

**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 should 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

- Complaint & Civil Cover Sheet (SHELL CASE)
- Complaint - Prisoner Civil Rights (42:1983) (SHELL CASE)
- Complaint - Social Security Appeal & Civil Cover Sheet (SHELL CASE)
- Motion for Admission Pro Hac Vice
- Notice of Appeal
- Notice of Appeal - Cross Appeal
- Notice of Appeal – Interlocutory
- Notice of Removal & Civil Cover Sheet (SHELL CASE)
- Petition for Writ of Habeas Corpus (28:2241) (SHELL CASE)
- Petition for Writ of Habeas Corpus (28:2254) & Civil Cover Sheet (SHELL CASE)
- Petition for Writ of Mandamus (SHELL CASE)

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

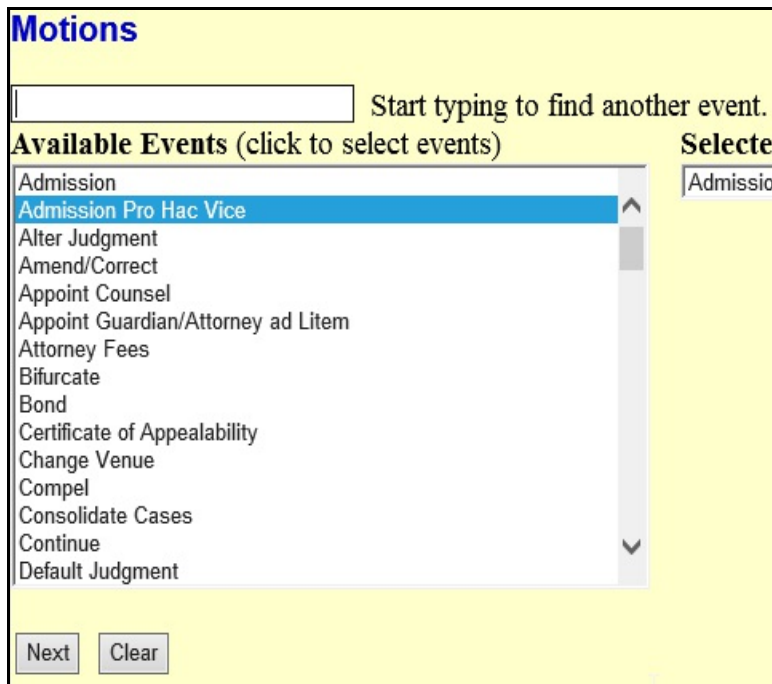
BENEFITS

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

INSTRUCTIONS FOR FILING A CIVIL MOTION FOR ADMISSION PRO HAC VICE.

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.

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



The screenshot shows a web interface titled "Motions" with a search bar and a list of available events. The "Admission Pro Hac Vice" option is highlighted in blue. Below the list are "Next" and "Clear" buttons.

Available Events (click to select events)	Select
Admission	Admissio
Admission Pro Hac Vice	
Alter Judgment	
Amend/Correct	
Appoint Counsel	
Appoint Guardian/Attorney ad Litem	
Attorney Fees	
Bifurcate	
Bond	
Certificate of Appealability	
Change Venue	
Compel	
Consolidate Cases	
Continue	
Default Judgment	

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

A motion for admission PHV requires an application fee of 100 dollars to be paid by credit card during this filing.

Please have your credit card information ready.

4. You must answer this question. Select “0” if you have already paid the fee, but still need to file your motion. Please note that you must file a separate motion for each requested attorney admission.

How many attorneys are seeking admission PHV with this motion?

0

1

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

6. If you answered “No” to the previous question, the following security protected **Credit Card Payment Information** screen allows you to complete a credit card payment. Fields with a **red asterisk*** must be completed. Information from the attorney’s CM/ECF account is used to pre-populate some fields on this screen. Any changes made on this screen **will not** be applied to the attorney’s CM/ECF account.

Please provide the Credit or Debit Card Information below
* indicates required fields

Agency Tracking ID: 0869-3201039

Payment Amount: \$100.00

* Country:

* Billing Address:


Billing Address 2:

* City:

State/Province:

ZIP/Postal Code:

* Account Holder Name:



* Card Number:

* Expiration Date:

Card Security Code:

[Cancel](#)

When finished entering the required information, click the **red Continue** button at the bottom of the screen.

7. The following **Payment Summary and Authorization** screen will display. Before your credit card payment will be accepted, you must check the “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.” box on this screen.

Review and submit payment

* indicates required fields

Agency Tracking ID: 0869-3201039

Payment Amount: \$100.00

Payment Method: Plastic Card

Account Holder Name: Archibald Duncan

Card Type: MASTERCARD

Card Number: *****5100

Billing Address: 123 Main Street, Suite 200

Billing Address 2:

City: Sioux Falls

Country: United States

State/Province: SD

ZIP/Postal Code: 57104

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#) [Cancel](#) [Continue](#)

After you have checked the necessary box, click the **red Continue** button at the bottom of the screen. You will be returned to CM/ECF where you can continue filing your motion for admission pro hac vice.

8. Click the **Next** button on the **Final Docket Text** screen to complete filing your motion for admission pro hac vice in CM/ECF. Notice that the docket text contains the receipt number for your payment utilizing the Pay.gov Internet Credit Card Module.

Motions
[1:14-cv-01009-CBK Williams v. Bryant](#)

Docket Text: Final Text
MOTION for Attorney Ron Burgandy to be Admitted Pro Hac Vice (paid \$100 PHV fee; receipt number 0869-3201052) by Chester Williams. (Duncan, Archibald)

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

Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\Motion for Admission.pdf pages: 2

REPORTS

You can review your Pay.Gov payment history by going to the blue menu bar in CM/ECF and clicking on **Reports** → **Miscellaneous Reports** → **Internet Payment History**. You will not be billed for viewing this report.

Internet Payment History

From to

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.

U.S. District Court District of South Dakota Internet Payments Made 12/28/2019 to 1/28/2020						
Case No.	Name	Date Paid	Description	Payment Method	Receipt #	Amount
1:14-cv-01009-CBK	Duncan, Archibald	2020-01-28 12:54:37	Motion for Admission Pro Hac Vice(1:14-cv-01009-CBK) [motion admphv] (100.00)	PLASTIC_CARD	0869-3201039	\$ 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 *Policy to Refund Electronic Filing Fees* posted on the district court’s 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.

Question:	Answer:
<p>Credit Card declined:</p> <p>My credit card was declined. Why?</p>	<p>If a payment is declined, contact your credit card company to determine why the card was declined.</p>
<p>Payment window not displaying:</p> <p>I did not get the credit card payment window. It did not “pop-up.” What happened?</p>	<p>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.</p>
<p>Motion not filed in CM/ECF:</p> <p>After my credit card transaction was completed, I did not finish filing my motion for admission pro hac vice in CM/ECF.</p>	<p>Call the Clerk’s Office immediately. Most likely you will be directed to re-file 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>
<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>