



CREDIT CARD MODULE

**U.S. BANKRUPTCY COURT
DISTRICT OF MAINE**

Internet Credit Card Processing

Internet Credit Card Processing is an enhancement incorporated into CM/ECF. Attorney filers can directly pay filing fees on CM/ECF via the Internet to the U.S. Treasury. Upon the successful submission of a document requiring a filing fee, such as filing a bankruptcy petition, the filer will be offered the option to “Pay Now” or “Continue Filing” and pay later.

The Utilities menu now offers attorney filers two more options. The Internet Payment History report can be run for specific time periods. The Payment Due Report/Credit Card Payment option allows an attorney to make one credit card payment for all fees that are due.

Pay Now Option

Two new screens will appear during the electronic filing process. The first new screen shows the amount of the filing fee. You will be prompted to leave the receipt number blank unless you are a governmental agency and exempt from the filing fee. Click next to proceed with filing and internet payment.

The screenshot shows a web browser window titled "CM/ECF: Maine Testing Site - Windows Internet Explorer". The address bar contains the URL: https://ecf-test.meb.uscourts.gov/cgi-bin/login.pl?710090261860442-1_565_0-1. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there are links for "Contribute", "Edit in Contribute", and "Post to Blog". The browser's address bar shows "CM/ECF: Maine Testing Site". The page content is as follows:

File a Motion:

[03-10001 Susan Casey](#)

Type: bk Chapter: 7 v Office: 1 (Bangor)

Judge: JBH Assets: y

Case Flag: CONVERTED, DEFER, APPEAL, JURYDEMAND, TRANSFER, CnvFeeDue, NTCAPR, FeeDuelNST, AddPty

If Movant is a governmental agency and exempt from filing fee, type **EXEMPT** in the receipt field, otherwise, **LEAVE THE RECEIPT NUMBER BLANK AND CLICK NEXT TO PROCEED WITH FILING AND INTERNET PAYMENT!**

Receipt #: Fee: \$150

The second new screen appears at the time you receive the Notice of Electronic Filing. You have the option to Pay Now or Continue Filing. Click Pay Now to make your filing fee payment by credit card.

CM/ECF: Maine Testing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address https://ecf-test.meb.uscourts.gov/cgi-bin/login.pl?773355070596536-L_916_0-1 Go

Link Electronic Payment - Microsoft Internet Explorer

Summary of current charges:

Date Incurred	Description	Amount
2004-04-27 09:57:56	Motion for Relief From Stay(03-10001-JBH) [motion,mrflsty] (150.00)	\$ 150.00
		Total: \$ 150.00

Not
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on 4
Ca:
Ca:
Do:
Do:
Mo:

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: S:\Scanning\Nancy\TESTPDF.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=993675568 [Date=4/27/2004] [FileNumber=21394-0] [ca0dd7ed8997cc7daa7fb7146c7e4ade8f404b14ab67248fe2aa55de760d62aef3e0db86dedcbbf393d47fe16d5e01a951fa9701ef60481d93e87c7cb495883]]

03-10001-JBH Notice will be electronically mailed to:

Internet

Selecting the Pay Now option automatically connects you to the U.S. Treasury site. You will be prompted for appropriate credit card information as shown below. Enter your card type, card number, security code, and expiration date then click Continue with Plastic Card Payment.

Important Note: Pop-up suppression software may affect viewing the U.S. Treasury screens. If you electronically file a document that requires a fee and the pop-up screen requesting credit card information **does not** appear, please check your software so that pop-up screens for this site are not suppressed.

File Edit View Favorites Tools Help
Links » Contribute Edit in Contribute Post to Blog

CM/ECF: Maine Testing Site Home Feeds (1) Print Page

Online Payment - Windows Internet Explorer Reports Utilities

https://qa.pay.gov/paygov/OCIServlet

Account Holder Name: train10 *

Payment Amount: \$150.00

Billing Address: 112 Main Street *

Billing Address 2:

City:

State / Province: -----

Zip / Postal Code: 04101

Country: United States *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / * 12/19/2007

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plast

Internet 100% 30 days. Fee Amount \$ 150.00

Company. (train10,)

The Authorize Payment screen will appear. Scroll down the screen to check the box authorizing the charge to your credit card then click Submit Payment. You also have the option to enter your email address on this page for an email confirmation receipt.

