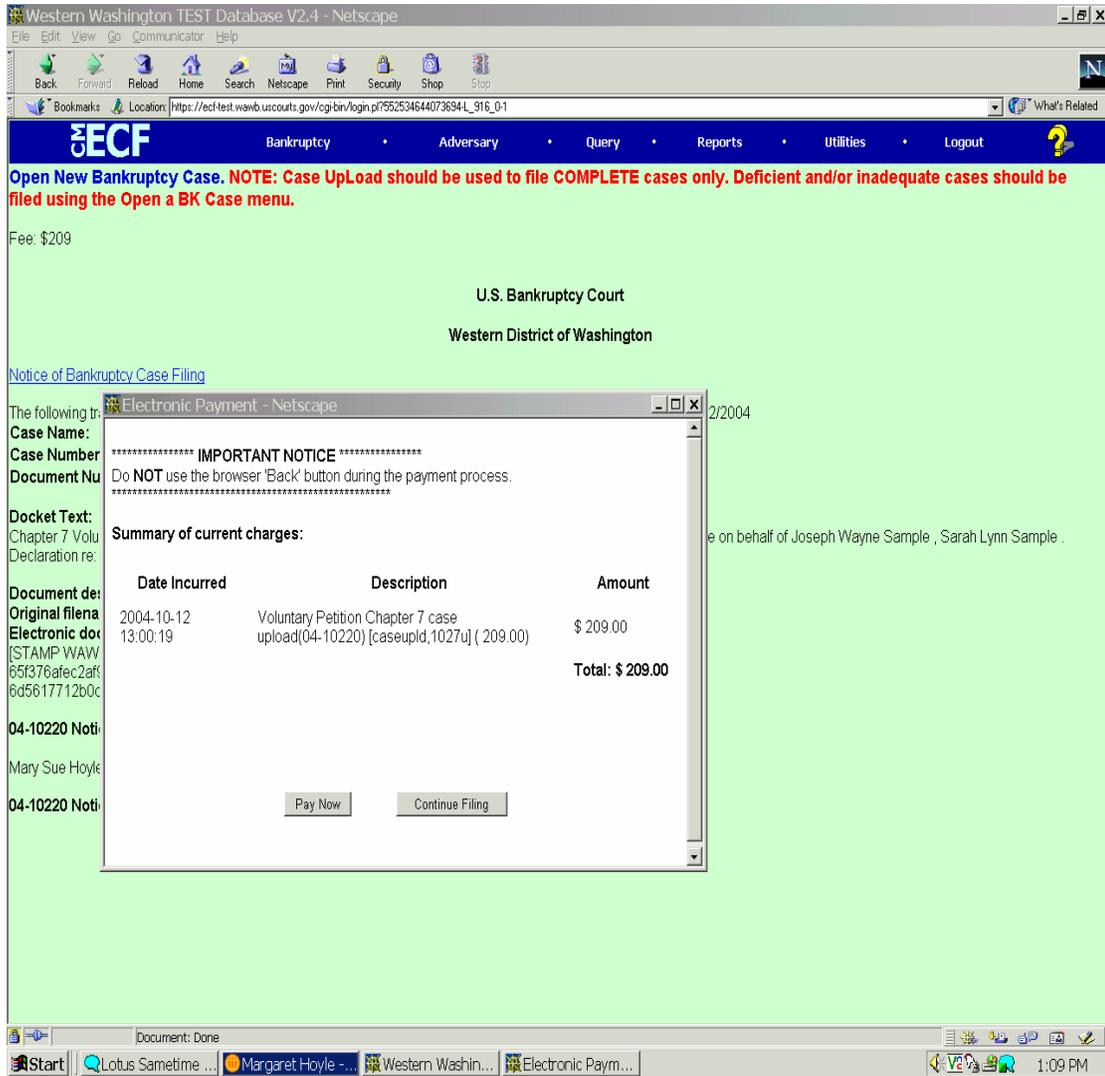


The U.S. Bankruptcy Court for the Western District of Washington will be installing Version 2.5 of CM/ECF on Sunday, October 17. With this upgrade, the U.S. Treasury is changing the way it processes credit card payments. Two new screens, Payment Information and Payment Summary and Authorization, have been added to the CM/ECF credit card module for the U.S. Treasury processing. Please do not make any credit card transactions on Sunday, October 17. Wait until Monday, October 18, to make any credit card transactions.

The first screen to appear is:



IMPORTANT NOTICE: Do NOT use the browser "Back" button during the payment process, doing so may result in multiple transactions.

