

UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA

NOTICE TO ALL ATTORNEYS REGARDING REQUIREMENT
TO PAY FILING FEES ON-LINE WITH A CREDIT/DEBIT CARD

The ECF General Order, Interim Operating Order No. 8, requires attorneys to pay all filing fees incurred by the attorney's electronic filing to be paid with a credit/debit card using the Internet Filing Fee Payment process. The option to send an attorney or law firm check to the court after e-filing the document that incurred the filing fee is no longer an option.

You are encouraged to pay a filing fee immediately at the time you file the document that incurs the fee. While you may continue filing and pay all fees at one time, this should be done daily. Please be advised, that if any filing fee remains unpaid beyond 72 hours from the time of the filing of the document that incurred the fee, the ECF Interim Operating Order No. 8, provides that the attorney's ECF password may be disabled until the fees are paid and also provides that until a required filing fee is paid, the document, other than a petition, is deemed lodged, not filed, until the filing fee is paid.

Detailed guidance on how to use the Internet Filing Fee Payment process is located at our web site, www.azb.uscourts.gov, at the Online Credit Cards Payment section of the first page. VISA, Mastercard, American Express, Discover and Diner's Club credit cards may be used. Those debit cards which can be used as one of these credit cards are also accepted.

TERRENCE S. MILLER
CLERK OF COURT

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

INSTRUCTIONS FOR PAYING FILING FEES ONLINE WITH CREDIT CARD

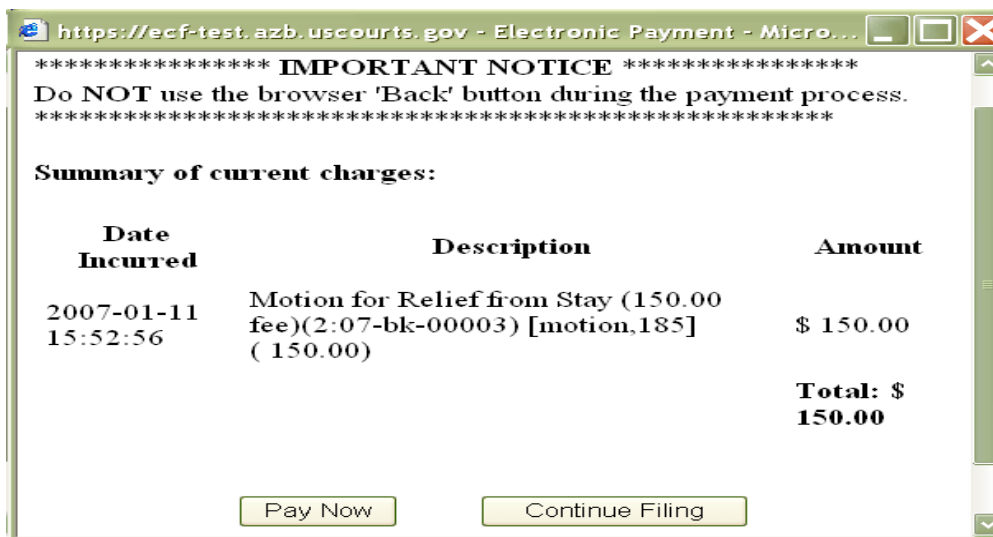
1. ECF Interim Operating Order No. 8 requires attorneys to pay all filing fees incurred by the attorney's electronic filings be paid with a credit/debit card using the Internet Filing Fee Payment process.

2. The following filing fees are payable online as part of the electronic filing process:

Chapter 7 Petition	299.00
Chapter 11 Petition	1039.00
Chapter 12 Petition	239.00
Chapter 13 Petition	274.00
Chapter 9 Petition	1039.00
Section 304 Petition	839.00
Involuntary Chapter 7 Petition	299.00
Involuntary Chapter 11 Petition	1039.00
Adversary Complaint	250.00
Amendment to Mailing List	26.00
Amendment to Schedules D/E/F	26.00
Conversion from Chapter 11 to Chapter 7	15.00
Conversion from Chapter 12 to Chapter 7	60.00
Conversion from Chapter 13 to Chapter 7	25.00
Conversion from Chapter 12 to Chapter 13	35.00
Notice of Appeal/Cross Appeal	255.00
Motion to Compel Abandonment	150.00
Motion for Relief From or to Modify Stay	150.00
Motion to Withdraw Reference	150.00
Motion to Reopen Case	
Chapter 7	260.00
Chapter 11	1000.00
Chapter 12	200.00
Chapter 13	235.00
Chapter 15	1000.00
Notice of Removal	250.00

3. If a filing incurring a fee is made in error, please contact the ECF Help Desk at 602-682-4900.

4. When you file a petition or other document that incurs a filing fee, at the conclusion of the filing process, the following window will display.



