

# **CHAPTER 13**

## **Credit Card/Internet Reports**

**Internet Payment History**  
**Internet Payments Due**

# Internet Payment History

The following module demonstrates the steps to take to run the Internet Payment History Report.

**STEP 1** Click the [Utilities](#) hypertext link on the CM/ECF Main Menu.

**STEP 2** The **Utilities Events** screen displays.

**STEP 3** Enter the date range for the history selection (**See Figure 1**)

**Figure 1**

**STEP 4** The Payment History Report displays (**See Figure 2**)

Date Paid	Description	Payment Method	Receipt #	Amount
2003-08-11 14:37:02	Chapter 7 Voluntary Petition - Case Upload(8:03-bk-00020) [caseupld,1027u] ( 200.00)	credit card	1111B35596	\$ 200.00
2003-08-11 15:29:26	Chapter 7 Voluntary Petition - Case Upload(8:03-bk-00021) [caseupld,1027u] ( 200.00)	credit card	1111B35607	\$ 200.00

**Figure 2**

## Internet Payments Due

The Internet Payment Due Report reflects all payments due that have not been paid. All fees must be paid on the day the pleading is filed. This report should be run at the end of each day to check for outstanding payments due.

**STEP 1** Click the [Utilities](#) hypertext link on the CM/ECF Main Menu.

**STEP 2** The **Utilities Events** screen displays.

**STEP 3** If payments are due the **Electronic Payment Due Screen** will display.  
(See Figure 3)

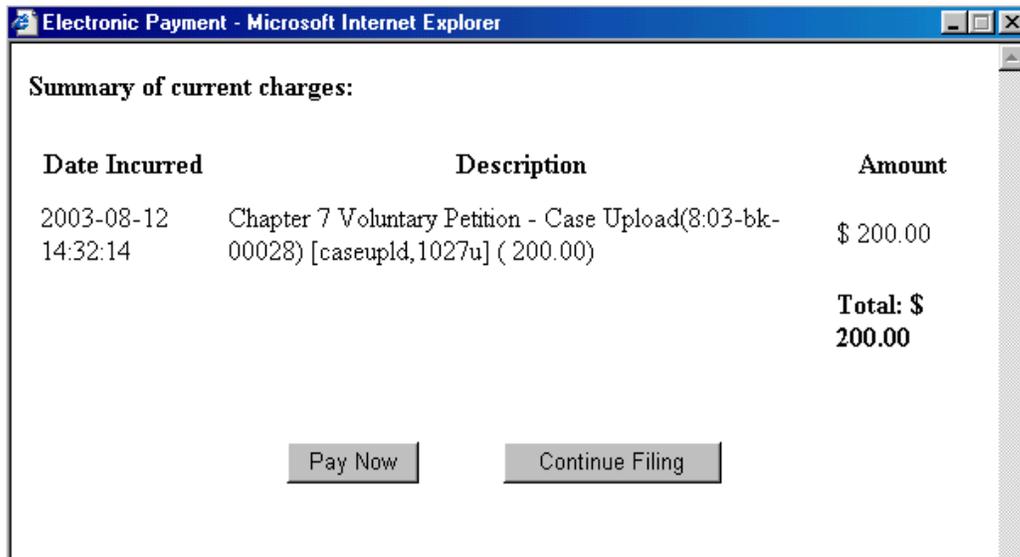


Figure 3

- ◆ To pay the filing fee, click on the **[Pay Now]** icon. If you are not ready to pay click on **[Continue Filing]**
- ◆ If all fees have been paid the system will return the message

**“There are currently no outstanding CM/ECF credit card charges”**