### THE UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MICHIGAN

ONLINE PAYMENT PROGRAM WITH PAY.GOV



#### HOW TO PAY A FEE ELECTRONICALLY

Payment of court fees (including filing fees and installment payments, copies, recordings of hearings, etc.) may be paid online via debit card, PayPal, or ACH (electronic payment from a bank account).

If you choose to pay from a checking or savings account (this process is referred to as "Automated Clearing House" or "ACH"), you will need to select an Account Type and enter the appropriate information for your account including:

- Financial institution routing number
- Checking or savings account number and
- Re-enter account number to confirm
- If you choose to pay via Debit Card, you will need to select the Debit option and enter the card payment information.

#### **ONLINE PAYMENTS**

\*\*FOR COPIES: CONTACT THE CLERK'S OFFICE FOR TOTAL NUMBER OF PAGES AND ARRANGE FOR PICK UP OF DOCUMENTS AT A SPECIFIC COURT LOCATION.

ALTERNATIVELY, YOU MAY MAIL A SELF-ADDRESSED STAMPED ENVELOPE TO THE COURT AND HAVE YOUR COPIES MAILED TO YOU.

Use the Online Payment Form link to make your payment for the following types of fees. The online payment program cannot be used for Chapter 13 plan payments to be paid to the trustee.

- Record Search
- Certification
- Copy fees
- Exemplifications
- Reproduction of Recordings
- Amended Schedules
- · Record Retrieval
- Claims Transfer
- Motion to Reopen Ch 7
- Motion to Reopen Ch 13
- Filing Fee Installment Ch 7
- Filing Fee Installment Ch II
- Filing Fee Installment Ch 13 (not Ch 13 Plan Payment)
- Filing Fee Ch 7
- Filing Fee Ch I I
- Filing Fee Ch 13
- Conversion 13 to 7
- Conversion 13 to 11
- Adversary Proceeding
- Motion for Sale Section 363(f)
- Motion for Relief from Stay
- Motion to Compel Abandonment
- Appeals (incl. \$5 Notice of Appeal Fee)
- Returned/Denied Payments (NSF)

### ADDITIONAL INFORMATION

The online payment program cannot be used for Chapter 13 Plan Payments to be paid to the trustees.

\*\* If you do not know the amount of the fee due or require additional information to make a payment, please call the Clerk's Office at (313) 234-0065 for Detroit, (810) 235-4126 for Flint, or (989) 894-8840 for Bay City.

### CM/ECF FILERS SHOULD CONTINUE TO USE CM/ECF FOR ALL COURT FILING FEES

This Online Payment Program is not for use by CM/ECF filers with limited exceptions listed below:

- Requests for copies of documents
- Requests for certified copies of documents
- Requests for record search
- Requests for exemplification
- Reproduction of Recordings
- Record Retrieval

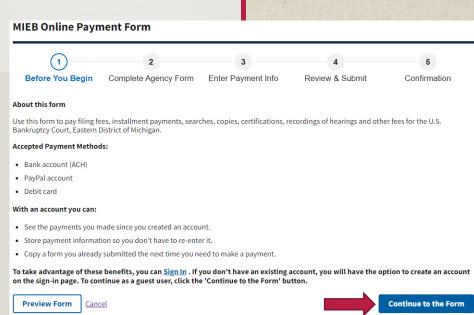
CM/ECF filers should continue to make payment of court filing fees directly in CM/ECF when filing a document with the court.



STEP BY STEP INSTRUCTIONS ON HOW TO MAKE A PAYMENT USING THE PAY.GOV PAYMENT PROGRAM



Click at bottom right of page: "Continue to the Form"



#### ONLINE PAYMENT FORM

ENTER PAYER INFORMATION, CASE INFORMATION AND DESCRIPTION OF FEE BEING PAID

An email address is needed for receipt of payment

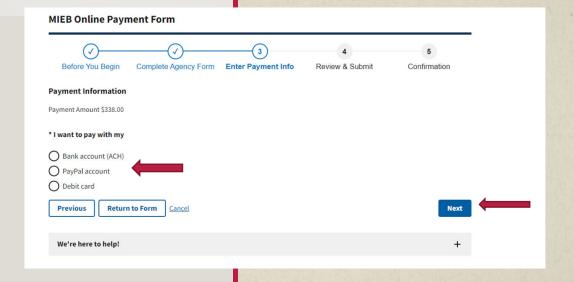
MIEB Online Payment Form	Please select at least one of the following:
2 3 4 5 Before You Begin Complete Agency Form Enter Payment Info Review & Submit Confirmation	Record Search at
	Certification at
	Copy Fees at
	Exemplifications at
United States Bankruptcy Court Eastern District of Michigan	Reproduction of Recordings at
This form may be used for requests from records of and payments to the U.S. Bankruptcy Court for the Eastern District of Michigan only.	Amended Schedules ** at
Instructions	Record Retrieval at for the first, and each additional
* Required Field	Claims Transfer ** at
Requester Information (person completing this form)	Motion to Reopen Ch. 7 at
First Name " M.I. Last Name "	
	Motion to Reopen Ch. 13 at
Address 1 *	Filing Fee Installment Ch. 7
	Filing Fee Installment Ch. 11
Address 2	Filing Fee Installment Ch. 13 (Not Ch. 13 Plan Payment)
City' State' Zip Code'	Filling Fee Ch 7 at **
	Filing Fee Ch 11 at **
Telephone ' Email '	Filing Fee Ch 13 at **
	Conversion 13 to 7 at **
	Conversion 13 to 11 at **
Payer Information	Adversary Proceeding ** at
Same as Requester	Motion for Sale Section 363(f) ** at
First Name * M.J. Last Name *	Motion for Relief From Stay ** at
	Motion to Compel Abandonment ** at
Address 1 *	Appeals (incl. \$5 Notice of Appeals fee) ** at
	Returned/Denied Payments (NSF) at
Address 2	** these actions require the filing of a document with the court
	Total Cost
City' State' Zip Code'	\$0.00
Telephone ' Email '	
Notice to the second se	If you are requesting copies of records, please select at least one of the following
	., , , , , , , , , , , , , , , , , , ,
Case Information	Send Items to "Requester" Email address
Case Number * Debtor Name * Chapter *	Send items to "Requester" Mailing Address
	Send items to "Payer" Email Address
Document Number Hearing Date Matter	Send items to "Payer" Mailing Address
MM/DD/YYY	Pick Up at Office
	Continue View PDF

