

**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA**



CREDIT CARD PAYMENT GUIDE

OVERVIEW.

The Pay.gov Internet credit card module incorporated into CM/ECF is designed to allow a filer to pay fees directly to the U.S. Treasury via the Internet as part of the electronic filing process.

Your credit card information must be entered at the time of filing of an event requiring a fee. The events that utilize the Pay.gov Internet credit card module include the following:

Civil Events

- Motion for Admission Pro Hac Vice
- Notice of Appeal
- Notice of Appeal – Interlocutory
- Notice of Cross Appeal

Criminal Events

- Appeal from Magistrate Judge Conviction and/or Sentence
- Motion for Admission Pro Hac Vice
- Notice of Appeal – Conditions of Release
- Notice of Appeal – Final Judgment
- Notice of Appeal – Interlocutory

Following are instructions for filing a Motion for Admission Pro Hac Vice in a civil case. These instructions also apply to the other events that utilize the Pay.gov Internet credit card module.

BENEFITS.

- Available 24 hours a day
- Receive a CM/ECF receipt number immediately
- Review your credit card transaction payment history at any time

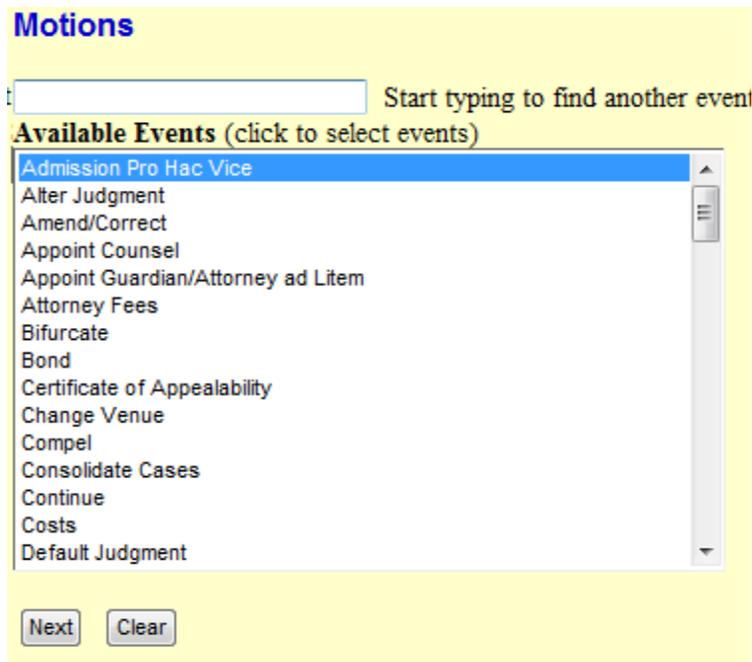
TECHNICAL INFORMATION.

Pay.gov uses 128-bit SSL encryption to protect your transaction information while you're logged into Pay.gov. The system does not retain your account information. In addition, any account numbers you enter are masked on-screen, *i.e.*, each account number is displayed as a group of asterisks followed by the last four digits of the account number.

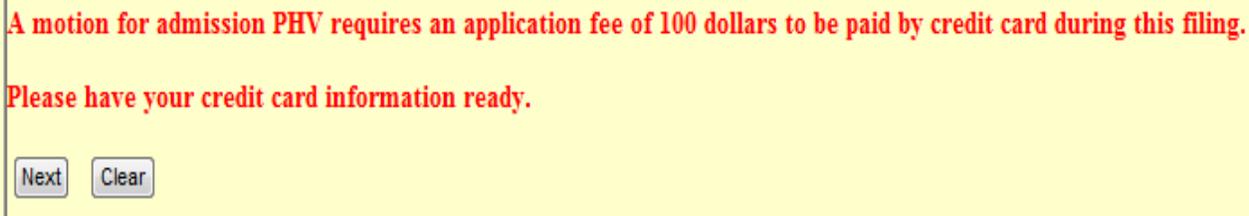
You will have the best experience with Pay.gov if you use Internet Explorer 6 or higher on the Windows operating system. For information regarding other operating systems or browsers, encryption, etc., please go to <https://www.pay.gov>

INSTRUCTIONS FOR FILING A MOTION FOR ADMISSION PRO HAC VICE.

1. Log into CM/ECF.
2. On the blue Menu Bar, choose **Civil** → **Motions and Related Filings** → **Motions** → **Admission Pro Hac Vice**.



3. Follow the prompts. You will see the following reminder message.



4. You must answer the following question. Please note that you must file a separate motion for each attorney admission.

How many attorneys are seeking admission PHV with this motion?

0

1

Next

Clear

5. You must also answer the following question. If you answer “No” to this question, the Pay.gov credit card screens will launch. If you answer “Yes” to this question, the Pay.gov credit card screens will be bypassed.

Are you requesting that the PHV fee for admission be waived?

No

Yes

Next

Clear

6. If you answered “No” to the previous question, the following security protected Credit Card Payment Information Screen allows you to complete the credit card payment process. Fields with a **red asterisk*** are required to be completed. Information from the attorney’s CM/ECF person record is used to pre-populate fields on this screen. Any changes made on this screen **will not** be applied to the attorney’s CM/ECF person record. When finished, click the **Continue with Plastic Card Payment** button at the bottom of the page to continue.

