Case Management

CM / ECF

Electronic Case Files

United States Bankruptcy Court
for the
Western District of Missouri

ON-LINE CREDIT CARD ATTORNEY MANUAL

(October 2002)

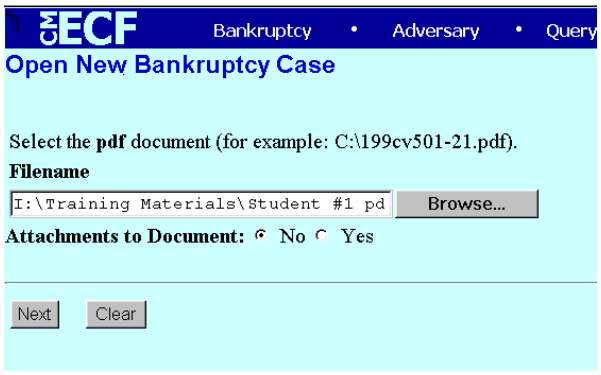
I. Background

The CM/ECF On-Line Credit Card module is designed to allow filers to pay filing fees interactively as part of the electronic filing process. Attorney filers can choose to pay after every transaction or can simply make one payment at the end of the day for all transactions.

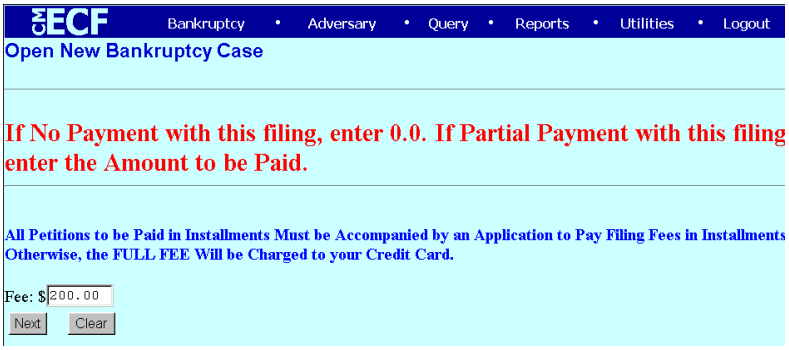
II. Opening a New Bankruptcy Case

The CM/ECF On-Line Credit Card module can accommodate new cases that are to be fully paid at the time of filing or that are filed as installment cases.

After you submit this screen . . . .

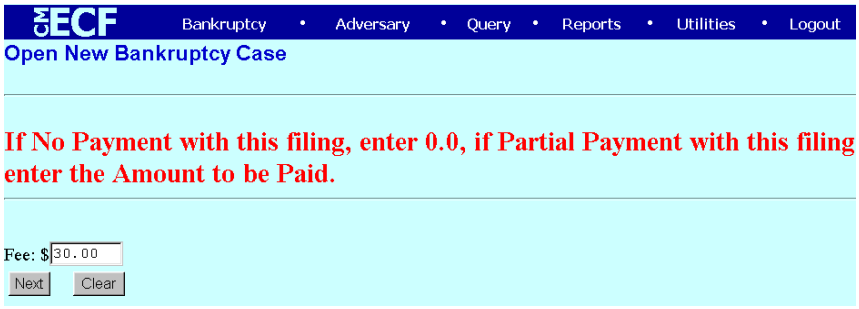


You will receive this new screen . . .

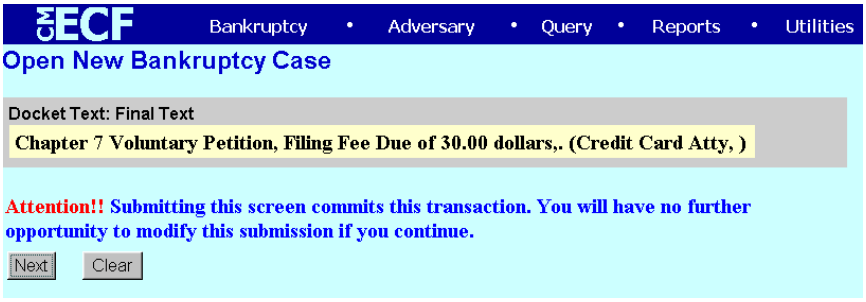


- Make no change to the dollar amount if you are paying the full fee.
- Enter **0.0** if you are making no installment payment at the time of filing the new petition. (Entering 0 only will not accomplish the desired results.)

- If you are paying a $30.00 installment with the filing of the case, enter 30.00 as in the example below.

