

**FEE PAYMENT VIA INTERNET**

Updated 07/07/2008

The Internet Credit Card module of CM/ECF offers many advantages and will allow attorneys to:

- pay filing fees with their credit card over the Internet at any time;
- review their Internet credit card transaction payment history;
- review any outstanding payments due to the court; and
- request online payment of unpaid balances.

At the end of filing any pleading that requires a fee, the user will automatically be prompted to “**Pay Now**” or “**Continue Filing**.” The “Pay Now” option prompts the user to enter the attorney’s payment information, which will generate a confirmation screen containing a link to the receipt and a transaction number. Users should print the receipt for reconciliation with their credit card statement.

The “**Continue Filing**” option allows the user to delay payment until the end of the day. *The Court requires that fees be paid on the same day.* If payment is not made, the matter may be presented to the Judge assigned to the case for consideration.

**Please Note** that if any fee amounts appear on screenshots below, they were correct at the time of posting but may or may not be current now (check the most current fee schedule on the Court’s web page).

**Internet Credit Card Payment Process**

The following screen is displayed after the Notice of Electronic Filing:

Summary of current charges:

Date Incurred	Description	Amount
2004-08-03 10:38:18	Amended schedules(04-00012) [misc,amdsch] ( 26.00)	\$ 26.00
		<b>Total: \$ 26.00</b>

If the attorney clicks the Continue Filing button, the charge is recorded and the payment process is deferred. The next time the attorney submits a filing of any kind to any case, the Summary of Current Charges will be displayed, showing all deferred charges along with the new fee, if any. **Remember to pay all fees on the same day as the filing!**

When the “Pay Now” option is selected, the user is presented with a payment information screen that includes the cardholder name, address, and payment type. The cardholder name, first address line, and zip code default to the values shown in the CM/ECF utilities “Maintain Your ECF Account.” **Users should be aware that changing these values on the payment information screen does not affect their CM/ECF account.**

**SPECIAL NOTES:**

- The **Address** field is marked as required; however, this address does not have to be the credit card billing address, it only matters that an address be in that field. The **Address** field will be pre-populated with the user's address from CM/ECF, which should not need to be changed.
- The **Cardholder Name** and **Zip Code** fields are also pre-populated with data from CM/ECF, which should not need to be changed as it is not validated against the credit card number.
- The **Security Code** field is required.
- When filling in the payment information, do not use hyphens or spaces in the **Card Number**.
- The year of the **Expiration Date** must be entered using four digits (i.e., 2014).
- The **Payment Amount** field CANNOT be changed from the filled-in value.

Enter Payment Information		Plastic Card Payment Steps
Cardholder Name:	Bill Attorney *	
Address:	1 Legal Road *	
Address 2:		
City:		
State:	<input type="checkbox"/> State: <input type="text"/> -- OR -- <input type="radio"/> Province / Region / County: <input type="text"/>	
Country:	<input type="text"/>	
(Instead of state, if necessary)		
Zip Code:	29201 *	
Card Type:	Visa *	
Card Number:	<input type="text"/> *	
Security Code:	<input type="text"/>	
Expiration Date:	<input type="text"/> / <input type="text"/> *	
Payment Amount:	\$26.00 *	
<p>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.</p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Quit"/> </p>		

Clicking the “Continue” button presents the user with a summary screen. After carefully reviewing the payment information, the user must check the Authorization checkbox. Entry of the e-mail address is optional. After all information has been verified, click on the “Make Payment” button.

**\*\*\*WARNING\*\*\* – Pressing the “Make Payment” button more than once may result in multiple transactions being processed. \*\***

Payment Summary and Authorization		Plastic Card Payment Steps
Cardholder Name: Bill Attorney Address: 1 Legal Road Address 2: City: State: Country: Zip Code: 29201 Card Type: Visa Card Number: *****1111 Expiration Date: 8 / 2004 Payment Amount: \$26.00 Current Date and Time: 08/03/2004 10:48 AM		
<p style="text-align: center;"><b>Authorization*</b></p> <input type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.		
<p style="text-align: center;"><b>Confirmation Receipt Request</b></p> <p>To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.</p> Email Address: <input type="text"/> Re-enter Email Address to Confirm: <input type="text"/>		
<input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>		
<p style="text-align: center;">Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.</p>		

If processing is successful, a confirmation screen is displayed showing a link to the CM/ECF receipt and the transaction number. It is recommended that users print the receipt for reconciliation with their credit card statement.

