

United States Bankruptcy Court Northern District of Alabama

Instructions for Payment of Filing Fees with a Bank Account Debit or Credit Card Via the Internet Revised May 29, 2020

Pursuant to [Local Rule 5081-1](#), all documents requiring a filing fee that are filed electronically via CM/ECF must be paid electronically by the attorney filer. Electronic Payments can now be paid using a bank account debit (Automated Clearing House) or a credit card. The following credit cards are the only acceptable method for payment by credit card of such fee: **American Express, Discover, MasterCard or Visa**. The provisions of this paragraph do not apply if an application to pay filing fee in installments is filed or a request for waiver of fee in a chapter 7 case is filed unless the application or request is denied.

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 bank account debit or a credit card. This service is 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 some or all transactions requiring fees in a given transaction. **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 two business days from the time of filing.**

CM/ECF users making fee payments by Internet Bank Account Debit or Credit Card through the U.S. Treasury's [Pay.gov](#) system should make sure their web browser is compatible for online payments. To view information about setting up your browser, please visit <https://www.pay.gov/WebHelp/HTML/setting.html>.

Important:

It is no longer necessary to allow pop-ups. This prior problem among various browsers is no longer a problem, now a panel from the Pay.gov website is displayed instead of a pop-up.

I. Opening a New Bankruptcy Case

1. On the case opening screen, 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**.

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



- Leave the Receipt Number field **BLANK** to pay by bank account debit or credit card. Enter a capital "O" in the receipt number field if paying in installments.

- You will receive the final confirmation screen as shown below before submitting the transaction.

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

Date Incurred	Description	Amount
2009-02-24 13:11:53	Voluntary Petition (Chapter 7)(09-40002-7) [misc,volp7] (299.00)	\$ 299.00
2009-02-24 13:19:09	Voluntary Petition (Chapter 9)(09-40003-9) [misc,volp9] (1039.00)	\$1039.00
2009-02-24 13:22:36	Voluntary Petition (Chapter 9)(09-40004-9) [misc,volp9] (1039.00)	\$1039.00
2009-02-24 13:50:00	Voluntary Petition (Chapter 11)(09-40006-11) [misc,volp11] (1039.00)	\$1039.00
2009-02-24 13:57:38	Voluntary Petition (Chapter 7)(09-40007-7) [misc,volp7] (299.00)	\$ 299.00
2009-02-24 14:03:19	Voluntary Petition (Chapter 12)(09-40008-12) [misc,volp12] (239.00)	\$ 239.00
2009-08-31 12:22:02	Voluntary Petition (Chapter 7)(09-40020-7) [misc,volp7] (299.00)	\$ 299.00
2009-09-01 11:50:51	Motion for Relief from Stay(09-40001-JJR7) [motion,mrlfsty] (150.00)	\$ 150.00
2009-09-02 10:34:48	Motion for Relief from Stay(09-40002-7) [motion,mrlfsty] (150.00)	\$ 150.00
2010-05-05 10:19:28	Motion for Relief from Stay(08-40001-JJR13) [motion,mrlfsty] (150.00)	\$ 150.00
2010-05-05 10:25:59	Voluntary Petition (Chapter 7)(10-40001-7) [misc,volp7] (299.00)	\$ 299.00
2011-02-15 08:31:16	Payment of Fee(10-40002-11) [misc,feepay] (500.00)	\$ 500.00
2011-03-08 10:50:17	Voluntary Petition (Chapter 7)(11-40012-7) [misc,volp7] (299.00)	\$ 299.00
2011-03-08 11:25:45	Voluntary Petition (Chapter 11)(11-40014-11) [misc,volp11] (1039.00)	\$1039.00
2011-03-11 08:38:55	Complaint(11-40002-JJR) [cmp,cmp] (250.00)	\$ 250.00
2011-03-11 08:50:16	Complaint(11-40001) [cmp,cmp] (250.00)	\$ 250.00

Pay Now Continue Filing

IF YOU DETECT AN ERROR - If there is an error in the summary of current charges screen, **DO NOT** check mark the check box with the incorrect fee amount shown. 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 bank account debit or 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. When the **Pay Now** option is selected, the filer will be presented with the following “Internet Fees Due” screen and will check the box or boxes to mark the filing fees being paid. Once the fees have been selected click [Next] to continue.

The screenshot shows the 'Internet Payments Due' screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a 'Select all' button. The main content is a table with four columns: 'Check Fees to Pay', 'Date Incurred', 'Description', and 'Amount'. The table lists six fees, each with a checkbox in the 'Check Fees to Pay' column. At the bottom of the screen are 'Next' and 'Clear' buttons.

