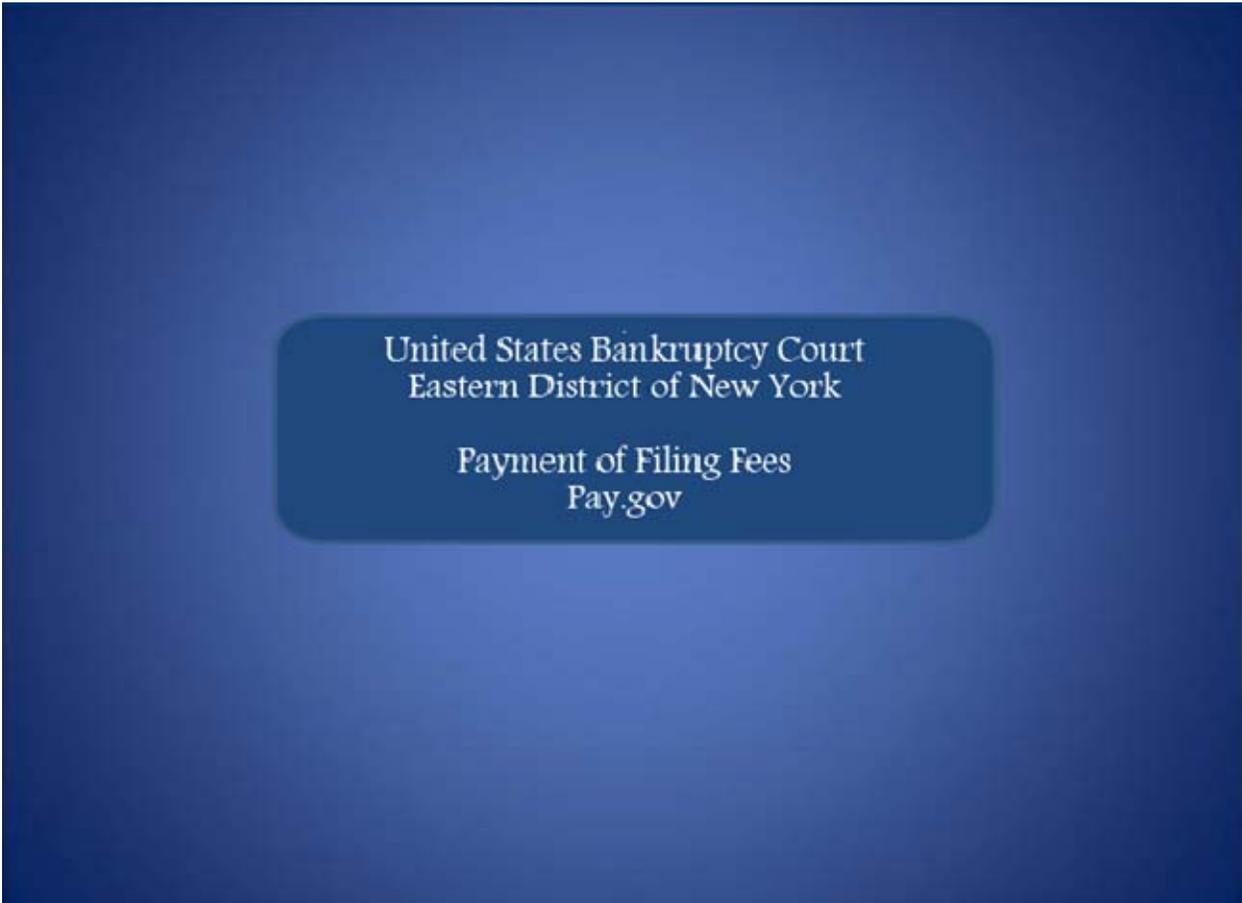


Payment of Filing Fees Pay.gov



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on **Payment of Filing Fees through Pay.gov**

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

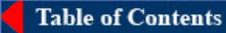
Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

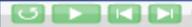
Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  **Table of Contents**

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” icon. 

