

**United States Bankruptcy Court  
Northern District of Texas**



**Electronic Case Filing  
On-line Credit Card Payment Guide**

# On-line Credit Card Payments

## OVERVIEW

The Credit Card module is designed to allow attorney filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U.S. Treasury. Upon the successful submission of a document requiring a filing fee the attorney filer has the option to pay after every transaction or can simply make one payment at the end of the day for all transactions.

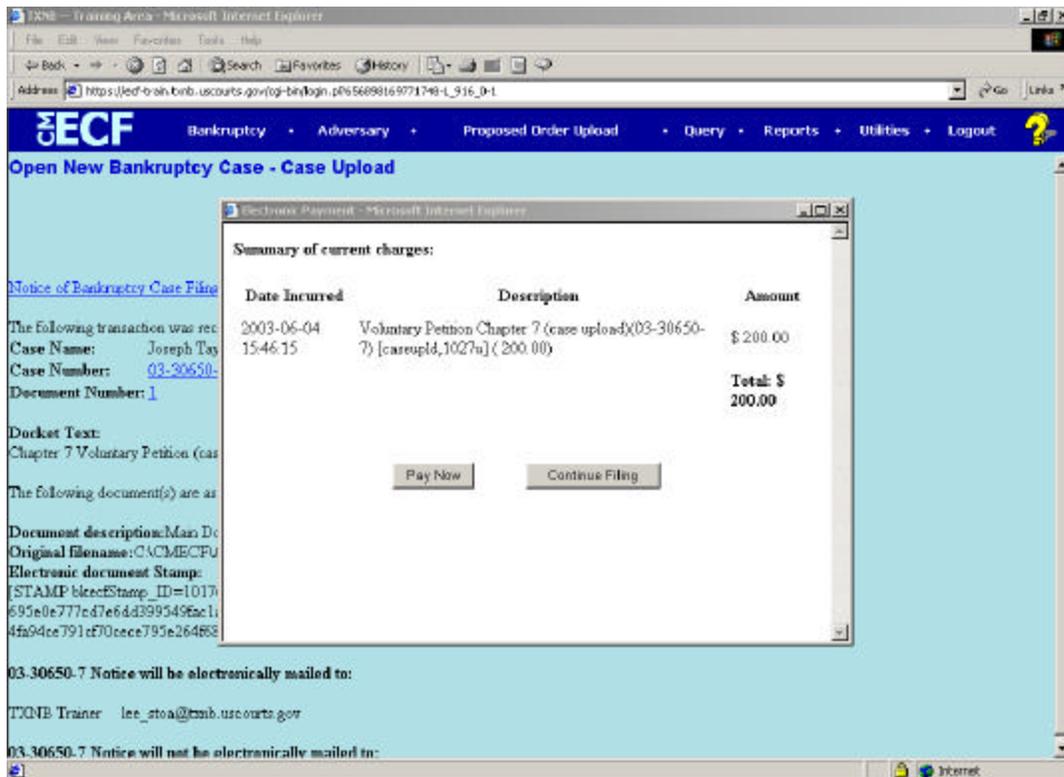
**NOTE:** Once you have completed the on-line payment of fees, the receipt entry will be automatically posted to the docket sheet for the case(s). The entry will include the filing fee and receipt number.

Filing Date	Docket Text
06/05/2003	<a href="#">1</a> Chapter 7 Voluntary Petition (case upload) filed by TXNB Trainer on behalf of Joseph Taylor . (Trainer, TXNB)
06/05/2003	First Meeting of Creditors with 341(a) meeting to be held on 07/10/2003 at 03:50 PM at Dallas Rm 524. Objection for discharge due by 09/08/2003. (Trainer, TXNB)
06/05/2003	Receipt of filing fee for Voluntary Petition Chapter 7 (case upload)(03-30658-7) [caseupld,1027a] ( 200.00). Receipt number 1111B22767, amount \$ 200.00. (U.S. Treasury)

## PROCEDURE

### *Filing a New Bankruptcy Case*

Once you have completed the opening of a new case a pop-up window will appear. You may either select the Pay Now option or the Continue Filing option.

