

ON LINE CREDIT CARD PAYMENTS

We will also be referring to this on-line credit card program as Pay.gov.

On-Line Credit Card payment is designed to allow filers to pay fees interactively as part of the electronic filing process. Attorneys and trustees can choose to pay after each transaction, or they can simply make one payment at the end of the day for all transactions requiring fees. The Clerk's Office for the Bankruptcy Court, Middle District of GA encourages the practice of one payment at the end of the day for all transactions. Payments made by the end of the day must be posted no later than 11:00 p.m.

If you are an attorney with more than one login and password, then you will need go through payment procedures using each of your logins (or at least each login that you've used during the day and incurred fees under).

This guide also includes an explanation of some reports which may assist attorneys and trustees with record keeping and fee tracking responsibilities. They are discussed in the section titled "Reports Related to Internet Payments."

SYSTEM SECURITY REQUIREMENTS

Your browser must be Microsoft Internet Explorer 5.5 or higher.

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

1. Click on the "Help" tab on your browser 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 if it doesn't indicate the encryption level, you will need to upgrade to a version 5.5 or higher.

OPENING A NEW BANKRUPTCY CASE

The CM/ECF on-line credit card function can accommodate both new cases that are to be paid in full, or those that are to be paid in installments, with the following restrictions:

IMPORTANT NOTE FOR INSTALLMENT PAYMENT CASES - When opening your installment payment case, you **MUST** select **INSTALLMENT** in the statistical information in order to receive the option of modifying the filing fee to the amount you will be paying with the filing of the case. *CM/ECF will always default to Paid and insert the full filing fee amount for the new case unless the filer indicates otherwise.*

Open New Bankruptcy Case

Prior filing within last 8 years	<input type="text" value="no"/>	Type of debtor	<input checked="" type="radio"/> Individual
Fee status	<input type="text" value="Paid"/>		<input type="radio"/> Corporation (includes LLC & LLP)
Nature of debt	<input type="text"/>		<input type="radio"/> Partnership
Asset notice	<input type="text" value="No"/>		<input type="radio"/> Other
Estimated number of creditors	<input type="text"/>	Nature of business	<input type="radio"/> Health Care Business
Estimated assets	<input type="text"/>		<input type="radio"/> Single Asset Real Estate
Estimated debts	<input type="text"/>		<input type="radio"/> Railroad
			<input type="radio"/> Stockbroker
			<input type="radio"/> Commodity Broker
			<input type="radio"/> Clearing Bank
			<input type="radio"/> Other
			<input type="checkbox"/> Tax-Exempt Entity

At some point during the filing of your new case, you will receive this screen .

Open New Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$299

Next

Clear

If the new case filing fee is to be paid in full, do not make any changes to this screen. If you are paying the new case filing fee in installments, change the fee amount as appropriate. For other pleadings requiring a fee, the full fee will be required. Leave the receipt # field blank to pay via the internet, or enter NFR (no fee required) if appropriate.

When the final text confirmation screen appears, if the dollar amount listed is incorrect, press the back button and make changes, then resubmit.

Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition All schedules and statements have been filed.
Receipt Number 100.00, Fee Amount \$299 filed by Desmond E. Carithers

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

Next

Clear

At the end of your transaction, you will receive a list of all documents where fees remain unpaid. If you have more cases or pleadings requiring fees to file, select **Continue Filing**.

***** **IMPORTANT NOTICE** *****

Do **NOT** use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2007-04-17 15:54:52	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	\$ 150.00
2007-04-17 15:56:44	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	\$ 150.00
2007-04-17 16:08:39	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	\$ 150.00
		Total: \$ 450.00

Pay Now

Continue Filing

IF YOU CONTINUE FILING, you will receive an opportunity to Pay Now after each transaction or you may pay at the end of the day (11:00 P.M.) using the Utilities Menu option, Internet Payments Due. If you are ready to pay outstanding fees now, select Pay Now.

