

**CREDIT CARD PAYMENT OF FILING FEES  
VIA  
CM/ECF AND THE INTERNET**

Beginning August 23, 2004, the US Treasury will be using new software for the acceptance of credit card payments via the Internet. The following pages briefly describe the new screens you will see when filing documents with CM/ECF and using a credit card for payment of applicable filing fees. The upgraded software will provide you with a greater degree of security when using your credit card to pay filing fees.

**PLEASE REVIEW THE ATTACHED SCREENS FOR THE UPCOMING CHANGES.**

- Payment of Filing Fees over the Internet

The U. S. Treasury is changing the way it processes credit card payments. The Web site to which CM/ECF currently connects will be disabled on September 30, 2004; therefore, all courts which are using the Internet payment module must upgrade to Version 2.5 by then. The portions of the payment process that are a part of CM/ECF remain the same (except for minor modifications); however, there are now multiple screens for the U. S Treasury process. [Note that the CM/ECF user sees only steps 2 and 3 of the standard four steps listed on the right of the screen; CM/ECF supplies its own payment confirmation.] The first screen prompts for credit card information:

**Enter Payment Information**

Cardholder Name:  \*

Address:  \*

Address 2:

City:

State:  OR- Province / Region / County:

Country:   
(Instead of state, if necessary)

Zip Code:  \*

Card Type:  \*

Card Number:  \*

Security Code:

Expiration Date:  /  \*

Payment Amount:  \*

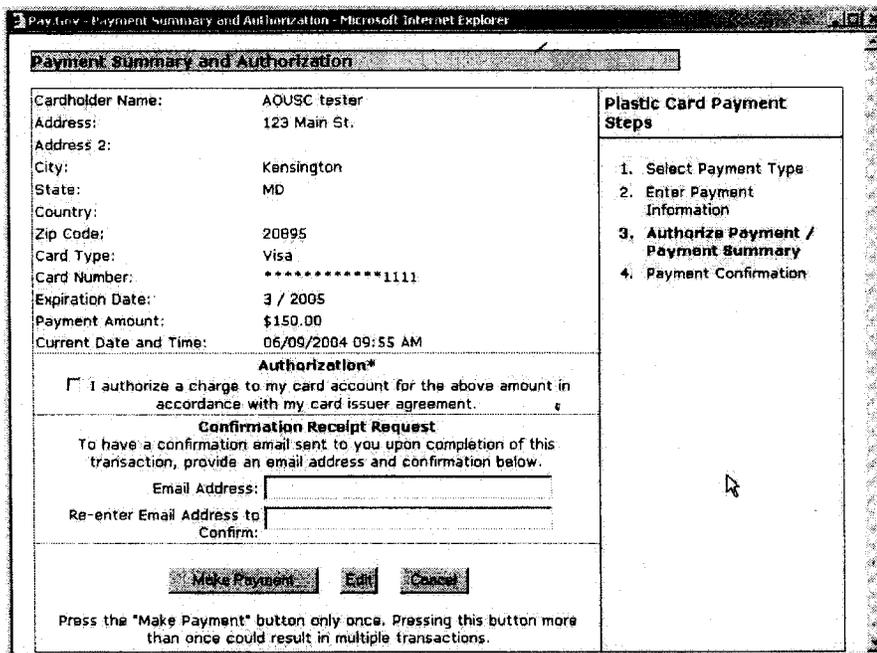
**Plastic Card Payment Steps**

1. Select Payment Type
2. Enter Payment Information
3. Authorize Payment / Payment Summary
4. Payment Confirmation

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.

Cardholder name, the first address line, and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account" and "Maintain User Accounts". Attorneys should be made aware that 1) there is no verification of these values by pay.gov; and 2) changing any of these fields on the pay.gov screen does not affect their CM/ECF data, so any needed changes should be made via "Maintain Your ECF Account".

When the attorney clicks the *Continue* button, a summary screen is displayed:



Payment Summary and Authorization	
Cardholder Name: AOUSC tester	<b>Plastic Card Payment Steps</b> 1. Select Payment Type 2. Enter Payment Information 3. <b>Authorize Payment / Payment Summary</b> 4. Payment Confirmation
Address: 123 Main St.	
Address 2:	
City: Kansington	
State: MD	
Country:	
Zip Code: 20895	
Card Type: Visa	
Card Number: *****1111	
Expiration Date: 3 / 2005	
Payment Amount: \$150.00	
Current Date and Time: 06/09/2004 09:55 AM	
<b>Authorization*</b> <input type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.	
<b>Confirmation Receipt Request</b> To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below. Email Address: <input type="text"/> Re-enter Email Address to Confirm: <input type="text"/>	
<input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	
Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.	

The attorney must click the Authorization checkbox before clicking the *Make Payment* button. If processing is successful, a receipt generated by CM/ECF is displayed; the receipt now has a link for printing, and the transaction number has a different format (if the attorney entered an email address screen shown above, he will also receive a receipt from Pay.gov).