

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

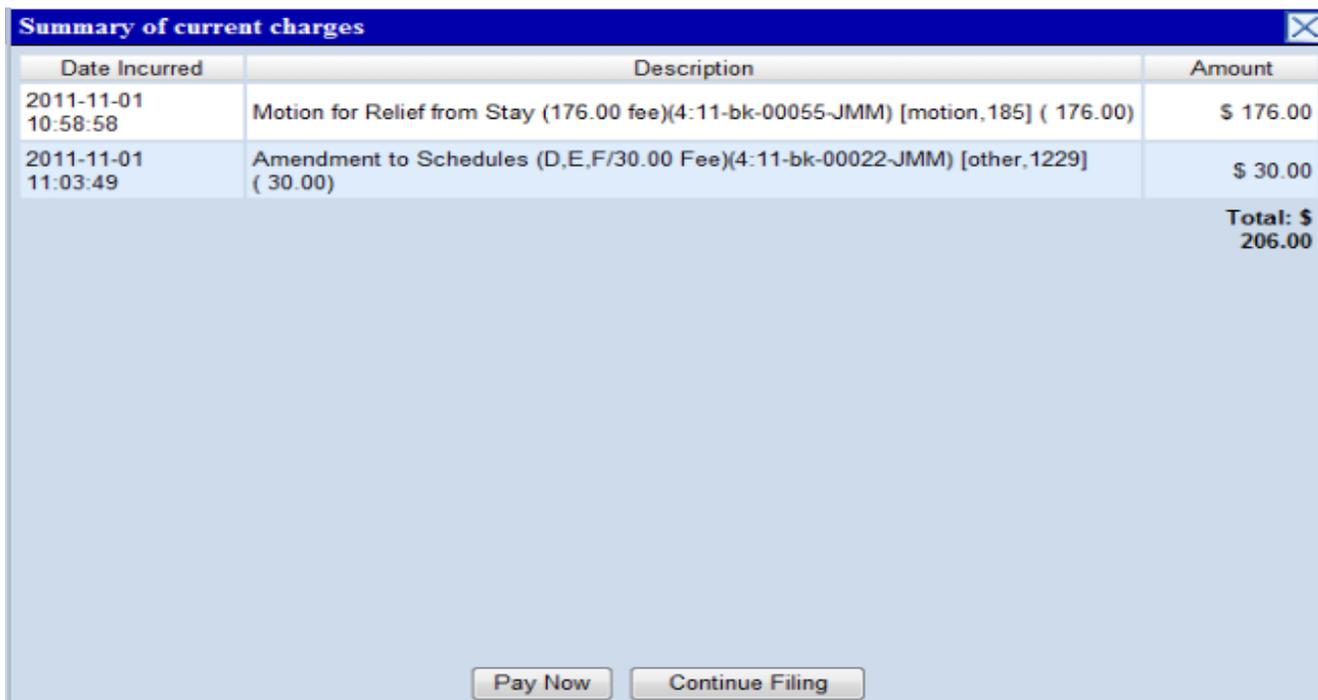
INSTRUCTIONS FOR PAYING FILING FEES ONLINE WITH CREDIT CARD

1. Local Rule 1006-1(d)(2) 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	306.00
Chapter 11 Petition	1046.00
Chapter 12 Petition	246.00
Chapter 13 Petition	281.00
Chapter 9 Petition	1046.00
Chapter 15 Petition	1046.00
Involuntary Chapter 7 Petition	306.00
Involuntary Chapter 11 Petition	1046.00
Adversary Complaint	293.00
Amendment to Mailing List	30.00
Amendment to Schedules D/E/F	30.00
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
Direct Appeal	157.00
Notice of Appeal/Cross Appeal	298.00
Motion to Compel Abandonment	176.00
Motion for Relief From or to Modify Stay	176.00
Motion to Withdraw Reference	176.00
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	293.00
Online Payment of Direct Appeal	157.00

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:



Date Incurred	Description	Amount
2011-11-01 10:58:58	Motion for Relief from Stay (176.00 fee)(4:11-bk-00055-JMM) [motion,185] (176.00)	\$ 176.00
2011-11-01 11:03:49	Amendment to Schedules (D,E,F/30.00 Fee)(4:11-bk-00022-JMM) [other,1229] (30.00)	\$ 30.00
		Total: \$ 206.00

Pay Now Continue Filing

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 outstanding fees at a later time in the day. **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**, you can select which fees you will be paying. However, all fees should be paid the same day it was incurred unless there is some type of special circumstance. If any of the fees displayed are in error, please call the ECF Help Desk at 602-682-4900 before submitting your payment.

Select all			
Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-11-01 10:58:58	Motion for Relief from Stay (176.00 fee)(4:11-bk-00055-JMM) [motion,185] (176.00)	\$ 176.00
<input checked="" type="checkbox"/>	2011-11-01 11:03:49	Amendment to Schedules (D,E,F/30.00 Fee)(4:11-bk-00022-JMM) [other,1229] (30.00)	\$ 30.00

Next Clear

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, VISA and Mastercard credit and debit cards are accepted) and enter the card number, security code and expiration date. The red asterisks denote fields that are required to be filled in. The amount due is the total of all filing fees that you selected to pay. The amount cannot be changed. Click on **Continue with Plastic Card Payment**.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: Sue Test *

Payment Amount: \$176.00

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 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.

Online Payment [Return to your originating application](#)
Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Sue Test Billing Address: 123 Main St. Billing Address 2: City: State / Province: Zip / Postal Code: 85000 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$176.00 Transaction Date 11/01/2011 14:12 and Time: EDT

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.

- 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.

Thank you. Your transaction in the amount of \$ 176.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 150544.

Detail description:
Motion for Relief from Stay (176.00 fee)(4:11-bk-00055-JMM) [motion,185] (176.00)

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

Receipt of Motion for Relief from Stay (176.00 fee)(4:11-bk-00055-JMM) [motion,185] (176.00) Filing Fee. Receipt number 150544. Fee amount 176.00. (U.S Treasury) (Entered: 11/01/2011)

- 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.**

- 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.

Your request could not be completed:

- The Card Number entered is invalid. Please try again

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 602-682-4215.
11. Contact Information. If you have any questions regarding this procedure, please call the ECF Help Desk at 602-682-4900.
12. 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**.

[Internet Payment History](#)
[Internet Payments Due](#)

13. 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 Test, Sue				
11/1/2011 to 11/1/2011				
Date Paid	Description	Payment Method	Receipt #	Amount
2011-11-01 11:14:52	Jason Alexander Godwin and Ruby Thomas Alexander Motion for Relief from Stay (176.00 fee)(4:11-bk-00055-JMM) [motion, 185] (176.00)	CreditCard	150544	\$ 176.00

14. Under **Internet Payments Due** you will receive the payment window for all outstanding fees incurred under your ECF filing password. Select which fees you are paying and click Next. Please call the ECF Help Desk at 602-682-4900 if any of the fees displayed are in error.

<input type="button" value="Select all"/>			
Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-11-01 10:58:58	Motion for Relief from Stay (176.00 fee)(4:11-bk-00055-JMM) [motion,185] (176.00)	\$ 176.00
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