

# ELECTRONIC CASE FILING PAYING THE FILING FEE

## IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA

Sandra Day O'Connor United States Courthouse 401 West Washington Street, Suite 130 Phoenix, Arizona 85003 (602) 322-7200

Evo A. DeConcini United States Courthouse 405 West Congress Street Tucson, Arizona 85701 (520) 205-4200

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## Submitting Appeal to 9<sup>th</sup> Circuit Court of Appeals Payment via Credit Card

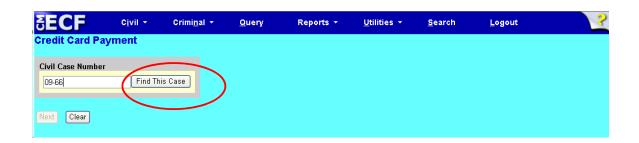
**When to Use:** You would normally pay the filing fee DURING the opening of one of the following: *Appeal to 9<sup>th</sup> Circuit Court of Appeals*; *Civil Case Opening*; *Habeas Petition*; or *Miscellaneous Case Opening*.

However, if you opened your case with a motion to proceed *in forma pauperis* and that motion was denied, you will need to submit your payment using this method.

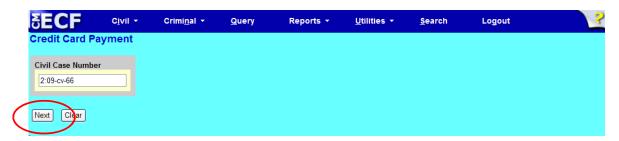
**Step 1:** Click on <Civil> from the *blue* menu bar at the top of the ECF screen. The Civil Event window opens, displaying all of the categories and subcategories you may choose for your filing. Click on <Credit Card Payment> under **Payments**.



**Step 2:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



**Step 3:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



Note: The next screen is a validation with the full case banner; click <Next> to continue

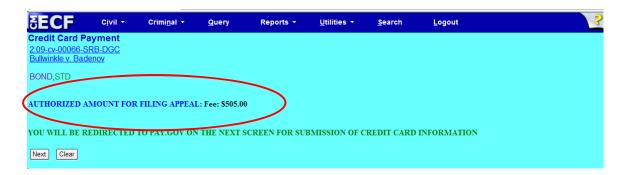
**Step 4:** Select the type of fee. This screen provides options for the type of case filing fee you are paying. Your options are:

Áppeal to 9<sup>th</sup> Circuit Court of Appeals - Fees Civil Case Opening - Fees Habeas Petition - Fees Miscellaneous Case Opening - Fees

Make your selection and click <Next>. Make sure your selection appears in the **Selected Event** box.



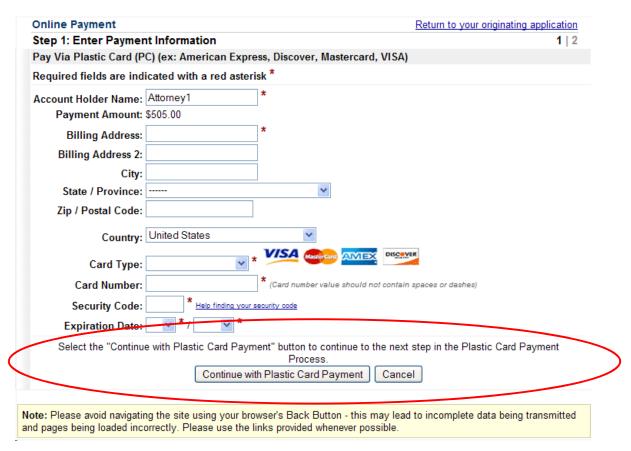
**Step 5:** This screen gives you the filing fee cost of \$505.00. Click <Next> to continue.



Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office does not accept debit cards, check or money order.



Step 6: To pay via credit card, complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. Do NOT use your back button!



If the information on this screen does not match, or if you entered an invalid credit card number, you will get this error message:



Step 7: Complete your email information to receive confirmation.

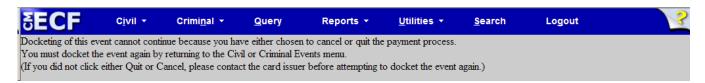
PLEASE NOTE: You MUST check the box to authorize the charge to your credit card (see circled, below).

