

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA



INTERNET CREDIT CARD PAYMENTS
Point of Sale

DATE: March 15, 2004
Revised: March 26, 2004
Revised: August 21, 2004

INTERNET CREDIT CARD PAYMENTS

The Nebraska Bankruptcy Court is pleased to announce to all CM/ECF users that they are now able to process their own credit card charges via Point of Sale technology through a secure environment on the internet. Users will no longer have to keep current credit card information on file with the Court and will have access to Internet Payment History Reports of their Internet charges.

IMPORTANT NOTE:

Fees are due at the time of filing and must be paid by the end of the day.

If incurred credit card charges are not paid in a timely manner, your ECF account will automatically be locked and you will be unable to file online until fees are paid. Directions for paying outstanding fees can be found later in this document under the “Credit Card Payments (Outstanding)” section. Pacer access to view dockets, etc. is unaffected.

INSTRUCTIONS for filing new bankruptcy or adversary cases

When filing a new bankruptcy or adversary case you will be presented with this screen:

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

Open Bankruptcy Case

Internet Payment - Leave Receipt # field blank.

Other Payment - Enter O for Other Payment in Receipt # field.

Receipt #: Fee: \$209

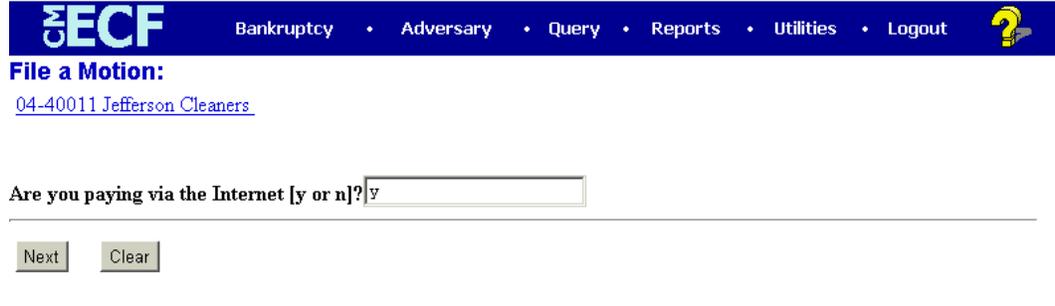
The receipt field **MUST** be left blank for the Internet Point of Sale transaction processing to work. Entering information into the receipt field bypasses the Point of Sale process.

NOTE:

- Installment cases
 - If nothing will be paid at the time of filing, enter O in the Receipt # field and change the fee amount to 0.00.
 - If you intend to make a partial payment at case filing, leave the Receipt # field blank and change the Fee field to the appropriate amount to be charged.
- If you are exempt from paying a fee, enter NA in the receipt field and change the fee amount to 0.00.

INSTRUCTIONS for filing documents that require fees –
(documents other than new bankruptcy or adversary case opening documents)

While filing a document that requires a fee, you will be presented with this screen:



Are you paying via the Internet [y or n]?

Answer “y”

- If you are exempt from paying this fee, enter “n” and you will see the same screen as shown on page 1 – “Instructions for filing new bankruptcy or adversary cases.” Enter NA in the receipt field and change the fee amount to 0.00.

Select “Next”

If you answered yes above, the next screen you receive will present the correct filing fee.

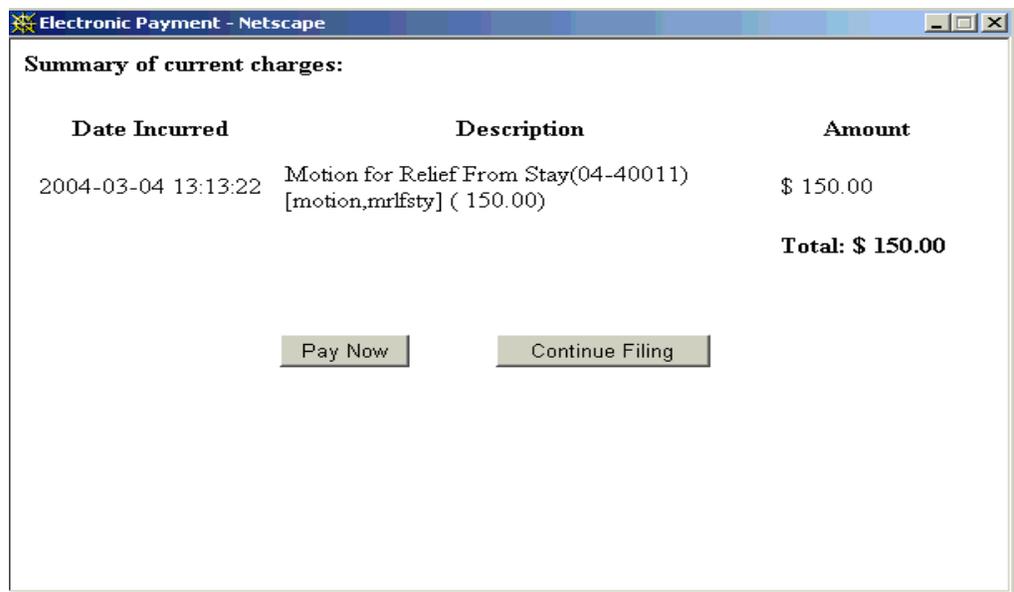
Select “Next”



