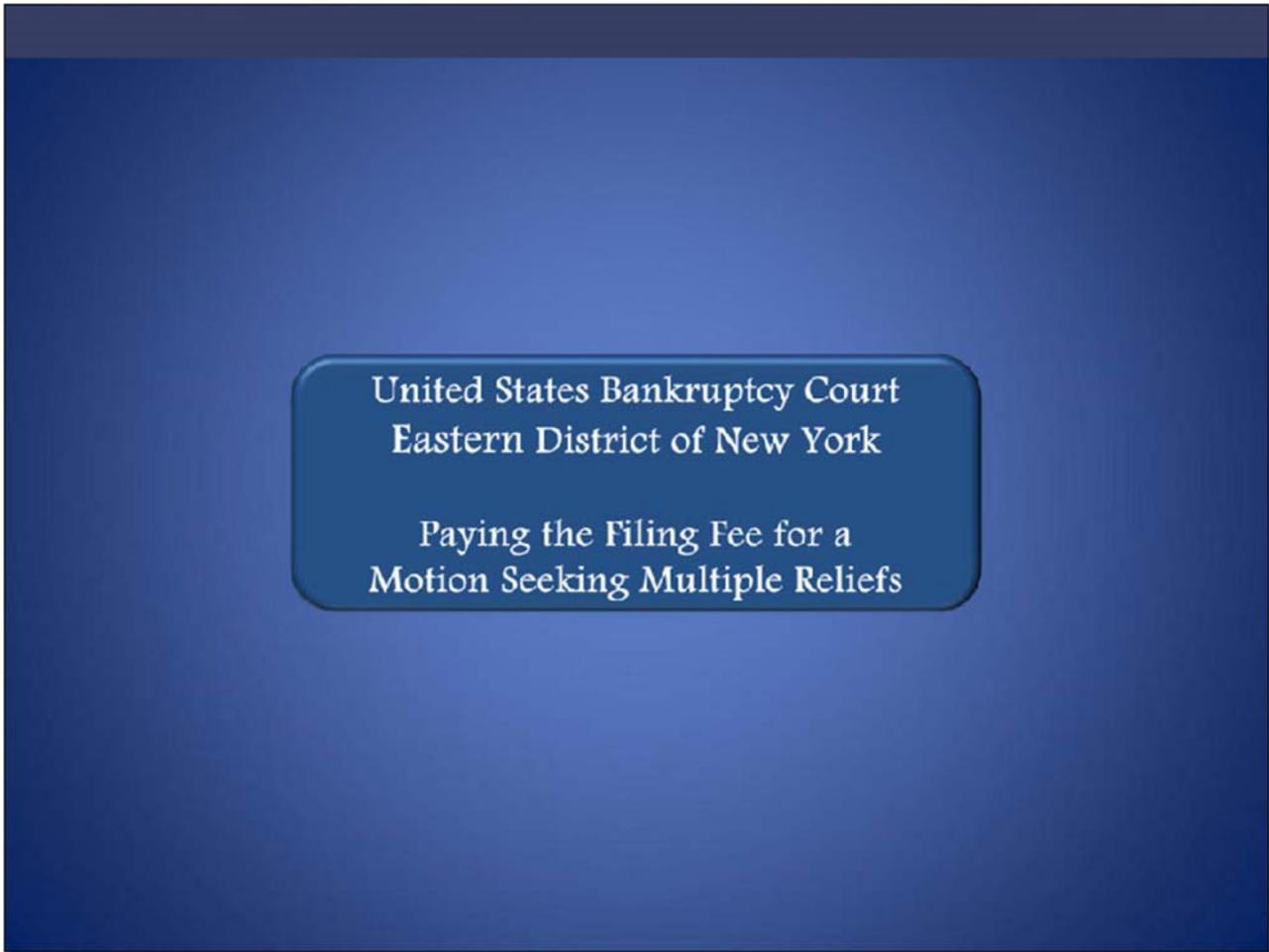


# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

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## Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Paying the Filing Fee for a Motion Seeking Multiple Reliefs.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

### Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen, 

Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

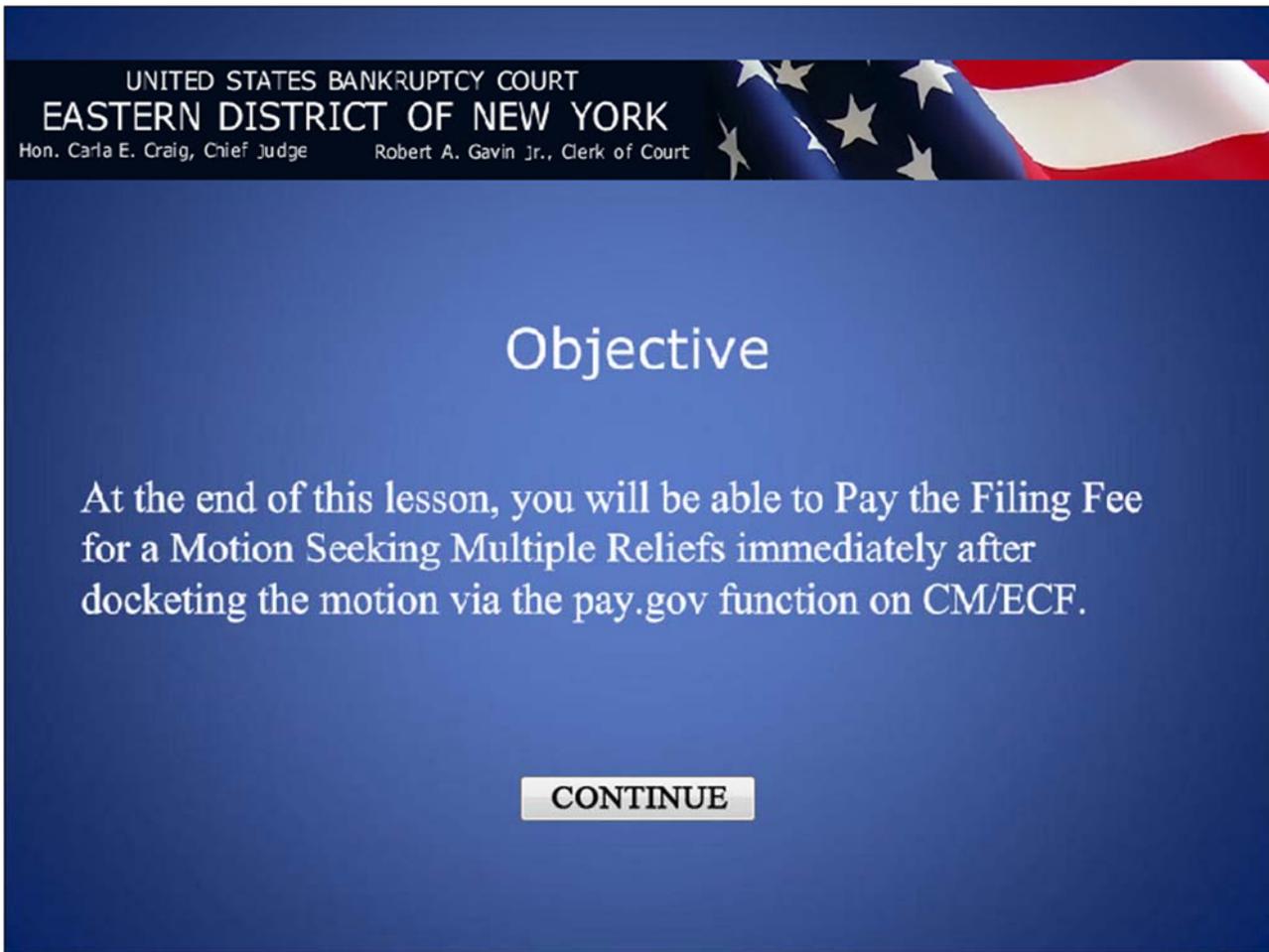
Select START when you are ready to begin.