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

Select **START** when you are ready to begin.

START

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 filing fees using a Bank Account Debit or Credit Card (Plastic Card)
- Keep track of your internet payments through Internet Payment Due and Internet Payment History.

Select **CONTINUE** when you are ready to begin the lesson.

CONTINUE

Payment of Filing Fees Pay.gov

Date Incurred	Description	Amount
2011-09-30 16:47:54	Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)(1-11-40202) [misc,aschsfa] (26.00)	\$ 26.00
2011-09-30 16:48:36	Motion for Relief From Stay(1-11-40204) [motion,mrfsty] (150.00)	\$ 150.00
2011-09-30 16:50:27	Complaint(1-11-01159) [cmp,cmp] (250.00)	\$ 250.00
		Total: \$ 426.00

[Select Pay Now](#)

STAMP bkectStamp_ID=979333796 [Date=9/30/2011] [FileNumber=126895-0]
1939bda109f4075d5ca9bba3120700f79d80f1836628e18738ee0fb1cca13be719b4a

Attorneys are required to make payment through Pay.gov either by Bank Account Debit (ACH) or Plastic Card (ex. Visa, MasterCard, American Express, Discover). In this lesson, filers will learn how to make payments using both methods. The first method is by Bank Account Debit.

When the panel with the Summary of current charges appear, if you have more filings that require a fee, it is recommended that you select **Continue Filing**.

TIP:

If the attorney clicks the Continue Filing button, the charge is recorded and the payment process is Deferred. The next time the attorney submits a filing of any kind to any case, the Summary of current charges is displayed, showing all deferred charges along with any new fee. All fees must be paid on the same day as the filing!

For this lesson select **Pay Now**.

Payment of Filing Fees Pay.gov

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Internet Payments Due". A callout box says "Select All to pay all fees listed". There is a "Select all" button. The main content is a table with four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount". The table contains three rows of fees. The checkboxes in the first column are highlighted with a red box. Below the table are "Next" and "Clear" buttons.

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-09-30 16:47:54	Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)(1-11-40202) [misc,aschsfa] (26.00)	\$ 26.00
<input type="checkbox"/>	2011-09-30 16:48:36	Motion for Relief From Stay(1-11-40204) [motion,mrlfsty] (150.00)	\$ 150.00
<input type="checkbox"/>	2011-09-30 16:50:27	Complaint(1-11-01159) [cmp,cmp] (250.00)	\$ 250.00

On the **Internet Payments Due** screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the filer will place a check in the box next to the desired fee or **Select all** to pay all fees.

Payment of Filing Fees Pay.gov

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-09-30 16:47:54	Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)(1-11-40202) [misc,aschsf] (26.00)	\$ 26.00
<input checked="" type="checkbox"/>	2011-09-30 16:48:36	Motion for Relief From Stay(1-11-40204) [motion,mrlfsty] (150.00)	\$ 150.00
<input checked="" type="checkbox"/>	2011-09-30 16:50:27	Complaint(1-11-01159) [cmp,cmp] (250.00)	\$ 250.00

Next Clear

Select Next

Select **Next**.

Payment of Filing Fees Pay.gov

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Internet Payments Due". Below this is a table with three columns: Date Incurred, Description, and Amount. The table lists three entries: an amended schedule for \$26.00, a motion for relief from stay for \$150.00, and a complaint for \$250.00. A total of \$426 is shown at the bottom right. Below the table, there is a "Pay Now" button with a tooltip that says "Select Pay Now".

Date Incurred	Description	Amount
2011-09-30 16:47:54	Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)(1-11-40202) [misc,aschsfa] (26.00)	\$ 26.00
2011-09-30 16:48:36	Motion for Relief From Stay(1-11-40204) [motion,mrlfsty] (150.00)	\$ 150.00
2011-09-30 16:50:27	Complaint(1-11-01159) [cmp,cmp] (250.00)	\$ 250.00
		Total: \$426

[Select Pay Now](#)

[Pay Now](#)

This screen displays a summary of the selected fees. Select **Pay Now**.

