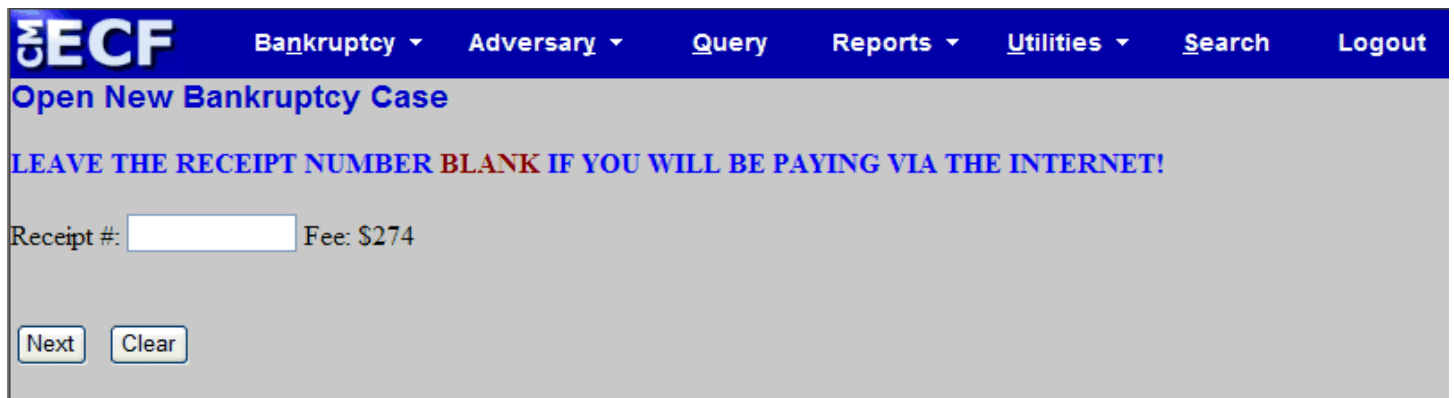


**IMPORTANT  
REMINDER**

When you file electronically using CM/ECF and are about to make the payment: **DO NOT ENTER CC IN THE BOX NEXT TO RECEIPT #; LEAVE THE SPACE BLANK.** Entering information on that space will not allow the internet payment window to open to make the payment. See screen below:



The screenshot shows the CM/ECF web interface. At the top is a dark blue navigation bar with the CM/ECF logo on the left and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open New Bankruptcy Case". A prominent instruction in blue text reads: "LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!". Below this, there is a form with the label "Receipt #:" followed by an empty text input box and the text "Fee: \$274". At the bottom left of the form area, there are two buttons: "Next" and "Clear".

## POP-UP BLOCKERS

In order to pay filing fees associated with pleadings filed in the Electronic Filing System, popup blockers must be temporarily disabled. If you have a popup blocker running, the following payment issues may occur:

- You filed a pleading that required a fee, but never received a popup window showing the amount due
- You filed a pleading that required a fee and received a blank popup window after viewing the Notice of Electronic Filing.
- You attempted to pay your fees by clicking Utilities>Internet Payments Due, but received a blank screen that showed "Done" in the lower left hand corner of the browser.

Listed below are the instructions for disabling the most common pop-up blocking programs:

### Internet Explorer Integrated Pop-Up Blocker

To configure IE's pop-up blocking:

1. Open Internet Explorer
2. Click **Tools** > select **Pop-Up Blocker**
3. To disable pop-up blocking in IE, select "**Turn Off** Pop-up Blocker"
4. To allow pop-ups on approved sites, select "Pop-up Blocker **Settings...**"
  - in "Address of Web Site to allow" box type **the URL of the site.**
  - click the **Add** button. The website should appear under Allowed sites.
  - click the Close button.

If pop-up blocking is turned on in Internet Explorer it will generate an "**Information Bar**" the first time you go to a web site that uses pop-ups or graphical code resembling pop-up code.

Click where indicated inside the Information bar and select either

1. "**Temporarily Allow Pop-Ups**" to view blocked information just during the current session
2. "**Always Allow Pop-ups from this Site**" to always see pop-ups at this web site
3. "**Settings**" to allow pop-ups on multiple sites you specify.

