



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### INTERNET CREDIT CARD PAYMENTS

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Payment of filing fees are completed interactively via the internet credit card program – [pay.gov](http://pay.gov). Filing fees may be paid within your filing session via a credit card or debit card. When filing any document requiring filing fees you will receive a screen with a message regarding the filing fee (with the exception for filing a new petition.) How you answer the question will determine if there is a filing fee due. **NOTE:** You must disengage any pop-up blockers or add [uscourts.gov](http://uscourts.gov) as an exception to your browser.

1. **After the final docket text displays, the credit card program will engage with a new pop-up window on your screen.**
  - A Summary of current charges appears, displaying the date incurred, description and amount of each filing fee.
  - To complete the credit card transaction, click Pay Now.
2. **The Enter Payment Information screen displays:**
  - The card holder name, address and zip code will be retrieved from your CM/ECF account and copied in the appropriate fields. These fields are mandatory and if they are not correct, please click on Utilities from the CM/ECF Menu Bar. Select Maintain Your ECF account and modify as appropriate.
  - All other fields with an asterisk are required.
  - Click 'Continue' to validate the credit card information.
3. **The Payment and Authorization Screen displays:**
  - Check the Authorize box.
  - Click 'Make Payment', when the transaction is complete you will have the opportunity to print a receipt of the transaction.
4. **Payment of Installments:**
  - If you indicated the debtor is paying the petition filing fee in installments
  - The installment payment may be paid with the attorney's credit card. However, it must not be paid with the debtor's credit card.



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### 5. **Paying Filing Fees Due after Closing out of ECF:**

If you logged out of the session without processing your credit card payment, you must log back in and process the payment.

- Click 'Utilities'
- Click 'Internet Payments Due'

### 6. **See Steps 1 & 2 for instructions on submitting credit card information.**

#### **Internet Payments Due**

- Click 'Utilities' on the Blue Menu Bar
- Click 'Internet Payments...'
- Click 'Internet Payments Due'
- Select the outstanding fee(s) you want to pay, click 'Next'
- Click 'Pay Now'
- Fill in the 'Online Payment Screen'
- If there are no outstanding fees you will see 'No outstanding fees found!'

#### **Internet Payment History**

The Internet Payment History Report allows an attorney to review his/her completed credit card payments over any specified time period. The case number and the receipt number, which should be the same as the transaction number on your credit card statement are shown and this information should assist you in reconciling your credit card charges to your client.

The default for this report is set for the previous 30 days.

- Click 'Utilities' on the Blue Menu Bar
- Click 'Internet Payment...'
- Click "Internet Payment History"
- Enter the desired beginning and ending dates
- Click 'Run Report'
- A report of all payments made during the specified time range is displayed