UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

INTERNET CREDIT CARD PAYMENT GUIDE

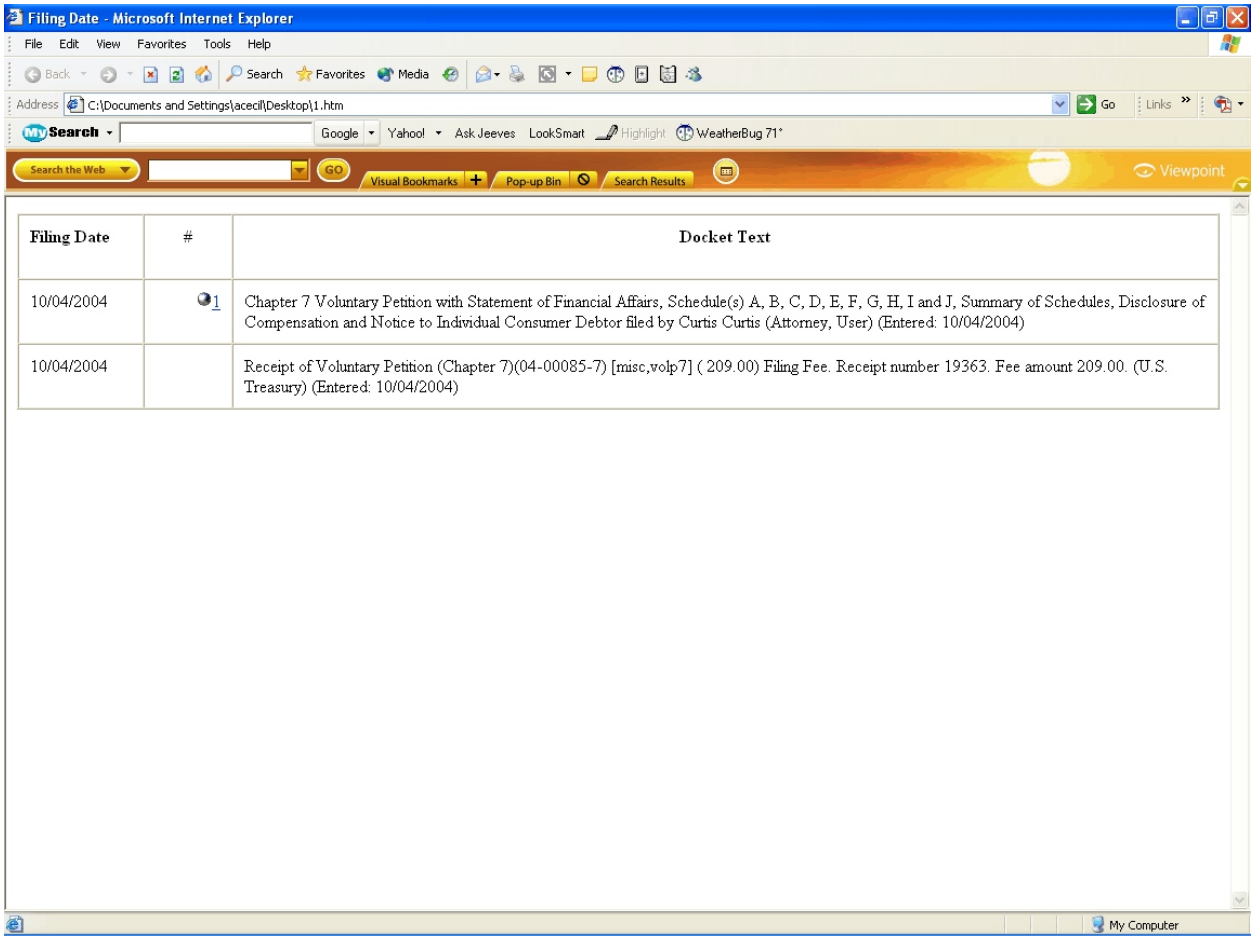
Point of Sale

On-line Credit Card Payments

OVERVIEW

The Credit Card module is designed to allow attorney filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U. S. Treasury. Upon the successful submission of a document requiring a filing fee, the attorney has the option to pay after every transaction or can simply make on payment at the end of the day for all transactions.

NOTE: Once you have completed the on-line payment of fees, the receipt entry will be automatically posted to the docket sheet for the case(s). The entry will include the filing fee and receipt number.