File
Address
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https://qa.pay.gov - Online Payment - Microsoft Internet Explorer

Online Payment [Return to you](#)

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Info
Account Holder Name: train10	Card Type: Visa	Payment A
Billing Address: 112 Main Street	Card Number: *****1111	Transacti
Billing Address 2:	Expiration Date: 7 / 2006	an
City:		
State / Province:		
Zip / Postal Code: 04101		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address ar

Email Address:

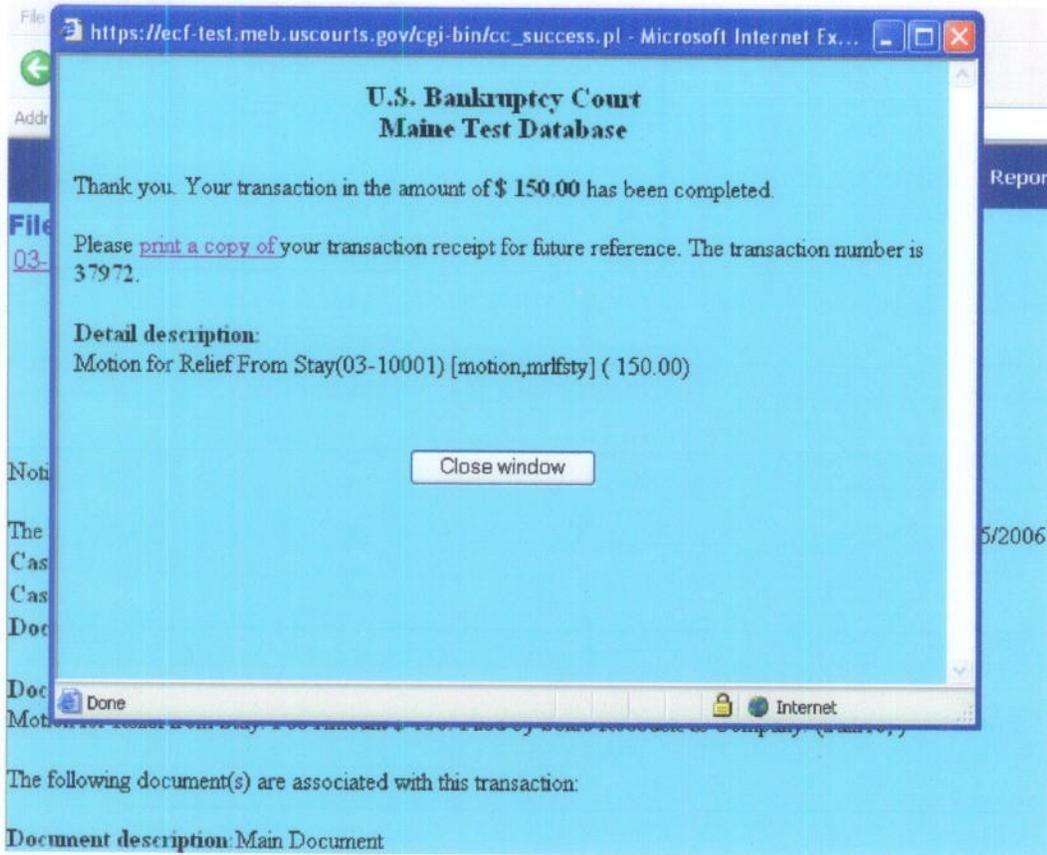
Confirm Email Address:

Internet

The following document(s) are associated with this transaction:

Document description: Main Document

You will receive a court-generated message advising you that your credit card transaction has been completed.

