

**United States Bankruptcy Court  
District of Nevada**

**CREDIT CARD POLICY**

The Bankruptcy Court for the District of Nevada is now accepting **Visa, MasterCard, Discover, American Express, and Diners Club** credit cards for payment of services and fees.

The Clerk's Office can maintain the credit card information on file for you or one of the above listed credit cards can be given to a cashier for payment of court fees or services.

**Transaction limit**

It is your responsibility to ensure the per transaction limit and the total amount available to be charged on your credit card is sufficient for your normal business with the Clerk's Office.

If you file fifty (50) or more petitions a week, it is recommended that you have a minimum of \$10,000 as your daily transaction limit and an available amount to be able to be charged to the credit card of at least \$50,000.

**Credit card information maintained by court**

The attached application will need to be filled out and submitted to Connie Gozdan from the Financial Department, of the U.S. Bankruptcy Court Clerk's Office, if you want the court to maintain your credit card information on file. This information will be maintained in a secured environment for your protection.

**If you have submitted an application previously with the court, please complete another form and submit it. Your previously submitted application will be shredded when the current updated application is received.**

The updated application has a section for authorized users. The list of users you designate on the application will be maintained in a confidential file in Intake. **It will be your responsibility to keep the court informed when the users list is to be changed.** The court will maintain the information required to have a credit card on file. The actual credit card **will not be required** to be carried by runners for your credit card transactions. The court will maintain one (1) credit card on file. This card can be changed to another card by completing another application to have a replacement credit card on file with the court.

**Credit card declined**

If your credit card is declined, you will have 24 hours to provide checks to the court for payment of fees or services.

*United States Bankruptcy Court  
District of Nevada*

**CREDIT CARD COLLECTION NETWORK AUTHORIZATION FORM**

We/I hereby authorize the United States Bankruptcy Court for the District of Nevada to charge the following bank card number for payment of filing fees and other court related expenses.

Name as it appears on Card: \_\_\_\_\_

Name of Law Firm: \_\_\_\_\_

Name of other authorized users: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cardholder's Mailing Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Business Mailing Address:** \_\_\_\_\_

Business Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Please select which card you would like to have kept on file with the court:**

Master Card  Visa Card  Discover Card  American Express  Diners Club

**Card Number:** \_\_\_\_\_ **\*Code if applicable:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

Please indicate if this information is: ( ) **NEW** ( ) **UPDATED**

This form will be kept on file in the clerk's office, and shall remain in effect until specifically revoked in writing. It is the responsibility of the firm/company/individual named herein to notify the clerk's office of the new expiration date when a card has been renewed, if a card has been canceled or revoked, and if there is any change of the authorized user(s).

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Codes on American Express are mandatory for processing. It is the smaller sized four digit number directly above the last four digits of the card number.**

In the event the charge against this account is denied, you will be notified immediately to make payment in cash, money order, or certified check. Any abuse of this privilege may result in your removal from participation in the credit card program.

**\*\*PLEASE RETURN COMPLETED APPLICATION TO THE FINANCIAL DEPARTMENT, U.S. BANKRUPTCY COURT, 333 LAS VEGAS BLVD. S, LAS VEGAS, NEVADA 89101 ATTENTION:CONNIE GOZDAN**