You do have the option to either **Pay Now** or **Continue Filing**. If you have other petitions or documents to file that incur a filing fee, you can click on **Continue Filing** and then pay all outstanding fees with one credit card transaction. **All fees should be paid in full on the same day the fee was incurred.** If you have any unpaid filing fees, ECF will prompt you with this window to pay those fees whenever you make any filings. If you select **Pay Now**, all outstanding fees will be charged. If any of the fees displayed are in error, please call the ECF Help Desk at 602-682-4900 before submitting your payment.

The cardholder name and address (only part of the address may be displayed) will be the name and address in the attorney's ECF password account. There is no need to complete or change the address information displayed.

Select the card type (American Express, Discover, Diner's Club, VISA and Mastercard credit and debit cards are accepted) and enter the card number, security code (**effective 2/1/07, the security code is required**) and expiration date. The red asterisks denote fields that are required to be filled in. The amount due is the total of all the outstanding filing fees. The amount cannot be changed. Any attempt to change the amount will exit you out of the payment process and you will need to start again by selecting **Internet Payments Due** under the **Utilities** menu. Click on **Continue with Plastic Card Payment**.

Step 1: Enter Payment Information

1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Sue Test *

Payment Amount: \$150.00

Billing Address: 123 Main St. *



Billing Address 2:

City:

State / Province:

Zip / Postal Code: 85000

Country: United States *

Card Type: *    

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

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

Expiration Date: / *

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

5. On the next screen you will be requested to authorize the payment by clicking on the authorization box. An e-mail address to receive confirmation of the payment may be provided at your option, but is not required. **Please be sure when clicking on Submit Payment, that you do not click more than once. Clicking twice (as done when opening an icon on your desktop) could result in a double payment.** At this point, you may also edit this screen by clicking **Edit this information** at the top of the screen (which will take you back to the previous screen) or **Cancel** the transaction altogether.

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Sue Test	Card Type: Visa	Payment Amount: \$150.00
Billing Address: 123 Main St.	Card Number: *****1111	Transaction Date and Time: 01/12/2007 16:43 EST
Billing Address 2: <input type="text"/>	Expiration Date: 2 / 2007	
City: <input type="text"/>		
State / Province: <input type="text"/>		
Zip / Postal Code: 85000		
Country: USA		

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.

6. The next screen will display the transaction number and permit you the option to print a copy of your transaction which will be a copy of the current page being displayed as follows. This number should be included on your credit card statement and will also be the receipt number in the docket entry. Then click on **Close window** to exit the payment process.

Thank you. Your transaction in the amount of \$ **150.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **72391**.

Detail description:
Motion for Relief from Stay (150.00 fee)(2:07-bk-00003) [motion,185] (150.00)

7. An entry will be made on the docket for the case showing that the fee was paid by credit card.

01/11/2007	Receipt of Motion for Relief from Stay (150.00 fee)(2:07-bk-00003) [motion,185] (150.00) Filing Fee. Receipt number 72391. Fee amount 150.00. (U.S. Treasury) (Entered: 01/11/2007)
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8. If when clicking on **Pay Now**, you receive the following screen, you may need to wait a few minutes and then try again. If it persists, you will need to contact the ECF Help Desk at 602-682-4900.

Please note that an error has occurred while attempting to process this transaction. Please try your transaction again at a later time or contact your local Court.

**For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.**

9. If you enter an invalid credit card number, the following message is displayed. Please check the number and re-enter it. If you make three consecutive errors in entering the credit card number, you will be unable to complete the online payment by credit card transaction and will need to call the court for assistance at the above number.

The credit card you have entered is invalid. Please check the number and type and try again.