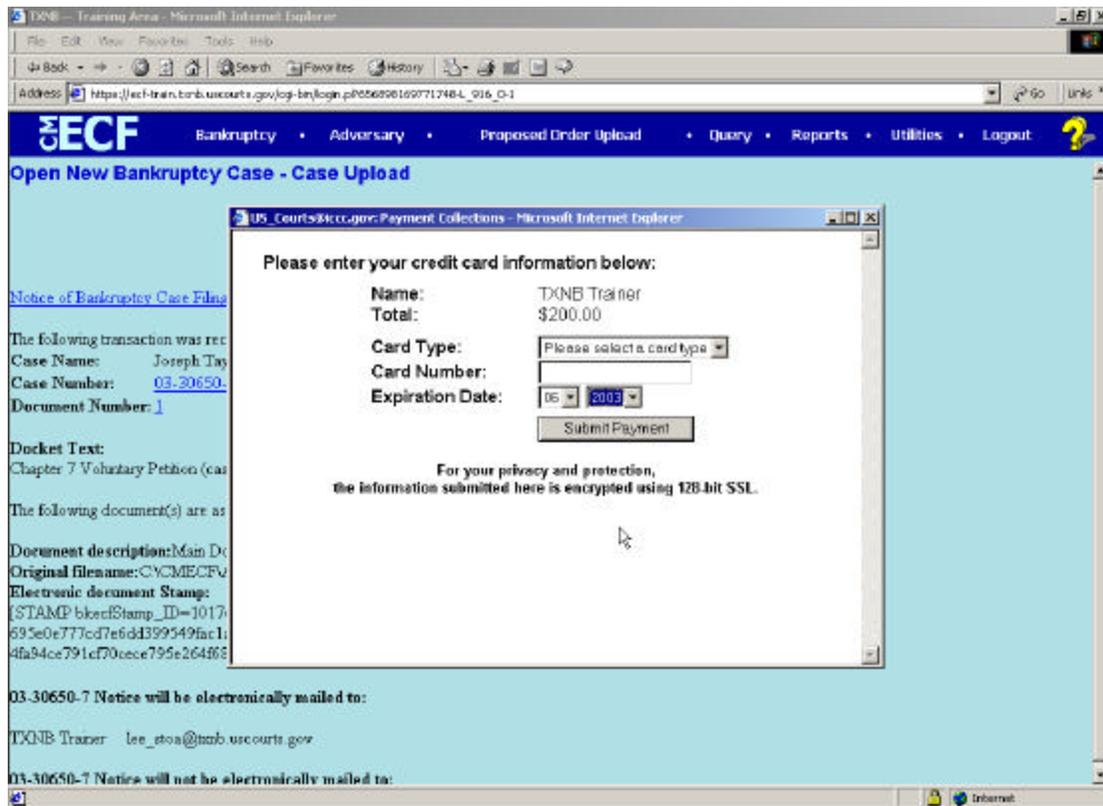


## IF YOU CONTINUE FILING

You will receive an opportunity to Pay Now after each subsequent transaction or you may pay at the end of the day using the Reports menu option, Internet Payment Due Report.

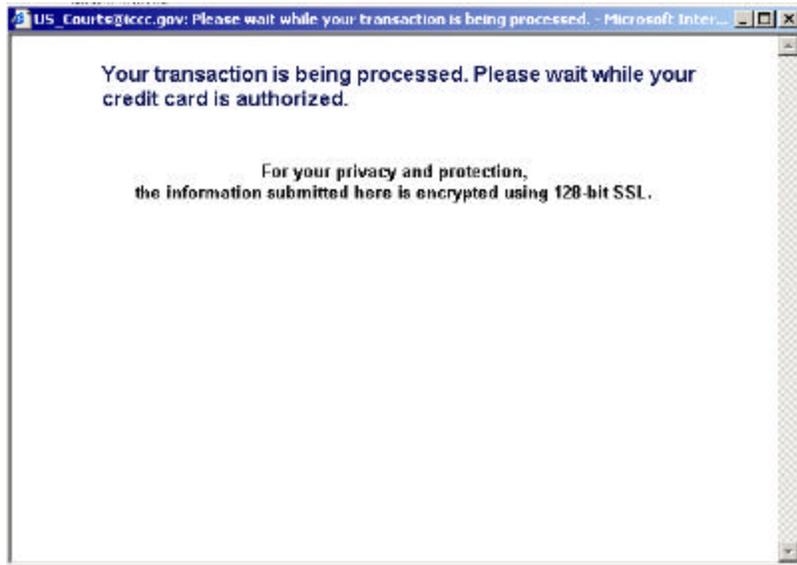
## IF YOU PAY NOW

Click Pay Now and the credit card information screen will appear.