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-03-23 09:45:48	Voluntary Petition (Chapter 7)(11-40038-7) [misc,volp7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-03-23 10:18:36	Complaint(11-40018-JJR) [cmp,cmp] (250.00)	\$ 250.00
<input type="checkbox"/>	2011-03-23 13:41:28	Motion for Relief from Stay(11-40032-JJR13) [motion,mrflsty] (150.00)	\$ 150.00
<input type="checkbox"/>	2011-03-29 09:22:01	Motion for Relief from Stay(11-40025-JJR13) [motion,mrflsty] (150.00)	\$ 150.00
<input type="checkbox"/>	2011-04-01 09:23:06	Voluntary Petition (Chapter 7)(11-40046-7) [misc,volp7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-04-01 10:59:45	Voluntary Petition (Chapter 7)(11-40047-7) [misc,volp7] (299.00)	\$ 299.00

2. The following screen will show a description of the item(s) check marked to pay along with the total amount due. Click on [Pay Now].

The screenshot shows the 'Internet Payments Due' screen after selecting a fee. It displays a summary of the selected fee and the total amount due. At the bottom is a 'Pay Now' button.

Date Incurred	Description	Amount
2011-04-04 10:09:18	Voluntary Petition (Chapter 7)(11-00053-7) [misc,volp7] (299.00)	\$ 299.00
		Total: \$299

3. The filer will be electronically connected PACER where the filer will be prompted to enter their PACER password.
4. The filer will be presented with the screen that shows the payment methods which have been stored if the information was entered when registering for a PACER account. Select the payment method for the payment, or you may enter another account if your information is not stored and click Next.

Pay Filing Fee for Alabama Northern Bankruptcy Court (test) - NextGen

* Required Information

Payment Amount

Amount Due *\$31.00

Select a Payment Method

☐

VISA

Kim P Attorney
XXXXXXXXXXXX4747
03/2027

☒

ACH

Attorney

Kim P Attorney
XXXXX1456
042000424

☐Enter a credit card

☐Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next

Cancel


-4-

5. On the next screen, verify the displayed payment information and your Email and play a check mark in the box authorizing an electronic debit from the account and click Submit.

Pay Filing Fee for ALNTBK

Payment Summary

PAYMENT METHOD

 Attorney

XXXXX1456
042000424

Kim P Attorney

PAYMENT DETAILS

Payment Amount

\$335.00

Fee Type

Filing Fee

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

☒ I authorize an electronic debit from my account for the amount above. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Cancel

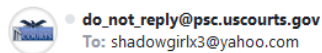
6. When the transaction is approved, the message below will appear.



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

04/04/2011	Receipt of Voluntary Petition (Chapter 7)(11-00053-7) [misc,volp7] (299.00) Filing Fee. Receipt number 5841664. Fee Amount 299.00 (U.S. Treasury) (Entered: 04/04/2011)
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8. The filer will receive an email confirmation of the transaction.



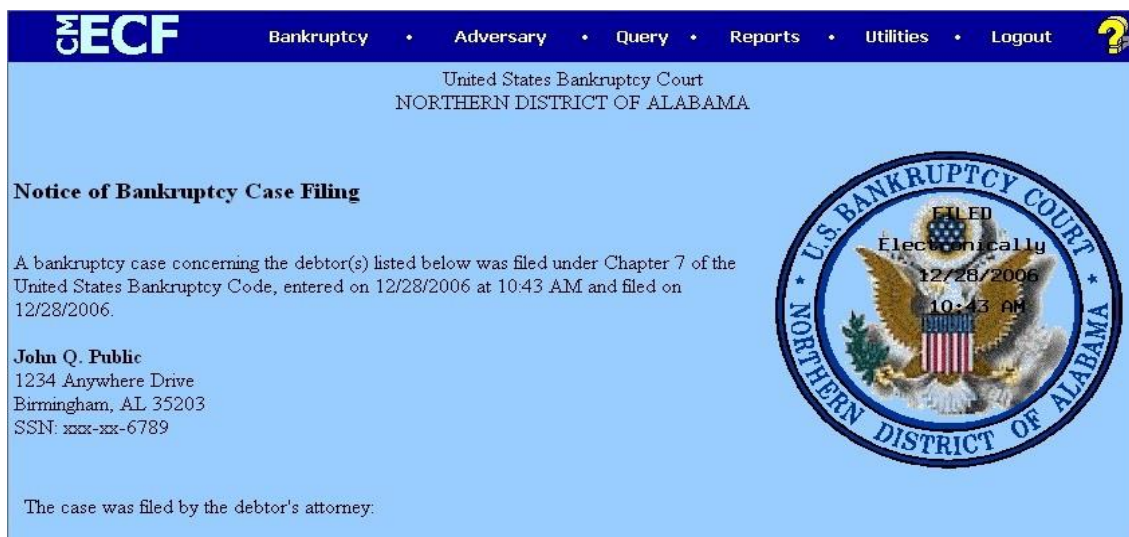
This originated on a test/development server.

