



*United States Bankruptcy Court  
for the  
Eastern District of Missouri*

**ON-LINE CREDIT CARD  
ATTORNEY MANUAL**

(Revised: August 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 . . . .

 No  Yes'. At the bottom are 'Continue' and 'Clear' buttons." data-bbox="155 308 613 522"/>

You will receive this screen...



Make no change to the dollar amount if the full filing fee is being paid. Enter 0.0 if there is no installment payment at the time of filing the new petition. If there is an installment payment made at the beginning of the case, enter the partial payment amount as 50.00 , if hypothetically, the payment amount is \$50.00. To modify the amount, it is necessary to select Installment as the Fee status at the SARD screen.

At the end of your transaction, you will receive a list of all filings with fees due. If you are done for the day, select “Pay Now.” If you have more cases or pleadings requiring fees to file, select “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 Dana LaRosa, Financial Specialist of the Bankruptcy Court, at telephone number (314) 244-4902, 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. Treasury site. The filer will be prompted for card type, card number and expiration date as shown below:

Pay.Gov - Enter Payment Information - Netscape

Notices & Agreement

**Enter Payment Information**

Cardholder Name:  \*

Address:  \*

Address 2:

City:

State:  --OR-- Province / Region / County:

Country:

(Instead of state, if necessary)

Zip Code:  \*

Card Type:  \*

Card Number:  \*

Security Code:

Expiration Date:  /  \*

Payment Amount:  \*

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.

Plastic Card Payment steps

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

All of the fields which have a red asterisk next to them are required fields. However, the only fields that the user should have to modify or add information themselves are the Card Type, Card Number, and Expiration Date. The rest of the required information for the user's address is

pulled from the user's CM/ECF account. If this information does not appear automatically, please review your account information through Maintain Your ECF Account in the Utilities menu. If the payee fails to provide the credit card number, the month of expiration of the credit card, and the year of expiration of the credit card, the following messages will appear:

***Errors were found in your request.***

***Please enter the expiration month of the card.***

***Please enter the Card Number.***

***Please enter the expiration year of the card.***

***Please correct these errors and attempt the action again.***

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

Pay.Gov - Payment Summary and Authorization - Netscape

[Notices & Agreement](#)

**Payment Summary and Authorization**

Cardholder Name: atty1

Address: 211 S. 10th Street

Address 2:

City:

State:

Country:

Zip Code: 63102

Card Type: Visa

Card Number: \*\*\*\*\*1111

Expiration Date: 9 / 2004

Payment Amount: \$777.00

Current Date and Time: 08/11/2004 10:18 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:

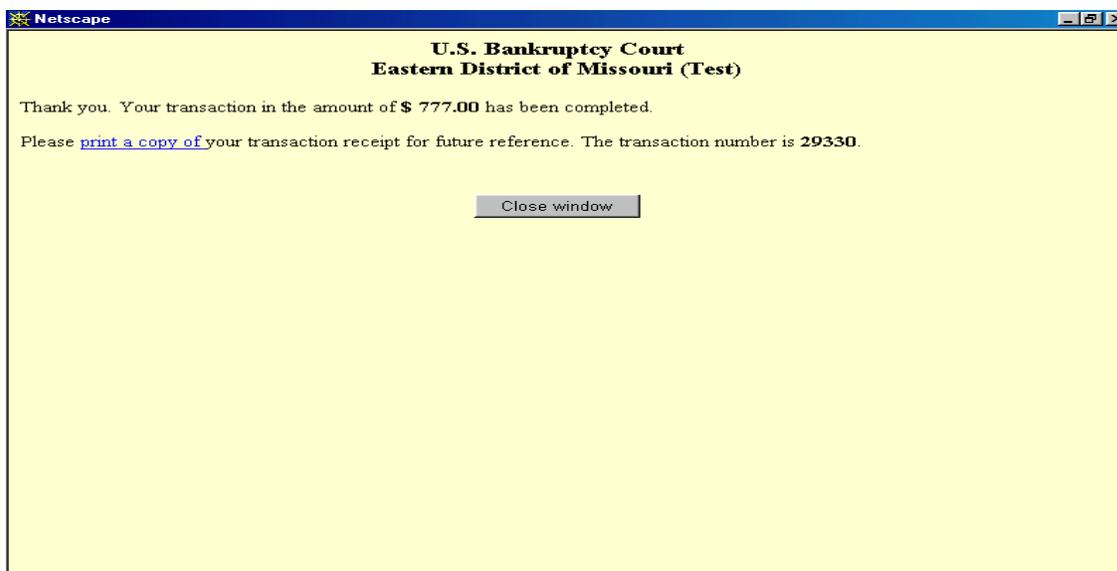
Re-enter Email Address to Confirm:

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

If everything appears to be acceptable on the screen, the authorization box should be checked. If the user wants a confirmation e-mail sent to their address, the two e-mail address lines should be

filled in with the user's e-mail address. However, all that is necessary to accept the screen is for the user to click the authorization box and then click Make Payment. If there are mistakes on this screen, Edit should be clicked to take the user back to the Payment Information screen to make the necessary changes. If the user decides that they do not want to authorize payment at this time, Cancel should be clicked.

When the Make Payment option is clicked and 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.

08/11/2004 2 Receipt of filing fee for Voluntary Petition (Chapter 7)(03-40254) [misc,volp7a] (209.00). Receipt number 29330, amount \$ 209.00. (U.S. Treasury) (Entered: 08/11/2004)

#### **IV. Filing a Motion**

The CM/ECF credit card module works similarly for motions and notices which require fees. The only difference is that it is impossible to modify the fee amount through an attorney login. For a complete list of all filing fees, please go to the court web site at [www.moeb.uscourts.gov](http://www.moeb.uscourts.gov) and go to the **General Office Information, Filing Fees**.

#### **VI. Reports**

Two new reports are available under Utilities: [Internet Payment History](#) and [Internet Payments Due](#).



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

Internet Payments Due allows an attorney who has Internet payment privileges to pay immediately all outstanding fees without docketing another pleading or opening another case. This report displays details for each pending fee. **Use this report if you are done 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 if 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.