

## Filing Fee and Copy Fee Payment Help Instructions

### Filing Fee(s)

Step	
1.	Access the Payment Page: <ul style="list-style-type: none"> <li>• Scroll to Popular Links section on the Home Page</li> <li>• Click <b>Payments and Copy Requests</b></li> </ul>
2.	Click <b>Payments</b> to access the drop-down menu: <ul style="list-style-type: none"> <li>• Click <b>Payments for Certificates, Petition for Admission, Pro Hac Vice and Pro Se Filing Fees</b> (use this option for 2254 Habeas Petition Fee)</li> <li>• Click the U.S. Treasury site link <b>Pay.gov</b></li> </ul>
3.	Complete the Pay.gov Form: <ul style="list-style-type: none"> <li>• Click <b>Continue to the Form</b></li> <li>• Complete all required <b>Requester Information</b> fields</li> <li>• Scroll down through each option and select the appropriate box(es) requiring payment</li> <li>• Complete all required fields in the section(s)</li> <li>• Once all applicable sections are completed, click <b>Continue</b></li> </ul>
4.	Enter Payment Information: <ul style="list-style-type: none"> <li>• Select <b>Payment Type</b></li> <li>• Click <b>Next</b></li> <li>• Enter all required <b>Payment Information</b></li> <li>• Click <b>Review and Submit Payment</b></li> </ul>

### Copy Fee(s)

Step	
1.	Access the Payment Page: <ul style="list-style-type: none"> <li>• Scroll to Popular Links section on the Home Page</li> <li>• Click <b>Payments and Copy Requests</b></li> </ul>
2.	Access Pay.gov: Click <b>Copy Requests and Payment for Copy Fees</b> <ul style="list-style-type: none"> <li>• Click the U.S. Treasury site link <b>Pay.gov</b></li> </ul>
3.	Complete the Pay.gov Form: <ul style="list-style-type: none"> <li>• Click <b>Continue to the Form</b></li> <li>• Complete all required fields</li> <li>• Under <b>Costs</b>, complete all applicable fields</li> <li>• Once all sections are completed, click <b>Continue</b></li> </ul>
4.	Enter Payment Information: <ul style="list-style-type: none"> <li>• Select <b>Payment Type</b></li> <li>• Click <b>Next</b></li> <li>• Enter all required <b>Payment Information</b></li> <li>• Click <b>Review and Submit Payment</b></li> </ul>
5.	If you have not already done so, contact the Clerk's Office at (509) 458-3400 to place your copy order.