NOTE: IF YOU DETECT AN ERROR on the summary of current charges screen, **DO NOT** select the Pay Now option. Contact the court so the error can be corrected before an incorrect charge is made to your credit card. [Contact the Financial Deputy Clerk at 478-749-6844 or Chief Deputy Clerk at 478-749-6842]

DO NOT USE THE BROWSER “BACK” BUTTON DURING THE PAYMENT PROCESS.

PAYING YOUR FILING FEES

DO NOT USE THE BROWSER “BACK” BUTTON DURING THE PAYMENT PROCESS.

When the Pay Now option is chosen, you will be electronically connected to the U.S. Treasury site. You will be prompted for a card type, card number and expiration date as shown below. **Note:** Address Information will be displayed on the screen. This information will be filled with the address information currently on file in the court for CM/ECF. Changes made to the credit card payment screen will not affect the CM/ECF data at the court. Enter all information as indicated by the red star.

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, 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

If you enter an invalid credit card number the following message will appear: “The card number you have entered is invalid. Please try again.” Make corrections. Then click “Continue with Plastic Card Payment.”

The next screen requires you to authorize the transaction. **E-Mail Confirmation** - is another convenient way to receive confirmation of payment. On the authorization screen you have the option of entering an e-mail address to receive confirmation of the payment using Pay.gov. E-mail addresses added on this screen will not affect the e-mail address on file in CM/ECF with the court.

https://qa.pay.gov - Online Payment - Microsoft Internet Explorer

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Ann Attorney Billing Address: 433 Cherry Street Billing Address 2: City: Macon State / Province: GA Zip / Postal Code: 31201 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 5 / 2010	Payment Amount: \$450.00 Transaction Date 04/17/2007 16:13 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:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

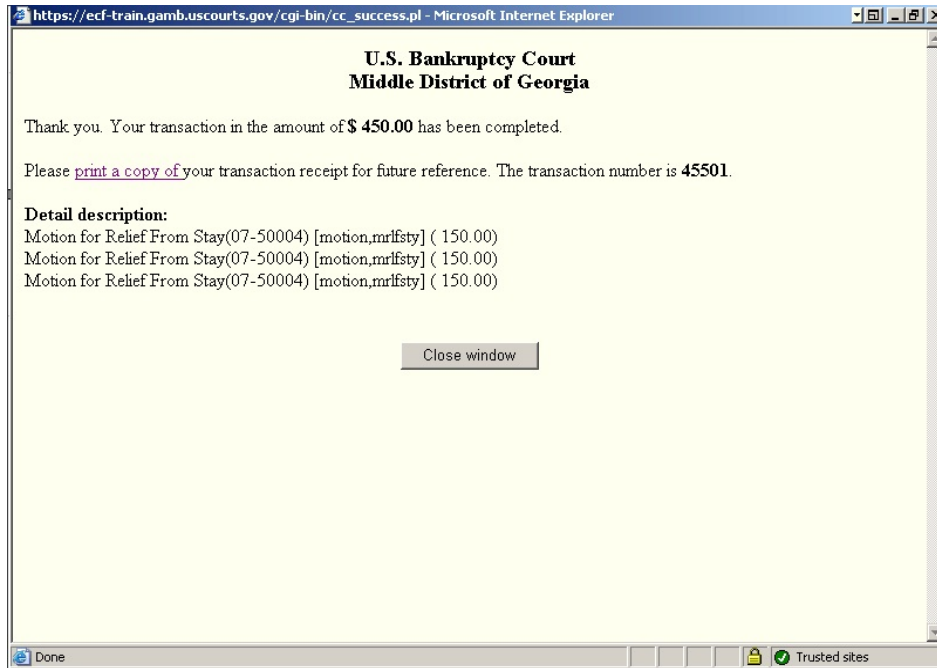
Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

The system will display a checkbox next to a red star that **must** be selected to authorize the payment. Click the [Submit Payment] button.

When the credit card transactions is approved, a receipt will be posted to the case(s) that have been paid, and the following message will appear:



Receipt Printing - is available. Once the payment is made and a receipt is generated, you will have the option to print the receipt. Click on the “[print a copy of](#)” in the second sentence.

