

United States Bankruptcy Court Southern District of Georgia

Procedures For Payment of Filing Fees in CM/ECF (Internet Credit Card Processing) Revised: May 2011

OVERVIEW

The credit card module is designed to allow ECF attorney filers to pay filing fees to the U.S. Treasury via the Internet as part of the electronic filing process. The module offers many advantages that include the ability to:

- Receive a transaction receipt which is immediately docketed to the case
- Review your internet credit card transaction payment history at any time
- Review any outstanding payments due to the Court at any time
- Make online payments of unpaid balances at any time

Attorneys and their staff should have credit card information on hand at the time of e-filing any pleading which requires a filing fee. Attorney filers can choose to pay after each transaction or make one payment at the end of the day for all transactions requiring fees. Using either method, attorneys are expected to pay all incurred filing fees in CM/ECF with a credit card **the same day the fee is incurred**. If fees are not paid within 24 hours, the matter may be dismissed without further notice, pursuant to General Order 2007-1. The system does not retain credit card account information. The Court accepts the following credit cards for payment: American Express, Discover, MasterCard, and VISA.

PAYMENT BY CREDIT CARD INSTRUCTIONS

Upon completion of e-filing a pleading which requires a filing fee, a pop-up credit card payment window will appear on the screen overlaying the CM/ECF Notice of Electronic Filing. This screen will contain the new filing fee charge and any other outstanding CM/ECF filing fees. Filers must select one of the following options: **Pay Now** or **Continue Filing**.

Please note: Pop-up blocker software will prevent the Electronic Payment window from displaying and must either be disabled or uninstalled when paying fees by credit card over the internet.

Pay Now

If you choose to **Pay Now**, you will be electronically connected to the U.S. Treasury site, Pay.Gov. You will be prompted to "*Enter Payment Information.*" The filer's name, first address line, and zip code will appear as shown in CM/ECF. Please note that changing any of these address fields on the Pay.Gov screen does not affect your address as it appears CM/ECF.

You must enter the following credit card information:

- 1) Type of Card (i.e. Visa, American Express)
- 2) Card Number
- 3) Expiration Date.

All fields marked with a red asterisk (*) are required fields. In the field titled "Security Code", you must enter the three numbers on the back of the credit card. Once all information has been entered, click on the [Continue] button.

If you receive a message stating "Errors were found in your request", make the required changes/enter the required information directly on this page, then click on the [Continue] button.

The "Payment Summary and Authorization" screen will appear next. You must authorize payment by checking the box next to "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." If you wish to have a confirmation e-mail sent to you, enter your e-mail address in the space provided on this screen. You may also print the transaction receipt for your records. The transaction receipt will appear at the conclusion of the transaction.

Once you've checked the box (and entered your e-mail address if desired), click the "Make Payment" button only once. Clicking this button more than once could result in multiple charges to your credit card. If you receive a message that reads "Errors were found in your request", make the required changes to enter the required information directly on the page, then click the [Make Payment] button, taking care to click the button only once. If you experience additional problems and/or error messages, please do not complete the transaction and contact the Court's financial specialist for assistance.

If the credit card transaction is approved, a transaction receipt will appear with the transaction number to confirm payment. It is recommended that you print a copy of this for your records. Click the "Close Window" button to return to CM/ECF. If the payment is declined, contact the card-issuing bank to determine why the card was declined. If this issue can not be resolved, contact the Court's financial specialist at (912) 650-4139 to request the Court's permission to use an alternate method to pay the filing fees due. (See the section titled "Alternate Forms of Payment" for instructions on how to request approval to pay by means other than credit card for electronically filed documents.)

Continue Filing

Selecting **Continue Filing** allows you to continue filing in CM/ECF and accumulate any filing fees incurred during the day. This allows you the option to pay all filing fees at once upon completing electronic filing for the day. If this option is chosen, you will be returned to CM/ECF to continue filing.

Upon the completion of each additional filing, you will receive the pop-up credit card payment window on the screen overlaying the CM/ECF Notice of Electronic Filing. This pop-up window will contain a summary of the current charges that remain outstanding. To close your account at any time, click the "Pay Now" option and proceed as instructed above.

All accounts must be closed out (paid in full) **on the same day the fee was incurred** by the close of business. If payment is not received on the day of filing, you will receive an email from the Court's financial specialist the following morning indicating that your fees are outstanding and must be paid. If you fail to pay the outstanding fees as required, a the matter may be dismissed without further notice pursuant to General Order 2007-1. In addition, electronic filing privileges are suspended until all outstanding fees are paid. (See Alternate Forms of Payment section below.)

You may close out your account at any time by running the "Internet Payments Due" report. (See the section titled "Reports" for more information.)

DEFERRED/EXEMPT/WAIVED FEES

Debtor's counsel, trustees, and other federal government filers may be exempt from certain filing fees. To defer a filing fee or if you are exempt from paying a filing fee, click **Continue Filing** when the pop-up credit card payment window appears. The CM/ECF system will recognize if no filing fee is due and allow the filer to continue to the next screen.

REPORTS

Two reports are available from the *[Utilities]* menu in CM/ECF: Internet Payment History and Internet Payments Due.

The **Internet Payment History** report allows you to review your completed credit payments over any specified period of time. This report may be helpful to run on a regular basis for reconciliation purposes.

The **Internet Payments Due** report allows you to review all outstanding (pending) fees and to pay those fees immediately without e-filing another pleading. There are no selection screens or sort options offered. The report displays each pending fee and allows you to *Pay Now* or *Continue Filing*.

REFUNDS

If you suspect a payment is incorrect, a duplicate payment has been made, and/or a refund is due, immediately contact the Court's financial specialist via e-mail at Wendy_Pena@gas.uscourts.gov or (912) 650-4139. Provide details of the transaction in question, including the case number, docket number, and the transaction number (receipt number). If you have completed an erroneous filing for which no fee has been paid, the Court may correct the filing and simply collect no fee. However, if you have completed an erroneous filing and paid the fee in error, a Motion for Refund must be submitted to the Court.

ALTERNATE FORMS OF PAYMENT

Permission to pay fees by means other than credit card when filing documents electronically is limited to extraordinary circumstances and is the exception rather than the rule. Alternate forms of payment may be accepted on a case-by-case basis in limited situations (such as filing fees due exceed credit card limit) if approved in advance by the Clerk of Court. Written requests to pay fees by cash, check or money order for electronically filed documents should be sent to the Clerk's Office, through the Court's financial specialist, at email address Wendy_Pena@gas.uscourts.gov.

The email request should state in the subject line "Request for Alternate Fee Payment" and include the following information:

- 1) Case number; date filed, type of document, e.g. motion, petition, or application.
- 2) Reason for request to pay with alternate form of payment
- 3) The alternate form of payment (cash, check or money order) the filer will submit by close of business the following day.

CONTACT INFORMATION

If you have any questions regarding internet credit card payment procedures, please contact the Court's financial specialist at (912) 650-4139. For technical problems, please contact the Court's Department of Computer Services at (912) 650-4201.