

# Paying a Filing Fee

Fees are due at the time of the filing of the new case, amendment, motion, etc., and must be paid on the calendar day on which the transaction requiring a fee occurs per [Local Rule 5080-1](#).

1. After you have filed a new case, you will receive this screen. Please select **Pay Now**.

**Open Voluntary Bankruptcy Case**

\*\*\*NOTICE: This document constitutes an official stamp of the Court and, if attached to the document identified below, serves as a file stamped copy of the pleading. This page of this document may be used in lieu of the Court's mechanical file stamp for the named document only, and misuse will be treated the same as misuse of the Court's official mechanical stamp. The Court's Electronic Document Stamp is a verifiable mathematical computation unique to the filed document and the Court's private encryption key. This alpha-numeric code assures that any change can be detected.

U.S. Bankruptcy Court

**Summary of current charges**

Date Incurred	Description	Amount
2021-12-27 14:48:13	Voluntary Petition (Chapter 7)( 21-10171) [misc.volp7] ( 338.00)	\$ 338.00
<b>Total:</b>		<b>\$ 338.00</b>

Notice of Bankruptcy Case Filing

The following transaction was received from

**Case Name:** Practice BK Test  
**Chapter:** 7  
**Case Number:** 21-10171  
**Document Number:** 1

**Docket Text:**  
 Chapter 7 Voluntary Petition. Fee Amount D

**Document description:**Main Document  
**Original filename:**Test PDF.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=1052166465 [Date 0] [19cdd42ee81d06d60a09a56582df8009bc: d06c236c36983590e0fa1534944a39171f0df

21-10171 Notice will be electronically mailed to:

Office of the United States Trustee  
 USTPRregion20.TU.ECF@example.com

Rick Wilson on behalf of Debtor Practice BK Test  
 crdoknb+rickwilson@gmail.com

21-10171 Notice will not be electronically mailed to:

2. You will receive this screen to select the fee to pay, or you can select all (if you have other fees due). Then hit **Next**.

**CM ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

**Internet Payments Due**

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2021-12-27 14:48:13	Voluntary Petition (Chapter 7)(21-10171) [misc.volp7] ( 338.00)	\$ 338.00

3. You receive this screen, please select **Pay Now**.

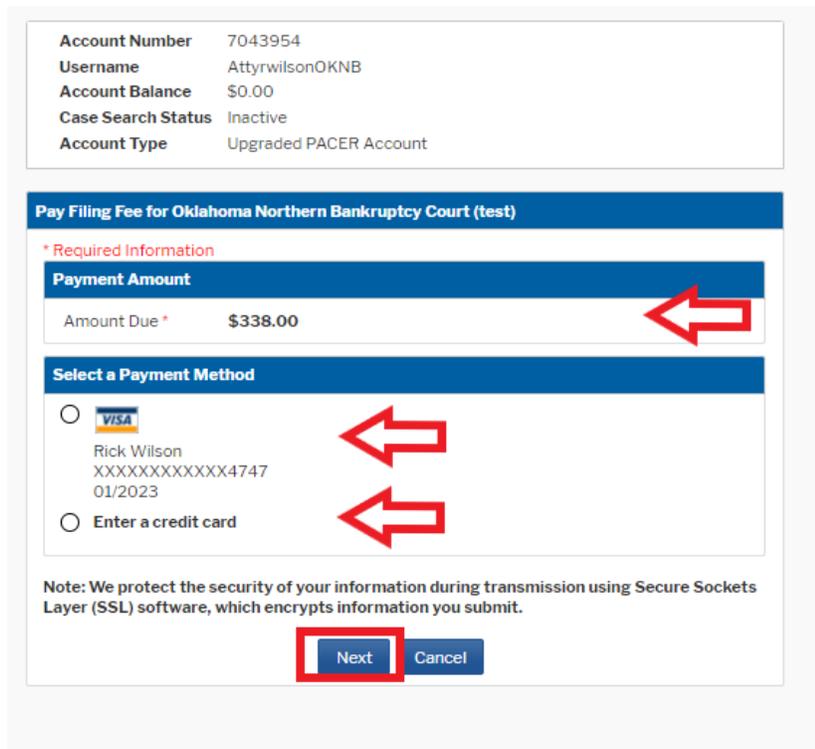


The screenshot shows the CM ECF website interface. At the top, there is a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu, the page title is "Internet Payments Due". A table lists the payment details:

Date Incurred	Description	Amount
2021-12-27 14:48:13	Voluntary Petition (Chapter 7)(,21-10171) [misc,volp7] ( 338.00)	\$ 338.00
		<b>Total: \$338</b>

At the bottom right of the table area, there is a button labeled "Pay Now" which is highlighted with a red rectangular box.