Your payment has been successfully processed and the details are below. If you have any questions or you wish to cancel this payment, please contact: Bonnie Trammell at 205-714-4008.

Account Number: 7032747
Court: ALABAMA NORTHERN BANKRUPTCY COURT (TEST)
Amount: \$87.00
Tracking Id: A20929649
Approval Code: A1B1C1
Card Number: *****4747
Date/Time: 12/05/2019 11:07:11 ET

NOTE: This is an automated message. Please do not reply

9. If you cannot complete the transaction to pay the filing fees via the Internet, you should print the Notice of Electronic Filing screen as shown below and contact the court for assistance in making the payment.



III. Filing a Motion

The CM/ECF bank account debit (ACH) and 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 **Court Information** tab, then select [Schedule of Fees](#).

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 correct amount of the filing fee due.

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

File a Motion:

06-00133-7 John Q. Public

Type: bk Chapter: 7 v Office: 2 (Birmingham)

Assets: n Case Flag: CounDue, DebtEd

THIS FILING REQUIRES A FEE OF 150 DOLLARS TO BE PAID BY **CREDIT CARD** via the INTERNET, Please leave Receipt Number field **BLANK**

Receipt #: Fee: \$150

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

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 bank account debit (ACH) and credit card payments over any specified time period.

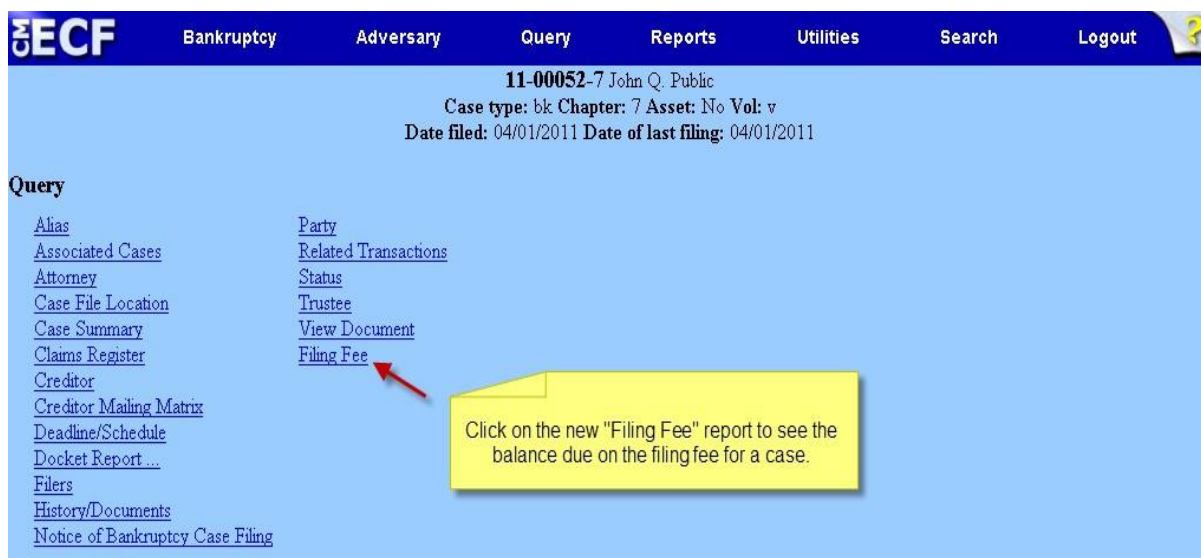
The **Internet Payments Due** event allows attorneys to pay some or all outstanding fees immediately without docketing another pleading or opening another case. This event displays details for each pending fee. **Use this event if you are finished for the day and forgot to select the Pay Now option on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

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Utilities

Your Account	Miscellaneous
Maintain Your ECF Account	Court Information
Change Your Password	Mailings...
View Your Transaction Log	Verify a Document
Internet Payment History	
Internet Payments Due	
Your PACER Account...	
Clear Default PACER Login	
Summary Report	

In order to see the filing fee balance due for a particular case, the filer can choose Query and enter the case number and click on [Run Report]. By clicking on the “Filing Fee” option that appears on the screen shown below, the filer can see the filing fee balance due for a case. **Please Note: This report will only show the filing fees due balance for bankruptcy cases filed after June 17, 2011.**



V. Security

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

Microsoft Internet Explorer 7, 8 or higher:

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.

VI. Partial Fee Payments

1. To make a partial payments for a filing fee, the filer must set this fee up in CM/ECF by docketing the event “Payment of Fee” which is found under the Bankruptcy menu and choosing the “Miscellaneous” option.
2. Docket the event “Payment of Fee”.
3. Choose the appropriate fee from the drop-down menu
4. Choose the option “New Case or Installment Payment” from the drop-down menu to pay the entire fee or pay an installment payment on a bankruptcy case.

