

## **CHANGES TO INTERNET CREDIT CARD PROCESSING (EFFECTIVE JULY 2004)**

### **Internet Credit Card Processing**

Using CM/ECF's Internet credit card processing, attorney filers can directly pay filing fees via the Internet to the U.S. Treasury. Upon submission of a document requiring a filing fee, such as a bankruptcy petition, the filer is offered the option to pay the filing fee on line.

### **Changes to Credit Card Processing on CM/ECF**

Effective immediately, there are some changes in credit card processing on CM/ECF, resulting in two new screens for entering information.

The **first** screen prompts for credit card information ["Cardholder Name" defaults to the user's name on CM/ECF, so it may need to be changed (for example, where the cardholder name is the law firm name)].

The **second** screen prompts the authorization of payment and requires a checkmark in the highlighted "Authorization" field. This screen also allows entry of an e-mail address for confirmation of the payment. The e-mail address must be entered into two (2) fields for confirmation.

A checkmark must appear in the box next to "Authorization" before clicking *Make Payment*. If processing is successful, a receipt generated by CM/ECF appears on the screen (as it did prior to these changes). However, please note that if the user enters an e-mail address for the "Confirmation Receipt Request," the resulting message will *not* include the case number shown on CM/ECF but, instead, will reference a special tracking number and the receipt number.

### **On-line Credit Card Payment Steps**

Immediately after submission of a document containing an unpaid filing fee (*i.e.*, no receipt number was entered into the docket entry), a pop-up credit card payment window appears on the screen overlaying the standard CM/ECF receipt of electronic filing notice. This screen contains the new filing fee charge and any other outstanding filing fees from prior filings on CM/ECF; for example:

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#### *Electronic Payment*

#### *Summary of current charges*

#### *Date Incurred – Description – Amount*

2004-08-07: 08:15:12 Voluntary Petition (7) (04-15600) \$209.00

2004-08-09: 10:00:23 Voluntary Petition (7) (04-23456) \$209.00

Total \$418.00

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*Pay Now      Continue Filing*

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If the “Pay Now” option is chosen, the filer is electronically connected to the U.S. Treasury site. The filer is then prompted for appropriate credit card information. The highlighted areas (fields with asterisks) must be completed. For example:  
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## SCREEN 1

Pay Gov - Enter Payment Information - Microsoft Internet Explorer

[NOTICES & AGREEMENT](#)

### Enter Payment Information

Cardholder Name:	<input type="text" value="Paul Dickson"/>	*
Address:	<input type="text"/>	*
Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	*
Province / Region / County:	<input type="text"/>	
Country:	<input type="text"/>	
<small>(Instead of state, if necessary)</small>		
Zip Code:	<input type="text"/>	*
Card Type:	<input type="text" value="VISA"/>	*
Card Number:	<input type="text"/>	*
Security Code:	<input type="text"/>	
Expiration Date:	<input type="text"/> / <input type="text"/>	*
Payment Amount:	<input type="text" value="\$175.00"/>	*

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

Plastic Card Payment Steps

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

Start | PLEASE E... | Core Proc... | Adobe Acrobat | New York E... | Microsoft W... | NY3392TE | PayGov E... | 1:40 PM

## SCREEN 2

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

[Notices & Agreement](#)

### Payment Summary and Authorization

Cardholder Name:	Mr. Attorney	<b>Plastic Card Payment Steps</b> <ol style="list-style-type: none"><li>1. Select Payment Type</li><li>2. Enter Payment Information</li><li><b>3. Authorize Payment / Payment Summary</b></li><li>4. Payment Confirmation</li></ol>
Address:	1 Bowling	
Address 2:		
City:		
State:		
Country:		
Zip Code:	10104	
Card Type:	VISA	
Card Number:	*****1111	
Expiration Date:	9 / 2004	
Payment Amount:	\$25.00	
Current Date and Time:	07/20/2004 01:59 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 code:

Email Address:

Re-enter Email Address to Confirm:

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

Start | PLEASE ED... | Corel WordPer... | Adobe Acrobat | New York Sou... | Microsoft Word... | Microsoft... | Pay.Gov - P... | 2:01 PM

*NOTE: For your privacy and protection the information submitted here is encrypted, using 128-bit SSL. You may need to determine if your browser supports 128-bit encryption. Please follow the instructions attached at the end of this notice.*

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## **Reports for Attorneys**

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

The Credit Card Payments (Outstanding) allows an attorney to pay immediately all outstanding (pending) fee payments without docketing another pleading or opening another case. There are no selection screens or sort options offered. The report displays each pending fee.

A pop-up credit card payment window appears on the screen overlaying the standard CM/ECF receipt of electronic filing notice. This screen contains the new filing fee charge and any other outstanding filing fees from prior filings on CM/ECF.

## **Instructions Regarding “Pop-Up” Blockers**

The presence of an active “pop-up” blocker may interfere with the use of the payment window on CM/ECF. Depending on the type of pop-up blocker present, the user may have to either modify or disable the blocker to make use of the payment window.

While **Internet Explorer** does not presently provide a pop-up blocker, there may be users employing a separate pop-up blocker (for example, a blocker offered by the user’s Internet access provider). In those situations, the user may have to modify or turn off the pop-up blocker for the payment window to work properly.

Versions 7.02 and 7.1 of **Netscape Navigator** contain a pop-up blocker feature that can be turned off or modified to allow the payment window. There are two possible ways for modifying the blocker:

- 1) After opening Navigator, select “Edit” at the top of the screen and then, at the bottom of the pull-down menu, click on “Preferences.” On the left-hand side of the next screen, double click on “Privacy & Security” to expand the menu. From the expanded menu, click once on “Popup Windows” and then, on the right-hand side of the screen, check the box (if it is not already checked) next to “Block unrequested popup windows” and then click on “Allowed Sites.” Toward the top of the window that opens, add “nysb.uscourts.gov” in the box and then click on “Add” and then “OK.” To close the remaining window, click on “OK.”
  
- 2) After opening Navigator, click on “Tools” at the top of the screen and then place the cursor on “Popup Manager.” Move the cursor to the expanded menu on the right and then click on either “Allow Popups from this Site” or “Manage Popups.” Toward the top of the window that opens, add “nysb.uscourts.gov” in the box and then click on “Add” and then “OK.”

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## **Instructions for Determining if your Browser Supports 128-bit Encryption**

### **Microsoft Internet Explorer ( 4.x, 5.x, 6.x):**

- 1) Click on the “Help” tab on the menu bar at the top of the screen.
- 2) Scroll down and select “About Internet Explorer.”
- 3) A small window appears in the center of the 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 does not indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

### **Netscape Navigator/Communicator 4.x or greater:**

- 1) Click on the “Help” tab on the menu bar at the top of the screen.
- 2) Scroll down and select “About Navigator” or “About Communicator.”
- 3) A screen appears that lists the details of your browser. If, toward the middle of the screen, a sentence appears beginning with the words “This version supports high-grade (128-bit) security with RSA Public Key Cryptography . . .,” your browser has 128-bit encryption. If it says that you have international security, your browser has 40-bit or 56-bit encryption and you will need to upgrade to a version with 128-bit encryption.