Do not change the fee amount.

At the completion of the filing and after the e-mail notification is submitted, a pop-up window will appear on your screen so that the associated credit card charge may be paid. Pop-up blocking software may prohibit the ability for you to view the payment screens. Please refer to your software documentation to turn-off or allow the credit card pop-up screen to come through.

An option is also available which will allow you to continue filing and accumulate the costs for a particular day. The charges may be made at the end of the day and all transactions may be paid at one time. Each time you file a document that requires a fee, the Summary of current charges screen will be presented with all accumulated charges and may be paid at that time or may be paid later through the Utilities menu. Filing fees must be paid by the end of day.



1. To pay the filing fee through Point of Sale select “Pay Now.”
2. To continue filing and accumulate charges, select “Continue Filing.”

Once you select “Pay Now,” a security protected screen appears that allows you to complete the credit card process.

Be patient – it may take several seconds for each screen to appear.

Pay.Gov - Enter Payment Information - Mozilla

Notices & Agreement

Enter Payment Information

Cardholder Name:	Pat Scheiblhofer *
Address:	456 Main St *
Address 2:	
City:	
State:	--OR-- Province / Region / County:
Country:	
(Instead of state, if necessary)	
Zip Code:	68105 *
Card Type:	Visa *
Card Number:	*
Security Code:	
Expiration Date:	/ *
Payment Amount:	\$26.00 *

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.

Continue Quit

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Fields followed by asterisks (*) are required.

Cardholder name, the first address line, and zip code default to the values shown in CM/ECF.

Please be aware that:

- 1) There is no verification of these values by pay.gov; and
- 2) Changing any of these fields on this screen does **not** affect your CM/ECF account. Any needed changes to your address must still be made by contacting the court.

When the filer clicks the *Continue* button, a summary screen is displayed.

