

# Civil Case Opening & Credit Card Module

March 2008

# Credit Card Payment – Pay.gov



## What is Pay.gov?

Pay.gov is used to make secure electronic payments to Federal Government Agencies. Payments are made directly from your credit card.

# Pay.gov Overview

- The U.S. Treasury Department oversees the Plastic Card Network. This network allows government agencies to collect credit card payments.
- The AO for the US Courts has authorized Bank of America to participate and accept credit card payments on behalf of the Treasury Department.

# Security of Pay.gov

- Pay.gov resides within the Treasury Infrastructure – a highly secure environment provided by the Federal Reserve Information Technology
- All communication between Pay.gov and agencies will use dedicated lines, virtual private networks, or 128-bit, hardware based encryption

# ATTORNEY BENEFITS:

Attorneys can:

- Open a civil case 24/7
- Pay filing fees with a credit card over the internet at any time
- Review their internet credit card transaction payment history

**HOW DOES IT WORK?**

# Part I - Civil Case Opening

- Attorneys will electronically open a civil case:
  - add information from the JS-44, Civil Cover Sheet
  - add all parties: plaintiffs and defendants

# Part I - Civil Case Opening (cont.)

- Once all the data has been entered and accepted, CM/ECF will automatically assign a civil case number
- Attorney will proceed to electronically file the initiating document (complaint, notice of removal)

# Part II - Pay.gov

- During filing of initiating document, CM/ECF will automatically redirect the attorney to the Pay.gov website to enter the credit card information
- Credit card payment is verified and accepted by Pay.gov
- CM/ECF will prompt final verification of docket entry
- Notice of Electronic Filing received

# Part II - Pay.gov (cont.)

- Payment will be verified by the Clerk's Office
- Judge will be assigned through the random assignment system
- Electronic notice will be made of the judge assignment
- Summons will be issued

# Filing without pre-payment

- Exceptions:
- Motion to proceed in forma pauperis
- Payment of filing fees brought to the Clerk's Office within 24 hours or the next business day

# Other documents requiring payment of fees

- Notice of Appeal
  - Final Judgment
  - Interlocutory Appeal
  - Cross Appeal
  - Conditions of Release
- Motion to Appear as Pro Hac Vice

Thank you for your time and attention. Should you have any questions, please do not hesitate to contact us.

Nivea Ocasio – 787.772.3062,  
Kim Kalife – 787.772.3085 or our  
Helpdesk – 787.772.3449