

On-line Credit Card Payment Process

DEBTOR CREDIT CARDS ARE NOT ACCEPTED

Attorney filers use Internet Credit Card Processing to pay filing fees with their credit card at the time of e-filing or at the end of the day. They get a receipt number immediately upon charging their credit card. They can review their Internet credit card transaction payment history at any time, review any outstanding payments due to the Court at any time and make online payments of unpaid balances at any time.

(NOTE: In order to use the Credit Card module, the filer must use a 128-bit encryption browser.) Contact the court at 210-472-5170 to find out if the version of Internet browser you are using meets this requirement.

How it works

Upon completion of e-filing a pleading which requires a filing fee, a pop-up credit card payment window will appear on the screen overlaying the CM/ECF Notice of Electronic Filing. This screen will show the new filing fee charge and any other outstanding CM/ECF filing fees. You must click Pay Now or Continue Filing.

Pay Now

If you click Pay Now, you will be connected to the U.S. Treasury site and prompted for the following credit card information: Type of Card (i.e. Visa), Card Number, Card Expiration Date. (NOTE: The system does not retain your credit card account information. The Court accepts American Express, Discover, Diner's Club, VISA credit and debit cards and MasterCard.) After you enter this information, click Submit Payment to process the payment. If the transaction is approved, you will receive a transaction completion message showing the amount of the transaction and the transaction number.

If you do not use a 128-bit encryption browser, the following message appears: Insufficient encryption, Not correct key link size. If you enter an invalid credit card number, the following message will appear: The credit card you have entered is invalid. Please check the number and try again. If you make three consecutive errors in data entry, the following messages will appear: We are unable to complete your transaction. Please contact your local court for assistance.

If the payment is declined, DO NOT call the court. Contact the card-issuing bank to determine why the card was declined.

Continue Filing

Selecting Continue Filing allows you to continue filing in CM/ECF and accumulate filing fees. This way you can pay all filing fees at once upon completing filing for the day. If you choose this option you will be returned to CM/ECF to continue filing. (NOTE: All accounts should be closed

out (paid in full) on the same day as the fee was incurred by the close of business. The court monitors prompt payment of fees. If payment is not received, you may be prevented from further e-filing until the fee is paid or your document may be subject to dismissal for failure to pay the filing fee.)

Upon the completion of each additional filing, the pop-up credit card payment window showing a summary of the outstanding charges will appear overlaying the CM/ECF Notice of Electronic Filing screen. To close your account at any time, click the Pay Now option and proceed as instructed above.

Deferred/Exempt Fees

If you are deferring or are exempt from paying a filing fee, click Continue Filing when the pop-up credit card payment window appears. The court will identify your situation during their routine quality assurance reviews and remove the charge from the fees due screen. **DO NOT PAY ANYTHING UNTIL THE COURT REMOVES THE CHARGE.** Feel free to contact the Divisional Office in which you have filed the document and remind the Deputy in Charge that your fee is deferred or exempt.

Internet Fees Due Report

You may close out your account at anytime by running the Internet Payments Due Report. This allows you to review and pay all outstanding (pending) fees without having to docket another pleading or open another case. If there are no pending filing fee charges for the attorney, the message There are currently no outstanding charges appears.

Internet Payment History

The Internet Payment History report allows you to review your completed credit payments over any specified period of time. This report may be helpful to run for reconciliation purposes.

Transaction History

The Transaction History report allows you to review your filing fee transactions over any specified period of time. We recommend that you run this report after you file any document that requires a filing fee. If you catch any errors (such as duplicate filings) and let us know the same business day of the filing, we can usually fix the problem and you can avoid duplicate charges.

Payment Errors

If you suspect a payment is incorrect or a refund is due, immediately contact the appropriate divisional Deputy in Charge