Online Payment		Return to your originating application
Step 2: Authorize Payment		1   2
Payment Summary Edit this informa	<u>tion</u>	
Address Information	Account Information	Payment Information
Account Holder Name:  401 W. Washington Billing Address: Street Billing Address 2: City: Phoenix  State / Province: AZ Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: **********4444	Payment Amount: \$505.00 Transaction Date 11/21/2013 and Time: 16:28 EST
Email Confirmation Receipt		
To have a confirmation sent to you upor	completion of this transaction, provide an e	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 authorize a charge to my card accoun	for the above amount in accordance with m	ny card issuer agreement. 🗌 *
Press the "Submit Payment" Button	only once. Pressing the button more than on Submit Payment Cancel	nce could result in multiple transactions.
5 5	ng your browser's Back Button - this may le e use the links provided whenever possible.	ad to incomplete data being transmitted

After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

**Note:** You MUST wait until your credit card is processed. If you have completed the PAY.GOV credit card payment screens successfully your credit card has been charged.

 If you do <u>not</u> complete this transaction, you will receive this error message. Please follow the appropriate instructions:

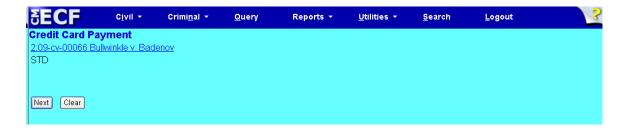


After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

Your confirmation of payment will be sent to the email address you entered during Step 7. Example of email message:

```
Your payment has been submitted to Pay.gov and the details are below. If you have any questions or you wish to cancel this payment,
please contact Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org.
Application Name: AZD CM ECF
Pay.gov Tracking ID: 3FOLU7P9
Agency Tracking ID: 0970-35054
Transaction Type: Sale
Transaction Date: Nov 21, 2013 4:29:36 PM
Account Holder Name: Attorney1
Transaction Amount: $505.00
Billing Address: 401 W. Washington Street
City: Phoenix
State/Province: AZ
Country: USA
Card Type: MasterCard
Card Number: *********4444
THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.
```

**Step 8:** This is a validation screen with the full case banner; click <Next> to continue.



At this screen, when you click <Next>, you will have no further opportunity to modify your entry:



**Step 9:** Click <Next> to receive your Notice of Electronic Filing (NEF).

## Notice of Electronic Filing

### **Credit Card Payment**

2:09-cv-00066-SRB-DGC Bullwinkle v. Badenov

BOND,STD

**U.S. District Court** 

#### DISTRICT OF ARIZONA

### Notice of Electronic Filing

The following transaction was entered by Attorney1, on 11/21/2013 at 2:33 PM MST and filed on 11/21/2013

Case Name: Bullwinkle v. Badenov
Case Number: 2:09-cv-00066-SRB-DGC

Filer:

Document Number: No document attached

Docket Text:

Appeal to 9th Circuit Court of Appeals Fee Received: \$ 505.00 receipt number 0970-35054 (Attorney1, )

2:09-cv-00066-SRB-DGC Notice has been electronically mailed to:

Fabiola Jean-Gilles lawfjg@aol.com

Larry Lawyer deadmail@azddb.azd.circ9.dcn

2:09-cv-00066-SRB-DGC Notice will be sent by other means to those listed below who are affected by this filing:

## Submitting Civil Case Opening Payment via Credit Card

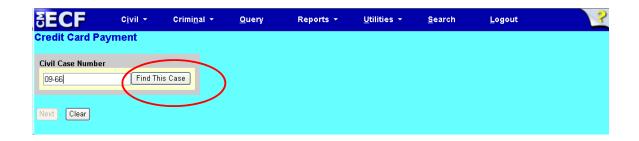
**When to Use:** You would normally pay the filing fee DURING the opening of one of the following: *Appeal to 9<sup>th</sup> Circuit Court of Appeals*; *Civil Case Opening*; *Habeas Petition*; or *Miscellaneous Case Opening*.

However, if you opened your case with a motion to proceed *in forma pauperis* and that motion was denied, you will need to submit your payment using this method.

