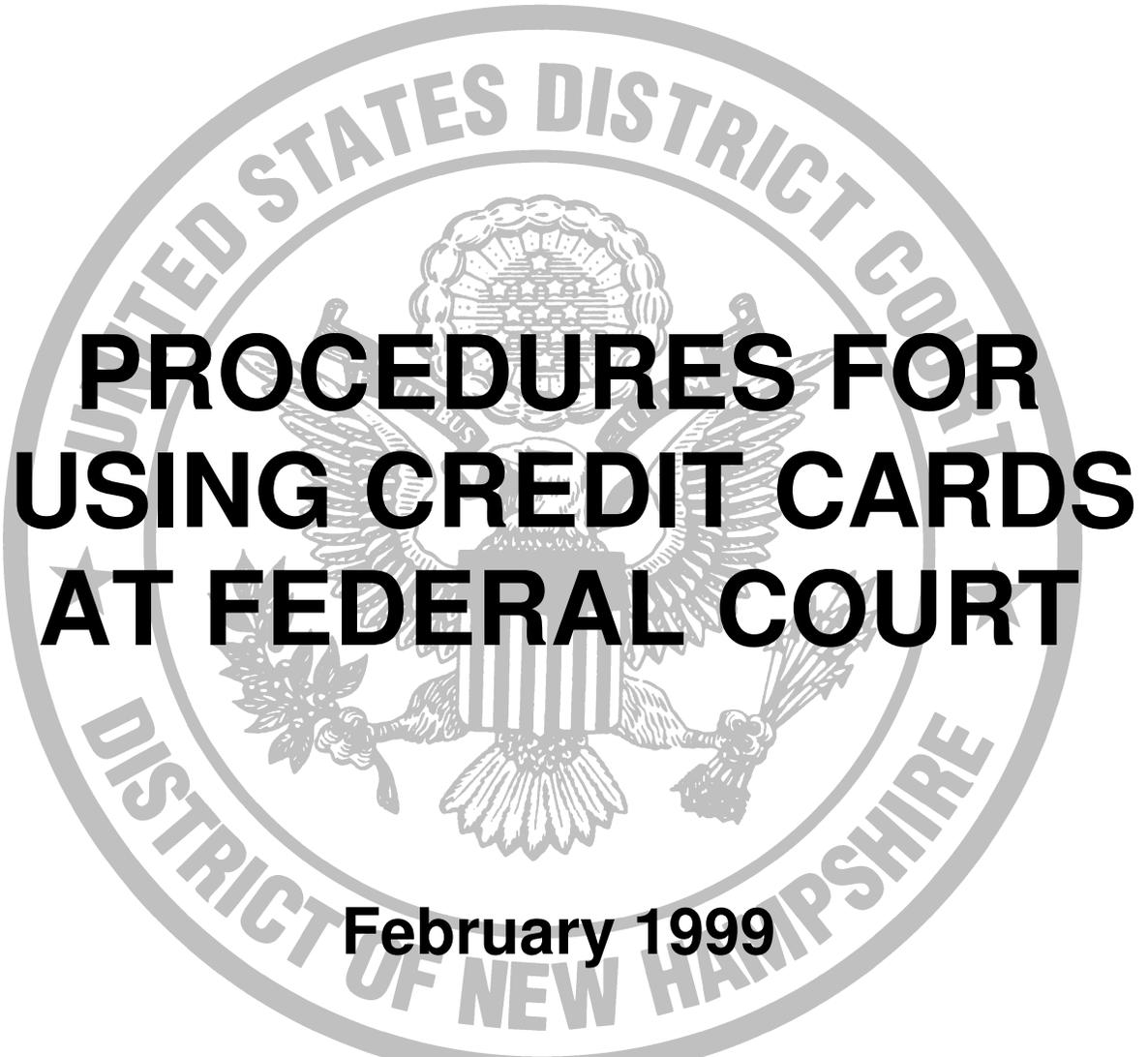


**United States District Court
District of New Hampshire**

The seal of the United States District Court, District of New Hampshire, is a circular emblem. It features an eagle with wings spread, perched on a shield with vertical stripes. The eagle is surrounded by a laurel wreath. The words "UNITED STATES DISTRICT COURT" are inscribed in the upper arc, and "DISTRICT OF NEW HAMPSHIRE" is inscribed in the lower arc. The seal is rendered in a light gray, semi-transparent style.

**PROCEDURES FOR
USING CREDIT CARDS
AT FEDERAL COURT**

February 1999

As Amended October 2006

BACKGROUND

In September 1987 the Department of Treasury, through its Financial Management Service (FMS), established a government credit card collection network to enable federal agencies to accept credit cards (Visa, MasterCard, American Express, Discover, and Diners Club) for the collection of receipts due the government.

