



# **Pay.Gov – Annual Registration Fee Manual**

*For use by Active Attorneys within the District of Connecticut Bar*

*Last Updated: 2024/05/31*

**Executive Summary:** Provides an overview of the payment form used to remit your annual registration fee to the District of Connecticut. The annual registration fee collection period runs June 1 of the current year through May 31 of the following year.

Please consult the posted [frequently asked questions \(FAQ\)](#) before contacting the [Clerk’s Office](#) for assistance.

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## Accessing the Payment Form

Once the current collection period begins, the payment form will be accessible on the [court’s public website](#) and from within the [court’s e-filing system \(CM/ECF\)](#). The payment form works best utilizing the following web browsers: Mozilla Firefox or, Google Chrome.

From CM/ECF, you can access the “Annual Registration Fee” payment link in the Civil or Criminal menus .



## Payment Form Overview

Clicking the payment link will bring you to the payment form located at Pay.Gov, our payment processor.

- The first page, “Before You Begin”, details the form’s creator and the accepted payment methods. Click “Continue to the Form”

The screenshot shows the 'CTD Annual Registration Fee Payment Form' with a progress bar at the top indicating five steps: 1. Before You Begin (highlighted), 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the text reads 'About this form' and 'US District Court, District of Connecticut. Annual Registration Fee Payments Only'. Under 'Accepted Payment Methods:', it lists 'Bank account (ACH)' and 'Debit or credit card'. A section titled 'With an account you can:' lists benefits like seeing past payments, storing info, and reusing forms. A note encourages signing in to create an account. At the bottom, there are 'Preview Form' and 'Continue to the Form' buttons, with a blue arrow pointing to the latter. A privacy policy link is also present.

- The second page, “Complete Agency Form”, is comprised of three sections: “Attorney Information”, “Payment Collection Period”, and “Payment Information”. A red (\*) asterisk indicates a field that requires input; these cannot be left blank.
  - “Attorney Information” requires the name, last name, CT bar number, address, city, state, zip code, email address and phone number of the registering attorney.
    - *It is important that you confirm and insert your CT Bar Number using our [Bar Membership Search](#) feature. Failure to enclose your CT Bar Number will result in a delay in processing your account.*

The screenshot shows the 'Attorney Information' form section with the following fields: First Name \*, Middle Name, Last Name \*, Firm Name, CT Bar Number \* (with an example 'e.g., CT123456' and a note: '(Please Note: your bar number must include the "CT" in front of it. Example: CT123456. To find your bar number, Click Here.)'), Address 1 \*, City \*, State \*, Zip Code \*, Email Address \*, and Phone Number \*. A blue arrow points to the CT Bar Number field.

- “Payment Collection Period” requires the collection period to be selected. For most cases, keep this set for “Current Collection Period”.

**Payment Collection Period**

Collection Period \*

Current Collection Period  Previous Collection Period

The annual registration fee Collection Period runs from June 1-May 31 of each year, but if you do not pay by August 31st, your status may change from active to inactive. [See FAQ: What are the consequences if I do not pay the annual registration fee?](#)

- We will accept payment at any point between June 1-May 31 of the Current Collection Period.
- If you fail to make a payment before May 31 of the Current Collection Period, you will have an outstanding balance.
- If you need to make a payment for both the Current Collection Period and the Previous Collection Period, you must make two (2) separate payments of \$50.00. For the second payment, please select Previous Collection Period.
- Failure to follow these instructions may lead to a delay in the automated processing of your status.

- Please Note: If you selected the “Previous Collection Period” option, you will be prompted by the payment system to confirm that you intended to change this option.
  - This option is only for attorneys who have an outstanding balance from the previous collection period that must be settled.
- You may select “Cancel” to return to the previous window and change your “Payment Collection Period” if it was selected in error. Otherwise, if this was intentional, select “OK” to continue.

qa.pay.gov says

Are you sure you want to change the Collection Period?

If this is correct click 'OK'.  
To change the Collection Period click 'Cancel'.

