

Case Management

CM/ECF

Electronic Case Files



United States Bankruptcy Court
for the
Middle District of Alabama
**INTERNET CREDIT CARD PAYMENT
ATTORNEY MANUAL**

(February 2004)

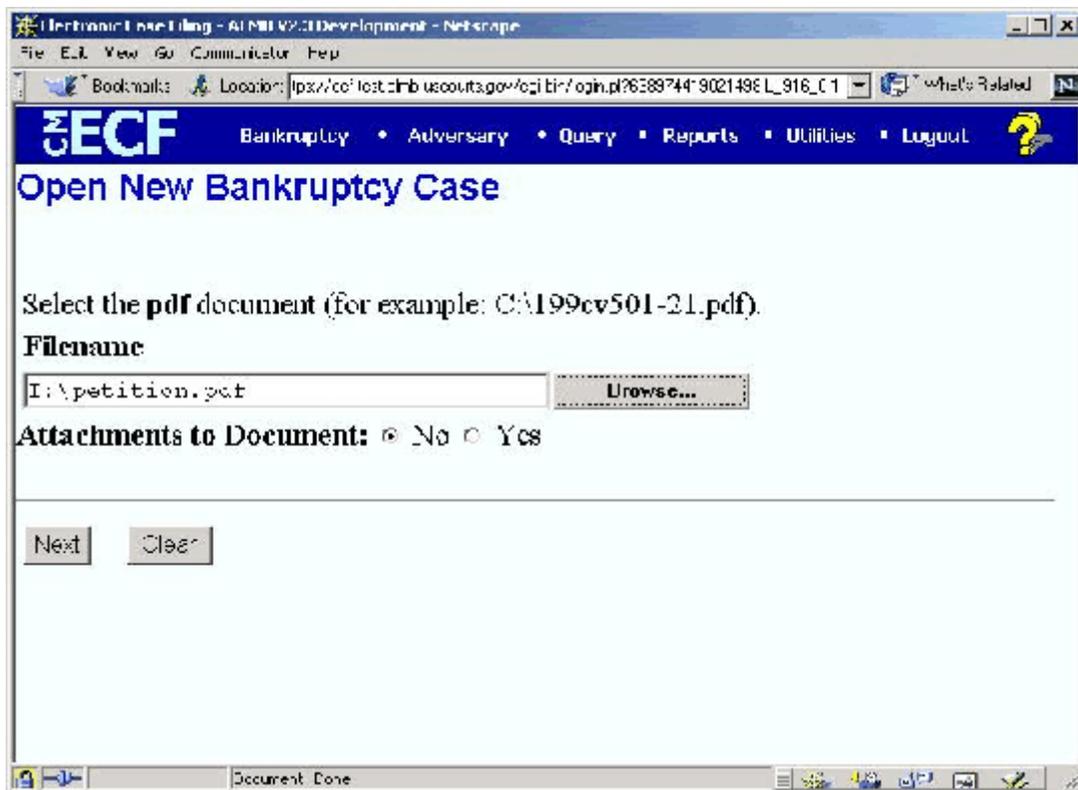
I. Background

The CM/ECF On-Line Credit Card module is designed to allow filers to pay filing fees interactively as part of the electronic filing process. Attorney filers can choose to pay after every transaction or can simply make one payment at the end of the day for all transactions.

II. Opening a New Bankruptcy Case

The CM/ECF On-Line Credit Card module can accommodate new cases that are to be fully paid at the time of filing or that are filed as installment cases.

After you submit this screen...



The screenshot shows a Netscape browser window titled "Electronic Case Filing - ALM V3.0 Development - Netscape". The address bar shows the URL: `https://cf.lest.frb.uscourts.gov/cgi-bin/opin.pl?63897449021496L_916_C1`. The page header features the ECF logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout".

