

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA



INTERNET CREDIT CARD PAYMENTS

December 2014

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INTERNET CREDIT CARD PAYMENTS

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INTERNET CREDIT CARD PAYMENTS

All CM/ECF filers have the ability to process their own credit card charges via Point of Sale technology or via Automatic Clearing House (ACH) through a secure environment on the internet. ACH is a direct payment method that will debit from a checking or savings account and the funds will be sent directly to the court, immediately.

Filers have access to an Internet Payment History report of their internet charges. The court will not retain credit card information.

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

If incurred fees are not paid in a timely manner, the filer’s CM/ECF account will automatically be locked and the filer will be unable to file online until the outstanding fees are paid. To pay outstanding fees, See “Credit Card Payments (Outstanding).” Pacer access to view dockets, etc., is still available if outstanding fees are due.

I. INSTRUCTIONS

A. New bankruptcy or adversary cases

When filing a new bankruptcy or adversary case, the following screen appears:



The receipt # field **MUST** be left blank for the credit card transaction to work. Entering information into the receipt field bypasses the credit card process.

INSTALLMENT FEE EXAMPLES:

- If nothing will be paid at the time of filing, enter O (for other) in the Receipt # field and change the fee amount to 0.00.
- When making a partial payment at case filing, leave the Receipt # field

- blank and change the Fee field to the appropriate amount to be charged.
- If exempt from paying a fee, enter NA (not applicable) in the Receipt # field and change the fee amount to 0.00.

B. Documents that require fees

(documents other than a new bankruptcy or adversary cases)

When filing a document that requires a fee, the following screen will appear:

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

Answer “y”

If exempt from paying this fee, enter “n” and the following screen appears -

Enter NA in the receipt field and change the fee amount to 0.00.

Select “Next”

The next screen presents the correct filing fee.

Select “Next”

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

Miscellaneous:
[04-40011 Jefferson Cleaners](#)

Fee: \$

Do not change the fee amount.

C. Paying Filing Fees

At the end of a transaction, a list of all filings with fees due appears. Select “Pay Now” to pay some or all of the filing fees. If there are more cases or pleadings requiring fees to file, select “Continue Filing.”

DETECTING AN ERROR - If there is an error in the summary of current charges screen, do not select “Pay Now.” Contact the appropriate case administrator responsible for the case so the error can be corrected before an incorrect charge is made to filer’s credit card.

CONTINUE FILING SELECTED - The “Pay Now” screen appears after each subsequent transaction or the fee may be paid at the end of the day using the Utilities menu option, Internet Payments Due. (See INTERNET PAYMENTS DUE). Filing fees must be paid by the end of each day or the filer’s CM/ECF account is locked. Only the login account that files the pleadings can see the applicable fees due using the Utilities option, Internet Payments Due.

Date Incurred	Description	Amount
2011-02-08 10:48:20	Motion for Relief From Stay(10-80038) [motion,mrlfsty] (150.00)	\$ 150.00
2011-10-18 13:08:44	Attorney Payment through Internet(10-80001-TLS) [misc.payment] (150.00)	\$ 150.00
2011-10-18 13:10:41	Motion for Relief From Stay(10-80002) [motion,mrlfsty] (150.00)	\$ 150.00
		Total: \$ 450.00

1. To pay the filing fee, click “Pay Now.”

2. To continue filing and accumulate charges, click “Continue Filing.”

When the “Pay Now” option is selected, the filer will be presented with the following “Internet Payments 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 ECF interface with a dark blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Internet Payments Due". A "Select all" button is located above a table. The table has four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount". Each row in the table has a checked checkbox in the first column. Below the table are "Next" and "Clear" buttons.

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-02-08 10:48:20	Motion for Relief From Stay(10-80038) [motion,mrffsty] (150.00)	\$ 150.00
<input checked="" type="checkbox"/>	2011-10-18 13:08:44	Attorney Payment through Internet(10-80001-TLS) [misc.payment] (150.00)	\$ 150.00
<input checked="" type="checkbox"/>	2011-10-18 13:10:41	Motion for Relief From Stay(10-80002) [motion,mrffsty] (150.00)	\$ 150.00

The following screen will show a description of the item(s) check marked to pay along with the total amount due. Review each payment and total. Click “Pay Now.”

The screenshot shows the ECF interface with the same dark blue header. The page title is "Internet Payments Due". Below the header, there is a summary table with three columns: "Date Incurred", "Description", and "Amount". The table lists the same three items as the previous screenshot. At the bottom right of the table, the total amount is displayed as "Total: \$450". A "Pay Now" button is located below the table.