FILING MOTIONS REQUIRING FEES

The CM/ECF credit card module works similarly for motions and pleadings that require fees, except that the full filing fee is required. From the main Bankruptcy menu select the type of motion you wish to file and follow your filing instructions as for any other document. If a fee is required, the following screen will appear. Click next.

GAMB CM/ECF Training Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://156.130.12.207/cgi-bin/login.pl?929972867055222-L_916_0-1

Train Bankruptcy Adversary Query Reports Utilities Logout

File a Motion:
05-10255 Hank Hill

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$150

Next Clear

You will be given the opportunity to “Pay Now” or “Continue Filing.” Make your choice and follow the instructions given above in PAYING YOUR FILING FEES.

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2007-04-17 15:54:52	Motion for Relief From Stay(07-50004) [motion,mr1fsty] (150.00)	\$ 150.00
2007-04-17 15:56:44	Motion for Relief From Stay(07-50004) [motion,mr1fsty] (150.00)	\$ 150.00
		Total: \$ 300.00

Pay Now

Continue Filing

REPORTS RELATED TO INTERNET PAYMENTS

The reports options shown below are available to attorneys and trustees, and can be located by clicking on the Utilities menu option in CM/ECF. The Internet Payment History and Internet Payments Due options are described below for you.

Utilities

Your Account	Edit Data
Change Your Password	Edit Claims
Clear Default PACER Login	
Edit Shortcut Bar	Miscellaneous
Internet Payment History	Mailings...
Internet Payments Due	Check PDF Document
Maintain Your ECF Account	Verify a Document
RSS Feeds	Internet Fees/Payments...
View Your Transaction Log	Court Information

INTERNET PAYMENT HISTORY - This report allows attorneys and trustees who have U.S. Treasury Internet payment privileges to review completed credit card payments over any specified time period. The report allows users to display fee payments over a date range specified. The default for this report is set for the previous 30 days.

Internet Payment History

From to

Sort by

You may change the date range if desired. The default "Sort by" option is Receipt Number, You can make a different selection from the list that appears after clicking on the drop-down arrow. Those options are: case number, date paid, name, office/receipt number and payment method.

Click [Run Report.]

The following illustration shows what the resulting Internet Payment History Report may resemble.

**U.S. Bankruptcy Court
Middle District of Georgia
Internet Payment History for Attorney , Ann A.
3/17/2007 to 4/17/2007**

Date Paid	Description	Payment Method	Receipt #	Amount
2007-04-17 14:10:16	Voluntary Petition (Chapter 7)(05-70004) [misc,volp7] (40.00) Motion for Relief From Stay(05-70004) [motion,mrlfsty] (150.00)			

INTERNET PAYMENTS DUE - The Internet Payments Due report allows an attorney with internet credit card payment privileges to immediately pay all outstanding fees without docketing another pleading or opening a case. There are no selection screens or sort options offered. The report displays each outstanding fee. A pop-up credit card payment window will appear on the screen. This screen will contain a summary of all current charges which remain unpaid. Once the user has accessed this screen, they will follow the instructions outlined previously in this document. Pick Internet Payments Due from the Utilities menu.

NOTE: ALL FEES INCURRED DURING EACH DAY MUST BE PAID BY 11:00 P.M. OF THAT DAY. IF THE FEES ARE NOT PAID, YOU WILL RECEIVE A CALL FROM A DEPUTY CLERK FOR IMMEDIATE PAYMENT. IF THE FEE STILL IS NOT PAID, YOU WILL BE CONTACTED BY THE CLERK OF COURT.

Utilities

Your Account	Edit Data
Change Your Password	Edit Claims
Clear Default PACER Login	
Edit Shortcut Bar	Miscellaneous
Internet Payment History	Mailings...
Internet Payments Due	Check PDF Document
Maintain Your ECF Account	Verify a Document
RSS Feeds	Internet Fees/Payments...
View Your Transaction Log	Court Information

This screen below shows all internet payments that are currently due. Click Pay Now and complete the payment process as previously instructed.

***** IMPORTANT NOTICE *****
 Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2007-04-17 15:54:52	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	\$ 150.00
2007-04-17 15:56:44	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	\$ 150.00
	Total:	\$ 300.00