

United States Court of Appeals for the Federal Circuit

How to Pay Court Fees Using Pay.gov



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INTRODUCTION

On Monday July 6, 2015, pursuant to Federal Circuit Rules of Practice and Procedure 46(c) and 52(a) and (e) electronic fee payment, via Pay.gov, became mandatory for all cases where the parties are represented by counsel. Electronic fee payment(s) for [miscellaneous requests](#) and Applications for Admission to the Bar are also mandatory. Checks received as payments will not be processed and will be returned to the sender or lead attorney on the appeal.

BASIC INSTRUCTIONS

The process for submitting a document in CM/ECF and paying the associated fee in Pay.gov as a single transaction is the same regardless of the type of fee being paid.

1. Log in to CM/ECF. (Click [here](#) to log in to CM/ECF)

Note: If you are seeking admission to the bar *or* are a member of the bar of this court and you do not have an active appellate CM/ECF login, you must first register as a CM/ECF filer with [PACER](#). Using the PACER Registration Wizard is helpful in determining whether or not you must register as a CM/ECF filer. The information that you provide during registration will be transmitted to the court for review and approval. You will be notified, via email, by the court once you are eligible to file using CM/ECF. You may then submit your [Application for Admission to the Bar](#) for this court.

2. Click on the **Utilities** tab on the menu toolbar of the CM/ECF startup page. Select either [Bar Admission](#), [Submit New Case with Fee Payment](#) or [Pay Miscellaneous Fees](#) to submit the appropriate application, petition, or request and pay the corresponding fee.

Note: The amount for the selected fee, based on the [current fee schedule](#), appears on the screen and cannot be modified.

3. Upload the document to CM/ECF and type a brief description of it. Upload any supporting documents by clicking 'Add Another Document'.
4. Click the 'Pay Now and Submit' button at the bottom of the screen, Pay.gov will open in a separate browser window. You may now pay directly from a business or personal bank account (ACH), or by credit or debit card.

NOTE: Clicking [Cancel](#) on the CM/ECF document upload screen for fee payment closes the current window and returns you to the startup page.

5. Enter the required payment information in Pay.gov. Note: Some of the information may be filled in automatically based on your log-in and fee-type selection.
6. When all required payment information is entered in Pay.gov, click the 'Submit Payment' button.

Paying from a bank account

- a. Enter all requested information under Option 1: **Pay via Bank Account (ACH)**. Select the **Account Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with ACH Payment' button.

Figure 1. Paying from Bank Account (ACH)

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)
Step 1: Enter Payment Information 1 | 2
Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$500.00 ✓

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

Payment Date: 06/25/2015

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

- b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the entered information needs to be corrected click **Edit this information** to make the changes.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address in the email address fields located below the Payment Summary. An email will be transmitted to you from Pay.gov.

To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 2. ACH Transaction Authorization Screen

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: Adam E. Filer
 Payment Amount: \$500.00
 Account Type: Personal Checking
 Routing Number: 254074413
 Account Number: *****4444

Payment Date: 06/25/2015

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 Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal 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.

- c. Scroll down to the 'Submit Payment' button below the authorization and disclosure agreement and click the 'Submit Payment' button once to complete the fee payment.

Figure 3. ACH Authorization and Disclosure

The next screen verifies the completion of payment and submission of your request. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 4. ACH Transaction Verification

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 13-14977-895
Payment Date: 02/08/2013
Amount: \$18.00
Fee Type: Certificate of Good Standing

You can click the *Close Window* button and log out of CM/ECF.

d. Click the 'Close Window' button to close the browser and return to CM/ECF.

Paying by Credit Card or Debit Card

To pay using a credit or debit card scroll down to **Option 2: Pay via Plastic Card (PC)** on Pay.gov's online payment page.

- a. Enter all requested information under **Option 2: Pay via Plastic Card (PC)**. Select the **Card Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with Plastic Card Payment' button.
- b. The **Authorize Payment** screen will open. Review the information that has been entered to confirm accuracy. If any of the entered information needs to be corrected, click **Edit this information** to make changes.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address for the confirmation to be sent in the email address fields located below the Payment Summary. An email will be transmitted to you from Pay.gov

To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 5. Credit/Debit Card Payment

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

Required fields are indicated with a red asterisk *

Account Holder Name: Adam E. Filer *

Payment Amount: \$18.00

Billing Address: 111 S. 10th Street *

Billing Address 2:

City: St. Louis

State / Province: Missouri - MO

Zip / Postal Code: 63102

Country: United States *

Card Type: Master Card *

Card Number: 5555555555554444 * (Card number value should not contain spaces or dashes)

Security Code: 998 * [Help finding your security code](#)

Expiration Date: 01 / 2015 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

- c. Click the 'Submit Payment' button below the authorization and disclosure agreement to complete the fee payment.

Figure 6. Credit/Debit Authorization and Disclosure

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.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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

The next screen verifies the completion of payment and submission of your request. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 7. Credit/Debit Transaction Verification

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 13-14977-895
 Payment Date: 02/08/2013
 Amount: \$18.00
 Fee Type: Certificate of Good Standing

You can click the *Close Window* button and log out of CM/ECF.

- d. Click the 'Close Window' button to close the browser and return to CM/ECF.

SUBMITTING A CASE WITHOUT A FEE

You may submit a new appeal without initially paying the filing fee. However, the fee is due within 14-days of opening the appeal, otherwise the appeal will be subject to adverse action. Pursuant to Fed. Cir. R. 52 the docketing fee will be paid to the trial court clerk upon *filing a notice of appeal in that court*. It is **mandatory** that docketing fees are paid to this court via Pay.gov for **any** other proceedings, including an appeal or petition for review from the Patent and Trademark Office or the Merit Systems Protection Board, or any other agency, and including an extraordinary writ.

