

NEWS FROM U.S. DISTRICT COURT

March 13, 2020

New Procedure for Ordering Transcripts: The District of South Dakota is rolling out a new procedure for ordering transcripts. In the past, attorneys had to directly contact a court reporter to order a transcript. We now have a [Transcript Order Form](#) available on the District Court's website located at www.sdd.uscourts.gov. After completing and submitting the order form the court reporter will automatically receive your request and will respond accordingly. This new procedure does not apply to counsel appointed under to the Criminal Justice Act (CJA) who must still request a transcript by submitting a CJA 24 (Authorization for Payment of Transcript) in [CJA eVoucher](#).

Changes Regarding Pay.gov: Since 2013, attorneys who electronically file certain documents in CM/ECF have been able to pay the fee associated with the document during the e-filing process utilizing Pay.gov. Motions for admission pro hac vice and civil complaints filed in a shell case are examples of documents with an associated fee that can be paid utilizing Pay.gov. During the e-filing process, attorneys are presented with security protected Pay.gov screens for entering credit card information. Pay.gov has recently changed the payment screens.

Credit Card Payment Information Screen

- The **Country** field no longer defaults to "United States."
- When the required **Country** field is populated, the **State/Province** and **ZIP/Postal Code** fields become required fields.
- The **ZIP/Postal Code** field may or may not be automatically populated from the attorney's CM/ECF account information.

Payment Summary and Authorization Screen

- The option to receive an e-mail from Pay.gov when a payment is made is no longer available.
- When a document is e-filed in CM/ECF, the receipt number for a payment made utilizing Pay.gov is contained in the NEF e-mail and/or on the NEF receipt screen.
- The **Internet Payment History Report** in CM/ECF also contains a list of credit card payments made by an attorney. Access the report for an attorney by logging into CM/ECF using the attorney's login and password and going to **Reports -> Miscellaneous Reports -> Internet Payment History**.

For more information about Pay.gov, including a list of CM/ECF events that utilize Pay.gov, see the [Pay.gov Credit Card Payment Guide](#) and the [CM/ECF User Manual](#) located on the District Court's website at www.sdd.uscourts.gov. Also visit the Pay.gov website located at www.pay.gov.

For the Record: The District of South Dakota experienced a 6.5 percent increase in civil filings for the 12-month period ending December 31, 2019, with criminal filings decreasing by 8.9 percent during the same period. The district conducted 43 jury trials in 2019, representing a 20 percent increase from 2018.