

UNITED STATES DISTRICT COURT

MIDDLE DISTRICT OF FLORIDA



PAY FEE EVENT

A GUIDE FOR LAWYERS

Pay Fee

Effective, April 20, 2020, lawyers and pro se litigants registered for CM/ECF may pay filing fees or pro hac vice special appearance fee that were not previously paid, by using the **Pay Fee** event. Registered Middle District CM/ECF E-filers must login through PACER and docket the **Pay Fee** event in the case in which the fee applies. The **Pay Fee** event processes payment through pay.gov. The user can request for a receipt to be e-mailed when entering their payment information.

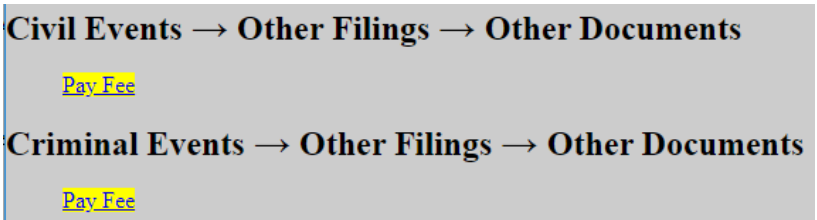
Available Fees to Pay


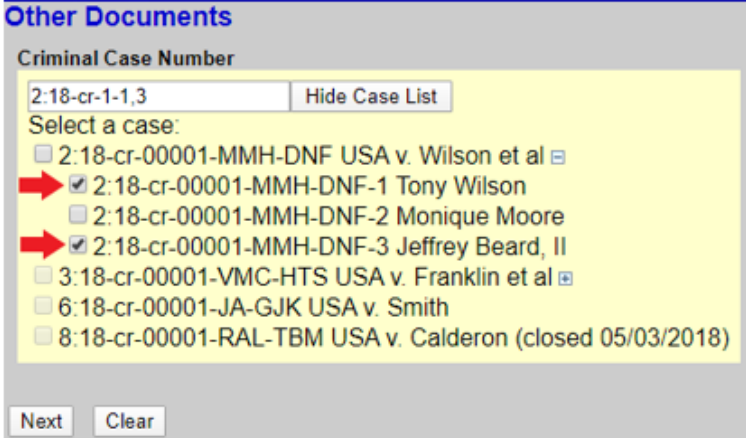
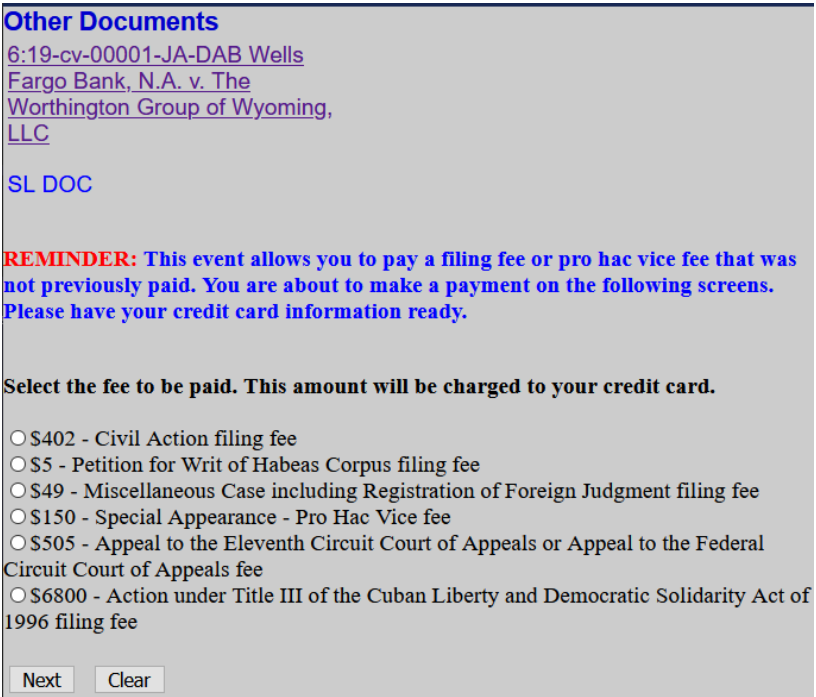
The fees available to be paid through the **Pay Fee** event are:

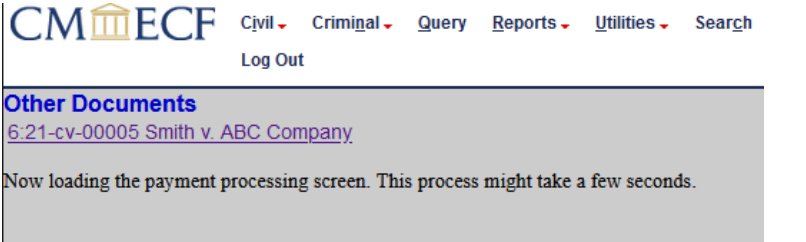
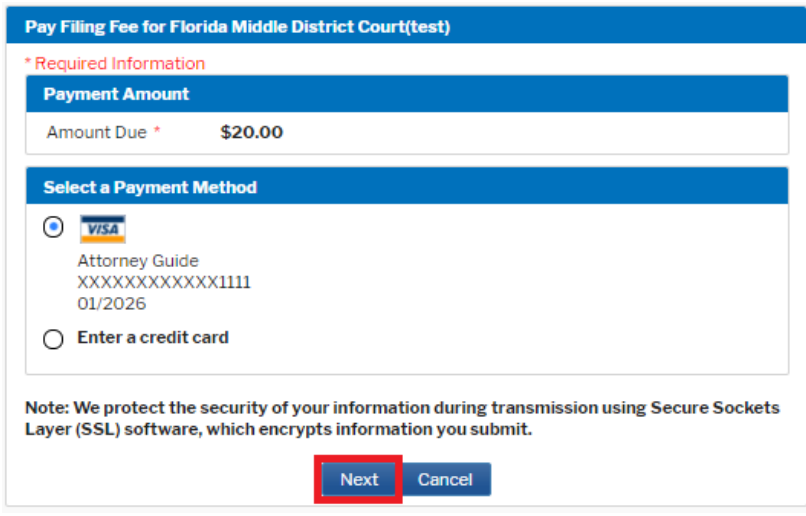
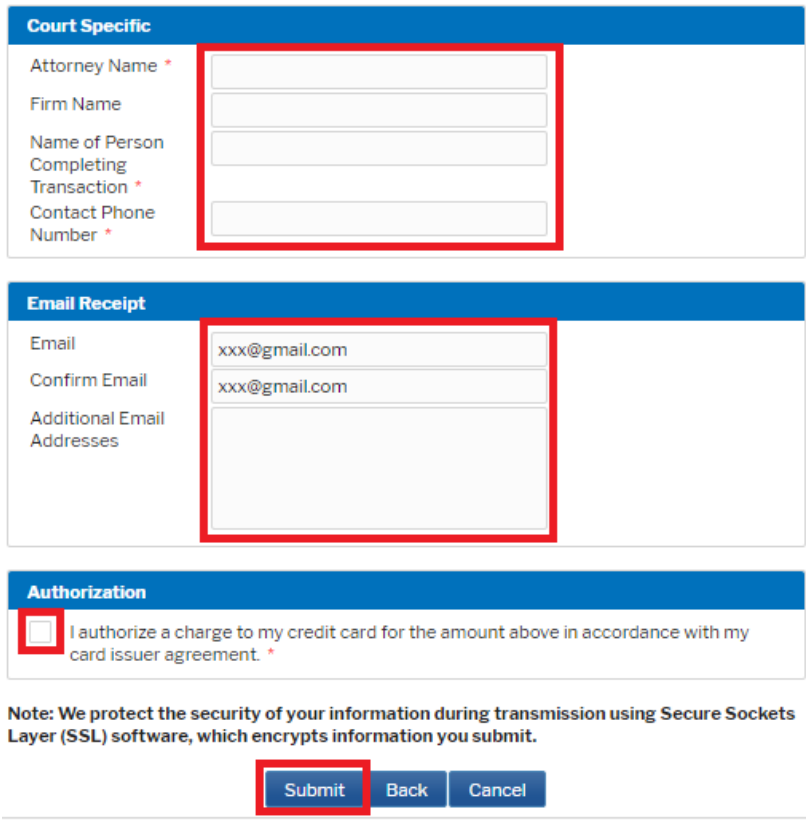
- \$402 Civil Action filing fee
- \$5 Petition for Writ of Habeas Corpus filing fee
- \$49 Miscellaneous Case filing fee (includes Registrations of Foreign Judgments)
- \$150 Special Appearance – Pro Hac Vice fee
- \$505 – Appeal to the Eleventh Circuit Court of Appeals or Appeal to the Federal Circuit Court of Appeals filing fee
- \$39 Appeal to a District Judge from a Judgment of Conviction by a Magistrate Judge in a Misdemeanor or Petty Offense Case fee
- \$6,800 Action under Title III of the Cuban Liberty and Democratic Solidarity Act of 1996 filing fee