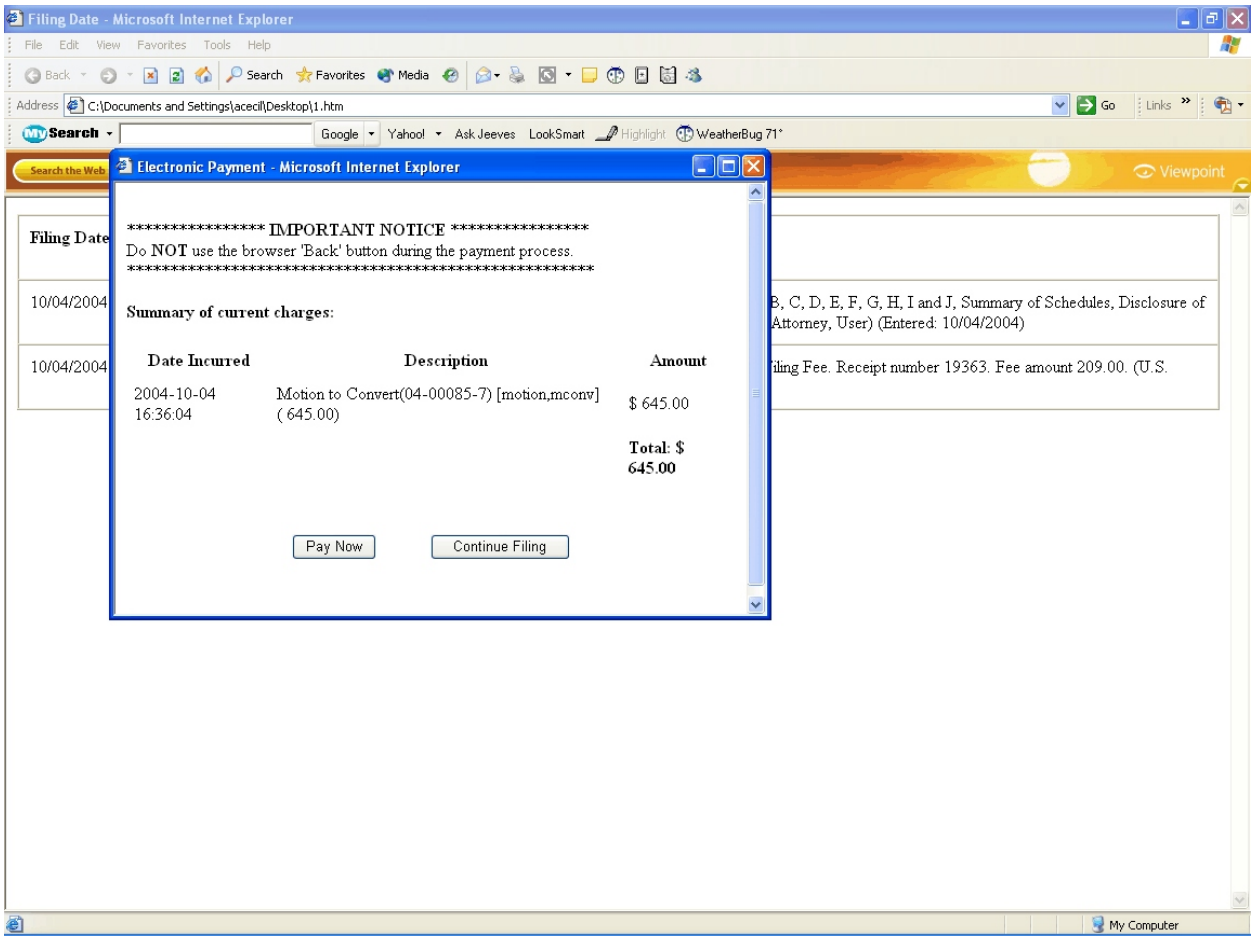


Filing Date	#	Docket Text
10/04/2004	1	Chapter 7 Voluntary Petition with Statement of Financial Affairs, Schedule(s) A, B, C, D, E, F, G, H, I and J, Summary of Schedules, Disclosure of Compensation and Notice to Individual Consumer Debtor filed by Curtis Curtis (Attorney, User) (Entered: 10/04/2004)
10/04/2004		Receipt of Voluntary Petition (Chapter 7)(04-00085-7) [misc,volp7] (209.00) Filing Fee. Receipt number 19363. Fee amount 209.00. (U.S. Treasury) (Entered: 10/04/2004)

PROCEDURE

Filing a New Bankruptcy Case

When you have completed the opening of a new case, a pop-up window will appear. You may either select the Pay Now option or the Continue Filing option.



