

United States District Court
Northern District of Texas



Online Filing Fee Payment Guide

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Online Filing Fee Payment Guide

A. Introduction

During the docketing of an event where a filing fee is payable, the online payment feature of the ECF system is designed so that you are prompted to pay the filing fee from a bank account or credit card as part of the docketing process.

Each completed online payment automatically inserts the amount of the filing fee paid and the receipt number into the docket text of the docket entry. See Figure 1.

Date Filed	#	Docket Text
07/11/2008	<u>1</u>	COMPLAINT against Jane Doe Jones filed by John Doe Smith. (Filing fee \$350; Receipt number 1111000000000173150) (Test, Attorney) (Entered: 07/11/2008)

Figure 1

Questions concerning online filing fee payment should be directed to your [local clerk's office](#). Alternatively, you may contact the Dallas ECF Help Desk at 1-866-243-2866 or the Fort Worth ECF Help Desk at 1-800-240-7240.

B. Filing a Document Requiring a Fee

The following ECF docketing events currently require online payment of a filing fee. These events are:

1. Complaint
2. Notice of Removal
3. Petition for Writ of Habeas Corpus
4. Application for Writ of Garnishment
5. Petition for Writ of Mandamus
6. Notice of Appeal

The following example provides step-by-step instructions and screen demonstrations for online payment of a filing fee. The payment method is the same for filing any of the documents referenced above. ECF will automatically display the appropriate filing fee for the type of document you are filing.

C. Instructions

During the docketing of an event where a filing fee is payable, (e.g., Complaint), a prompt appears displaying the amount of the fee that will be charged to you. See Figure 2.

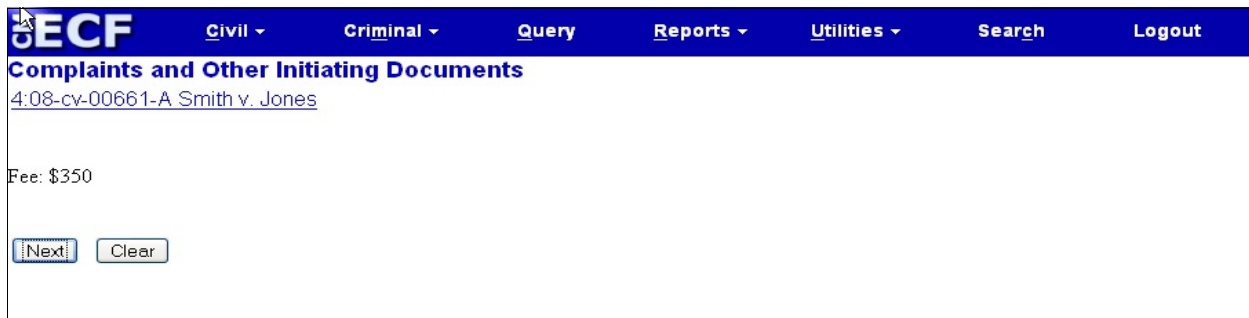


Figure 2

Clicking the “Next” button on the filing fee screen begins the online payment process. A screen temporarily appears as shown in Figure 3 below.

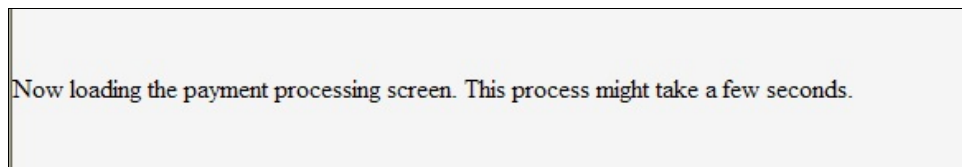


Figure 3

You will automatically be directed to the Online Payment Screen after a few seconds.