Date Incurred	Description	Amount
2011-02-08 10:48:20	Motion for Relief From Stay(10-80038) [motion,mrffsty] (150.00)	\$ 150.00
2011-10-18 13:08:44	Attorney Payment through Internet(10-80001-TLS) [misc.payment] (150.00)	\$ 150.00
2011-10-18 13:10:41	Motion for Relief From Stay(10-80002) [motion,mrffsty] (150.00)	\$ 150.00
		Total: \$450

Once “Pay Now” is selected, a security protected *Pay.gov** website will appear to complete the credit card transaction.

*The *Pay.gov Collection Service* is the current system used by the United States Treasury to process internet credit card transactions on behalf of Federal agencies.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$450.00

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.

Enter Payment Information

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

ACH (Automatic Clearing House) or Debit Card information can be input during this step

CAUTION: Do **NOT** use the back button on your browser while in Pay.gov. This could create a duplicate payment. If a problem is encountered, close out (click on the "X" in the upper-right hand corner) and start over. To start over, see the "Internet Payments Due."

Fields followed by asterisks (*) are required. Enter Account Holder Name, Billing Address, Card Type, Card Number, Security Code (last 3-4 digits printed on the back of credit card), and Expiration Date. Click **"Continue with Plastic Card Payment."**

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 filer's CM/ECF account. Any needed changes to a filer's address must still be made by contacting the court.

Authorize Payment

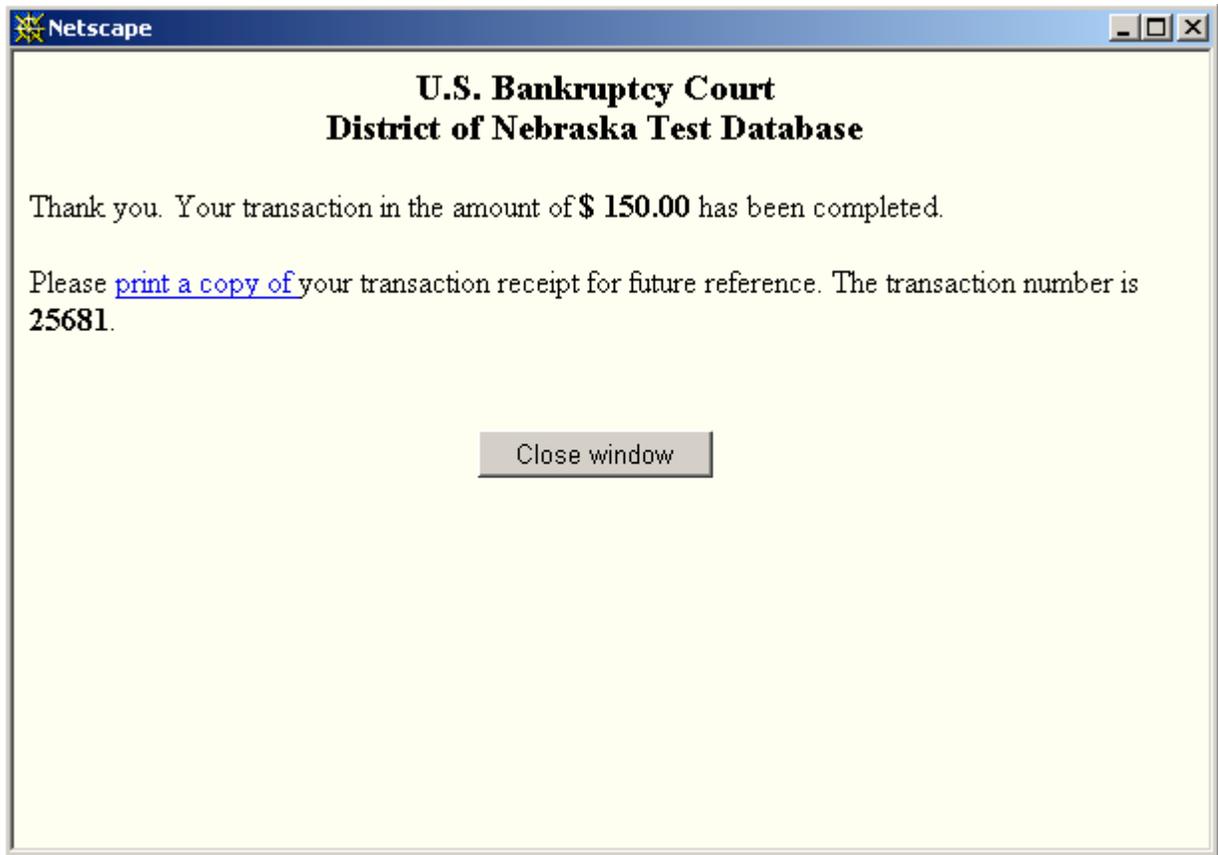
Online Payment		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this information		
Address Information	Account Information	Payment Information
Account Holder Name: Melissa Attorney 1129 Noble Street, Billing Address: Room 117 Billing Address 2: City: State / 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.		