IF YOU CONTINUE FILING

You will receive an opportunity to Pay Now after each subsequent transaction or you may pay at the end of the day using the Utilities menu option, Internet Payment Due or Credit Card Payments Outstanding. This option accumulates the costs of all filings for the day. Each time you file a document that requires a fee, the Summary of current charges screen will be presented with all accumulated charges. Filing fees MUST be paid by the end of the day. Insure that your credit card limit/balance is sufficient to cover the entire balance for all fees due on the filings made that day.

NOTE: If your credit card is declined or you failed to pay all fees due, you will be contacted via Bankruptcy Clerk's Office E-mail (within 24 hrs.) requesting immediate payment and to inform you that your ECF account has been automatically locked and that you will be unable to file online until fees are paid.

IF YOU PAY NOW

Click Pay Now and the credit card information screen will appear.

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Section 508 Policy

Enter Payment Information

Cardholder Name:	User Attorney *
Address:	46 E Ohio St Rm 116 *
Address 2:	
City:	
State:	— -- OR- -- Province / Region / County:
Country: (Instead of state, if necessary)	
Zip Code:	46204 *
Card Type:	Visa *
Card Number:	*
Security Code:	
Expiration Date:	— / *
Payment Amount:	$645.00 *

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 depositary is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depositary is open.

Continue Quit

Plastic Card Payment Steps

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

- Complete Cardholder information
- Select the appropriate Card Type (Visa, MC, Discover, Amex) from the drop-down menu
- Enter the Card Number (no spaces or dashes)
- Enter the Expiration Date
- Click Submit Payment

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Section 508 Policy

Payment Summary and Authorization

Cardholder Name:	User Attorney
Address:	46 E Ohio St Rm 116
Address 2:	
City:	
State:	
Country:	
Zip Code:	46204
Card Type:	Visa
Card Number:	**********1111
Expiration Date:	10 / 2004
Payment Amount:	$854.00
Current Date and Time:	10/07/2004 01:09 PM

Authorization*

☑ 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:

Re-enter Email Address to Confirm:

Make Payment | Edit | Cancel

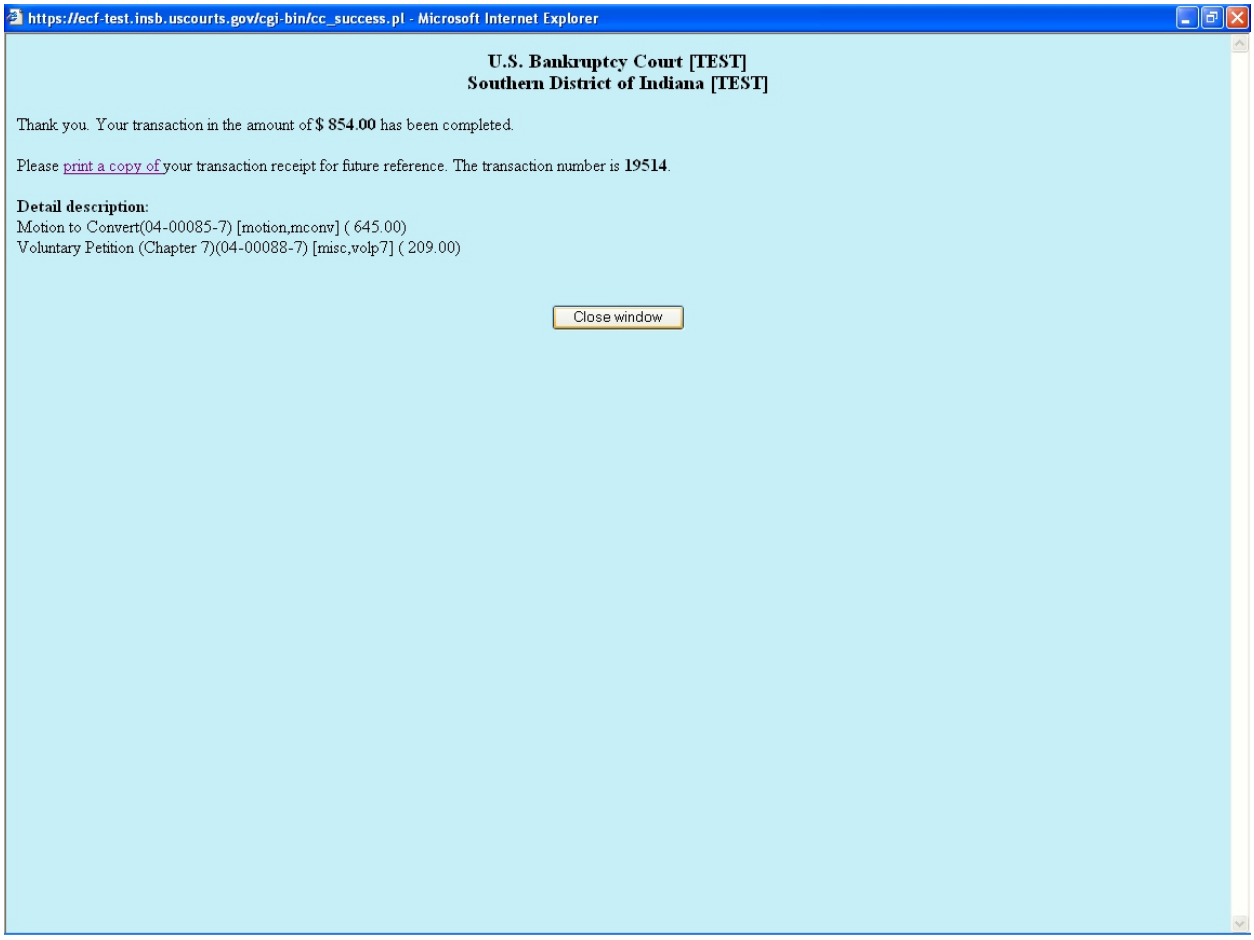
Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Plastic Card Payment Steps

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

You must check mark the '**Authorization field**' and enter and confirm an email address to receive a confirmation payment receipt.

Click on Make Payment.



Once the transaction has been successfully processed, you will receive a receipt number and a notation that the submitted credit card was appropriately charged and the payment is immediately docketed in the case. We suggest you print a copy of the receipt for your records. An "Internet Payment History" Report is also available which includes the receipt number.

NOTE: If the filer either enters an invalid credit card number, the following message will appear:

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Section 508 Policy

Enter Payment Information

Errors were found in your request.

- The Card Number entered is invalid. Please try again.

Please correct these errors and attempt the action again.

Cardholder Name:	User Attorney *
Address:	46 E Ohio St Rm 116 *
Address 2:	
City:	
State:	-- -- OR- Province / Region / County:
Country: (Instead of state, if necessary)	
Zip Code:	46204 *
Card Type:	Visa *
Card Number:	444444444444444 *
Security Code:	
Expiration Date:	October / 2004 *
Payment Amount:	$645.00 *

