

*Online Credit Card Payments
Attorney Guide*



August 2004

Changes to Payment of Filing Fees over the Internet

The U. S. Treasury is changing the way it processes credit card payments. The Website to which CM/ECF currently connects will be disabled soon; therefore, all courts which are using the Internet payment module must upgrade to Version 2.5. This upgrade will occur on the evening of August 20, 2004. Once this upgrade is completed, you will see a couple of different screens. The portions of the payment process that are a part of CM/ECF remain basically the same. The first screen prompts for credit card information: 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 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.

(Important note: You do not need to change any of the information that displays on the first payment screen, which is shown below. Your CM/ECF account information will be displayed automatically. Even if your name and address doesn't match the name shown on the credit card, it will not affect the processing of the payment.)

Enter Payment Information

Cardholder Name:	<input type="text" value="Felix Smith"/>	*
Address:	<input type="text" value="133 Parkview Plaza"/>	*
Address 2:	<input type="text"/>	
City:	<input type="text" value="Atlanta"/>	
State:	<input type="text" value="Georgia - GA"/>	-- OR- - Province / Region / County:
Country:	<input type="text"/>	
(Instead of state, if necessary)		
Zip Code:	<input type="text" value="30333"/>	*
Card Type:	<input type="text" value="Visa"/>	*
Card Number:	<input type="text"/>	*
Security Code:	<input type="text"/>	
Expiration Date:	<input type="text" value="--"/> / <input type="text"/>	*
Payment Amount:	<input type="text" value="\$450.00"/>	*

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.

You only need to input the same information you have always entered. That is, your credit card type, card number, and expiration date.

When the attorney clicks the *Continue* button, a summary screen (shown below) is displayed. This is a new screen. The attorney must click the Authorization checkbox before clicking the *Make Payment* button.

(Important Note: Make sure you only click the Make Payment button once. Double-clicking will cause a second payment to be made. This is a bug in the software that

Treasury will be correcting very soon. If you inadvertently click the Make Payment button twice, please contact the Court so that a credit can be made to your account.)

Payment Summary and Authorization	
Cardholder Name:	Felix Smith
Address:	133 Parkview Plaza
Address 2:	
City:	Atlanta
State:	GA
Country:	
Zip Code:	30333
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	8 / 2004
Payment Amount:	\$450.00
Current Date and Time:	08/19/2004 08:18 AM
Authorization*	
<input type="checkbox"/> 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:	<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.	

You may also enter an email address if you would like a Confirmation Receipt. However, if processing is successful a receipt will be generated by CM/ECF, and the receipt has a link for printing.