

Introduction to Pay.gov

Effective July 2, 2012, the Northern District of Indiana will accept online credit card payments, via CM/ECF, for the filing fees associated with civil and criminal notices of appeal. The Pay.gov payment module allows registered CM/ECF users to pay fees by credit card during electronic filing. Users are advised to read the Pay.gov information page (here), as well as General Order 2012-12, which describes the policy for refunding erroneously paid fees.

The new Pay.gov module in CM/ECF allows e-filers to pay filing fees by credit card over the internet.

Currently, Pay.gov may be used to pay the following types of filing fees:

- The fee for a civil notice of appeal
- The fee for a criminal notice of appeal

How to use Pay.gov

User will be automatically directed through the internet payment process when e-filing a document that features the Pay.gov payment option.

Users will be presented with a payment information screen that requests the “account holder name” (i.e., the name of the credit card), address and credit card information (**see Figure 1a**) or using ACH is shown (**see Figure 1b**). The account holder’s name, address and zip code will be automatically populated with the e-filer’s CM/ECF account information, which can be found in the CM/ECF menu **under Utilities > Maintain Your ECF Account**. The payment amount field will be automatically populated with the applicable fee.

Once online payment of the filing fee has been successfully completed, user will be automatically returned to CM/ECF to complete the e-filing process.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

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.

Figure 1a – Payment Information

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$455.00

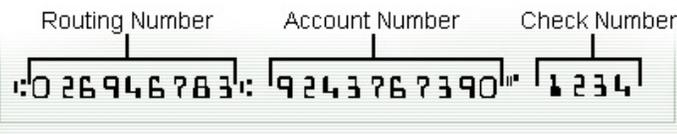
Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:



Payment Date: 06/26/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit 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.

Figure 1b – Payment Information for ACH

- Fields marked with an asterisk are required fields.
- The billing address is a required field that is pre-populated with the e-filer’s CM/ECF account information, but may be changed. The address does not have to correspond to the credit card billing address. Changing the billing address does not make an address change in ECF.

Clicking the “Continue with Plastic Card Payment” button presents the user with a summary screen (Figure 2a). See (Figure 2b) if you are using ACH.

Online Payment		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this information		
Address Information	Account Information	Payment Information
Account Holder Name: John Doe Billing Address: 2020 Anystreet Billing Address 2: City: Nowhere State / Province: IN Zip / Postal Code: 12345 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$455.00 Transaction Date 06/21/2012 13:37 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:	<input type="text" value="youremail@address.com"/>	
Confirm Email Address:	<input type="text" value="youremail@address.com"/>	
CC:	<input type="text"/>	<small>Separate multiple email addresses with a comma</small>
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. <input type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		
<small>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.</small>		

Figure 2a – Summary Screen for Credit Card

In order to receive a receipt for payment of the filing fee, user must enter a valid email address on this screen. This email receipt (see figure 3) will have the Pay.gov tracking number and Agency Tracking ID/Receipt that the Court may need to identify the transaction should a problem arise or if a refund is requested.

After carefully reviewing the payment information to ensure that it is correct, check the authorization box and click the “Submit Payment” button. User will be automatically returned to CM/ECF to complete their filing.

Step 2: Authorize Payment

1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: Darrell Howard

Payment Amount: \$455.00

Account Type: Business Checking

Routing Number: 041000124

Account Number: *****2999

Check Number: 100

Payment Date: 06/26/2012

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: Confirm Email Address: CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

Figure 2b – Summary Screen for ACH

In order to receive a receipt for payment of the filing fee, user must enter a valid email address on this screen. This email receipt (see [Figure 3a](#) for credit cards and [Figure 3b](#) for ACH) will have the Pay.gov tracking number and Agency Tracking ID/Receipt that the Court may need to identify the transaction should a problem arise or if a refund is requested.

After carefully reviewing the payment information to ensure that it is correct, check the authorization and disclosure box and click the "Submit Payment" button. User will be automatically returned to CM/ECF to complete their filing.

Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact Steve Quick at 574-246-8028.

Application Name: INND CM ECF
Pay.gov Tracking ID: 3FOI73QJ
Agency Tracking ID: 0755-1186258
Transaction Type: Sale
Transaction Date: Jun 21, 2012 1:53:09 PM

Account Holder Name: John Doe
Transaction Amount: \$455.00
Billing Address: 2020 Anystreet
City: Nowhere
State/Province: IN
Zip/Postal Code: 12345
Country: USA
Card Type: Visa
Card Number: *****1111

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Figure 3a – Email Receipt for Credit Card

Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact Steve Quick at 574-246-8028.

Application Name: INND CM ECF
Pay.gov Tracking ID: 3FOI78J8
Agency Tracking ID: 0755-1186276

Account Holder Name: John Doe
Transaction Type: ACH Debit
Transaction Amount: \$455.00
Payment Date: Jun 26, 2012
Account Type: Business Checking
Routing Number: 041000124
Account Number: *****2999

Transaction Date: Jun 25, 2012 10:59:42 AM
Total Payments Scheduled: 1
Frequency: OneTime

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Figure 3b – Email Receipt for ACH

Transaction History

Online payments of fees using Pay.gov may be reviewed using the Internet Payment History option in the CM/ECF Utilities Menu.

U.S. District Court Northern District of Indiana [LIVE] USDC Northern Indiana Internet Payment History for {Name of Attorney} {Date of transaction search}					
Case No.	Date Paid	Description	Payment Method	Receipt #	Amount
3:09-cv-00227-PPS-CAN	2012-05-31 08:57:53	Notice of Appeal(3:09-cv-00227-PPS-CAN) [appeal ntcappat] (455.00)	Credit Card	0755-1186051	\$455.00
3:12-cr-00001-RLM	2012-06-25 10:59:42	Notice of Appeal – Final Judgment(3:12-cr-00001-RLM [appeal-cr ntcappat] (455.00)	DirectDebit	0755-1186276	\$455.00

Figure 4 – Internet Payment History

Problems

- If processing of a payment is unsuccessful, an error screen will appear. PRINT THIS ERROR SCREEN or write down the complete message and email it to the ECFHelpDesk at inndCMECF@innd.uscourts.gov or call the CM/ECF Help Line Monday through Friday as noted below:

Fort Wayne	1-800-754-0265	9:00 AM – 4:00 PM	Eastern Time
Hammond	1-800-473-0293	9:00 AM – 4:00 PM	Central Time
South Bend	1-866-217-5925	9:00 AM – 4:00 PM	Eastern Time
Lafayette	1-877-377-1219	9:00 AM – 4:00 PM	Eastern Time

- If you are concerned that your payment was not successfully completed, view your Internet Payment History. If the payment does not appear in your Internet Payment History, it was not successfully completed.
- If there is a technical failure with the payment module, the filing session will be aborted and much be restarted from the beginning.
- Pay.gov has occasional planned maintenance and upgrade outages. Please check the website for the Northern District of Indiana at www.innd.uscourts.gov for notices of such outages.

Refunds

Refund requests are governed by General Order 2012-12. An application for refund may be submitted via CM/ECF using the event found under: **Motions > Application for Refund**