Payment of Filing Fees Pay.gov

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:	Evelyn Torres
Payment Amount:	\$426.00
Account Type:	<input type="text"/>
Routing Number:	<input type="text"/>
Account Number:	<input type="text"/>
Confirm Account Number:	<input type="text"/>
Check Number:	<input type="text"/>

Routing Number	Account Number	Check Number
<input type="text" value="026916783"/>	<input type="text" value="9213767390"/>	<input type="text" value="1234"/>

Payment Date: 10/03/2011

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

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.

The **Account Holder Name** field populates with the name listed on the ECF account. The **Payment Amount** field populates with the current amount due and the Payment Date displays the date the payment amount will be debited from your account.

Page 8 of 22

Payment of Filing Fees Pay.gov

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: Evelyn Torres *

Payment Amount: \$426.00

Account Type: Business Checking *
Routing Number: 021000025 *
Account Number: 485250956518 *
Confirm Account Number: 485250956518 *
Check Number: 1235

Routing Number Account Number Check Number

0 2 6 9 1, 6 7 8 3 9 2 1, 3 7 6 7 3 9 0 1 2 3 4

Payment Date: 10/03/2011

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

Select Continue with ACH Payment 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.

To continue paying by Bank Account Debit, enter the required information in the remaining blank fields and select **Continue with ACH Payment**.

Page 9 of 22

Payment of Filing Fees Pay.gov

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

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Account Holder Name: Evelyn Torres
Payment Amount: \$426.00
Account Type: Business Checking
Routing Number: 042000424
Account Number: *****2336
Check Number: 105
Payment Date: 10/03/2011

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 [A check needs to be placed in the box to authorize payment](#)

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

Review the Online Payment Summary for accuracy. Select the hyperlink [Edit this information](#) to make corrections.

Enter and confirm your email address to have a Confirmation Receipt email sent to you upon completion of the transaction.

To cancel the transaction, select the hyperlink [Return to your originating application](#).

Place a check in the box to indicate you have read and agree to the authorization and disclosure language.

Payment of Filing Fees Pay.gov

CC: Separate multiple email addresses with a comma

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 financial institution 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.](#)

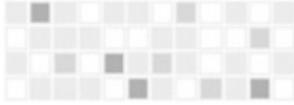
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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**.

