

United States Bankruptcy Court Middle District of Louisiana



Pay.Gov

Case Management/Electronic Case Filing Online Payment Guide

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CONTACT INFORMATION

Please contact the court if you have any questions.

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**** Public access to file documents is always available in the lobby of the Clerks Office.
Business hours are 8:30 a.m. to 4:30 p.m.****

OVERVIEW

The Pay.Gov is designed to do the following:

- Allow attorneys to pay filing fees to the U.S. Treasury as part of the electronic filing process.
- Provide an improved tracking and record keeping method for paid fees.
- Discontinue the current requirement of providing the Clerk's office with credit card authorization and account information.

Upon completing the filing of a document requiring a filing fee, the attorney will have the option to:

- Pay the filing fee after each transaction
or
- Make one payment at the end of the day for all transactions

After payment is made, the receipt will automatically post on the docket report of each case. This entry will include the filing fee amount and the receipt number.

PAY.GOV SOFTWARE REQUIREMENTS

INTERNET BROWSER SUCH AS:

Mozilla Firefox

Netscape

Internet Explorer

Macintosh browsers should also be compatible

****NOTE****

Your browser must support 128-bit encryption. This is standard on the latest versions of most browsers.

Make sure your pop-up blocking software is disabled or reset to allow for the Pay.Gov screens.

****Contact the court if you have questions about your browser or pop-up blocker.****

PROCEDURES FOR PAYMENT USING PAY.GOV

When filing bankruptcy cases, adversaries, amendments or motions that require a filing fee, the Receipt # box must be left **blank**.

Open New Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments.

Leave the receipt number (Receipt #) blank if you will be paying via the Internet.

Otherwise, for Receipt #, Enter O for Other Payment.