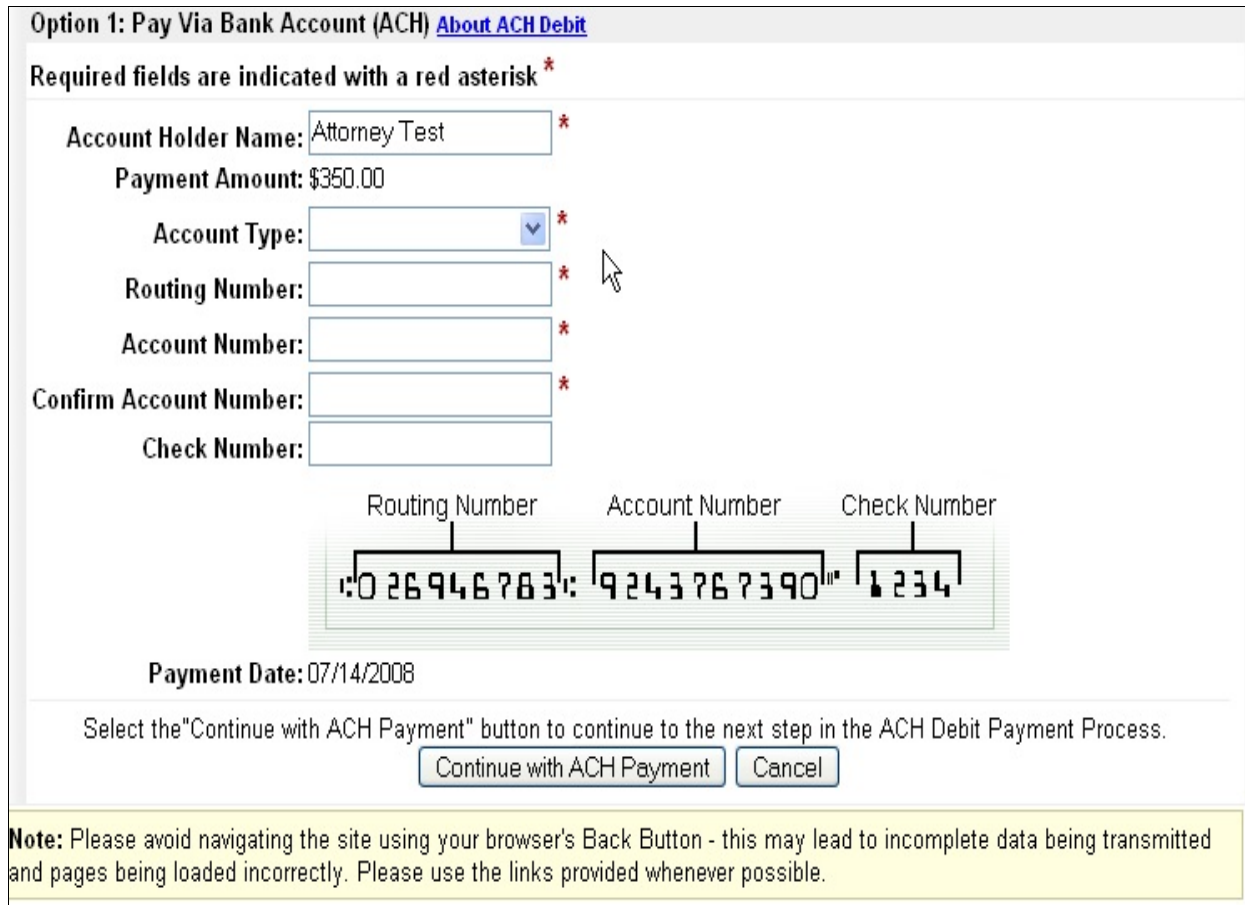
D. Online Payment

1. Screen 1: Enter Payment Information

ECF allows you to pay from a checking account, also known as Automated Clearing House (ACH) (Option 1), or a credit card (Option 2). A screen prompts you to select from these two options.

a. Option 1 - Payment from Checking Account

Option 1 allows you to pay from a checking account. See Figure 4.