1. Select **Utilities>Submit New Case without Fee Payment**, then select the type of case that is being submitted.
2. Upload case initiating documents for a petition for review, petition for writ of mandamus, prohibition, or other miscellaneous writ, petition for permission to appeal, or motion for stay pending appeal (Rule 8/18).
3. Use the Browse button to locate and upload your PDF file.
4. All submissions must be accompanied by proof of service by mail, or other method of service by the filer directly.
5. The court will notify all parties once a docket number has been assigned. At which point, you will follow the follow the instructions below for Paying Filing Fees.

NOTE: In order to pay a filing fee you must be a registered CM/ECF attorney filer and be a member of the bar of this court. If you are either not a registered CM/ECF filer or a member of the bar of this court your menu options will be limited to either filing a new appeal or submitting a bar application to become admitted.

To register to become an e-filer you must first register with [PACER](#) to obtain a login. If you are a registered e-filer you may login to the United States Court of Appeals for the Federal Circuit's [CM/ECF](#) document filing system to submit you application for admission to the bar.

If you have forgotten your login information, you can obtain it from the PACER service center using the [CM/ECF Appellate Filer Forgotten Username/Password Request utility](#) or by calling 1-(800)-676-6856.

Filing fees for counseled cases must be submitted via Pay.gov. Paper checks will not be accepted and will be returned to the sender. Cases with filing fees that are not paid within 14-days of docketing are subject to dismissal for failure to pay the filing fee.

PAYING FILING FEES

IMPORTANT:

You must turn off your browser's pop-up blocker, as a new window or browser tab will open when the payment is processing.

1. Select **Filing > File a Document** from the menu bar on the *Startup Page*. The *File a Document* window will open.
2. Enter the case number in the **Case** field and press the Tab key.
3. From the 'Select an Event Category' list on the left side of the screen select **Costs/Fees**. The 'Pay Docketing Fee' radio button will appear on the right side of the screen already selected. Click the 'Continue' button.
4. On the next screen the fee amount is displayed, confirm the fee amount and press the 'Pay Now' button, Pay.gov will open in a separate browser window. You may now pay directly from a business or personal bank account (ACH), or credit or debit card.
5. Enter the required payment information in Pay.gov

Note: Some of the fields may be prepopulated with information based on your log-in and fee-type selection, such as your first and last name as registered with PACER and the fee amount.

Paying from a bank account

- a. Enter all requested information under Option 1: **Pay via Bank Account (ACH)**. Select the **Account Type** from the drop-down menu.

Note: Fields marked with a red asterisk are required. Click the 'Continue with ACH Payment' button.

- b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the entered information needs to be corrected, click **Edit this information** to make the changes.

Figure 8. Filing Fee Payment from Bank Account (ACH)

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: Adam E. Filer
 Payment Amount: \$500.00
 Account Type: Personal Checking
 Routing Number: 254074413
 Account Number: *****4444

Payment Date: 06/25/2015

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 Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal 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.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address in the email address fields located below the Payment Summary. An email will be transmitted to you from Pay.gov

To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

- c. Scroll down to the 'Submit Payment' button below the authorization and disclosure agreement and click the 'Submit Payment' button to complete the fee Payment.

Figure 9. Filing Fee Payment Authorization and Disclosure

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.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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

The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

- d. Click the 'Close Window' button to close the browser and return to CM/ECF to complete the transaction.

Paying by Credit Card or Debit Card

To pay using a credit or debit card scroll down to **Option 2: Pay via Plastic Card (PC)** on Pay.gov's online payment page.

- a. Enter all requested information under **Option 2: Pay via Plastic Card (PC)**. Select the **Card Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with Plastic Card Payment' button.
- b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the entered information needs to be corrected click **Edit this information** to make the changes.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address in the email address fields located below the Payment Summary. An email will be transmitted to you from Pay.gov.

To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 10. Credit/Debit Card Payment

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$500.00 ✓

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.

- c. Click the 'Submit Payment' button below the authorization and disclosure agreement to complete the fee Payment.

Figure 11. Credit/Debit Card Authorization

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.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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

The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 12. Payment Verification

Your payment has been completed. Click [here](#) to print this receipt.

Transaction ID: 13-15006-2
Payment Date: 02/15/2013
Amount: 500.00
Fee Type: Agency Petition (fee)

Click the *Return to CM/ECF* button below. You must review the final docket text and complete your transaction.

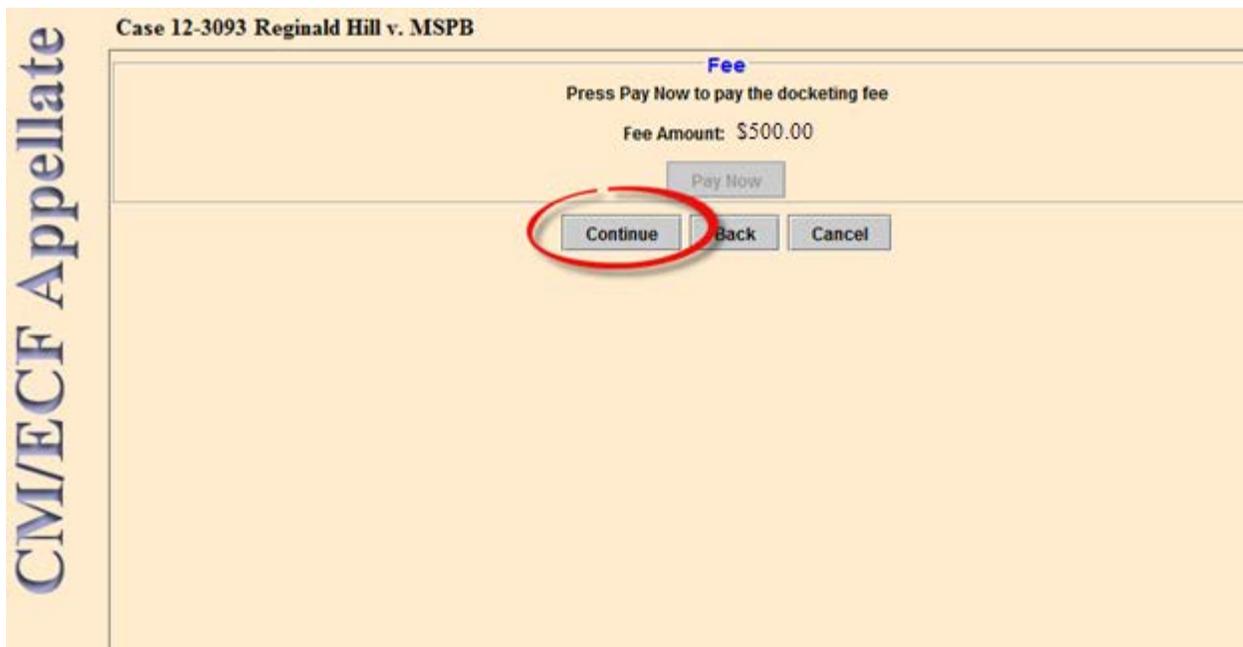
d. Click the 'Return to CM/ECF' button to return to CM/ECF. You must review the docket text and complete the transaction

