

UNITED STATES BANKRUPTCY COURT

Western District of Michigan

P.O. Box 3310

Grand Rapids, MI 49501

Daniel M. LaVille, Clerk

(616) 456-2693 - Tel.

(616) 456-2919 - Fax

CREDIT CARD PAYMENT FOR COURT SERVICES

The Bankruptcy Court will permit payment for court fees and services using Visa, MasterCard, Discover, American Express, or Diner's Club. In all cases, requests for services and charges to the credit cards must be in writing.

Blanket authorizations: Law firms, partnerships, professional corporations and sole practitioners may file a blanket authorization with the court which will permit any lawyer or employee named on the form to request services and to charge a specified credit card for those services. Requests for fees or services to be charged must be made in writing. All filing fees which are due at the time of filing a document must be charged at the time of filing. If your firm has also set up an account with the court for copy or certification services, it will be assumed that your credit card is the preferred method of payment for this account and those fees will be charged once a month with an itemization and receipt mailed to you at that time. A form blanket authorization is attached.

One time authorizations: Anyone else who needs to charge a service one time may complete the one time authorization form attached. This form is to be filled out completely including the case name and case number (if known) and type of service being requested (examples: copies or certification listing the specific document name or search to see if John Doe ever filed in this district).

Receipts: Cash register receipts with a credit card transaction receipt will be returned to persons making payment by credit card.

Electronic filing: A blanket authorization form need not be filed with the court if you are doing electronic filing. Internet credit card payments for electronic filing do not receive a separate receipt. The email you receive after making payments should be used to reconcile your credit card statement.

Questions: Any further questions about credit card payments should be addressed to Julie McMahon at (616) 456-2902.

**United States Bankruptcy Court for the Western District of Michigan
Credit Card Blanket Authorization Form**

I hereby authorize the United States Bankruptcy Court for the Western District of Michigan to charge the credit card noted below for payment of fees, costs, and expenses which are incurred by myself or any member or employee of the law firm or company stated below. I certify that I am authorized to sign this form on behalf of my law firm or company. I understand that this information will be securely maintained in the Clerk's office.

Indicate if this is and: INITIAL AUTHORIZATION____ UPDATED AUTHORIZATION____

Credit Cardholder Name:_____

Signature:_____ Date:_____

E-mail Address (if applicable):_____

Law Firm/Company Name:_____
(if individual, type in your name)

Address:_____

Telephone Number:_____ Fax Number:_____

Names of Individuals Authorized to Use Account Number Listed Below:

Name	Bar No. (if applicable)
_____	_____
_____	_____
_____	_____
_____	_____

Type of Credit Card	Account Number	Expiration Date	I.D.#
_____	_____	_____	_____

(I.D.# is mandatory. American Express: 4 digits on front right side in the center; All others: last 3 digits on back of card within signature block.)

The Court accepts American Express, Diner's Club, Discover, MasterCard, or VISA.

This form will be kept on file in the Clerk's office and will remain in effect until specifically revoked in writing. It is the responsibility of the law firm, company, or individual named above to notify the court of a new expiration date when a credit card has been renewed or to notify the court if the card has been revoked, cancelled, or stolen. A new application must be submitted each time there is a change of any information that you have provided within this document. In the event the charge against the credit card is denied, you will be notified immediately to make payment with another credit card under an updated authorization, by money order, check, or in cash. Any abuse of this privilege may result in your removal from the credit card program.

**United States Bankruptcy Court for the Western District of Michigan
CREDIT CARD AUTHORIZATION FORM
ONE TIME AUTHORIZATION**

Case Name: _____ Case Number: _____

I hereby authorize the United States Bankruptcy Court for the Western District of Michigan to charge the credit card account noted below for payment of the fees, costs or expenses which are listed below. I certify that I am a person who is authorized to use this credit card. This form **must be signed** by the person whose signature appears on the back of the credit card.

Name: _____

Street Address: _____

City, State Zip: _____

Signature: _____ Date: _____

Daytime telephone #: _____ Fax # _____

Information about card(American Express, Diner's Club, Discover, MasterCard, or VISA accepted):

Type of Credit Card _____ Account# _____

Expiration Date _____ I.D.# _____

(I.D.# is mandatory. American Express: 4 digits on front right side in the center. All others: last 3 digits on back of card within signature block.)

Type of service

requested: _____

Information about the charge (to be filled in by court unless dollar amount is known):

Filing Fees (for new cases)	\$ _____
Motion Fees	\$ _____
Conversion fee	\$ _____
Search fee	\$ _____
Copies and certificates	\$ _____
Appeal fee	\$ _____
File Retrieval from Archives	\$ _____
Other: _____	\$ _____

Total Charge \$ _____