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: 07/14/2008

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 4

- i. Verify that the billing information is correct and matches the billing address for your bank account. Each field marked with an asterisk is a required field.
- ii. Enter the Account Type* **(required)**
- iii. Enter the Routing Number* **(required)**
- iv. Enter the Account Number* **(required)**
- v. Enter the Account Number again to confirm* **(required)**

- vi. Enter the Check Number (**optional**)

Once information has been entered and verified for correctness, click “**Continue with ACH Payment**” to continue processing payment.

Note: If you do not enter information in all required fields, a prompt similar to the one shown in Figure 8, below, appears. The prompt identifies the field(s) you failed to complete.

b. Option 2 - Payment with Credit Card

Option 2 allows you to pay the filing fee with a credit card. See Figure 5.

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 5

- i. Verify that the billing information is correct and matches the billing address for your card. All fields designated with an asterisk are required fields.
- ii. Select the appropriate Card Type (Visa, MC, Discover, Amex, or Diner’s Club) from the drop-down menu* (**required**)
- iii. Enter the Card Number* (**required**). Do not use spaces or dashes when entering the card number.

- iv. Enter the Security Code* **(required)**. If you have trouble determining the security code on your card, click the “Help finding your security code” link provided next to the Security Code field. See Figure 6.



Figure 6

- v. Clicking the “Help finding your security code” link displays a pop-up screen as shown in Figure 7.

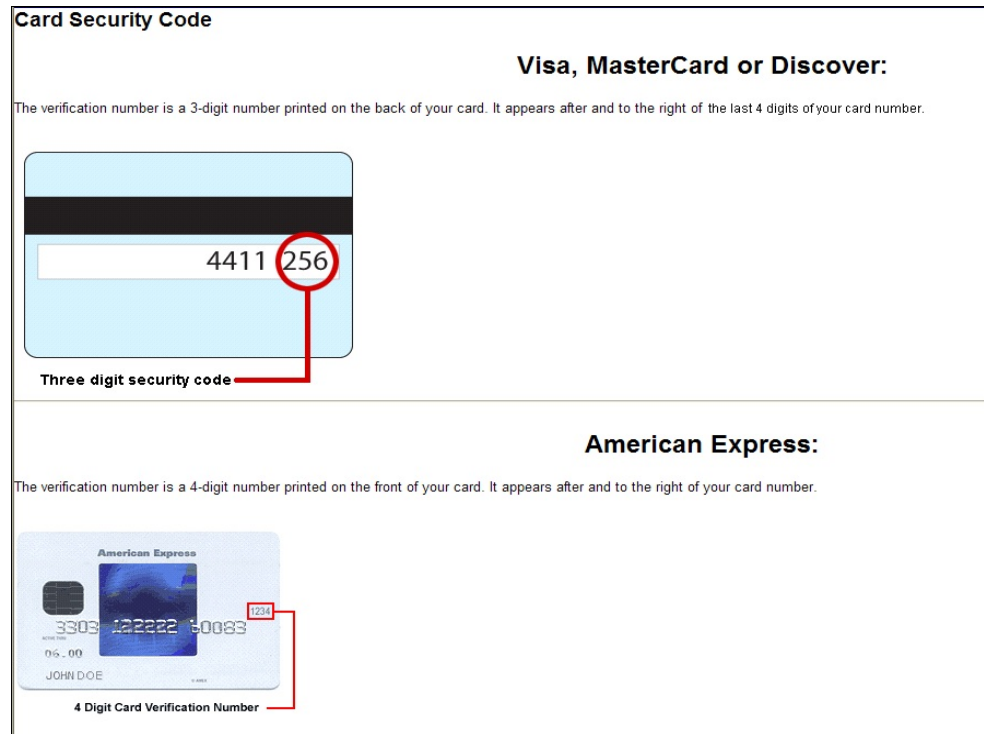


Figure 7

Note: If using Visa, MasterCard or Discover, the verification number is a 3-digit number printed on the back of your card. It appears to the right of the last 4 digits of your card number. If using American Express, the verification number is a 4-digit number printed on the front of your card. It appears on the right side above your card number.