**United States Bankruptcy Court  
District of South Carolina**

Thank you. Your transaction in the amount of \$ **26.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **22859**.

Close window

**NOTE:** *Filing a New Bankruptcy Case Using Quick Filing or “One Touch” Filing:*

If you are using petition preparation software's “One Touch” feature to submit your bankruptcy filings to the Court, you may NOT be prompted with the credit card payment pop-up window upon completion of the filing. If your software does not have the capability to make on-line payments, you must go into CM/ECF and pay via the **Utilities menu, Internet Payments Due option**. You must settle your account by the close of business each day.

## MONITORING AND RECORDING PAYMENTS

An attorney can monitor his/her Internet fees and payments using the Internet Payments Due and Internet Payment History options on the Utilities menu (in the "Your Account" section).

### INTERNET PAYMENTS DUE

This screen lists fees for which the filer did not complete the payment process upon completion of filing. It is the same screen that is displayed at the end of a filing transaction. As when filing, the "Pay Now" button makes a connection to the U.S. Treasury.



#### Summary of current charges:

Date Incurred	Description	Amount
2003-06-20 09:44:47	Amended Creditor Matrix(03-00225) [misc,amdmtrx] ( 20.00)	\$ 20.00
		<b>Total: \$ 20.00</b>

Pay Now

Continue Filing

### INTERNET PAYMENT HISTORY

This listing includes all payments of charges incurred via the Internet, whether those payments were made via the U.S. Treasury or by other methods. The payments are in order by receipt number. The attorney can request to see payments within a specified day range.

<b>MECF</b> Bankruptcy • Adversary • Query • Reports • Utilities • Logout				
United States Bankruptcy Court District of South Carolina Internet Payment History for Attorney , Bill 5/20/2003 to 6/20/2003				
Date Paid	Description	Payment Method	Receipt #	Amount
2003-06-20 09:48:22	Amended Creditor Matrix(03-00225) [misc,amdmtrx] ( 20.00)	credit card	1111B20082	\$ 20.00

**NOTE:** When utilizing the Internet Payments Due and the Internet Payment History reports, the attorney must Login using each Login assigned in order to get a complete and accurate report of pending fees or payment history.

### **PAYMENT ERRORS**

- If processing of a payment is unsuccessful, an error screen containing a transaction number will appear. **PRINT THIS ERROR SCREEN** and contact the **CM/ECF Help Desk at 803-253-3624** for assistance.
- If , after entering all the payment information and clicking on the “Pay Now” button, the same payment screen appears, **STOP! Do not re-enter the payment information. Click the “Continue Filing” or the “Quit” button and contact the CM/ECF Help Desk at 803-253-3624** for assistance.
- If you are unsure whether a payment was completed successfully, go to the **Utilities menu and select the hyperlink for Internet Payments Due**. If no fees appear, click the Back button and then click the hyperlink for **Internet Payment History** to review completed payments. If still unsure of the payment status, contact the CM/ECF Help Desk at 803-253-3624 for assistance.
- If you are unable to connect to the pay.gov website, the U.S. Treasury may be experiencing a temporary service interruption. After waiting a short period of time, go to the CM/ECF **Utility** menu, select the link to **Internet Payments Due** and attempt to make the payment. If you are still unable to complete the payment, **contact the CM/ECF Help Desk at 803-253-3624** for assistance.
- If at any time you are unsure how to proceed regarding a filing fee, **contact the CM/ECF Help Desk at 803-253-3624 immediately**.
- **DO NOT docket any of the “Filing Fee” events** under the Bankruptcy/Other menu unless specifically instructed by court staff to do so. The “Filing Fee” events are specifically designed to generate missing filing fees, not pay existing filing fees.