IMPORTANT:

After the filing fee payment has been completed it is very important that you click the *Return to CM/ECF* button on Pay.gov to complete the transaction in CM/ECF. The **Return to CM/ECF** button may not return you directly to the correct screen. The correct CM/ECF screen shown in the figure below may be behind the current screen. If that happens, you will need to minimize the screens on your computer until you find the correct screen.

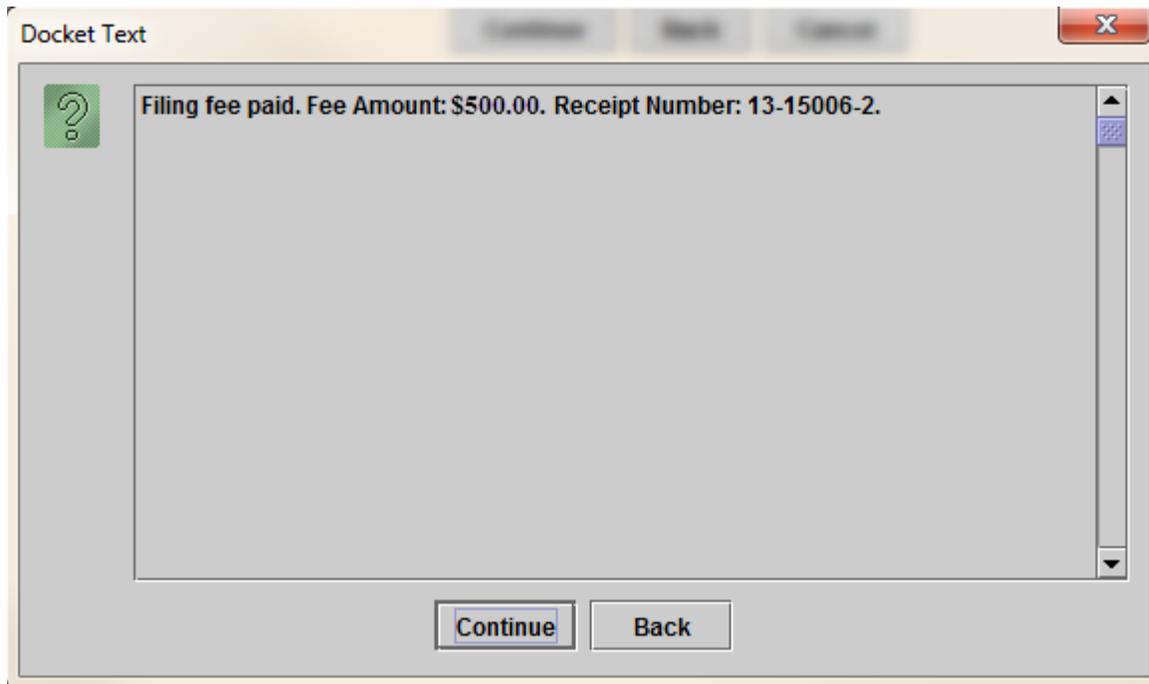
6. Clicking the 'Return to CM/ECF' button returns you to the fee payment event in CM/ECF. Once you return to the CM/ECF screen **DO NOT** click the BACK button. Click Continue to proceed with paying the filing fee.

Figure 13. CM/ECF Fee Payment Completion



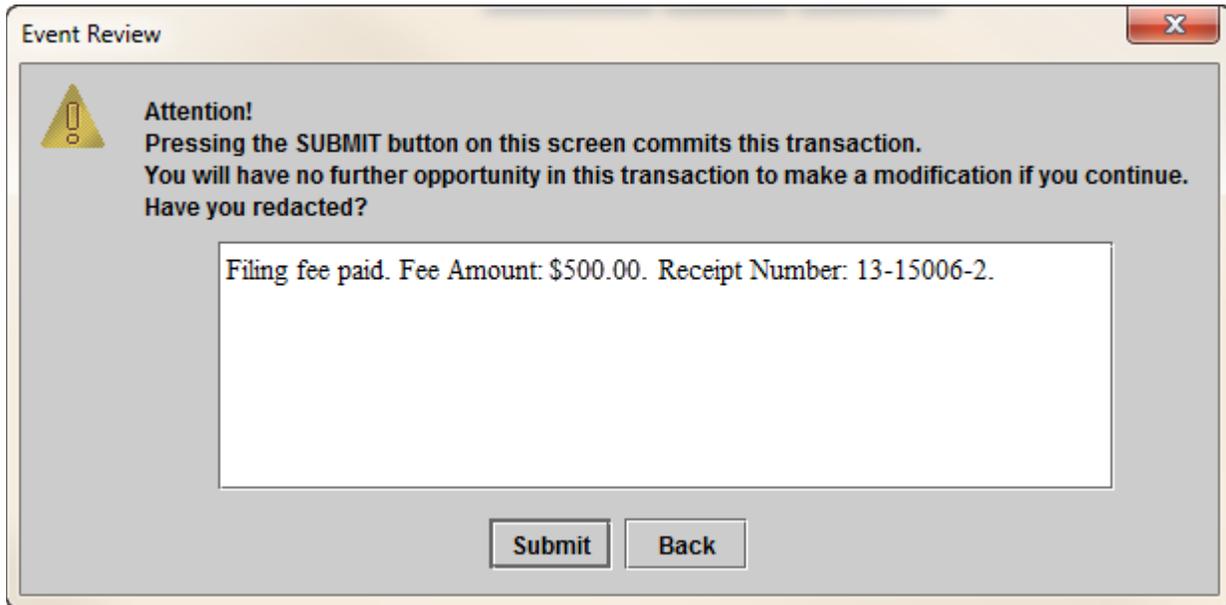
7. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, Contact the clerk's office at 202-275-8000. Click the **Continue** button to move to the next screen if the text is correct.

