

United States Bankruptcy Court NDAL

Instructions for Payment of Filing Fees with a Bank Account Debit or Credit Card Via the Internet

Revised December 1, 2014

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, Diners Club, 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:

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Open New Bankruptcy Case

Filename

Browse...

Attachments to Document: No Yes

NEXT Clear

- 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**.

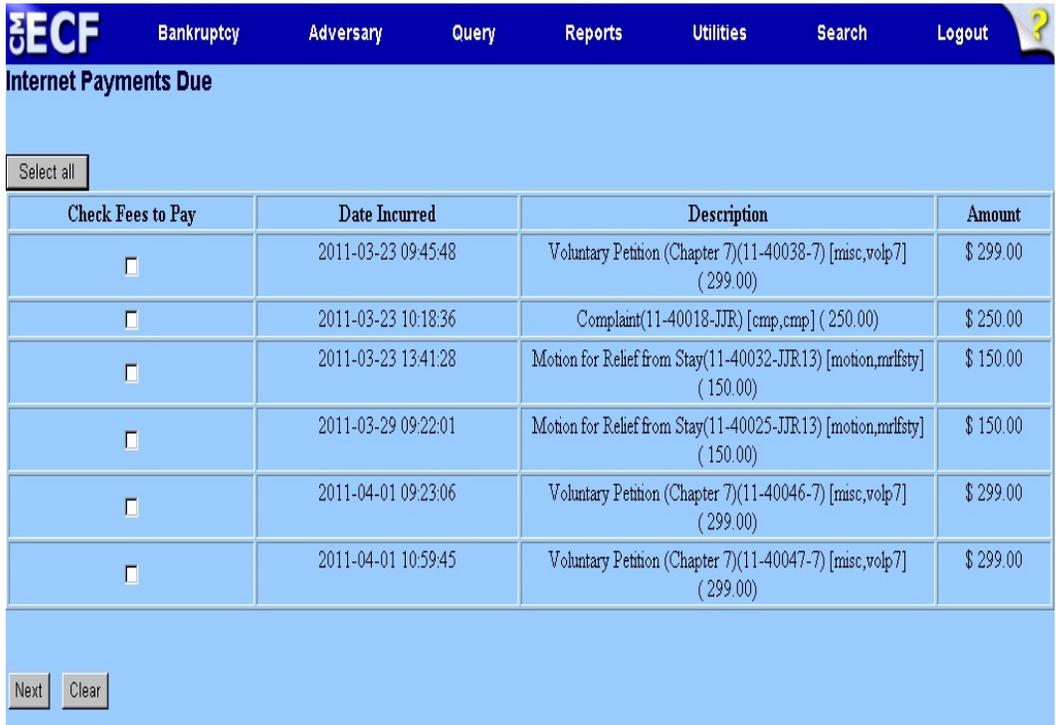
Summary of current charges		
Date Incurred	Description	Amount
2009-02-24 13:11:53	Voluntary Petition (Chapter 7)(09-40002-7) [misc,volp7] (299.00)	\$ 299.00
2009-02-24 13:19:09	Voluntary Petition (Chapter 9)(09-40003-9) [misc,volp9] (1039.00)	\$1039.00
2009-02-24 13:22:36	Voluntary Petition (Chapter 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

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.



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].



3. The filer will be electronically connected to the U.S. Courts Government Internet Bank Account Debit and 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.
4. The Pay.gov website now presents the filer with two options for making an electronic payment. Option one allows the filer to pay the filing fee via Bank Account Debit (ACH). Option two allows the filer to pay the filing fee via Credit Card. The Pay.gov screen will now appear as shown below.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

Step 1: Enter Payment Information

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

[Return to your originating application](#)

1 | 2

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
:0 26 94 67 83:	9 24 37 67 390	1 234

Payment Date: 07/22/2011

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- a. To pay the filing fee via Bank Account Debit (ACH), the filer will choose option one and input information in the required fields (notated by red asterisk). The account type must be selected by choosing one of the following options from the drop down menu: **Personal Checking, Personal Savings, Business Checking, and Business Savings**. The filer must also enter the **routing number, account number, confirm the account number for their bank account debit (ACH)**. Once the filer has completed entering the required information, he or she must select the “Continue with ACH Payment” button to continue to the next step in the ACH Debit Payment Process. The following screen will appear entitled “**Authorize Payment**,” the filer must mark the check box beside “I agree to the authorization and disclosure language.” Place a check mark in 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. After the filer has completed entering the required information on the following screen, click the “**Submit Payment**” button **ONLY ONCE** to continue. The filer should then see a screen stating the transaction has been completed. It also gives the filer the receipt number and the option to print a copy of the receipt.