**START**

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

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## Slide 3 - Objective



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

Objective

At the end of this lesson, you will be able to Pay the Filing Fee for a Motion Seeking Multiple Reliefs immediately after docketing the motion via the pay.gov function on CM/ECF.

**CONTINUE**

The slide features a dark blue background. At the top, there is a horizontal banner with a white background containing the court's name and judges' names. To the right of the text in the banner is a partial view of the American flag. The main body of the slide is dark blue with white text. The word 'Objective' is centered in a large font. Below it, a paragraph describes the learning goal. At the bottom center, there is a white rectangular button with the word 'CONTINUE' in black, bold, uppercase letters.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 4 - Summary of Current Charges

Date Incurred	Description	Amount
2013-03-05 14:47:33	Motion for Relief From Stay(8-12-70003-ast) [motion,mrflsty] ( 176.00)	\$ 176.00
		Total: \$ 176.00

Immediately after docketing your Motion for Relief from Stay, or in the alternative Motion to Dismiss Case, the **Summary of current charges** appears with the **Notice of Electronic Filing** in the background. If the **Summary of current charges** did not appear, go to the ECF menu bar and select **Utilities**, then select **Internet Payment Due** to make a payment. If you have more filings that require a fee, it is recommended that you select **Continue Filing**. For this lesson, select **Pay Now**.

### TIP:

If you select **Continue Filing**, the **Notice of Electronic Filing** will appear. If you select **Pay Now**, you will not be able to see the **Notice of Electronic Filing** on ECF, but will still receive it via e-mail.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 5 - Internet Payments Due

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/CreditCardPayr>. The page title is "Internet Payments Due". The navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

At the top left, there is a "Select all" button. Below it is a table with the following data:

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2013-03-05 14:47:33	Motion for Relief From Stay(8-12-70003-ast) [motion,mr1fsty] ( 176.00)	\$ 176.00

Below the table, there are two buttons: "Next" and "Clear". A tooltip for the "Next" button says "Select Next".

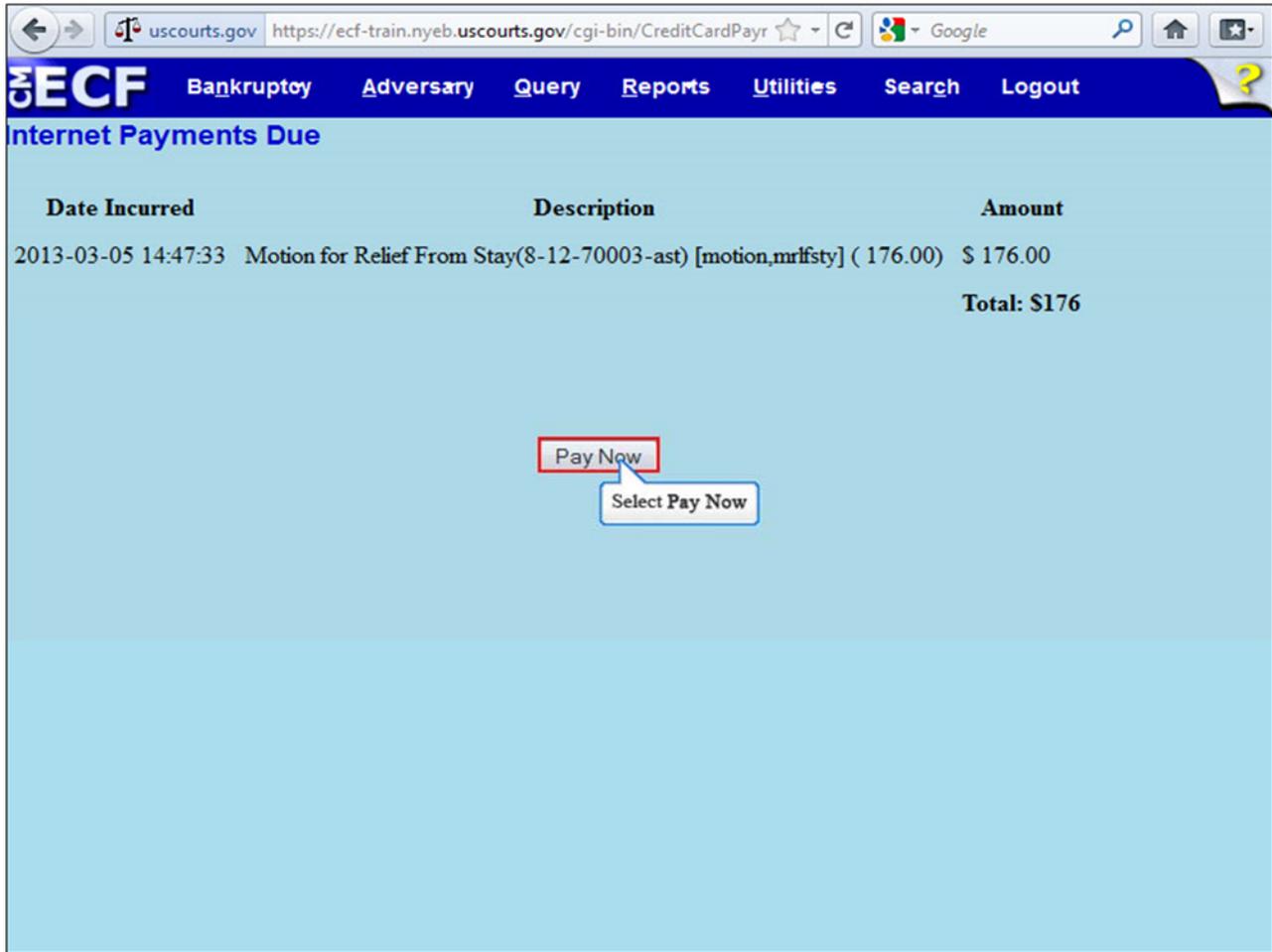
On the **Internet Payments Due** screen, the outstanding fee is displayed, along with a check box for the fee.