Figure 14. Filing Fee Paid Docket Text



8. Event Review. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect Contact the clerk's office at 202-275-8000. If correct, select Submit to submit the filing fee.

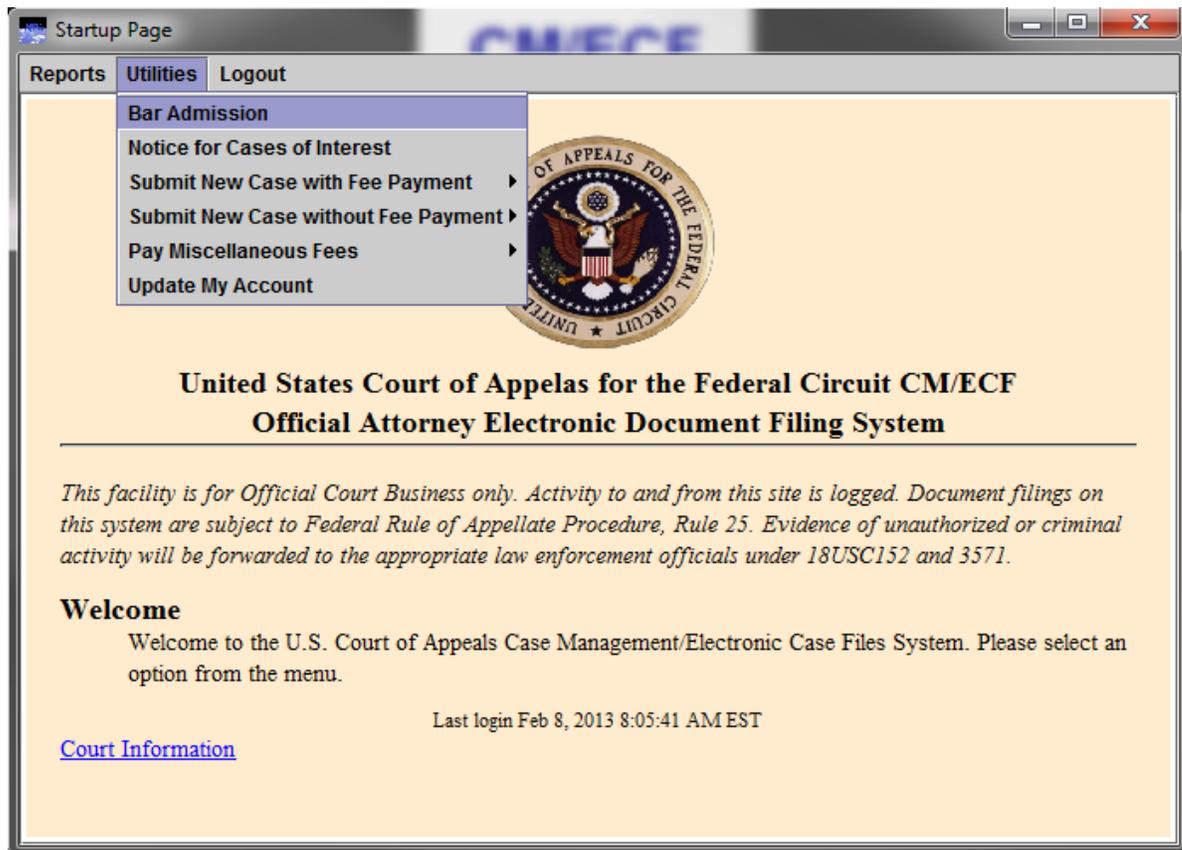
Figure 15. Filing Fee Event Review



BAR ADMISSION

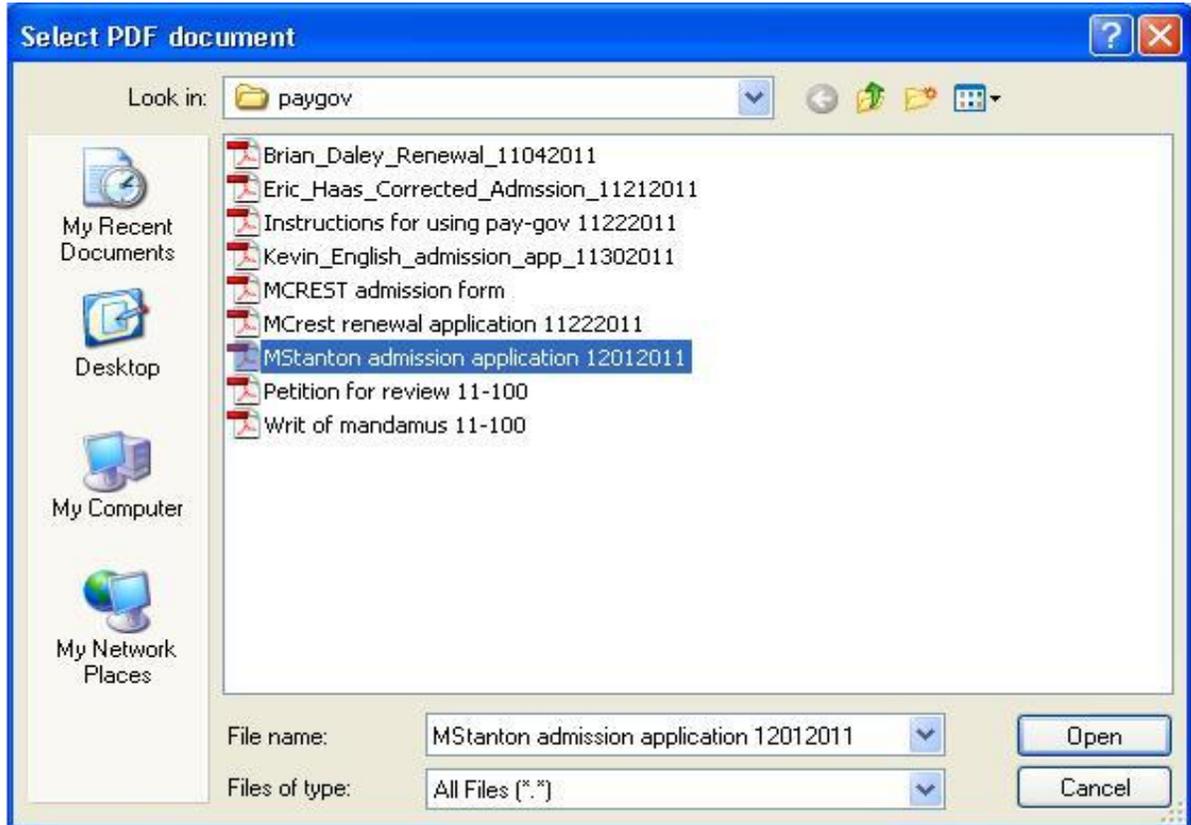
1. Register as a CM/ECF filing user in [PACER](#).
2. Upon Receiving a username and password, log in to CM/ECF (click [here](#) to log in).
3. Click the Utilities tab on the CM/ECF home page. Select 'Bar Admission' from the drop-down menu.
4. The **Bar Admission** screen opens. To upload the [Application for Admission to the Bar](#) PDF, click the Browse button to the right of the blank Document box.

Figure 16. CM/ECF Bar Admission Menu



The **Select PDF document** screen opens to select the document to upload. Click on the file name of the document so that the file name appears in the **File name** near the bottom of the screen. Click the **Open** button to the right of the file name.

Figure 17. Bar Admission Application Upload

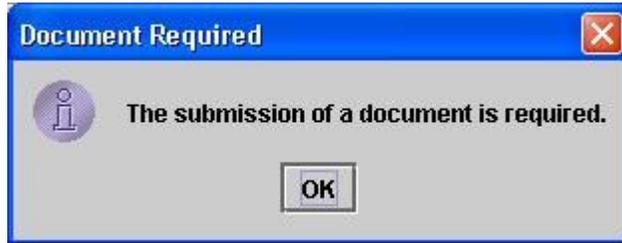


The file name appears in the Document Box on the Bar Admission screen.

5. Type a brief description of the uploaded document in the **Description** box. To upload supporting documents to the application (e.g., attorney oath, sponsor's affidavit, certificate of good standing), click the **Add Another Document** button and repeat the steps above.
6. Once all supporting documents have been uploaded, click the **Pay Now and Submit Application** button.

Note: If you fail to upload any document before clicking the 'Pay Now and Submit Application' button, the following message is displayed and you will not be able to proceed.

Figure 18. Bar Admission Upload Doc. Required User Message



7. Pay.gov now opens in a browser window for entering payment information. Many of the fields may be filled in automatically with the information associated with your CM/ECF account. You may pay directly from a business or personal bank account (ACH), or by credit or debit card (PC).

Paying from a bank account

- a. Enter all requested information under Option 1: **Pay via Bank Account (ACH)**. Select the **Account Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with ACH Payment' button.

Figure 19. Bar Admission Fee ACH Payment

System Message