Open New Bankruptcy Case

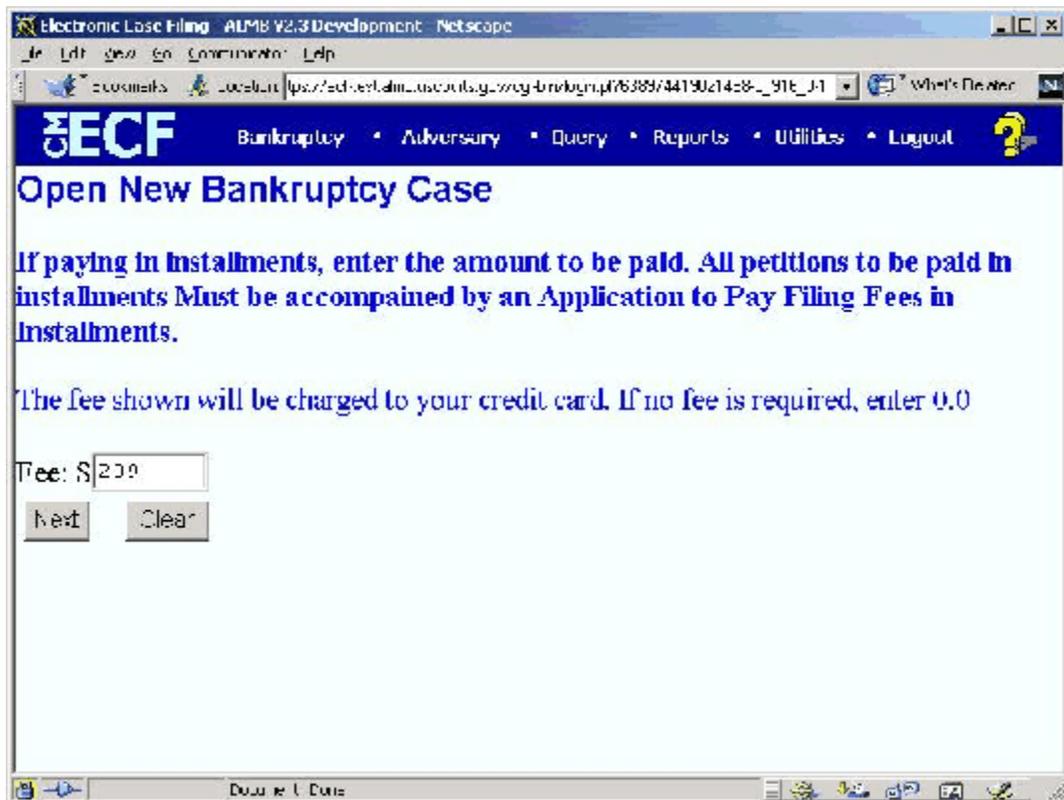
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