Selecting the Pay Now option will bring up this new screen:

The screenshot shows a Netscape browser window with the title "Pay.Gov - Enter Payment Information". The address bar shows the URL: https://ecf-test.wawb.uscourts.gov/cgi-bin/login.pl?752534644073694L_916_0-1. The page content includes a "Section 508 Policy" link and a "Notice of Bank" section. The main form is titled "Enter Payment Information" and contains the following fields:

- Cardholder Name: *
- Address: *
- Address 2:
- City:
- State: --OR-- Province / Region:
- Country:
- Zip Code: *
- Card Type: *
- Card Number: *
- Security Code:
- Expiration Date: / *
- Payment Amount: *

At the bottom of the form, there is a note: "A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open." Below the note are "Continue" and "Quit" buttons.

On the right side of the page, there is a sidebar titled "Plastic Card Payment Steps" with the following steps:

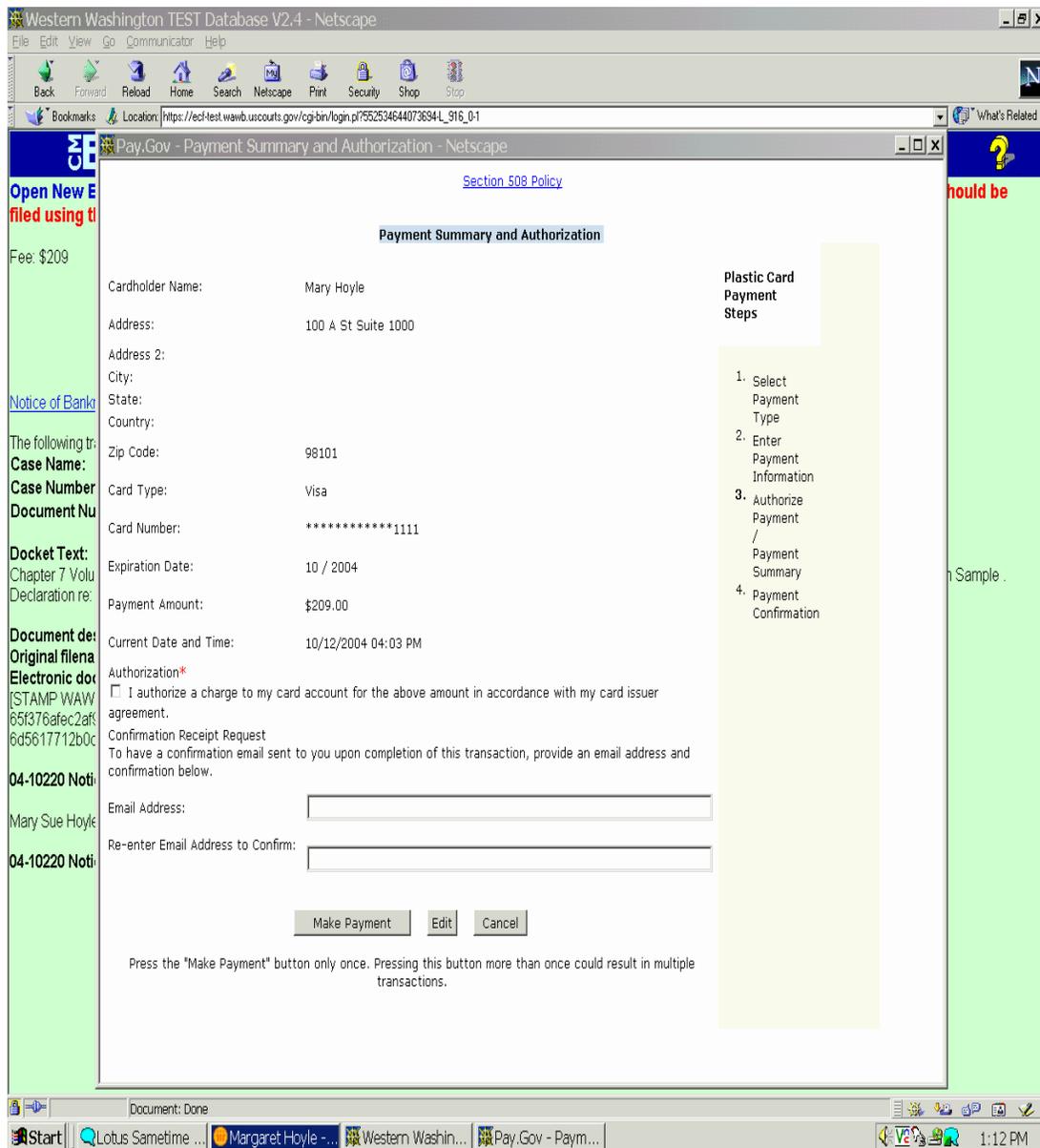
1. Select Payment Type
2. Enter Payment Information
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Notice the red *. These fields are mandatory fields. Fill in all fields. Do NOT change the Payment Amount. The full amount owing will be charged to your credit card.

