



Steps to Pay in E-File

Steps to Pay via the **Payment Summary** tab in E-File:

Government Agency Filing?

1. Check box to indicate Filing on behalf of a government agency
2. Select **Agency** from list
Note: Agencies that defer payment receive a monthly invoice.

Credit Card Filing?

3. Select a **Payment Action** radio button
 - Select **One Time Payment** to manually enter a credit card
 - Select **Selected Account** to the process payment with a stored credit card

TIP: Store Credit Cards via Account → Manage Credit Cards
WARNING: \$0.05 Stored Credit Card Service Fee, per use.
4. Select a **Payment Type** radio button for One Time Payments
 - Select **Visa** to manually enter a Visa credit card
 - Select **MasterCard** to manually enter a MasterCard
 - Select **Discover** to manually enter a Discover credit card

Payment Summary

5. Click **View Payment Detail** button (Optional)
6. Click **Close** button

Refund Policy

7. Check box to agree to no refunds
8. Click **File and Pay** button

Payment Submission

9. Enter/Review **Billing Information**
10. Enter/Review **Payment Details**
11. Click **Pay** button

Fee	Amount
General Civil Case: Filing Fee for Plaintiffs or Petitioners	\$200.00
Circuit Clerk - Certified Mail - Including Copy Fee	\$23.00
Sheriff - Including Copy Fee	\$28.00
HB2980 Fee	\$30.00