



DISTRICT COURT OF THE VIRGIN ISLANDS

ATTORNEY GUIDANCE ON THE IMPLEMENTATION OF PAY.GOV

INTERNET PAYMENT PROCESS

INTRODUCTION

Effective, March 1, 2013, the District Court of the Virgin Islands will require online credit card payment, via the Court's Electronic Document Filing System (CM/ECF), for the filing fees associated with opening civil cases, criminal and civil notices of appeal and *pro hac vice* motions. The Pay.gov payment module allows registered CM/ECF users to pay fees by credit card during electronic filing. Fees can be paid via credit card or Automated Clearing House (ACH) also known as Direct Debit. ACH payments are like online checks; the funds are withdrawn from the user's bank account. Users are advised to read the Pay.gov information, [The Internet Payment Process through Pay.gov](#), as well as [General Order No. 2013-01](#) which describes the policy for refunding erroneously paid fees. Users can review Internet payments by running the Internet Payment History report from the CM/ECF Utility menu. Attorneys will not be billed for viewing this report.

Pay.gov may be used to pay the following types of filing fees in CM/ECF:

- a new Civil Case
- a civil Notice of Appeal
- a civil Notice of Cross-appeal
- a civil Notice of Interlocutory Appeal
- a criminal Notice of Appeal
- a criminal Interlocutory Appeal
- a motion to appear *pro hac vice*

THE INTERNET PAYMENT PROCESS THROUGH PAY.GOV

The U.S. Treasury uses Pay.gov to process internet credit card and online check transactions. The payment of filing fees via the internet appears seamless to attorney users. The specific CM/ECF events listed above have been setup to allow for payment of the filing fee via the internet. The payment process has two steps: (1) entering payment information and (2) authorizing payment.

Step1: Enter Payment Information

Pay.gov screens will launch within the CM/ECF application so the attorney can enter his or her credit or online check information and review/modify his or her contact information (see Figures 1a and 1b below). The account holder's name, address and zip code will be automatically populated with the e-filer's CM/ECF account information for credit card payments. Any changes made on the Pay.gov screen **will not** be applied to the e-filer's CM/ECF record. The payment amount field will be automatically populated with the applicable fee.

Figure 1a Pay.gov Online Payment Information Screen Option 1 Pay Via Bank Account (ACH)

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

⑆0 26 946 78 3⑆ 9 243 76 73 90 ⑆ 1 234 ⑆

Payment Date: 01/31/2007

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

Figure 1b Pay.gov Online Payment Information Screen Option 2 Pay Via Plastic Card (PC)

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.

After the required fields have been completed, the user will select the **Continue with Payment** button to continue to the next step in the payment process-Authorize Payment.

Step 2: Authorize Payment

After selecting the **Continue with Payment** button, the user will be prompted with the Pay.gov Payment Summary and Authorization Screen (see Figure 2a). Please review the summary information before proceeding to the next step. The attorney must click the authorization checkbox before clicking the **Submit Payment** button. **Please note: Click the Submit Payment button only once, multiple payments may result if this button is clicked more than once.** If the attorney enters an e-mail address, then a confirmation message containing the fee amount and the receipt number will be sent to Pay.gov.

Figure 2a Pay.gov Payment Summary and Authorization Screen

The screenshot displays the 'Online Payment' interface for ECF. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area is titled 'Step 2: Authorize Payment' and includes a 'Payment Summary' section with three columns: 'Address Information', 'Account Information', and 'Payment Information'. Below this is an 'Email Confirmation Receipt' section with input fields for 'Email Address' and 'Confirm Email Address'. The 'Authorization and Disclosure' section contains a checkbox for authorizing a charge and a 'Submit Payment' button. A yellow note at the bottom advises against using the browser's back button.

Address Information	Account Information	Payment Information
Account Holder Name: Rene Descartes 124 Coordinate Billing Address: Lane Billing Address 2: City: State / Province: Zip / Postal Code: 24060 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 8 / 2006	Payment Amount: \$255.00 Transaction Date: 04/05/2006 16:15 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:
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.

If the credit card or online check is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue and will not be posted to the database. The attorney will be instructed to contact his or her card issuer or bank. The attorney will then have to docket the event when any issues have been resolved.

Once the online payment of the filing fee has been successfully completed, the user will be automatically returned to CM/ECF to complete the e-filing process. The attorney must click NEXT on the Docket Text Review screen in order to submit the docket event that has been paid via the Internet. If the attorney fails to continue from the Docket Text Review screen, then the fee will have been paid, but the event will not be posted on the docket.

INTERNET PAYMENT HISTORY REPORT

The following is an example of the Internet Payment History Report (Figure 2b) for an attorney user. The report is accessible from the **Utilities** menu and sorts based on receipt number. Attorneys will not be billed for viewing this report. The report includes the case number, date paid, a description of the event, payment method, receipt number and the amount.

Figure 2b Internet Payment History Report-Sample Output

U.S. District Court Administrative Office of the US Courts (td4d) Internet Payment History for MacAdie, Jack 9/9/2008 to 10/9/2008					
Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
7.08-cv-00257-ABA-DCD	2008-09-30 12:37:10	Complaint(7.08-cv-00257) [cmp cmp] (350.00)	CreditCard	1111-174002	\$ 350.00
7.08-cv-00259	2008-09-30 12:48:47	Complaint(7.08-cv-00259) [cmp cmp] (350.00)	CreditCard	1111-174024	\$ 350.00
7.08-cv-00260	2008-09-30 13:31:18	Complaint(7.08-cv-00260) [cmp cmp] (350.00)	CreditCard	1111-174058	\$ 350.00
7.08-cv-00262-ABA-DCD	2008-09-30 13:49:02	Complaint(7.08-cv-00262) [cmp cmp] (350.00)	CreditCard	1111-174066	\$ 350.00

Help Desk Assistance

Should you require assistance, please do not hesitate to contact the following CM/ECF Administrators in both divisions during normal working hours:

DIVISION OF ST. CROIX

Ms. Margaret Brown
 District Court of the Virgin Islands
 3013 Estate Golden Rock, Lot 13
 Christiansted, St. Croix 00820
 Ph: 340-718-1130
 Email: Margaret_Brown@vid.uscourts.gov

DIVISION OF ST. THOMAS

Mr. Tyrone Hodge
 District Court of the Virgin Islands
 5500 Veteran’s Drive, Ste. 310
 St. Thomas, U.S. Virgin Islands 00802
 Ph: 340-774-0640
 Email: Tyrone_Hodge@vid.uscourts.gov