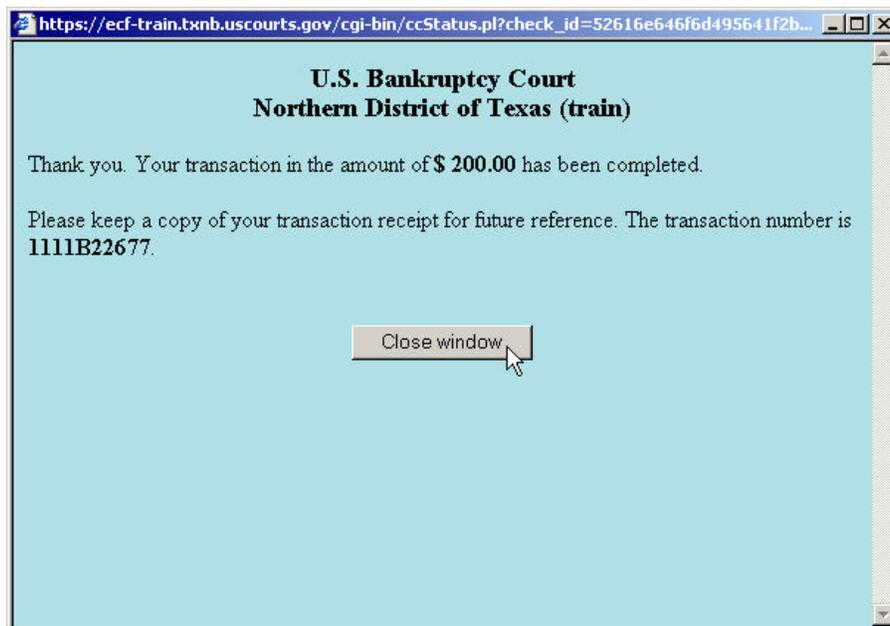
1. Select the appropriate Card Type (Visa, MC, Discovery, Amex, or Diner's Club) from the drop-down menu
2. Enter Card Number
3. Enter Expiration Date
4. Click Submit Payment

A screen will appear with the following message: "Your transaction is being processed. Please wait while your credit card is authorized."



Once your card has been authorized a screen will appear with the following message:

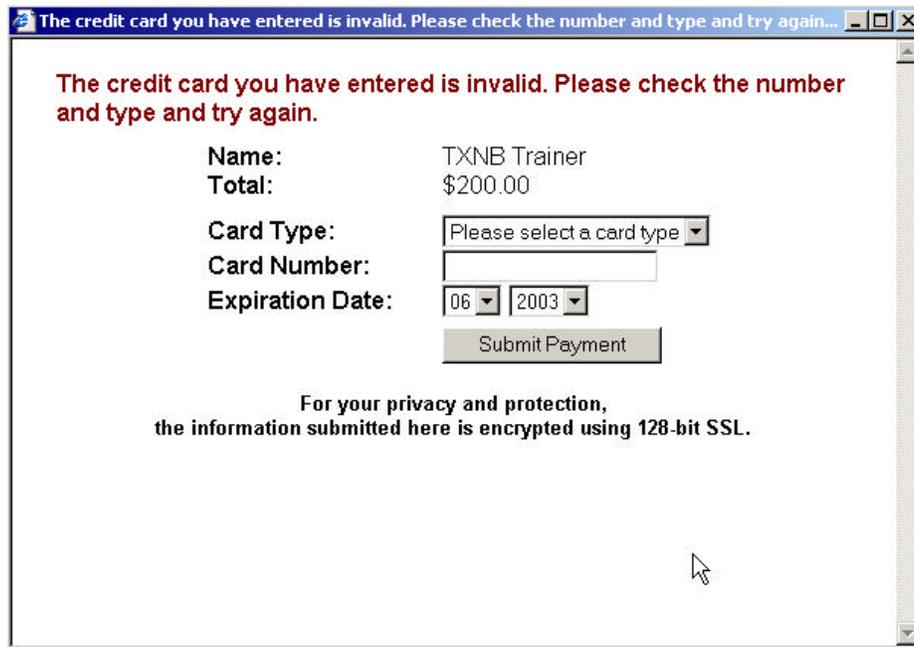
"Thank you. Your transaction in the amount of \$ (amount) has been completed. Please keep a copy of your transaction receipt for future reference. The transaction number is #####."



