How To Process a Generic Payment Event

NOTE: IN ORDER TO PROCESS ANY EVENTS THAT HAVE A FEE PAYMENT YOU SHOULD DISABLE ANY <u>POPUP BLOCKER PROGRAMS</u> IN YOUR BROWSER. A POP-UPS BLOCKER REFERS TO ANY SOFTWARE OR APPLICATION THAT DISABLES (BLOCK, CLOSE OR REMOVE) ANY WINDOW THAT YOU WOULD SEE WHILE USING A WEB BROWSER.

WHEN TO USE IT?
1. When you have filed a document that requires a fee and you used an <u>incorrect event</u>.
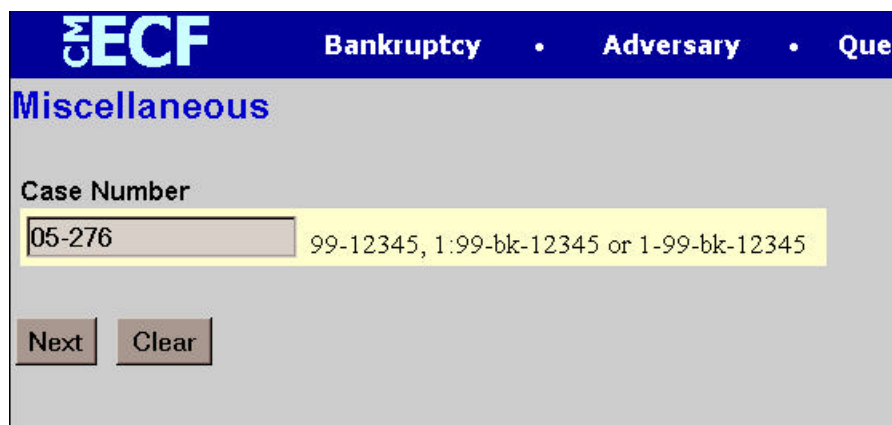2. When you inadvertently wrote, "CC" in the Receipt field for an event that requires a fee.

STEP 1

Under the **Bankruptcy** Menu, click on **Miscellaneous/Others** link

STEP 2

Enter the case number to work with then click

Select the *Payment Fee – Generic* event then click [Next]

Select or add the correct Party then click [Next]

Leave the Receipt# [   ] in blank and enter the amount to pay in the **Fee $ [   ]** field and click   Next

"Check" the **Refer to existing event(s)?** checkbox and click   Next

Select the event type(s) or categories to which you want to relate this payment.
If you don't know the exact category click on the first item from the list "*Type*" and drag down the mouse until you reach the last item of the list, then click   Next

From the docket event list for the case select the appropiate event(s) that you are relating this payment, then click [Next]

CM ECF — Bankruptcy • Adversary • Query • Repo

Miscellaneous:

05-00276 MYRNA I. FIGUEROA and JESUS VIGO

*Select the appropriate event(s) to which your event relates:*

☑ 03/08/2005 1 Voluntary petition under chapter 13 With Schedules, With Statement of financial affairs, Attorney Statement of Compensation $1500.00 (Filing fee: $ 194, Receipt # CC.). Filed by ATTORNEY TRAIN on behalf of MYRNA I. FIGUEROA, JESUS VIGO (TRAIN, ATTORNEY)

☐ 03/25/2005 2 Motion for relief from stay under 362 [e]. (Filing fee: $ 150, Receipt # CC.) With Declaration under servicemember civil relief act of 2003, filed by COURT TRAIN on behalf of Nancy Pujals [TRAIN, COURT]

If desired enter a brief description for the payment and verify all the information is correct and click [Next]

CM ECF — Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:

05-00276 MYRNA I. FIGUEROA and JESUS VIGO

Docket Text: Modify as Appropriate.

Payment of Voluntary petition Fee Amount $194 (RE: related document(s)[1]). filed by MARI CARMEN PIZARRO II on behalf of MYRNA I. FIGUEROA (PIZARRO, MARI)

[Next] [Clear]

If all information is correct click Next to proceed docketing the event

CM/ECF   Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:
05-00276 MYRNA I. FIGUEROA and JESUS VIGO

Docket Text: Final Text

Payment of *Voluntary petition* Fee Amount $194 (RE: related document(s)[1]). filed by MARI CARMEN PIZARRO II on behalf of MYRNA I. FIGUEROA (PIZARRO, MARI)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next   Clear

FINAL STEP

After submiting the event you will see a popup screen reflecting the payment you already entered.

Click Pay Now **and proceed to enter your credit card information in the following screen.**

Electronic Payment - Microsoft Internet Explorer

*************** IMPORTANT NOTICE ***************
Do NOT use the browser 'Back' button during the payment process.
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Summary of current charges:

Date Incurred	Description	Amount
2005-07-07 10:10:33	Voluntary Petition Chapter 13 (Attorney)(05-00900-13) [misc,volp13a] (194.00)	$ 194.00
2005-07-07 11:16:06	Payment Fee - Generic(05-00900-13) [court,recgen] (15.00)	$ 15.00
2005-07-08 12:06:54	Payment Fee - Generic(05-00276) [court,recgen] (194.00)	$ 194.00
		Total: $ 403.00

Pay Now   Continue Filing