

United States Bankruptcy Court NDAL

Instructions for Payment of Filing Fees with a Credit Card Via the Internet September 22, 2004

You may elect to pay your filing fees via the Internet using a credit card. This service is being provided to the Court by the U.S. Treasury to allow filers to pay filing fees interactively as part of the electronic filing process. Attorneys can choose to pay after every transaction requiring fees or make one payment at the end of the day for all transactions. **Reminder:** Unless an Application to Pay Filing Fees in Installments has been made, filing fees are due to be paid to the Court no later than 2 business days from the time of filing.

The following cards will be accepted: **VISA/MasterCard, Novus/Discover, American Express, and Diners Card.** Check cards that can be used as credit cards are also supported. However, PIN-based debit cards are not supported.

When a new bankruptcy case, adversary proceeding, or other pleading requiring filing fees is filed with the Court, you will be presented with the option to pay the fees via the Internet with a credit card.

I. Opening a New Bankruptcy Case

1. On the case opening screen below, select **Fee Status=Paid** if you will be paying the full amount of the filing fees or select **Fee Status=Installment** if paying in installments.

Note: All petitions paid in installments must be accompanied by an **Application to Pay Filing Fees in Installments.**

The screenshot shows the 'Open New Bankruptcy Case' form. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Emergency', 'Reports', 'Utilities', and 'Logout' links. The main title is 'Open New Bankruptcy Case'. Below this, there is a section for 'Type of debtor' with checkboxes for Individual (checked), Corporation, Partnership, Clearing Bank, Railroad, Stockbroker, Commodity Broker, and Other. The 'Fee status' is set to 'Installment'. 'Nature of debt' is 'consumer', 'Voluntary' is 'Voluntary', and 'Origin' is 'Original'. 'Estimated number of creditors' is '1-15', 'Estimated assets' is '\$0-\$50,000', and 'Estimated debts' is '\$0-\$50,000'. There are 'Next' and 'Clear' buttons at the bottom.

2. Select Browse, to find and attach the bankruptcy petition as shown below:

The screenshot shows the 'Open New Bankruptcy Case' form at the file selection step. It prompts the user to 'Select the pdf document (for example: CA199cv501-21.pdf)'. The 'Filename' field contains 'K:\Ch7Petition.pdf' and there is a 'Browse...' button next to it. Below this, there is a radio button for 'Attachments to Document' with 'No' selected. There are 'Next' and 'Clear' buttons at the bottom.

3. Do **NOT** enter a receipt number if you are paying by credit card.
Enter **0** for all other payments.

Note: If you are paying the FULL filing fee, do not change the dollar amount.
If you are paying through installments with the filing of the case, enter amount paid.

ECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

Open New Bankruptcy Case

If paying in installments, enter the amount to be paid. All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments.

Do **NOT** enter a receipt number if you are paying via the Internet.
Enter **0** for all other payments.

Receipt #: Fee: \$209

4. You will receive the final confirmation screen as shown below.

ECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

Open New Bankruptcy Case

Docket Text: Final Text
Chapter 7 Voluntary Petition. Fee Amount \$209, Filed by John Doe (training,)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

5. At the end of your transaction, you will receive a list of all filings with fees due. You may select **Pay Now** to pay filing fees. If you have more cases or pleadings requiring fees to file, you may select **Continue Filing**.

Electronic Payment - Microsoft Internet Explorer

Summary of current charges:

Date Incurred	Description	Amount
2004-09-08 13:17:56	Voluntary Petition (Chapter 13)(04-70191-13) [misc,volp13] (194.00)	\$ 194.00
2004-09-08 16:29:36	Voluntary Petition (Chapter 13)(04-70192-13) [misc,volp13] (194.00)	\$ 194.00
		Total: \$ 388.00

Pay Now Continue Filing

Note: Some "pop up" blockers will prevent the credit card pop ups from appearing. If you don't see the pop up above it may be necessary to disable your pop up blocker while filing.

IF YOU DETECT AN ERROR - If there is an error in the summary of current charges screen, **DO NOT** select the **Pay Now** option. Contact the appropriate division case administrator responsible for this case or send an email to ecfrain@alnb.uscourts.gov so the error can be corrected before an incorrect charge is made to your credit card.

