



UNITED STATES BANKRUPTCY COURT Western District of New York

Paul R. Warren
Clerk of Court

Buffalo (716) 551-4130
Rochester (585) 263-3148

NOTICE TO PUBLIC REGARDING ACCEPTANCE OF CREDIT CARDS

No. 02-05

Dated: October 28, 2002

Effective December 2, 2002, the United States Bankruptcy Court for the Western District of New York, will begin to accept credit cards for payment for services, court filing fees, expenses and fines. We will accept the following cards: Visa, MasterCard, Discover, American Express or Diners Club.

The Clerk's office has developed a **Credit Card Blanket Authorization Form** for use by law firms, partnerships, professional corporations, and sole practitioners. Entities who wish to use a credit card may present or mail a blanket authorization form to the Clerk's office at either divisional location:

U.S. Bankruptcy Court
300 Pearl Street Suite 250
Att: Financial Department
Buffalo, NY 14202

U.S. Bankruptcy Court
100 State Street, Suite 1220
Att: Financial Department
Rochester, NY 14624

This form will permit designated authorized users to request services and to charge a specified credit card for those services. This form must contain the **original** signature of the cardholder and **a photocopy of both sides of the credit card must be attached**. **Photo identification** will be requested from persons designated as authorized users.

A **One Time Authorization/Mail Transaction Form** has also been developed for use by an individual who is authorized by an organization to charge fees or costs to a credit card on a one time basis. Only the person whose signature appears on the back of the credit card will be permitted to sign for authorization of this limited use form. The form should accompany the documents pertaining to the charge at the time they are tendered to the Court. **The form must contain an original signature of the cardholder and the authorized user**. A photocopy of both sides of the credit card must be attached to the form if the card is not presented. This form must also accompany credit card payment requests sent by mail. **Photo identification** will be requested from designated users.

When payment is being made directly by the cardholder in person no form will be required. Payment by credit card will **NOT** be accepted from debtors in a pending case. Credit card and cash register receipts will be returned or mailed to persons making payment by credit card.

The court has developed internal procedures to ensure that all information is kept confidential and secured from unauthorized use or access. All original authorization forms will be stored in a secure location in the Buffalo office.

Also, **as of December 2, 2002, cashiers will no longer be equipped to give change**. The change-making fund currently being used in the Buffalo office will be terminated in conjunction with the implementation of the Credit Card Program.

Blanket authorization forms and one time/mail authorization forms will available in both divisional offices and on our website at www.nywb.uscourts.gov. Please direct any questions regarding credit card payments or elimination of the change-making to the Financial Department of the Clerk's Office at (716) 551-4130.