- The system has populated the Payment Date with the next available payment date.

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: Jose Mesa *

Payment Amount: \$226.00

Account Type: Personal Checking *

Routing Number: 254074413 *

Account Number: 999912345 *

Confirm Account Number: 999912345 *

Check Number: 1234

Routing Number Account Number Check Number

:0 26 94 6 7 8 3 : 9 2 4 3 7 6 7 3 9 0 * 1 2 3 4

Payment Date: 12/12/2011

Attorney Name: Jose Mesa *

Contact Telephone Number: 555-555-5555 *

Person Completing Transaction: Jose Mesa *

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

- b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the entered information needs to be corrected click **Edit this information** to make the changes.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address in the email address fields located below the Payment Summary. An email will be transmitted to you from Pay.gov.

To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 20. Bar Admission Payment Authorization

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#) **Click here to edit if necessary**

Account Holder Name: Jose Mesa
Payment Amount: \$ 226.00
Account Type: Personal Checking
Routing Number: 254074413
Account Number: *****2345
Check Number: 1234

Payment Date: 12/12/2011
Attorney Name: Jose Mesa
Contact Telephone Number: 555-555-5555
Person Completing Transaction: Jose Mesa

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address

Email Address:
Confirm Email Address:
CC:

Enter email address to receive an email confirmation

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.

- c. Scroll down to the 'Submit Payment' button below the authorization and disclosure agreement and click the 'Submit Payment' button to complete the fee Payment.

Figure 21. Bar Admission Payment Authorization and Disclosure

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.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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

The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 22. Bar Admission Payment Verification

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 02-12720-485

Payment Date: 12/09/2011

Amount: \$ 226.00

Fee Type: Attorney Admission

You can click the *Close Window* button and log out of CM/ECF.

d. Click the 'Close Window' button to close the browser and return to CM/ECF.