The name and address being displayed is extracted from CM/ECF. There is no verification of these values by Pay.gov. Changing any of these fields on the Pay.gov screen does not affect CM/ECF data. Please contact the court if your address has changed.

Press continue when done.

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

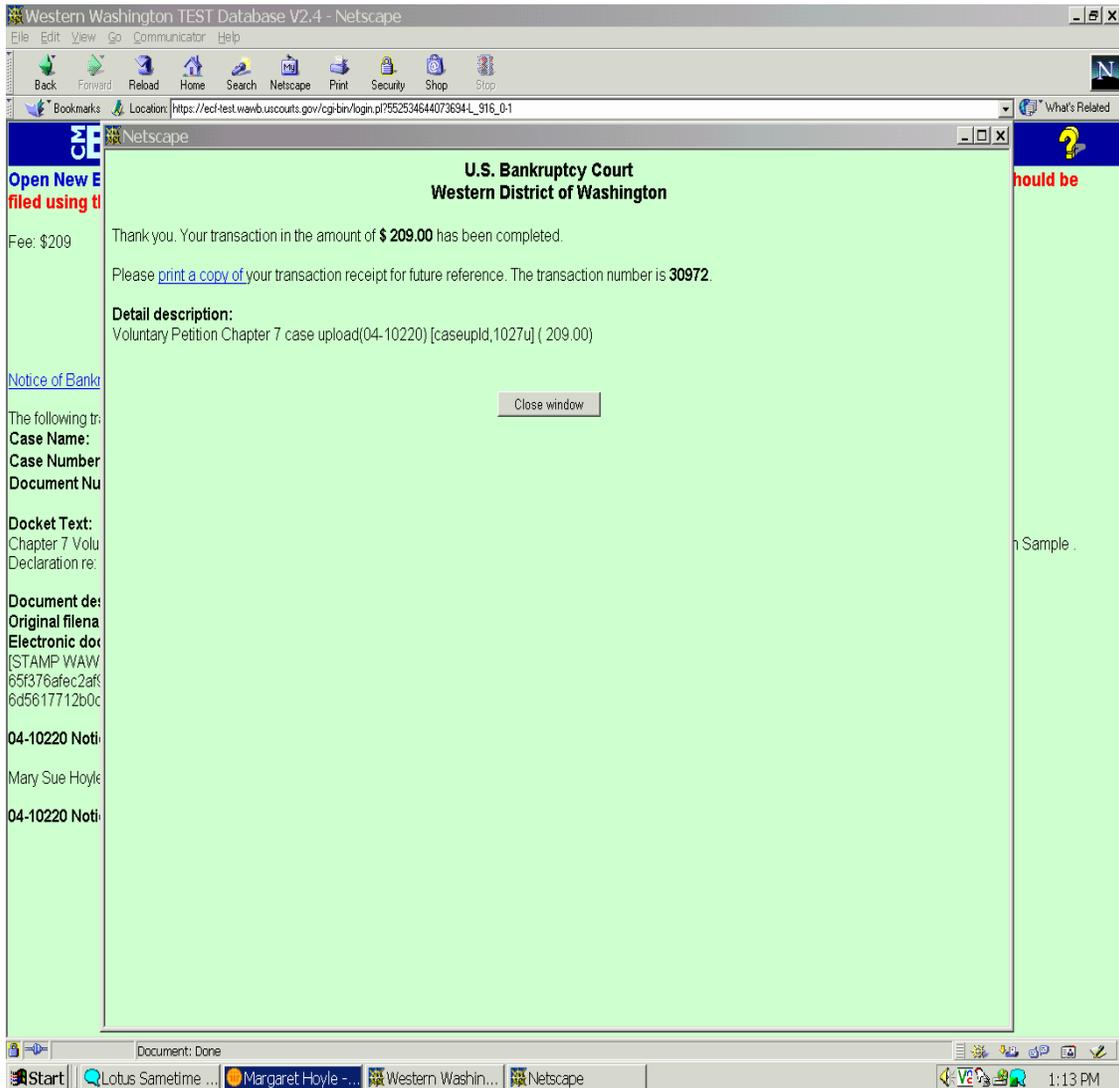


The attorney must click the Authorization checkbox before clicking the Make Payment button.

