

E-Filing Payments using CitePayUSA

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What is CitePayUSA

CitePayUSA is an online payment services provider used to make secure payments to the courts. CitePayUSA is available 24/7 and allows payments by all major Debit and Credit Cards (excluding American Express) and direct payments from a checking account.

CitePayUSA is used by Montana’s E-Filing courts to allow the seamless online payment of civil statutory filing fees.

How to get to CitePay

Statutory filing fees are applied to certain filing subtypes. Selecting one of these filing subtypes will prompt you to make a payment. When you have a filing with fees associated to it in your cart and you click Submit Filing, you will be automatically routed to CitePayUSA so that you can make a payment. A list of the filing subtypes which prompt for payment are listed in Appendix A.

Note: If you submitted a filing with a payment and it was rejected, use the fee waiver “Already Paid” on the Filing Information screen when you resubmit your filing so that you are not asked to pay for the filing again. When you use the fee waiver “Already Paid” provide the receipt number, the attorney’s name, and the date of the original submission.

CitePayUSA gives e-filers two options to make a payment. These options are One-Time (card) Payment or using a Wallet.

You have been forwarded to CitePayUSA to make a payment of 70.00. To complete this payment, you may either create a "Wallet" at CitePay referencing one or more credit card and/or checking accounts, which you can use to make this and future payments, or you may make a one-time payment using a credit card.

CREATE A WALLET

USE AN EXISTING WALLET

ONE-TIME PAYMENT

CANCEL

One-Time Payment

The one-time payment option allows users to make a single payment without creating a wallet. With one-time payment users must pay with a credit or debit card; direct payment from a checking account is not available with this option.

CREDIT CARD PAYMENT FOR ANSWER/BRIEF - ANSWER FIRST APPEARANCE, AT FLATHEAD COUNTY DISTRICT COURT

Court Amount : \$70.00
CitePay Processing Fee : \$3.50
Total Payment Amount: \$73.50

NAME ON CARD :*

RECEIPT EMAIL ADDRESS :

CARD TYPE :*

CARD NUMBER :*

EXPIRATION MONTH :*

EXPIRATION YEAR :*

BILLING ADDRESS :

CARD SECURITY CODE (CVV2) :*

BILLING ZIP CODE :*

PROCESS PAYMENT

CANCEL

After clicking One-Time Payment fill out all the required fields on the payment screen, indicated by a *. Even though Receipt Email Address is not a required field it is recommended that you enter an email address so that you receive a receipt for your payment. Click Process Payment.

Your filing will be submitted to the clerks' office, and you will be automatically redirected back to E-Filing.

Wallet

A wallet allows you to store a credit card, debit card, and/or a checking account for making payments.

Wallets are specific to the attorney. Attorneys cannot share wallets, and if you are support staff filing on behalf of multiple attorneys you must have a separate wallet for each attorney.

Creating a Wallet

Begin creating a wallet by clicking the Create a Wallet button. Fill out the requested information on the next page and click Create Wallet.

CREATE A WALLET ACCOUNT

ATTORNEY ID :	8940	REQUESTED USERNAME :	<input type="text"/>
PASSWORD :	<input type="password"/>	CONFIRM PASSWORD :	<input type="password"/>
LAW FIRM :	<input type="text"/>	LAST NAME :	<input type="text"/>
FIRST NAME :	<input type="text"/>	MIDDLE INITIAL :	<input type="text"/>
PHONE :	<input type="text"/>	EMAIL ADDRESS :	<input type="text"/>

Choose an option to add a credit card or checking account. On the next page add your payment account information and save changes. Read and agree to the Terms of Agreement to save your payment information. You can add as many forms of payment as you would like.

Once you have saved a payment method, click on the Wallet Payment button. Select the appropriate payment account and click on the Process Payment button. You will be directed to a confirmation screen, click on the Process Payment button.

Your filing will be submitted to the clerks' office, and you will be automatically redirected back to E-Filing.

Using an Existing Wallet

To use a wallet that has already been created, click on Use an Existing Wallet button. Log in to that wallet with the username and password previously created. Click on the Wallet Payment button, select the appropriate

payment account, and click on the Process Payment button. You will be directed to a confirmation screen.

WALLET PAYMENT FOR: MOTION - MOTION FOR SUBSTITUTION OF JUDGE, AT FLATHEAD COUNTY DISTRICT COURT (DEV)

PAYMENT ACCOUNTS:

COURT AMOUNT : \$100.00

CITEPAY FEE : \$5.00

TOTAL DUE : \$105.00

Your filing will be submitted to the clerks’ office, and you will be automatically redirected back to E-Filing.

