



**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF PUERTO RICO**

María de los Ángeles González
Clerk of Court

Jose V. Toledo U.S. Courthouse
300 Recinto Sur St., Suite 134
San Juan, PR 00901

Notice 19-14

MCS Building Suite 222A
880 Tito Castro Ave.
Ponce, PR 00716-4732

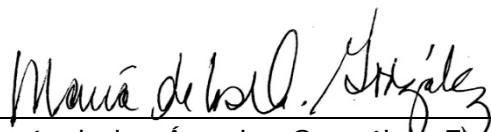
Notice to the Bar and the Public

In Re: CM/ECF Shutdown

Please be informed that the CM/ECF Server will be shut down this Saturday, September 28, 2019 from 8:00am to 8:00pm. During that time our System's staff will be working on a required application upgrade. The electronic filing system will return to normal operations after this process is completed, barring unforeseen circumstances, on Saturday, September 28, 2019 after 8:00 pm.

It should be noted that the application upgrade will affect the payment module of the system as seen in the information included herein.

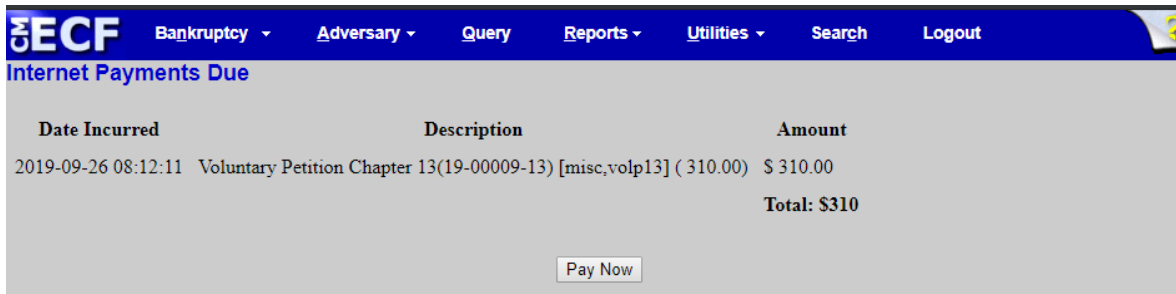
In San Juan, Puerto Rico, this 26th day of September 2019.



María de los Ángeles González, Esq.
Clerk of Court

CM/ECF Credit Card Payments

When the attorney selects a transaction to be paid the following screen appears:

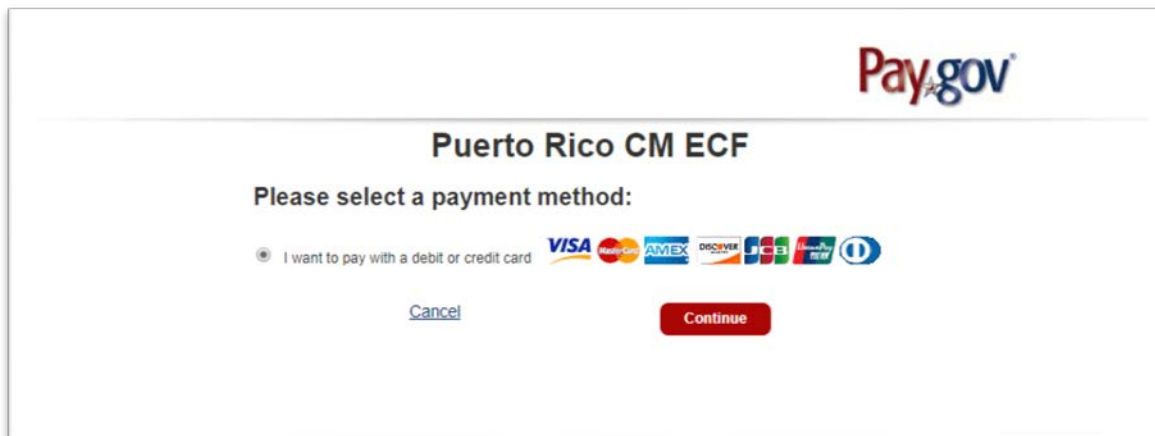


The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Internet Payments Due". It contains a table with three columns: "Date Incurred", "Description", and "Amount".

Date Incurred	Description	Amount
2019-09-26 08:12:11	Voluntary Petition Chapter 13(19-00009-13) [misc,volp13] (310.00)	\$ 310.00
		Total: \$310

Below the table is a "Pay Now" button.

After selecting the **Pay Now** button the following screen is displayed by the Treasury Department site:



The screenshot shows the Pay.gov payment selection screen. At the top right is the Pay.gov logo. The main heading is "Puerto Rico CM ECF". Below the heading is the instruction "Please select a payment method:". There is a radio button selected next to the text "I want to pay with a debit or credit card". To the right of this text are logos for VISA, MasterCard, AMEX, Discover, JCB, and UnionPay. At the bottom of the screen are two buttons: "Cancel" and "Continue".

When the attorney selects **Continue** the following screen is displayed:

Pay.gov

Puerto Rico CM ECF

Please provide the Credit or Debit Card Information below
* indicates required fields

Agency Tracking ID: 10572679
Payment Amount: \$310.00

* Country:

* Billing Address:

Billing Address 2:

* City:

State/Province:

ZIP/Postal Code:

* Account Holder Name: ACCOUNT TEST

* Card Number:

* Expiration Date:

Card Security Code:

[Previous](#) [Cancel](#) [Continue](#)

Once the Country is selected the account holder's first address line and ZIP code default values will be populated from the values found on CM/ECF utilities "Maintain Your ECF Account" area. Please note that changing any of these fields on the pay.gov screen does not affect their CM/ECF data, so any needed changes should be made via "Maintain Your ECF Account".

When the attorney clicks the **Continue** button, a summary screen is displayed:

The screenshot shows a payment review page on the Pay.gov platform. At the top right is the Pay.gov logo. The main heading is "Puerto Rico CM ECF" followed by "Review and submit payment". A note states "* indicates required fields". The payment details are as follows:

- Agency Tracking ID: 10572679
- Payment Amount: \$310.00
- Payment Method: Plastic Card
- Account Holder Name: ACCOUNT TEST
- Card Type: VISA
- Card Number: *****1111
- Billing Address: Calle 123 No. 45
- Billing Address 2:
- City: San Juan
- Country: Puerto Rico
- State/Province: PR
- ZIP/Postal Code: 00901

At the bottom, there is a checkbox with a checkmark and the text: "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." Below this are three buttons: "Previous" (a link), "Cancel" (a link), and "Continue" (a red button).

After the user clicks **Continue**, the final screen will be seen with the receipt generated by CM/ECF:

The screenshot shows the final receipt screen on the ECF website. The top navigation bar includes "ECF", "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "U.S. Bankruptcy Court District of Puerto Rico". The message reads: "Thank you. Your transaction in the amount of \$ 310.00 has been completed. Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 10572679." Below this is a "Detail description:" section with the text: "Voluntary Petition Chapter 13(19-00009-13) [misc,volp13] (310.00)".

The option to receive an email from Pay.gov when a payment is made has been removed. You may obtain a confirmation by clicking on the "print a copy of your transaction receipt" on the page.