The payment module will validate the security code entered with the card number. If the credit card number and security code you enter do not match the values on file with the bank, you will receive an error message: “The card security code is invalid, please re-enter the card security code.”

- vi. Enter Expiration Date* **(required)**
- vii. Once you have entered all of the required payment information, click “Continue with Plastic Card Payment.”

Note: If you do not enter information in all required fields, a prompt similar to the one shown in Figure 8 appears. The prompt identifies the field(s) you failed to complete.

Your request could not be completed:
<ul style="list-style-type: none">■ Security Code is required.■ Expiration Date is required.

Figure 8

Important: You may cancel the transaction by clicking the “Cancel” button, but avoid using your browser’s Back Button as this may lead to incomplete data being transmitted, or pages being loaded incorrectly. Please use the links provided whenever possible.

2. Screen 2: Authorize Payment

Once you click the “Continue with ACH Payment” or “Continue with Plastic Card Payment” button, the **Authorize Payment** screen displays. See Figure 9.

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: Attorney Test Billing Address: 501 Any Street Billing Address 2: City: Anytown State / Province: TX Zip / Postal Code: 76102 Country: USA	Card Type: Master Card Card Number: *****4444 Expiration Date: 1 / 2009	Payment Amount: \$350.00 Transaction Date 07/11/2008 13:42 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"/>	
Confirm Email Address:	<input type="text"/>	
CC:	<input type="text"/>	<i>Separate multiple email addresses with a comma</i>
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"/>		
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 9

- a. If you would like an Email confirmation that you paid the filing fee, enter your Email address in the **Email Address** box, and confirm it by re-entering it in the **Confirm Email Address** box. To receive Email confirmation of the payment you must confirm your Email address. See Figure 10.

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

Email Address: testaty@mail.com

Confirm Email Address: testaty@mail.com

CC: legalasst@mail.com, otherlegalasst@mail.com

Separate multiple email addresses with a comma

Figure 10

- b. You may send courtesy copies of the payment confirmation by entering additional Email addresses in the “CC:” box. If adding more than one courtesy copy Email address, separate each Email address with a comma as shown in Figure 10, above.
- c. Check the box next to “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement,” as shown in Figure 11. This is a required field.

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.

Submit Payment Cancel

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 11

Note: If you do not check the box, you will receive an error message. You will not be able to continue until the box is checked .

Important: Do NOT double-click the “Submit Payment” button. Double-clicking this button may result in a duplicate charge to your card. If a duplicate charge to your card occurs, please contact the ECF Help Desk for assistance.

- d. Once you click the “Submit Payment” button, your payment information is stored, the online payment process is complete, and you are now ready to complete the docket entry. Click “Next” to continue.

- e. When you have completed making all other docket entries, the Docket Text screen will display with payment information text similar to that shown in Figure 12. Click "Next" to continue and complete the transaction.

ECF Civil Criminal Query Reports Utilities Search

Complaints and Other Initiating Documents

[4:08-cv-00661-A Smith v. Jones](#)

Docket Text: Modify as Appropriate.

COMPLAINT [redacted] against Jane Doe Jones filed by John Doe Smith. (Filing fee \$350; Receipt number 1111000000000173150) (Test, Attorney)

Next Clear

Figure 12

- e. The Notice of Electronic Filing displays. See Figure 13.

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 7/11/2008 at 12:59 PM CDT and filed on 7/11/2008

Case Name: Smith v. Jones
Case Number: [4:08-cv-661](#)
Filer: John Doe Smith
Document Number: [1](#)

Docket Text:
[COMPLAINT against Jane Doe Jones filed by John Doe Smith. \(Filing fee \\$350; Receipt number 1111000000000173150\) \(Test, Attorney\)](#)

4:08-cv-661 Notice has been electronically mailed to:
Attorney Test t@tand.uscourts.gov

If you are no longer an active participant in this case and you want electronic noticing to be turned off so that you will stop receiving filing notices, click [here](#), then click on "Ask a Question."