Paying by Credit Card or Debit Card

To pay using a credit or debit card scroll down to **Option 2: Pay via Plastic Card (PC)** on Pay.gov's online payment page.

- a. Enter all requested information under **Option 2: Pay via Plastic Card (PC)**. Select the **Card Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with Plastic Card Payment' button.
- b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the entered information needs to be corrected click **Edit this information** to make the changes.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address in the email address fields located below the Payment Summary. An email will be transmitted to you from Pay.gov.

To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 23. Bar Admission Debit/Credit Card Payment

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

Required fields are indicated with a red asterisk *

Account Holder Name: Dan Breen *

Payment Amount: \$226.00

Billing Address: 50 Beaver Street *

Billing Address 2:

City: New York

State / Province: New York - NY

Zip / Postal Code: 10007

Country: United States *

Card Type: Master Card * 

Card Number: 5111111111111118 * (Card number value should not contain spaces or dashes)

Security Code: 998 * [Help finding your security code](#)

Expiration Date: 01 * / 2012 *

Attorney Name: Dan Breen *

Contact Telephone Number: 555-555-5555 *

Person Completing Transaction: Dan Breen *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

- c. Click the 'Submit Payment' button below the authorization and disclosure agreement to complete the fee Payment.

Figure 24. Bar Admission Credit Card Payment Authorization and Disclosure

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.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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

The next screen verifies that the payment is complete and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 25. Bar Admission Credit/Debit Payment Verification

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 02-12720-485
Payment Date: 12/09/2011
Amount: \$ 226.00
Fee Type: Attorney Admission

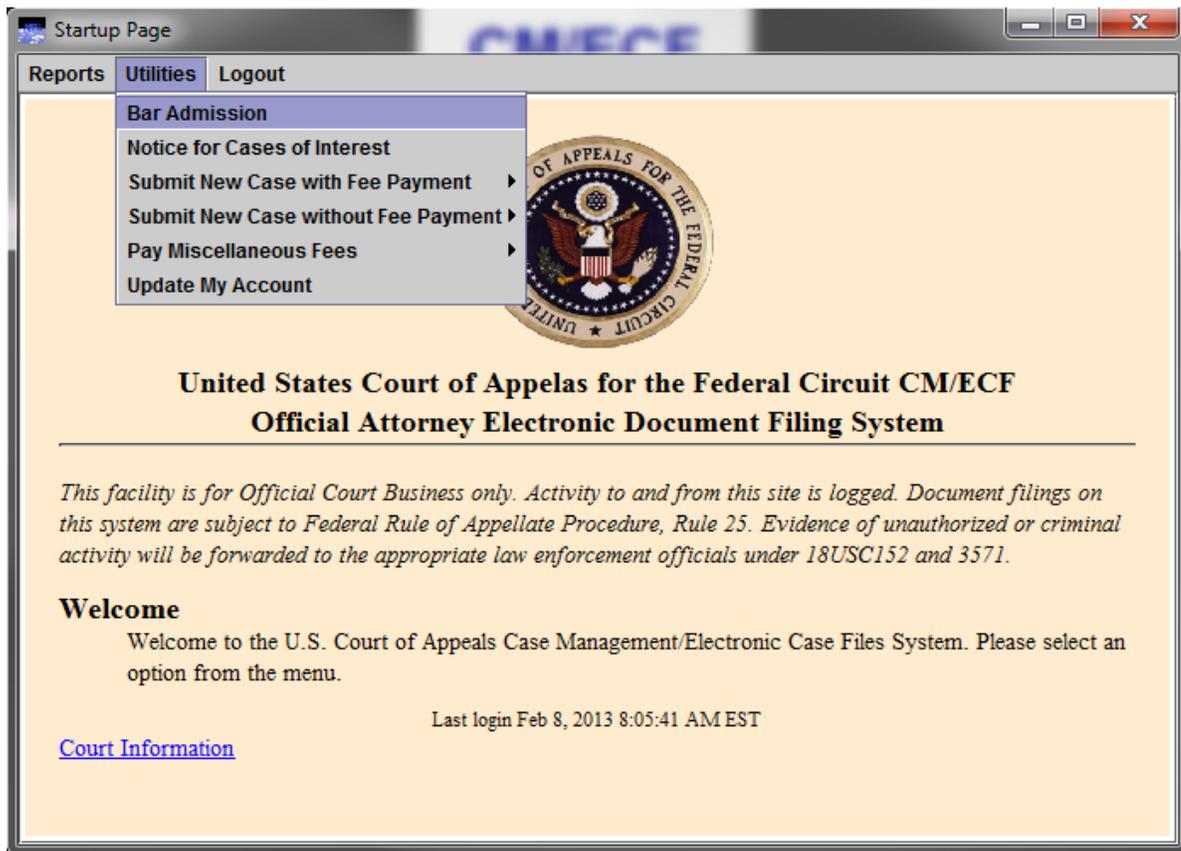
You can click the *Close Window* button and log out of CM/ECF.

- d. Click the 'Close Window' button to close the browser and CM/ECF.

