

United States Bankruptcy Court Central District of California



ON-LINE CREDIT CARD PAYMENTS VIA PAY.GOV Attorney Guide

(Revised October 2019)

Overview

The CM/ECF On-Line Credit Card module is designed to provide all CM/ECF Users with the ability to pay filing fees through a secure environment over the Internet via Pay.gov. The module offers advantages that include the ability to:

- Pay the filing fee through a secure environment on the Internet with a credit card at any time
- Review the history of credit card transaction payments
- Review outstanding payments due to the court
- Request on-line payment of any unpaid balance

After submission of the credit card information, the filing fee is paid directly to the U.S. Treasury, a transaction receipt is displayed and is docketed to the case immediately.

IMPORTANT NOTE: 28 U.S.C. Section 1930 requires that fees be paid at the time of filing. If you choose to accumulate filing fees throughout the day, all fees must be paid by the end of the day in which the filings occurred.

A registered ECF User will be locked out of the CM/ECF system and prevented from filing additional documents if the filing fees are not paid by the end of the day. The registered ECF User will receive a daily email reminder until all outstanding filing fees are paid in full. Once locked out of the CM/ECF system, there will be limited access to run the Payment History and Internet Payments Due reports in order to make payments. The registered ECF User must log into PACER to run standard reports and queries. Full access rights will be restored in the CM/ECF system after **all** outstanding fees have been paid in full.

For assistance with unlocking your account and to pay outstanding fees contact the ECF Help Desk at (213) 894-2365.

Payment Methods

VISA, Mastercard, American Express, and Discover credit cards may be used, including debit cards with the VISA and Mastercard logo.

Help Desk

Please call the ECF Help Desk at 213-894-2365, if you have questions regarding the payment process. The Help Desk staff is available to serve you 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding Federal Holidays.

Filing Fee Payment Process

Upon successful submission of a document requiring a filing fee, the Payment Summary screen will display with the options to **Pay Now or Continue Filing**. If you are having difficulties in processing your payment, please contact the ECF Help Desk at (213) 894-2365.

Making a payment:

Important: At no time during the payment process should you use the browser's back button; doing so may cause a 2nd charge on your credit card for the same transaction.

1. Click **Pay Now**. (See Figure 1)



Figure 1

NOTE: To print the Notice of Electronic Filing (NEF) before making a payment, simply click the X on the right corner of the *Summary of current charges* screen to close the window. Otherwise, you can access the NEF via your email after making the proper payment. To make a payment after you have printed the NEF, select **Utilities > Internet Payments Due**.

- The **Make a Payment Selection** screen displays. Select the fees you are paying at this time. (See Figure 2)

ECF Bankruptcy - Adversary - Query - Reports - Utilities - Search - Logout

Make a Payment

Select All

Current fees due

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-09-24 10:16:28	Voluntary Petition (Chapter 7)(08-10106-7) [caseupld,1027u] (200.00)	\$ 200.00
<input type="checkbox"/>	2008-09-24 10:16:28	Voluntary Petition (Chapter 7)(08-10106-7) [caseupld,1027u] (200.00)	\$ 200.00
<input type="checkbox"/>	2008-10-16 12:21:40	Fee dpff(07-01000-GAT) [court,fectest] (200.00)	\$ 200.00
<input type="checkbox"/>	2008-10-16 12:22:38	Voluntary Petition (Chapter 7)(08-10110-7) [caseupld,1027u] (200.00)	\$ 200.00
<input type="checkbox"/>	2008-10-16 12:26:51	Fee dpff(07-01000-GAT) [court,fectest] (200.00)	\$ 200.00
<input checked="" type="checkbox"/>	2008-10-16 12:33:39	Voluntary Petition (Chapter 7)(08-10111-7) [caseupld,1027u] (200.00)	\$ 200.00
<input checked="" type="checkbox"/>	2008-11-03 14:09:44	Voluntary Petition (Chapter 7)(08-10118-7) [caseupld,1027u] (200.00)	\$ 200.00
<input checked="" type="checkbox"/>	2008-11-03 14:10:38	Voluntary Petition (Chapter 7)(08-10119-7) [caseupld,1027u] (200.00)	\$ 200.00

Next Clear

Figure 2

- The **Please select a payment method:** screen displays. Select the payment method (ACH) withdrawal from a checking or savings account or pay with a debit or credit card. (See Figure 3)

Pay.gov

CACB CM ECF

Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH) 

I want to pay with a debit or credit card 

[Cancel](#)

Figure 3

4. The **Enter Payment Information** screen displays. All required fields are marked with an *. Enter the credit card information, including the **country, billing address, city, zip code, and account holder's name**. Enter the **card number, expiration date** (enter the 2 digit month and 4 digit year) and **card security code** as displayed on the credit card. Note: the **payment amount** will default to the amount of fees selected for payment. Click **Continue**. (See Figure 4)

CACB CM ECF

Please provide the Credit or Debit Card Information below

* indicates required fields

Agency Tracking ID: 607747

Payment Amount: \$25.00

* Country:

* Billing Address:

Billing Address 2:

* City:

State/Province:

ZIP/Postal Code:

* Account Holder Name:



* Card Number:

* Expiration Date:

Card Security Code:

[Previous](#) [Cancel](#) Continue

Figure 4

- The **Authorize Payment** screen displays; it allows you to verify the information entered. Check the authorization box and click **Continue** to complete the transaction. (See Figure 5)

Important: Do NOT double-click Continue. Double-clicking this button may result in duplicate charges to your credit card.

