

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE



**INTERNET FEE PAYMENTS USING CMECF**

Effective October 1, 2006, attorneys electronically filing pleadings having a filing fee can use the new credit card module in CM/ECF, and effective February 4, 2008, attorneys can use the new ACH debit module in CM/ECF, to pay the required fee. This new system also allows attorneys to review their CM/ECF credit card or ACH debit transaction history. Note that this new internet payment system will replace the Credit Card Authorization Forms, which will be destroyed and no longer maintained or utilized by the court.

**INTERNET CREDIT CARD OR ACH DEBIT PAYMENT USING CMECF**

In district court, the following filings have a required fee: new civil and miscellaneous case filings; notices of appeals; motions pro hac vice; and tape requests. The specific events having a required fee are shown in Attachment 1.

When electronically filing any pleading having a required fee, the user will be automatically directed through the Internet payment process in CM/ECF. During the filing process, the user will be presented with a payment information screen that includes the user's name, address, and payment type. The top of the payment information screen is used for entering ACH debit information as shown in Figure 1 and the bottom half of the screen is used for entering credit card information as shown in Figure 2. The fields marked with asterisks are required fields. For an ACH debit transaction, enter your account type, routing number, and account number and click "Continue with ACH Payment." Note on the credit card section, the account holder name and billing address defaults to the user attorney's name and address but may be changed. Enter the card type, card number, security code (3 digit number that generally appears on the back of a credit card in the account holder signature box) and expiration date and click on "Continue with Plastic Card 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 \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

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

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number    
  Account Number    
  Check Number

Payment Date: 02/08/2008

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 1**

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.

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

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

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 2**

The user will next see a payment summary screen. See Figure 3. Although the filer will receive a Notice of Electronic Filing after the document is transmitted, you can enter an email address to receive a separate credit card or ACH debit transaction confirmation. Note that there is just one required field—the box indicating the user authorizes the charge to the credit card. Once the required box is checked, click on “Submit Payment” and you will be allowed to finish your electronic filing. **WARNING**—Pressing the “Submit Payment” button more than once may result in multiple transactions being processed.

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

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Daniel Lynch <b>Billing Address:</b> 55 Pleasant Street, Room 110 <b>City:</b> Concord <b>State / Province:</b> NH <b>Zip / Postal Code:</b> 03301-3941 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 3 / 2013	<b>Payment Amount:</b> \$455.00 <b>Transaction Date and Time:</b> 07/07/2006 14:11 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:**

**Confirm Email Address:**

**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.  \*

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

**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 3**

**NOTE IF YOU DO NOT HAVE A VALID CREDIT CARD OR ACH DEBIT ACCOUNT, DECLINE TO COMPLETE THE REQUIRED FIELDS, OR THE PAYMENT 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.

Also note that there is a by-pass option in the CM/ECF fee events which allows attorneys representing parties who have been or are requesting pro hac vice status, as well as United States Government Attorneys, to electronically file without making any electronic payment.

Because some attorneys may not want to make an electronic payment over the internet, the Administrative Procedures for ECF allow the attorney to file the document in paper with the required fee.

Finally please note that due to limitations of the court's internet payment system, pro se parties may not electronically file pleadings having a filing fee at this time and all such filings must be made in paper. Similarly, due to technical limitations of the current CM/ECF system, filers must submit a separate motion for each attorney whose admission is sought pro hac vice and may not request the pro hac vice admission of multiple attorneys in one motion.

## **RECONCILING AND TRACKING CM/ECF INTERNET PAYMENTS**

At the end of each electronic filing having a filing fee, the Notice of Electronic Filing will include a receipt number and the amount of the fee charged. See Figure 4. We strongly recommend that attorneys forward the NEF to the firm's financial department or to the person responsible for reconciling the firm's monthly statements.

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

U.S. District Court

District of New Hampshire

Notice of Electronic Filing

The following transaction was received from Lynch, Daniel entered on 5/17/2006 at 7:56 AM EDT and filed on 5/17/2006

Case Name: Bernier v. Pro Con Incorporated

Case Number: [1:04-cv-1](#)

Filer: Pro Con Incorporated

Document Number: [112](#)

Docket Text:

NOTICE OF APPEAL as to [16] Order on Sealed Motion by Pro Con Incorporated. ( Filing fee \$ 455 receipt number 67230.) Designation of Exhibits Deadline set for 6/16/2006. (Lynch, Daniel)

Figure 4

An attorney can also use CM/ECF to obtain a report listing of that attorney's internet payments through CM/ECF for a specific time frame. To do this, enter the attorney's CM/ECF login and password, click on "Utilities" on the blue menu bar and select "Internet Payment History." See Figure 5.



Figure 5

On the next screen, enter a specified date range and click on "Run Report." This list includes all payments of charges incurred using that attorney's CM/ECF login and password for a specific time frame. See Figure 6.

**U.S. District Court**  
**District of New Hampshire**  
**Internet Payment History for Lynch, Daniel J.**  
**1/1/2006 to 7/7/2006**

Date Paid	Description	Payment Method	Receipt #	Amount
2006-03-14 16:19:22	New Case/Complaint(1:05-at-02005-UNA) [misc atycmp] ( 350.00)	credit card	65461	\$ 350.00
2006-03-14 16:26:40	New Case/Miscellaneous Case(1:05-at-02005-UNA) [misc atymisc] ( 250.00)	credit card	65465	\$ 250.00
2006-03-14 16:35:05	New Case/Notice of Removal(1:05-at-02005-UNA) [misc atyrmv] ( 350.00)	credit card	65470	\$ 350.00

**Figure 6**

## ATTACHMENT 1

The following events will require internet payment in order to submit using the court's CMECF system.

### Civil events:

Notice of Appeal (\$455)  
Notice of Appeal-Interlocutory Appeal (\$455)  
Notice of Cross Appeal (\$455)  
New Case (Attorney Filing)/Complaint (\$350)  
New Case (Attorney Filing)/Petition for Writ of Habeas Corpus (\$5)  
New Case (Attorney Filing)/Notice of Removal (\$350)  
New Case (Attorney Filing)/Miscellaneous Case (\$39)  
Motion/Appeal Pro Hac Vice (\$100)  
Notice/Tape Request (\$26)

### Criminal events:

Appeal of Magistrate Judge Decision (misdemeanor) to District Court (\$32)  
Notice of Appeal (\$455)  
Notice of Appeal - Interlocutory (\$455)  
Motion/Appeal Pro Hac Vice (\$100)  
Notice/Tape Request (\$26)

**Please note that fees appearing above were correct at the time of posting this instruction sheet but may change in the future. Please check the fee schedule on the Financial page on the court's website for a listing of current fees.**