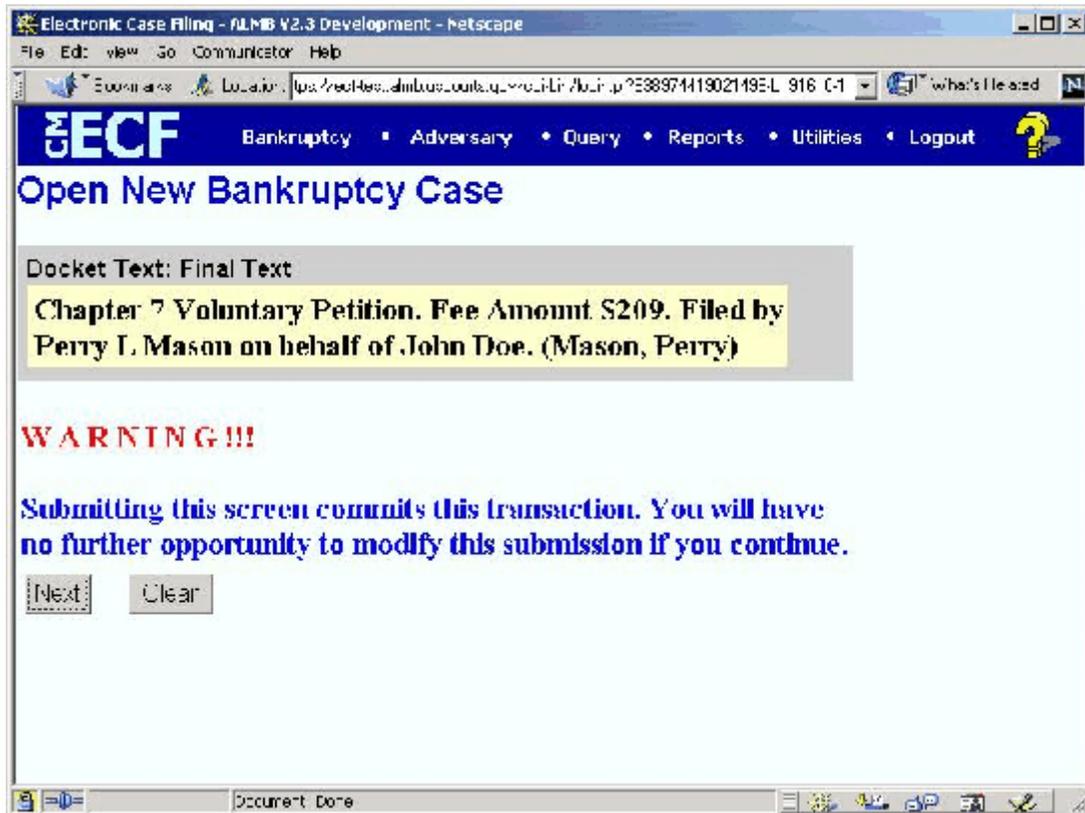
The status bar at the bottom indicates "Document Done".

You will receive this new screen



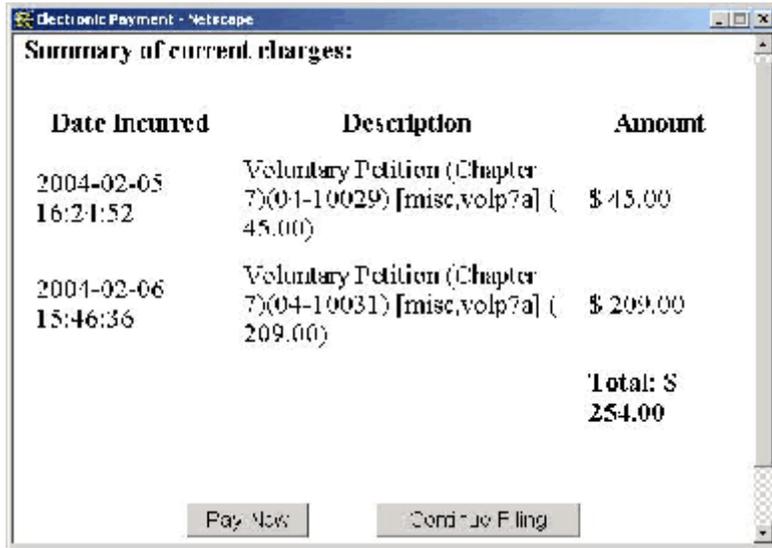
- Make no change to the dollar amount if you are paying the full fee.
- If you are paying a \$50.00 installment with the filing of the case, enter 50.00.

You will receive your final confirmation screen. If the dollar amount is not what you intended to pay, go back, make changes and resubmit.



At the end of your transaction you will receive a list of all filings with fees due. If you have finished for the day select **Pay Now**.

If you have more cases or pleadings requiring fees to file, select **Continue Filing**.



