



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

**ON-LINE CREDIT CARD
ATTORNEY MANUAL**

(Revised: June 2007)

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.

If the user leaves the default Fee Status as Paid as displayed in the print screen below

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated debts

You will later receive this screen...

316 Incomplete Filing Date: 08/6/2007

Fee: \$299 for *Voluntary Petition - Attorney (Chapter 7)*

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 as displayed in the print screen below:

Prior filing within last 8 years	no
Fee status	Installment
Nature of debt	consumer
Asset notice	No
Estimated number of creditors	1 - 49
Estimated assets	\$0 to \$10,000
Estimated debts	\$0 to \$50,000

You will later receive this screen with a modifiable amount...

316 Incomplete Filing Date: 08/6/2007

Fee: \$299 for *Voluntary Petition - Attorney (Chapter 7)*

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 V.)

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, Security Code and Expiration Date as shown below:

Step 1: Enter Payment Information

1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name:	<input type="text" value="atty1"/>	*
Payment Amount:	<input type="text" value="\$299.00"/>	*
Billing Address:	<input type="text" value="211 S. 10th Street"/>	*
Billing Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State / Province:	<input type="text" value="—"/>	
Zip / Postal Code:	<input type="text" value="63102"/>	
Country:	<input type="text" value="United States"/>	*
Card Type:	<input type="text"/>	*
Card Number:	<input type="text"/>	*
Security Code:	<input type="text"/>	*
Expiration Date:	<input type="text"/>	*

(Card number value should not contain spaces or dashes)

[Help finding your security code](#)

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.

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 enter information are the Card Type, Card Number, Security Code and Expiration Date fields. 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 Card Number, the Card Type, the Security Code, or Expiration Date when clicking the Continue with Plastic Card Payment button, the following message will appear:

Your request could not be completed:

- Card Number is required.
- Card Type is required.
- Security Code is required.
- Expiration Date is required.

When all of the required fields are completed, the user clicks Continue with Plastic Card Payment button and receives a second screen to authorize payment as displayed below. If everything appears to be acceptable on the screen, the authorization box should be checked next to the red asterisk. If the user wants a confirmation e-mail sent to their address, the e-mail address lines for Email Address and Confirm Email Address should be filled in with the user's

email address. The user can also cc other email recipients. However, all that is necessary to accept the screen is for the user to click the authorization box and then click Submit Payment. If there are mistakes on this screen, Edit this information 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.

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: atty1 211 S. 10th Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: 63102 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 7 / 2008	Payment Amount: \$299.00 Transaction Date and Time: 06/21/2007 15:33 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.

When the Submit Payment option is clicked and the credit card transaction is approved, the following message will appear:

Thank you. Your transaction in the amount of **\$ 299.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **52392**.

Detail description:

Voluntary Petition (Chapter 7)(07-40078) [misc,volp7a] (299.00)

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

06/21/2007 2 Receipt of filing fee for Voluntary Petition (Chapter 7)(07-40078) [misc,volp7a] (299.00). Receipt number 52392, amount \$ 299.00. (U.S. Treasury) (Entered: 06/21/2007)

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/filing_fees.htm.

V. 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.**

VI. Security

For information regarding the Pay.gov browser requirements, the Public Notice located on the Court's website at www.moeb.uscourts.gov/pdfs/paygov_2006.pdf should be reviewed.