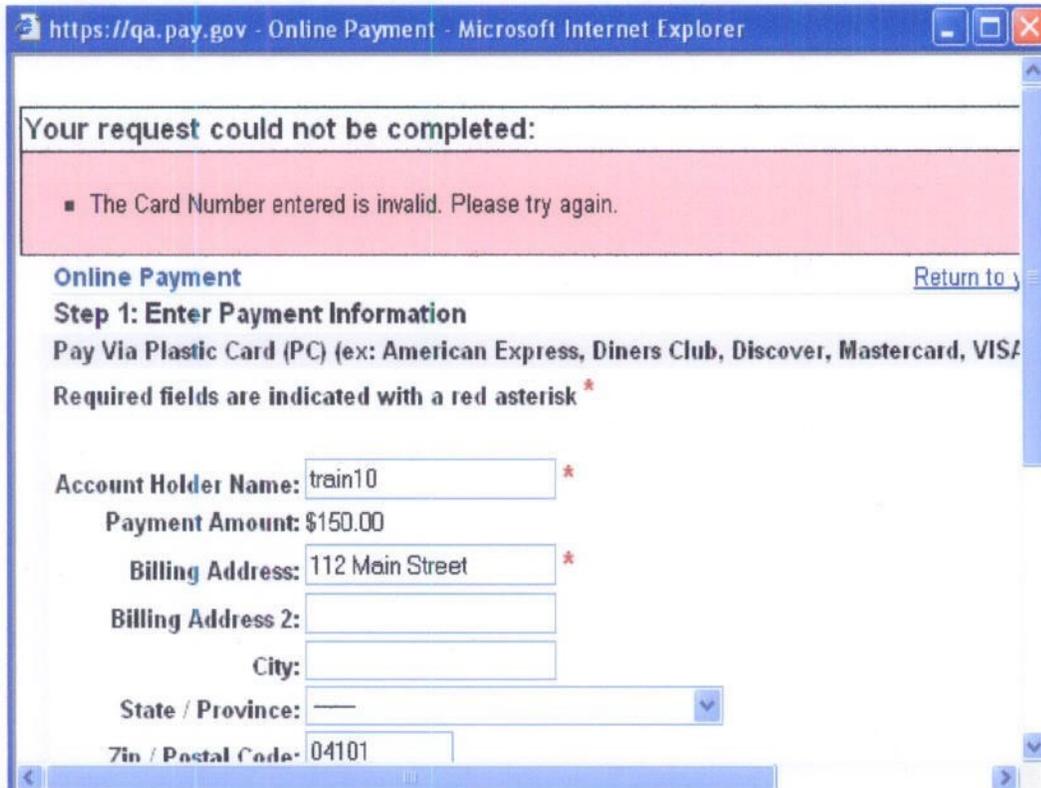


A docket entry is made to the case in which the payment is due.

01/05/2006	177	Motion for Relief from Stay. Fee Amount \$ 150. Filed by Sears Roebuck & Company. (train10,) (Entered: 01/05/2006)
01/05/2006		Receipt of Motion for Relief From Stay(03-10001) [motion,mrlfsty] (150.00) filing fee. Receipt number 37972, amount \$ 150.00. (U.S. Treasury) (Entered: 01/05/2006)

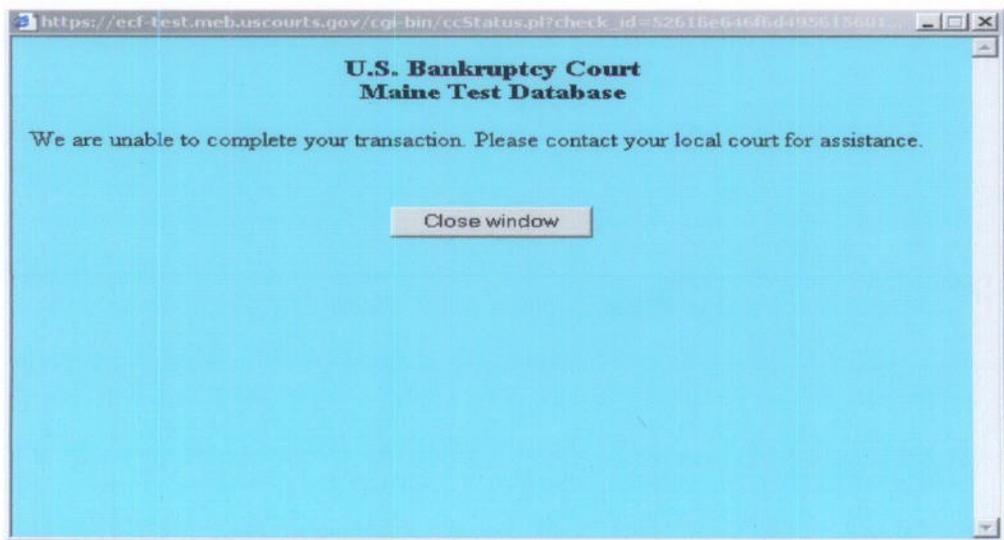
Invalid Credit Card

If you enter an invalid credit card number, you will receive the following message.



The screenshot shows a web browser window with the address bar displaying "https://qa.pay.gov - Online Payment - Microsoft Internet Explorer". The main content area features a red error message box that reads: "Your request could not be completed: The Card Number entered is invalid. Please try again." Below this, the page title is "Online Payment" with a "Return to y" link. The current step is "Step 1: Enter Payment Information" under the heading "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk *". The form fields are: "Account Holder Name:" with the value "train10" and a red asterisk; "Payment Amount:" with the value "\$150.00"; "Billing Address:" with the value "112 Main Street" and a red asterisk; "Billing Address 2:" (empty); "City:" (empty); "State / Province:" (empty dropdown menu); and "Zip / Postal Code:" with the value "04101".

If you make three consecutive errors while entering credit card information, you will receive the following message.