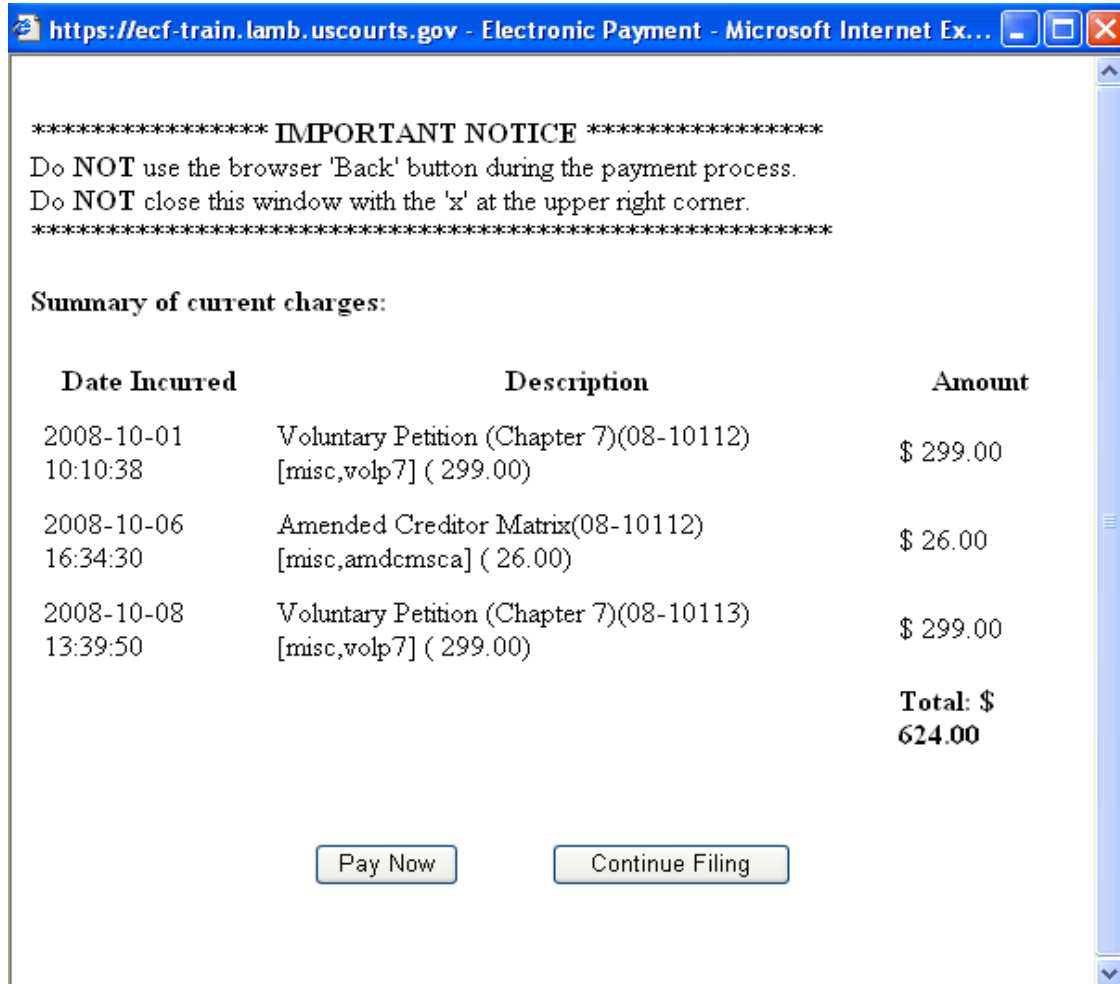
Receipt #: Fee: \$299

Next

Clear

- If paying the filing fees for a new case in installments, “O” for other payment **must** be entered in the Receipt Number field.
- All filing fees will be due within two business days after filing.

Once you have filed the bankruptcy case, adversary case, or motion that requires the payment of a fee, a pop-up window will appear.



There will be two options to choose from. **Pay Now** or **Continue Filing**, you **must** select one.

Continue Filing - This option can be used when filing multiple bankruptcy cases, adversary cases, amendments or motions that prompt filing fees. Rather than paying one fee at a time, this option allows you to pay your total when you have completed filing.

- You will continue to receive the option to **Pay Now** after each additional filing.
- All filing fees will be due within two business days after filing.
- If you fail to pay within two business days, your user account will be locked out of CM/ECF until the fees are paid.

Pay Now This option is selected when you have completed your filings and you are ready to pay the fees due. ****You can cancel the transaction at any time by clicking the Cancel button.****

STEP 1: ENTER PAYMENT INFORMATION

You must enter the following payment information:

- **Account Holder Name**
- **Billing Address**
- **City**
- **State/Province**
- **Zip/Postal Code**
- **Card Type** - Visa, Master Card, American Express, Diners Club, or Discover from the drop down menu
- **Card Number**
- **Security Code**
- **Expiration Date**
- **Click Continue with Plastic Card Payment**

The screenshot shows a web browser window titled "https://qa.pay.gov - Online Payment - Microsoft Internet Explorer". The page content includes a header "Online Payment" with a link "Return to your originating application". Below this is "Step 1: Enter Payment Information" with a page indicator "1 | 2". The main heading is "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk *".

The form fields are as follows:

- Account Holder Name: *
- Payment Amount: \$624.00
- Billing Address: *
- Billing Address 2:
- City:
- State / Province:
- Zip / Postal Code:
- Country: *
- Card Type: * (Logos for VISA, MasterCard, AMEX, Diners Club International, and DISCOVER are shown)
- Card Number: * (Card number value should not contain spaces or dashes)
- Security Code: * [Help finding your security code](#)
- Expiration Date: * / *

Below the fields, a text instruction reads: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." Two buttons are present: "Continue with Plastic Card Payment" and "Cancel".

A yellow note at the bottom states: "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."

STEP 2: AUTHORIZE PAYMENT

Payment Summary - Verify address information, account information and payment information.

E-Mail Confirmation Receipt - Enter your e-mail address if you would like an e-mail confirmation of your payment. To confirm the e-mail address you must re-enter the e-mail address.

Authorization and Disclosure - Check the box next to "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." If you do not check the box, you will receive an error message and will not be able to continue processing payment.

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

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: Perry Mason 101 America Billing Address: Street Billing Address 2: City: Baton Rouge State / Province: LA Zip / Postal Code: 70802 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 1 / 2028	Payment Amount: \$624.00 Transaction Date and Time: 10/08/2008 15:52 EDT

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.

