

UNITED STATES DISTRICT COURT DISTRICT OF MAINE

Paying Civil Fees with ECF

Effective June 19, 2026, attorneys registered to file electronically in the District of Maine may use the **Pay Fee** event to pay case opening filing fees and Pro Hac Vice fees.

Registered e-filers must log in through PACER and docket the **Pay Fee** event in the applicable case. Payments are processed through Pay.gov.

The fees available for payment via the **Pay Fee** event are:

Fee Type	Amount
Civil Case Filing Fee	\$405.00
Petition for Writ of Habeas Corpus Filing Fee	\$5.00
Miscellaneous Case Filing Fee	\$52.00
Certification Pro Hac Vice Fee	\$200.00 per Certification

Important Filing Note:

Do **not** use your browser's Back button while filing in CM/ECF. Using the Back button may result in duplicate fee payments. If an error occurs during filing, restart the filing process.

Paying a Filing Fee

- 1) From the CM/ECF menu bar, select Civil→ **Other Documents**.
- 2) Select **Pay Fee** from the list of available events.
- 3) Enter the case number.
- 4) Select the name of the filing party.
- 5) Read the reminder and click **Next**.
- 6) Select the appropriate fee from the list:
 - \$405.00 Civil Case Filing Fee
 - \$5.00 Petition for Writ of Habeas Corpus Filing Fee
 - \$52.00 Miscellaneous Case Filing Fee
- 7) You will be redirected to PACER to submit payment.
- 8) After payment is processed, you will return to CM/ECF.
- 9) Review docket text and click **Next**, then **Next** again to complete the filing.

Paying a Civil Certification Pro Hac Vice Fee

In some instances, a certification pro hac vice may be entered on the docket, but the fee was not paid. For example, the Clerk's Office may enter the certification when opening a new civil case, but the fee remains outstanding. To pay a Pro Hac Vice fee through CM/ECF:

- 1) From the CM/ECF menu bar, select Civil→ **Other Documents**.
- 2) Select **Pay Fee** from the list of available events.
- 3) Enter the case number.
- 4) Select the name of the filing party.
- 5) Read the reminder and click **Next**.
- 6) Select which fee you are paying: **\$200.00 Pro Hac Vice fee**
- 7) You will be redirected to PACER to submit payment.
- 8) After payment is processed, you will return to CM/ECF.
- 9) Enter the full name of Pro Hac Vice counsel and click **Next**.
- 10) Review docket text and click **Next**, then **Next** again to complete the filing.