5. Click the Close Window button

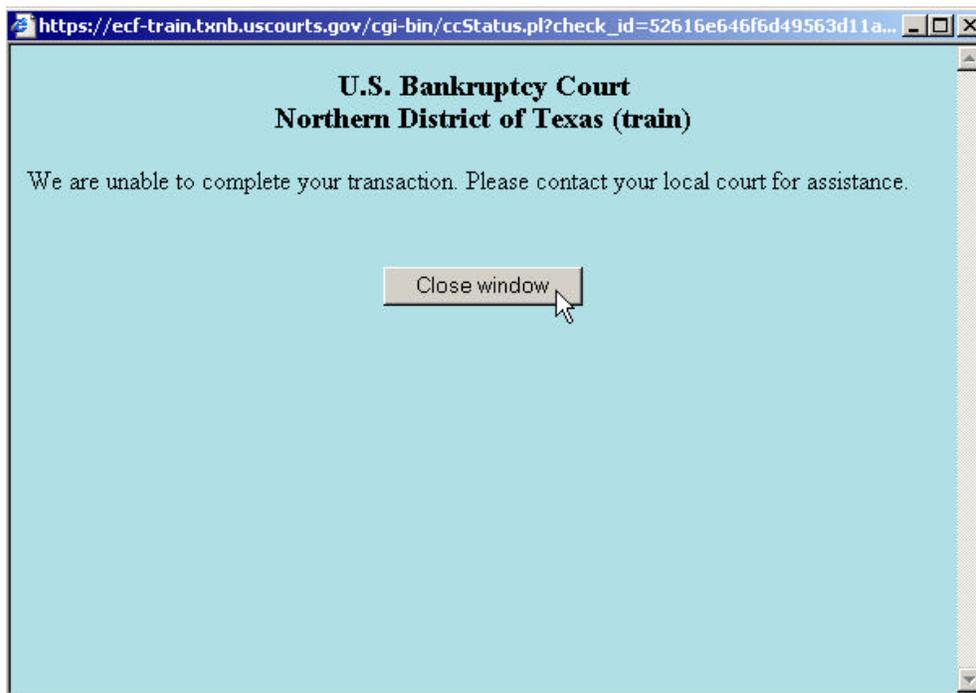
**NOTE:** If the filer either enters an invalid credit card number or makes three consecutive errors in data entry, the following messages will appear:

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



Or, after three consecutive errors in data entry:

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



### *Filing a New Bankruptcy Case Using Quick Filing or “Flash” Filing*

If you are using petition preparation software to submit your bankruptcy filings to the court, you will **NOT** be prompted with the credit card payment pop-up window upon completion of the filing. You will never have the option to PayNow. In order to pay your fee(s), you will need to go to Utilities and use the *Internet Payments Due* feature in ECF. You must settle your account by the close of business each day. See the section

below for instructions on how to use the *Internet Payments Due Report* for payment of fees.

### *Filing a New Adversary Case*

The same procedure for filing bankruptcy cases through ECF applies for adversary case filing. Upon filing your adversary in ECF, you are prompted to either select the Pay Now option or the Continue Filing option. **NOTE:** There is an **EXCEPTION** to this procedure.

**EXCEPTION:** If the plaintiff is:

1. The United States, other than the U.S. Trustee acting as a trustee, or
2. The debtor, or
3. A Child support creditor, or its representative, who has concurrently filed an Appearance of Child Support