The filer must:

- 1) Click the "Authorization" checkbox
- 2) Click ONCE on "Submit Payment" button to continue. **Caution:** If the **Submit Payment** button is double clicked, this could result in duplicate payments.
- 3) Optional - Entering an email address allows a confirmation receipt to be sent to the filer's email account.

Once the transaction has been successfully processed, the filer will receive a receipt number and a notation that the submitted credit card was appropriately charged and the payment is immediately docketed to the case. The receipt has a link for printing and it is recommended to print a copy for your records. If the filer entered an email address in the screen shown above, the filer will also receive a receipt from Pay.gov.

An "Internet Payment History" Report is also available which includes the receipt number. See (INTERNET PAYMENT HISTORY).



Print this receipt for your records.

CASE UPLOAD –

The “Pay Now” or “Continue Filing” screen may or may not appear depending on the filer’s case upload software. If the screen is not presented, pay the filing fee through the Utilities Menu in CM/ECF. See (Internet Payments Due)

II. REPORTS:

CM/ECF offers several internet payment reports:

- **INTERNET PAYMENT HISTORY REPORT –**
This report provides the filer with a list of internet credit card charges. Charges made from the Clerk’s office do not appear on this report.
- **INTERNET PAYMENTS DUE REPORT -**
This report allows the filer to view and pay accumulated filing fees.

- **CREDIT CARD PAYMENTS (Outstanding) REPORT –**
If incurred filing fees are not paid, the filer’s CM/ECF account will automatically be locked and the filer will be unable to file online until the fees are paid. This feature allows the filer to pay the charges and unlock the CM/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.

A. INTERNET PAYMENT HISTORY:

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



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,amdema] (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

B. INTERNET PAYMENTS DUE:

- Select “Utilities” from the main menu
- Select “Internet Payments Due”
- From the Summary of current charges screen -
 - Check the box or boxes to mark the filing fees being paid. Once the fees have been selected, click “Next” to continue.
 - “Pay Now” will direct filer to a security protected screen that allows the filer to complete the credit card process. (See *PAYING FILING FEES*)

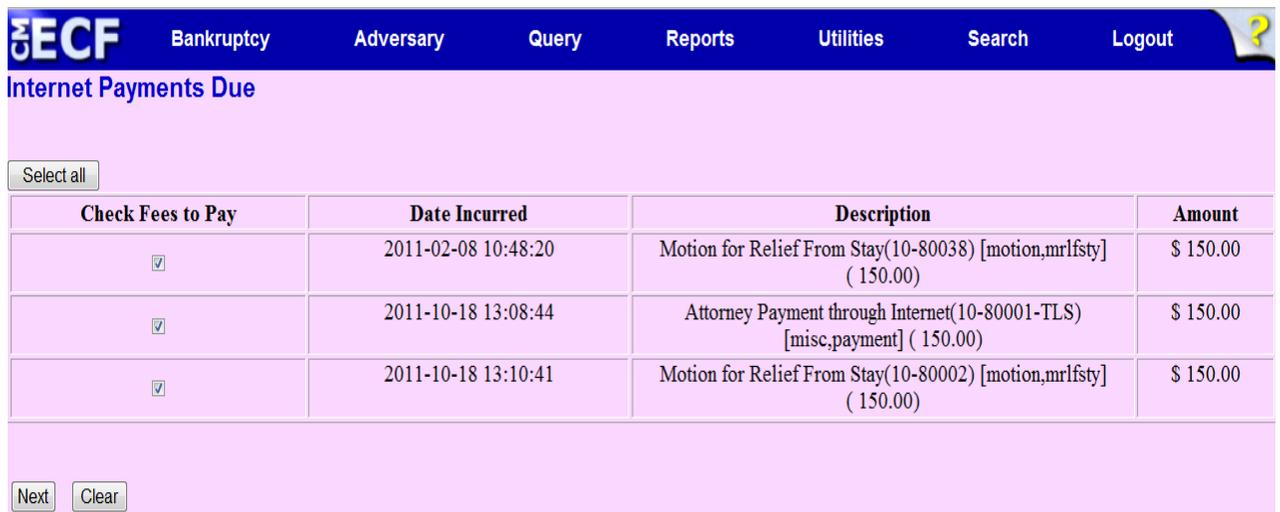
NOTE: Incurred filing fees must be paid daily, or the filer’s CM/ECF account will automatically be locked and the filer will be unable to file online until fees are paid. When locked out, follow instructions, *INTERNET PAYMENTS DUE (OUTSTANDING)*

