



INSTRUCTIONS FOR PAYING FILING FEES ONLINE WITH CREDIT CARD

Local Rule 1006-1(d)(2) requires attorneys to pay all filing fees incurred by the attorney’s electronic filings to be paid with a credit/debit card using the Internet Filing Fee Payment process. The fee schedule can be found at <https://www.azb.uscourts.gov/filing-fees>

If a filing incurring a fee is made in error, please contact the ECF Help Desk at AZBml_All_DQA@azb.uscourts.gov.

1. 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.

| Summary of current charges | | |
|----------------------------|--|------------------|
| Date Incurred | Description | Amount |
| 2011-11-01 10:58:59 | 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 |

2. 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 later 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 contact the ECF Help Desk at AZBml_ALL_DQA@azb.uscourts.gov before submitting your payment.

| 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's 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.

3. 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 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**.

4. 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 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.

5. 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.

6. 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 AZBml_All_DQA@azb.uscourts.gov

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.

7. If you enter an invalid credit card number, you will receive a message stating the card number is invalid. 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.

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**.

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.

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 AZBml_All_DQA@azb.uscourts.gov if any of the fees displayed are in error.

| 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-IND) [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-IND) [other,1229] (30.00) | \$ 30.00 |

Next Clear

Refunds or Credits

If you suspect a payment is incorrect or a refund/credit is due, please call the court's financial helpline at 602-682-4215.

Contact Information

If you have any questions regarding this procedure, please call the ECF Help Desk
AZBml_All_DQA@azb.uscourts.gov.