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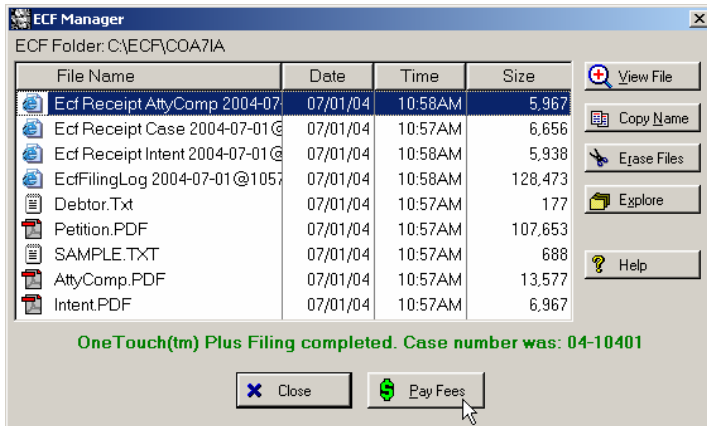
# Pay Now Express™

## Pay Your Outstanding Filing Fees Fast with a Credit Card Via the Internet

A New OneTouch® & ECF Express™ Filing Enhancement

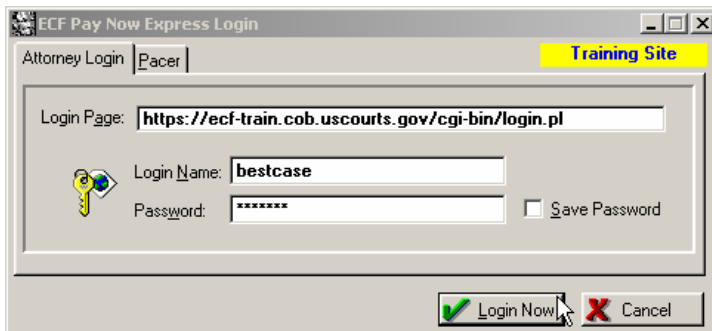
When you file a case with the Best Case OneTouch® System, Best Case now helps you pay filing fees via the Internet after the case number has been received. With Pay Now Express, Best Case also retains your credit card information so you won't have to re-enter it each time you file a case – saving you even more time! *Note that this feature is only available in CM/ECF Districts where the Court offers Internet Credit Card payments.*

**How to Use Pay Now Express:** (1) Click Pay Fees; (2) Click Login Now; (3) Submit Payment



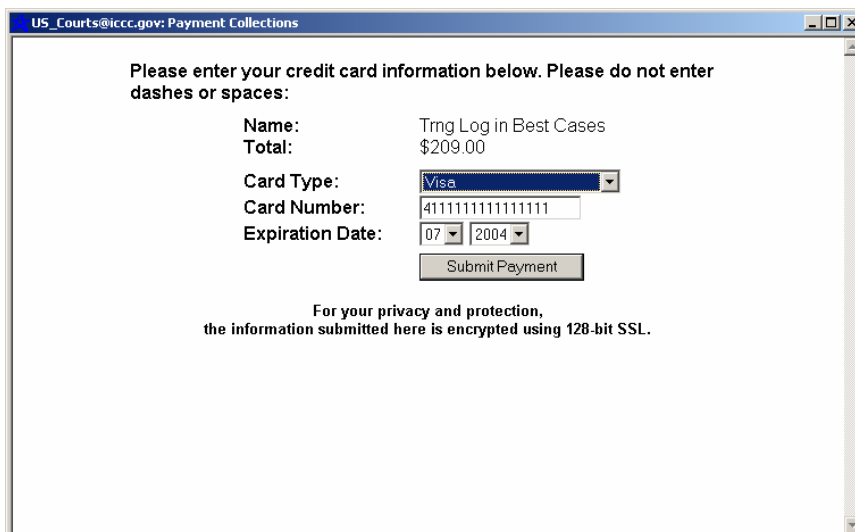
1. After the case has been successfully filed with the OneTouch System, the ECF Manager will appear. **NOTE: If you previously received a pop-up window at the end of the filing, the ECF Manager will instead appear where you can continue paying your filing fees online.**

Click the **Pay Fees** button.