4. You will be redirected to PACER to process your payment. You will see the fee amount you selected to pay. Also, if you have a stored credit card with PACER you can select that payment method or you can enter a different credit card. If you do not have a stored credit card with PACER, you will be able to enter a credit card to use for payment. Then you will need to select **Next**.



The screenshot shows the PACER payment processing interface. At the top, account information is displayed:

Account Number	7043954
Username	AttyrwilsonOKNB
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below this is a section titled "Pay Filing Fee for Oklahoma Northern Bankruptcy Court (test)". Underneath, there is a section for "\* Required Information" with a sub-section "Payment Amount" showing "Amount Due \* \$338.00". A red arrow points to this amount. Below that is a "Select a Payment Method" section with two options: "VISA" (with a radio button and a red arrow pointing to it) and "Enter a credit card" (with a radio button and a red arrow pointing to it). The VISA option includes the name "Rick Wilson", a masked card number "XXXXXXXXXXXX4747", and the expiration date "01/2023". At the bottom, there is a "Note" about security and two buttons: "Next" (highlighted with a red box) and "Cancel".

- 5. Once you select your payment method, you will receive a screen with payment summary details, card information, amount of payment, email address to receive receipt and box to check to authorize the payment before you hit **Submit**.

<b>Account Number</b>	7043954
<b>Username</b>	AttyrwilsonOKNB
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

Pay Filing Fee for Oklahoma Northern Bankruptcy Court (test)	
<b>Payment Summary</b>	
<b>Payment Method</b>	<b>Payment Details</b>
 XXXXXXXXXXXX4747 01/2023  Rick Wilson 2049 Main St Tulsa, OK 74103 USA	<b>Payment Amount</b> \$338.00 <b>Fee Type</b> Filing Fee

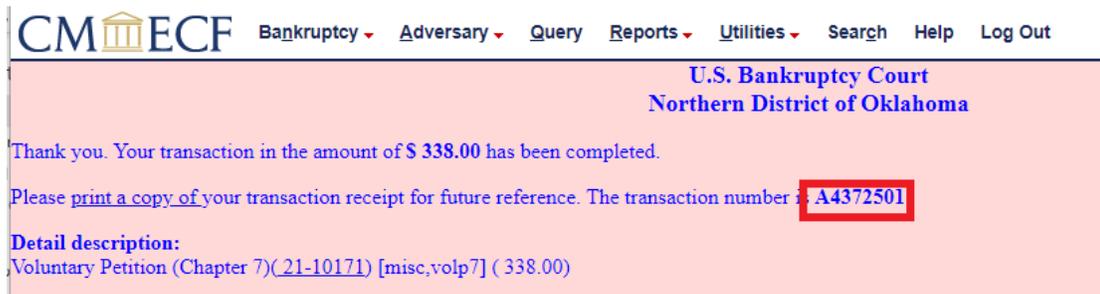
Email Receipt	
Email	<input type="text" value="crdoknb+rickwilson@gmail.com"/>
Confirm Email	<input type="text" value="crdoknb+rickwilson@gmail.com"/>
Additional Email Addresses	<input type="text"/>

Authorization
<input type="checkbox"/> I authorize a charge to my credit card for the amount above in accordance with my credit card issuer agreement. *

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

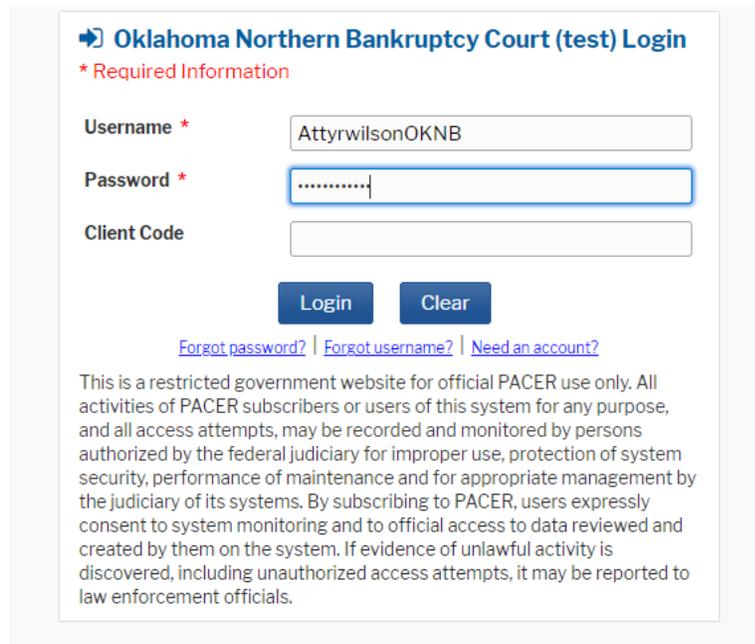
- You will then be redirected to CM/ECF and will receive a confirmation of the transaction with a receipt number, see screenshot below:



## **Fee Due**

If you fail to pay your fee at the time of filing your case or document, you will receive a notice when you log into the system again.