CACB CM ECF

Review and submit payment

* indicates required fields

Agency Tracking ID: 607747

Payment Amount: \$25.00

Payment Method: Plastic Card

Account Holder Name: Attorney FiveD

Card Type: VISA

Card Number: *****1111

Billing Address: 123 Main Street

Billing Address 2:

City: Covina

Country: United States

State/Province: CA

ZIP/Postal Code: 91722

* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#) [Cancel](#) **Continue**

Figure 5

- Once the credit card payment has been authorized, the receipt screen displays. Click [print a copy of your transaction receipt for future reference](#); print/save a copy for your records (See Figure 6). Click any option on the ECF blue menu bar to continue.

**U.S. Bankruptcy Court
Central District of California**

Thank you. Your transaction in the amount of \$ 206.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 607749.

Detail description:
Motion to Redact (for Protective Order to Restrict Access Pers. ID (LBR Form F9037-1.1) (Fee)(2:18-bk-10109) [motion,mredact] (25.00)
Motion to Abandon(2:18-bk-10109) [motion,mabn] (181.00)

Figure 6

7. The receipt listing the document filed, the applicable filing fee and receipt number is automatically entered on the docket immediately after the payment is completed. (See Figure 7)

10/17/2019	4 (1 pg)	(restricted) Motion to Redact (for Protective Order to Restrict Access to Filed Document Containing Personal Data Identifiers per LBR 9037-1(a)) <i>testing_for_real</i> . Fee Amount \$25 Filed by Debtor For Real Testing (FiveD, Attorney) (Entered: 10/17/2019)
10/17/2019		(restricted) Receipt of Motion to Redact (for Protective Order to Restrict Access Pers. ID (LBR Form F9037-1.1) (Fee)(2:18-44-10109) [motion, mredact] (25.00) Filing Fee. Receipt number 607749. Fee amount 25.00. (re: Doc# 4) (U.S. Treasury) (Entered: 10/17/2019)

Figure 7

Security Requirements

Use Internet Explorer 10 or higher as your browser for all Pay.gov transactions in CM/ECF. In addition, your browser must support 128-bit Encryption. This is a requirement of the U.S. Treasury. The browser must also be JavaScript-enabled.

Microsoft Internet Explorer (10 or higher)

- Open Internet Explorer
- Click on the Help Menu cog icon at the top right of the browser window
- Select "About Internet Explorer"
- A small popup window will appear on your screen indicating the version of Internet Explorer installed on your computer, as well as the encryption or cipher strength of the browser. If the screen shows anything less than 128-bit encryption, please upgrade your browser. Additionally, if the screen does not display the encryption level, this also indicates a need to upgrade your browser to a version with 128-bit encryption.

Reports

The following reports in CM/ECF are useful in balancing your credit card statement. You may access these reports by selecting "Utilities" from the CM/ECF main blue menu bar.

Internet Payments Due

The Internet Payments Due report located under the Utilities menu allows an attorney to pay outstanding credit card charges. When Internet Payments Due is selected, the Payment Summary screen is displayed. To make a payment:

- Click **Utilities**
- Click **Internet Payments Due**
- Payment Summary screen will display
- Select Items to be paid from the Payment Selection screen
- Proceed with payment as described above

Internet Payment History

The Internet Payment History Report allows an ECF account holder to review his/her completed credit card payments over any specific time period. Follow the steps outlined below to use this option:

- Click **Utilities**
- Click **Internet Payment History**
- Enter date range
- Click **Run Report**
- The report will display

Important Notes:

If you enter an invalid credit card number, the following message displays:

“The credit card you have entered is invalid. Please check the card type and the number and try again.”

The credit card number should be entered without any spaces or other characters. If you make three consecutive errors in entering the credit card information, a screen with the following message displays:

“We are unable to complete your transaction. Please contact your credit card company for assistance”

or

“We are unable to complete your transaction. Please contact your local court for assistance.”

If you use bankruptcy petition software that permits you to file using a one touch or one button filing feature, you should obtain the latest version of this software.

If you file between 9:00 p.m. and midnight (Pacific Time), your credit card transaction may be dated as of the following day on your credit card statement.

Refunds

If you believe a mistake was made while filing electronically and you were charged a filing fee that you believe you should not have paid, contact the ECF Help Desk for refund request instructions. Refunds will be credited directly to the credit card initially charged.