49 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.

- In order to receive a transaction receipt for reconciliation with credit card statements, you must enter a valid e-mail address on this screen. A message containing the receipt will be sent to that e-mail address. This e-mail message has a tracking ID number which is the only means the Help Desk has to identify your particular transaction should a problem arise.
- **ALWAYS** check the "authorization box", or it will not be processed.

3. Carefully review the payment information, then click on the "Submit Payment" button. **WARNING: clicking the "Submit Payment" button more than once may result in multiple charges to your credit card.**
 - If a credit card payment is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue and will not be posted to the docket. You will be instructed to contact your card issuer.

4. Once the payment is submitted, you will be returned to CM/ECF to complete the filing process. **NOTE: at this point the fee has been paid.**
 - If you do not complete your CM/ECF filing transaction, **the fee will have been paid** but the event will not be entered on the docket. You will receive a receipt via email.
 - If you need to re-start the e-filing process, enter the "**Payment Agency Tracking ID**" as your receipt number to avoid paying the filing fee twice.

5. After successful submission of the payment, you will receive a confirmation e-mail which is your receipt.

ACH Confirmation

Your payment has been submitted to Pay.gov and the details are below. If you have any questions or wish to cancel this payment, please contact Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org.

Application Name: UTD CM ECF TEST
 Pay.gov Tracking ID: 3FOK37AE
 Agency Tracking ID: 1088-166849

Account Holder Name: John Doe
 Transaction Type: ACH Debit
 Transaction Amount: \$15.00
 Payment Date: Feb 27, 2013
 Account Type: Business Checking
 Routing Number: 042000424
 Account Number: *****2345

Transaction Date: Feb 25, 2013 4:41:46 PM
 Total Payments Scheduled: 1
 Frequency: OneTime

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Credit Card Confirmation

Your payment has been submitted to Pay.gov and the details are below. If you have any questions or you wish to cancel this payment, please contact Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org.

Application Name: UTD CM ECF TEST
 Pay.gov Tracking ID: 3FOK39VE
 Agency Tracking ID: 1088-166848
 Transaction Type: Sale
 Transaction Date: Feb 25, 2013 4:39:36 PM

Account Holder Name: John Doe
 Transaction Amount: \$15.00
 Billing Address: 1234 Main Street
 City: Salt Lake City
 State/Province: UT
 Zip/Postal Code: 84111
 Country: USA
 Card Type: Visa
 Card Number: *****2222

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Internet Payment History Report

A CM/ECF report is available to view payments for a specified range, sorted by receipt number.

UTILITIES > Miscellaneous > Internet Payment History

You will not be billed for viewing this report.

Electronic Case Filing System [TEST] District of Utah [TEST] Internet Payment History for [REDACTED] 6/20/2006 to 6/27/2006				
Date Paid	Description	Payment Method	Receipt #	Amount
2006-06-20 14:10:03	Miscellaneous Case Filing Fee(1:06-mc-01133-DB) [misc mcfee] (39.00)	credit card	143005	\$ 39.00
2006-06-27 17:44:08	Complaint(2:03-cv-05000-DB-DON) [cmp cmpX] (350.00)	credit card	143187	\$ 350.00

Errors:

Payment Errors:

- To determine whether a payment was successfully completed, go to UTILITIES > Miscellaneous > Internet Payment History Report
- Pay.gov can be contacted at:
 - 800-624-1373 (option 2)
 - www.pay.gov

Document Filing Errors

- Call the District of Utah Help Desk, 801-524-6851. The District of Utah Help Desk does not have access to your Pay.gov transactions and cannot help with pay.gov issues.

INITIATING A NEW CIVIL CASE

Because initiating a new civil case involves entry of parties into CM/ECF, it is not possible to initiate a civil case and file a complaint without preparatory contact with the District of Utah Clerk's Office. After preparations, a complaint may be e-filed through CM/ECF, which will temporarily re-direct the filer to Pay.gov to pay the filing fee. If a party prefers to pay the filing fee by check, at the clerks office, the party may still e-file the complaint. If the party chooses not to e-file, the opening document and cover sheet must be brought to the clerk's office in paper (original and copy) with a disc in PDF format. All documents on the disc must include an *electronic signature or the /s/ signature.*

The filing is not complete until the fee is paid and the complaint e-filed or filed by the clerk.

- E-mail PDF versions of the Civil Cover Sheet and the Complaint or Initiating document (i.e. Notice of Removal), with the parties listed, to:
Utdecf_clerk@utd.uscourts.gov
- The e-mailed complaint is for information purposes only and will not be filed by the clerk's office. The complaint must be filed by counsel as later indicated.
NOTE: *e-mailing* the complaint is NOT considered *e-filing* the complaint.
- New cases will be processed until 4:00 p.m., Mondays - Thursdays and until 3:30 p.m. on Fridays. New cases received after this time will be processed the following morning. Please keep this in mind when a deadline for filing a new case is approaching.
- A case number and judge will be assigned to the case.
- The Clerk's office will enter the case information into CM/ECF and add the parties.
- The Clerk's office will enter a "Remark - New Case" on the docket and a NEF will be e-mailed to counsel. The docket text will include the judge assigned to the case and direct counsel what CM/ECF filing event should be used to e-file the complaint or initiating document and to pay the filing fee by the end of the business day.
Those attorneys who have elected to receive the Daily Summary instead of individual NEFs will need to contact the Clerk's office to find out if their case has been entered, since they will not receive notification until the following day.
- The attorney must file the initiating document(s)* as soon as possible after receiving notification that the case has been opened.
- The court will not have jurisdiction until the opening document is electronically filed and the filing fee paid in the CM/ECF system.

- Once the complaint has been e-filed, any prepared pdf summons may be emailed to utdecf_clerk@utd.uscourts.gov for issuance electronically. The summons shall include the 1) case number and 2) judge initials as well as 3) the appropriate 21, 30 or 60 day response time. PDF summons will be issued electronically and entered on the docket. Attorneys may then print the summons from the NEF to use for service.

*Miscellaneous Cases: Once case information is placed into CM/ECF, counsel will be directed to file "Miscellaneous Case Filing Fee" to pay the filing fee. Once the filing fee has been successfully submitted, counsel will then file the initiating document, i.e. Motion to Quash.

Pro Hac Vice Revised Procedures

As of July 10, 2006, pro hac vice attorneys will have the ability to file their motion and proposed order for pro hac vice admission **through their designated local counsel** and pay the required fee through Pay.gov

1. Local counsel will **receive** from pro hac vice counsel:
 - a. an [application for pro hac vice admission](#)
 - b. the completed electronic registration form (*if not already registered as an E-filer*)
 - c. a [proposed order](#), in word processing format
 - d. pro hac vice counsel's credit card number

If paying by check, local counsel will be required to pay the fee at the clerk's office before e-filing the motion for pro hac vice with attachments a-c as shown above
2. Local counsel will **prepare** a motion for pro hac vice admission:
 - a. items a-c in step 1 will be attachments to the motion. For this purpose, the order should be converted to PDF format. Note that the order in word processing format is to be sent to the judge by e-mail.
3. If local counsel have not yet appeared on the case, they will e-file a **Notice of Appearance**.
4. Local counsel will then **e-file** the motion for pro hac vice admission along with the attachments shown in step 1, a-c and pay the fee.
5. Local counsel will **send the proposed order**, in word processing format, via e-mail to the appropriate judge for review and signature. The e-mail should be copied to all counsel and include the case name and title in the subject line.
6. Once the order is signed, it will be entered on the docket by the clerk's office and pro hac vice counsel will be added to the case.