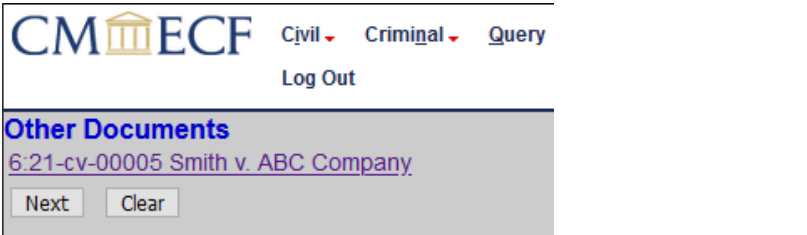
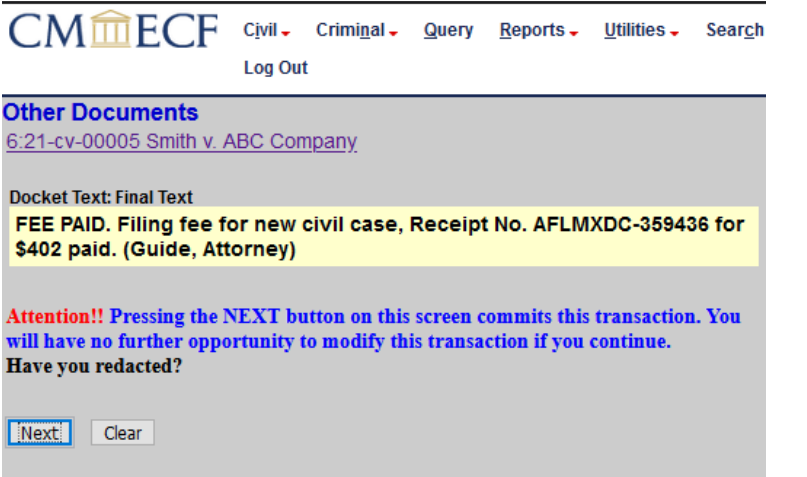
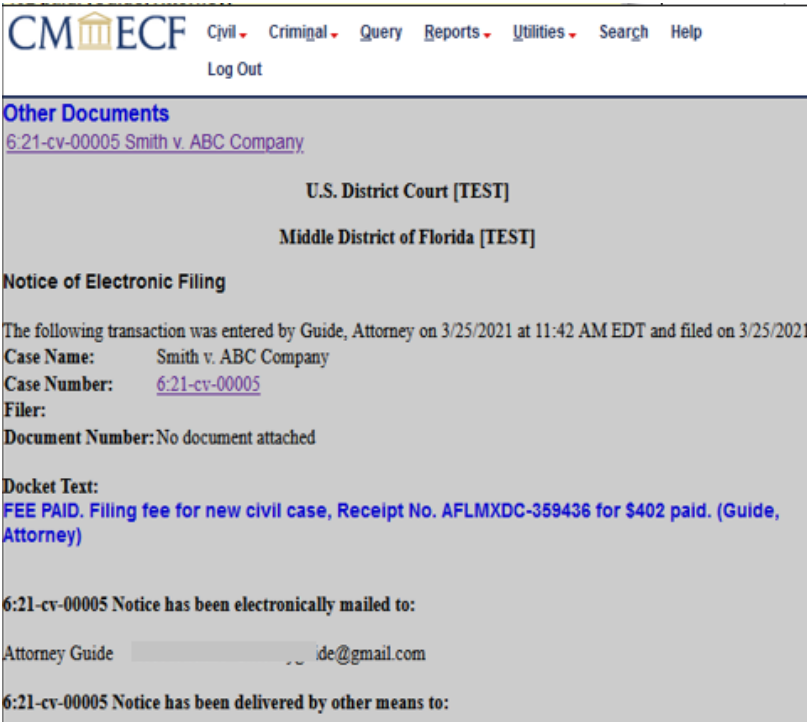
Docket the Pay Fee Event

The **Pay Fee** event must be docketed in the case where the fee is due. Carefully select the applicable case. When docketing in a multi-defendant criminal case, select only the applicable defendant(s).

Event Highlights	Screen
<ul style="list-style-type: none">➤ Select Pay Fee event.➤ This is a text only entry. No document is attached.	 <p>Civil Events → Other Filings → Other Documents Pay Fee</p> <p>Criminal Events → Other Filings → Other Documents Pay Fee</p>

Event Highlights	Screen
<ul style="list-style-type: none"> ➤ Enter case number. ➤ Partial case numbers may be entered. ➤ Checkmark the applicable case. Note: In multi-defendant criminal matters, select only the applicable defendant(s). Sample below. ➤ When accurate click Next. 	
<ul style="list-style-type: none"> ➤ Sample: Criminal defendant(s) selection. 	
<ul style="list-style-type: none"> ➤ Click radio button to select the applicable fee being paid. ➤ When accurate, click Next. ➤ NOTE: The fee selected will be paid through pay.gov on the next screens. 	