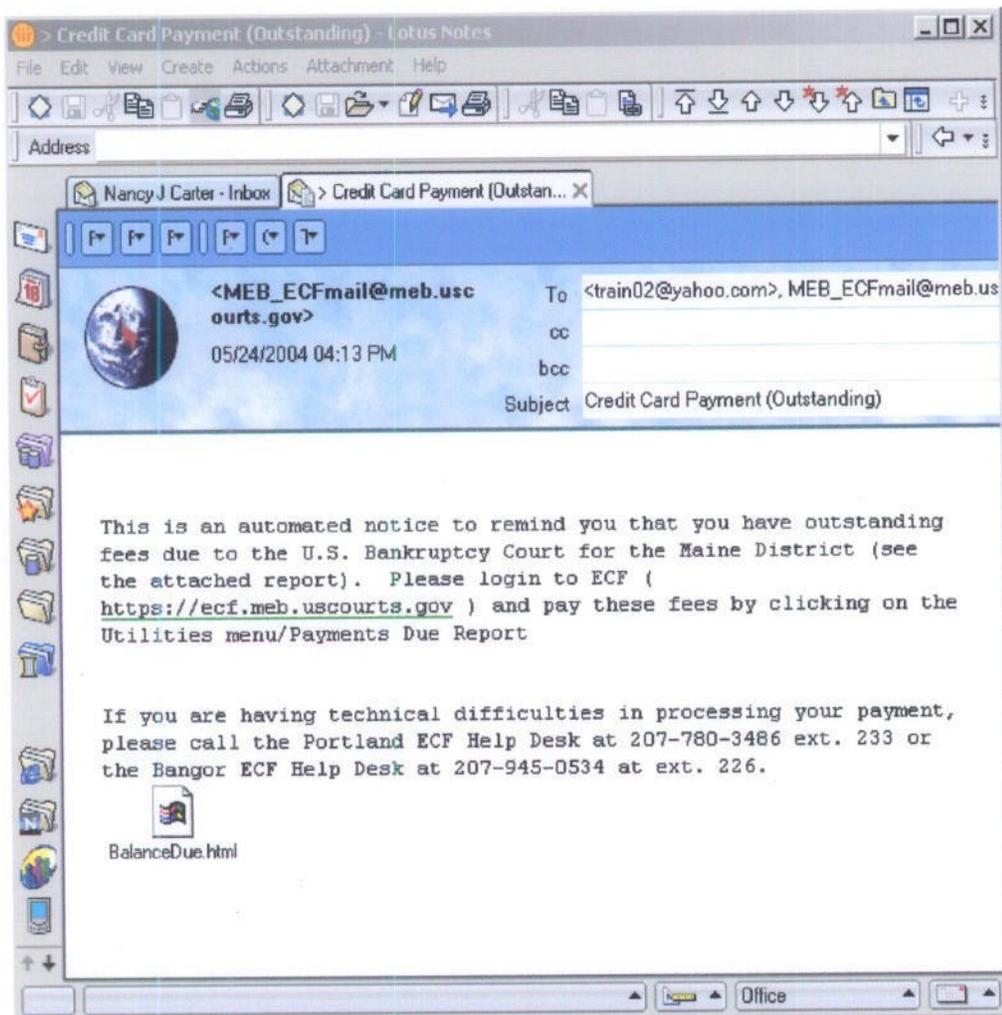


The screenshot shows a light blue message box with the title "U.S. Bankruptcy Court Maine Test Database". The text inside reads: "We are unable to complete your transaction. Please contact your local court for assistance." At the bottom center of the message box is a button labeled "Close window". The browser's address bar shows "https://ecf-test.meb.uscourts.gov/cgi-bin/cc5status.pl?check_id=52616e646fd405615601...".

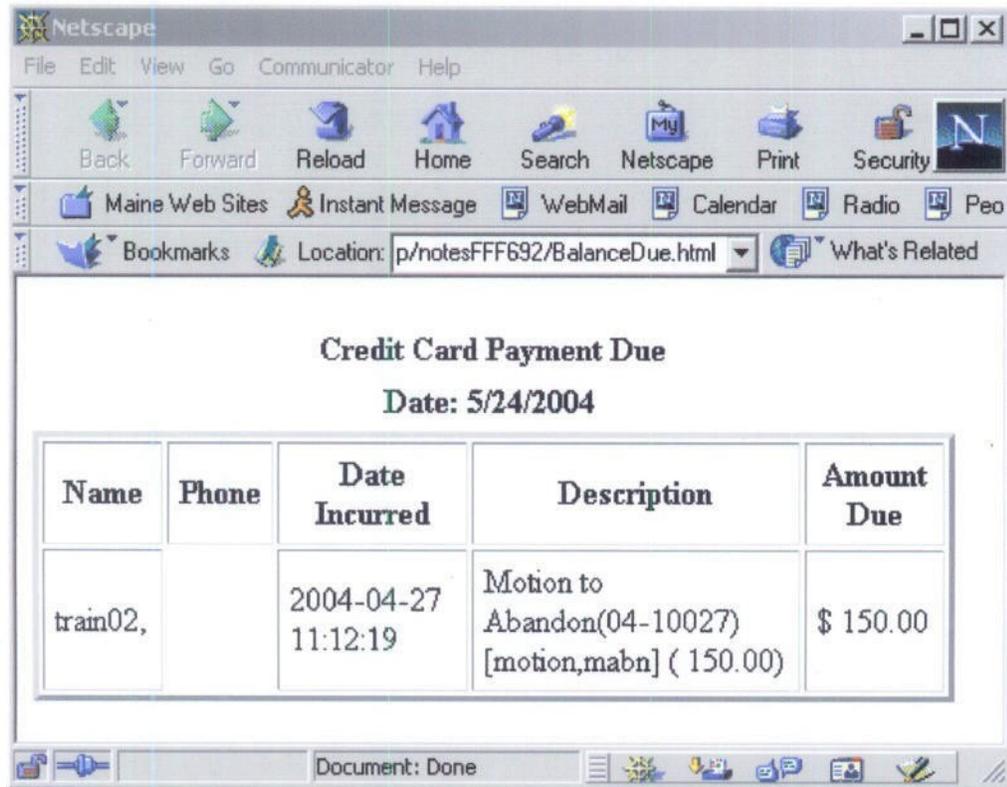
Continue Filing (pay later)

