

United States District Court
Eastern District of Louisiana



Online Filing Fee Payment Guide

October 2009

TABLE OF CONTENTS

Online Filing Fee Payment Guide

	Page
A. Introduction	1
B. Documents Requiring a Filing Fee.....	1
C. Instructions for Online Payment.....	2
D. Complete the Filing of the Document.....	5
E. Reports	7

A. Introduction

When filing a document that requires a filing fee (i.e. Motion to Appear Pro Hac Vice), the online payment feature (**Pay.gov**) of the CM/ECF system is designed so that you are prompted to pay the filing fee using a credit card as part of the docketing process. The following credit cards are acceptable: Visa, Mastercard, American Express, Discover, and Diners Club.

Each completed online payment automatically inserts the amount of the filing fee paid and the receipt number into the docket text of the docket entry. See Figure 1.

09/16/2009	16	EXPARTE/CONSENT MOTION to Appear Pro Hac Vice (<u>Filing fee \$ 5 receipt number 053L000000000171161</u>) by Home Depot. (Attachments: # 1 Certificate of Good Standing, # 2 Affidavit, # 3 Proposed Order)(attorney,) (Entered: 09/16/2009)
------------	--------------------	---

Figure 1

If you require assistance regarding an online filing fee payment, call the ECF Help Desk at 1-866-209-7767 or 504-589-7788 during business hours.

B. Documents Requiring a Fee

The following documents require online payment of a filing fee:

(Initiating Documents)

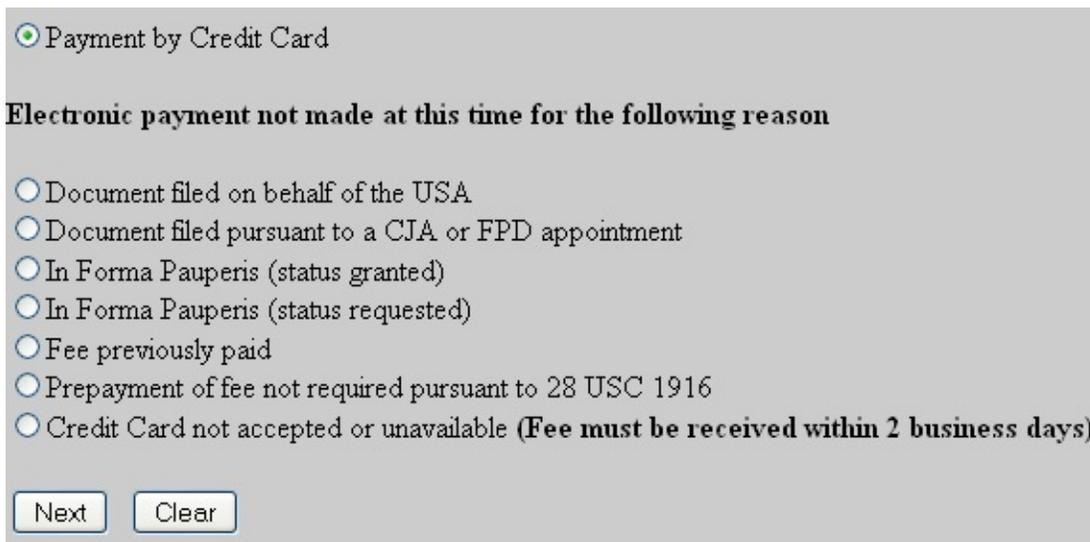
- Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition for Writ of Mandamus
- Petition Pursuant to 28:2241
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment

(Non-Initiating Documents)

- Motion to Appear Pro Hac Vice
- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal
- Amended Notice of Appeal

C. Instructions for Online Payment

Since our court requires that payment of the fee be made by credit card at the time of electronic filing of such document, the default method of payment is **Payment by Credit Card**. However, if electronic payment is not made at this time, one of the applicable reasons must be selected. After selecting the appropriate response, click **Next**. See Figure 2.