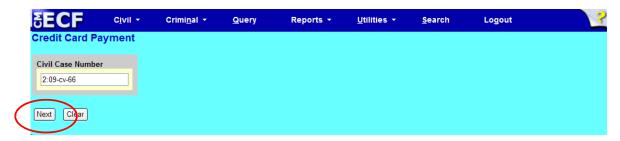
**Step 1:** Click on <Civil> from the *blue* menu bar at the top of the ECF screen. The Civil Event window opens, displaying all of the categories and subcategories you may choose for your filing. Click on <Credit Card Payment> under **Payments**.



**Step 2:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



**Step 3:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



**Note:** The next screen is a validation with the full case banner; click <Next> to continue

**Step 4:** Select the type of fee. This screen provides options for the type of case filing fee you are paying. Your options are:

Appeal to 9th Circuit Court of Appeals - Fees

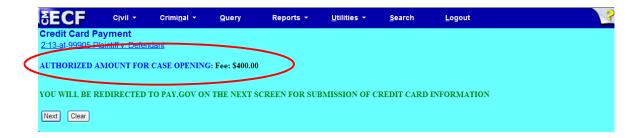
Civil Case Opening - Fees Habeas Petition - Fees

Miscellaneous Case Opening - Fees

Make your selection and click <Next>. Make sure your selection appears in the **Selected Event** box.



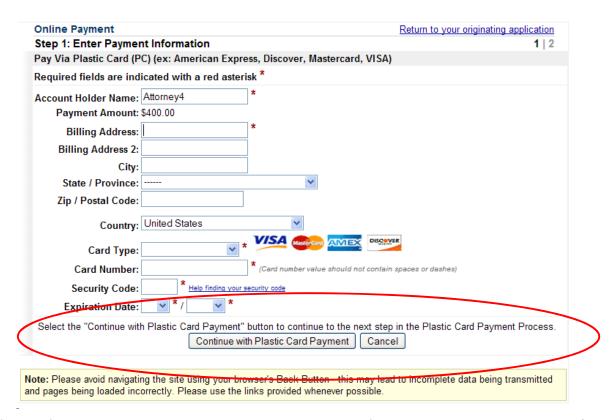
**Step 5:** This screen gives you the filing fee cost. Click <Next> to continue.



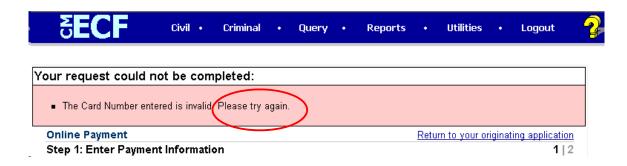
Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office does not accept debit cards, check or money order.



Step 6: To pay via credit card, complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. Do NOT use your back button!



If the information on this screen does not match, or if you entered an invalid credit/debit card number, you will get this error message:



Step 7: Complete your email information to receive confirmation.

PLEASE NOTE: You MUST check the box to authorize the charge to your credit card (see circled, below).

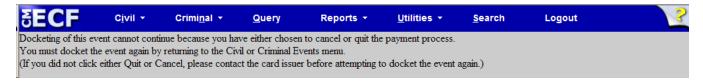
Online Payment		Return to your originating application
Step 2: Authorize Payment		1   2
Payment Summary Edit this information	<u>on</u>	
Address Information	Account Information	Payment Information
Account Holder Name:  401 W. Washington Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: ********4444	Payment Amount: \$400.00 Transaction Date 05/06/2013 18:1 and Time: EDT
•		
Email Confirmation Receipt	completion of this transaction, provide an e	mail addrage and confirmation holow
	completion of this transaction, provide an e	inali 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 re	ed asterisk *	
I authorize a charge to my card account fo	or the above amount in accordance with m	y card issuer agreement. 🗆 *
Press the "Submit Payment" Button or	lly once. Pressing the button more than or Submit Payment Cancel	nce could result in multiple transactions.
ote: Please avoid navigating the site using and pages being loaded incorrectly. Please		

After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

### Note:

You MUST wait until your credit card is processed. If you have completed the PAY.GOV credit card payment screens successfully your credit card has been charged.