If you have multiple documents to file that require a filing fee, you may opt to continue filing and pay later. One credit card payment can be made for all fees due. The charge is recorded and the payment process is deferred.

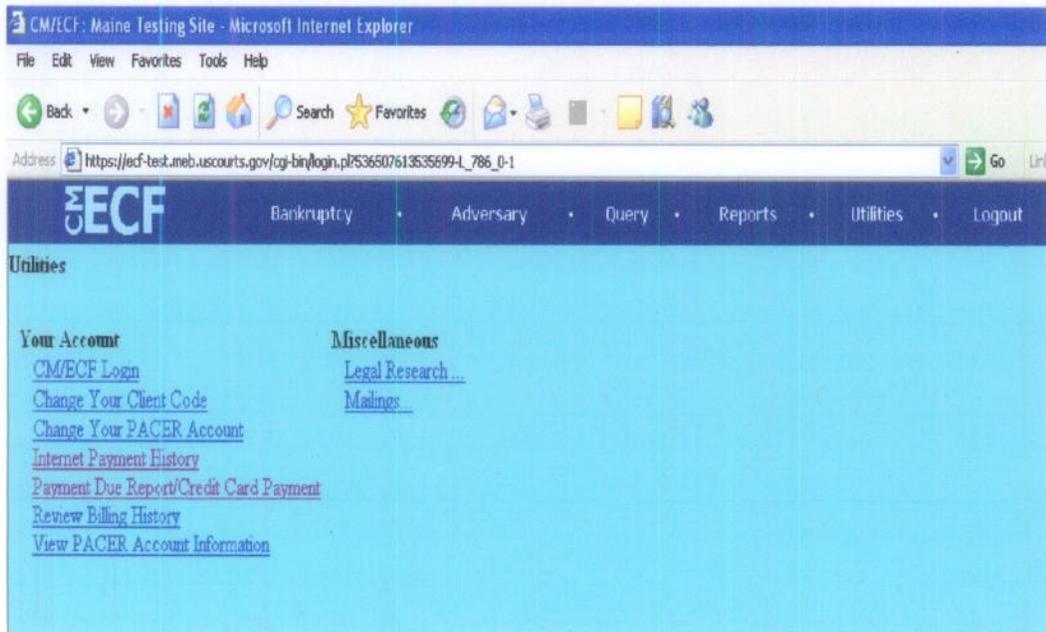
****Important Note**** If you opt to continue filing and pay later, your account will be “locked out” from filing electronically until your credit card payment has been made to the court. Lock out occurs at 11:59 pm on the day of filing. If lock out occurs on your account, you will receive an email stating there are outstanding fees due the court with instructions on how to make payment. The email provides a link to ECF as well as a link to the pop up screen that outlines the fees due.



