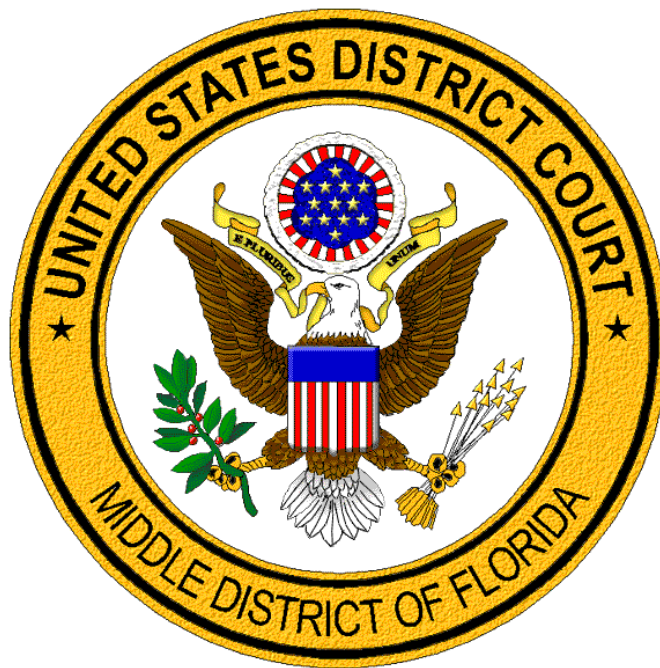


UNITED STATES DISTRICT COURT

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 was not previously paid through the CM/ECF docketing event, **Pay Fee**. Registered CM/ECF users must login into CM/ECF 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 a receipt from pay.gov when entering credit card information.

Available Fees to Pay

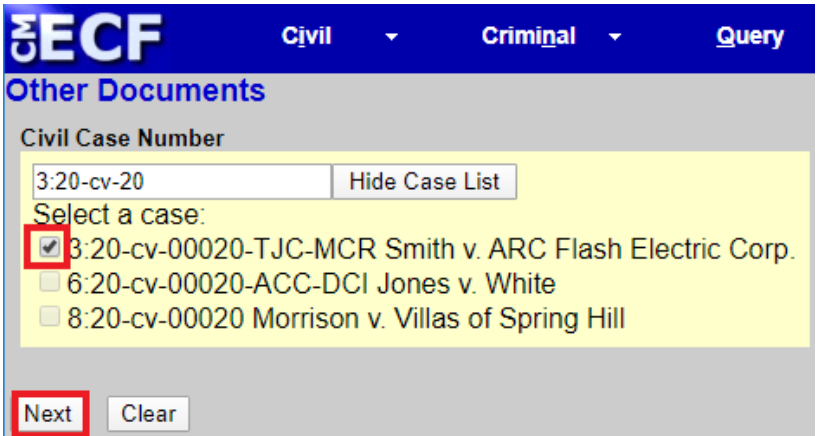
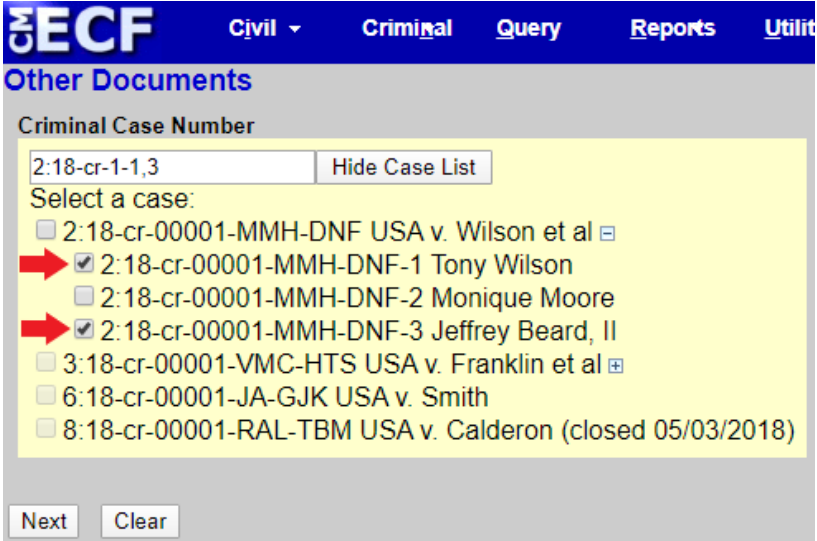
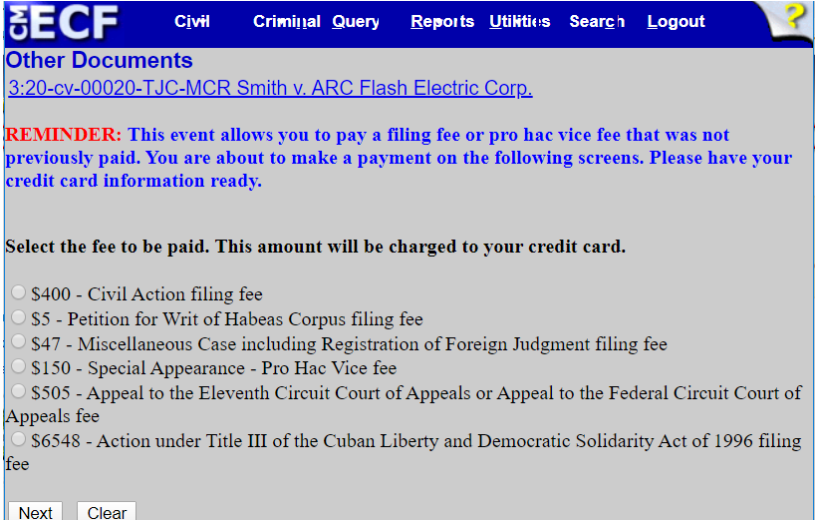
The fees available to be paid through the **Pay Fee** event are:

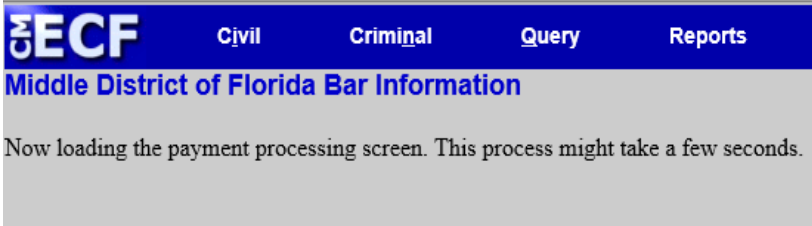
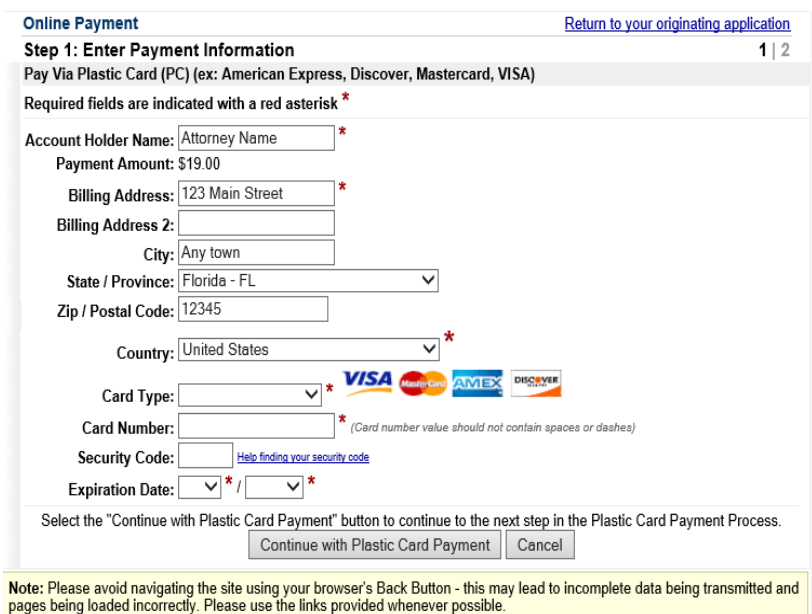
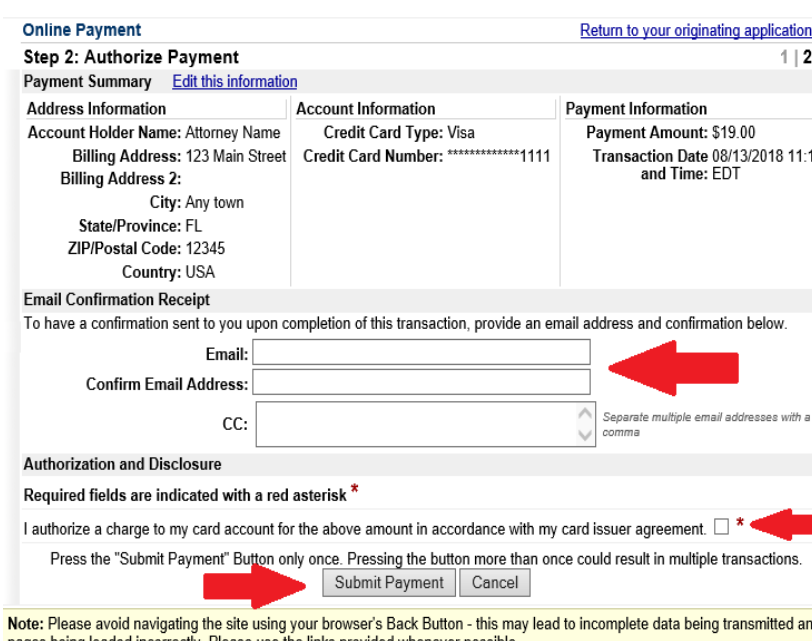
- \$400 Civil Action filing fee
- \$5 Petition for Writ of Habeas Corpus filing fee
- \$47 Miscellaneous Case filing fee (includes Registrations of Foreign Judgments)
- \$150 Special Appearance – Pro Hac Vice fee
- \$505 – Appeal to the Eleventh Circuit Court of Appeals or Appeal to the Federal Circuit Court of Appeals filing fee
- \$38 Appeal to a District Judge from a Judgment of Conviction by a Magistrate Judge in a Misdemeanor or Petty Offense Case fee
- \$6,548 Action under Title III of the Cuban Liberty and Democratic Solidarity Act of 1996 filing fee


