

## Paying Filing Fees via Pay.gov

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### Issue Date

October 11, 2011

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### For Your Information

The CM-ECF program includes an interactive payment module called Pay.gov. The module appears during the electronic filing process when a new case is commenced or a document that requires a fee is filed. **All electronic filers are required to pay filings fees through Pay.gov.**

Pay.gov is the U.S. Department of Treasury website for making secure electronic payments to federal government agencies. Payments can be made directly from your bank account (ACH) or by credit or debit cards. Currently, the following cards are accepted: American Express, Discover, MasterCard and Visa. Debit cards with the MasterCard or Visa logo are also accepted.

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### How and When a Fee is Assessed and Collected

Pursuant to 28 U.S.C. § 1930 Bankruptcy fees are to be paid to the clerk of the bankruptcy court. Commencement of a new case and the other documents listed in the Miscellaneous Fee Schedule are the only fees the clerk of court may collect. Filing fees are due at the time of filing.

Choosing to accumulate filing fees throughout the day means that **all** fees must be paid by 11:59 p.m., Mountain Time, on the day of filing. If all fees are not paid by 11:59 p.m. on the day of filing, CM-ECF will automatically lock your account.

If you believe that you have been erroneously charged a filing fee, you will need to apply to the Court for a refund by filing a motion. Submit a form order to the

appropriate chambers once you have filed your request. The policy established by the Judicial Conference of the United States prohibits the Clerk from refunding filing fees unless the Clerk collected the fee in error. This includes duplicate filings.

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## Consequences of Failing to Pay Fees Timely

If you have fail to pay **any** filing fees the same day the case or document was filed, you will automatically be locked out of CM-ECF. You will receive an automated email from CM-ECF telling you that you have been locked out of the system.

You can click on the link in the email or login to CM-ECF and go to, “Your Account” under the Utilities menu to pay the fees. You will not be able to file any documents until you have paid the filing fees from the previous day. Court staff can no longer unlock your account. Changes in the upgrade to version 4.1 made it so that the only way accounts are “unlocked,” is when the fees are collected through Pay.gov.

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## Browser Requirements

Access to Pay.gov has been fully tested using Internet Explorer version 6.0 and above, at a screen resolution of 1024 x 768. Windows users may use Internet Explorer 6 or higher (all Pay.gov pages, forms, bills, and reports), Mozilla 1.4 and 1.75 (end-user pages, forms, and bills), or Firefox 1.5 or higher (end-user pages, forms, and bills). Mac OS X users may use Safari 1.2 or higher (end-user pages, forms, and bills). Other operating systems or browsers may be used to access Pay.gov, but such use is untested and unsupported as of December 2010.

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## The Payment Process

Upon the successful submission of a new case or document requiring that a fee be collected, the Pay.gov screen will appear so that you can begin the payment process.

**If you choose to accumulate fees and “Continue Filing,”** the charges will be recorded and the payment process will be deferred. The next time you file any document, fee related or not, the “Summary of current charges” will be displayed.

You can choose to pay **all** accumulated fees when you file your last fee related document or new case, or you can choose to go through the Utilities menu and

pay from the "Internet Payments Due" report.

**Once you determine you are ready to "Pay Now,"** the following screen is displayed for you to select all accumulated fees or each fee individually.

Current fees due

selected

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2009-06-03 13:18:57	Voluntary Petition (Chapter 7)(09-01050) [misc,volp7a] (274.00)	\$ 274.00
<input type="checkbox"/>	2009-06-03 13:36:48	Motion for Relief From Stay(09-01050) [miscoc,mrfsby] (150.00)	\$ 150.00
<input type="checkbox"/>	2009-08-24 14:41:25	Voluntary Petition (Chapter 7)(09-01247) [misc,volp7a] (274.00)	\$ 274.00

The next screen that will appear is the Pay.gov screen. This is where payment information is entered. This screen is maintained by the U.S. Department of Treasury.

**The following screen is displayed when paying by bank account debit (ACH).**

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

**Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$548.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

:026946783:      9243767390      1234

Payment Date:  \* (MM/DD/YYYY)

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**The following screen is displayed when paying by credit card or debit card.**

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$26.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \* 

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

### Step 1: Enter Payment Information -

Account holder name, first address line, and ZIP code all default to the values stored in CM/ECF. **Be aware** that, 1) there is no verification of these values by Pay.gov; and 2) changing any of these fields during the payment process will not change the information already stored in CM/ECF. If you need to make changes to any user account information, you will need to do that in CM-ECF under the Utilities menu, "Maintain Your ECF Account."

### Step 2: Authorize Payment -

Be sure the authorization box located in the bottom right corner is checked.

**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.

Once you complete the payment process, the system processes the transaction and generates a receipt. The receipt entry will automatically post to the docket

for each case. The entry will include the filing fee amount and the receipt number.

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### Monitoring Fees Due and Payments Made

You can monitor your fees due and payments made by going to the Utilities menu, "Your Account" section. The options are, Internet Payments Due or Internet Payment History.

IF...	THEN...
you select <b>Internet Payments Due</b> ,	what is displayed are fees that have been incurred, but <b>have not</b> yet been paid. You may choose to pay them all at once, or pay each one individually. Once you decide to make a payment, you will be directed to the Pay.gov website to begin the payment process.
you select <b>Internet Payment History</b> ,	what is displayed are fees that were incurred and have already been paid. You can specify a date range and a specific order for the payments to be displayed.

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### Whom to Contact for Help

For assistance, contact the Court's Electronic Information Specialists at 505-348-2500 or toll-free at 866-291-6805 - select option 3. Help desk hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

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**Contact-Revision Log**

<b>Date</b>	<b>Comments</b>	<b>By</b>
June 16, 2007	Original issue date.	MAR
October 1, 2011	Revisions made due to changes in the upgrade of CM-ECF to version 4.1	RMM
October 7, 2011	Revised the title to say "filing" rather than "filings." Changed the issue date to October 11, 2011 and removed the revised date and added the path and file name.	MLS

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