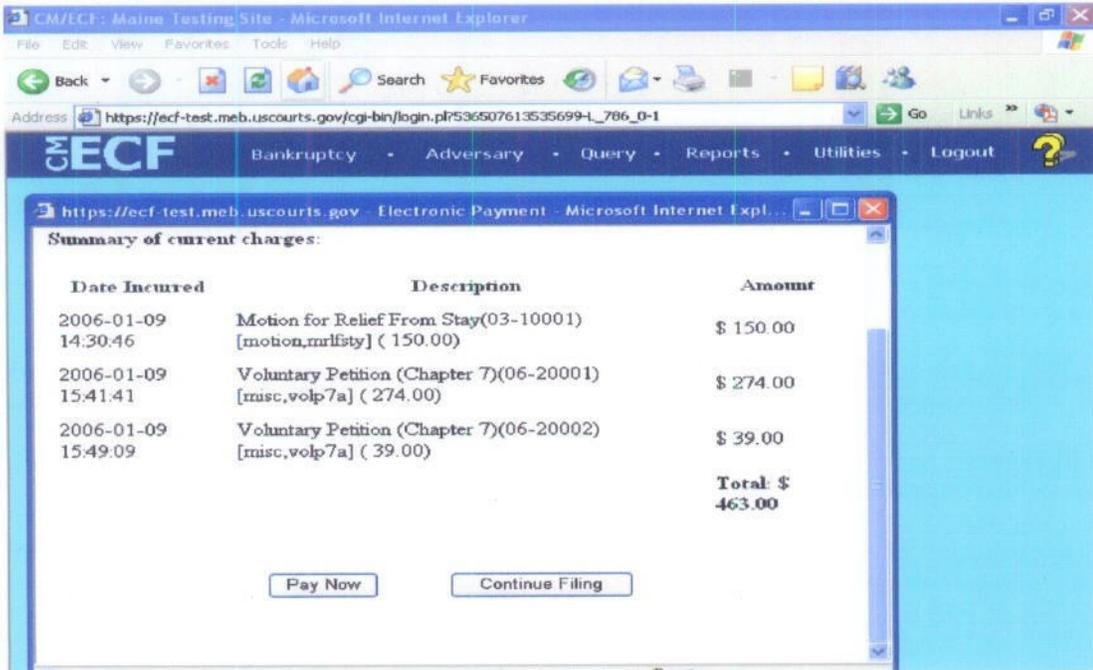
If you click on the Balance Due html. image in your email, you will be linked to this pop-up screen.



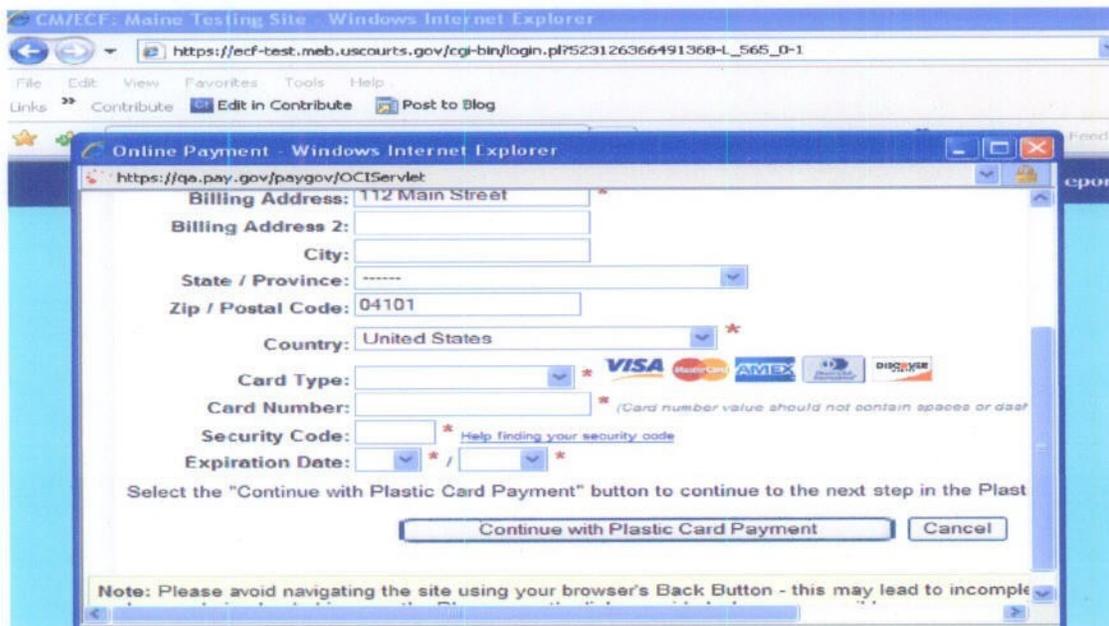
To pay your filing fees on a later date, click on the Utilities menu. Select the Payment Due Report/Credit Card Payment option.



Click Pay Now.



Enter your card type, card number, security code and expiration date then click Continue with Plastic Card Payment..



The Authorize Payment screen will appear. Check the box authorizing the charge to your credit card then click Submit Payment.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ECF (Electronic Case Filing) system. The address bar shows the URL: https://ecf-test.meb.uscourts.gov/cgi-bin/login.pl?536507613535699-L_786_0-1. The page title is "Online Payment" and the sub-header is "Step 2: Authorize Payment".