## Mozilla Firefox



Firefox blocks pop-ups by default. To configure Firefox's pop-up blocking:


1. Open Firefox
2. Select **Options > Options > Content**
3. To disable pop-up blocking, un-check "**Block pop-up windows**" > click OK.
4. To allow pop-ups on approved sites, verify that "**Block pop-up windows**" is checked and click the **Exceptions...** button beside it. This opens the Allowed Sites - Popups window
  - o in "Address of Web Site" box type the URL of the website
  - o click the **Allow** button. The website should appear under Site with an "Allow" Status.
  - o click the Close button.

## Apple Safari Browser

To disable the Pop-Up Blocker in Safari, select **Edit** in the toolbar and **un-check** "Block Pop-Up Windows." A shortcut is to hold down the Control+Shift key and press the "**K**" key on your keyboard.

## Google Chrome Browser



Google Chrome automatically prevents pop-ups . To see blocked pop-ups in Chrome, click the  icon in the address bar. To always see pop-ups for a website, click the  icon and select "**Always show pop-ups from...**". The site will be added to the Exceptions list, which you can manage in the Content Settings dialog (as described below).

To add the website as an exception so it will not be blocked, click the Wrench icon  in Chrome's address bar > select **Options (Preferences on a Mac)** > click "**Under the hood**" tab > select "**Content Settings**" button under Privacy > select **Pop-up** under Features > click the **Exceptions** button > click the **Add** button and enter "ctimls.com" under Pattern > OK > Close.

## Google Toolbar



To stop the Pop-Up Blocking feature in Google Toolbar, either

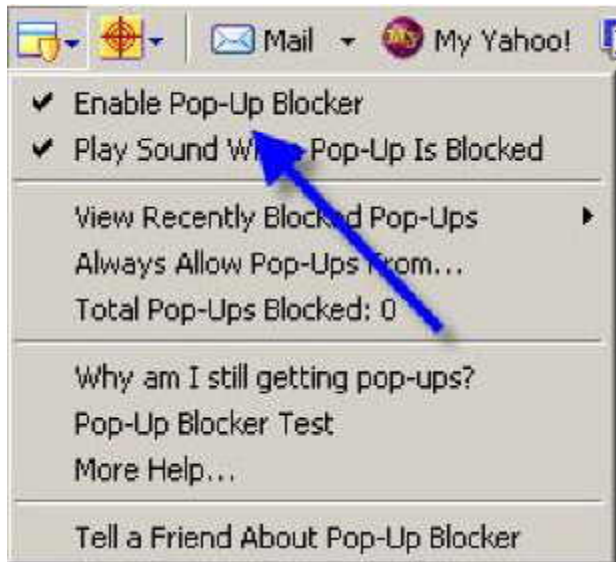
1. Click on the Pop-Up Blocker icon  in the toolbar to allow pop-ups on this site ; or
2. Right-click on the toolbar and un-check Google in the Drop Down menu to temporarily disable blocking pop-ups.

## Yahoo Toolbar



To disable the Pop-Up Blocking feature in the Yahoo Toolbar:

1. Click the Down arrow beside the Pop-Up Blocker icon 
2. To disable the blocker, un-check "**Enable Pop-Up Blocker**" in the Drop Down menu



3. To configure the blocker, check "**Enable Pop-Up Blocker**" and select "**Always Allow Pop-Ups from...**" on the same Drop Down menu
4. In the Yahoo! Pop-Up Blocker dialog screen, select **ctimls.com** in the "**Sources of Recently Blocked Pop-Ups**"

5. Click the **Allow** button and then the **Close** button.

### MSN Toolbar





1. Click the Down arrow beside the Pop-Up Blocker icon
2. Check "**Allow Pop-ups**" in the Drop Down menu



### AOL Toolbar



To stop the Pop-Up Blocking feature in AOL Toolbar, click on the Pop-Up Blocker in the

toolbar  to toggle it to allow pop-ups .