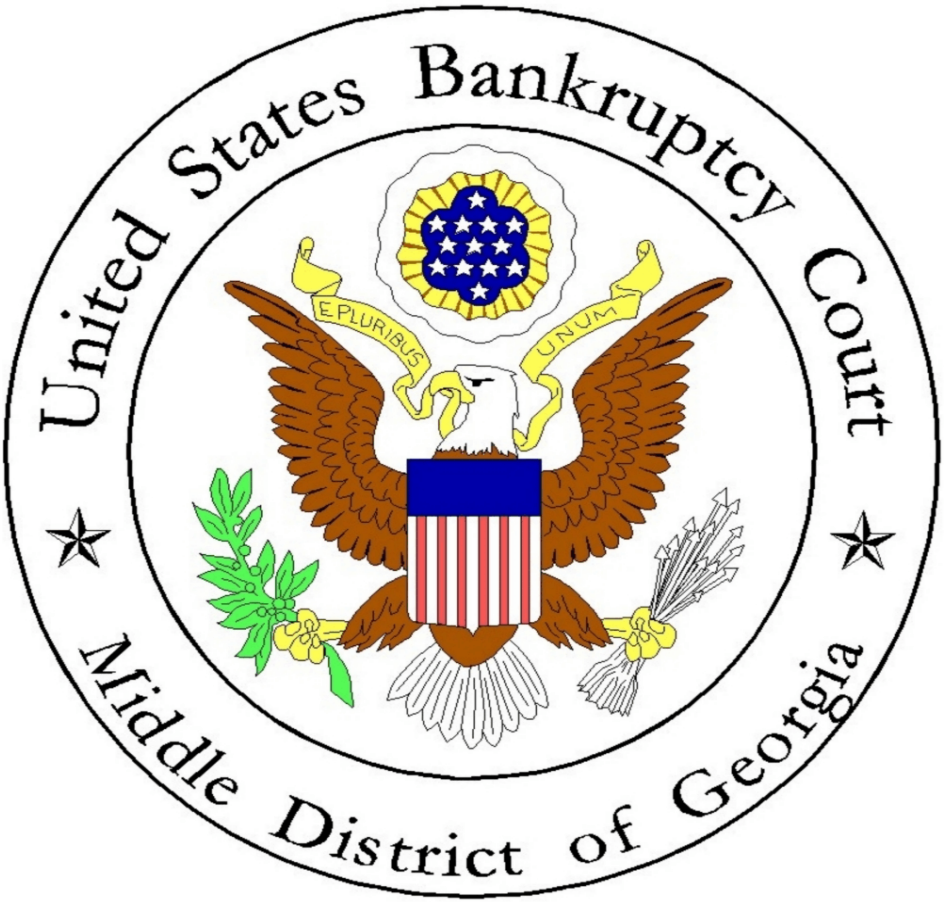
PAY.GOV

CREDIT CARD GUIDE



ON-LINE CREDIT CARD PAYMENTS

The CM/ECF On-Line Credit Card guide is designed to allow filers to pay fees interactively as part of the electronic filing process. Attorneys and trustees can choose to pay after each transaction, or they can simply make one payment at the end of the day for all transactions requiring fees.

This guide also includes some reports which should assist attorneys and trustees with record keeping and fee tracking responsibilities. These reports will be discussed at the end of this section.

SYSTEM SECURITY REQUIREMENTS

Your browser must be Microsoft Internet Explorer 5.5 or higher.

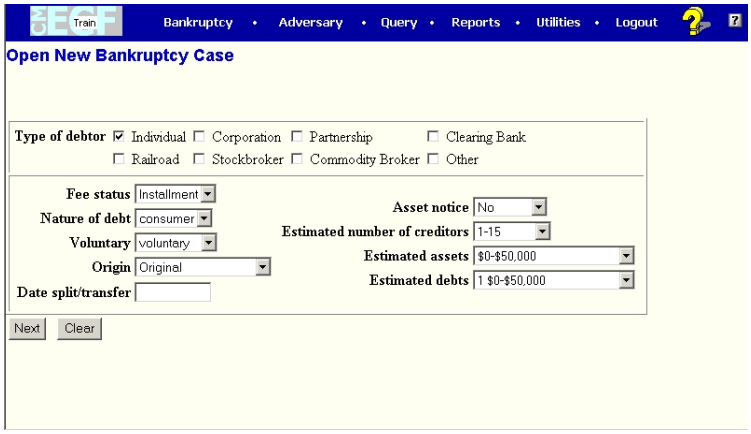
Your browser must support 128-bit encryption. To determine whether your current browser supports 128-bit encryption, take the following steps:

1. Click on the “Help” tab on your browser menu bar at the top of the screen.
2. Scroll down and select “About Internet Explorer”.
3. A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn’t indicate the encryption level, you will need to upgrade to a version 5.5 or higher.

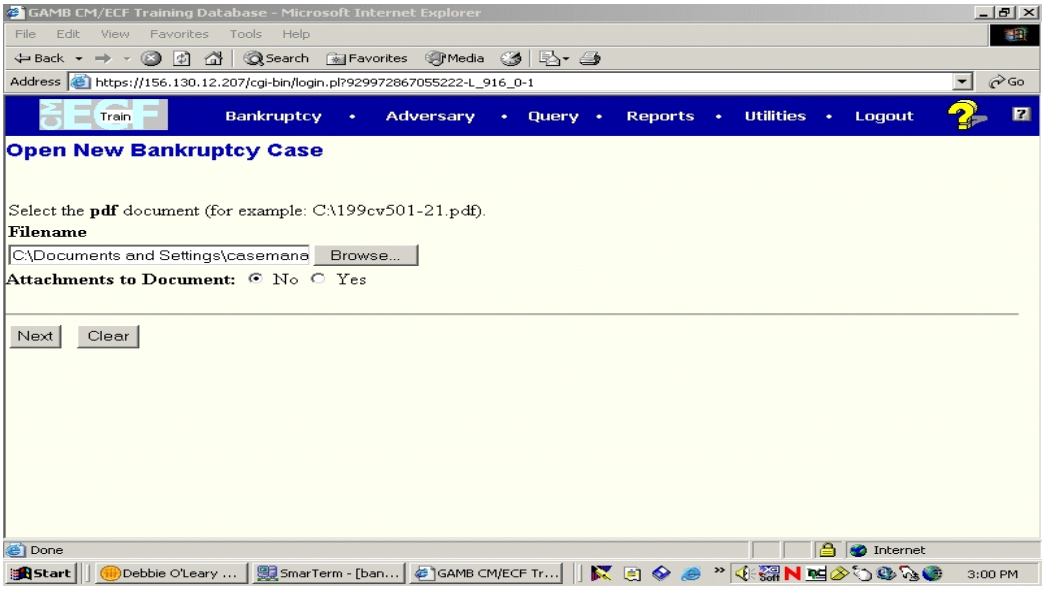
OPENING A NEW BANKRUPTCY CASE

The CM/ECF on-line credit card function can accommodate both new cases that are to be paid in full, or those that are to paid in installments, with the following restrictions:

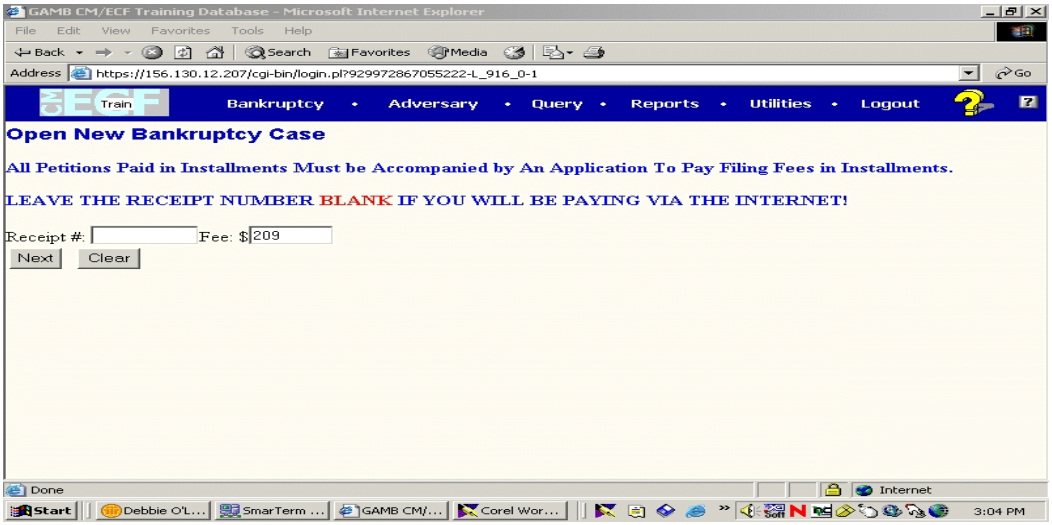
IMPORTANT NOTE FOR INSTALLMENT PAYMENT CASES - When opening your installment payment case, you MUST select **INSTALLMENT** in the statistical information in order to receive the option of modifying the filing fee to the amount you will be paying with the filing of the case. *CM/ECF will always default to Paid and insert the full filing fee amount for the new case unless the filer indicates otherwise.*