Pay.Gov - Payment Summary and Authorization - Mozilla Notices & Agreement

Payment Summary and Authorization

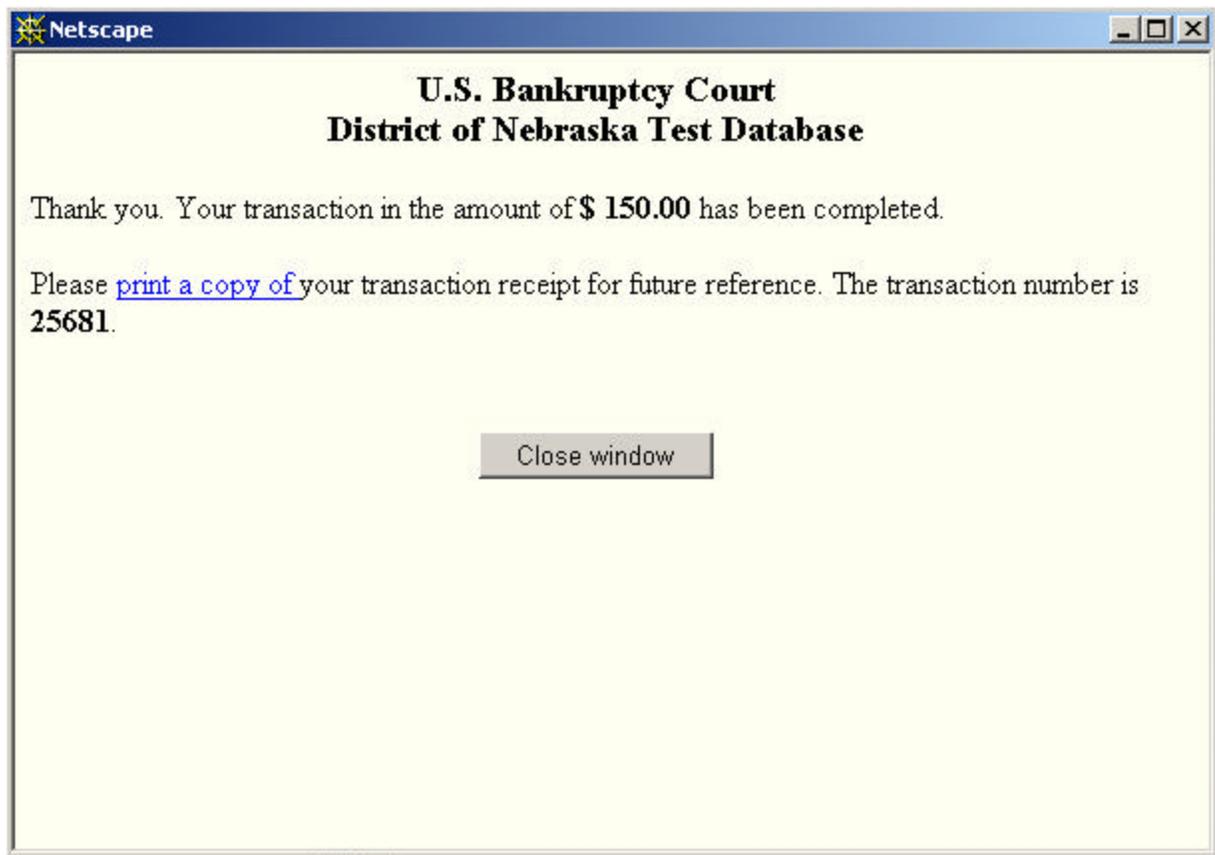
<p>Cardholder Name: Pat Scheibhofer Address: 456 Main St Address 2: City: State: Country: Zip Code: 68105 Card Type: Visa Card Number: **** * 1111 Expiration Date: 8 / 2004 Payment Amount: \$26.00 Current Date and Time: 08/20/2004 12:32 PM</p> <p>Authorization * <input checked="" type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.</p> <p>Confirmation Receipt Request To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below...</p> <p>Email Address: <input type="text" value="patly@patly.com"/> Re-enter Email Address to Confirm: <input type="text" value="patly@patly.com"/></p> <p style="text-align: center;"> <input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> </p> <p>Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.</p>	<p>Plastic Card Payment Steps</p> <ol style="list-style-type: none"> 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
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The filer must:

- 1) Click the Authorization checkbox before
- 2) Clicking the *Make Payment* button.
- 3) Optional - Entering an email address allows a confirmation receipt to be sent to your email account.

Once the transaction has been successfully processed, you will receive a receipt number and a notation that the submitted credit card was appropriately charged and the payment is immediately docketed in the case. The receipt has a link for printing and we recommend that you print a copy for your records. If the attorney entered an email address in the screen shown above, he will also receive a receipt from Pay.gov (which is the current system the U. S. Treasury uses to process internet credit card payments).

An “Internet Payment History” Report is also available which includes the receipt number. Directions for running the report can be found later in this document.



Print this receipt for your records.

CASE UPLOAD –

The “Pay Now” or “Continue Filing” screen may or may not be presented to you depending on your case upload software. If the screen is not presented, you will need to pay the filing fee through the Utilities Menu in CM/ECF. See the directions for “Internet Payments Due” found later in this document.

AVAILABLE UTILITY OPTIONS:

ECF/Internet Point of Sale now offers several internet payment options:

- **INTERNET PAYMENT HISTORY –**
This report provides the user with a list of their internet credit card charges. Charges made from the Clerk’s office do not appear on this report.
- **INTERNET PAYMENTS DUE -**
Allows the user to view and pay accumulated credit card charges.
- **CREDIT CARD PAYMENTS (Outstanding) –**
If incurred credit card charges are not paid, your ECF account will automatically be locked and you will be unable to file online until fees are paid. This feature allows you to pay the charges and unlock your ECF account.



Utilities

Your Account

- [Change Your Client Code](#)
- [Change Your PACER Account](#)
- [Credit Card Payments \(Outstanding\)](#)
- [Internet Payment History](#)
- [Internet Payments Due](#)
- [Review Billing History](#)
- [View PACER Account Information](#)
- [View Your Transaction Log](#)

Miscellaneous

- [Legal Research ...](#)
- [Mailings...](#)
- [Verify a Document](#)

To access these options select “Utilities” from the main menu.