Name:	TEST TEMPLE
Total:	\$255.00
Card Type:	Please select a card type ▾
Card Number:	<input type="text"/>
Expiration Date:	05 ▾ 2004 ▾
<input type="button" value="Submit Payment"/>	

10. Refunds or Credits. If you suspect a payment is incorrect or a refund/credit is due, please call the court's financial department at 602-682-4132.
11. Contact Information. If you have any questions regarding this procedure, please call the ECF Help Desk at 602-682-4900.
12. If you use a bankruptcy petition software that permits you to file using a one touch or one-button filing feature, you will not be prompted to **Pay Now** upon completion of the filing. In order to pay the filing fees, you will need to select the **Internet Payments Due** link on the **Utilities** menu and you will be prompted to pay all outstanding fees. You must settle your account and pay all outstanding fees by the close of each day.
13. On the **Utilities** menu you have the following options to check your online credit card payment history, **Internet Payment History**, or whether you have any outstanding filing fees incurred, **Internet Payments Due**.

Your Account	Miscellaneous
Internet Payment History	Legal Research ...
Internet Payments Due	Mailings...
Maintain Your ECF Account	Verify a Document
View Your Transaction Log	

14. Under **Internet Payment History**, you will receive a listing of all online payments made using your ECF password for the time period specified. The case number and the receipt number, which should be the same as the transaction number on your credit card statement are shown and this information should assist you in reconciling your credit card charges to your client.

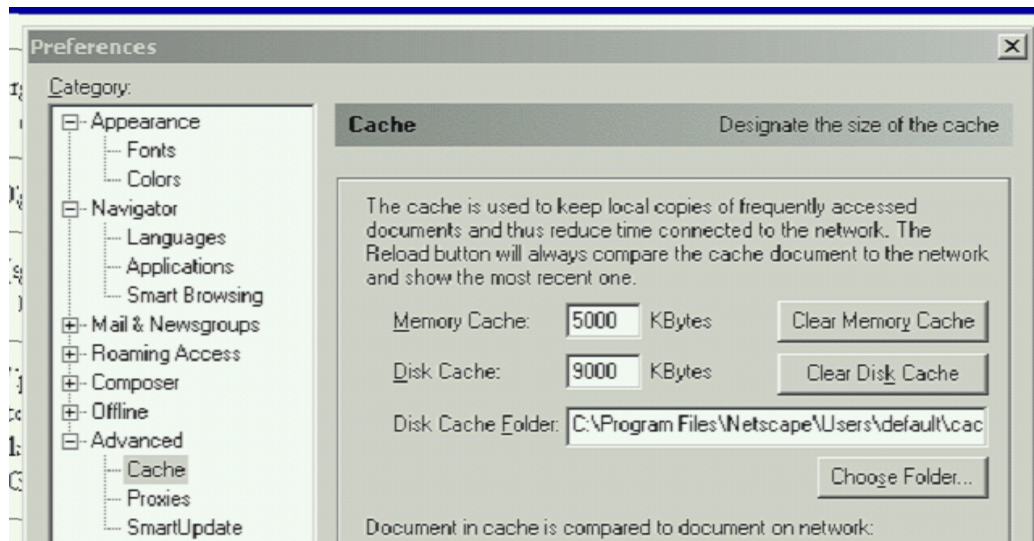
Internet Payment History for TEMPLE , TEST				
4/13/2004 to 5/13/2004				
Date Paid	Description	Payment Method	Receipt #	Amount
2004-05-13 09:20:48	Amendment to Schedules (D,E,F)(26.00 Fee) (2:98-bk-03516-CGC) [other,1229] (26.00)	credit card	1111B40120	\$ 26.00

15. Under **Internet Payments Due** you will receive the payment window for all outstanding fees incurred under your ECF filing password. Click on **Pay Now** to pay the fees owing. See paragraph 10 above if any of the fees displayed are in error.

Summary of current charges:		
Date Incurred	Description	Amount
2004-05-13 13:19:08	Notice of Appeal (255.00 fee)(2:98-bk-03516-CGC) [appeal,97] (255.00)	\$ 255.00
		Total: \$ 255.00
<input type="button" value="Pay Now"/>		<input type="button" value="Continue Filing"/>

16. Support Issues: Some offices are using popup 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.