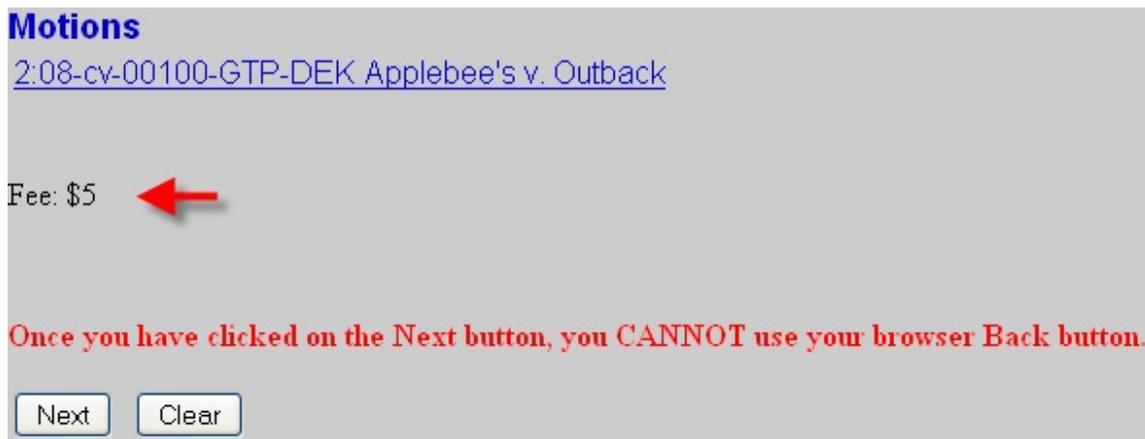
Payment by Credit Card

Electronic payment not made at this time for the following reason

- Document filed on behalf of the USA
- Document filed pursuant to a CJA or FPD appointment
- In Forma Pauperis (status granted)
- In Forma Pauperis (status requested)
- Fee previously paid
- Prepayment of fee not required pursuant to 28 USC 1916
- Credit Card not accepted or unavailable (**Fee must be received within 2 business days**)

Figure 2

During the docketing of an event where a filing fee is required, (e.g., Motion to Appear Pro Hac Vice), the filing fee amount is displayed. It is important to know that once you have clicked the **Next** button, you CANNOT use your browser Back button. This is because the **Pay.gov** application, which is outside of the ECF system, begins to load. Have your credit card information ready and click **Next** to proceed. See Figure 3.



Motions
[2:08-cv-00100-GTP-DEK Applebee's v. Outback](#)

Fee: \$5 

Once you have clicked on the Next button, you CANNOT use your browser Back button.

Figure 3

It will take a few seconds to load the payment process. See Figure 4.

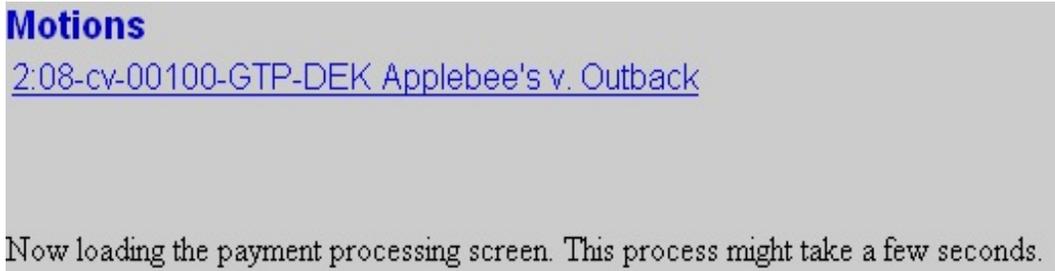


Figure 4

The first of two screens through the **Pay.gov** application appears. All fields with a red asterisk are required. The attorney name and address fields will automatically be populated with the information on file in ECF. You may need to change this information to match the billing address for the credit card you are using. After verifying this information and entering all credit card information, click **Continue with Plastic Card Payment**. See Figure 5.

Figure 5

If you wish to receive an e-mail receipt, enter your e-mail address. To complete the transaction, click the **authorization to charge check box**. When you click **Submit Payment**, your credit card will be charged. Click **Submit Payment** to continue. See Figure 6.

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: attorney 3005 Kingman Ave. Billing Address: Billing Address 2: City: State / Province: Zip / Postal Code: 70006 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$5.00 Transaction Date 09/22/2009 16:55 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:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	
CC:	<input type="text"/>	<small>Separate multiple email addresses with a comma</small>
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.		

Figure 6

Processing of the electronic payment will take a few seconds. See Figure 7.

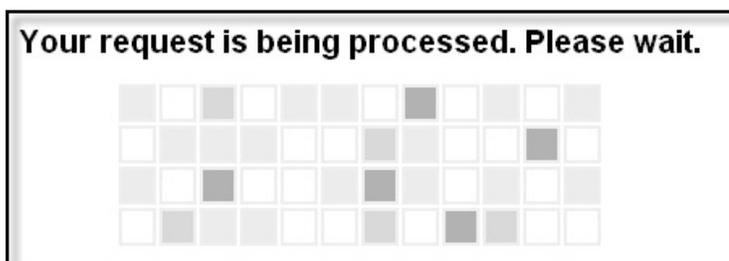
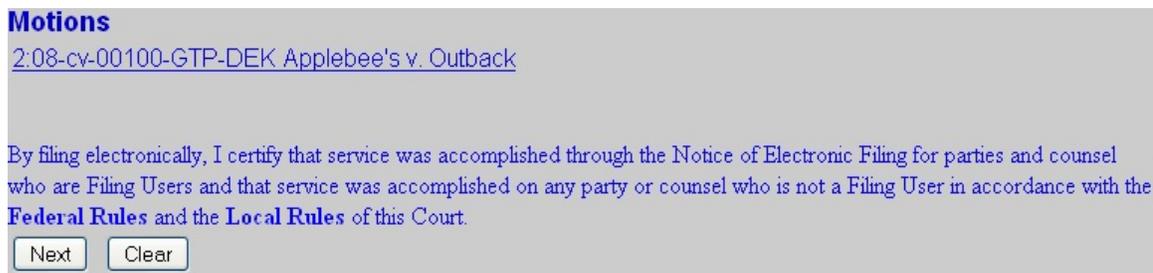