INTERNET PAYMENT HISTORY:

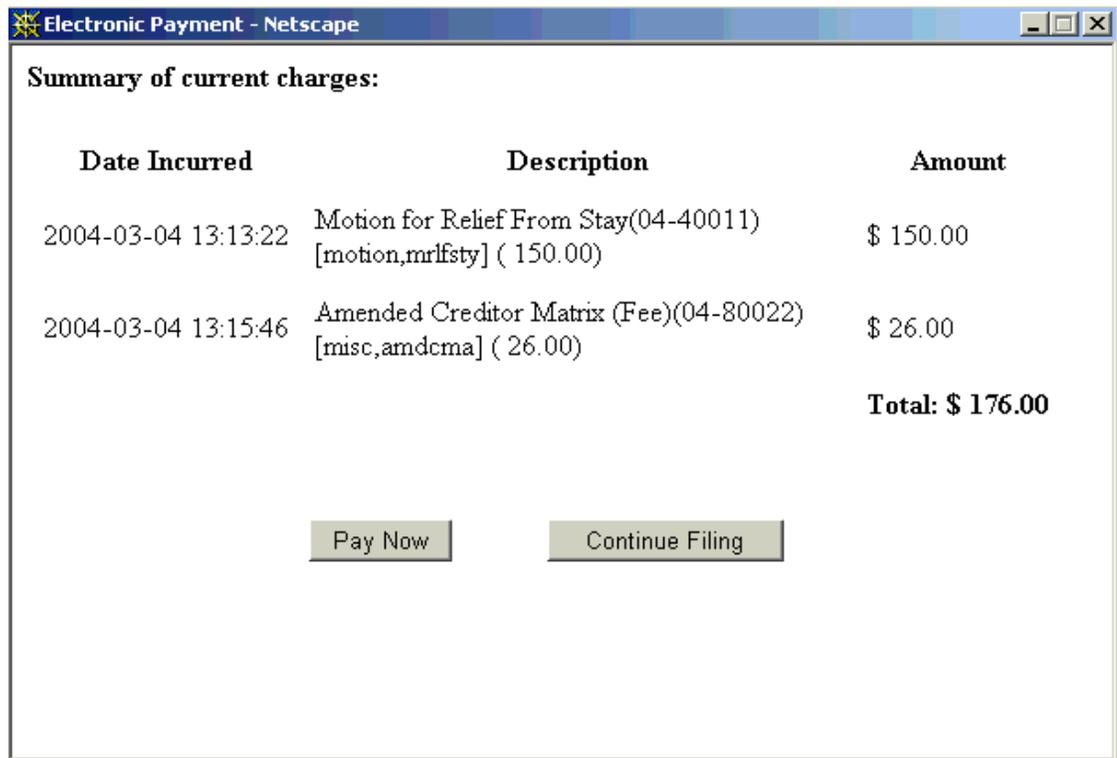
- Select “Utilities” from the main menu
- Select “Internet Payment History”
- Enter date range
- Select “Run Report”

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 				
U.S. Bankruptcy Court District of Nebraska Test Database Internet Payment History for Attorney , Test 2/4/2004 to 3/4/2004				
Date Paid	Description	Payment Method	Receipt #	Amount
2004-02-11 10:00:17	Amended Creditor Matrix (Fee)(03-80001) [misc,amdcma] (26.00)	credit card	1112B22783	\$ 26.00
2004-02-11 10:21:55	Voluntary Petition Chapter 13 - Case Upload(04-80007) [caseupld,1305u] (194.00)	credit card	1112B22784	\$ 194.00

INTERNET PAYMENTS DUE:

- Select “Utilities” from the main menu
- Select “Internet Payments Due”
- Selecting -
 - “Pay Now” will direct user to a security protected screen that allows you to complete the credit card process.
 - “Continue Filing” will return user to the main menu.

