

**United States Bankruptcy Court  
Southern 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.

In order to successfully use the On-line Credit Card Payment module, your browser must have 128-bit encryption. Follow the instructions below to determine if your browser supports 128-bit encryption.

### Microsoft Internet Explorer (4.x, 5.x, 6.x)

1. Click on the “Help” tab on your menu bar at the top of the screen
2. Scroll down and select “About Internet Explorer”
3. A small window appears in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit, or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it does not indicate the encryption level, you will need to upgrade to a version of Internet Explorer with 128-bit encryption.

### Netscape Navigator/Communicator (4.x or greater)

1. Click on the “Help” tab on your menu bar at the top of the screen.
2. Scroll down and select “About Navigator” or “About Communicator”.
3. A screen appears that lists the details of your browser. Look for a section on the left and toward the middle that begins “Contains encryption software from RSA Data Security, Inc...” If the next paragraph begins, “This version supports U.S. security...” your browser has 128-bit encryption. If it states that you have international security, your browser has 40-bit or 56-bit encryption and you will need to upgrade to a version with 128-bit encryption.

All completed on-line payments of fees, show a receipt entry that is automatically posted to the docket sheet for the case(s). The entry will include the filing fee and receipt number. (See Figure 1)

12/06/2006	 <a href="#">25</a>	Motion for Relief from Stay . Fee Amount \$150. Filed by Debtor Debtor13 Test (Paygov, Test) (Entered: 12/06/2006)
12/06/2006	26	Receipt of Motion for Relief From Stay(06-30223) [motion,mrlfsty] ( 150.00) Filing Fee. Receipt number 2449191. Fee amount \$ 150.00. (U.S. Treasury) (Entered: 12/06/2006)

Figure 1

## PROCEDURE

### *Filing a New Bankruptcy Case or Other Pleading Requiring a Fee*

Once you have completed the filing of a new case, or the filing of a motion that requires the payment of a fee (e.g., Motion for Relief from Stay), a pop-up window will appear. Make sure your browser allows pop-up windows from the court website. You may either select the Pay Now option or the Continue Filing option. (See Figure 2)

