



## Public Notice

### CM/ECF Payment Options

Beginning May 13, 2013, electronic filers will be able to pay fees through the U.S. Treasury's on-line payment provider, Pay.gov, using Automated Clearing House (ACH). ACH is an electronic funds transfer system that permits payment of filing fees through a direct debit from your personal or business bank account. In addition, Pay.gov will continue to accept payments through credit card transactions.

With the addition of ACH, the payment screens will change. The enclosures are screen shots that depict how the new payment screens will appear.

If you have questions regarding this change, please contact the court at 574-968-2226.

Christopher M. DeToro  
Clerk of Court

May 3, 2013

## CM/ECF Payment Instructions

### Option #1 - Automated Clearing House (ACH) - Direct Payment

The first payment screen pertains to paying with your personal or business checking/savings account. Scroll down to the second payment screen which allows for payment by credit card (American Express, Discover, MasterCard or Visa). Always complete the fields with a red asterisk when selecting a payment type.

#### System Message

- The system has populated the Payment Date with the next available payment date.

#### Online Payment

[Return to your originating application](#)

#### 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

⑆0 26946783⑆ 9243767390⑆ 1234⑆

Payment Date: 04/25/2013

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

## Option #2 - Plastic Card - VISA, MasterCard, American Express, Discover

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

Required fields are indicated with a red asterisk \*

|                      |  |  |
|----------------------|--|--|
| Account Holder Name: | <input type="text" value="George Harrison"/> | *  |
| Payment Amount:      | <input type="text" value="\$306.00"/>        | *  |
| Billing Address:     | <input type="text" value="555 S. Main St."/> | *  |
| Billing Address 2:   | <input type="text"/>                         |  |
| City:                | <input type="text"/>                         |  |
| State / Province:    | <input type="text" value="-----"/>           | ▼  |
| Zip / Postal Code:   | <input type="text" value="46601"/>           |  |
| Country:             | <input type="text" value="United States"/>   | ▼ *  |
| Card Type:           | <input type="text"/>                         | ▼ *     |
| Card Number:         | <input type="text"/>                         | * (Card number value should not contain spaces or dashes)  |
| Security Code:       | <input type="text"/>                         | * <a href="#">Help finding your security code</a>  |
| Expiration Date:     | <input type="text"/>                         | ▼ * / <input type="text"/>   |

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

**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.