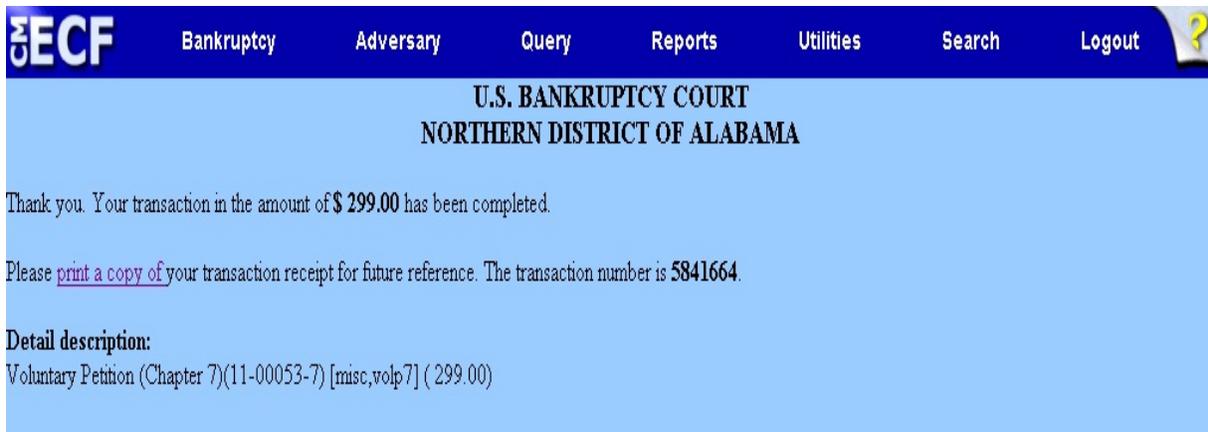
Caution: If you double click the **Submit Payment** button, this could result in duplicate payments.

Online Payment		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this information		
Address Information	Account Information	Payment Information
Account Holder Name: Melissa Attorney 1129 Noble Street, Billing Address: Room 117 Billing Address 2: City: State / Province: Zip / Postal Code: 36201 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$26.00 Transaction Date 07/21/2011 10:49 and Time: EDT
Email Confirmation Receipt		
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
Email Address:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	
CC:	<input type="text"/>	<small>Separate multiple email addresses with a comma</small>
Authorization and Disclosure		
Required fields are indicated with a red asterisk *		
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.		

b. To pay the filing fee via a Credit Card, the filer will choose option two and enter a **card type, card number, security code (last 3-4 digits printed on the back of credit card), and expiration date** as shown below, then press **Continue with Plastic Card Payment**. It is not necessary to enter any other account information on this screen since it is not verified with the cardholder information. The filer will then be presented with the following screen. The filer may enter an email address to have a confirmation of payment sent to the email address provided upon completion of the transaction. Under this section entitled “Authorize Payment,” the filer must mark the check box beside “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.” After the filer has completed entering the required information on following screen, click the **Submit Payment** button **ONLY ONCE** to continue. Once the transaction has been completed a screen appears informing the filer the transaction has been completed. It also gives the filer the receipt number and the option to print a copy of the receipt.

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

5. If the payee enters an invalid bank debit or does not enter the routing number, account number, and confirm the account number; or if the payee enters an invalid credit card number or does not enter the security code or the expiration month/year, a message will be displayed describing the errors found and possible corrections.
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)
7. When the transaction is approved, the message below will appear.



8. 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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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.