If the attorney enters an Email address, the attorney will receive a receipt from Pay.gov. An example of this email is at the end of this document.

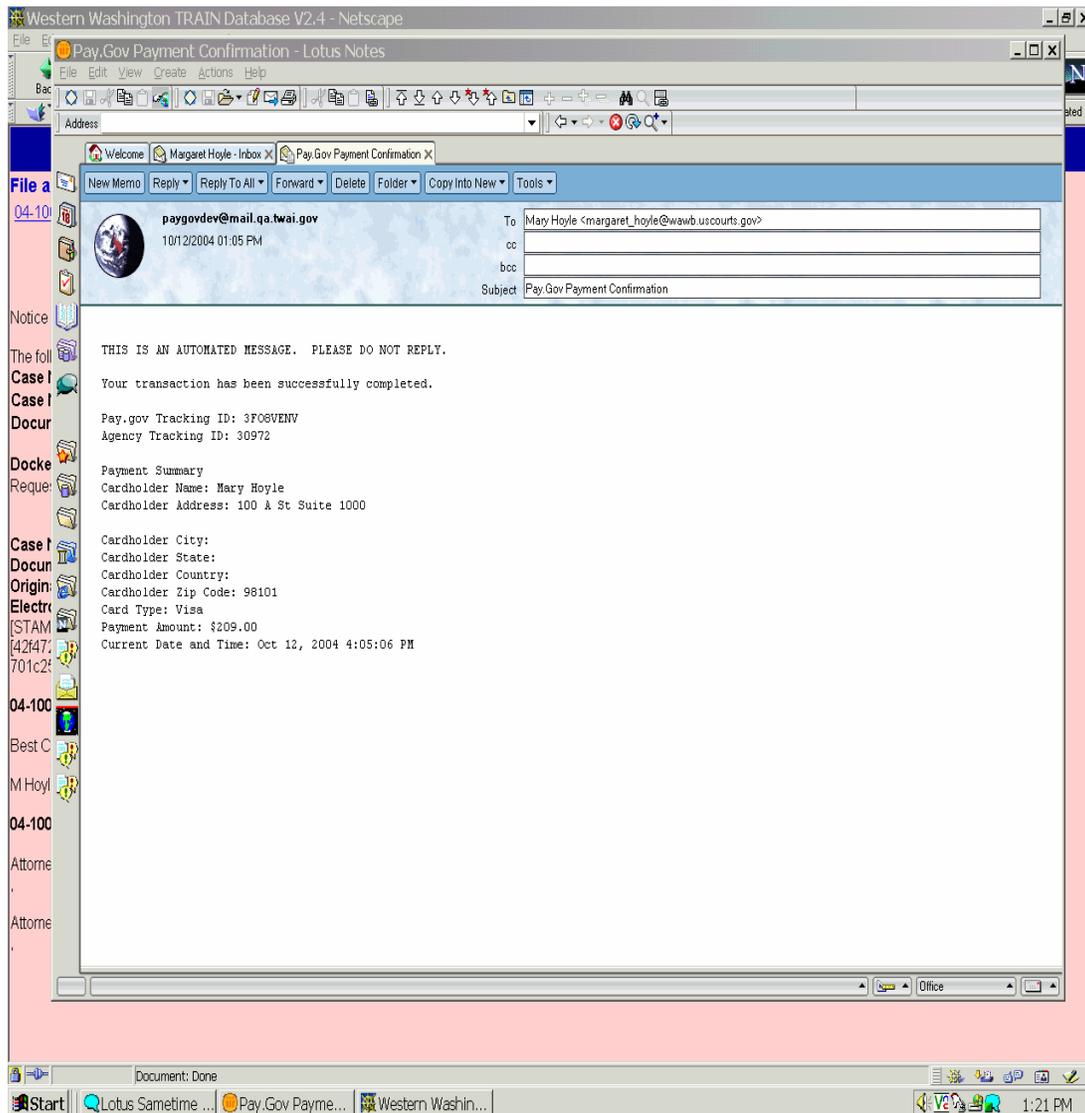
Press the “Make Payment” button only once. Pressing this button more than once could result in multiple transactions.

If processing is successful, a receipt generated by CM/ECF is displayed:



Print a copy of this receipt for your records. It includes the amount being charged to your credit card, the transaction number and detail description of the entry made to CM/ECF which includes the case number.

Here is an example of an email from Pay.gov:



The Agency Tracking id is the same as the transaction number.
This email also has a Pay.gov Tracking id.
Unfortunately this email does not contain reference to the case number.