- Login in through PACER, enter your Username and Password and hit **Login**.



- The next screen will show you that you have a fee do and will tell you which the case the fee is due for, see screenshot below, please select **Pay Now**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

UNITED STATES BANKRUPTCY COURT

**Payments Due**

Summary of current charges:

Date Incurred	Description	Amount
2021-11-17 09:12:24	Schedule(s)( 21-10023-M) [misc,scheddue] ( 32.00)	\$ 32.00
		Total: \$ 32.00

**Pay Now**

This is a restricted system and is monitored by security, performance and systems. By using this system, you agree to the terms of use. If you have any questions, please contact the system administrators.

**IMPORTANT:** Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may not appear except as allowed by the rule.

- The next screen will allow you to select which fee to pay, if you have more than one, you can select the "Select All" Button. Once you have made your selection on which fee to pay, please select **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

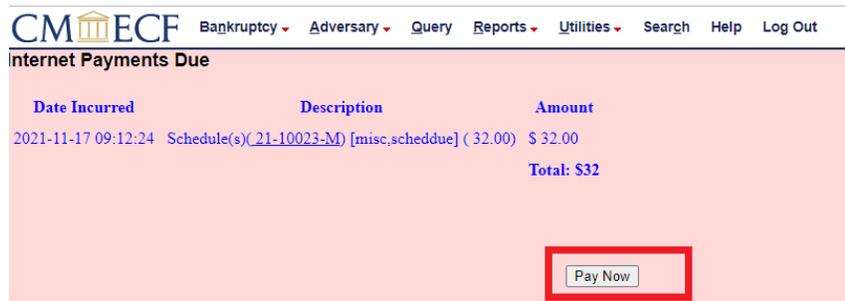
**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2021-11-17 09:12:24	Schedule(s)(21-10023-M) [misc,scheddue] ( 32.00)	\$ 32.00