Figure 7

D. Completing the Filing of the Document

After completion of the electronic fee payment process by the Pay.gov application, you will be returned back to the ECF system to complete the filing of the document. To certify that service of process of this filing will be made in accordance with the Federal Rules and the Local Rules of this court, click **Next**. The below sample screen appears when docketing a non-initiating document. There would be a similar screen when docketing initiating documents. See Figure 8.

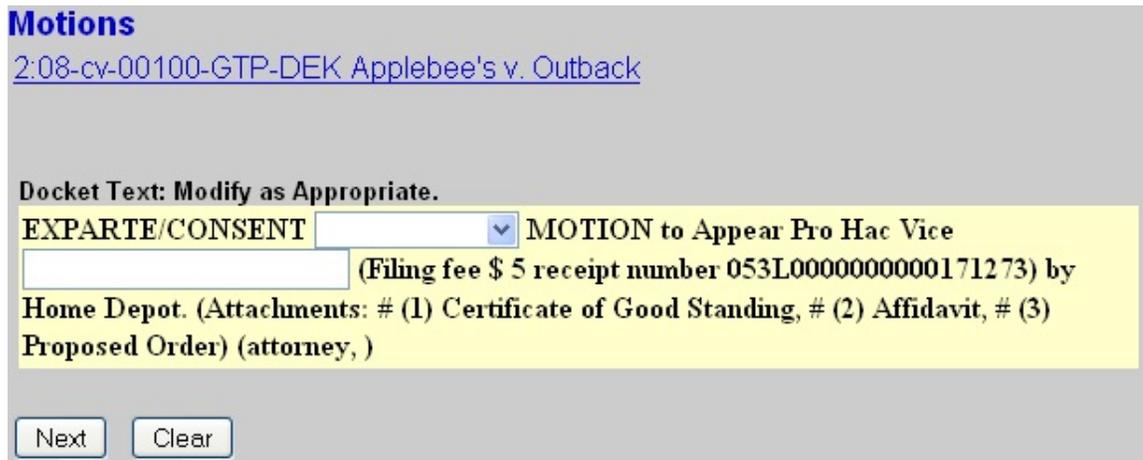


Motions
[2:08-cv-00100-GTP-DEK Applebee's v. Outback](#)

By filing electronically, I certify that service was accomplished through the Notice of Electronic Filing for parties and counsel who are Filing Users and that service was accomplished on any party or counsel who is not a Filing User in accordance with the **Federal Rules** and the **Local Rules** of this Court.

Figure 8

The next screen displays the docket text. Modify as appropriate. Then click **Next**. See Figure 9.



Motions
[2:08-cv-00100-GTP-DEK Applebee's v. Outback](#)

Docket Text: Modify as Appropriate.

EXPARTE/CONSENT MOTION to Appear Pro Hac Vice
(Filing fee \$ 5 receipt number 053L0000000000171273) by
Home Depot. (Attachments: # (1) Certificate of Good Standing, # (2) Affidavit, # (3)
Proposed Order) (attorney,)

Figure 9

The next screen is the final confirmation screen before committing the transaction and filing the document. The docket text for the document is displayed. You may want to note the fee payment receipt number for future reference. When you click **Next**, the document will be uploaded and notice will be sent. Click **Next** to complete this filing. See Figure 10.

Motions
[2:08-cv-00100-GTP-DEK Applebee's v. Outback](#)

Docket Text: Final Text
EXPARTE/CONSENT MOTION to Appear Pro Hac Vice *Thomas Jackson* (Filing fee \$ 5 receipt number 053L000000000171273) by Home Depot. (Attachments: # (1) Certificate of Good Standing, # (2) Affidavit, # (3) Proposed Order)(attorney,)

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

Source Document Path (for confirmation only):
Motion phv.pdf pages: 1
Certificate.pdf pages: 1
Affidavit.pdf pages: 1
Proposed Order.pdf pages: 1

Figure 10

This is a notice of electronic filing or NEF, which serves as your confirmation that ECF has registered your transaction and the pleading is now an official document. You may want to save or print a copy of this screen for your records. See Figure 11.

