

Pay.Gov – Annual Registration Fee Manual

For use by Active Attorneys within the District of Connecticut Bar Last Updated: 2024/07/30

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 <u>frequently asked questions (FAQ)</u> before contacting the <u>Clerk's Office</u> for assistance.

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Accessing the Payment Form

Once the current collection period begins, the payment form will be accessible on the <u>court's</u> <u>public website</u> and from within the <u>court's e-filing system (CM/ECF)</u>. 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 redirect you to the payment form located at Pay.Gov, our payment processor.

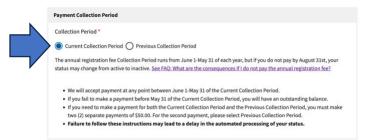
• The first page, "Before You Begin", details the form's creator and the accepted payment methods. Click "Continue to the Form"

1	2	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
About this form				
US District Court, District of	Connecticut. Annual Registratio	on Fee Payments Only		
Accepted Payment Method	is:			
Bank account (ACH)				
Debit or credit card				
With an account you can:				
 See the payments you n 	nade since you created an accou	int.		
 Store payment informat 	ion so you don't have to re-ente	er it.		
 Copy a form you already 	submitted the next time you ne	eed to make a payment.		
	e benefits, you can <u>Sign In</u> . If y ntinue as a guest user, click the			ption to create an account
Preview Form Cane	<u>el</u>			Continue to the Form
This is a secure service prov	ided by United States Departme	ent of the Treasury. The infor	rmation you will enter will ren	nain private. Please review

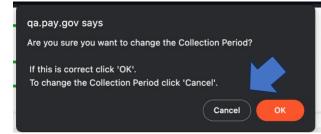
- The second page, "Complete Agency Form", is comprised of three sections: "Attorney Information", "Payment Collection Period", and "Payment Information". A red (*) asterisk indicates a field that requires input; these cannot be left blank.
 - "Attorney Information" requires the name, last name, five digit CT federal 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 <u>Bar Membership Search</u> feature. Failure to enclose your CT Bar Number will result in a delay in processing your account.

First Name *	Middle Name	Last Name *
Firm Name		
CT Bar Number *		
CT e.g., 12345		
	bar number will only be five digits. To find you	r har number, Click Here)
	our nameer mit ong ee nee aignet to mit you	our number, <u>sack nere</u> ./
Address 1 *	aan mannaan mis ang at mit ang ta na mis yaa	and manufer, <u>save rece</u> r
	en nemec min ong et me eight to min jou	n oon nonnoes, <u>seisen reie</u> y
	State *	Zip Code *
Address 1 *		
Address 1 *		Zip Code •
Address 1 *		Zip Code *
Address 1 *		Zip Code *
Address 1 *		Zip Code *

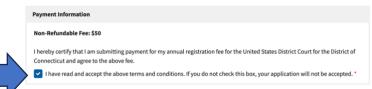
 "Payment Collection Period" requires the collection period to be selected. For most cases, keep this set for "Current Collection Period".



- 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.



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



- 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.

	r Number * r Number is required				
СТ	e.g., 12345				
(Please Note: your CT federal bar number will only be five digits. To find your bar number, <u>Click Here</u> .)					

 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.

(*)——	(⁄/	3	4	5		
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation		
Payment Information						
Payment Amount \$50.00						
* I want to pay with my						
Bank account (ACH)						
O Debit or credit card						
Previous	n to Form			Next		

- 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.

Review and Submit Payment

- 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.

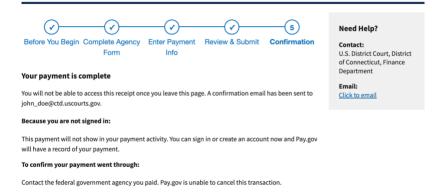
john_doe@ctd.	iscourts.gov	
* Confirm Email A	ddress:	
john_doe@ctd.	iscourts.gov	
CC:		

 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.

	V I authoriz	ze a charge to my card a	account for the above amount in accordance with my card issuer agreement		
\smile	Previous	Return to Form	Cancel	Submit Payment	

• The fifth and final page, "Confirmation" will display if the payment information went through successfully.

Payment Confirmation - CTD Annual Registration Fee Payment Form



What Happens Next?

It can take several days for your payment to process. Please consult the <u>FAQ</u>s on our public website for specific details. Your record on the <u>Bar Membership Search</u> feature will change to a green checkbox once your payment has processed.



Who Can I Contact?

You may submit a <u>request through our website</u> or call us at: 203-773-2140. Please include your CT Bar Number in your correspondence or, if by phone, have it available.