Do NOT use the browser’s “back” button during the payment process.

Step 1: Enter Payment Information

1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name:	<input type="text" value="John Smith"/>	*
Payment Amount:	\$100.00	
Billing Address:	<input type="text" value="123 Main Street"/>	*
Billing Address 2:	<input type="text" value="Suite A"/>	
City:	<input type="text" value="Cleveland"/>	
State / Province:	<input type="text" value="Ohio - OH"/>	
Zip / Postal Code:	<input type="text" value="44114"/>	
Country:	<input type="text" value="United States"/>	*
Card Type:	<input type="text" value="Master Card"/>	*
Card Number:	<input type="text" value="5105105105100"/>	*
Security Code:	<input type="text" value="998"/>	*
Expiration Date:	<input type="text" value="08"/>	*/
	<input type="text" value="2011"/>	*

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.

7. The following Payment Summary and Authorization Screen will display. Fields with a **red asterisk*** are required to be completed. In addition,

Enter an Email Address if you want a payment confirmation to be sent to your email address (*optional*).

Select the **Authorization** checkbox.

When finished, click the **Submit Payment** button at the bottom of the page **ONLY ONCE**. ***Pressing this button more than once could result in multiple transactions to your credit card.***

Docket Text: Final Text

MOTION for Attorney Aaron Overton to be Admitted Pro Hac Vice (paid \$100 PHV fee; receipt number 0869-731224) by Anthony J. Jones. (Aberle, Andrew)

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):

C:\Users\sthielen\Documents\A Sample.pdf pages: 1

Next

Clear

If you entered an email address on the Payment Summary and Authorization Screen, you will receive a Pay.gov payment confirmation.

If your payment is declined, please contact your credit card company to determine why the credit card was declined.

REPORTS.

To review a history of credit card payments you have made, on the blue Menu Bar choose **Reports** → **Miscellaneous Reports** → **Internet Payment History**. You will not be billed for viewing this report.

Internet Payment History

From to

Run Report

Clear

Make these options my default.

Enter a date range and click on the **Run Report** button to display a list of your credit card payments.

Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
5:08-cv-05049-KES	2011-07-22 15:14:44	Motion for Admission Pro Hac Vice(5:08-cv-05049-KES) [motion admphv] (100.00)	CreditCard	0869-723561	\$ 100.00
5:08-cv-05049-KES	2011-07-22 15:18:30	Motion for Admission Pro Hac Vice(5:08-cv-05049-KES) [motion admphv] (100.00)	CreditCard	0869-723562	\$ 100.00

REFUND OF FEES.

The Clerk's Office cannot void an inadvertent, duplicate, or erroneous credit card transaction in which a fee is incurred as the result of using the wrong event, filing in the wrong case, etc. Attorneys seeking a refund must submit a written application in the form of a letter addressed to: Clerk, U.S. District Court, Attn: Administrative Services Unit, Finance Department, 314 S. Main Avenue, Suite 100, Sioux Falls, SD 57104. The letter must include the name, address, and telephone number of the party requesting the refund. Upon verification of the error, the Finance Department will process the refund to the same credit card from which the erroneous payment was made. Refund checks will not be issued. See the *Policy to Refund Electronic Filing Fees* posted on our website.

FREQUENTLY ASKED QUESTIONS.

Question:	Answer:
Credit Card type: What credit cards are accepted?	The following credit cards (or debit cards) can be used: Visa, MasterCard, Discover, and American Express.
Credit Card declined: My credit card was declined. Why?	If a payment is declined, contact your credit card company to determine why the card was declined.
Error Message - Payment Process screen: I received an error message during the payment process. I may have pressed the Submit Payment button twice. What should I do?	Call the Clerk's Office immediately. Most likely you did press the Submit Payment button twice and multiple transactions have occurred on your credit card.
Payment window not displaying: I did not get the credit card payment window. It did not "pop-up." What happened?	The presence of an active pop-up blocker may interfere with the use of the payment window in CM/ECF. Depending on the type of pop-up blocker present (the browser you are using), review your browser settings to allow the site, thereby allowing the payment window to display.
Submit Payment button: I pressed the Submit Payment button twice during the payment process, what should I do?	Call the Clerk's Office immediately. Most likely multiple transactions have occurred on your credit card.
Motion not filed in CM/ECF: After my credit card transaction was completed, I did not finish filing my motion for admission pro hac vice in CM/ECF.	Call the Clerk's Office immediately. Most, likely you will be directed to refile the motion choosing "0" attorneys so that you do not incur multiple transactions on your credit card. The Pay.gov payment screens will not display if you choose "0" attorneys.

<p>How do I request a refund:</p> <p>I made a mistake filing my Motion for Admission Pro Hac Vice and I need to request a refund of the application for admission fee.</p>	<p>Submit a written application in the form of a letter addressed to: Clerk, U.S. District Court, Attn: Administrative Services Unit, Finance Department, 314 S. Main Avenue, Suite 100, Sioux Falls, SD 57104. The letter must include the name, address, and telephone number of the party requesting the refund. Upon verification of the error, the Finance Department will process the refund to the same credit card from which the erroneous payment was made.</p>
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