### SELECT TYPE OF PAYMENT FROM LIST OF OPTIONS

Bank account (ACH)

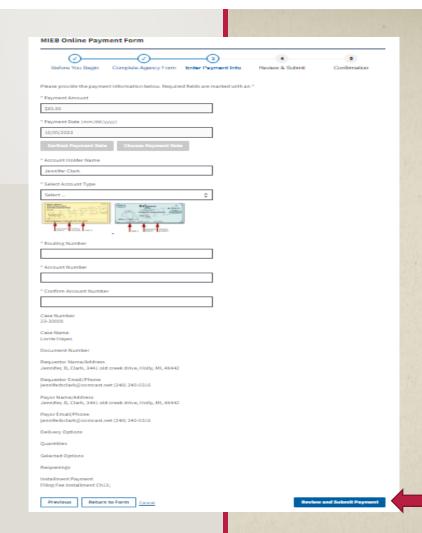
PayPal

Debit card



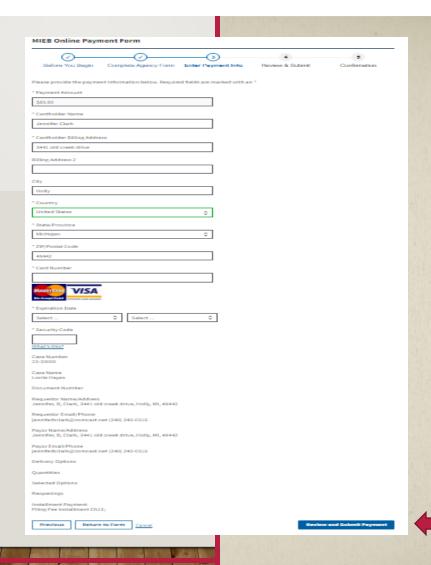
### BANK ACCOUNT (ACH) SELECTED

Complete form



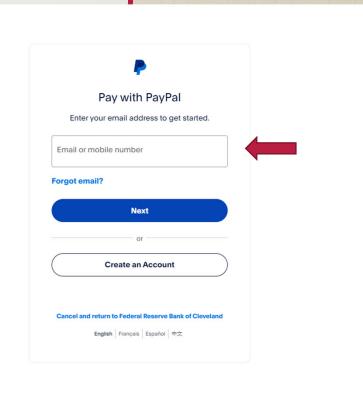
#### **DEBIT CARD SELECTED**

Complete form



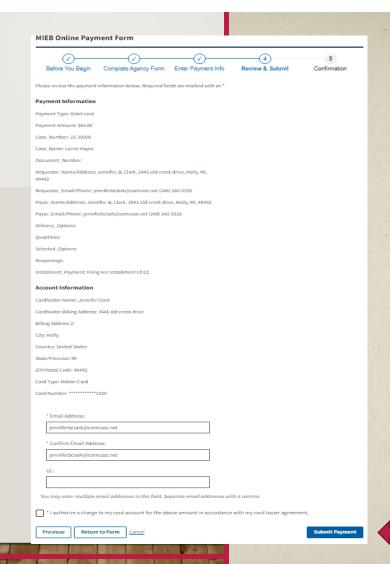
#### PAYPAL SELECTED

Login to PayPal



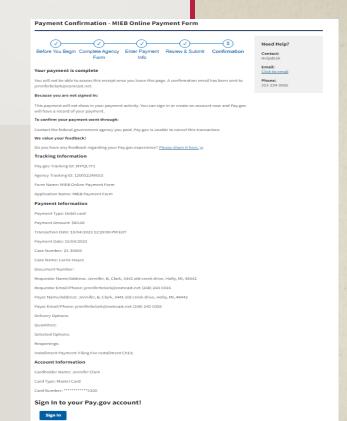
# NEXT, THE PAYMENT INFORMATION SCREEN WILL BE PRESENTED

Review all information. If the information is accurate, click Submit Payment.



### SUBMITTED PAYMENT AND TRACKING INFORMATION

Please retain for your records.



## YOUR PAYMENT HAS BEEN MADE CONGRATULATIONS!