At our request, the Administrative Office of the U.S. Courts approved the District of New Hampshire for participation in the credit card network. Bank of America will provide the courts, through BA Merchant Services, Inc., San Francisco, California, with processing services for Visa, MasterCard, American Express, Discover, and Diners Club transactions.

Effective October 1, 2006, this program was expanded to permit attorneys electronically filing pleadings through the court's Case Management/Electronic Case Filing (CM/ECF) system to pay filing fees by credit card over the Internet. As a result, the court will no longer maintain and charge against previously submitted Credit Card Blanket Authorization forms.

WHAT THE PROGRAM MEANS TO YOU

We offer the option of payment by credit card to the bar and the public as a service we hope you will find convenient. Using a credit card in the Clerk's Office means that individuals, attorneys, their staffers and couriers will no longer be required to carry cash to pay filing or copy fees and that no more blank checks will have to be drawn because amounts are unknown.

The court's credit card program also allows attorneys to electronically file documents having a filing fee, such as complaints, notices of appeal and pro hac vice motions, and to pay by credit card using the court's CM/ECF system. Note that due to the current limitations of the court's CM/ECF credit card payment software program, a pro se litigant may not electronically file the documents having a filing fee. Pro se litigants can, however, pay by credit card in person in the Clerk's Office.

WHAT FEES CAN I PAY BY CREDIT CARD

Credit cards are accepted as payment for fees collected by the Clerk's Office, which may include:

- ✓ filing fees (civil cases, appeals, miscellaneous cases)
- ✓ copy work done by the court
- ✓ copies of audio tapes from court proceedings
- ✓ attorney admission fees, including pro hac vice admissions
- ✓ searches and certifications
- ✓ purchase of local rules
- ✓ fines and restitution (some restrictions may apply)
- ✓ special assessments, court costs
- ✓ attorney fee reimbursement payments
- ✓ retrieval fees for files stored at the Federal Records Center
- ✓ training materials

HOW THE PROGRAM WORKS

You can charge by credit card in one of three ways. First, you can simply present the credit card when making a payment in person at the courthouse. Second, you can provide appropriate credit card information over the telephone. Third, attorneys electronically filing pleadings having a filing fee can use the credit card module in CM/ECF to pay the required fee over the Internet. Regardless of which of these three payment methods you use, an authorization number from the bank is received before the charge is accepted. Additionally, your credit card number will be kept secure at all times. These three payment methods will be discussed in greater detail below.

ECF FILING FEE PAYMENTS

The following electronic pleadings/requests have a required fee: new civil and miscellaneous case filings; notices of appeals; motions pro hac vice; and tape requests. When electronically filing any of these documents, the filer will be automatically directed through the Internet credit card payment process in CM/ECF. You will receive a receipt number in the Notice of Electronic Filing and, at your option, in a separate email credit card transaction confirmation.

NOTE IF YOU DO NOT HAVE A VALID CREDIT CARD, DECLINE TO COMPLETE THE REQUIRED FIELDS, OR THE CREDIT CARD PROCESSING FUNCTION OF CM/ECF IS EXPERIENCING PROBLEMS, YOU WILL NOT BE ABLE TO COMPLETE YOUR ELECTRONIC FILING. If this occurs and you need to file your pleading immediately, you will need to file your pleading in paper with the accompanying filing fee at the clerk's office or at the night depository outside the building after normal business hours to ensure timely filing.

MAIL REQUESTS

You may either submit a letter containing the credit card number and expiration date signed by the same person whose signature appears on the credit card (i.e. the cardholder) or submit the attached Credit Card Payment Information Form (USDCNH-65), which is also available in fillable PDF format on the court's web site.

IN-PERSON PAYMENTS

For counter transactions, the charge card is obtained from the card holder for recording, validating, and imprinting onto a bank charge slip. After authorization is received, the charge slip showing the transaction code, date, time, and amount of charge will be given to the cardholder.

TELEPHONE REQUESTS

You need only give your name, cardholder's name, billing address, and the credit card number along with its expiration date to the Deputy Clerk.

HOW TO APPLY

If you and/or your firm do not already have a credit card, just contact your local financial institution for an application for Visa, MasterCard, American Express, Discover, or Diners Club.

As always, we look forward to working with law firms and the public to make this program a success. We welcome your suggestions and appreciate your comments. For more information, contact Bonnie Reed, Financial Administrator, at 603-226-7732.

