

Slide 1 - Slide 1

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website. The browser's address bar shows the URL: <https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?113214675357135>. The website header includes the text "CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox" and navigation links for "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Complaints and Other Initiating Documents" and shows a case number "5:11-cv-01659 Public v. Presidents Corp". A pink callout box with a red border contains the text "Select the applicable payment option on the following screen." and "Click here." with a red arrow pointing to the "Next" button. Below this, a green callout box with a green border contains the text "Click Next." with a green arrow pointing to the "Next" button. The "Next" button is highlighted with a red border.

Slide notes

In this module we will pay the filing fee via pay.gov and complete the electronic filing. Click Next.

Slide 2 - Slide 2

CM/ECF Help Desk: 1-866-323-1101 Module 5: Pay Filing Fee and Complete Filing Slide 2 of 11

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?117157276902973

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

5:11-cv-01659 Public v. Presidents Corp

Payment by credit card or bank account debit (ACH) over the internet

OR

Electronic payment not made at this time for the following reason

Application to Proceed Without Prepayment of Fees, i.e. in forma pauperis requested and/or granted

~~Civil action or removal filed by the USA~~

Click here. ~~action or removal filed by a seaman - 28 USC 1916~~

Click Next.

Online payment is mandatory for the Western District of Louisiana unless the reasons stated below apply.

Slide notes

There are four options on this screen. First is pay by credit card or bank account debit via pay.gov. Second is to submit an application to proceed without payment of fees or in forma pauperis. The third option is for the United States government. And the fourth option is for a seaman or Jones Act case. The only option that applies to our case is payment of the filing fee via pay.gov. Click Next.

Slide 3 - Slide 3

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF website. The page title is "Complaints and Other Initiating Documents" for case 5:11-cv-01659 Public v. Presidents Corp. A filing fee of \$400 is indicated. A pink callout box with a red border contains the text: "Once you have clicked on the Next button, you CANNOT use your browser *Back* button." Below this, a red-bordered box says "Click here." pointing to the "Next" button. A green callout box with a white border says "Click Next." pointing to the "Next" button. The "Next" button is highlighted with a red border. The browser's address bar shows the URL: https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?688801978309498. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The website's navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout.

Slide notes

Make note of the filing fee of \$400.00. Once you click Next, you will be taken to pay.gov and will not be able to use the back button. Click Next.

Slide 4 - Slide 4

Slide notes

There are two payment options on this page. 1) Bank Account Debit and 2) credit card. We will be paying via credit card, so click the scroll bar to scroll down.

Slide 6 - Slide 6

The screenshot shows a web browser window titled "Online Payment - Mozilla Firefox" with the URL "https://qa.pay.gov/paygov/payments/enterPlasticCardPaymentInformation.html". The page content includes a header with "CM/ECF Help Desk: 1-866-323-1101", "Module 5: Pay Filing Fee and Complete Filing", and "Slide 6 of 11". The main heading is "Online Payment Step 2: Authorize Payment" with a "Return to your originating application" link. Below this is a "Payment Summary" section with three columns: "Address Information", "Account Information", and "Payment Information". The "Address Information" column lists fields for Account Holder Name, Billing Address, City, State/Province, and Zip/Postal Code. The "Account Information" column lists Card Type and Card Number. The "Payment Information" column lists Payment Amount (\$400) and Transaction Date and Time. A green callout box "Verify correct information." points to this section. Below the address information is an "Email Confirmation Receipt" section with input fields for "Email Address", "Confirm Email Address", and "CC:". A green callout box "Enter and confirm email address." points to these fields. Below the email section is an "Authorization and Disclosure" section with a "Required fields are indicated with a red asterisk" note. It contains a paragraph of text and a red asterisk next to a checkbox. A green callout box "Click the Check Box to authorize payment." points to the checkbox. Another green callout box "Click here." points to the asterisk. A yellow note at the bottom left says "Note: Please avoid navigating the s... and pages being loaded incorrectly. Please use the links provided whenever possible." The page also has a "transmitted" label at the bottom right.

Slide notes

In the Payment Summary window, verify the information is correct. To protect confidential information, we have omitted this information for the demonstration. You would also enter and verify your email address to receive a confirmation email of your payment. Click the check box to authorize payment.

Slide 7 - Slide 7

CM/ECF Help Desk: 1-866-323-1101 Module 5: Pay Filing Fee and Complete Filing Slide 7 of 11

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

pay.gov https://qa.pay.gov/paygov/payments/enterPlasticCardPaymentInformation.html;jsessionid=v2qGTct

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: Billing Address: Billing Address 2: City: State / Province: Zip / Postal Code: Country:	Card Type: Card Number:	Payment Amount: \$ 400 Transaction Date and Time:

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 **Click here.** 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 and Forward buttons as this may result in data being transmitted and pages being loaded incorrectly. Please use the links provided.