You can **Select all** to pay the fee, or place a check in the box next to the desired fee. For this lesson, we will place a check in the box to pay the fee incurred.

Select **Next** to continue.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 6 - Internet Payments Due (Cont'd)



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/CreditCardPayr>. The page title is "Internet Payments Due". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Date Incurred	Description	Amount
2013-03-05 14:47:33	Motion for Relief From Stay(8-12-70003-ast) [motion,mrffsty] ( 176.00)	\$ 176.00
		<b>Total: \$176</b>

A red box highlights the "Pay Now" button, and a blue callout box points to it with the text "Select Pay Now".

Select **Pay Now** to open a panel that allows payment.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 7 - Debit Option

**System Message**

- The system has populated the Payment Date with the next available payment date.

**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 \(ex: VISA, Mastercard, American Express, Discover\)](#)

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

Required fields are indicated with a red asterisk \*

Account Holder Name: Simon Marcus \*

Payment Amount: \$176.00

Account Type: Business Checking \*

Routing Number: 042000424 \*

Account Number: 327912336 \*

Confirm Account Number: 327912336 \*

Check Number: 1234

Routing Number      Account Number      Check Number

⋮ 0 26 946 783 ⋮ ⋮ 9 243 76 7390 ⋮ ⋮ 1 234 ⋮

Payment Date: 03/06/2013

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

Select **Continue with ACH Payment**

**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.

Filers paying filing fees over the Internet have the option of paying fees either by credit card or by Bank Account Debit. The first option presented is having fees debited directly from your bank account through an Automated Clearing House debit.

If you were paying by the Bank Account Debit option, you would enter the required information and select **Continue with ACH Payment**.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 8 - Debit Option (Cont'd)

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

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: Simon Marcus  
Payment Amount: \$176.00  
Account Type: Business Checking  
Routing Number: 042000424  
Account Number: \*\*\*\*\*2336  
Check Number: 1234  
Payment Date: 03/06/2013

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

Email Address:   
Confirm Email Address:   
CC:   
Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk Select the check box to authorize payment

I agree to the authorization and disclosure language. \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

Review the **Payment Summary** for accuracy. Select **Edit this information** to make corrections. If you wish to cancel the transaction, select **Return to your originating application**. To receive confirmation upon completion of this transaction, you will have to provide an e-mail address. Read through the **Authorization and Disclosure** information and place a check in the box to authorize payment.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 9 - Debit Option (Cont'd)

CC: [redacted]

Authorization and Disclosure

Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language.  \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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.

