## Paying Fees with the Internet Credit Card Program (Pay.Gov)

All ECF participants who incur filing fees are required to pay them using the Internet credit card program <u>on the day the associated case or document is filed</u>. At the end of a filing for which a fee is due, an Electronic Payment window displays. If you are going to file further documents requiring fees that same day and wish to pay all fees for the day in one transaction, you may click **Continue Filing**. The payment window will reappear at the end of every event and you will need to click **Continue Filing** each time until you are ready to pay.

Summary of current c	harges	×
Date Incurred	Description	Amount
2013-04-10 13:27:40	Transfer of Claim(12-30483-tmb13) [claims,trclm] ( 25.00)	\$ 25.00
		Total: \$ 25.00
	Pay Now Continue Filing	

**Exception:** When filing a new petition, any fees that are due will be required to be paid before the filing of the petition is accomplished (i.e., the payment step appears in the middle of the filing process and must be successfully completed for the filing to be effected.

## A. Paying Fees

You may access the Electronic Payment window either by filing a case or document requiring a filing fee, or by selecting **Utilities** and **Internet Payments Due**. The **Internet Payments Due** screen displays a summary of charges, including the date incurred, the description (i.e., document filed) and amount. You may break up the payment of fees in order to use various credit cards by checking the box next to the fees you want to pay; or click on **Select all** to pay all the fees due. After selecting the fees you want to pay, click **Next**.

- **STEP 1** Click **Pay Now**.
- **STEP 2** Re-enter your PACER password. A PACER screen will appear with the fee amount and any stored credit card or ACH information, as well as options to enter a credit card or ACH.

Payment Amount	
Amount Due *	\$176.00
Select a Payment Me	thod
VISA	
Terry Test Attorne	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	-3 X1111
01/2018	
Enter a credit ca	ard
Enter an ACH ac	scount
te: We protect the se	curity of your information during transmission using Secure Sockets Layer (SSL) software, whi

**Tip:** To store payment information in your PACER account for use in paying your filing fees, go to <u>www.pacer.gov</u>, click on **Manage My Accounts**, go to the **Payments** tab, select **Manage Recurring Payments**, and enter credit card or ACH information. Click the "F" circle to the left of a payment method to designate the account as the default for use in paying filing fees. If your PACER account is used by your employees, they will see only the last 4 digits of the credit card.

**STEP 3** Click on the desired payment method, enter any required information, and click **Next**.

PAYMENT METHOD	PAYMENT DETAILS	
VISA XXXXXXXXXXXX1111 01/2018	Payment Amount \$176.00 Fee Type Filing Fees	
Terry Test Attorney 1001 SW 5th Test Ave Portland, OR 97204 USA		

Email Receipt		
Email	1orbtester+16@gmail.com	
Confirm Email	lorbtester+16@gmail.com	
Additional Email Addresses		

Auth	Authorization		
<ul> <li>Image: A start of the start of</li></ul>	I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *		

**STEP 4** Correct or enter the email address(es) to which receipts should be sent, authorize the charge, and click **Submit**.

**STEP 5** You will be returned to CM/ECF and receive a confirmation of your payment in addition to the emailed receipt.

## CMINE ECF Bankruptcy Adversary Query Reports Utilities Search Events Help Log Out U.S. Bankruptcy Court District of Oregon Thank you. Your transaction in the amount of \$ 176.00 has been completed. Please print a copy of your transaction receipt for future reference. The transaction number is A12366979. Detail description: Notice and Motion for Relief from Stay(12-37012-elp13) [motion,mrlfsty] ( 176.00)

## B. Consequences of Nonpayment

ECF participants who do not pay their credit card charges on the day of filing will have their electronic filing privileges suspended until they pay. In addition, the case or proceeding for which the fee is due may be dismissed or stricken. Repeated instances of failure to pay timely may result in permanent revocation of ECF filing privileges and/or referral to the case judge for further action.

To restore your suspended ECF privileges following suspension, login into CM/ECF, click on **Utilities**, and select **Internet Payments Due**. After completing the payment process, all menus should display. If they do not, refresh your screen.