The page contains the following sections:

- Payment Summary** (with a link to "Edit this information")
- Address Information**:
 - Account Holder Name: train10
 - Billing Address: 112 Main Street
 - Billing Address 2: City: State / Province: Zip / Postal Code: 04101 Country: USA
- Account Information**:
 - Card Type: Visa
 - Card Number: *****1111
 - Expiration Date: 6 / 2006
- Payment Information** (partially visible)
- Email Confirmation Receipt**:
 - Text: "To have a confirmation sent to you upon completion of this transaction, provide an email address:"
 - Field: "Email Address:" with an input box.
 - Field: "Confirm Email Address:" with an input box.

You will receive a court-generated message advising you that your credit card transaction has been completed and a docket entry is made to **each** case in which a fee was due.

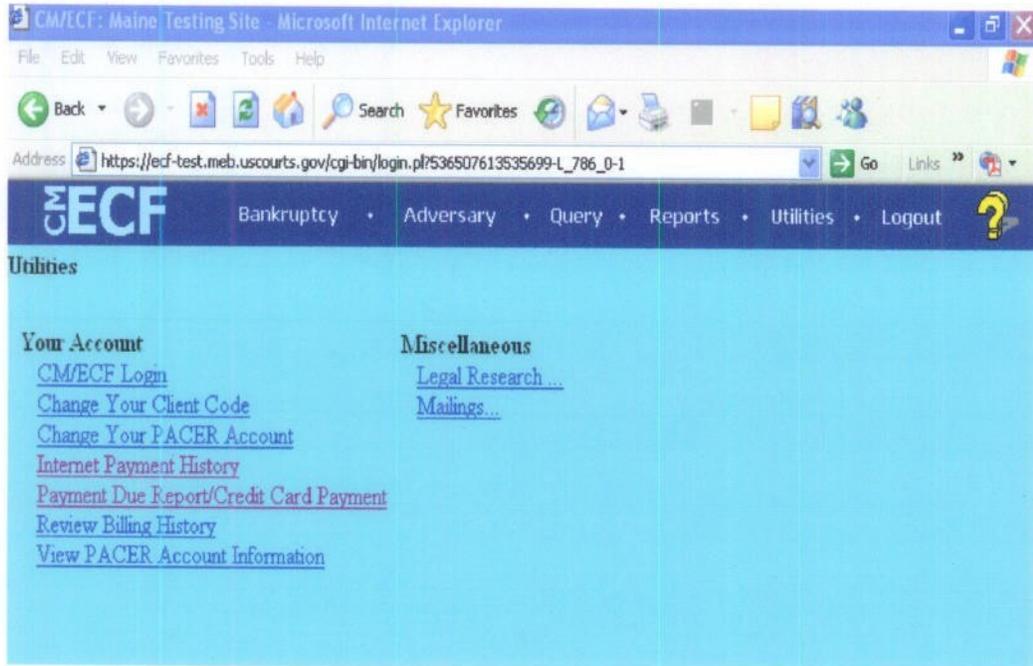
The screenshot shows a Microsoft Internet Explorer browser window displaying a success message from the U.S. Bankruptcy Court Maine Test Database. The address bar shows the URL: https://ecf-test.meb.uscourts.gov/cgi-bin/cc_success.pl.

The page content includes:

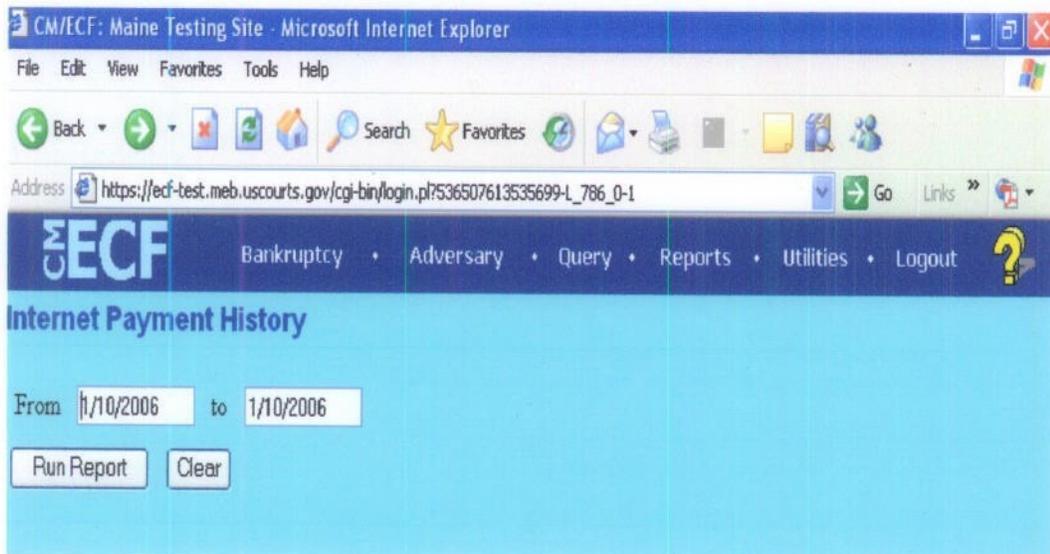
- U.S. Bankruptcy Court
Maine Test Database**
- Text: "Thank you. Your transaction in the amount of \$ 463.00 has been completed."
- Text: "Please print a copy of your transaction receipt for future reference. The transaction number is 38069."
- Detail description:**
 - Motion for Relief From Stay(03-10001) [motion,mrlfsty] (150.00)
 - Voluntary Petition (Chapter 7)(06-20001) [misc,volp7a] (274.00)
 - Voluntary Petition (Chapter 7)(06-20002) [misc,volp7a] (39.00)
- Button: "Close window"