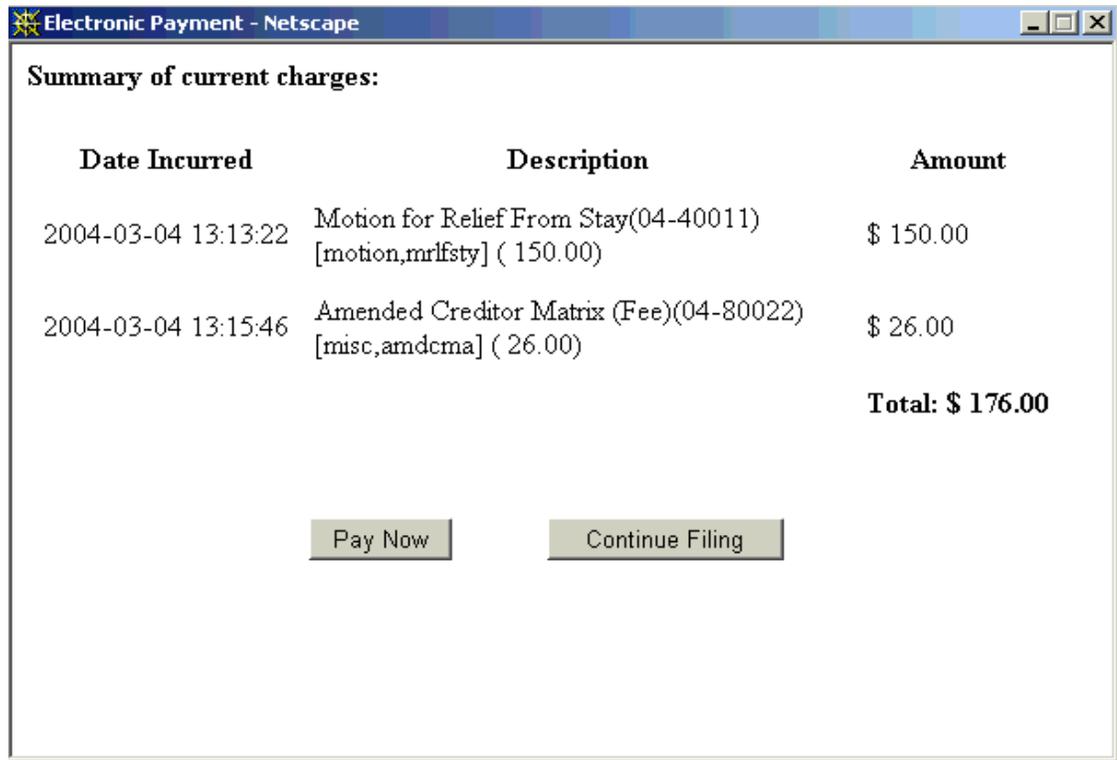
Note: incurred credit card charges must be paid daily, or your ECF account will automatically be locked and you will be unable to file online until fees are paid.



Date Incurred	Description	Amount
2004-03-04 13:13:22	Motion for Relief From Stay(04-40011) [motion,mrlfsty] (150.00)	\$ 150.00
2004-03-04 13:15:46	Amended Creditor Matrix (Fee)(04-80022) [misc,amdcma] (26.00)	\$ 26.00
		Total: \$ 176.00

CREDIT CARD PAYMENTS (Outstanding) –

- Select “Utilities” from the main menu
- Select “Credit Card Payments (Outstanding)”
- Select “Pay Now”



- Continue processing the credit card information.
- Your CM/ECF account should now be unlocked. If you are still unable to file documents, see the last page of this document for suggestions.

PROBLEMS VIEWING SCREEN OPTIONS AFTER ACCOUNT WAS LOCKED -

Your account will automatically be unlocked once outstanding fees have been paid. Some users are having difficulty viewing all of their CM/ECF menu options after their accounts have been paid. The reason for this may be that the browser needs to refresh and the cache needs to be cleared. The following directions may help.

If you are using *Netscape* –

1. At the top of your screen, select “Edit” from the browser menu
2. Select “Preferences”
3. In the white Category box, click the “+” (plus sign) in front of the word Advanced
4. Highlight the word “Cache”
5. On the right side of the dialog box in the gray area,
 - a. Select “Clear Memory Cache” - click “OK”
 - b. Select “Clear Disk Cache” - click “OK”
6. Close the dialog box.
7. In CM/ECF click on any menu item and your options should be available.

If you are using *Internet Explorer* (IE) –

1. At the top of your screen, select “Tools” from the browser menu
2. Select “Internet Options”
3. In the dialog box, under the Temporary Internet Files section:
 - a. (Optional) Select “Delete Cookies” - click “OK”
 - b. Select “Delete Files” - click “OK”
4. Optional - In the dialog box, under the History section:
 - a. Select “Clear History” - click “OK”
5. Close the dialog box.
6. In CM/ECF click on any menu item and your options should be available.

POP-UP BLOCKING SOFTWARE -

Pop-up blocking software may prohibit the ability for you to view the payment screens. Please refer to your software documentation to turn-off or allow the credit card pop-up screen to come through.