



Self-Represented Litigants

How to E-File in i2File Step 9: Pay Fees



E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees**
- 10 • Review Summary / Submit



Finalize Fees

If you did not create a Payment Account when you registered for e-filing, please see *How to E-file in i2File Step 5: Add a Payment Account* for instructions on how to do so.

➔ Review the Fees for the Documents to be Filed

1. Make sure that the Fees section lists all the documents you want to file.
2. If not, return to the Filings section to add or delete documents.

Fees	
Complaint	
Total This Filing	\$ 0
Application	
Total This Filing	\$ 0
Case Initiation Fee	\$ 276
Payment Service Fee	\$ 0
Envelope Total	\$276

➔ Select the Payment Account

1. Click on the Payment Account drop down menu.
2. **Select** which Payment Account (that you created during registration) you want to use for this filing. The Payment Account Name that you created is what will show up in the drop down menu.
3. Select the Party Responsible for Fees from the drop down menu. You will always select yourself unless a judge has entered an order saying that a different party should pay.
4. If you used Credit or eCheck, you have paid your court fees. *NOTE:* If something has changed about your Credit or eCheck accounts since registration, this could cause your filing to be rejected when you e-file. Make sure your payment account information is up to date and accurate before e-filing.
5. If you selected a Waiver account you will need to either:
 - a. Pay in cash before your filing will be processed; or
 - b. Check with the court about the status of your *Application for Waiver of Court Fees* and if the application is denied, you will need to pay your filing fees.
6. Click **Next**.

The screenshot shows the 'Payments' section with two dropdown menus. The first dropdown is labeled 'Payment Account*' and has 'eCheck Example' selected. The second dropdown is labeled 'Party Responsible for Fees*' and has 'Select Party' selected. Below the second dropdown, 'John Doe' and 'Jane Doe' are visible as options. Red arrows point to the dropdown arrows for both menus.



You have now successfully completed the Fees section for e-filing.

Need Help? Contact i2File's Filer Support at support@i2file.net