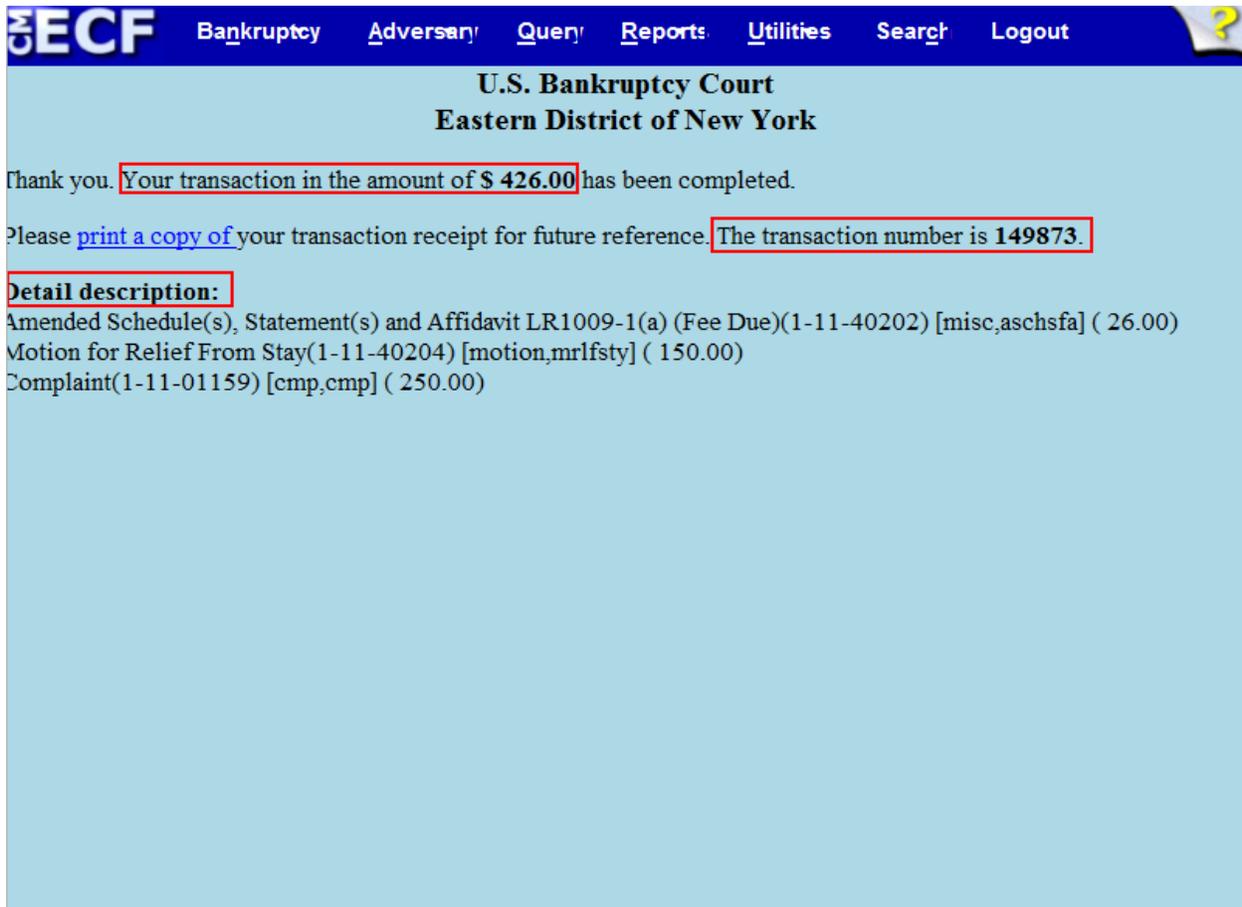
Payment of Filing Fees Pay.gov

Your request is being processed. Please wait.



Navigating away from this page while the payment is being processed may lead to an incomplete transaction.

Payment of Filing Fees Pay.gov



ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

**U.S. Bankruptcy Court
Eastern District of New York**

Thank you. **Your transaction in the amount of \$ 426.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. **The transaction number is 149873.**

Detail description:

Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)(1-11-40202) [misc,aschsfa] (26.00)
Motion for Relief From Stay(1-11-40204) [motion,mrlfsty] (150.00)
Complaint(1-11-01159) [cmp,cmp] (250.00)

The receipt provides the amount paid, a transaction number and a detailed description of the document. You may print or save it for your records.



Making a Payment with a Credit Card

Payment of Filing Fees Pay.gov

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: Evelyn Torres *

Payment Amount: \$426.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

:0 26 946 76 3: 9 243 76 73 90 1 234

Payment Date: 10/03/2011

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

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 the hyperlink for Plastic Card to take you to the screen Option 2 Pay Via Plastic Card (PC).

The second option is paying by **credit card**.

Since the ACH option is listed first, select the **Plastic Card hyperlink** or scroll down to see the credit card option.

Payment of Filing Fees Pay.gov

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:	<input type="text" value="Evelyn Torres"/>	*
Payment Amount:	\$426.00	
Billing Address:	<input type="text" value="271 Cadman Plaza Wes"/>	*
Billing Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State / Province:	<input type="text" value="-----"/>	
Zip / Postal Code:	<input type="text" value="11201"/>	
Country:	<input type="text" value="United States"/>	*
Card Type:	<input type="text"/>	*
Card Number:	<input type="text"/>	*
Security Code:	<input type="text"/>	*
Expiration Date:	<input type="text"/>	*

(Card number value should not contain spaces or dashes)

[Help finding your security code](#)

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

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.