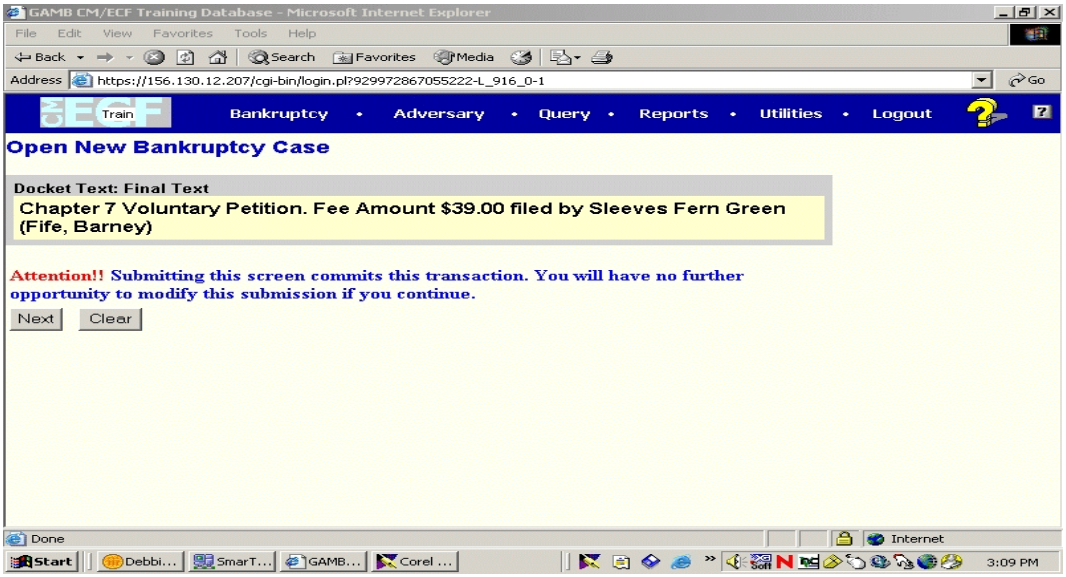
At some point during the filing of your document, you will see the screen below.