Date Incurred	Description	Amount
2004-02-05 16:21:52	Voluntary Petition (Chapter 7)(04-10029) [misc.volp7a] (45.00)	\$ 45.00
2004-02-06 15:46:36	Voluntary Petition (Chapter 7)(04-10031) [misc.volp7a] (209.00)	\$ 209.00
		Total: \$ 254.00

Pay Now Continue Filing

IF YOU DETECT AN ERROR- If there is 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.

IF YOU 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 VI.)

III. Paying Your Filing Fees

If the **Pay Now** option is chosen, the filer will be electronically connected to the U.S. Courts Government Internet Credit Card Collection web site. The filer will be prompted for card type, card number and expiration date as shown below.

The screenshot shows a web browser window titled "pay.gov - Enter Payment Information". The main content area is a form titled "Enter Payment Information" with the following fields: Cardholder Name, Address, Address 2, City, State (with a dropdown arrow), Province / Region / County (with a dropdown arrow), Country, Zip Code, Card Type (set to Visa), Card Number, Security Code, Expiration Date, and Payment Amount (set to \$155.00). To the right of the form is a sidebar titled "Plastic Card Payment Steps" with a list: 1. Select Payment Type, 2. Enter Payment Information, 3. Authorize Payment / Payment Summary, 4. Payment Confirmation. Below the form is a disclaimer: "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." At the bottom of the form are "Continue" and "Quit" buttons.

Cardholder name, the first address line, and zip code default to the values shown in the CM/ECF utilities “Maintain Your ECF Account” and “Maintain User Accounts”. You should be aware that

- 1) these values are not verified by pay.gov
- 2) changing any of these fields on the pay.gov screen does not affect the CM/ECF user account, so any needed changes should be made via “Maintain Your ECF Account”

If the payee either enters an invalid credit card number or makes three consecutive errors in data entry, the following message will appear:

The credit card you have entered is invalid. Please check the number and try again.

[or, after three consecutive errors in data entry]

We were unable to complete your transaction. Please contact your local court for assistance.

When the attorney clicks the Continue button, a summary screen is displayed:

The screenshot shows a web browser window titled "Pay.gov - Payment Summary and Authorization - Microsoft Internet Explorer". The page content is as follows:

Payment Summary and Authorization	
Cardholder Name:	ACUSC tester
Address:	123 Main St.
Address 2:	
City:	Kensington
State:	MD
Country:	
Zip Code:	20895
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	3 / 2005
Payment Amount:	\$150.00
Current Date and Time:	05/09/2004 09:55 AM

Plastic Card Payment Steps

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

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

Confirmation Receipt Request
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

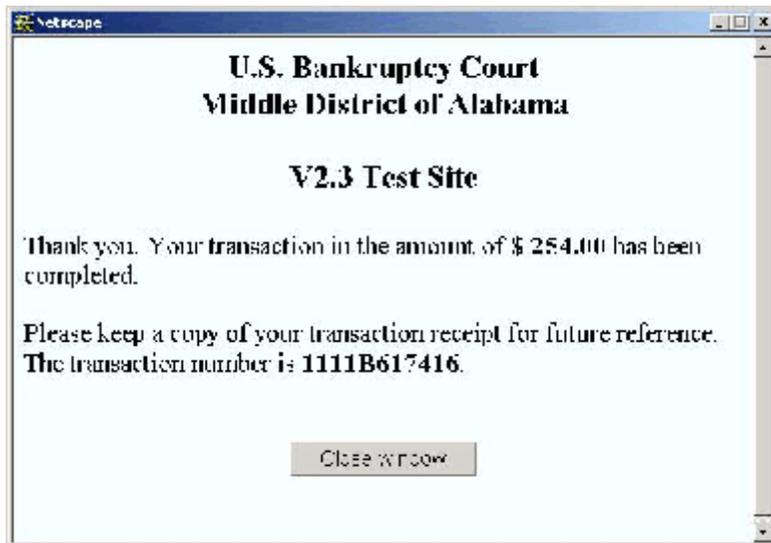
Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

The payee **must** click the Authorization checkbox before clicking the Make Payment button. If processing is successful, a receipt generated by CM/ECF is displayed; the receipt now has a link for printing, and the transaction number has a different format (if an email address is entered in the screen shown above, a receipt will also be emailed from Pay.gov).