The **Account Holder Name**, **Billing Address**, **Zip Code** and **Country** fields populate with the information listed in your ECF account. The Payment Amount field populates with the current amount due.

Payment of Filing Fees Pay.gov

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:	<input type="text" value="Evelyn Torres"/>	*
Payment Amount:	\$	
Billing Address:	<input type="text" value="271 Cadman Plaza Wes"/>	*
Billing Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State / Province:	<input type="text" value="-----"/>	
Zip / Postal Code:	<input type="text" value="11201"/>	
Country:	<input type="text" value="United States"/>	*
Card Type:	<input type="text" value="Visa"/>	*
Card Number:	<input type="text" value="4111111111111111"/>	* (Card number value should not contain spaces or dashes)
Security Code:	<input type="text" value="701"/>	* Help finding your security code
Expiration Date:	<input type="text" value="03"/> / <input type="text" value="2013"/>	*

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

Select Continue with Plastic Card Payment

Continue with Plastic Card 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.

To continue making payment with a credit card, enter the required credit card information and select **Continue with Plastic Card Payment**.

Payment of Filing Fees Pay.gov

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: Evelyn Torres 271 Cadman Plaza Billing Address: West Billing Address 2: City: State / Province: Zip / Postal Code: 11201 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: 426.00 Transaction Date and Time: 9/30/2011 EDT

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 **A check needs to be placed in the box to authorize payment**

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.

[Select Submit 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.

Review the Payment Summary for accuracy.

Select the hyperlink for [Edit this information](#) to make corrections.

If you wish to cancel the transaction, select the hyperlink [Return to your originating application](#).

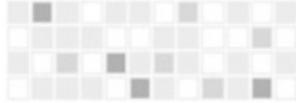
You may enter and confirm your Email address to have a Confirmation sent to you upon completion of this transaction.

Place a check in the box to complete the credit card transaction.

Select **Submit Payment**.