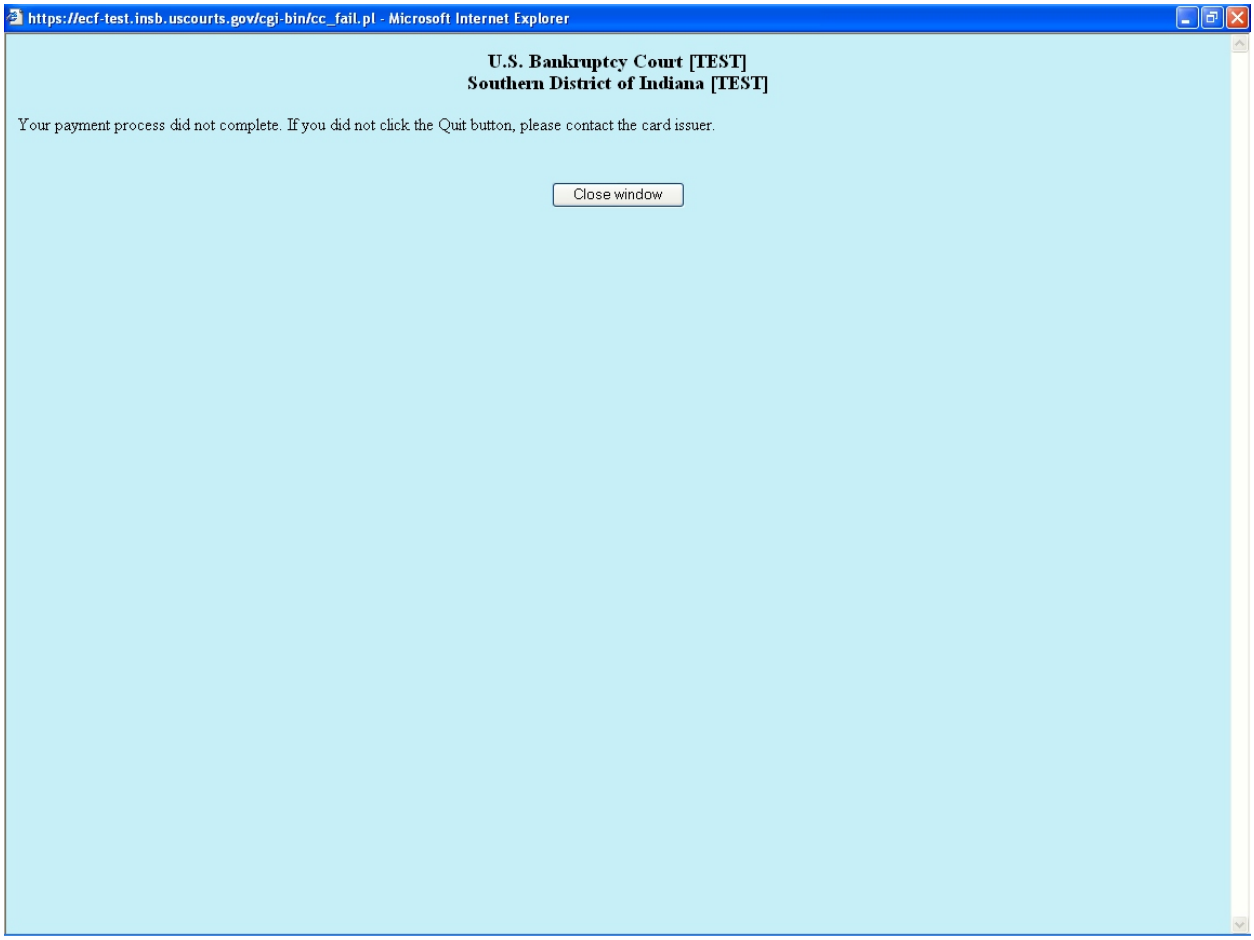
A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depositary is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depositary is open.

Continue Quit

Plastic Card Payment Steps

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

If you are unable to input the correct information, click on ‘quit’.



Filing a New Bankruptcy Case Using Quick Filing or "Flash" Filing

If you are using petition preparation software to submit your bankruptcy filings to the court, you will **NOT** be prompted with the credit card payment pop-up window upon completion of the filing. You will never have the option to Pay Now. In order to pay your fee(s), you will need to go to Utilities and use the *Internet Payments Due or Credit Card Payments Outstanding* feature in ECF. You must settle your account by the close of business each day. See the section below for instructions on how to use the *Internet Payments Due Report* for payment of fees.

Filing a New Adversary Case
The same procedure for filing bankruptcy cases through ECF applies for adversary cases. Upon filing your adversary in ECF, you are prompted to either select Pay Now option or the Continue Filing option. **NOTE:** There is an **EXCEPTION** to this procedure.

EXCEPTION: If the plaintiff is:

1. The United States, other than the U. S. Trustee acting as a trustee, or
2. The debtor, or
3. A Child support creditor, or its representative, who has concurrently filed an Appearance of Child Support

Then you will complete the filing of your adversary and select Continue Filing from the credit card payment pop-up screen. DO NOT CLICK THE PAY NOW BUTTON IF THESE SPECIAL CIRCUMSTANCES APPLY.

Next, send an Email to NoFee@insb.uscourts.gov to have the court remove the filing fee from your transaction log. Please include the following information in your E-mail:

1. Attorney Filer's Name
2. Case Number
3. Event (adversary, motion of reopen, etc.)
4. Dollar Amount
5. Date of Filing, and
6. Reason the fee is to be waived

The court will review the case and notify you by E-mail that the fee has been waived.

