

## **Payment of Fee Events in CM/ECF**

May 12, 2020

Pursuant to [Local Rule 5081-1\(a\) Payment of Fees Electronically](#) - All documents requiring a fee that are filed electronically via CM/ECF must be paid electronically by the filer, with the limited exception that a chapter 13 trustee may electronically pay chapter 13 case filing fee installments on behalf of a debtor who has satisfied all requirements of Local Rule 1006-1(c).

All filers should immediately follow through and complete the payment process through **Pay.gov** following entry of any pleading that requires a fee.

### **Instructions for Entering Filing Fees when Filing a Pleading:**

- **Paying Filing Fee with Pleading** - leave the receipt field **blank** if the filing fee is to be paid with the filing of the pleading.
  - Immediately proceed with the payment of the filing fee by selecting **Pay Now** to continue through **Pay.gov** once the pleading has been entered.
- **Paying Filing Fee Later** - put the letter **O** in the receipt field if the filing fee is to be paid at a later time.

### **Instructions for Entering a Payment of Fee Event:**

If the filer entered an **O** in the receipt field, the fee will not appear on the **Internet Fees Due** report to be paid electronically.

To set up a payment electronically, the filer should select the appropriate **Payment of Fee** docket event located under **Bankruptcy > Miscellaneous** and docket in CM/ECF so the fee will appear on the **Internet Fees Due** report (located under the **Utilities** menu) and can be paid through **Pay.gov**.

### **Payment of Fee docket events available in CM/ECF:**

**Payment of Fee (Adversary Proceeding)**

**Payment of Fee (Amendment)**

**Payment of Fee (Audio CD)**

- The filer must select the number of audio CDs you wish to order in one case (up to 5 CDs) from the drop-down menu that appears during docketing.

**Payment of Fee (Chapter 11 Quarterly Fee)**

**Payment of Fee (Compel Abandonment)**

**Payment of Fee (Conversion)**

**Payment of Fee (Direct Appeal to 11<sup>th</sup> Circuit Court of Appeals)**

**Payment of Fee (Full Filing Fee, Installment Payment, Reopen)**

- The filer must select **Full Filing Fee**, **Installment**, or **Reopen** from the drop-down menu that appears during the docketing of this event.

**Payment of Fee (Miscellaneous Proceeding)**

**Payment of Fee (Motion to Redact)**

**Payment of Fee (Motion to Sell Property)**

**Payment of Fee (Notice of Appeal)**

**Payment of Fee (Relief from Stay)**

**Payment of Fee (Returned or Denied, Archive Retrieval)**

- The filer must select **Archive Retrieval Fee** or **Returned or Denied Payment Fee** from the drop-down menu that appears during the docketing of this event.

**Payment of Fee (Transfer of Claim)**

- The next screen will display the corresponding fee amount for the **Payment of Fee** docket event selected. The filer is allowed to input the dollar amount for some events while others will display the fee amount automatically. Enter or verify the correct fee amount is listed in the **Fee** field and click **Next**.
- When the final docket text is displayed, always verify the correct **Payment of Fee** docket event was selected and the correct fee amount was entered, then submit the docket text.
- Once the docket text is submitted, a “Summary of Current Charges” screen appears that includes the installment payment you have entered.
- Select **Pay Now** to continue with your payment through **Pay.gov** immediately.
- Fees can be paid via a bank account (ACH) credit or debit or credit card.
- Debit cards may be used if the debit card does not require the use of a pin number.

**Additional Guidance for Paying Fees Electronically:**

If you have docketed one of the above **Payment of Fee** events and failed to pay the filing fee after submitting the docket text, go to **Utilities > Internet Payments Due**, select the fee to be paid, and continue with the payment through **Pay.gov** using your bank account or credit/debit card as noted above.