4:08-cv-661 Notice will not be electronically mailed to:

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp: [STAMP dcecfStamp_ID=1004035775 [Date=7/11/2008] [FileNumber=81394-0]

Figure 13

E. Reports

Two reports are available that allow you to verify your filing fee payments:

- View Your Transaction Log; and
- Internet Payment History.

1. View Your Transaction Log

This report allows you to view all of your transactions (fee and non-fee entries) based on a date range. Follow the steps below to run the report. The instructions assume you have already logged in to ECF.

- a. Click “Utilities.” See Figure 14.



Figure 14

- b. Click “View Your Transaction Log.” See Figure 15.

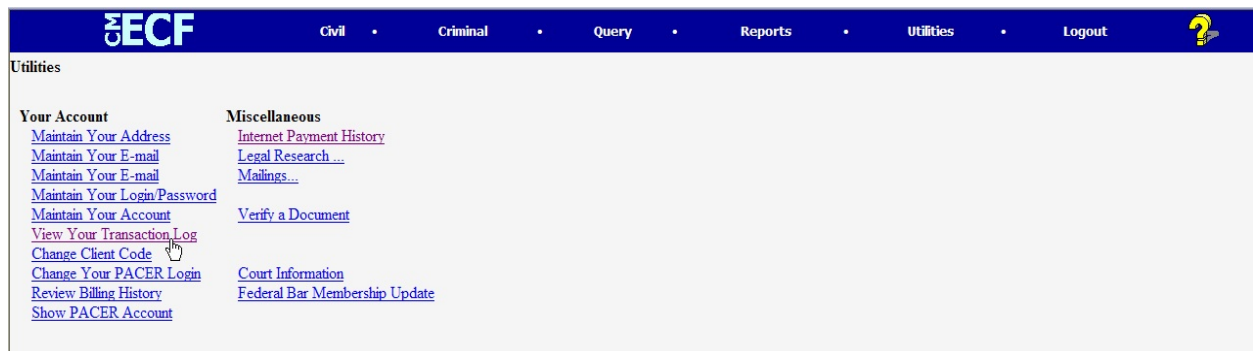


Figure 15

- c. Enter a date range in the fields provided. See Figure 16. Click the **Run Report** button.



View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

Figure 16

- d. Transactions made between the dates you entered are displayed. See Figure 17. If a filing fee was paid in association with an entry, a receipt number appears in the docket text.



Transaction Log

Report Period: 07/11/2008 - 07/11/2008

Id	Date	Case Number	Text
173150	07/11/2008 12:59:03	4-08-cv-661	COMPLAINT against Jane Doe Jones filed by John Doe Smith. (Filing fee \$350; Receipt number 1111000000000173150) (Test, Attorney)

Figure 17

- e. To exit the report, click one of the available options on the Main Menu Bar.

2. Internet Payment History

The Internet Payment History Report allows you to review completed online payments over any specified time period. Follow the steps below to run the report. These instructions assume you have already logged in to ECF.

- a. Click "Utilities." See Figure 18.



Figure 18

- b. Click "Internet Payment History." See Figure 19.



Figure 19

- c. Enter a date range in the fields provided. See Figure 20. Click “Run Report.”

Figure 20

- d. The report displays. See Figure 21. You are able to verify the date paid, description of the document filed, payment method, receipt number, and amount.

Date Paid	Description	Payment Method	Receipt #	Amount
2008-07-11 12:47:48	Complaint(4:08-cv-00661-A) [cmp cmp] (350.00)	CreditCard	11110000000000173150	\$ 350.00

Figure 21

- e. To exit the report, click one of the available options on the Main Menu Bar.