While processing the transaction, the following message will appear.



When the credit card transaction is approved, the following message will appear:



Additionally, a receipt entry will be posted to the case(s) that have been paid.

02/06/2004	2	Receipt of Voluntary Petition (Chapter 7)(04-10031) [misc,volp7a] (209.00) filing fee. Receipt number 1111B617416, amount \$ 209.00. (U.S. Treasury) (Entered: 02/06/2004)
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IV. Adversary Cases

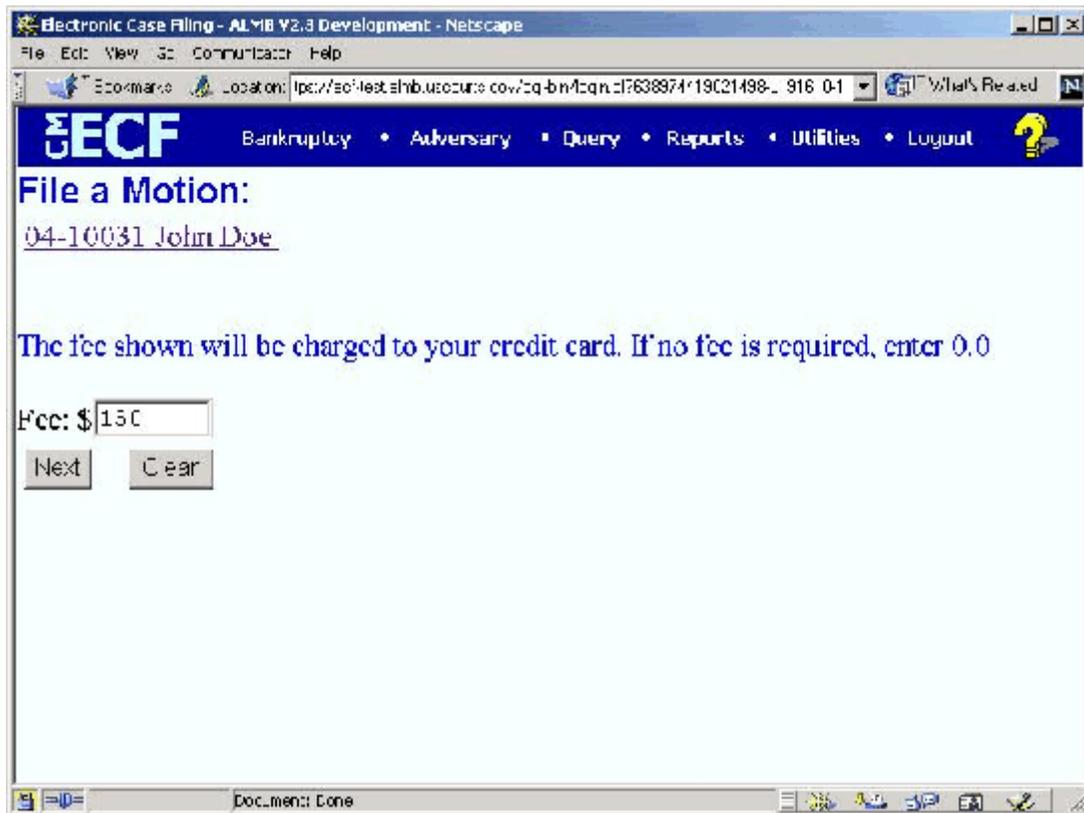
If you are filing an adversary case where the debtor (not debtor-in-possession) is the plaintiff, or if you are a trustee and are deferring the filing fee, be sure to **mark 0.0** when the fee screen appears as you are filing your case.