Select **Submit Payment** to submit your ACH Debit Transaction.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 10 - Credit Option

The screenshot shows a web browser window at <https://qa.pay.gov/paygov/OCIServlet>. At the top, there is a "System Message" box stating: "The system has populated the Payment Date with the next available payment date." Below this is the "Online Payment" section with a "Return to your originating application" link. The current step is "Step 1: Enter Payment Information" (1 of 2). The user is presented with two options: "Bank Account Debit (ACH)" and "Plastic Card (ex: VISA, Mastercard, American Express, Discover)". The "Plastic Card" option is highlighted with a red box, and a red arrow points to it. Below the options, a message says "Option 1: Pay Via Bank Account (ACH) About ACH Debit". A note indicates that required fields are marked with a red asterisk. The form fields include: "Account Holder Name" (Simon Marcus), "Payment Amount" (\$176.00), "Account Type" (dropdown), "Routing Number", "Account Number", "Confirm Account Number", and "Check Number". A dropdown menu is open for "Select Plastic Card (ex: VISA, Mastercard, American Express, Discover)". Below the form fields, there is a visual representation of a check number: "Routing Number: 026946783, Account Number: 9243767390, Check Number: 1234". The "Payment Date" is 03/06/2013. At the bottom, there are "Continue with ACH Payment" and "Cancel" buttons. A yellow note at the very bottom reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted https://qa.pay.gov/paygov/OCIServlet#payViaPC. Use the links provided whenever possible."

If you were instead paying by the credit card option, you would NOT enter the debit information on the first fee payment screen. Instead, you would select the **Plastic Card** option.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 11 - Credit Option (Cont'd)

pay.gov https://qa.pay.gov/paygov/OCIServlet#payViaPC

Continue with ACH Payment Cancel

**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.

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

Required fields are indicated with a red asterisk \*

Account Holder Name: Simon Marcus \*

Payment Amount: \$176.00

Billing Address: 290 Federal Plaza \*

Billing Address 2:

City: Central Islip

State / Province: New York - NY

Zip / Postal Code: 11722

Country: United States \*

Card Type: Visa \*

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 101 \* [Help finding your security code](#)

Expiration Date: 09 \* / 2024 \*

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

Continue with Plastic Card Payment Cancel

Select Continue with Plastic Card Payment

**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.

This second payment option is for those using a credit card. To make a payment with a credit card, you will be required to enter your credit card information, which we have already entered on this screen. Once you have entered the required information, select **Continue with Plastic Card Payment**.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 12 - Credit Option (Cont'd)

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

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Simon Marcus 290 Federal Billing Address: Plaza Billing Address 2: City: Central Islip State / Province: NY Zip / Postal Code: 11722 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$176.00 Transaction Date 03/05/2013 14:53 and Time: EST

Email Confirmation Receipt

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

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

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.

