

January 2, 2006
Email to all registered attorneys

Subject: Credit Card Payments through CM/ECF in the Western District of Michigan

The U.S. District Court for the Western District of Michigan announces that effective immediately, registered attorneys may make credit and/or debit card payments over the Internet through CM/ECF via Pay.gov. Pay.gov is a secure government-wide collection portal. It was developed to help Federal Agencies meet the directives outlined in the Government Paperwork Elimination Act, primarily the reduction of paper transactions through the utilization of electronic processing via the Internet. Using Pay.gov is very simple; it can be likened to using PayPal for Internet purchases. The feature launches within a CM/ECF transaction specific to that purpose. Like e-filing of documents, paying fees can be done from your desktop in your office or from anywhere you have access to the Internet.

At the present time, the Court will accept credit card and/or debit card payments for civil and criminal appeal fees only. An instruction sheet is posted on the Court's website at:

<http://www.miwd.uscourts.gov/pay.govreference.pdf>

To track credit card/debit card payments, a new report was added to your menu in CM/ECF. After logging in to CM/ECF, click on the word Utilities on the blue bar. Under the Miscellaneous heading, you will find a menu item entitled Internet Payment History. After entering a date range, the resulting report will display the attorney's name, the date paid, the description (what type of fee and which case), the payment method (credit/debit card), the receipt number and the amount for each transaction within the designated date range. This report will be useful for confirming credit card/debit card payments made and for reconciliation of your monthly credit card bill/debit card statement. There is no charge for running this report.

Please contact the E-Filing Help Desk if we can answer any questions or provide assistance.

Western District of Michigan
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