The screenshot shows a web browser window titled "Electronic Case Filing ALMB V2.3 Development Netscape". The address bar shows the URL: "https://ecf.test.amb.uscourts.gov/cgi-bin/ogin.p?638E7441E021458_L_E_6_01". The page header includes the ECF logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main heading is "Open Adversary Case". Below this, there are instructions: "If Plaintiff is Debtor, or Trustee is Deferring the Payment, enter 0.0." and "COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJFlag Next." A note states: "The fee shown will be charged to your credit card. If no fee is required, enter 0.0". There is a text input field for "Fee: \$" with the value "0.0" entered. Below the input field are two buttons: "Next" and "Clear".

V. Filing a Motion

The CM/ECF credit card module works similarly for motions and notices which require fees. For a complete list of all filing fees, please go to the court website at www.almb.uscourts.gov and go to the **Information Page, Fees**.

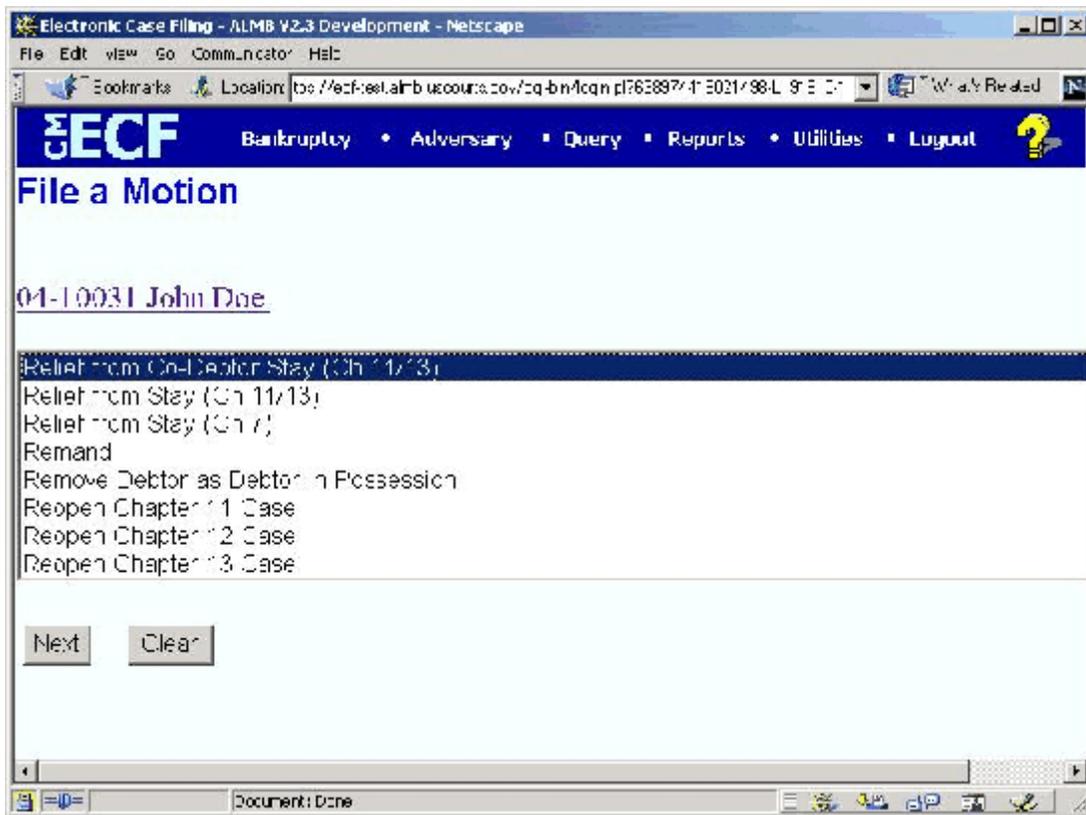
In the example below, a Motion For Relief From Stay is filed. When you select the event Relief from Stay, the screen automatically includes the \$150.00 filing fee due.



