



Attorney's Guide to Opening a Civil Case: Paying the Filing Fee

- CM/ECF verifies the amount of the filing fee on the screen as required (IFP filings will not request payment at time of filing).
- Review the [Filing Fee Requirements](#) for more details.

1. To accept the filing fee amount, select **Next**.

a. CM/ECF redirects you to your PACER account to pay the filing fee.



Do not use the browser's Back button while navigating Pay.gov. This may result in duplicate billing of the filing fee as well as an incomplete transaction. Use the navigation hyperlinks on the Pay.gov screens whenever possible.

b. If prompted, enter your PACER **Password**, then select **Login** to continue.

2. Select your payment method.


Pay Filing Fee for Washington Western District Court (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * \$400.00

Select a Payment Method


Attorney Wawdone
XXXXXXXXXXXX4747
04/2023

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

- a. You can select the payment method already linked to your account by PACER; or,
- b. You can add an additional payment method (ACH or credit/debit card).
 - i. Enter your ACH or credit/debit card information including all fields with * denoting a required field.



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3. When you finish selecting/entering your payment information, select **Next**.
4. Review the **Payment Summary** information for accuracy.

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| Payment Summary | |
|--|--|
| PAYMENT METHOD | PAYMENT DETAILS |
|  XXXXXXXXXXXX4747 04/2023 Attorney Wawdone 700 Stewart St, #2310 Seattle, WA 98101 USA | Payment Amount \$400.00 Fee Type Filing Fee |

5. Enter your email address in the **Email Address** and **Confirm Email Address** fields to have a confirmation sent to you upon completion of this transaction (if desired, you may enter additional email addresses in the **CC** field).

Email Receipt

| | |
|----------------------------|---|
| Email | <input type="text" value="userwawdatty01@gmail.com"/> |
| Confirm Email | <input type="text" value="userwawdatty01@gmail.com"/> |
| Additional Email Addresses | <input type="text"/> |

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

6. Check the **Authorization Agreement** and select **Submit**.
7. PACER will automatically redirect you back to CM/ECF to finish opening your case.



Even though the filing fee has been paid, **your case is not considered opened until you return to CM/ECF and complete the case opening process.**



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8. If you run into issues in PACER:

- a. Charged in error: call the Clerk's Office Financial Department at (206) 370-8415, or send an email to SeaFin@wawd.uscourts.gov.
- b. Payment not accepted: contact your financial institution. *Do not contact the Court.*