Corrected Bar Admission

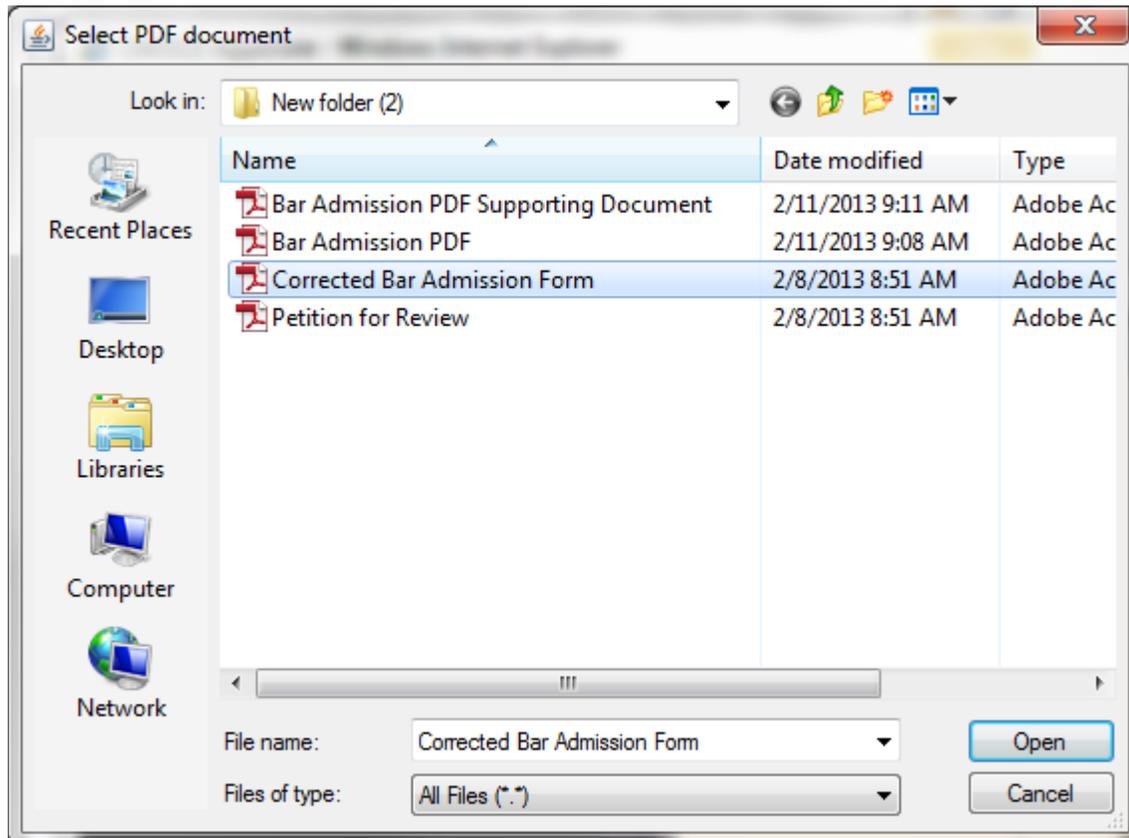
1. Click the Utilities tab on the CM/ECF home page. Select 'Bar Admission' from the drop-down menu.
2. The **Bar Admission** screen opens. To upload the corrected attorney admission application PDF, click the Browse button to the right of the blank Document box.

Figure 26. CM/ECF Bar Admission Menu



The **Select PDF document** screen opens for selecting the document to upload. Click on the file name of the document so that the file name appears in the **File name** near the bottom of the screen. Click the **Open** button next to the file name drop-down arrow.

Figure 27. Corrected Bar Admission Document Selection



4. The file name appears in the Document box on the Bar Admission screen.
5. Type a brief description of the uploaded document in the **Description Box**.
6. To upload supporting documents to the corrected admission application (e.g., attorney oath, sponsor's affidavit, certificate of good standing), click the **Add Another Document** button and repeat the steps above.

Figure 28. Add Document/Corrected Bar Admission

Bar Admission

Reports Utilities Logout

Bar Admission

Jurisdiction: Federal Cir. Court of Appeals

Bar Status: Pending Review

Manner Application Received: Electronic Submission State Bar Number: 12345

Fee Waiver Reason: - State of Residence: AL

Fee Amount: \$226.00 Fee Receipt Number: 13-14957-129

Document: (2)Supporting Document.pdf Browse... Description: Corrected Bar Admission Form III

Add Another Document

View Document(s)

Document	Description
1	
2	Corrected Bar Admission Form
3	Corrected Bar Admission Form II

Submit Documents Cancel

- Once all supporting documents have been uploaded, click the **Submit Documents** button.

Figure 29. Additional Document Submission

Document: (2)Supporting Document.pdf Browse... Description: Corrected Bar Admission Form III

Add Another Document

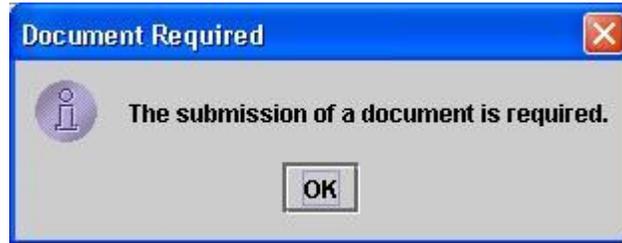
View Document(s)

Document	Description
1	
2	Corrected Bar Admission Form
3	Corrected Bar Admission Form II

Submit Documents Cancel

Note: If you fail to upload any document before clicking the 'Pay Now and Submit Application' button, the following message is displayed and you will not be able to proceed.

Figure 30. Document Required User Message



- The corrected admission application and supporting documents now appear in the **View Document(s)** box. Click the red X in the upper right-hand corner of the screen to close the Bar Admission screen, or click **Logout** on the menu toolbar to exit CM/ECF.

Figure 31. View Document Box/Corrected Admission

Document	Description
1	
2	Corrected Bar Admission Form
3	Corrected Bar Admission Form II
4	Corrected Bar Admission Form III

MISCELLANEOUS FEES

All miscellaneous requests that require fee payments, with the exception of copy requests, must be processed via Pay.gov. You must attach a document describing the nature of the request and current contact information. **DO NOT** include any payment information, e.g. credit card, checking, or debit account information, on the uploaded document.

- Select **Utilities>Pay Miscellaneous Fees**, then select the type of request that you are making.
- Ensure that the correct fee type and amount are displayed before selecting a quantity, if applicable, and uploading a document that includes the nature of the request with current contact information.

3. If necessary, additional supporting documents pertaining to the request may be attached by clicking the *Add Another Document* button.

NOTE: Multiple requests using a single transaction will not be accepted by the court.

4. Click the *Pay Now and Submit* button to proceed to the Pay.gov online payment screen. Follow the instructions for either making a [payment using a bank account](#) or [payment using a credit or debit card](#).
5. If the court requires additional information regarding your request you will be contacted using the information that has been provided with the document uploaded with the transaction.