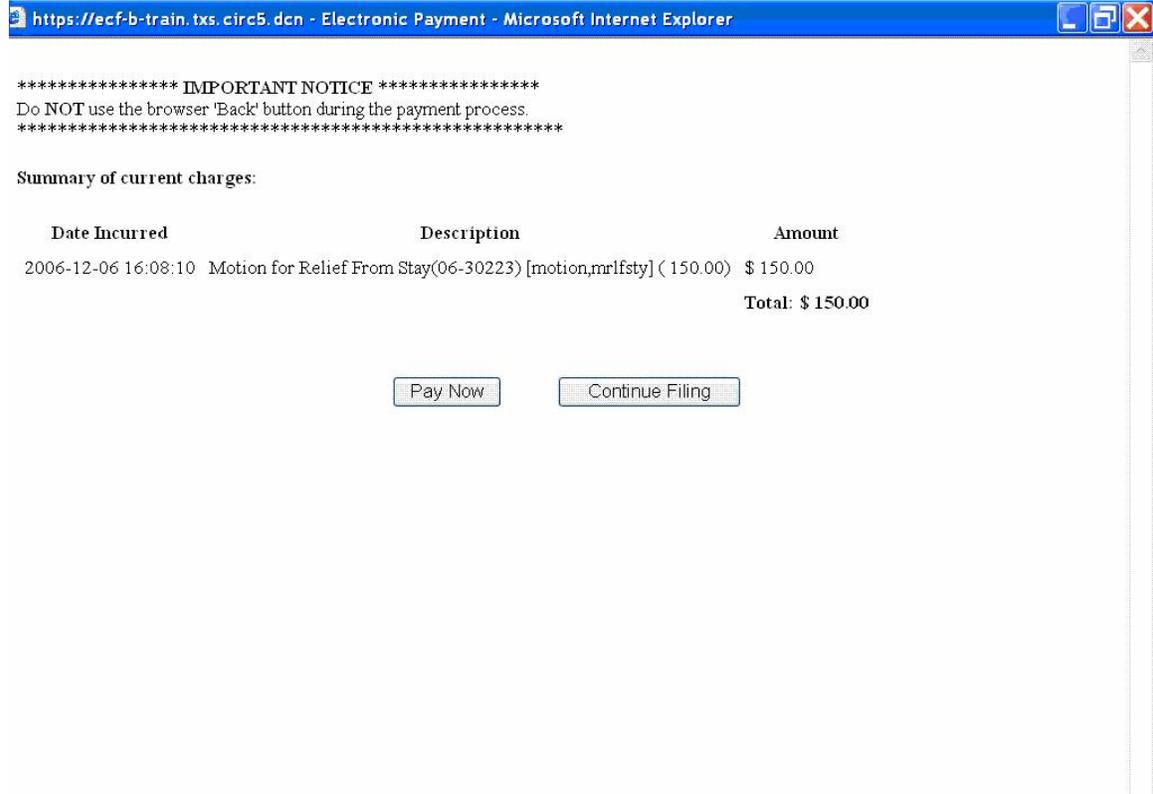


Figure 2

### **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. (See Figure 3)

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

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$150.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:  ▼

Zip / Postal Code:

Country:  ▼ \*

Card Type:  ▼ \* 

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

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

Expiration Date:  ▼ \* /  ▼ \*

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

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Figure 3**

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 Continue. (Note: You can cancel the transaction at any time by clicking the Quit or Cancel button.)

Once you click Continue with Plastic Card Payment, the Authorize Payment screen will appear. (See Figure 4)

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Test Paygov Billing Address: 1234 Test Ave Billing Address 2: City: State / Province: Zip / Postal Code: 77777 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 1 / 2007	Payment Amount: \$150.00 Transaction Date 12/06/2006 17:12 and Time: EST

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

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

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Figure 4**

1. Check the box next to "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. Note: If you do not check the box you will receive an error message and you will not be able to continue with payment processing. The picture on the next page provides an example. (See Figure 5)
2. If you would like an e-mail confirmation of the payment, enter your e-mail address in the box provided. You must re-enter the e-mail address for confirmation in the box provided to receive e-mail confirmation of the transaction.
3. Once the necessary entries are made on the Authorize Payment screen, click the Submit Payment button.

**IMPORTANT:** Do **NOT** double-click the Submit Payment button. Double-clicking may result in duplicate charges to your credit card.

**Your request could not be completed:**

- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Test Paygov <b>Billing Address:</b> 1234 Test Ave <b>Billing Address 2:</b> City: <b>State / Province:</b> <b>Zip / Postal Code:</b> 77777 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 1 / 2007	<b>Payment Amount:</b> \$150.00 <b>Transaction Date:</b> 12/06/2006 17:13 <b>and Time:</b> EST

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Confirm Email Address:**

**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**

**Required fields are indicated with a red asterisk \***

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

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Figure 5**

Once charge on your card has been authorized, a screen will appear with the following message: (See Figure 6). You can click on the link “print a copy of” to print a hard copy of the transaction. (See Figure 6).

**NOTE:** The system does not retain your credit card account information.



**Figure 6**

5. Click the Close Window button

**NOTE:** If an invalid credit card number is entered, or an error in processing the payment occurs, the following message screen will appear. (See Figure 7)

If you do not receive confirmation of a successful transaction, review the *Internet Payment History* Report under Utilities (see Page 11 of this guide for instructions), or the docket report on PACER, or contact the court to see if the transaction was successful. Do not re-file your pleading if you are unsure the transaction was completed successfully. Re-filing your pleading may result in duplicate charges to your credit card.

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

Your request could not be completed:

- The Card Number entered is invalid. Please try again.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: Test Paygov \*

Payment Amount: \$150.00

Billing Address: 1234 Test Ave \*

Billing Address 2:

City:

State / Province: -----

Zip / Postal Code: 77777

Country: United States \*

Card Type: Visa \* 

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

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

Expiration Date: 01 \* / 2007 \*

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

Figure 7

### ***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 **MAY NOT** be prompted with the credit card payment pop-up window upon completion of the filing. 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, contact the court via email at [No\\_fee@txs.uscourts.gov](mailto:No_fee@txs.uscourts.gov) with the information immediately below to have the filing fees removed from your transaction log.

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.

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 <http://www.txs.uscourts.gov/bankruptcy/rulesformsproc>.

