

## On-line Credit Card Payment for Bankruptcy Cases

1. Attorneys using Pay.gov to pay filing fees can choose to pay after each filing or continue filing and pay for everything at the end of their session. They can review their Internet credit card transactions with a **payment history report** on CM/ECF. They can also review any **outstanding payments due** the Court from the same reports area in CM/ECF.
2. Upon the completion of filing, a pop-up credit card payment window will appear. This screen will show the new filing fee charges and any other outstanding CM/ECF fee due. The attorney must select either “Pay Now” or “Continue Filing” from the two button choices.  
**Note: The credit card payment pop-up screen takes the place of the Judge/Trustee assign pop-up screen.**
  - A. Choosing “Pay Now” will direct the filer to the United States Treasury website and prompt them for credit card information. When the transaction is approved the filer will receive a transaction completion message showing the amount charges and a transaction (receipt) number. The filer will be notified of any Pay.gov transaction problems after submission of the payment. Most notifications will be for incomplete information on the payment screen.
  - B. Choosing “Continue Filing” will allow the filer to continue filing documents in CM/ECF and make one payment for the entire session. (Note: All accounts should be paid in full on the same day the fees are incurred. The court will continue to monitor non-payment of fees).
3. A filer can close out his account at any time by running the “Internet Payments Due Report”. This report allows the filer to review and pay all outstanding fees due without having to docket another pleading or open another case. **Note: Your browser must use 128-bit encryption. (For example, Internet Explorer 6.0 and higher)**
4. The e-filer also has some reports available for reconciliation purposes.
  - A. The “Internet Payment History” report allows filers to review their credit card payments for any period of time.
  - B. The “Transaction History” report allows the filer to review filing fee transactions over a specified period of time. It is recommended that an E-filer run this report after each session.
5. If an e-filer discovers a problem with their filing they should contact the financial section at (713) 250-5875. Possible issues might be duplicate filing/charges or bankruptcy documents exempt from a fee when one is charged.
6. Attorneys are expected to use Pay.gov to pay filing fees because it will lessen the occasion of cases being dismissed for an inadvertent failure to pay the filing fee.

7. The go-live date is Monday, 12/18/06. Filing fees are due when a case is filed and since CM/ECF has the functionality to allow the e-filer to receive their filing fee transactions, the clerk will no longer send invoices for filing fees due.