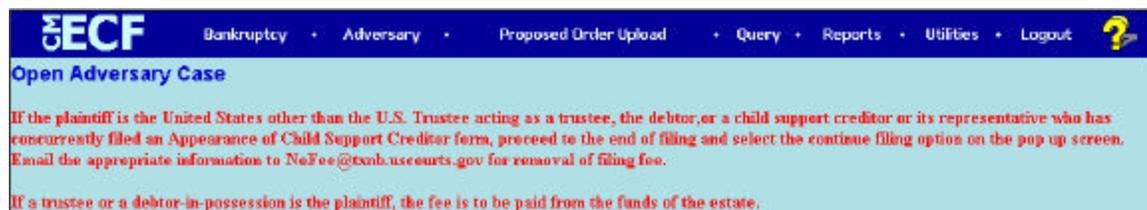
**Then** you will complete the filing of your adversary and select Continue Filing from the credit card payment pop-up screen. **DO NOT CLICK THE PAY NOW BUTTON IF THESE SPECIAL CIRCUMSTANCES APPLY.**

Next, send an Email to [NoFee@txnb.uscourts.gov](mailto:NoFee@txnb.uscourts.gov) to have the court remove the filing fee removed from your transaction log. Please include the following information in your Email:

1. Attorney Filer's Name
2. Case number
3. Event (adversary, motion to reopen, etc.)
4. Dollar amount
5. Date of Filing, and
6. Reason the fee is to be waived

The court will review the case and notify you by Email that the fee has been waived.

A message such as the one below will remind you during the filing of your adversary case.



If one of your adversary cases contains any of these special circumstances, do **NOT** settle your account until you have received Email notification from the court that the fee has been waived. This will ensure that the court has had time to receive your e-mail and remove the filing fee from your transaction log.

### *Filing a Motion*

The procedure for using the ECF credit card module works similarly for new case opening, motions and notices which require fees. For a complete list of all filing fees, please go to the court web site at [www.txnb.uscourts.gov/general/2001\\_07\\_01\\_fee.pdf](http://www.txnb.uscourts.gov/general/2001_07_01_fee.pdf).

**NOTE:** If you are filing a motion for relief from stay that is exempt from the filing fee because it is:

1. Agreed, Stipulated or With Consent
2. Co-debtor Lift Stay
3. Filed by an agent of the government
4. Filed by a Child Support Creditor

Be sure to choose the correct "No Fee" event code. You will not be prompted to pay a filing fee.

### *Filing Amended Matrix and Schedules (D, E & F)*

1. Select the event Amended matrix/amended schedules (fee)

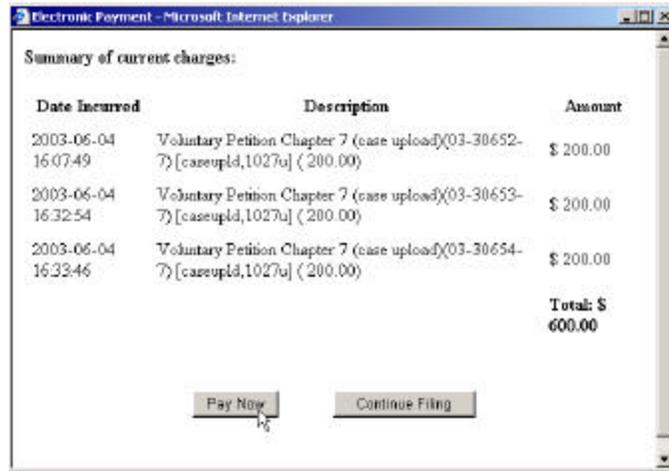
By choosing this event, you will only be charged a single \$20.00 fee. If you docket these pleadings separately you will be charged \$20.00 for each pleading.

## **REPORTS**

### *Internet Payments Due*

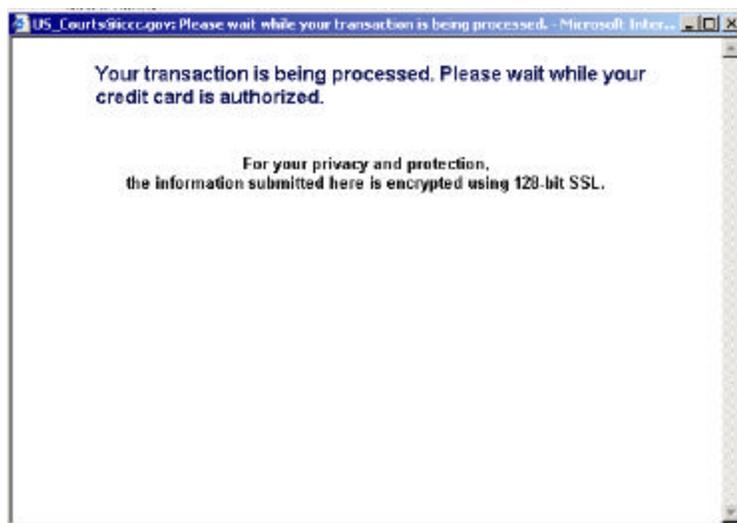
This report allows an attorney to pay immediately all outstanding fees without docketing another pleading or opening another case. Use this report if you are done filing for the day and forgot to select the Pay Now option on your last filing. There are no selection screens or sort options offered.