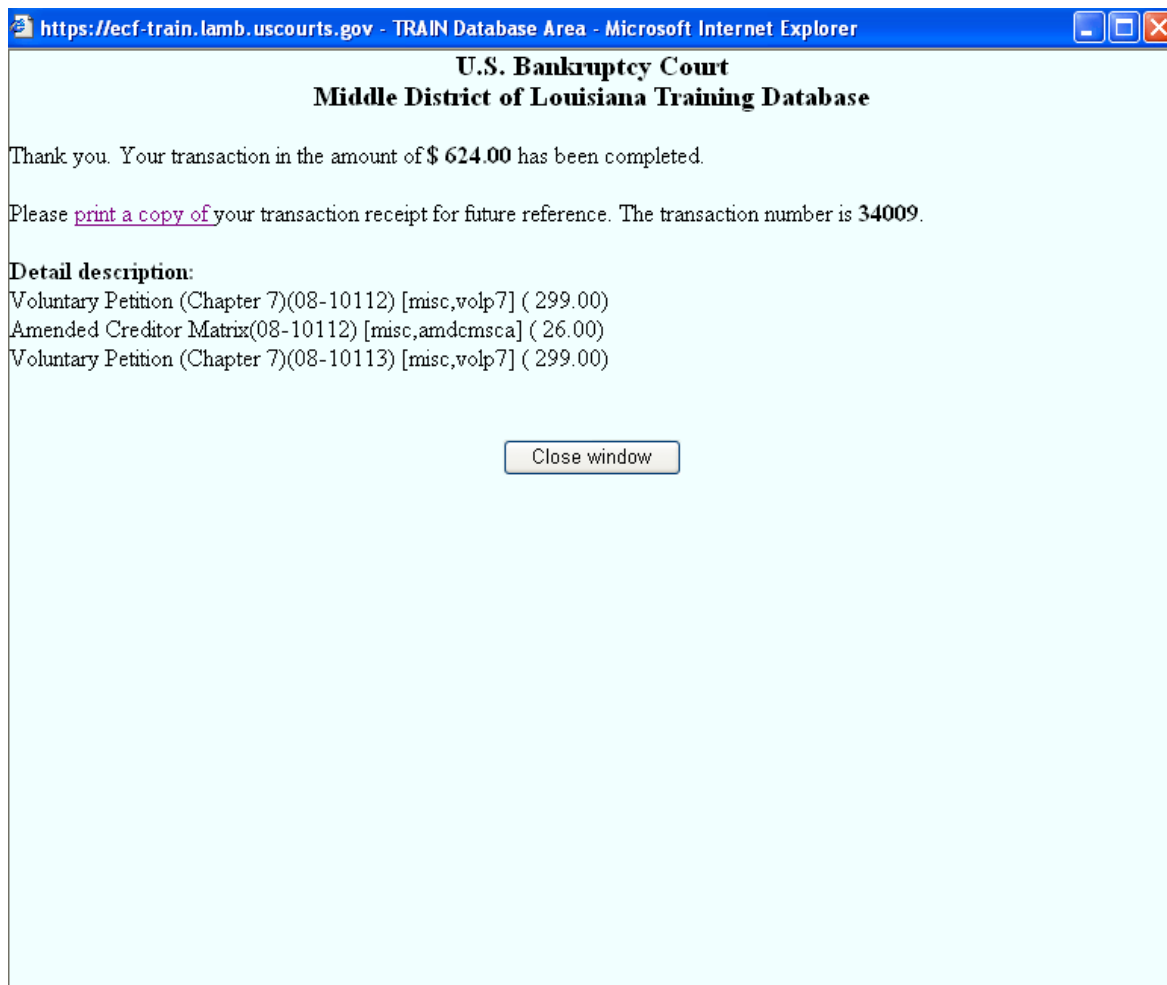
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Click the **Submit Payment** button. ****You can cancel the transaction at any time by clicking the Cancel button.****

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

Once your card has been authorized, a screen will appear verifying the amount of the completed transaction.

You will have the option to print a copy of your transaction receipt for future reference. This receipt will include a transaction number and verify payment made.



Click the **Close Window** button.

Once you have completed the online payment, the receipt entry will automatically post to the docket report for each case. The entry will include the filing fee and receipt number.