Event Highlights	Screen
<ul style="list-style-type: none"> ➤ Transition to payment screens. ➤ Do not click the Back button. 	 <p>The screenshot shows the CM ECF website header with navigation links: Civil, Criminal, Query, Reports, Utilities, and Search. A 'Log Out' link is also present. Below the header, there is a section for 'Other Documents' with a link to '6:21-cv-00005 Smith v. ABC Company'. A message at the bottom states: 'Now loading the payment processing screen. This process might take a few seconds.'</p>
<ul style="list-style-type: none"> ➤ Select or enter your payment method. ➤ Note: Amount Due will vary based on the fee you selected. ➤ When accurate, select Next. 	 <p>The screenshot shows the 'Pay Filing Fee for Florida Middle District Court(test)' screen. It includes a section for '* Required Information' with a 'Payment Amount' of '\$20.00'. Below this is a 'Select a Payment Method' section with two options: 'VISA' (selected) and 'Enter a credit card'. The VISA option shows an 'Attorney Guide' with a masked card number 'XXXXXXXXXXXX1111' and an expiration date '01/2026'. At the bottom, there is a 'Note' about SSL security and two buttons: 'Next' and 'Cancel'.</p>
<ul style="list-style-type: none"> ➤ Court Specific: Enter requested information. ➤ E-Mail Receipt: Enter email address(es) to receive a receipt. ➤ Authorization: Review and mark. ➤ When accurate, click Submit. ➤ Note: Do not click the Back button as the payment is processing. 	 <p>The screenshot shows two sections: 'Court Specific' and 'Email Receipt'. The 'Court Specific' section has four input fields: 'Attorney Name', 'Firm Name', 'Name of Person Completing Transaction', and 'Contact Phone Number'. The 'Email Receipt' section has three input fields: 'Email', 'Confirm Email', and 'Additional Email Addresses'. Below these is an 'Authorization' section with a checkbox and the text: 'I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.' At the bottom, there is a 'Note' about SSL security and three buttons: 'Submit', 'Back', and 'Cancel'.</p>

Event Highlights	Screen
<ul style="list-style-type: none"> ➤ The e-filer is returned to CM/ECF. ➤ Click Next. 	 <p>The screenshot shows the CM/ECF logo at the top left. To its right are dropdown menus for 'Civil', 'Criminal', and 'Query', followed by a 'Log Out' link. Below this is a section titled 'Other Documents' with a link to '6:21-cv-00005 Smith v. ABC Company'. At the bottom of this section are two buttons: 'Next' and 'Clear'.</p>
<ul style="list-style-type: none"> ➤ Final Docket Text is displayed. ➤ Note: This is the FINAL screen. Clicking Next commits this transaction and you will have no further opportunity to modify the event. ➤ Click Next. 	 <p>The screenshot shows the CM/ECF logo and navigation links. The 'Other Documents' section contains a link to '6:21-cv-00005 Smith v. ABC Company'. Below the link, it says 'Docket Text: Final Text' followed by a yellow highlighted box containing the text: 'FEE PAID. Filing fee for new civil case, Receipt No. AFLMXDC-359436 for \$402 paid. (Guide, Attorney)'. Below this is a red warning: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?'. At the bottom are 'Next' and 'Clear' buttons.</p>
<ul style="list-style-type: none"> ➤ The Notice of Electronic Filing displays the filing information. ➤ Note: There is no document number for this entry. 	 <p>The screenshot shows the CM/ECF logo and navigation links. The 'Other Documents' section contains a link to '6:21-cv-00005 Smith v. ABC Company'. Below the link, it displays the court name: 'U.S. District Court [TEST]' and 'Middle District of Florida [TEST]'. The section is titled 'Notice of Electronic Filing' and contains the following text: 'The following transaction was entered by Guide, Attorney on 3/25/2021 at 11:42 AM EDT and filed on 3/25/2021'. It lists 'Case Name: Smith v. ABC Company', 'Case Number: 6:21-cv-00005', 'Filer:', and 'Document Number: No document attached'. Below this is 'Docket Text: FEE PAID. Filing fee for new civil case, Receipt No. AFLMXDC-359436 for \$402 paid. (Guide, Attorney)'. At the bottom, it states '6:21-cv-00005 Notice has been electronically mailed to: Attorney Guide [redacted]@gmail.com' and '6:21-cv-00005 Notice has been delivered by other means to:'.</p>

Revision Log

Date	Comments	By
4/2020	Procedure created.	SMS
12/1/20	Fee amounts in the "Available Fees to Pay" section updated.	NAS
3/29/21	Updated references to PACER due to NextGen upgrade.	NAS