



Pay.Gov – Annual Registration Fee Manual

For use by Active Attorneys within the District of Connecticut Bar

Last Updated: 2025/03/13

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 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 redirect you to the payment form located at Pay.Gov, our payment processor.

- The first page, “Before You Begin”, notes the accepted payment methods and benefits of having a Pay.Gov account. Click “Continue to the Form”

CTD Annual Registration Fee Payment Form

1 **Before You Begin** 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

About this form
US District Court, District of Connecticut. Annual Registration Fee Payments Only

Accepted Payment Methods:

- Bank account (ACH)
- Debit or credit card

With an account you can:

- See the payments you made since you created an account.
- Store payment information so you don't have to re-enter it.
- Copy a form you already submitted the next time you need to make a payment.

To take advantage of these benefits, you can [Sign In](#). If you don't have an existing account, you will have the option to create an account on the sign-in page. To continue as a guest user, click the 'Continue to the Form' button.

[Preview Form](#) [Cancel](#) [Continue to the Form](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

- The second page, “Complete Agency Form”, is comprised of three sections: “Attorney Information”, “Payment Instructions”, 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 your CT Bar Number using our [Bar Membership Search](#) feature. Failure to enter the correct CT Bar Number will result in a significant delay in processing your account.*

Attorney Information

First Name * Middle Name Last Name *

Firm Name

CT Bar Number *

CT e.g., 12345
(Please Note: your CT federal bar number will only be five digits. To find your bar number, [Click Here](#).)

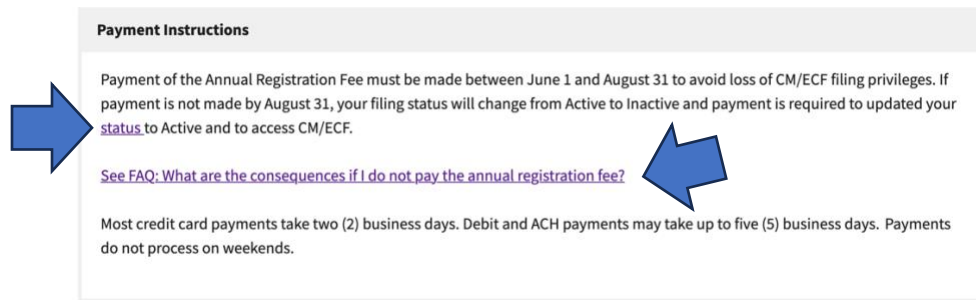
Address 1 *

City * State * Zip Code *

Email Address *

Phone Number *

- “Payment Instructions” provides general instructions for payment. It also provides a link to check your current status and to view the published FAQs.



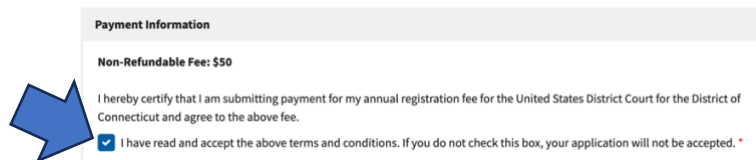
Payment Instructions

Payment of the Annual Registration Fee must be made between June 1 and August 31 to avoid loss of CM/ECF filing privileges. If payment is not made by August 31, your filing status will change from Active to Inactive and payment is required to updated your [status](#) to Active and to access CM/ECF.

[See FAQ: What are the consequences if I do not pay the annual registration fee?](#)

Most credit card payments take two (2) business days. Debit and ACH payments may take up to five (5) business days. Payments do not process on weekends.

- “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.



Continue **View PDF**

- 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 requirement is satisfied.

CT Bar Number *

CT Bar Number is required

CT

(Please Note: your CT federal bar number will only be five digits. To find your bar number, [Click Here.](#))

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

CTD Annual Registration Fee Payment Form



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)
- ☐ Debit or credit card

[Previous](#) [Return to Form](#) [Cancel](#)

[Next](#) 

- Please note, credit card payments will process faster than debit or bank account payments.
- The form remains 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 previous 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.

* Email Address:

* Confirm Email Address:

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.

☒ * I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[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



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 may take several days for your payment to process. If your payment processed successfully and your bar number was correct, your account status will be automatically credited without manual intervention. 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 five-digit CT Bar Number in your correspondence or, if by phone, have it readily available.*