Cancel OK

- “Payment Information” requires the checkbox to be selected or you cannot proceed to the next portion of the payment process.

**Payment Information**

Non-Refundable Fee: \$50

I hereby certify that I am submitting payment for my annual registration fee for the United States District Court for the District of Connecticut and agree to the above fee.

I have read and accept the above terms and conditions. If you do not check this box, your application will not be accepted. \*

- Once the required form elements are accurately filled in, select “Continue” at the bottom left of the form.
- At any point, you may select “View PDF” to print a copy of the form for review prior to making payment.



- If any required field is left blank, it will be highlighted in a red box and the form will not proceed to the next page until this is satisfied.

**CT Bar Number \***  
**CT Bar Number is required**

e.g., CT123456

(Please Note: your bar number must include the “CT” in front of it. Example: CT123456. To find your bar number, [Click Here.](#))

- The third page, “Enter Payment Information”, requires that you select the payment method. Select either “Bank account (ACH)” or “Debit or credit card” and select “Next” at the bottom right of the form.

**CTD Annual Registration Fee Payment Form**

The screenshot shows a progress bar with five steps: 1. Before You Begin (checked), 2. Complete Agency Form (checked), 3. Enter Payment Info (active), 4. Review & Submit, and 5. Confirmation. Below the progress bar, the 'Payment Information' section displays a payment amount of \$50.00. It asks 'I want to pay with my' and provides two radio button options: 'Bank account (ACH)' and 'Debit or credit card'. At the bottom, there are three buttons: 'Previous', 'Return to Form', and 'Cancel' on the left, and a 'Next' button on the right with a blue arrow pointing left towards it.

- Please note, credit card payments tend to process faster than debit or bank account payments.
- The form stays on page three but will prompt you for your payment information. By default, the form brings your name, address, city, country, state, and zip code from the second page. You may change this information if you are making payment on behalf of another party. Enter the required payment information then select “Review and Submit Payment” at the bottom right of the form.



- The fourth page, “Review and Submit”, will summarize your payment information and your account information. Take this time to confirm your CT Bar Number is correct.
  - At the bottom of the form, confirm your email address and enter a CC address if you need a secondary recipient to receive payment confirmation from Pay.Gov.

The screenshot shows the 'Review and Submit' form with three input fields. The first is labeled '\* Email Address:' and contains 'john\_doe@ctd.uscourts.gov'. The second is labeled '\* Confirm Email Address:' and also contains 'john\_doe@ctd.uscourts.gov'. The third is labeled 'CC:' and is currently empty.

- Review your data one last time then select the checkbox at the bottom left and select “Submit Payment” in the bottom right of the form.

The screenshot shows the bottom of the form. On the left, there is a blue arrow pointing right towards a checked checkbox with the text '\* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' Below this are three buttons: 'Previous', 'Return to Form', and 'Cancel'. On the right, there is a blue arrow pointing left towards a 'Submit Payment' button.

- The fifth and final page, “Confirmation” will display if the payment information went through successfully.

## Payment Confirmation - CTD Annual Registration Fee Payment Form



### Your payment is complete

You will not be able to access this receipt once you leave this page. A confirmation email has been sent to john\_doe@ctd.uscourts.gov.

### Because you are not signed in:

This payment will not show in your payment activity. You can sign in or create an account now and Pay.gov will have a record of your payment.

### To confirm your payment went through:

Contact the federal government agency you paid. Pay.gov is unable to cancel this transaction.

### Need Help?

**Contact:**  
U.S. District Court, District  
of Connecticut, Finance  
Department

**Email:**  
[Click to email](#)

## What Happens Next?

It can take several days for your payment to process. Please consult the [FAQs](#) on our public website for specific details. Your record on the [Bar Membership Search](#) feature will change to a green checkbox once your payment has processed.



## Who Can I Contact?

You may submit a [request through our website](#) or call us at: 203-773-2140. Please include your CT Bar Number in your correspondence or, if by phone, have it available.