**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

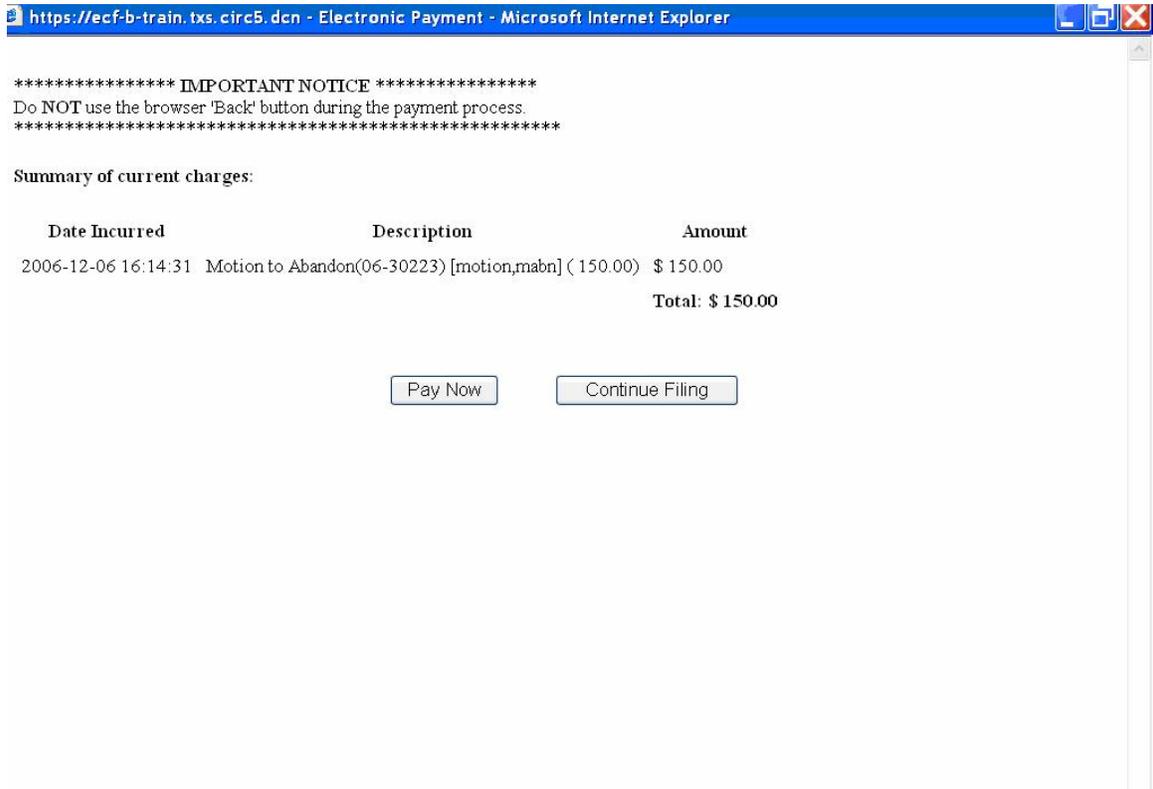
Be sure to choose the correct "No Fee" event code. No prompt appears to pay a filing fee.

## **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 (See Figure 8)



**Figure 8**

4. Scroll to the bottom of the pop-up screen and click Pay Now
5. The credit card information screen will appear. (See Figure 9)
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 Continue. (Note: You can cancel the transaction at any time by clicking the Quit button.)

Once you click Continue with Plastic Card Payment, the Authorize Payment screen will appear.

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

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$150.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \* 

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

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

Expiration Date:  /  \*

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

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Figure 9**

1. Check the box next to "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. Note: If you do not check the box you will receive an error message and you will not be able to continue with payment processing. Figure 10 on the next page provides an example.
2. If you would like an e-mail confirmation of the payment, enter your e-mail address in the box provided. You must re-enter the e-mail address for confirmation in the box provided.

**Your request could not be completed:**

- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Test Paygov <b>Billing Address:</b> 1234 Test Ave <b>Billing Address 2:</b> City: <b>State / Province:</b> <b>Zip / Postal Code:</b> 77777 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 1 / 2007	<b>Payment Amount:</b> \$150.00 <b>Transaction Date:</b> 12/07/2006 11:08 <b>and Time:</b> EST