• If you do <u>not</u> complete this transaction, you will receive this error message. Please follow the appropriate instructions:



After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

Your confirmation of payment will be sent to the email address you entered during Step 7. Example of email message:

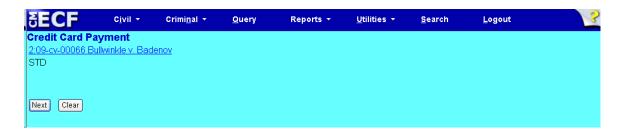
```
Your payment has been submitted to Pay.gov and the details are below. If you have any questions or you wish to cancel this payment, please contact Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org.

Application Name: AZD CM ECF
Pay.gov Tracking ID: 3FORIJ9K
Agency Tracking ID: 0970-34196
Transaction Type: Sale
Transaction Date: May 6, 2013 6:12:17 PM

Account Holder Name: Attorney4
Transaction Amount: $400.00
Billing Address: 401 W. Washington Street
Country: USA
Card Type: MasterCard
Card Number: *************4444

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.
```

**Step 8:** This is a validation screen with the full case banner; click <Next> to continue.

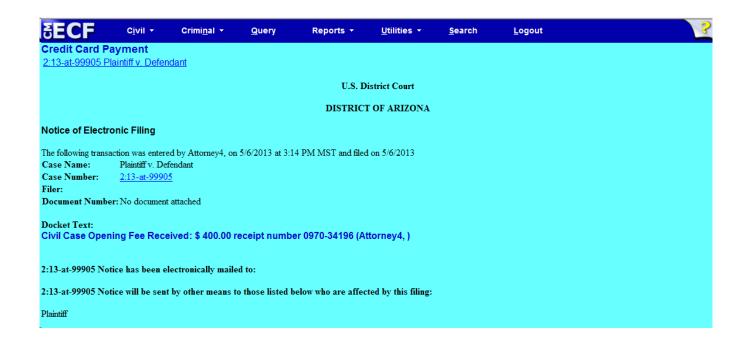


At this screen, when you click <Next>, you will have no further opportunity to modify your entry:



**Step 9:** Click <Next> to receive your Notice of Electronic Filing (NEF).

## Notice of Electronic Filing



## Submitting Habeas Petition Payment via Credit Card

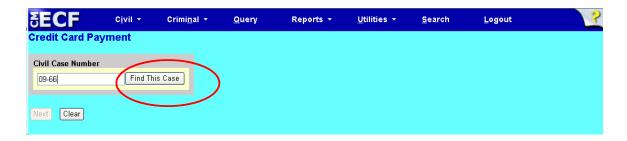
**When to Use:** You would normally pay the filing fee DURING the opening of one of the following: *Appeal to 9<sup>th</sup> Circuit Court of Appeals*; *Civil Case Opening*; *Habeas Petition*; or *Miscellaneous Case Opening*.

However, if you opened your case with a motion to proceed *in forma pauperis* and that motion was denied, you will need to submit your payment using this method.

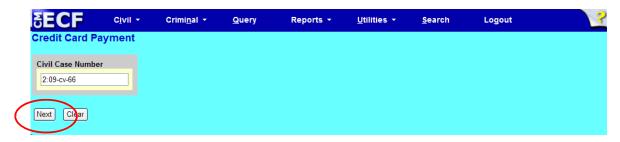
**Step 1:** Click on <Civil> from the *blue* menu bar at the top of the ECF screen. The Civil Event window opens, displaying all of the categories and subcategories you may choose for your filing. Click on <Credit Card Payment> under **Payments**.



**Step 2:** This screen displays a Civil Case Number field. Enter the case number and click <Find This Case>.



**Step 3:** The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



**Note:** The next screen is a validation with the full case banner; click <Next> to continue

**Step 4:** Select the type of fee. This screen provides options for the type of case filing fee you are paying. Your options are:

Appeal to 9<sup>th</sup> Circuit Court of Appeals - Fees Civil Case Opening - Fees Habeas Petition - Fees Miscellaneous Case Opening - Fees

Make your selection and click <Next>. Make sure your selection appears in the **Selected Event** box.