Special Note: Partial payments of fee amounts are only allowed for bankruptcy petitions and a capital “O” should have been entered in the receipt number field when filing the case.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Miscellaneous:

[11-00052-7 John Q. Public](#)

Type: bk Chapter: 7 v Office: 2 (Birmingham)

Assets: n Case Flag: CounDue, DebtEd, MEANSNO

A selection MUST be made. Do not bypass the screen. Select type of Fee Item:

New Case or Installment Payment

NEXT Clear

5. Input the dollar amount of the installment fee being paid.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Miscellaneous:

[11-00052-7 John Q. Public](#)

Type: bk Chapter: 7 v Office: 2 (Birmingham)

Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Fee: \$100.00

NEXT Clear

6. The final docket text will appear as follows. Choose [Next].

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Miscellaneous:

[11-00052-7 John Q. Public](#)

Type: bk Chapter: 7 v Office: 2 (Birmingham)

Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Docket Text: Final Text

Payment of Voluntary Petition Fee. Fee Amount \$ 100.00 Filed by Debtor John Q. Public. (Attorney, Melissa)

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

Have you redacted?

NEXT Clear

7. After the [Next] button is clicked, the filer is presented with the following screen. Choose the [Pay Now] option to pay the installment payment that has been set up.

Summary of current charges		
Date Incurred	Description	Amount
2011-03-23 09:45:48	Voluntary Petition (Chapter 7)(11-40038-7) [misc,volp7] (299.00)	\$ 299.00
2011-03-23 10:18:36	Complaint(11-40018-JJR) [cmp,cmp] (250.00)	\$ 250.00
2011-03-23 13:41:28	Motion for Relief from Stay(11-40032-JJR13) [motion,mrlfsty] (150.00)	\$ 150.00
2011-03-29 09:22:01	Motion for Relief from Stay(11-40025-JJR13) [motion,mrlfsty] (150.00)	\$ 150.00
2011-04-01 09:23:06	Voluntary Petition (Chapter 7)(11-40046-7) [misc,volp7] (299.00)	\$ 299.00
2011-04-01 11:26:46	Motion for Relief from Stay(11-40047-7) [motion,mrlfsty] (150.00)	\$ 150.00
2011-04-01 12:15:12	Voluntary Petition (Chapter 7)(11-00052-7) [misc,volp7] (299.00)	\$ 299.00
2011-04-01 12:20:44	Payment of Fee(11-00052-7) [misc,feepay] (100.00)	\$ 100.00
		Total: \$1697.00

8. Click the check box to pay the installment fee.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?			
Internet Payments Due			
Select all			
Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-03-23 09:45:48	Voluntary Petition (Chapter 7)(11-40038-7) [misc,volp7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-03-23 10:18:36	Complaint(11-40018-JJR) [cmp,cmp] (250.00)	\$ 250.00
<input type="checkbox"/>	2011-03-23 13:41:28	Motion for Relief from Stay(11-40032-JJR13) [motion,mrlfsty] (150.00)	\$ 150.00
<input type="checkbox"/>	2011-03-29 09:22:01	Motion for Relief from Stay(11-40025-JJR13) [motion,mrlfsty] (150.00)	\$ 150.00
<input type="checkbox"/>	2011-04-01 09:23:06	Voluntary Petition (Chapter 7)(11-40046-7) [misc,volp7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-04-01 11:26:46	Motion for Relief from Stay(11-40047-7) [motion,mrlfsty] (150.00)	\$ 150.00
<input type="checkbox"/>	2011-04-01 12:15:12	Voluntary Petition (Chapter 7)(11-00052-7) [misc,volp7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-04-01 12:20:44	Payment of Fee(11-00052-7) [misc,feepay] (100.00)	\$ 100.00

Installment Fee that has been set up to pay.

9. Click on [Pay Now].

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?		
Internet Payments Due		
Date Incurred	Description	Amount
2011-04-01 12:20:44	Payment of Fee(11-00052-7) [misc,feepay] (100.00)	\$ 100.00
		Total: \$100

10. The filer will be electronically connected to PACER where the filer will be prompted to enter their PACER password.
11. On the **Payment Summary and Authorization**, mark the check box to authorize the payment whether it be by a bank account debit (ACH) or credit card. The payee can enter an email address to have a confirmation email sent upon completion of the transaction as shown below.

Click the **Submit Payment** button **ONLY ONCE** to continue.

Caution: If you double click the **Submit Payment** button, this could result in duplicate payments.

12. Once the payment has been completed, a screen will appear showing the amount of the transaction along with receipt number that can be printed for future reference.