Motions
[2:08-cv-00100-GTP-DEK Applebee's v. Outback](#)

U. S. District Court
Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered by attorney, on 9/22/2009 at 4:12 PM CDT and filed on 9/22/2009

Case Name: Applebee's v. Outback
Case Number: [2:08-cv-100](#)
Filer: Home Depot
Document Number: [98](#)

Docket Text:
EXPARTE/CONSENT MOTION to Appear Pro Hac Vice *Thomas Jackson* (Filing fee \$ 5 receipt number 053L000000000171273) by Home Depot. (Attachments: # (1) Certificate of Good Standing, # (2) Affidavit, # (3) Proposed Order)(attorney,)

Figure 11

E. Reports

Two reports are available that allow you to verify your filing fee payments.

- View Your Transaction Log
- Internet Payment History

View Your Transaction Log

This report allows you to view all of your transactions (fee and non-fee entries) based on a date range. From the CMECF Menu bar select **Utilities**. The Utilities menu is displayed. Click **View Your Transaction Log**. See Figure 12.



Figure 12

Enter a date range in the fields provided then click **Run Report**. See Figure 13.

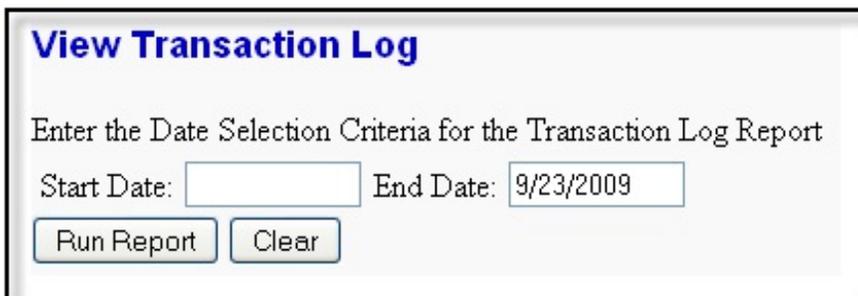
A screenshot of a web form titled 'View Transaction Log'. The form contains the text 'Enter the Date Selection Criteria for the Transaction Log Report'. Below this text are two input fields: 'Start Date:' followed by an empty text box, and 'End Date:' followed by a text box containing '9/23/2009'. At the bottom of the form are two buttons: 'Run Report' and 'Clear'.

Figure 13

Transactions made between the dates you entered are displayed. If a filing fee was paid in association with an entry, a receipt number appears in the docket text. See Figure 14.

Transaction Log			
Report Period: 09/23/2009 - 09/23/2009			
Id	Date	Case Number	Text
171316	09/23/2009 09:41:18	2-09-cv-10232	EX PARTE/CONSENT MOTION to Appear Pro Hac Vice <I>George Pacer</I> (Filing fee \$ 5 receipt number 053L000000000171316) by Home Depot. (Attachments: # (1) Certificate of Good Standing, # (2) Affidavit, # (3) Proposed Order)(attorney,)
Total Number of Transactions: 1			

Figure 14

To exit the report, click one of the available options on the CMECF Menu Bar.

Internet Payment History

This report allows you to review completed online payments based on a date range. From the CMECF Menu bar select **Utilities**. The Utilities menu is displayed. Click **Internet Payment History**. See Figure 15.

Utilities

[Court Information](#)

Your Account

- [Maintain Your E-mail](#)
- [Maintain Your Login/Passwd](#)
- [Change Your Address](#)
- [Maintain Your Account](#)
- [View Your Transaction Log](#)
- [Change Client Code](#)
- [Change Your PACER Login](#)
- [Review Billing History](#)
- [Show PACER Account](#)
- [Remove Default PACER Account](#)

Miscellaneous

- [Legal Research ...](#)
- [Mailings...](#)
- [Internet Payment History](#)
- [Verify a Document](#)



Figure 15

Enter a date range in the fields provided then click **Run Report**. See Figure 16.



Internet Payment History

From to

Figure 16

You are able to verify the date paid, description of the document filed, payment method, receipt number, and amount. See Figure 17.

U. S. District Court Eastern District of Louisiana Internet Payment History for attorney 9/23/2009 to 9/23/2009				
Date Paid	Description	Payment Method	Receipt #	Amount
2009-09-23 09:40:48	Motion to Appear Pro Hac Vice(2:09-cv-10232-SRD-DEK) [motion apprphv] (5.00)	CreditCard	053L0000000000171316	\$ 5.00

Figure 17

To exit the report, click one of the available options on the CMECF Menu Bar.