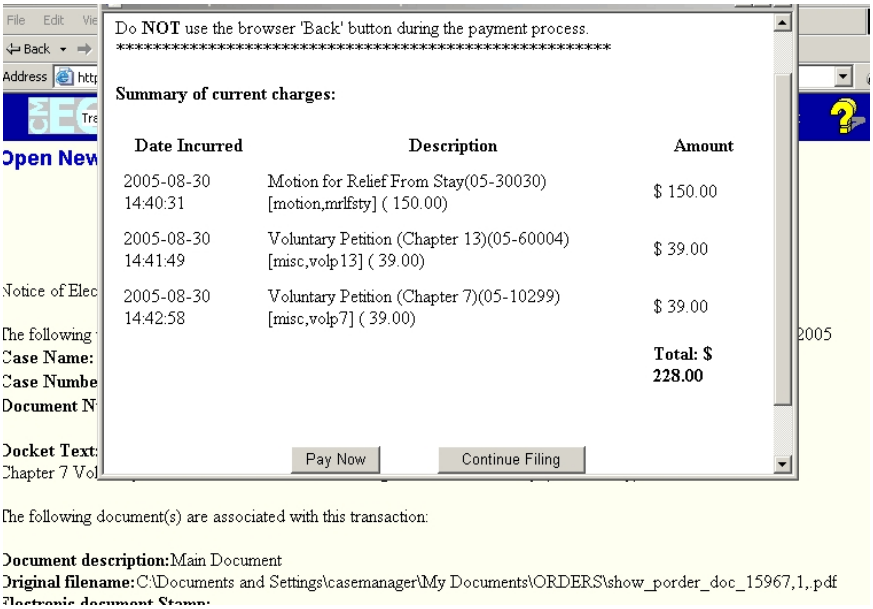
After you click next, you will receive this screen . Do not make any changes to this screen, if the filing fee is to paid in full. If you are paying the filing fee in installments, change the fee amount as appropriate.



Then the final confirmation screen appears. If the dollar amount listed is incorrect, press the back button and make changes, then resubmit.



At the end of your transaction, you will receive a list of all documents where fees remain unpaid. If you have more cases or pleadings requiring fees to file, select **Continue Filing**.



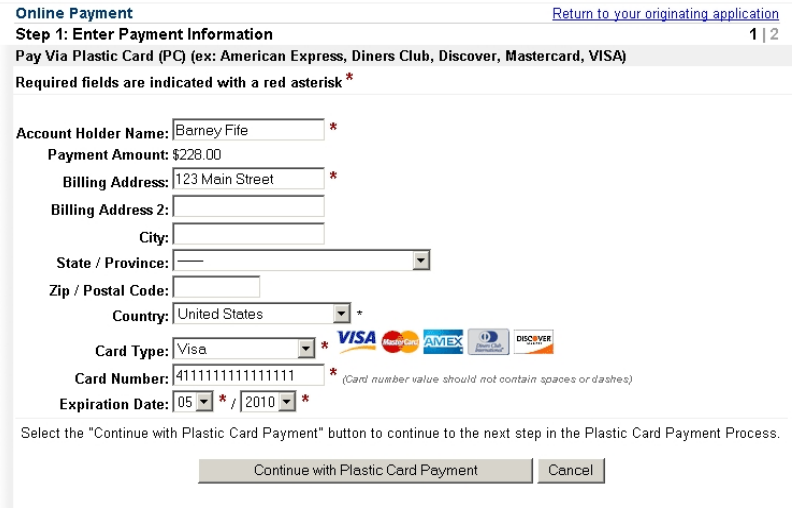
IF YOU CONTINUE FILING, you will receive an opportunity to Pay Now after each transaction or you may pay at the end of the day using the Utilities Menu option, Internet Payments Due. If you are ready to pay outstanding fees now, select Pay Now.

NOTE: IF YOU DETECT AN ERROR on the summary of current charges screen, **DO NOT** select the Pay Now option. Contact the court so the error can be corrected before an incorrect charge is made to your credit card. [Contact Carolyn Burnell at 478-752-3506 ext. 3343 or Jerry Glass at 478-752-3506 ext 3341]

DO NOT USE THE BROWSER "BACK" BUTTON DURING THE PAYMENT PROCESS.

