



DISTRICT COURT OF THE VIRGIN ISLANDS

Bankruptcy Division

Bankruptcy NextGen CM/ECF

Internet Pay Module

Effective, December 2, 2019 NextGen CM/ECF system will allow filers to pay fees online using a credit card or direct debit (ACH). The internet pay module allows filers to pay filing fees to the U.S. Treasury interactively as part of the electronic filing process via the internet.

The filer will have the option to pay after completing a fee-bearing filing or can simply make one payment at the end of the day for all fee transactions. A pop-up credit card window will appear on the screen overlaying the CM/ECF Notice of Electronic Filing. Note: You must enable pop-ups for the screen to appear. This screen will contain the new filing fee charge and any other outstanding filing fees, if applicable. You must select one of the following options: **Pay Now** or **Continue Filing**.

If you choose to **Pay Now** the filer will be directed to PACER Service Center (PSC) to select a payment method and authorize payment. When the transaction is approved a transaction receipt will appear with a transaction number and a confirmation of payment. Click the “Close Window” button to return to the CM/ECF system.

During the registration process, the PACER Service Center (PSC) collects credit card information from public users. When users click a Pay Now button in NextGen CM/ECF, they are redirected to the PSC, which displays the payment screens. Users can make the payment with stored payment information (credit card or direct debit (ATH) or payment information can be entered at that time. The PSC transmits the transaction data to Pay.gov.

Selecting the **Continue Filing** option allows the filer to continue filing in NextGen CM/ECF and accumulate any filing fees incurred during the day. This option allows the filer to pay all filing fees at once upon completing filings for a day. All fee transaction payments must be paid in full by close of business the same day the fee was incurred. Close out your account by selecting the “Internet Payment Due” report on the Utility menu. Click the check box for **Fees to Pay** and proceed to the PSC for payment processing.

Email notices will be generated each time you make a payment and each morning when you have an unpaid balance. Once you have completed the on-line payment of fees, the receipt entry will be automatically posted to the docket sheet for each case involved. The entry will include the filing fee and receipt number.

Lockout Feature

Access to ECF will automatically be disabled after two days for filers who have outstanding filing fees. If access is disabled, the filer can still log in to NextGen CM/ECF but will not be able to view or file documents. Access is enabled by clicking on “Utilities” tab on the main menu and clicking on “Internet Payments Due” to pay outstanding fees. Filers will not have the option of selecting a specific transaction but must pay all fees due in order to regain access to the system. Once all fees are paid, access to NextGen CM/ECF is regained by clicking the “Logout” tab on the main menu, closing the browser, reopening the browser, and logging back into the NextGen CM/ECF system.

In addition, the Court will continue to dismiss cases without prejudice for failure to pay the filing fees if the payment is not made within two business days, regardless of which payment method is used.

If you have any questions, please contact the Clerk’s Office.