If one of your adversary cases contains any of these special circumstances, do **NOT** settle your account until you have received E-mail notification from the court that the fee has been waived. This will ensure that the court has had time to receive your e-mail and remove the filing fee from your transaction log.

Filing a Motion

This procedure for using ECF credit card module works similarly for new case opening, motions and notices which require fees.

NOTE: If you are filing a motion for relief from stay that is exempt from the filing fee because it is:

1. Agreed, Stipulated or With Consent

2. Co-debtor Lift Stay

3. Filed by an agent of the government

4. Filed by a Child Support Creditor

<u>Be sure to choose the correct "No Fee" event code. You will not be prompted to pay a filing fee.</u>

Filing Amended Matrix and Schedules (D, E & F)

1. Select the event Amended matrix/amended schedules (fee)

By choosing this event, you will only be charge a single $26.00 fee. If you docket these pleadings separately, you will be charges $26.00 for each pleading.

AVAILABLE UTILITY OPTIONS:

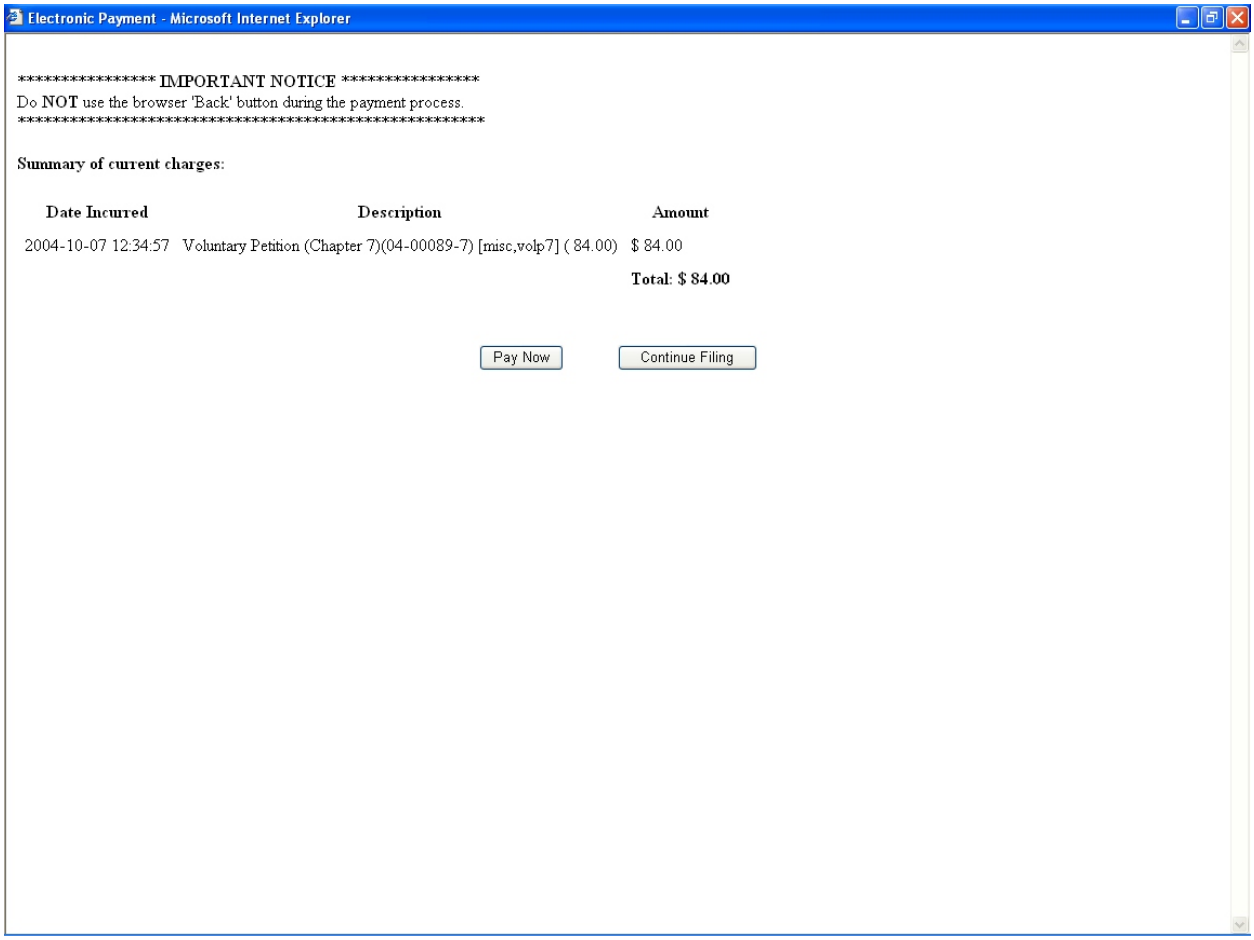
Internet Payments Due

This report allows an attorney to pay immediately all outstanding fees without docketing another pleading or opening another case. Use this report if you are done filing for the day and forgot to select Pay Now option on your last filing. There are no selection screens or sort options offered.

2. Click Utilities

3. Click Internet Payments Due

4. A summary pop-up screen will appear



5. Scroll to the bottom of the pop-up creen and click Pay Now and complete payment

Internet Payment History

The Internet Payment History Report allows an attorney to review his/her completed credit card payments over any specified time period.

