

Appellate ECF account holders may submit requests and pay the associated fee by credit/debit or ACH payment for certificates of good standing, petitions for review and original proceedings.

Pay Other Fees

1. Turn off pop-up blockers in your browser.
2. [Log in to CM/ECF](#)
3. Once the CM/ECF Startup Page appears, select Utilities.
4. Select Certificate of Good Standing, Submit Petition for Review w/ Fee or Submit Proceeding or Application w/ Fee as appropriate.
5. The submission window will appear.
6. Read the instructional text.
7. Select Browse.
8. The Select PDF document dialog box will appear.
9. Locate and select the the PDF file containing your request.
10. Select Open.
11. The file path will appear in the Document text box.
12. Enter a description of the document.
13. If you have additional related documents to upload, select Add Another Document.

The screenshot shows a web form titled "Certificate of Good Standing". At the top, there is a dropdown menu for "Fee Type" set to "Certificate of Good Standing" and a "Quantity" input field. Below this is a "Fee Amount" field which is currently blacked out. The main section of the form has a "Document:" label followed by an empty text box, a "Browse..." button (highlighted with a red box), and a "Description:" label followed by another empty text box. Below the "Document" and "Description" fields is a button labeled "Add Another Document". At the bottom of the form, there are two buttons: "Pay Now and Submit" (highlighted with a red box) and "Cancel".

14. Once all documents have been uploaded, select Pay Now and Submit. NOTE: If your pop-up blockers are turned on, the next screen will not appear. You will have to cancel and start over once you have turned off your browser pop-up blockers.
15. The Initiate Payment window will open.
16. Paying from a bank account.
17. Enter all requested information under Option 1: Pay Via Bank Account (ACH). Select the Account Type from the pull-down menu. All account and contact information must be entered in the boxes marked with red asterisks.
18. When all required information is entered, click the Continue with ACH Payment button.

Step 1: Enter Payment Information

1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *Payment Amount: Account Type: *Routing Number: *Account Number: *Confirm Account Number: *Check Number:

Routing Number	Account Number	Check Number
026946783	9243767390	1234

Payment Date: 06/23/2014

Attorney Name: *Name of Person Entering Payment Information: *Contact Phone Number: *

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

19. The Authorize Payment screen opens. Review the information entered to ensure its accuracy. If any information is incorrect, click Edit this information to make changes.
20. To receive an email confirmation of the payment, enter and confirm the filer's email address in the designated boxes below the payment-summary information.
21. To authorize the payment, click in the check box above the authorization and disclosure agreement. A green check mark appears in the check box.
22. Scroll down to the Submit Payment button below the authorization and disclosure agreement. Click the Submit Payment button to complete the payment.

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Account Holder Name: Lisa G. Wags

Payment Amount: [REDACTED]

Account Type: Personal Checking

Routing Number: 254074413

Account Number: *****2345

Check Number: 1234

Payment Date: 06/23/2014

Attorney Name: Lisa G. Wags

Name of Person Entering Payment Information: Lisa G. Wags

Contact Phone Number: 555-555-5555

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 *

I agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

23. The next screen verifies that the payment is completed and the admission application submitted. To retain a record of the payment, click on the hyperlink to print the receipt.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 06-58079-979

Payment Date: 06/19/2014

Amount: XXXXXXXXXX

Fee Type: Certificate of Good Standing

You can click the *Close Window* button and log out of CM/ECF.

Close Window

24. Paying by credit or debit card.
25. Select Continue with Plastic Card Payment.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount:

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: ▾ * / ▾ *

Attorney Name: *

Name of Person Entering Payment Information: *

Contact Phone Number: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

26. Review the Payment Summary information. Select Edit this information to make changes.
27. Enter your email address for an email confirmation of the payment.
28. Check the authorization box.
29. Select Submit Payment.

Step 2: Authorize Payment

1 | 2

Payment Summary [Edit this information](#)

Address Information

Account Holder Name: Lisa G. Wags
111 No Address
Billing Address: St.
Billing Address 2:
City: Cincinnati
State / Province: OH
Zip / Postal Code: 45238-0000
Country: USA

Account Information

Card Type: Visa
Card Number: *****1111
Attorney Name: Lisa G. Wags
Name of Person
Entering Payment: Lisa G. Wags
Information:
Contact Phone Number: 555-555-5555

Payment Information

Payment Amount: [REDACTED]
Transaction Date 06/19/2014 15:59
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:	<input type="text" value="sampleattorney@law.com"/>
Confirm Email Address:	<input type="text" value="sampleattorney@law.com"/>
CC:	<input type="text"/>

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 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.

30. The System will process your request.
31. The payment completion window will appear.
32. Select "here" to print a receipt.
33. Select Close Window to complete your transaction and return to CM/ECF.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 06-58080-728

Payment Date: 06/19/2014

Amount: [REDACTED]

Fee Type: Certificate of Good Standing

You can click the *Close Window* button and log out of CM/ECF.