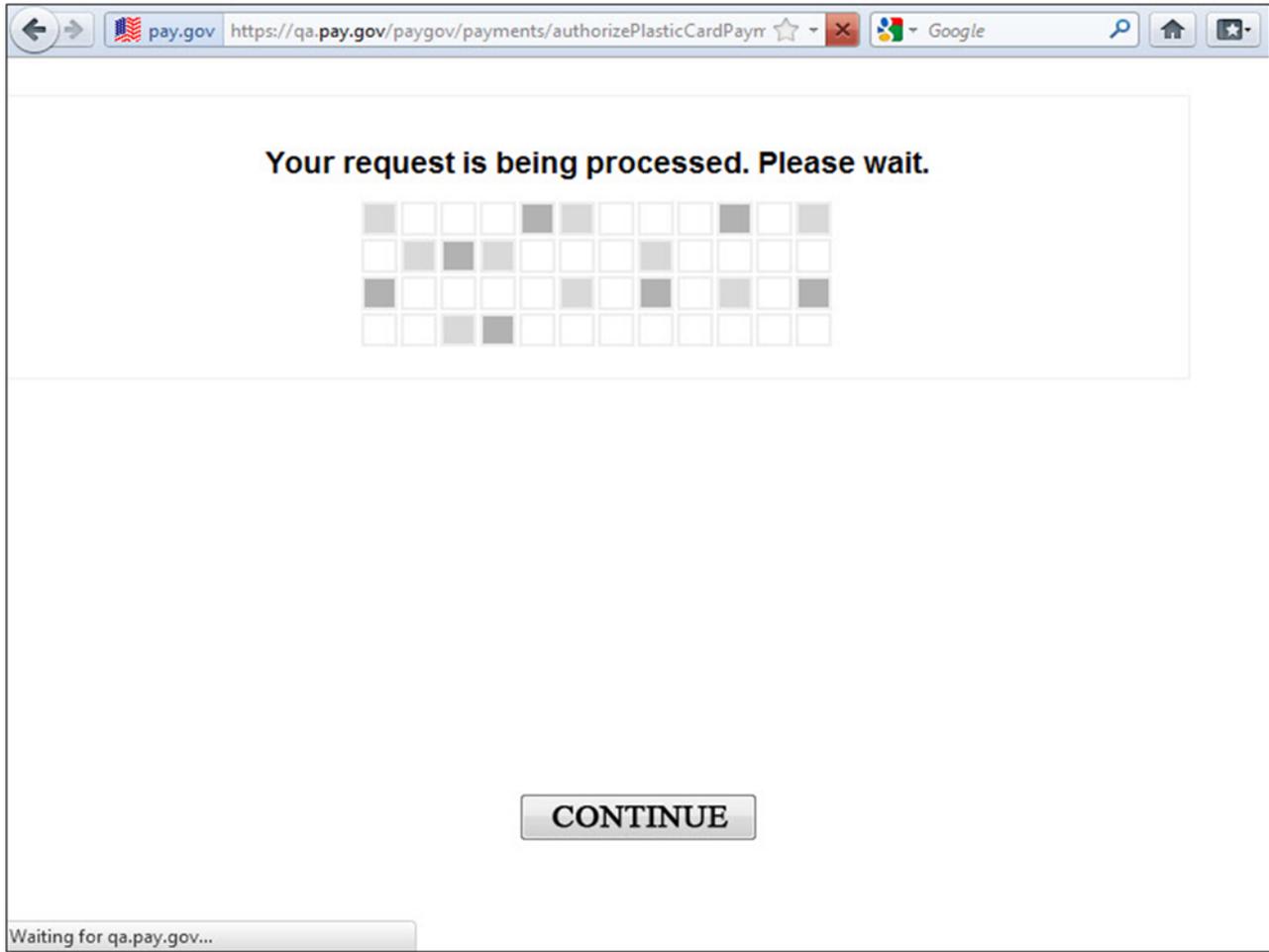


Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Review the **Payment Summary** for accuracy. Select **Edit this information** to make corrections. If you wish to cancel the transaction, select **Return to your originating application**. To receive confirmation upon completion of this transaction, you will have to provide an email address. Place a check in the box to authorize the charge to the credit card, and select **Submit Payment** to submit your transaction.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 13 - Credit Option (Cont'd)



While the request is being processed, please wait. Navigating away from this page may lead to incomplete data being transmitted and pages being loaded incorrectly.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