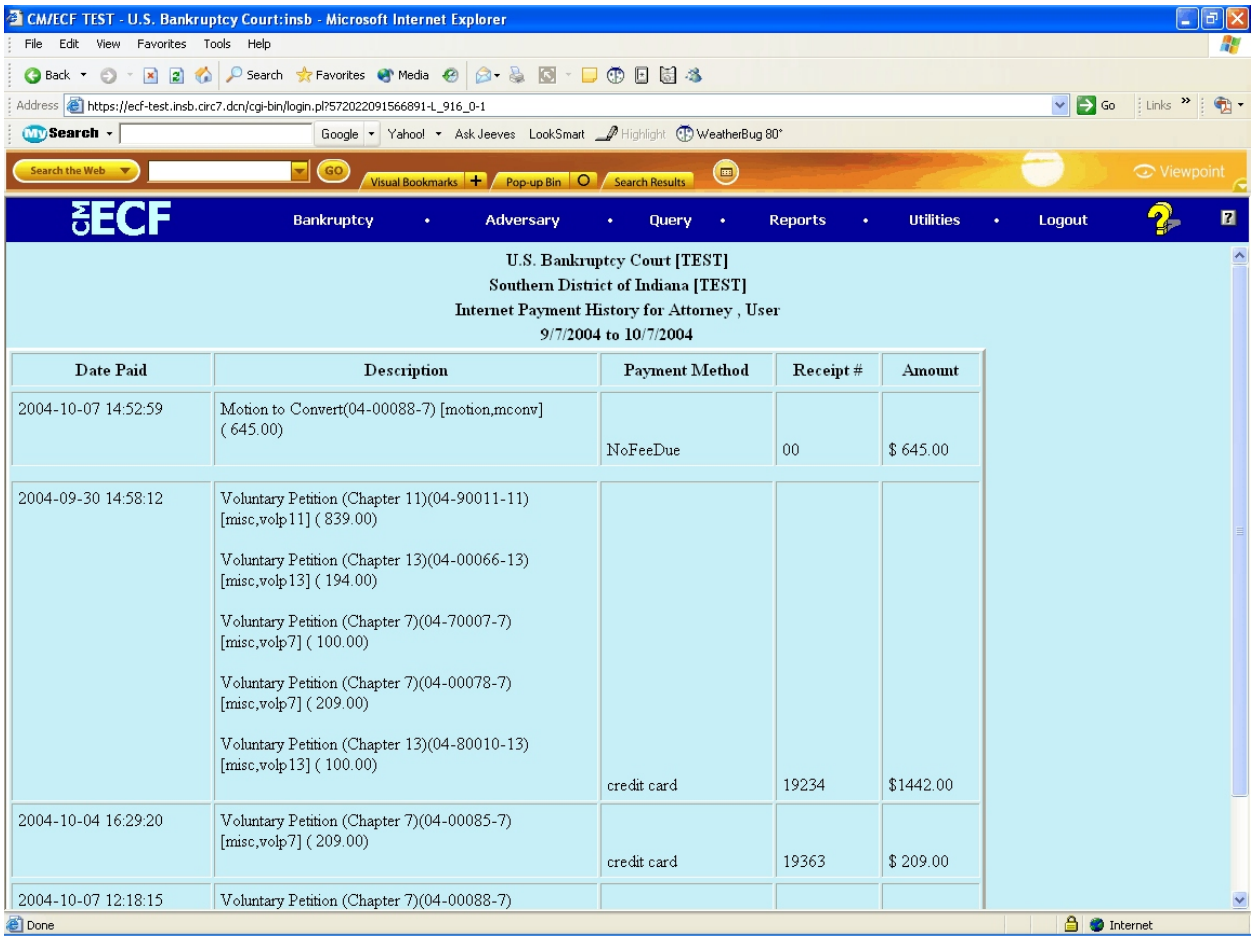
1. Click Utilities

2. Click Internet Payment History

3. Enter Date Range

4. Click Run Report

5. The report will display



CM/ECF TEST - U.S. Bankruptcy Court:insb - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf-test.insb.circ7.dcn/cgi-bin/login.pl?572022091566891-L_916_0-1

CM ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

U.S. Bankruptcy Court [TEST]
Southern District of Indiana [TEST]
Internet Payment History for Attorney , User
9/7/2004 to 10/7/2004

Date Paid	Description	Payment Method	Receipt #	Amount
2004-10-07 14:52:59	Motion to Convert(04-00088-7) [motion,mconv] (645.00)	NoFeeDue	00	$ 645.00
2004-09-30 14:58:12	Voluntary Petition (Chapter 11)(04-90011-11) [misc,volp11] (839.00) Voluntary Petition (Chapter 13)(04-00066-13) [misc,volp13] (194.00) Voluntary Petition (Chapter 7)(04-70007-7) [misc,volp7] (100.00) Voluntary Petition (Chapter 7)(04-00078-7) [misc,volp7] (209.00) Voluntary Petition (Chapter 13)(04-80010-13) [misc,volp13] (100.00)	credit card	19234	$1442.00
2004-10-04 16:29:20	Voluntary Petition (Chapter 7)(04-00085-7) [misc,volp7] (209.00)	credit card	19363	$ 209.00
2004-10-07 12:18:15	Voluntary Petition (Chapter 7)(04-00088-7)			

Done Internet

Credit Card Payment (Outstanding)

If incurred credit card charges are not paid, your ECF account will automatically be locked and you will be unable to file online until fees are paid. This feature allows you to pay the charges and unlock you ECF account.

1. Click Utilities

2. Click Credit Card Payments (Outstanding)

3. Click "Pay Now" and follow prompts.

PROBLEMS VIEWING SCREEN OPTIONS AFTER ACCOUNT WAS LOCKED -