Editing a Wallet

Access the CitePayUSA payment processor portal using this link: <https://www.citepayusa.com/auths/login/auth>. Log in using your username and password you use for your wallet. Once you are logged in you will see options to Edit, Delete or Add payment methods. You can also edit your wallet after logging in to your wallet while making a payment through E-Filing

WALLET DASHBOARD

CURRENT PAYMENT ACCOUNTS

ACCOUNT NICKNAME	ACCOUNT ID	ACCOUNT NUMBER	
Test Card	A00000001369	XXXXXXXXXXXX1111	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/> <input type="button" value="EDIT WALLET INFO"/>

Processing Fee

The processing fee for a card payment is 5% of the fee amount. The processing fee for a direct payment from a checking account is a \$3.00 flat fee. This fee is not collected by Montana, the Judicial Branch, the court, or E-Filing. It is collected by CitePayUSA as surcharge for processing the payment.

Appendix A – Fee Table

Use these filing types to pay the statutory filing fees on civil cases.

Filing Type	Filing Subtype	Fee	Valid Cases	New or Existing
District Courts				
Answer/Brief	Answer First Appearance	70.00	DV, DR	Existing
Answer/Brief	Answer and Counterclaim	70.00	DV, DR	Existing
Answer/Brief	Response First Appearance	70.00	DV, DR	Existing
Complaint	Complaint	120.00	DV	New

Complaint	Complaint in Intervention	80.00	DV, DR	Existing
Foreign Capital Depository Judgment	Foreign Capital Depository Judgment	2500.00	DV	New
Judgment	Confession of Judgment	50.00	DV	Both
Judgment	Foreign Judgment	90.00	DV-FJ, DR-JR	New
Judgment	Transcribe Judgment	50.00	DV-TJ, DR-JT	New
Motion	Motion for Substitution of Judge	100.00	DV, DR	Existing
Motion	Motion to Dismiss First Appearance	70.00	DV, DR	Existing
Motion	Motion to Intervene	80.00	DV, DR	Existing
Notice	Notice of Appearance with Fee	70.00	DV, DR	Existing
Notice	Notice of Removal	5.00	DV	Existing
Petition	Joint Petition for Dissolution	200.00	DR	Both
Petition	Petition	120.00	DV, DR	New
Petition	Petition for Contested Amendments to Parenting Plan	120.00	DR	Existing
Petition	Petition for Custody	120.00	DR	Both
Petition	Petition for Dissolution of Marriage	200.00	DR	Both
Petition	Petition for Emancipation	120.00	DV-EM	Both
Petition	Petition for Establishment of Grandparent-Grandchild Contact	120.00	DR-GV	Both
Petition	Petition for Invalid Marriage	120.00	DR	New
Petition	Petition for Legal Separation	180.00	DR	Both
Petition	Petition for Name Change (Adult)	120.00	DV, DR	Both
Petition	Petition for Name Change (Minor)	120.00	DV, DR	Both
Petition	Petition for Parenting Plan	120.00	DR	Both
Petition	Petition for Reinstatement of Driver's License	120.00	DV-RL	New
Petition	Petition for Release of Excess Proceeds	120.00	DV-RE	Both
Petition	Petition for Relief from Registration	120.00	DV-OF	New
Petition	Petition for Summary Dissolution	200.00	DR	Both
Petition	Petition for Writ of Certiorari	120.00	DV-WE	New
Petition	Petition to Intervene	80.00	DV, DR	Existing
Petition	Petition to Restrict Government Interference	125.00	DR-GI	New
Proposed Document	Decree Proposed	50.00	DV, DR	Existing
Proposed Document	Judgment Proposed	50.00	DV, DR	Existing
Proposed Document	Writ of Assistance Proposed	5.00	DV, DR	Existing
Proposed Document	Writ of Attachment Proposed	5.00	DV, DR	Existing
Proposed Document	Writ of Execution Proposed	5.00	DV, DR	Existing
Proposed Document	Writ of Mandamus Proposed	5.00	DV, DR	Existing
Limited Jurisdiction Courts				
Complaint	Civil Complaint	\$50.00	CV	New
Answer	Answer	\$30.00	CV	Existing
Motion	Motion to Dismiss for Lack of Jurisdiction	\$30.00	CV	Existing
Judgment	Confession Judgment	\$20.00	CV	Existing
Proposed Document	Proposed Judgment	\$20.00	CV	Existing

***If you are filing a document which does not require a fee, but using a filing subtype with a fee, select the fee waiver "Not Required by Statute."**