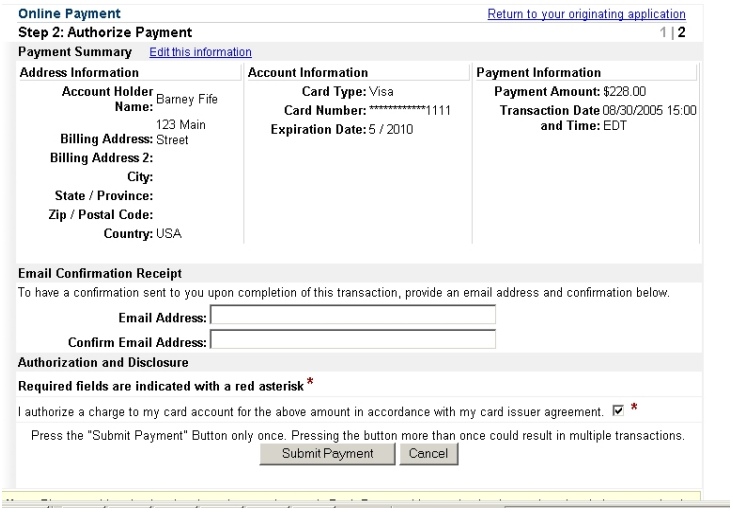
PAYING YOUR FILING FEES

When the Pay Now option is chosen, you will be electronically connected to the U.S. Treasury site. You will be prompted for a card type, card number and expiration date as shown below. **Note: Address Information -** will be displayed on the screen. This information will be filled with the address information currently on file in the court for CM/ECF. Changes made to the credit card payment screen will not affect the CM/ECF data at the court. Enter all information as indicated by the red star.



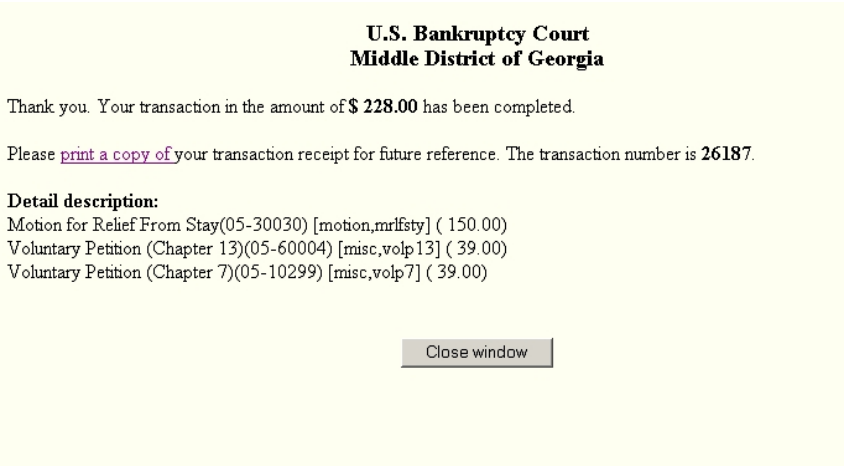
If you enter an invalid credit card number, the following message will appear: "The card number you have entered is invalid. Please try again." Make corrections. Then click "Continue with Plastic Card Payment."

The next screen requires you to authorize the transaction. The system will display a checkbox next to a read star that **must** be selected to authorize the payment.



E-Mail Confirmation - is another convenient way to receive confirmation of payment. On the authorization screen you have the option of entering an e-mail address to receive confirmation of the payment using Pay.gov. E-mail addresses added on this screen will not affect the e-mail address on file in CM/ECF with the court.

When the credit card transactions is approved, a receipt will be posted to the case(s) that have been paid, and the following message will appear:



U.S. Bankruptcy Court
Middle District of Georgia

Thank you. Your transaction in the amount of **$ 228.00** has been completed.

Please print a copy of your transaction receipt for future reference. The transaction number is **26187**.