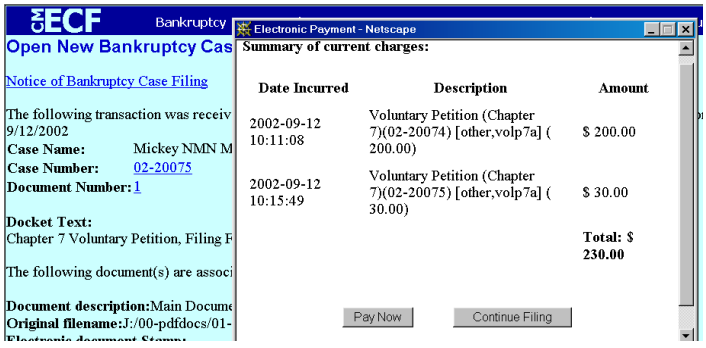


You will receive your final confirmation screen. If the dollar amount listed is not what you intended to pay, go back, make changes and resubmit.



At the end of your transaction, you will receive a list of all filings with fees due. If you are done for the day, select

If you have more cases or pleadings requiring fees to file, select



IF YOU DETECT AN ERROR–If there is an error on the summary of current charges screen, **DO NOT** select the Pay Now option. Contact the court so the error can be corrected before an incorrect charge is made to your credit card.

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, CC Outstanding Payments. (See Section VI.)

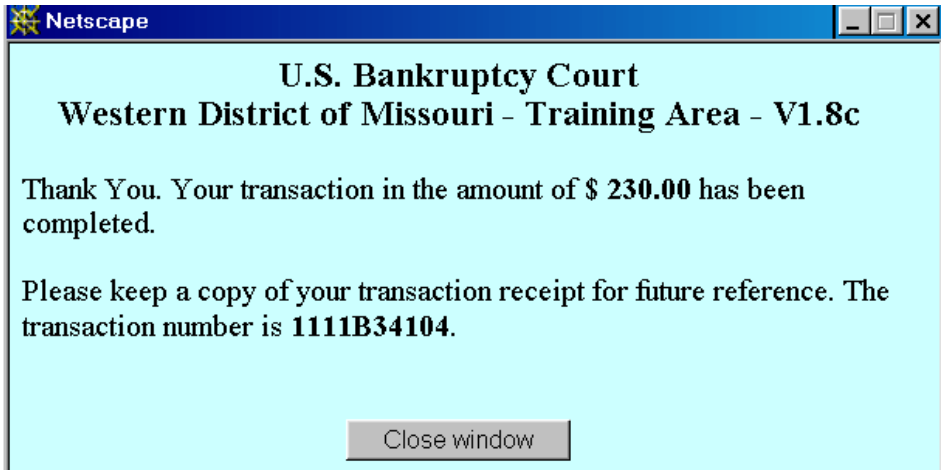
III. Paying Your Filing Fees

If the **Pay Now** option is chosen, the filer will be electronically connected to the U.S. Treasury site. The filer will be prompted for card type, card number and expiration date as shown below:

If the payee either enters an invalid credit card number or makes three consecutive errors in data entry, the following messages will appear:

> ***The credit card you have entered is invalid. Please check the number and try again.***
>
> [or, after three consecutive errors in data entry]
>
> ***We were unable to complete your transaction. Please contact your local court for assistance.***

When the credit card transaction is approved, the following message will appear:

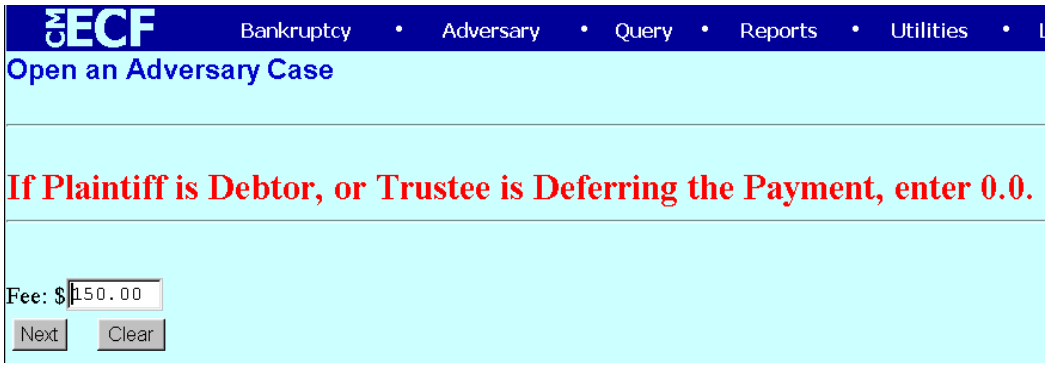


Additionally, a receipt entry will be posted to the case(s) that have been paid.