**Email Confirmation Receipt**

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

**Email Address:**

**Confirm Email Address:**

**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**

**Required fields are indicated with a red asterisk \***

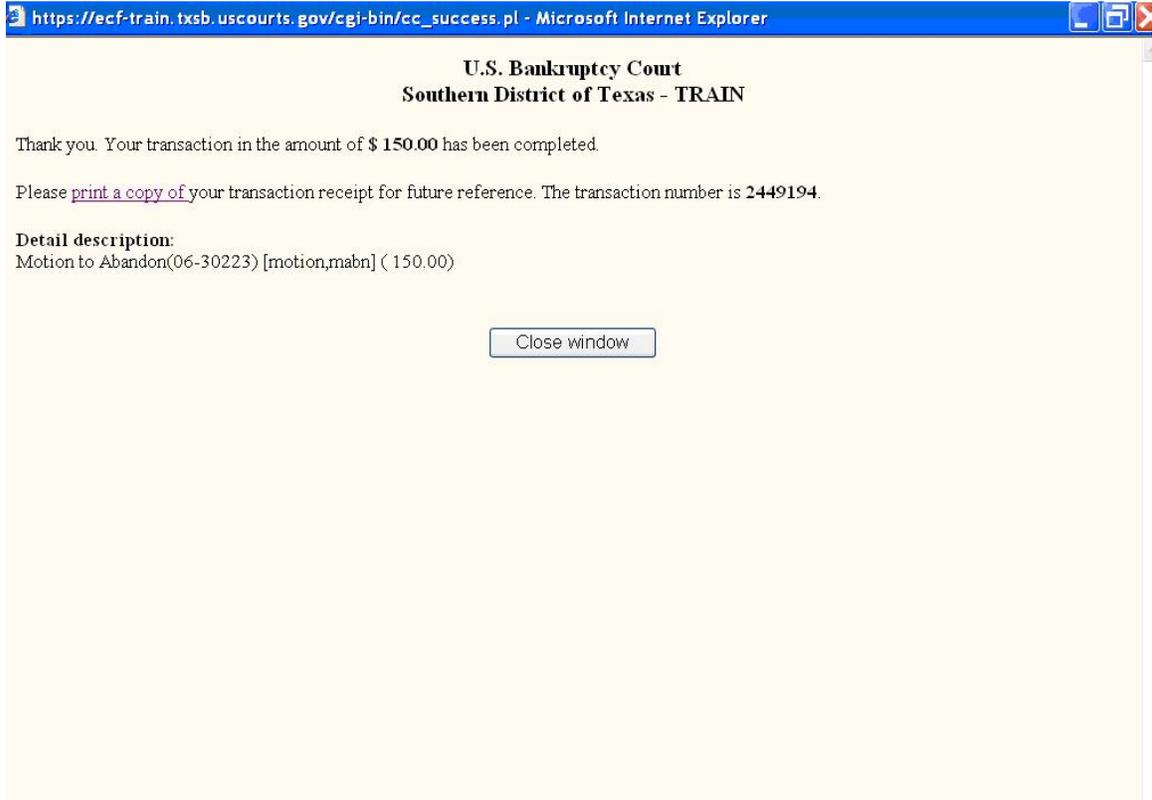
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Figure 10**

Once your card has been authorized a screen will appear with the following message: (See Figure 11).

You can click on the link "print a copy of" to print a hard copy of the transaction. (See Figure 11)



**Figure 11**

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. (See Figure 12)

12/06/2006	<a href="#">27</a>	Motion to Abandon . Objections/Request for Hearing Due in 20 days. Fee Amount \$150. Filed by Debtor Debtor13 Test (Paygov, Test) (Entered: 12/06/2006)
12/06/2006	28	Receipt of Motion to Abandon(06-30223) [motion,mabn] ( 150.00) Filing Fee. Receipt number 2449194. Fee amount \$ 150.00. (U.S. Treasury) (Entered: 12/06/2006)

**Figure 12**

### ***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 (Figure 13)

Date Paid	Description	Payment Method	Receipt #	Amount
2006-12-06 16:07:32	Motion for Relief From Stay(06-30223) [motion,mrlfsty] ( 150.00)  Motion for Relief From Stay(06-30223) [motion,mrlfsty] ( 150.00)	check	1234	\$ 300.00
2006-12-06 14:39:14	Motion to Abandon(06-30223) [motion,mabn] ( 150.00)  Motion to Abandon(06-30223) [motion,mabn] ( 150.00)	check	123456	\$ 300.00
2006-12-06 14:46:15	Motion to Abandon(06-30223) [motion,mabn] ( 150.00)	credit card	2449174	\$ 150.00
2006-12-06 14:52:36	Motion for Relief From Stay(06-30223) [motion,mrlfsty] ( 150.00)			

**Figure 13**