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<input checked="" type="checkbox"/>	2011-10-18 13:08:44	Attorney Payment through Internet(10-80001-TLS) [misc,payment] (150.00)	\$ 150.00
<input checked="" type="checkbox"/>	2011-10-18 13:10:41	Motion for Relief From Stay(10-80002) [motion,mrlfsty] (150.00)	\$ 150.00

C. CREDIT CARD PAYMENTS (Outstanding) –

NOTE: If unable to view this event, *see* “PROBLEMS VIEWING”

- Select “Utilities” from the main menu
- Select “Credit Card Payments (Outstanding)”
- From the Summary of current charges screen -
 - Check the box or boxes to mark the filing fees being paid. Once the fees have been selected, click “Next” to continue.
 - “Pay Now” will direct filer to a security protected screen that allows completion of the credit card process. (*See PAYING FILING FEES*)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Internet Payments Due". There is a "Select all" button above a table. The table has four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount". Each row in the table has a checked checkbox in the "Check Fees to Pay" column. Below the table, there are "Next" and "Clear" buttons.

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-02-08 10:48:20	Motion for Relief From Stay(10-80038) [motion,mrlfsty] (150.00)	\$ 150.00
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<input checked="" type="checkbox"/>	2011-10-18 13:10:41	Motion for Relief From Stay(10-80002) [motion,mrlfsty] (150.00)	\$ 150.00

NOTE: Filer’s CM/ECF account should now be unlocked. If filer is still unable to file documents, *see* “PROBLEMS VIEWING”

III. INSTALLMENT PAYMENTS –

A filer may make a debtor’s installment payment online.

The “Payment through Internet” event will allow the filer to enter the amount intended to pay for an installment and will forward filer to the Pay.gov site to make the payment.

The CM/ECF event is found under

Bankruptcy Events > Other > Payment through Internet.

INSTALLMENT FEE EXAMPLES:

- If nothing will be paid at the time of filing, enter O (for other) in the Receipt # field and change the fee amount to 0.00.
- When making a partial payment at case filing, leave the Receipt # field blank and change the Fee field to the appropriate amount to be charged.
- If exempt from paying a fee, enter NA (not applicable) in the Receipt # field and change the fee amount to 0.00.

NOTE: The fee amount defaults to a chapter 7 filing fee. This amount may be changed as needed.

This event may also be used to correct payment errors. For example, if the wrong amendment event was used and a fee was not charged when it should have been, the court may notify the filer that a fee is due and the above event may be used to make the payment online.

IV. BROWSER COMPATIBILITY –

CM/ECF filers making fee payments by internet credit card through Pay.gov must use Internet Explorer 7.0 or higher as their browser. This is the only browser supported by the Treasury's Pay.gov system.

Previous versions of Pay.gov worked with Netscape 4.7. Netscape 4.7x will continue to work with CM/ECF so long as interaction with Pay.gov for fee payments is not necessary. Netscape 4.7x will NOT work for on-line fee payments!

CM/ECF has been tested and works correctly with Netscape Firefox and Internet Explorer (version 7.0 and above).

V. PROBLEMS VIEWING SCREEN OPTIONS AFTER ACCOUNT WAS LOCKED -

An account will automatically be unlocked once outstanding fees have been paid. Some filers have 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 be refreshed and the cache needs to be cleared. The following directions may help.

Mozilla Firefox –

1. At the top of the screen, from the menu bar, select "Tools"
2. Select "Clear Private Data"
3. From the Clear Private Data dialog box

- a. Cache should be selected (other items may also be checked)
- b. Click “Clear Private Data Now”
Note - this may take a moment, let the process finish.
- c. Close the dialog box.
- d. In CM/ECF, click on any menu item and your options should be available.

Internet Explorer (IE) –

1. At the top of the screen, select “Tools” from the browser menu
2. Select “Internet Options”
3. General Tab – usually selected by default.
4. In the dialog box, under the Browsing history section:
 - a. Click – “Delete”
5. Delete Browsing History dialog box
 - a. Click – “Delete all...”
 - b. Click – “Yes”
Note - this may take a moment, if ~~you~~ cache hasn't been cleared for awhile.
6. Close the dialog box.
7. In CM/ECF, click on any menu item and your options should be available.