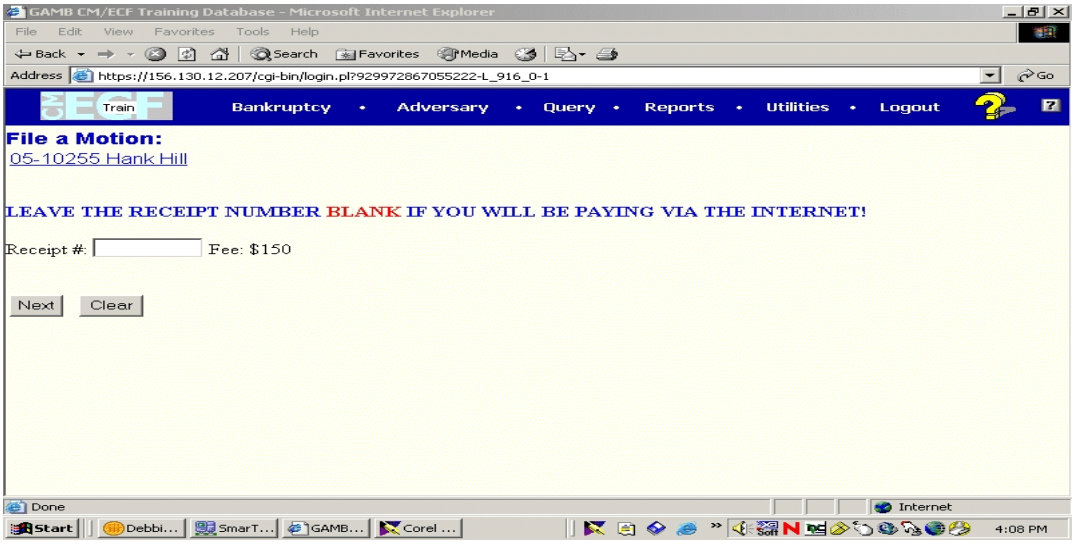
Detail description:
Motion for Relief From Stay(05-30030) [motion,mrlfsty] (150.00)
Voluntary Petition (Chapter 13)(05-60004) [misc,volp13] (39.00)
Voluntary Petition (Chapter 7)(05-10299) [misc,volp7] (39.00)

Close window

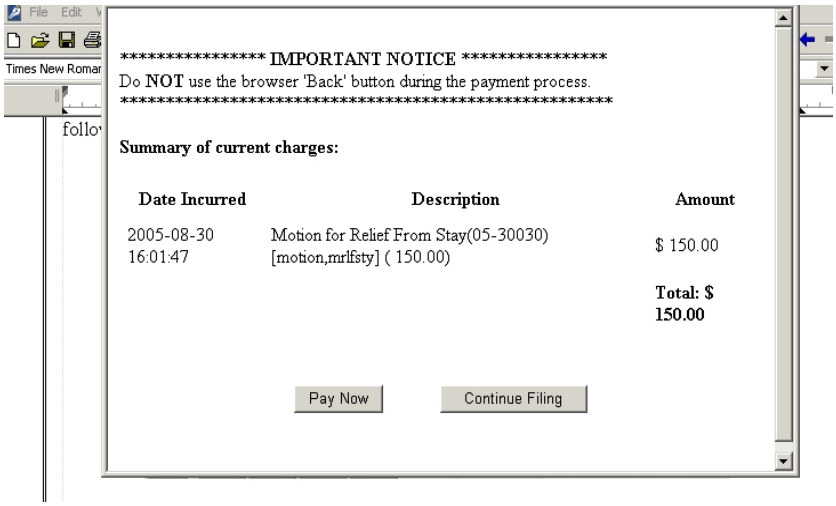
Receipt Printing - is available. Once the payment is made and a receipt is generated, you will have the option to print the receipt. Click on the "print a copy of" in the second sentence.

FILING MOTIONS REQUIRING FEES

The CM/ECF credit card module works similarly for motions and pleadings that require fees, except that the full filing fee is required. From the main Bankruptcy menu select the type of motion you wish to file and follow your filing instructions as for any other document. If a fee is required, the following screen will appear. Click next.

