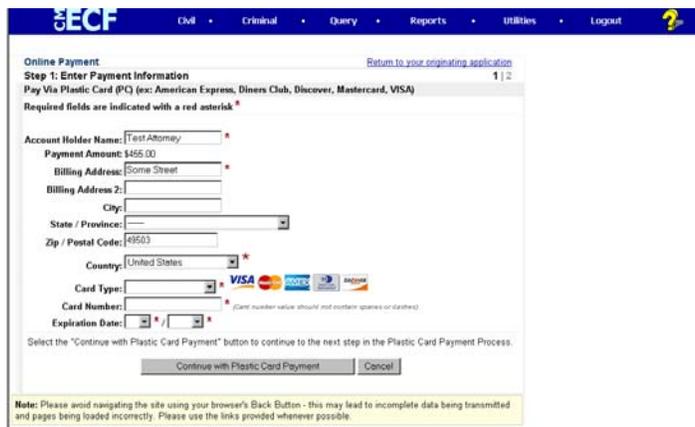


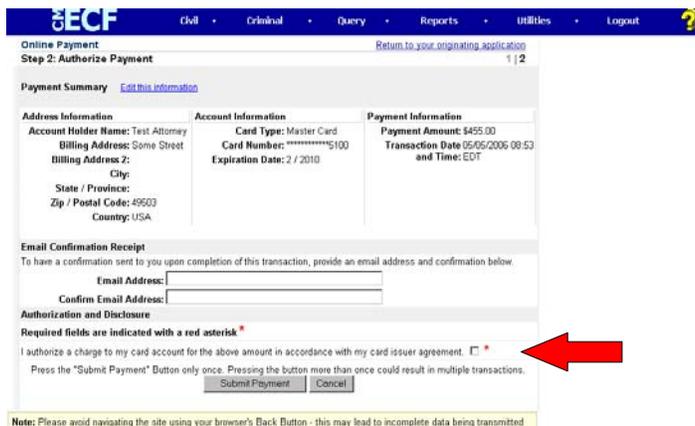
Credit Card Payments Through CM/ECF Civil Case Filing Fee

After filing an initiating document (complaint or petition), registered attorneys must pay the filing fee electronically through CM/ECF using their credit/debit card. Paying with a credit/debit card through CM/ECF introduces two new screens, which are displayed below. To pay the filing fee, click the word *Civil* on the blue menu bar. From the *Fees >> Make a Payment* menu item, select [Filing Fee \(Civil Case\) - Credit Card Payment](#) or [Filing Fee \(Habeas Case\) - Credit Card Payment](#) event as appropriate to the filing. After entering the case number, the user will be prompted to pick the filer. Select the party(ies) paying the filing fee. The user will be prompted for information regarding which initiating document the payment relates to. Then the system will display the current filing fee amount. After clicking Next, the system will display the Online Payment Information screen.



The areas indicated with a red asterisk * are required fields. CM/ECF will automatically fill in the attorney's name and contact information. Users simply select the card type, enter the card number (no spaces or dashes), and the expiration date. When complete, click the [Continue with Plastic Card Payment](#) button.

The next screen is for authorization of the payment. At your option, you may enter an e-mail address. If one is entered, Pay.gov will send a confirmation message containing the fee amount and the receipt number (realize that the Notice of Electronic Filing, or NEF, generated at the end of this transaction/for the entry in CM/ECF will also contain this information).



On the Authorize Payment screen, you must click inside the small box marked with a red asterisk to authorize a charge to your card. Click the [Submit Payment](#) button.

- Click with care. There may be a short delay while the transaction is being processed. Clicking the Submit Payment button more than once will result in your card being charged more than once.
- The payment will process, however **note that the electronic transaction is not yet complete.** (If the user stops at this point, the card will be charged, but the case will not indicate that the filing fee was paid.)
- As with all electronic filings, an entry on the docket must be made, and a Notice of Electronic Filing (NEF) must generate in order for the filing to be complete. After clicking the Submit Payment button as described above, the subsequent screen will display the docket text. Click Next to continue, and the NEF will be presented. **Only upon issuance of an NEF is the transaction complete.**

Questions regarding the above-described process in CM/ECF should be addressed to the ECF Help Desk: (616) 456-2206, (800) 290-2742 or via e-mail at ecfhelp@miwd.uscourts.gov

Questions regarding payment processing/credit card bills/disputed fees should be addressed to the Court's Financial Administrator: (616) 732-2715