



# The Frequent Filer

Electronic Filing Newsletter  
For the U.S. Bankruptcy Court  
Northern District of Iowa

August 20, 2004

[www.ianb.uscourts.gov](http://www.ianb.uscourts.gov)

## Version 2.5 Brings Credit Card Payment Changes

Starting August 23, 2004, a new service of the U.S. Treasury Department will be used in conjunction with the CMECF system. This new service, called Pay.gov, is being rolled out by the Treasury to support credit card payments made to all federal agencies. In this edition of the *Frequent Filer*, we'll take a look at the new screens that this new system will use.

The process of paying filing fees over the Internet is largely the same as under previous versions of CMECF. The new Pay.gov system does feature a number of screens that are new to CMECF. After the Notice of Electronic Filing appears, the familiar fee dialog box will show up, as shown in Figure 1. Just as with the current system,

different documents requiring fees, and then make one payment at the end of your CMECF session. You can also choose to log out of the system and come back later to make a payment.

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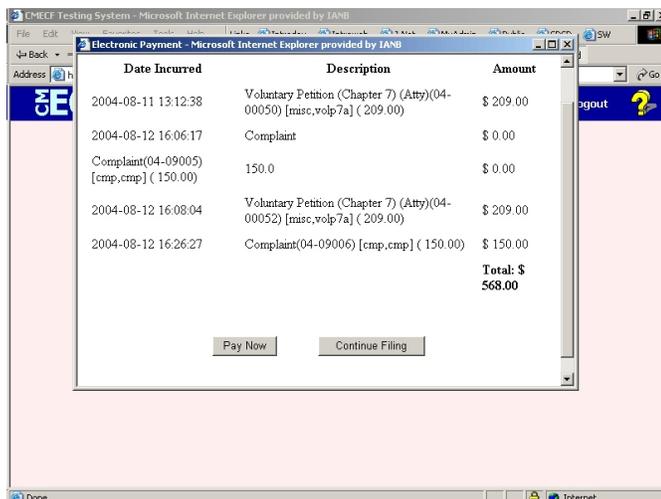


Figure 1

you may select *Continue Filing*; if you do, the dialog box will disappear, and you can continue to use CMECF normally. This means you can file all the documents you want to, including multiple

If you choose to *Pay Now*, a secure connection to the Pay.gov service will be opened, and a new dialog box will appear (see Figure 2). This dialog box will display the total unpaid balance of fees for your account, and allow you to enter your credit card type, card number, and expiration date. When you click on the *Continue* button, a new payment

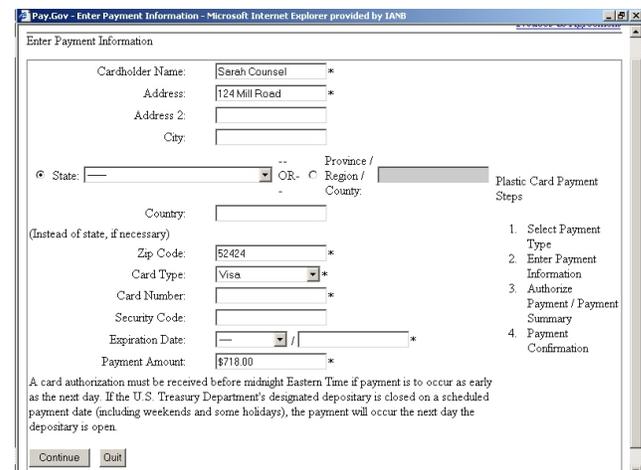


Figure 2

confirmation screen is displayed (Figure 3). To continue and process a payment, you must check the Authorization box, and click the *Make Payment* button. You also have the option to enter your e-

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer provided by IANB

Payment Summary and Authorization

Cardholder Name: Sarah Counsel  
Address: 124 Mill Road  
Address 2:  
City:  
State:  
Country:  
Zip Code: 52424  
Card Type: Visa  
Card Number: \*\*\*\*\*1111  
Expiration Date: 8 / 2006  
Payment Amount: \$150.00  
Current Date and Time: 08/20/2004 03:16 PM

Plastic Card Payment Steps

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

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 below.

Email Address:   
Re-enter Email Address to Confirm:

Make Payment Edit Cancel

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

Figure 3

mail address here; if you do, you will receive a transaction receipt via e-mail. After you click the *Make Payment* button, your credit card will be charged, and a confirmation of your transaction will appear (Figure 4). An automated receipt is also posted to the docket sheet for the case(s) involved in the payment. At this point, the fees transaction is complete.

CMECF Testing System - Microsoft Internet Explorer provided by IANB

U. S. Bankruptcy Court  
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Thank you. Your transaction in the amount of \$ 718.00 has been completed.

Please print a copy of your transaction receipt for future reference. The transaction number is 9434.

Close window

Figure 4

Just as before, there are entries on the Utilities menu to assist you in effectively using the credit card payment process. The first, *Internet Fees Due*, will allow you to display the pop-up box shown in Figure 1, and make a payment, at any

time, whether you are in the midst of a fee event or not. The second item, *Internet Payment History*, will display a complete report of all payments you have made during the selected date range. This report includes case number and docket entry information, date and time of payment, and the official receipt number for the transaction.

The internet credit card payment system is quick, convenient and secure, and will allow you more flexibility in filing documents and paying fees in CMECF.

## Access to Account Information Now Available Through CMECF

A new feature in CMECF is the availability to access your account information online. You can update your address, add or change a telephone or fax number, or modify the e-mail address or addresses you use to receive CMECF e-mails. You can also change your password to maintain a higher level of security.

To access your account information, select *Maintain Your CMECF Account* from the Utilities menu. On the main screen, you can maintain your address and telephone information. To change e-mail addresses, select the *Email Information* button. To change your password, select the *More User Information* button; passwords should be at least 6 and no longer than 8 characters in length.

## A REMINDER...

When you file a new petition using CMECF, the Court's local rules and procedures require that you provide a paper copy of the petition to the United States Trustee and the panel trustee.