

INSTRUCTIONS FOR PAYING FEES ON-LINE WITH A CREDIT CARD

Attorneys have the option of paying certain fees on-line with a credit card. The fees which may be paid on-line are:

1. Filing fee for a notice of appeal, subsequent notice of appeal, notice of cross appeal, and notice of interlocutory appeal.
2. Fee for admission pro hac vice.

When you are docketing one of the appeal events listed above, you will be prompted to answer a series of questions. If you answer Y to any of the questions, you will not have the option of paying on-line. If you answer N and click Next, you will be taken to the Pay.gov website.

Appeal Documents
[3:08-cv-00001 Smith v. Smith](#)
APPEAL

Do you have in forma pauperis status for this appeal Y/N?
or

Are you requesting in forma pauperis status for this appeal Y/N?
or

Are you filing this appeal on behalf of the USA Y/N?
or

Will you be paying the fee by any method other than credit card Y/N?

When docketing a motion to appear pro hac vice, you will be prompted to answer whether you are paying on-line with a credit card. If you answer Y, you must enter the number of attorneys seeking admission pro hac vice (maximum is 6) and you will be taken to the Pay.gov website. If you answer N, you will not have the option of paying on-line. Payment should be promptly remitted to the Court by hand-delivery or mail with a copy of the filed motion.

Motions
[3:08-cv-00001 Smith v. Smith](#)
APPEAL

Pay on-line with credit card (Y/N)?

Motions
[3:08-cv-00001 Smith v. Smith](#)
APPEAL

Number of attorneys seeking admission Pro Hac Vice (Maximum Number per Motion is 6)?

Once you reach the Pay.gov website, it is strongly recommended that you NOT click the Back button on your browser. Pay.gov accepts Visa, MasterCard, American Express, Diner's Club, and Discover. When the initial Pay.gov screen appears, the name and address of the attorney whose login is being used in the CM/ECF system will automatically be imported into the billing address fields. If you are using a firm credit card or one with a different name and/or billing address, you will need to change that information. Select the type of credit card you are using. Enter the credit card number, security code, and expiration date. Then click on Continue with Plastic Card Payment (see figure below).

Step 1: Enter Payment Information

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$455.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

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

Regardless of which type of payment you choose, a payment summary screen will appear which allows you to enter an email address where confirmation of the transaction may be sent (see figure below). It is **strongly** recommended that you enter an email address. In order for the transaction to go through, you **must** click on the box next to the sentence "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." Then click on [Submit Payment](#). Once the transaction is processed, you will be taken back to the CM/ECF site to complete the filing of your document.

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: John Smith Billing Address: 801 Broadway Billing Address 2: City: Nashville State / Province: TN Zip / Postal Code: 37203 Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$455.00 Transaction Date 03/25/2009 15:25 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: johnsmith@deadmail.com

Confirm Email Address: johnsmith@deadmail.com

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 amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment

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.

Once you are returned to the CM/ECF site, the Pay.gov transaction has been completed and your credit card will be billed regardless of whether you finish filing your document. If for any reason you are unable to complete the filing of the document once the Pay.gov transaction has been completed and you have to start the filing process over, you will be charged a second fee. To have the first credit card charge refunded, the credit card holder must submit a signed letter to the Clerk of Court, United States District Court, 801 Broadway, Room 800, Nashville, TN 37203. You must include the billing address for the credit card, the credit card number, the expiration date, the Agency Tracking ID and Pay.gov Tracking ID from the confirmation email you received as well as the date of the transaction and the name of the attorney whose CM/ECF login and password were used.