

Procedures For Payment of Filing Fees When Electronic Filing in CM/ECF (Internet Credit Card Processing)

OVERVIEW Internet Credit Card Processing is a new enhancement incorporated into CM/ECF, effective **December 6, 2004**. Previously, most CM/ECF registered users maintained a credit card account number on file with the Clerk's Office for payment of filing fees incurred during filing in CM/ECF. With this new enhancement, attorney filers will pay any incurred filing fees in CM/ECF with a credit card at the time of filing or by the close of business on the day of the filing. The Court will no longer charge the user's credit card account number on file with the Clerk's Office.

Attorneys and their staff should be prepared to have credit card information on hand at the time of e-filing any pleading which requires a filing fee. The system does not retain the user's account information. The Court accepts the following credit cards for payment: American Express, Discover, Diner's Club, VISA and MasterCard.

BENEFITS TO THE BAR

- *Ability to receive a receipt number immediately upon charging a credit card
- *Ability to review internet credit card transaction payment history at any time
- *Ability to review any outstanding payments due to the Court at any time
- *Ability to make online payments of unpaid balances at any time

INSTRUCTIONS

Effective August 28, 2005, Internet Explorer 5.5 (or higher) will be the only browser that can be used when making fee payments by Internet credit card through the Pay.gov system.

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. The filer must select one of the following options: "**Pay Now**" or "**Continue Filing**".

If the filer chooses to "**Pay Now**", the filer will be electronically connected to the U.S. Treasury site. The filer will be requested to enter payment information including: 1.) Type of Card (i.e. Visa, Mastercard, etc.), 2.) Card Number, and 3.) Expiration Date (year must be four digits i.e. 2006). Once this information is entered, the filer will be requested to **Continue**. The filer will receive a Payment Summary and Authorization which confirms the information and requests the filer to authorize the transaction. Once the information is verified and authorized, the payment will be processed by clicking on the **Make Payment** button. The event is docketed to each case for which a payment is made, even if fees for multiple cases are paid with one payment transaction. If multiple fees are paid for a case, multiple docket entries are made to that case, one for each fee paid. A notice of electronic filing is not sent for this entry. The payment is reflected on the "Pleadings Requiring Fees" report.

If the credit card transaction is approved, the filer will receive a message indicating that the transaction has been completed, the amount of the transaction, and the transaction number.

If the payment is declined, the user must contact the card-issuing bank to determine why the card was declined. If the issue cannot be resolved, the intake work leader or the intake supervisor in the clerk's office should be contacted to arrange for an alternative method of payment. The telephone numbers are as follows:

Philadelphia Clerk's office: (215) 408-2800 (ext 2268 for Intake, ext 2272 for supervisor) Reading Clerk's office (610) 320-5255 (ext 225 for Intake, ext 226 for supervisor) Selecting "**Continue Filing**" allows the filer to continue filing in CM/ECF and accumulate any filing fees incurred during the day. This allows the filer the option to pay all filing fees at once upon completing filing for the day. If this option is chosen, the filer will be returned to CM/ECF to continue filing.

When making an installment payment, the filer must go to "Bankruptcy" - "Other" - "Installment payment".

Upon the completion of each additional filing, the filer 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 the account at any time, click the "**Pay Now**" option and proceed as instructed above.

All accounts must be paid in full by the close of business on the day that the fee was incurred. If payment is not received on the day of filing, the filer will receive an e-mail the following morning indicating that their fees are outstanding and must be paid. If the filer fails to pay by 7 a.m. the following day (two days post filing), the filer will be referred to the court to show cause why filing privileges should not be terminated until the amounts are paid in full.

EXEMPTIONS

The United States and any other federal agencies or programs funded from judiciary appropriations under Title 28 US Code section 1930 are exempt from the above mentioned procedure regarding delinquent accounts.

The filer may close out their account at any time by running the Internet Payments Due report (see the section on **Reports** for more information).

REPORTS

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

The **Internet Payment History** report allows the filer to review their completed credit payments over any specified period of time. This report may be helpful to run for reconciliation purposes.

The **Internet Payments Due** report allows the filer 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 the filer to Pay Now or Continue Filing.

REFUNDS

If the filer suspects that a payment is incorrect or a refund is due, immediately contact the Financial department at (215)408-2800 ext 2242 or 2239 or submit a letter to the Clerk of Court requesting a refund.

CONTACT INFORMATION

If the filer has any questions regarding this procedure, contact any Case Administrator in Philadelphia at (215) 408-2800 or in Reading at 610-320-5255. For technical problems, please contact the Court's Automation Department at (215) 408-2817.

TECHNICAL NOTES

Effective August 28, 2005, Internet Explorer 5.5 or higher will be the only browser that can be used.
Browser needs 128 bit encryption enabled to pay over the Internet
Pop-ups need to be enabled
The Internet History/cache needs to be cleared to get the option "Internet Payments Due" from the Utilities menu.

The Court appreciates your continued support and participation as we continue to provide enhancements to the CM/ECF program.