**Step 5:** This screen gives you the filing fee cost. Click <Next> to continue.



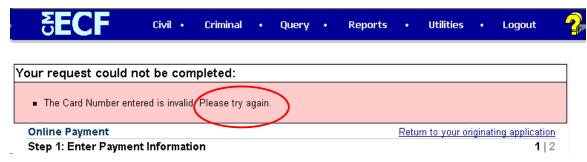
Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office does not accept debit cards, check or money order.



Step 6: To pay via credit card, complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. **Do NOT use your back button!** 

Online Payment	Return to your originating application
Step 1: Enter Payment Information	1   2
Pay Via Plastic Card (PC) (ex: American Express, Discover, Mast	ercard, VISA)
Required fields are indicated with a red asterisk *	
Account Holder Name: atty11 *	
Payment Amount: \$5.00	
Billing Address: *	
Billing Address 2:	
City:	
State / Province:	
Zip / Postal Code:	
Country: United States	
VISA (***)	AIMIEX DISCRIVER
Card Type:	
Card Number: (Card number value s	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	o the next step in the Plastic Card Payment Process.
Continue with Plastic Card Payr	ment Cancel
ote: Please avoid navigating the site using your browser's Back Button	- this may lead to incomplete data being transmitted
nd pages being loaded incorrectly. Please use the links provided whene	

If the information on this screen does not match, or if you entered an invalid credit card number, you will get this error message:



Step 7: Complete your email information to receive confirmation.

PLEASE NOTE: You MUST check the box to authorize the charge to your credit card (see circled, below).

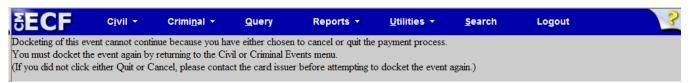
Online Payment Step 2: Authorize Payment		Return to your originating application 1   2
Payment Summary Edit this informat	ion	
Address Information	Account Information	Payment Information
Account Holder Name:  401 W. Washington Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code:	Card Type: Master Card Card Number: *********4444	Payment Amount: \$5.00 Transaction Date 12/08/2011 13:4 and Time: EST
Country: USA  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 i	red asterisk *	
I authorize a charge to my card account	for the above amount in accordance with r	my card issuer agreement. 🔲 *
Press the "Submit Payment" Button o	nly once. Pressing the button more than of Submit Payment Cancel	once could result in multiple transactions.
	g your browser's Back Button - this may le s use the links provided whenever possible	

After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

### Note:

You MUST wait until your credit card is processed. If you have completed the PAY.GOV credit card payment screens successfully your credit card has been charged.

• If you do <u>not</u> complete this transaction, you will receive this error message. Please follow the appropriate instructions:



After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

Your confirmation of payment will be sent to the email address you entered during Step 7. Example of email message:

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Transaction Summary

Application Name: AZD CM ECF Pay.gov Tracking ID: 3FOH90D3 Agency Tracking ID: 0970-31280

Transaction Type: Sale

Transaction Date: Dec 8, 2011 1:44:09 PM

Account Holder Name: Attorney5

Transaction Amount: \$5.00

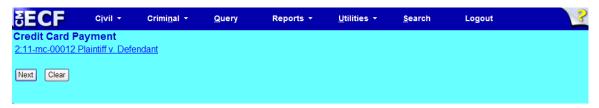
Billing Address: 401 W. Washington Street

Country: USA

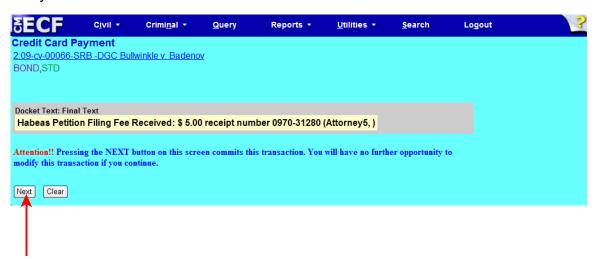
Card Type: MasterCard

Card Number: \*\*\*\*\*\*\*\*\*\*4444

**Step 8:** This is a validation screen with the full case banner; click <Next> to continue.



At this screen, when you click <Next>, you will have no further opportunity to modify your entry:



**Step 9:** Click <Next> to receive your Notice of Electronic Filing (NEF).

## Notice of Electronic Filing

## **Credit Card Payment**

2:09-cv-00066-SRB -DGC Bullwinkle v. Badenov BOND,STD

#### U.S. District Court

### DISTRICT OF ARIZONA

## Notice of Electronic Filing

The following transaction was entered by Attorney5, on 12/8/2011 at 11:45 AM MST and filed on 12/8/2011

Case Name: Bullwinkle v. Badenov
Case Number: 2:09-cv-00066-SRB -DGC

Filer:

Document Number: No document attached

Docket Text:

Habeas Petition Filing Fee Received: \$ 5.00 receipt number 0970-31280 (Attorney5, )

2:09-cv-00066-SRB -DGC Notice has been electronically mailed to:

Fabiola Jean-Gilles lawfjg@aol.com

Larry Lawyer deadmail@azddb.azd.circ9.dcn

2:09-cv-00066-SRB -DGC Notice will be sent by other means to those listed below who are affected by this filing

## Submitting Miscellaneous Case Opening Payment via Credit Card

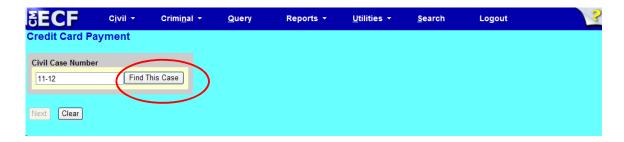
**When to Use:** You would normally pay the filing fee DURING the opening of one of the following: *Appeal to 9<sup>th</sup> Circuit Court of Appeals*; *Civil Case Opening*; *Habeas Petition*; or *Miscellaneous Case Opening*.

However, if you opened your case with a motion to proceed *in forma pauperis* and that motion was denied, you will need to submit your payment using this method.

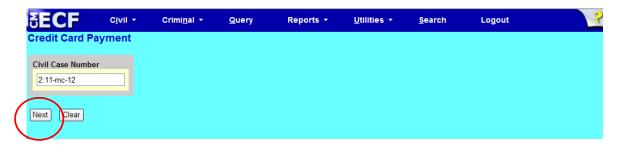
**Step 1:** Click on <Civil> from the *blue* menu bar at the top of the ECF screen. The Civil Event window opens, displaying all of the categories and subcategories you may choose for your filing. Click on <Credit Card Payment> under **Payments**.



**Step 2:** This screen displays a Civil Case Number field. Enter the Miscellaneous case number and click <Find This Case>.



Step 3: The ECF system displays a screen to include the full case number that corresponds to the case number entered on the previous screen. Confirm the case number and click <Next> to continue.



**Note:** The next screen is a validation with the full case banner; click <Next> to continue

**Step 4:** Select the type of fee. This screen provides options for the type of case filing fee you are paying. Your options are:

Appeal to 9th Circuit Court of Appeals - Fees

Civil Case Opening - Fees

Habeas Petition - Fees

Miscellaneous Case Opening - Fees

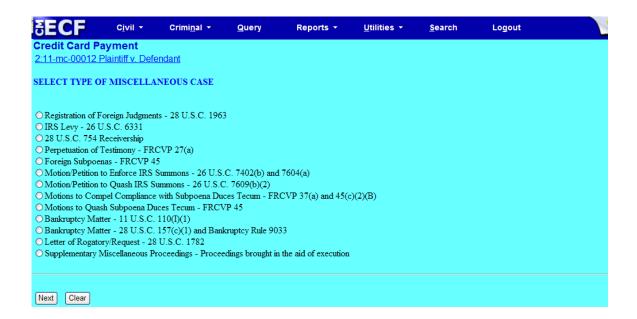
Make your selection and click <Next>. Make sure your selection appears in the **Selected Event** box.



**Step 5:** Please read this screen carefully and note the default is to "no." If this is correct, click on <Next> to continue. If this is not correct, change the radio button to "yes," and continue to Step 10 in this document.



Step 6: Click on the radio button next to your type of Miscellaneous case, then click <Next> to continue.



**Step 7:** This screen gives you the filing fee cost. Click <Next> to continue.



Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office does not accept debit cards, check or money order.