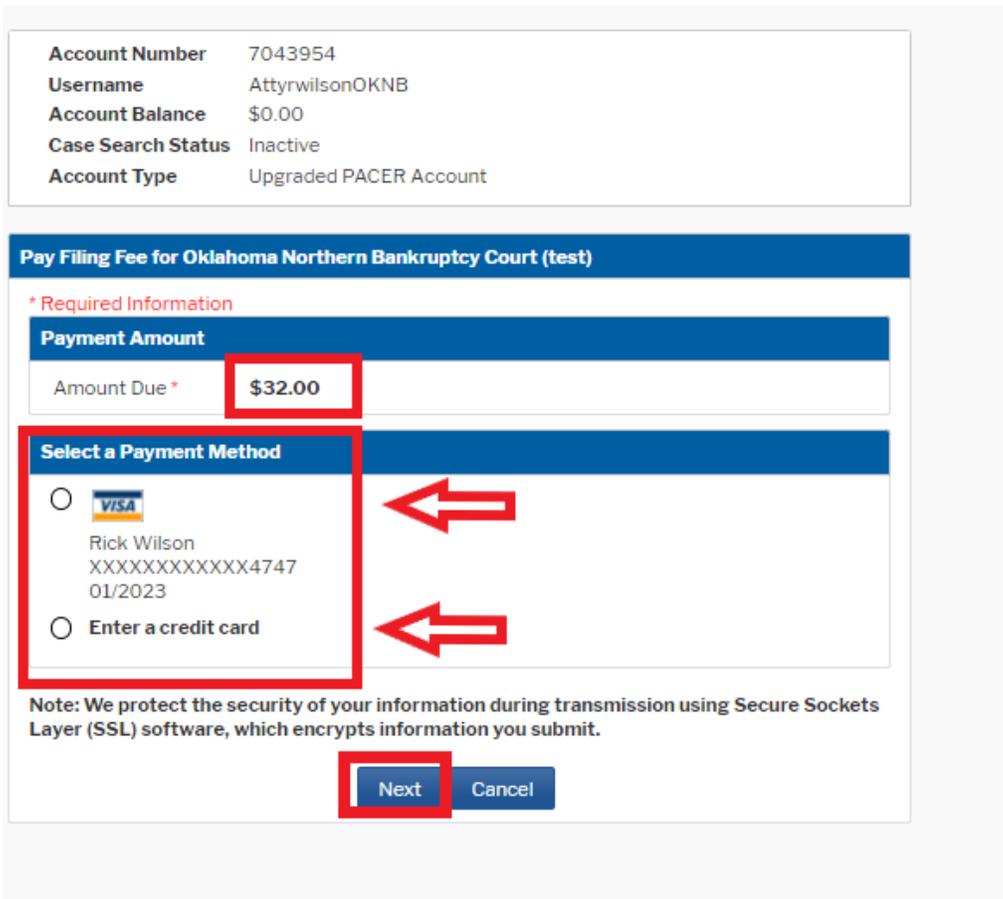
Next Clear

- 4. You will then receive a screen that shows the fee you will be paying and then you select **Pay Now**.



The screenshot shows the CM/ECF web interface. At the top, there are navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below this is the heading "Internet Payments Due". A table lists a payment due on 2021-11-17 09:12:24 for a description "Schedule(s)(21-10023-M) [misc,scheddue] ( 32.00)" with an amount of \$ 32.00. The total amount due is \$32. A "Pay Now" button is highlighted with a red box at the bottom right of the table area.

- 5. You will be redirected to PACER to process your payment. You will see the fee amount you selected to pay. Also, if you have a stored credit card with PACER you can select that payment method or you can enter a different credit card. If you do not have a stored credit card with PACER, you will be able to enter a credit card to use for payment. Then select **Next**.



The screenshot shows the PACER payment processing interface. At the top, it displays account information: Account Number 7043954, Username AttywilsonOKNB, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is the heading "Pay Filing Fee for Oklahoma Northern Bankruptcy Court (test)". Under "Required Information", the "Payment Amount" section shows "Amount Due \* \$32.00" with a red box around the amount. The "Select a Payment Method" section has two options: "VISA" (with a red box around the entire section and a red arrow pointing to the radio button) and "Enter a credit card" (with a red arrow pointing to the radio button). A note at the bottom states: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom right, there are "Next" and "Cancel" buttons, with the "Next" button highlighted by a red box.

- The next screen you will receive is the payment summary details, card information, amount of payment, email address to receive receipt and box to check to authorize the payment before you hit **Submit**.

<b>Account Number</b>	7043954
<b>Username</b>	AttyrwilsonOKNB
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**Pay Filing Fee for Oklahoma Northern Bankruptcy Court (test)**

Payment Summary	
<b>Payment Method</b>	<b>Payment Details</b>
 XXXXXXXXXXXX4747 01/2023	<b>Payment Amount</b> \$32.00 <b>Fee Type</b> Filing Fee
Rick Wilson 2049 Main St Tulsa, OK 74103 USA	

**Email Receipt**

Email:

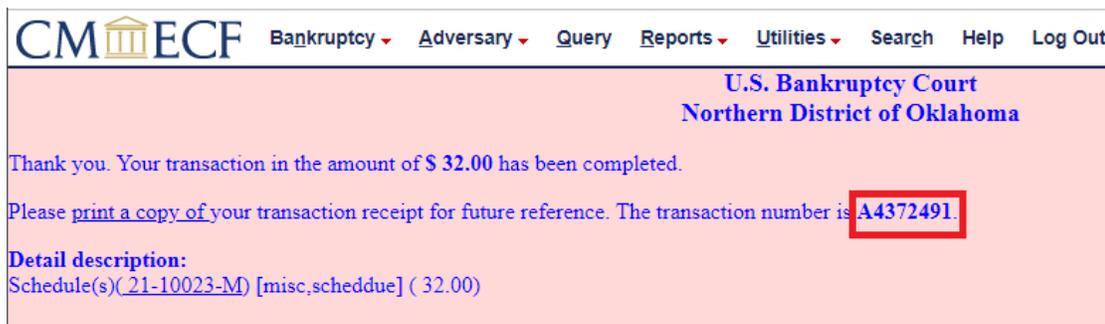
Confirm Email:

Additional Email Addresses:

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

**Note:** We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

7. You will then be redirected to CM/ECF and will receive a confirmation of the transaction with a receipt number, see screenshot below:



If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

**Phone:** 918-699-4072

**Email:** cmecf@oknb.uscourts.gov