

OFFICE OF THE CLERK

UNITED STATES BANKRUPTCY COURT

BRENDA K. ARGOE
CLERK OF COURT

DISTRICT OF SOUTH CAROLINA
J. BRATTON DAVIS UNITED STATES BANKRUPTCY COURTHOUSE
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COLUMBIA, SOUTH CAROLINA 29202

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August 8, 2003

MEMORANDUM TO: ALL CREDIT CARD USERS

FROM: BRENDA K. ARGOE, CLERK

RE: Change in Credit Card Procedures for Filing Fees
Effective August 25, 2003

You currently have a credit card on file with this office which we charge when you submit documents for filing for which a filing fee is due. There is now a new system from the Administrative Office of the U. S. Courts for accepting credit card payments via the Internet using a U. S. Treasury Department service, channeled through Bank of America Merchant Reporting System, which we will implement on August 25, 2003.

Anyone who is a CM/ECF participant will use the new system for paying fees¹; those who are not CM/ECF participants will pay fees in one of the following ways:

- ◆ Send a check or U. S. Postal Service money order made payable to Clerk, U.S. Bankruptcy Court along with the document requiring a fee.
- ◆ Send a Temporary Credit Card Authorization form (available from our web site) each time you send a document for which a fee is required.
- ◆ Bring a credit card (VISA, Master Card, American Express or Discover) to the court when you bring documents for filing for which a fee is required.

The new system offers many advantages as outlined on the enclosed document. *You will need to access our web site, www.scb.uscourts.gov, and click on the CM/ECF link to get the detailed instructions for using the system. If you are a CM/ECF participant, please ensure that you do this before August 25, 2003.*

If you are interested in becoming a participant in CM/ECF and using the new credit card system, please let us know. Otherwise, please use one of the methods set out above as of August 25, 2003. **We will not charge your credit card directly from the court after that date.**

¹ If a CM/ECF filer submits a document conventionally (paper), they must follow the same procedures as non-CM/ECF filers for paying the required fees.

INTERNET CREDIT CARD MODULE OF CM/ECF

The Internet Credit Card module offers you many advantages so that you may:

- Pay filing fees with your credit card over the Internet at any time,
- Review your Internet credit card transaction payment history,
- Review any outstanding payments due to the court,
- Request online payment of any unpaid balance.

At the end of filing any pleading requiring a fee, you will automatically be prompted to:

- Pay Now - prompting you to enter the attorney's credit card information, OR
- Continue Filing - allowing you to delay payment until the end of day if you anticipate filing multiple pleadings.

NOTE: Should payment not be made on the same day as the filing, you and your staff will be prevented from further e-filing until the fee is paid and/or the matter may be presented to the Judge for his consideration.

The filing fee payment will be processed when you click the "Submit Payment" button. Upon successful transmission, you will see a receipt with a transaction number which you may print for future reference.