Step 8: To pay via credit card, complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. **Do NOT use your back button!** 

Online Payment	Return to your originating application
Step 1: Enter Payment Information	1   2
Pay Via Plastic Card (PC) (ex: American Express, Discover, I	lastercard, VISA)
Required fields are indicated with a red asterisk *	
Account Holder Name: atty11 *	
Payment Amount: \$46.00	
Billing Address: *	
Billing Address 2:	
City:	
State / Province:	
Zip / Postal Code:	
Country: United States	
Card Type:	AMEX DISCRYER
,	
4	lue should not contain spaces or dashes)
Security Code:   * Help finding your security code	
Expiration Date: */ */	
Select the "Continue with Plastic Card Payment" button to contin	ue to the next step in the Plastic Card Payment Process.
Continue with Plastic Card f	Payment Cancel
ote: Please avoid navigating the site using your browser's Back Bu	tton - this may lead to incomplete data being transmitted
nd pages being loaded incorrectly. Please use the links provided w	

If the information on this screen does not match, or if you entered an invalid credit card number, you will get this error message:



Step 9: Complete your email information to receive confirmation.

\*PLEASE NOTE: You MUST check the box to authorize the charge to your credit card (see circled, below).

Online Payment		Return to your originating application
Step 2: Authorize Payment		1   2
Payment Summary Edit this information	<u>on</u>	
Address Information	Account Information	Payment Information
Account Holder Name:  401 W. Washington Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: 85365	Card Type: Master Card Card Number: *********4444	Payment Amount: \$46.00 Transaction Date 12/07/2011 17:51 and Time: EST
Country: USA		
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 *		
Hauthorize 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		
<b>Note:</b> 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 clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

### Note:

You MUST wait until your credit card is processed. If you have completed the PAY.GOV credit card payment screens successfully your credit card has been charged.

• If you do <u>not</u> complete this transaction, you will receive this error message. Please follow the appropriate instructions:



After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

Your confirmation of payment will be sent to the email address you entered during Step 9. Example of email message:

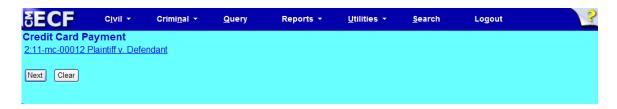
```
THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Transaction Summary

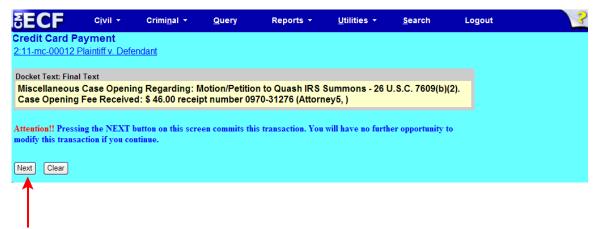
Application Name: AZD CM ECF
Pay.gov Tracking ID: 3F0H9050
Agency Tracking ID: 0970-31276
Transaction Type: Sale
Transaction Date: Dec 8, 2011 1:02:28 PM

Account Holder Name: Attorney5
Transaction Amount: $46.00
Billing Address: 401 W. Washington Street
Country: USA
Card Type: MasterCard
Card Number: **********4444
```

**Step 10:** This is a validation screen with the full case banner; click <Next> to continue.



At this screen, when you click <Next>, you will have no further opportunity to modify your entry:



**Step 11:** Click <Next> to receive your Notice of Electronic Filing (NEF).

## Notice of Electronic Filing

## Credit Card Payment

2:11-mc-00012 Plaintiff v. Defendant

U.S. District Court

### DISTRICT OF ARIZONA

## Notice of Electronic Filing

The following transaction was entered by Attorney5, on 12/8/2011 at 11:07 AM MST and filed on 12/8/2011

Case Name: Plaintiff v. Defendant
Case Number: 2:11-mc-00012

Filer:

Document Number: No document attached

### Docket Text:

Miscellaneous Case Opening Regarding: Motion/Petition to Quash IRS Summons - 26 U.S.C. 7609(b) (2). Case Opening Fee Received: \$ 46.00 receipt number 0970-31276 (Attorney5, )

2:11-mc-00012 Notice has been electronically mailed to:

2:11-mc-00012 Notice will be sent by other means to those listed below who are affected by this filing:

Plaintiff