Your account will automatically be unlocked once outstanding fees have been paid. Some users are having difficulty viewing all of their CM/ECF menu options after their accounts have been paid. The reason for this may be that the browser needs to be refreshed and the cache to be cleared. The following directions may help.

If you are using ***Netscape*** -

4. At the top of your screen, select "Edit" from the browser menu
5. Select "Preferences"
6. In the white Category box, click the "+" (plus sign) in front of the word Advanced
7. Highlight the word "Cache"
8. On the right side of the dialog box in the gray area,
   a. Select "Clear Memory Cache" - click "OK"
   b. Select "Clear Disk Cache" - click "OK"
9. Close the dialog box.
10. In CM/ECF, click on any menu item and your options should be available

If you are using ***Internet Explorer (IE)*** -

1. At the top of your screen, select "Tools" from the browser menu
2. Select "Internet Options"
3. In dialog box, under Temporary Internet Files section:
   a. (Optional) Select "Delete Cookies" - click "OK"
   b. Select "Delete Files" - click "OK"
4. In dialog box, under History section:
   a. Select "Clear History: - click "OK"
5. Close Dialog box.
6. In CM/ECF, click on any menu item and your options should be available.

SUPPORT ISSUES

- Some offices are using pop-up blocking software which may cause the payment screens from displaying. To alleviate this issue, the blocking software will need to be disabled during ECF access.

- Another cause of the payment window not displaying is that your browser cache needs to be cleared. In Netscape, go to Edit → Preferences and expand the Advance category and then click the Clear Memory Cache and Clear Disk Cache buttons. In Internet Explorer, go to Tools → Internet Options and click on the Delete Files button.