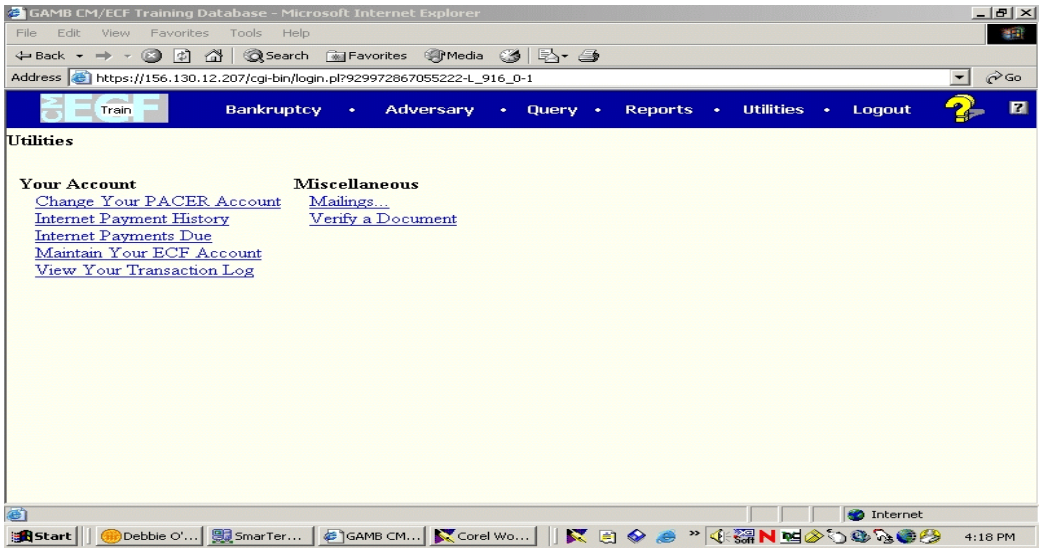


You will be given the opportunity to "Pay Now" or "Continue Filing." Make your choice and follow the instructions given above in PAYING YOUR FILING FEES.



REPORTS

The reports described below are available to attorneys and trustees and can be located by clicking on the Utilities menu option in CM/ECF.



INTERNET PAYMENT HISTORY - This report allows attorneys and trustees who have U.S. Treasury Internet payment privileges to review completed credit card payments over any specified time period. The report allows users to display fee payments over a date range specified. The default for this report is set for the previous 30 days. You may change the date range and "Run Report."

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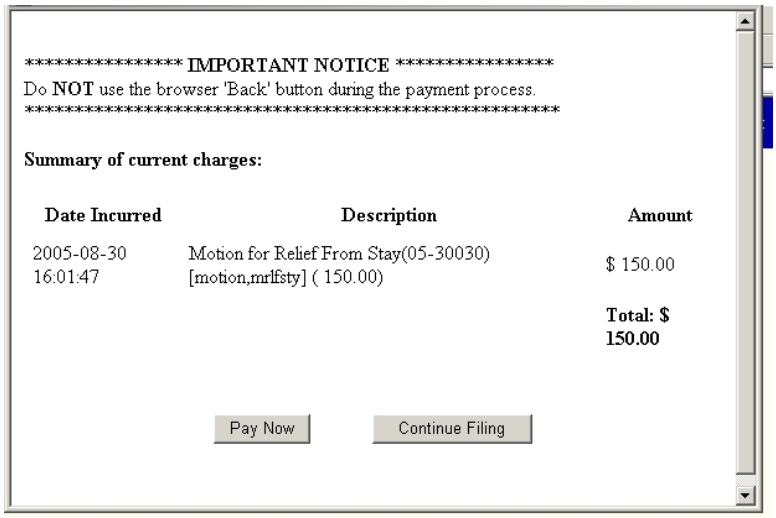
U.S. Bankruptcy Court
Middle District of Georgia
Internet Payment History for Fife , Barney
8/31/2005 to 8/31/2005

Date Paid	Description	Payment Method	Receipt #	Amount
2005-08-31 11:42:19	Motion for Relief From Stay(05-30030) [motion,mrlfsty] (150.00) Motion for Relief From Stay(05-50016) [motion,mrlfsty] (150.00)	credit card	26276	$ 300.00

INTERNET PAYMENTS DUE - The Internet Payments Due report allows an attorney with internet credit card payment privileges to immediately pay all outstanding fees without docketing another pleading or opening a case. There are no selection screens or sort options offered. The report displays each outstanding fee. A pop-up credit card payment window will appear on the screen. This screen will contain a summary of all current charges which remain unpaid. Once the user has accessed this screen, he will follow the instructions outlined previously in this document. Pick Internet Payments Due from the Utilities menu.

NOTE: ALL FEES MUST BE PAID BY END OF DAY. IF THE FEES ARE NOT PAID, YOU WILL RECEIVE A CALL FROM A DEPUTY CLERK FOR IMMEDIATE PAYMENT. IF THE FEE STILL IS NOT PAID, YOU WILL BE CONTACTED BY THE CLERK OF COURT.

This screen shows all internet payments that are currently due. Click Pay Now and complete the payment process as previously instructed.