2. Next, on the ECF Pay Now Express Login window, click the **Login Now** button.

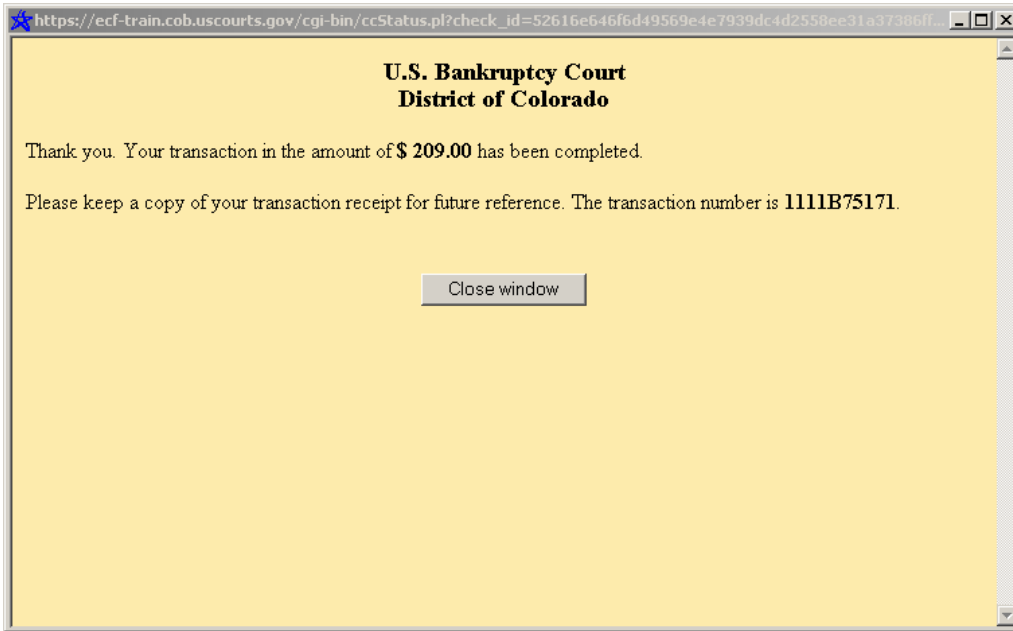
ECF Express will automatically connect you to the court's website, log you into your CM/ECF account, open the Utilities menu, and select Internet Payments Due for your account. Do not click anything while ECF Express is working.



3. The U.S. Courts' Payment Collections website appears next. Enter your **card type, card number, and expiration date.**

Click **Submit Payment**.

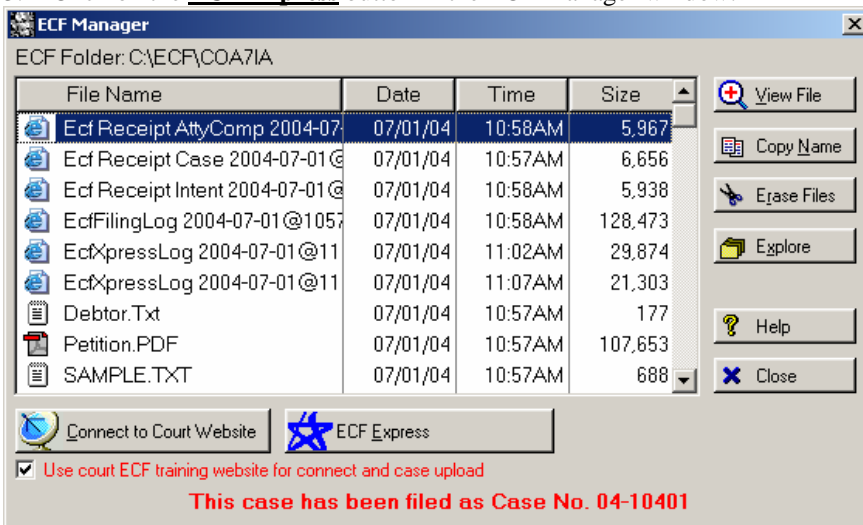
NOTE: Best Case will automatically save your credit card information so you won't have to re-enter it for your next case.



4. After your charge has been approved, you will receive a transaction receipt from the court. You should save your transaction number for future reference.

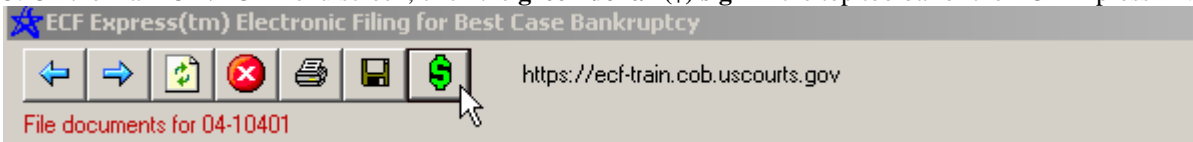
**To Pay Fees Later/Make One Payment at the End of the Day:**

1. Open a client that you have already filed electronically.
2. Click on the **ECF Manager** button at the bottom of the Forms and Schedules menu for the client.
3. Click on the **ECF Express** button in the ECF Manager window.



4. Enter your CM/ECF login name and password on the next screen and click the **Login Now** button. ECF Express will automatically connect you to the court’s website and log you into your CM/ECF account.

5. On the main CM/ECF menu screen, click the **green dollar (\$) sign** in the top toolbar of the ECF Express™ window.



6. Click the **Pay Now** button on the following screen to submit your credit card payment for all outstanding CM/ECF fees.

**Note:** If you do not owe any fees to the court, then the ECF Express browser will stop on the CM/ECF screen which displays, **“There are currently no outstanding CM/ECF credit card charges,”** and the Pay Now button will not appear.