

Attention Electronic Filers:

The Western District of Louisiana requires credit cards via the U. S. Department of Treasury’s Internet credit card payment module (pay.gov) on all filings requiring payment:

Civil	Criminal
<p>Initial Pleadings and Service: Application for writ of garnishment Complaint Notice of removal Petition for writ of habeas corpus</p>	<p>Appeal Documents: Appeal of Magistrate Judge Decision to District Court Notice of Appeal - Interlocutory Notice of Appeal - Final Judgment Notice of Appeal - Conditions of Release</p>
<p>Appeal Documents: Notice of Appeal Notice of Interlocutory Appeal Notice of Cross Appeal</p>	<p>Motions: Motion to appear pro hac vice</p>
<p>Motions: Motion to appear pro hac vice</p>	

The electronic filing system has two fee-related components: internet payment and reviewing history of payments.

Internet payment

While filing the items above, the user is prompted for method of payment. If payment via bank account debit (ACH) or credit card is selected, the filer is automatically directed to the internet payment program, pay.gov. Once the payment portion is successful, users return to CM/ECF for completion of the filing.

Step 1: Payment Information Screen: The user will be prompted for online payment options. Option 1 is online payment via Bank Account Debit (ACH, or automated clearing house). This is an electronic means to make payments from a banking account. Option 2 is by plastic card (PC) (ex: Visa, Mastercard, American Express, Diners Club, Discover).

Option 1: Bank Account Debit (ACH):

System Message

- The system has populated the Payment Date with the next available payment date.

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: \$25.00

Account Type:

Routing Number:

Account Number:

Confirm Account Number:

Check Number:

Routing Number	Account Number	Check Number
:0 26 946 78 3:	9 243 76 73 90	1 234

Payment Date: 09/24/2009

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.

- Fields marked with an asterisk (*) are required fields. The account holder's name defaults to values contained in CM/ECF but may be changed. Changing the information on this screen does not change the filer's information with the court.
- The payment amount is populated with the fee required for the filing.
- Select the appropriate account type: personal checking, personal savings, business checking, or business savings.
- Enter the routing and account numbers (illustrated on the screen), confirming the account number. Enter the check number if desired.
- Click on the "Continue with ACH Payment" button.

Step 2: Authorize Payment Screen:

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

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: t dunfordaty
Payment Amount: \$350.00
Account Type: Business Checking
Routing Number: 042000424
Account Number: *2345
Check Number: 12
Payment Date: 07/12/2010

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 agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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.

- After confirming payment summary, enter the e-mail address to which a confirmation of payment should be sent. Confirm the e-mail address by entering it again, adding optional "cc" recipients if desired.
- Read the authorization and disclosure statement. If agreeing with the language, check the box.
- Pressing the "Submit Payment" button more than once may result in multiple charges to the bank account. Single-clicking the "Submit Payment" button returns the filer to CM/ECF for completion of the filing.

Option 2: Pay via plastic card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

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: \$25.00

Billing Address: *


Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: * 

Card Number: * (Card number value should not contain any 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.

- Fields marked with an asterisk (*) are required fields. The account holder's name, first address line, and zip code default to values contained in CM/ECF but may be changed. Changing the information on this screen does not change the filer's information with the court.
- The payment amount is populated with the fee required for the filing.
- Visa, Master Card, American Express, Diners Club, and Discover are accepted.
- Do not use hyphens or spaces in the card number field.
- The Security Code field is a 3-digit number located on the back side of most cards. It usually appears at the end of the card number.
- Click on the "Continue with Plastic Card Payment" button.

Step 2: Authorize Payment Screen

ECF			Civil	Criminal	Query	Reports	Util
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: t dunfordaty	Card Type: Discover	Payment Amount: \$25.00					
Billing Address: 300 Fannin St.	Card Number: *****1111	Transaction Date: 12/27/2005 14:44					
Billing Address 2:	Expiration Date: 9 / 2015	and Time: EST					
City: Shreveport							
State / Province: LA							
Zip / Postal Code: 71101							
Country: USA							
Email Confirmation Receipt							
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.							
Email Address:	<input type="text"/>						
Confirm Email Address:	<input type="text"/>						
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. <input type="checkbox"/> *							
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.							
			<input type="button" value="Submit Payment"/>		<input type="button" value="Cancel"/>		
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.							

- Review all address, account, and payment information for accuracy.
- A valid e-mail address must be entered to receive a transaction receipt for reconciliation with credit card statements.
- The authorization box must be checked for the transaction to complete.
- Pressing the "Submit Payment" button more than once may result in multiple charges to the credit card account. Single-clicking the "Submit Payment" button returns the filer to CM/ECF for completion of the filing.
- If the payment portion of the transaction executes and a valid e-mail address is entered, a receipt will be sent to the user's e-mail account confirming the charge to the card.

Upon successful completion of the filing in CM/ECF, the Final text as well as the Notice of Electronic Filing (NEF) will contain the fee amount and receipt number. A sample notice appears below:

Notice of Electronic Filing

The following transaction was received from dunfordaty, t entered on 12/16/2005 at 2:18 PM CST :

Case Name: Marshall v. Shelter Mut Ins Co, et al
Case Number: [5:04-cv-1](#)
Filer: John Doe
WARNING: CASE CLOSED on 12/14/2004
Document Number: [30](#)

Docket Text:
 NOTICE OF APPEAL as to [22] Judgment by John Doe. Filing fee: \$ 255, receipt number 31303.
 Order Form. (dunfordaty, t)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a

Reviewing Internet Payment History

To review charges made in CM/ECF for a user, click on “Utilities” on the blue menu. Click on “Internet Payment History” and enter the desired date range. A sample report appears below:

Date Paid	Description	Payment Method	Receipt #	Amount
2005-11-21 10:55:08	Notice of Appeal - Interlocutory(1:04-cr-10018-DDD-JDK) [appeal-cr iapp] (255.00)	credit card	30848	\$ 255.00
2005-12-13 14:48:57	Notice of Appeal - Final Judgment(1:04-cr-10001-DDD-JDK) [appeal-cr ntcapp] (255.00)	credit card	31175	\$ 255.00

Error screens

If processing of a payment is unsuccessful, an error screen will appear. PRINT THIS ERROR SCREEN or write down the complete message and call 866-323-1101 during business hours for assistance.

Run an Internet Payment History report (see instructions above) to review completed payments if uncertain whether a payment successfully completed.

If a filing error is made after the payment process is complete, (i.e. after pressing "Submit Payment,") and then aborting the transaction, call the Help desk (1-866-323-1101) during business hours for assistance in obtaining a refund.