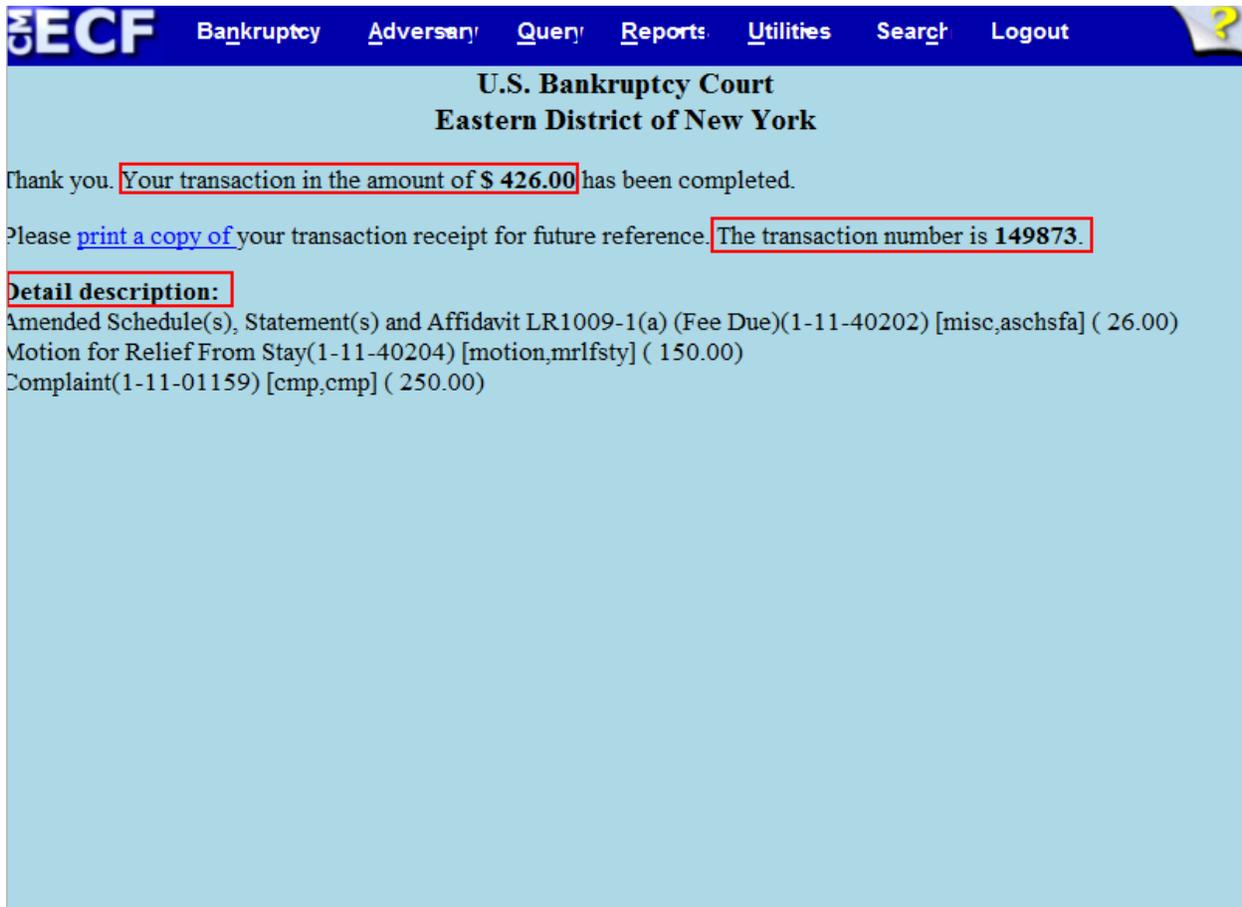
Payment of Filing Fees Pay.gov

Your request is being processed. Please wait.



Navigating away from this page while the payment is being processed may lead to an incomplete transaction.

Payment of Filing Fees Pay.gov



ECF [Bankruptcy](#) [Adversary](#) [Queries](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#) ?

**U.S. Bankruptcy Court
Eastern District of New York**

Thank you. **Your transaction in the amount of \$ 426.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. **The transaction number is 149873.**

Detail description:

Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)(1-11-40202) [misc,aschsfa] (26.00)
Motion for Relief From Stay(1-11-40204) [motion,mrlfsty] (150.00)
Complaint(1-11-01159) [cmp,cmp] (250.00)

The receipt provides the amount paid, a transaction number for your records and a detailed description of the documents filed. This concludes the module on paying your fees using pay.gov

TIP:

The Notice of Electronic Filing (NEF) is sent to the e-mail account on record with the court. You can view the NEF related to this transaction by accessing your e-mail account.

Payment of Filing Fees Pay.gov

The screenshot shows the ECF Utilities menu. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The Utilities section is expanded, showing several categories of links. The 'Your Account' category includes links for CMECF Login, Change Your Client Code, Change Your PACER Account, Change Your Password, Internet Payment History, Internet Payment Due, Maintain Your ECF Account, Review Billing History, View PACER Account Information, and View Your Transaction Log. The 'Miscellaneous' category includes Mailings... and Judgment Index. The 'New R3 Menu Items' category includes Clear Default PACER Login. The 'New R3.1 Menu Items' category includes Court Information. The 'R4 Menu Items' category includes Release 4.0 Menu Items. The links 'Internet Payment History' and 'Internet Payment Due' are highlighted with a red box.

An attorney can monitor Internet fees and payments by selecting **Internet Payments Due** and **Internet Payment History** on the Utilities menu.

Payment of Filing Fees Pay.gov

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 making payments via Pay.gov.
You should now be able to:

- Pay filing fees using a Bank Account Debit or Credit Card (Plastic Card)
- Keep track of your Internet payments through Internet Payment Due and Internet Payment History.

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.