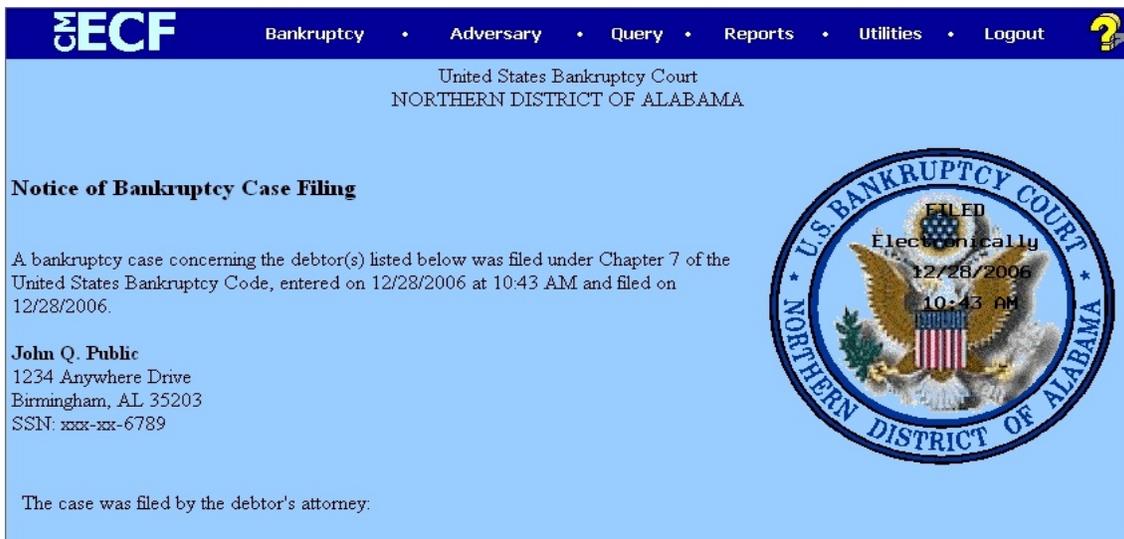
Your transaction has been successfully completed.

Payment Summary

Application Name: AL Northern CM ECF
Pay.gov Tracking ID: 3FOAACHL
Payment Agency Tracking ID: 1666068

Cardholder Name: Bill Attorney
Cardholder Address: 123 Main Road
Cardholder City: Birmingham
Cardholder State: AL
Cardholder Country: USA
Cardholder Zip Code: 35202
Card Type: Visa
Payment Amount: \$3,305.00
Transaction Date: Dec 28, 2006 11:22:25 AM

10. 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.

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

IV. Reports

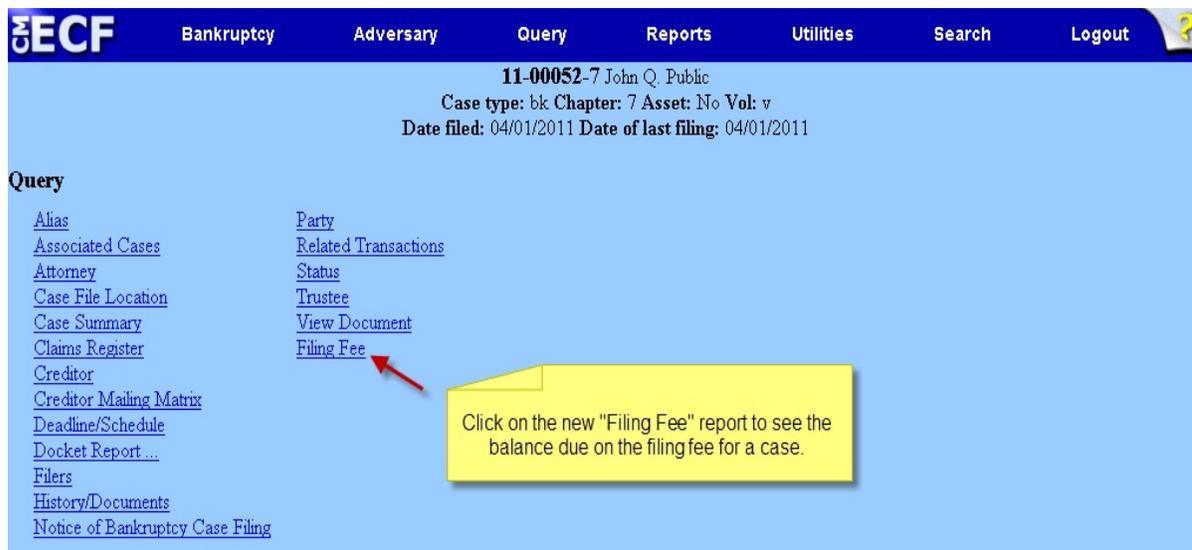
Two reports for tracking Internet Payments are available under the **Utilities** heading. The **Internet Payment History** event allows an attorney to review his/her completed bank account debit (ACH) and credit card payments over any specified time period.

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.**

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:

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: \$

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?

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,mrflsty] (150.00)	\$ 150.00
2011-03-29 09:22:01	Motion for Relief from Stay(11-40025-JJR13) [motion,mrflsty] (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,mrflsty] (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			
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 11:26:46	Motion for Relief from Stay(11-40047-7) [motion,mrflsty] (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 Pay.gov website will appear and the filer will enter a **bank account debit (ACH) or credit card type along with the required information for the payment option chosen**, then press **Continue with ACH Payment or Continue with Plastic Card Payment**.
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.