Internet Payment History Report

The Internet Payment History Report is available on the Utilities Menu. Click on Internet Payment History.



Enter a range for your report.



Click Run Report.

The report shows the fees paid for the period of time requested.

CM/ECF: Maine Testing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf-test.meb.uscourts.gov/cgi-bin/login.pl?536507613535699-L_786_0-1

ECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout

U.S. Bankruptcy Court
Maine Test Database
Internet Payment History for train10 ,
1/10/2006 to 1/10/2006

Date Paid	Description	Payment Method	Receipt #	Amount
2006-01-10 15:08:59	Motion for Relief From Stay(03-10001) [motion,mrlfsty] (150.00)			
	Voluntary Petition (Chapter 7)(06-20001) [misc,volp7a] (274.00)			
	Voluntary Petition (Chapter 7)(06-20002) [misc,volp7a] (39.00)	credit card	38069	\$ 463.00

Filing a New Case with Installment Fee

The Case Upload function in Bankruptcy Software cannot be used if a debtor is requesting to pay in installments. The case must be opened manually by logging into ECF and selecting the Open a BK Case menu option. Two screens have changed on this event.

Change the Fee status field from Paid to Installment on the statistic screen. Change other fields accordingly then click Next. Fill in the summary of Schedules information click Next. Browse and attach your pdf to the event click Next.

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Open New Bankruptcy Case

If Debtor is paying in installments, change Fee Status to Installment.

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Select yes or no at the Presumption Arises screen click NEXT. Change the filing fee to \$0.00 at the prompt and proceed to file the case.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open New Bankruptcy Case

If Debtor is Paying in Installments, an **Application to Pay Filing Fees in Installments** must be filed after this transaction.

If Debtor is Paying In Installments, the **First Installment Payment** must be electronically filed after this transaction. The installment events are listed under the category.

If Debtor is Paying in Installments, change the fee to **0.00**.

Otherwise, **LEAVE THE RECEIPT NUMBER BLANK AND CLICK NEXT TO PROCEED WITH FILING AND INTERNET PAYMENT.**

Receipt #: Fee: \$

Paying Installment Payments.

Installment payments are made in four equal amounts. The first installment is to be docketed and paid at the time a chapter 7 or chapter 13 case is filed. Chapter 7 installments are \$74.75 each. Chapter 13 installments are \$68.50 each. There are eight new events on the Miscellaneous event list for the installment payments. Select the appropriate payment and click Next to proceed through the event.

CM/ECF: Maine Testing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://ecf-test.meb.uscourts.gov/cgi-bin/login.pl?901588445994909-1_826_0-1 Go Links

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous

[06-20019 Alice Smith](#)

- Installment Payment #1 (Chapter 07)
- Installment Payment #1 (Chapter 13)
- Installment Payment #2 (Chapter 07)
- Installment Payment #2 (Chapter 13)
- Installment Payment #3 (Chapter 07)
- Installment Payment #3 (Chapter 13)
- Installment Payment (Final) (Chapter 07)
- Installment Payment (Final) (Chapter 13)

Adversary Proceeding Case Opening

The fee screen that appears when filing an adversary is different from other events because certain types of filers are not required to pay a filing fee. Follow the instructions outlined in blue and proceed accordingly.

CM/ECF: Maine Testing Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://ecf-test.meb.uscourts.gov/cgi-bin/login.pl?885238726773899-L_826_D-1 Go Links

ECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

Open Adversary

Enter Nature of Suit:

If Plaintiff is a Debtor, type **EXEMPT** in the receipt field. If Plaintiff is a Trustee requesting deferment of the filing fee, type **DEFERRED** in the receipt field, otherwise, LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$250

Internet