## Slide 14 - Transaction Receipt



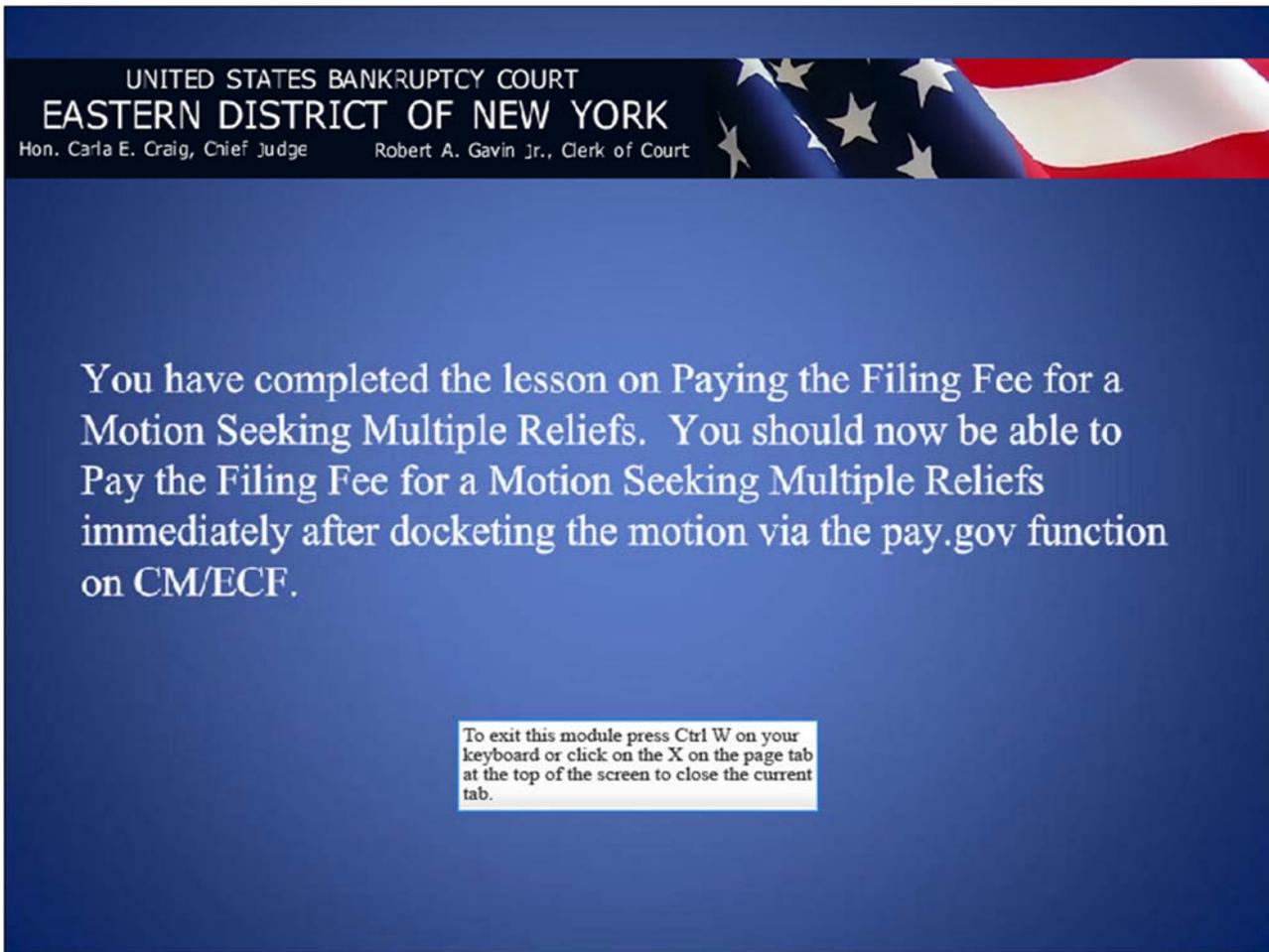
This receipt provides the **amount** paid, a **transaction number** for your records, and a detailed description of the documents filed that incurred a fee. You may **print a copy of** your transaction receipt for future reference.

**TIP:** You will receive this receipt whether you pay the fee by debit or by credit.

# Paying the Filing Fee for a Motion Seeking Multiple Reliefs

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## Slide 15 - Summary



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on Paying the Filing Fee for a Motion Seeking Multiple Reliefs. You should now be able to Pay the Filing Fee for a Motion Seeking Multiple Reliefs immediately after docketing the motion via the pay.gov function on CM/ECF.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.