Click Submit Payment.

Slide notes

Click Submit Payment to complete the payment process and return to CM/ECF.

Slide 8 - Slide 8

CM/ECF Help Desk: 1-866-323-1101 Module 5: Pay Filing Fee and Complete Filing Slide 8 of 11

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?791248747497968-UNKNOWN-0

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

5:11-cv-01659 Public v. Presidents Corp

Docket Text: Modify as Appropriate.

NOTICE of Removal [redacted] from 1st JDC Caddo Parish, Case Number 123,456 (Filing fee \$400, receipt number 0536-1751471) filed by Presidents Corp. (Attachments: # (1) State court petition, # (2) Exhibit 1, # (3) E Click here. cover sheet) (aty,Whiddenaty, C)

Click Clear

Click Next.

Slide notes

This screen allows you to slightly modify, if necessary, the docket text (the text that will appear on the docket sheet). Note that your receipt number has been automatically appended to the docket text. Click Next.

Slide 9 - Slide 9

CM/ECF Help Desk: 1-866-323-1101

Module 5: Pay Filing Fee and Complete Filing

Slide 9 of 11

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?429857438298365

Google

ECF CIVIL Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

5:11-cv-01659 Public v. Presidents Corp

Docket Text: Final Text

NOTICE of Removal from 1st JDC Caddo Parish, Case Number 123,456 (Filing fee \$400, receipt number 0536-1751471) filed by Presidents Corp. (Attachments: # (1) State court petition, # (2) Exhibit 1, # (3) Exhibit 2, # (4) Civil cover sheet)(aty,Whiddenaty, C)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):

Notice of Removal.pdf pages: 1

State Court Petition.pdf pages: 1

Exhibit 1.pdf pages: 1

Exhibit 2.pdf pages: 1

State Court Petition.pdf pages: 1

Click here.

Next Clear

Click Next.

This is the final confirmation screen before committing the transaction. Once you click Next, the transaction will be committed and a notice of electronic filing will be sent.

Slide notes

This is the final confirmation screen before your filing is committed. Once you click Next, the transaction will be committed and a Notice of Electronic Filing will be sent to your email address. Click Next.

Slide 10 - Slide 10

CM/ECF Help Desk: 1-866-323-1101 Module 5: Pay Filing Fee and Complete Filing Slide 10 of 11

CM/ECF - U.S. District Court:Western District of Louisiana - TEST - Mozilla Firefox

File Edit View History Bookmarks Tools Help

CM/ECF - U.S. District Court:Western Distric... +

uscourts.gov https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?421863920222366

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

[5:11-cv-01659 Public v. Presidents Corp](#)

U.S. District Court

Your new suit is now filed.

Phases 1 & 2 are complete.

Notice of Electronic Filing

The following transaction was entered by Whiddenaty, C on 10/17/2011 at 10:20 AM CDT and filed on 10/17/2011

Case Name: Public v Presidents Corp

Case Number: [5:11-cv-01659](#)

Filer: Presidents Corp

Document Number: [1](#)

Save or print this page for your records.

Docket Text:

NOTICE of Removal from 1st JDC Caddo Parish, Case Number 123,456 (Filing fee \$400 , receipt number 0536-1751471) filed by Presidents Corp. (Attachments: # (1) State court petition, # (2) Exhibit 1, # (3) Exhibit 2, # (4) Civil cover sheet)(aty,Whiddenaty, C)

5:11-cv-01659 Notice has been electronically mailed to:

5:11-cv-01659 Notice will not be electronically mailed to:

C Whiddenaty
123 Main St
Shreveport, LA 71101

John Q Public

Click here.

CONTINUE

Click CONTINUE.

Slide notes

This is the Notice of Electronic Filing. Your new suit is now filed. Save or print this page for your records. Click Continue.

Slide 11 - Slide 1

CM/ECF Help Desk: 1-866-323-1101

Module 5: Pay Filing Fee and Complete Filing

Slide 11 of 11



SUMMARY

You should now be able to:

- Electronically open a civil case;
- Supply the civil cover sheet information;
- Add parties to the database;
- File a case opening document; and
- Pay the filing fee.

Thank you for viewing this demonstration.

Close this lesson's window by clicking the "X."

Slide notes

You should now be able to electronically open a civil case, supply the civil cover sheet information, add parties to the database, file a case opening document, and pay the filing fee. Again, if you should need any help, please contact our CM/ECF Help Desk during business hours at 1-800-323-1101. Thank you for viewing and participating in this demonstration.