IF YOU SELECTED CONTINUE FILING - You will receive an opportunity to **Pay Now** after each subsequent transaction, or you may pay at the end of the day using the **Utilities** menu option, **Internet Payments Due**. (See Section IV)

II. Paying Your Filing Fees

1. If the **Pay Now** option is selected, the filer will be electronically connected to the U.S. Courts Government Internet Credit Card Collection web site. The filer's name and address will already be displayed on the screen from the information that is contained on the filer's ECF Account.
2. Enter a **card type, card number and expiration date** as shown below, then press **Continue**. It is not necessary to enter any other account information on this screen since it is not verified with the cardholder information.

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Section 508 Policy

Enter Payment Information

Cardholder Name:	training *	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
Address:	c/o Credit Card Testing *	
Address 2:		
City:		
State:	-- OR-- Province / Region / County: *	
Country:		
(Instead of state, if necessary)		
Zip Code:	35244 *	
Card Type:	Visa *	
Card Number:	4111111111111111 *	
Security Code:		
Expiration Date:	March / 2005 *	
Payment Amount:	\$388.00 *	
<small>A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.</small>		
<p style="text-align: center;">Continue Quit</p>		

3. The second payment screen shows the **Payment Summary and Authorization**. Click the check box to authorize the payment. The payee can enter an email address to have a confirmation email sent upon completion of the transaction as shown below.
4. Click the **Make Payment** button **ONLY ONCE** to continue.
Caution: If you double click the **Make Payment** button, this could result in duplicate payments.

5. If the payee enters an invalid credit card number or does not enter the expiration month/year, a message will be displayed describing the errors found and possible corrections.

Errors were found in your request.

- The Card Number entered is invalid. Please try again.

Please correct these errors and attempt the action again.

6. If you are unable to correct errors and complete the transaction, select **Quit**. Then try using the **Internet Payments Due** option under the **Utilities** menu to pay fees. (See Section IV)

**U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA**

Your payment process did not complete. If you did not click the Quit button, please contact the card issuer.

Close window

7. When the credit card transaction is approved, the message below will appear.

**U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA**

Thank you. Your transaction in the amount of **\$ 388.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **57604**.

Close window

8. A receipt entry will automatically be posted to the case(s) that have been paid.

09/20/2004	Receipt of Voluntary Petition (Chapter 13)(04-70192-13) [misc,volp13] (194.00) Filing Fee. Receipt number 57604. Fee Amount 194.00 (U.S. Treasury) (Entered: 09/20/2004)
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9. If an email address was entered on the Payment Summary and Authorization screen, the payee will receive an email confirmation as listed below.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Pay.gov Tracking ID: 3F08V466

Agency Tracking ID: 57604

Payment Summary

Cardholder Name: training

Cardholder Address: c/o Credit Card Testing

Cardholder City:

Cardholder State:

Cardholder Country:

Cardholder Zip Code: 35244

Card Type: Visa

Payment Amount: \$388.00

Current Date and Time: Sep 20, 2004 3:16:43 PM

10. If you do not elect to pay the filing fees via the Internet, you should print the Notice of Electronic Filing screen as shown below and send your check for the required filing fees made payable to the **Clerk, U.S. Bankruptcy Court** within **2 business days** of filing.

ECF Bankruptcy + Adversary + Docket + Reports + Utilities + Logout ?

United States Bankruptcy Court
NORTHERN DISTRICT OF ALABAMA

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 05/21/2004 at 5:39 PM and filed on 05/21/2004.

