



**Case Management**

**CM / ECF**

**Electronic Case Files**

*United States Bankruptcy Court  
for the  
Western District of Missouri*

**CREDIT CARD UPDATE**

(September 2004)

## I. Background

The CM/ECF credit card feature has operated in the Western District of Missouri since November 2002. Software has now been updated and a new fiscal intermediary selected. Beginning in September 2004, the credit card payment screens have been enhanced to provide added safeguards for your credit card transaction.

## II. Paying Your Filing Fees

The “Pay Now” screen looks the same:

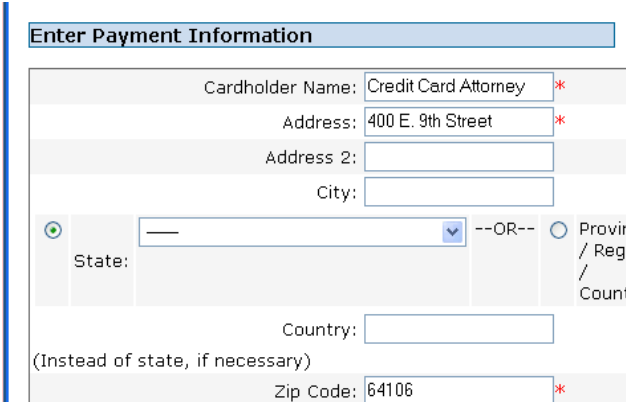


The screenshot shows a window titled "Electronic Payment - Mozilla Firebird" with a blue border. Inside, there is a section titled "Summary of current charges:" followed by a table with three columns: "Date Incurred", "Description", and "Amount".

Date Incurred	Description	Amount
2004-09-01 09:06:23	Voluntary Petition (Chapter 7)(04-40011) [other,volp7a] ( 209.00)	\$ 209.00
2004-09-01 09:12:48	Voluntary Petition (Chapter 7)(04-40012) [other,volp7a] ( 209.00)	\$ 209.00
<b>Total: \$</b>		<b>418.00</b>

Below the table are two buttons: "Pay Now" and "Continue Filing".

After selecting Pay Now, you will see an enhanced payment screen. Your name, street address, and zip code fields will contain your information. It is not necessary to fill in the city, state and country fields.



The screenshot shows a form titled "Enter Payment Information" with a blue header bar. The form contains several input fields:

- Cardholder Name: Credit Card Attorney \*
- Address: 400 E. 9th Street \*
- Address 2: (empty field)
- City: (empty field)
- State: (dropdown menu) --OR-- Provin / Regi / Count
- Country: (empty field)
- Zip Code: 64106 \*

Below the Country field, there is a note: "(Instead of state, if necessary)".

Fields marked by “ \* “ must be filled with credit card type, card number and expiration date.

Card Type: Visa \*

Card Number: 4111111111111111 \*

Security Code: \*

Expiration Date: September / 2004 \*

Payment Amount: \$418.00 \*

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Continue Quit

The Payment Summary and Authorization screen allows you to check and edit information. You must check the Authorization box. You may also choose to enter an e-mail address for a separate confirmation of your payment. You will also receive an e-mail when the receipt posts to your case.

**Payment Summary and Authorization**

Cardholder Name: Credit Card Attorney  
Address: 400 E. 9th Street  
Address 2:  
City:  
State:  
Country:  
Zip Code: 64106  
Card Type: Visa  
Card Number: \*\*\*\*\*1111  
Expiration Date: 9 / 2004  
Payment Amount: \$418.00  
Current Date and Time: 09/01/2004 11:06 AM

**Authorization\***

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

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

Email Address:

Re-enter Email Address to Confirm:

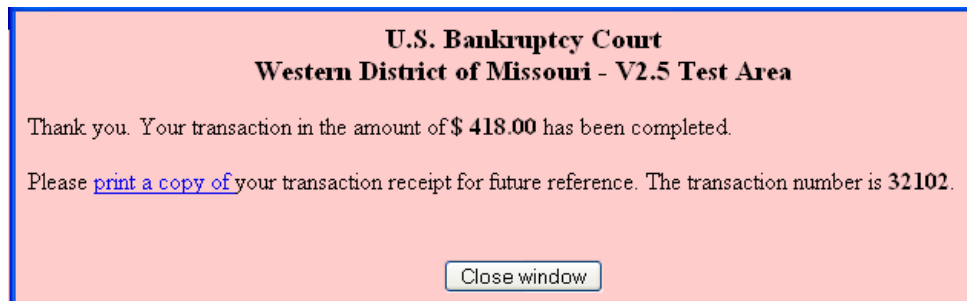
Once you have verified your information, select Make Payment.

Make Payment Edit Cancel

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

It is critical to SINGLE CLICK on the “Make Payment” button. Double clicking can result in duplicate charges or can “lock” your computer.

Once the transaction is completed, you will receive a confirmation screen with a receipt number. A hyperlink allows you to print this screen.



\*\*\*If you do not receive this screen but instead receive an error message or no message at all, please contact Annie Ledford (816-512-5017) of our finance department to verify whether there has been a charge to your card. DO NOT attempt to pay twice.\*\*\*

### III. Trouble shooting

#### A. Didn't receive the pop-up "Pay Now" Screen?

Your browser may be set to block pop-ups to avoid all those annoying Internet pop-ups. Remove the pop-up block when filing with the Court.

#### B. Received a message that we were unable to complete your transaction?

Check your browser encryption or "cipher strength". It must be 128-bit. Check with your bank about your credit card account.

#### C. For any other problems, call the court at 816-512-1800, select menu option 6.