1. Click Utilities
2. Click Internet Payments Due
3. A summary pop-up screen will appear



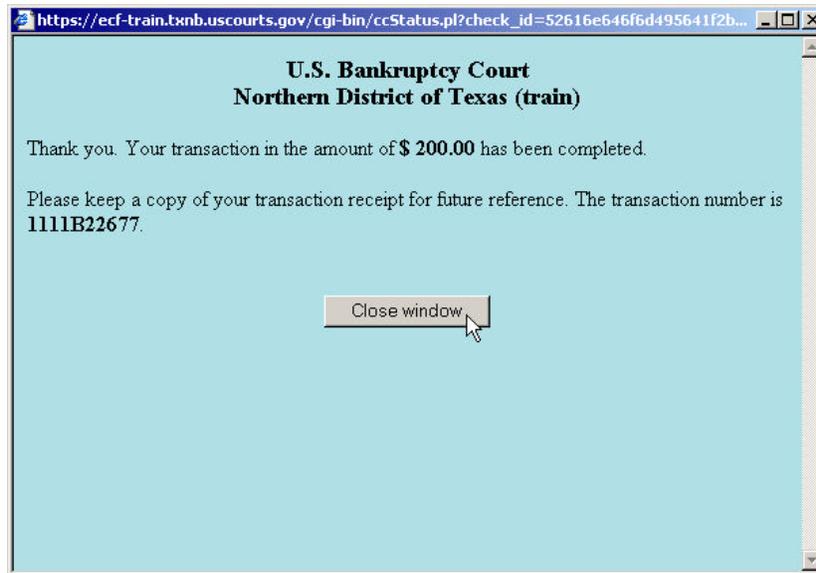
4. Scroll to the bottom of the pop-up screen and click Pay Now
5. The credit card information screen will appear
6. Select the appropriate Card Type (Visa, MC, Discovery or Amex) from the drop-down menu.
7. Enter Card Number
8. Enter Expiration Date
9. Click Submit Payment

A screen will appear with the following message: "Your transaction is being processed. Please wait while your credit card is authorized."



Once your card has been authorized a screen will appear with the following message:

"Thank you. Your transaction in the amount of \$ (amount) has been completed. Please keep a copy of your transaction receipt for future reference. The transaction number is #####."



10. Click the Close Window button

**NOTE:** Once you have completed the on-line payment of fees, the receipt entry will be automatically posted to the docket sheet for each case(s). The entry will include the filing fee and receipt number.

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### *Internet Payment History*

The Internet Payment History Report allows an attorney to review his/her completed credit card payments over any specified time period.

1. Click Utilities
2. Click Internet Payment History
3. Enter date range
4. Click Run Report
5. The report will display

Date Paid	Description	Payment Method	Receipt #	Amount
2003-05-07 12:47:50	Joseph Taylor Motion for relief from stay(03-30471-na7) [motion,mfEty] (75.00)  Taylor v. Ford Motor Credit Complain(03-03180-aaf) [emp,emp] (150.00)	credit card	111B17023	\$ 225.00
2003-05-08 12:09:25	Joseph Taylor Motion for relief from stay(03-30471-na7) [motion,mfEty] (75.00)  Taylor v. Ford Motor Credit Complain(03-03180-aaf) [emp,emp] (150.00)  Joseph Taylor Motion for relief from stay(03-30494-hdk7) [motion,mfEty] (75.00)  Leroy's Donut Shoppe v. Taylor Complain(03-03190-hdk) [emp,emp] (150.00)	credit card	111B17447	\$ 225.00

For more information regarding court procedures for electronic case filing, please visit the ECF User Manual located at [www.txnb.uscourts.gov/ecf](http://www.txnb.uscourts.gov/ecf)