John Doe
123 North Main Street
Northport, AL 35473
SSN: xxx-xx-6789

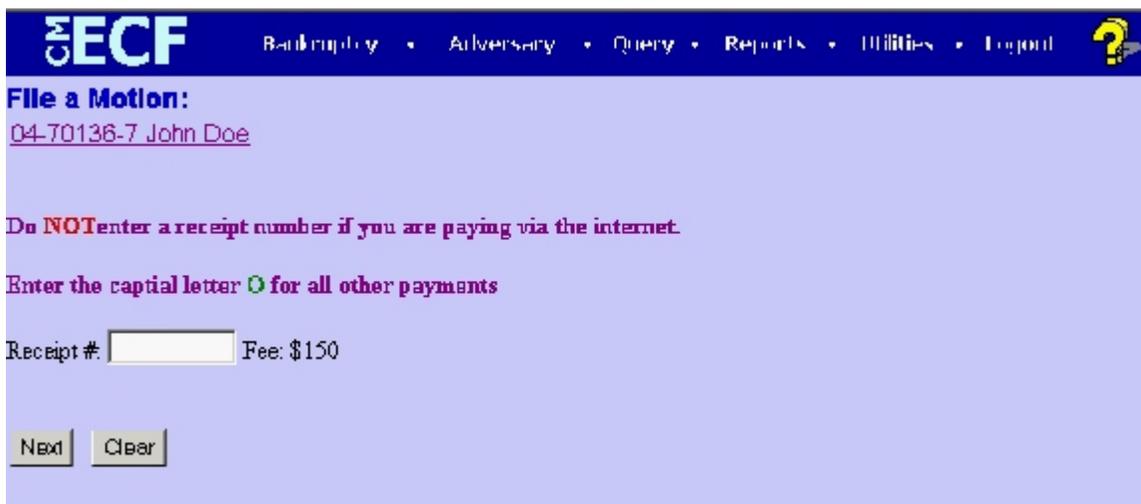
The case was filed by the debtor's attorney:
training

U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA
FILED
Electronically
05/21/2004
5:39 PM

III. Filing a Motion

The CM/ECF credit card module works similarly for motions and notices which require fees. For a complete list of all filing fees, please go to our Court website at www.alnb.uscourts.gov and click on the **General Information** tab, then select **Fee Schedule**.

In the example below, a Motion for Relief from Stay is filed. When you select the event Relief from Stay, the screen automatically includes the \$150.00 filing fee due.



The screenshot shows the ECF interface for filing a motion. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "File a Motion:" followed by the case number "04-70136-7 John Doe". A red instruction states: "Do NOT enter a receipt number if you are paying via the internet." Below this, a purple instruction says: "Enter the capital letter O for all other payments". There is a text input field for "Receipt #" and a label "Fee: \$150". At the bottom, there are "Next" and "Clear" buttons.

Special Note:

If you are filing a Motion for Relief from Stay that is exempt from the filing fee because it is Agreed, Stipulated or With Consent or it is filed by an agent of the U.S. government or a Child Support Creditor enter a capital **O** in the **FEE** field.

If you are filing a Motion for Relief from Co-Debtor Stay, be sure to choose the correct event.



The screenshot shows the ECF interface for filing a motion. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "File a Motion" followed by the case number "04-70136-7 John Doe". A dropdown menu is open, showing a list of motion events: Relief from Co-Debtor Stay, Relief from Stay, Remand, Remove Debtors Debtor in Possession, Reopen Case, Reschedule Hearing, Sanctions, and Sell. At the bottom, there are "Next" and "Clear" buttons.

IV. Reports

Two reports for tracking Internet Payments are available under the **Utilities** heading.

The **Internet Payment History** event allows an attorney to review his/her completed credit card payments over any specified time period.

The **Internet Payments Due** event allows attorneys to pay immediately all outstanding fees without docketing another pleading or opening another case. This event displays detail for each pending fee. **Use this event if you are finished for the day and forgot to select the Pay Now option on your last filing.**



V. Security

Your browser must support 128-bit Encryption. To determine whether your current browser supports 128-bit encryption, take the following steps:

Microsoft Internet Explorer 5.5

1. Click on the "Help" tab on your menu bar at the top of the screen
2. Scroll down and select "About Internet Explorer"
3. A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit, or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or it doesn't indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

Netscape Navigator/Communicator 4.x

1. Click on the "Help" tab on your menu bar at the top of the screen
2. Scroll down and select "About Navigator" or "About Communicator"
3. A screen will appear that lists the details of your browser. Look for a section on the left and toward the middle that begins "Contains encryption software from RSA Data Security, Inc..." If the next paragraph begins, "This version supports U.S. security...", your browser has 128-bit encryption. If it says that you have international security, your browser has 40-bit or 56-bit encryption and you will need to upgrade to a version with 128-bit encryption.