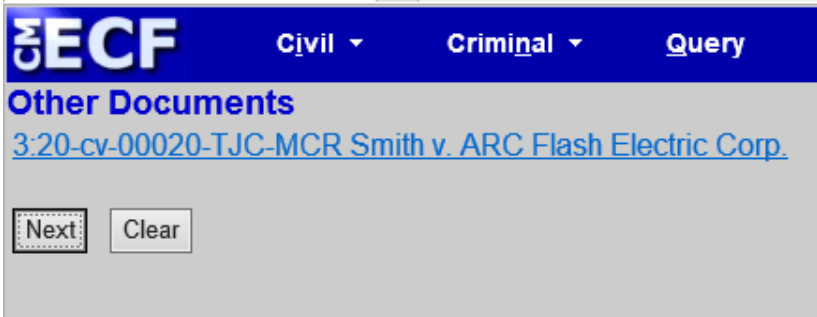

Docket the Pay Fee Event

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</p> <p>Pay Fee</p> <p>Criminal Events → Other Filings → Other Documents</p> <p>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. 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 pay.gov website. 	
<ul style="list-style-type: none"> ➤ Pay.gov ➤ Enter or correct the billing address and add credit card information. ➤ Note: Some fields will populate from the data in CM/ECF. ➤ Click Continue with Plastic Card Payment. 	 <p>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.</p>
<ul style="list-style-type: none"> ➤ Verify information is correct. ➤ Enter email address(es) for confirmation of the payment. ➤ Check payment authorization box. ➤ Click Submit Payment. 	 <p>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.</p>

Event Highlights	Screen
<ul style="list-style-type: none"> ➤ Once the payment is submitted through pay.gov, the system will process the payment and return the user to CM/ECF. 	
<ul style="list-style-type: none"> ➤ The user is returned to CM/ECF. ➤ Click Next. 	
<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 or the attachment (if any). ➤ Click Next. 	

Event Highlights	Screen
<ul style="list-style-type: none"> ➤ The Notice of Electronic Filing displays the filing information. ➤ Note: There is no document number for this entry. 	

Revision Log

Date	Comments	By
4/2020	Procedure created.	SMS