COPY FEES

Copy fees are submitted via Pay.gov; however, it is very important to contact the clerk's office **first** to obtain the quantity (number of pages) before submitting the fee for copy related services.

1. Email the clerk's office, records@cafc.uscourts.gov, with the nature of the copy request. The request should include:
 - a. Case number if applicable
 - b. Identifying document information, e.g. docket number, party that filed the document, the date that the document was filed
 - c. Contact information to be used to follow-up with the number of pages required to complete the copy request.
2. Upon a return email or call from the clerk's office proceed to [login to CM/ECF](#) to complete the payment for the copy request.
3. Select **Utilities>Pay Miscellaneous Fees>Copy Fees**. Enter the number of pages (Quantity) obtained from the clerk's office. The fee amount will automatically update based on the value placed in the quantity field.
4. Convert and upload the initial email to the clerk's office AND the response email from the clerk's office as a PDF document.
5. Click the *Pay Now and Submit* button to proceed to the Pay.gov online payment screen. Follow the instructions for either making a [payment using a bank account](#) or [payment using a credit or debit card](#).

CURRENT FEE SCHEDULE

Filing Fees	\$500.00
Attorney Admission	\$226.00
Duplicate Certificates	\$25.00
Certificate of Good Standing	\$18.00
Copies	
Copies per page	.50
Audio Recordings	\$30.00
Record Reproduction	\$83.00
Record Retrieval	\$53.00
Archives Request	\$64.00
Archives Request Multiple Boxes	\$39.00
Certification of Documents	\$11.00
Return Check Fee	\$53.00

REQUESTING A REFUND

Generally, the court does not issue refunds; however, if it is found that a transaction was made in error or a technical malfunction warrants a refund the clerk’s office will assist in a refund request. To request a refund for a Pay.gov transactions contact the clerk’s office by phone at (202) 275-8000 or email ecfHelp@cafc.uscourts.gov Refunds for payments made by credit or debit card will be credited back to the purchasing card. ACH payment refunds may be subject to time limitations. ACH Payments entered after 8:55 P.M. may be cancelled until 9:55 A.M. the following day. Refund requests for payments made after 9:00 A.M. must be made as soon as possible within the same hour that the payment was made. When contacting the clerk’s office for a refund request have both the Tracking ID number provided on the Pay.gov generated receipt.

TROUBLESHOOTING

Help

Depending on the type of issue it may be necessary to contact either the PACER services center (PSC), or the clerk's office. Generally, the PACER service center should be contacted with issues regarding CM/ECF registration and password and username assistance. The Clerk's office should be contacted to assist with issues regarding Pay.gov, fee payments, attorney admissions, and filing questions.

Pacer Service Center (PSC)
email: pacer@psc.uscourts.gov
phone: 1 (800) 676-6856

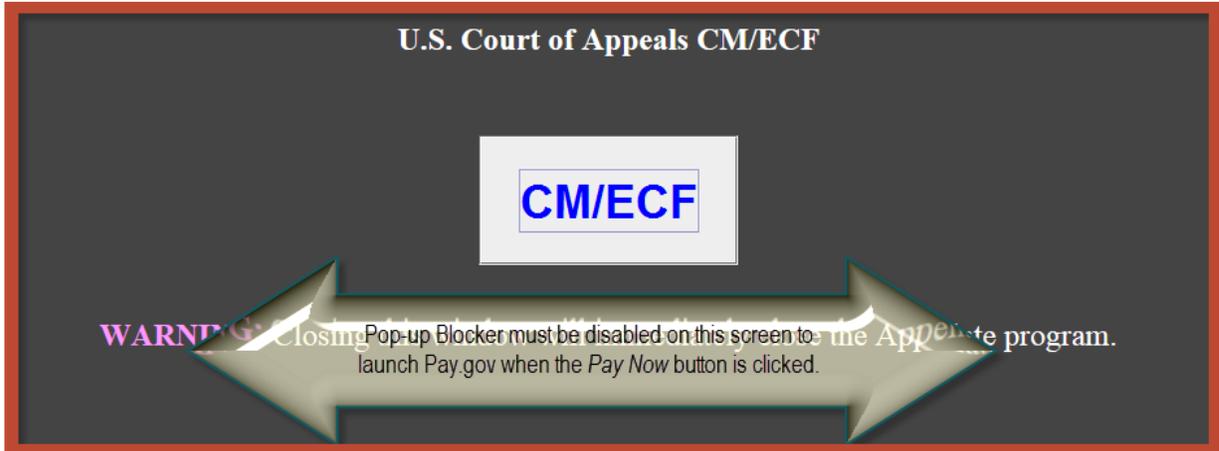
- CM/ECF Registration
- CM/ECF Username/Password Assistance

U.S. Court of Appeals for the Federal Circuit Clerk's Office
email: ecfHelp@cafc.uscourts.gov
Phone: (202) 275-8000

- Pay.gov
- Attorney Admissions
- Fee Payments
- Filings

Pay.gov does not open when the CM/ECF *Pay Now* button is clicked.

Pay.gov is a separate application that CM/ECF uses to process payments. Clicking the *Pay Now* button in CM/ECF prompts Pay.gov to launch on a separate web page. In order for this to occur it is important to disable any pop-up blocker that may prevent Pay.gov from launching. Since Pay.gov is being launched from CM/ECF the pop-up blocker must be disabled on the browser that contains the CM/ECF startup link button.



Pop-up blocker is disabled but Pay.gov still will not launch.

If pop-up blocker is actively disabled and you experience an issue with pay.gov failing to launch, minimize the CM/ECF screen that you are currently working on to check whether or not Pay.gov has opened behind the current screen. If the CM/ECF startup link screen is minimized, there is a possibility that Pay.gov has launched on a separate tab adjacent to the CM/ECF startup link page.