REPORTS

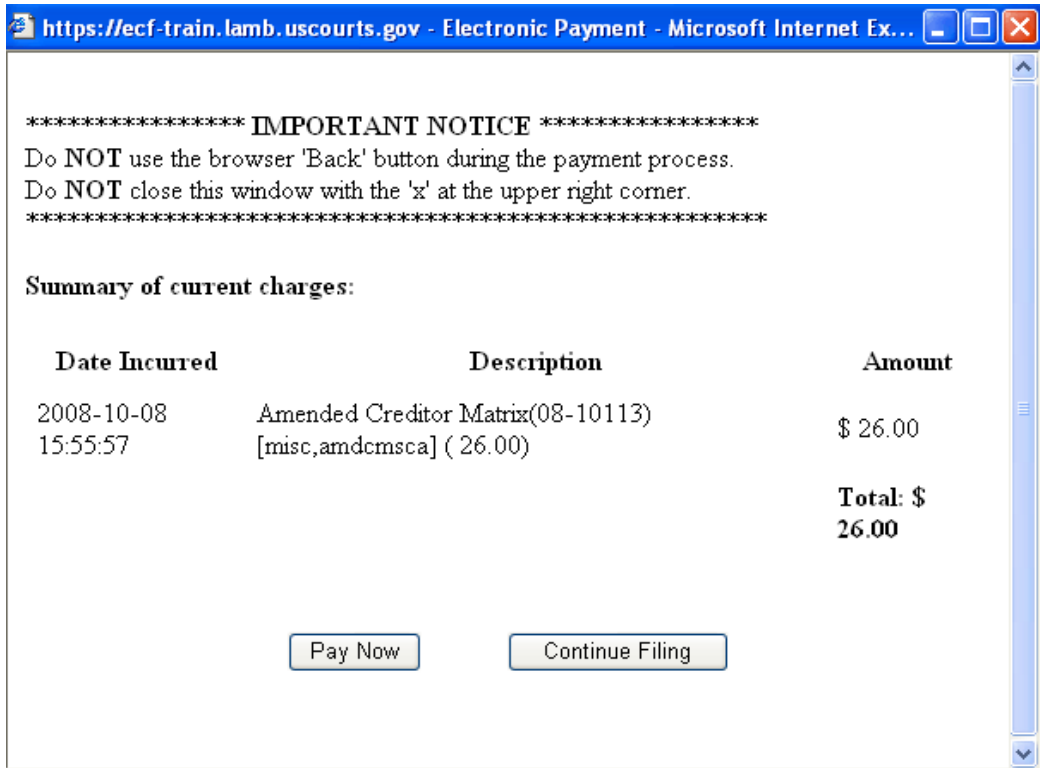
Internet Payments Due

This report allows an attorney to pay all outstanding fees without filing additional pleadings. Use this report if you are finished filing and did not select the Pay Now option.

Click on **Utilities** in the blue bar.

Below **Your Account**, click on **Internet Payments Due**

The **Summary of Current Charges** pop-up screen will appear and you will follow the steps for the Pay Now option found on pages 5 through 8.



Internet Payment History

This report allows an attorney to review his/her completed credit card payments over any period of time.

Click on **Utilities** in the blue bar.

Below **Your Account**, click on **Internet Payment History**

Internet Payment History

From to

Enter your dates, click **Run Report**

Internet Payment History screen appears

U.S. Bankruptcy Court Middle District of Louisiana Training Database Internet Payment History for Mason , Perry 9/8/2008 to 10/8/2008				
Date Paid	Description	Payment Method	Receipt #	Amount
2008-10-08 15:29:32	Mr. Debtor and Ms. Joint Debtor Voluntary Petition (Chapter 7)(08-10112) [misc.volp7] (299.00)			
	Mr. Debtor and Ms. Joint Debtor Amended Creditor Matrix(08-10112) [misc.amdcmsca] (26.00)			
	Mr. Debtor Voluntary Petition (Chapter 7)(08-10113) [misc.volp7] (299.00)	credit card	34009	\$ 624.00

IMPORTANT INFORMATION

Once a document is filed, the fee will be due within two business days.

If the document is filed in error, the clerk's office will be unable to refund or waive the fee unless authorized by court order. Therefore, be sure to choose the correct event when filing. If you are filing an amendment to a document in which you have already paid the fee, be sure you choose Amended Motion, Amended Application or Amended Voluntary Petition rather than choosing the original event that would prompt an additional fee.

- If you do not receive confirmation of a successful transaction, review the **Internet Payment History Report** under **Utilities**, 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 whether your transaction was completed successfully. Refiling your pleading will result in duplicate charges to your credit card.
- Due to the inability of the system to make accurate distribution to U.S. Treasury accounts, Filing fees for new Bankruptcy cases intended to be paid in installments **may not** be paid by credit card via the internet. All installment payments **must** be paid by cash, check, money order, or by credit card at the Clerk's office.
- If you are exempt from paying a filing fee, be sure to enter the appropriate exemption code in the Receipt # box, i.e. UST, USA; however, if ECF records a fee for that filing on the transaction log, please contact the Clerk's office and have the information listed below ready when you call.
 1. Attorney Filer's name
 2. Case number
 3. Pleading number
 4. Dollar amount
 5. Date of filing
 6. Reason for the exemption

If you feel a fee has been recorded in error, please do **not** settle your account until you have resolved the matter with the Clerk's office. This will ensure that the court has had time to research your request and remove the filing fee from your transaction log, if in error.

Filing New Bankruptcy Case Using Bankruptcy Case Filing Software

If you are using bankruptcy case filing software to submit your pleadings to the court, you **MAY NOT** be prompted with the credit card payment pop-up window upon completion of filing.

In order to pay your fees, you will need to go to **Utilities** in ECF and click on the **Internet Payments Due** report. Please see the **REPORTS** section of this guide for instructions on how to use the **Internet Payments Due** report for payment of fees.

If you have any questions please contact the bankruptcy court.