9/12/2002		Receipt of Voluntary Petition (Chapter 7)(02-20074) [other,volp7a] (200.00) Filing Fee. Receipt Number 1111B34104, Filing Fee Amount 200.0 dollars (U.S. Treasury) (Entered: 09/12/2002)

IV. Adversary Cases

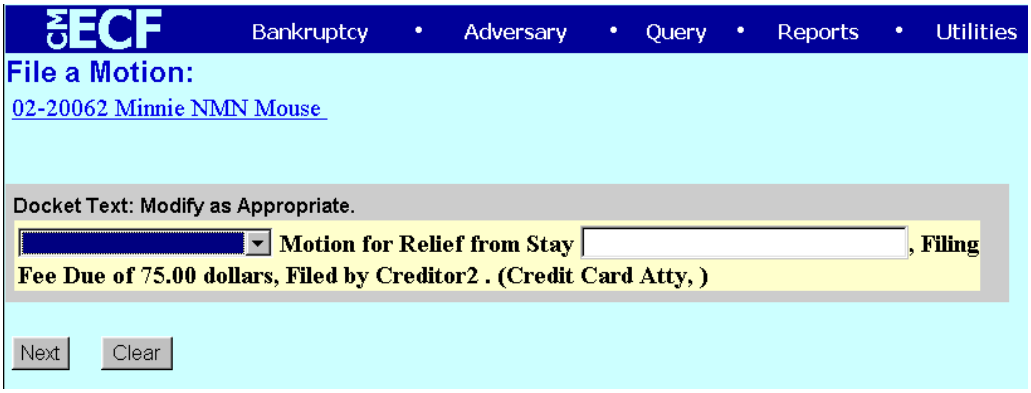
If you are filing an adversary case where the debtor (not debtor-in-possession) is the plaintiff, or if you are a trustee and are concurrently filing an application to defer the filing fee, be sure to mark **0.0** when the fee screen appears as you are filing your case.



V. Filing a Motion

The CM/ECF credit card module works similarly for motions and notices which require fees. For a complete list of all filing fees, please go to the court web site at www.mow.uscourts.gov and go to the **General Information Page, Fees.**

In the example below, a motion for relief from stay is filed. When you select the event Relief from Stay (Fee Due), the screen automatically includes the $75.00 filing fee due.

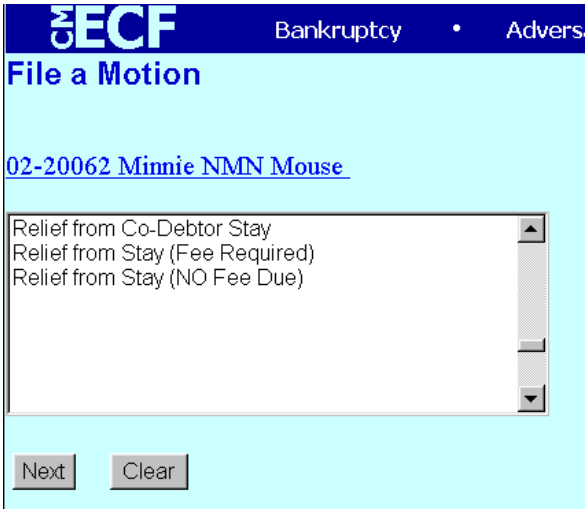


Special Note:

If you are filing a motion to lift stay that is exempt from the filing fee because it is:

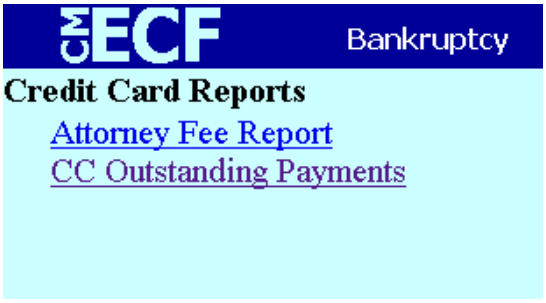
Agreed, Stipulated or With Consent; a Co-Debtor Lift of Stay; or it is filed by an agent of the US government or a Child Support Creditor . . .

Be sure to choose the correct event category from the three listed below.



VI. Reports

Two new reports are available under the Reports heading, **Credit Card Reports**.



The **Attorney Fee Report** allows an attorney who has Internet payment privileges to review his/her completed credit card payments over any specified time period.

The **CC Outstanding Payments** allows an attorney who has Internet payment privileges to pay immediately all outstanding fees without docketing another pleading or opening another case. This report displays details for each pending fee. **Use this report if you are done filing for the day and forgot to select the Pay Now option on your last filing.**

VII. Security

Your browser must support 128-bit Encryption . To determine whether your current browser supports 128-bit encryption, take the following steps:

Microsoft Internet Explorer 5.5

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 will appear 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 doesn't indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

Netscape Navigator/Communicator 4.x

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 will appear 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 says 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.