Special Note:

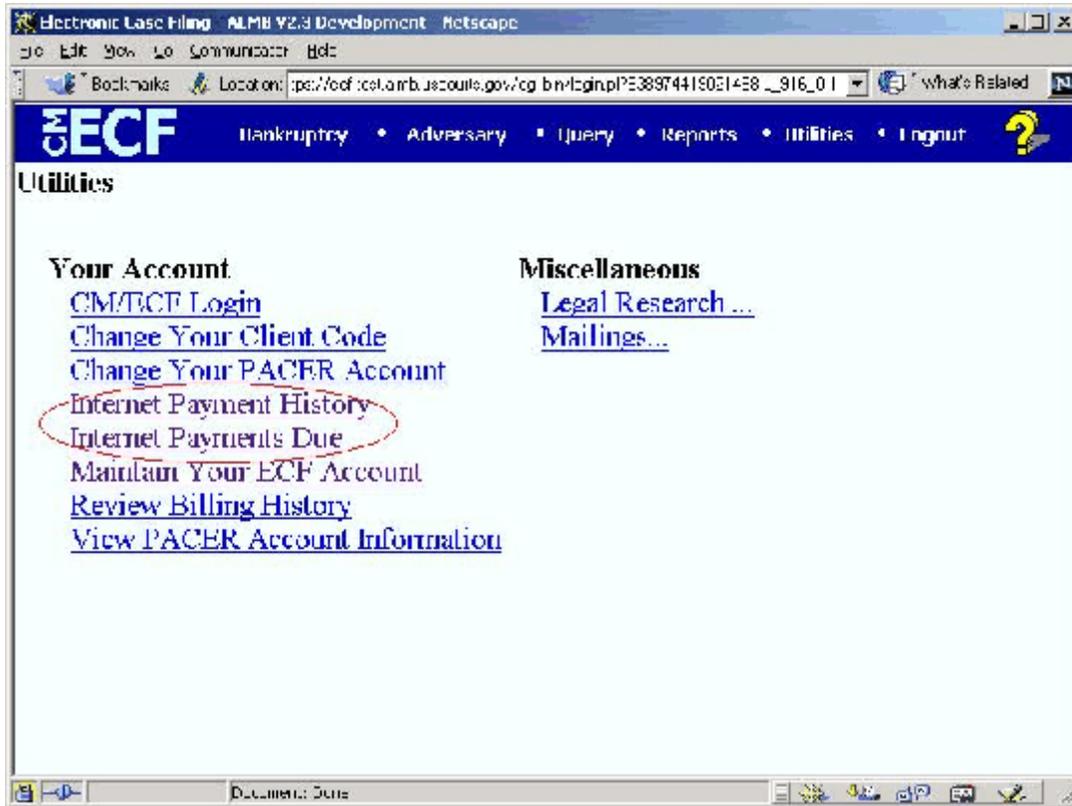
If you are filing a Motion for Relief from Stay that is exempt from the filing fee because it is Agreed, Stipulated or With Consent or it is filed by an agent of the US government or a Child Support Creditor enter **0.0** in the **FEE** field.

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



VI. Reports

Two new events are available under the **Utilities** heading.



The **Internet Payment History** event allows an attorney who has Internet payment privileges to review his/her completed credit card payments over any specified time period.

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

VII. Security

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

Microsoft Internet Explorer 5.5

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.

Netscape Navigator/Communicator 4.x

1. Click on the “Help” tab on your menu bar at the top of the screen
2. Scroll down and select “About Navigator” or “About Communicator.”
3. A screen will appear that lists the details of your browser. Look for a section on the left and toward the middle that begins “Contains encryption software from RSA Data Security, Inc...”. If the next paragraph begins, “This version supports U.S. security...,” your browser has 128-bit encryption. If it says that you have international security, your browser has 40-bit or 56-bit encryption and you will need to upgrade to a version with 128-bit encryption.