



**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLORADO
OFFICE OF THE CLERK**

JEFFREY P. COLWELL
CLERK OF COURT

Room A-105
Alfred A. Arraj U.S. Courthouse
901 19th Street
Denver, Colorado 80294-3589
Phone (303) 844-3433
www.cod.uscourts.gov

July 30, 2014

On-Line Criminal Debt Payments through Pay.gov

Summary:

Beginning August 1, 2014, debtors may make payments towards their criminal debt on-line using Pay.gov. Pay.gov is a secure Government website that allows you to submit payments for your federal debt(s) electronically. Pay.gov is managed by the Department of Treasury, Financial Management Services. The District Court will **NOT** be accepting payments over the phone after August 15, 2014. Please refer to the District Court website at www.cod.uscourts.gov, on the top title bar select [Court Operations](#), then [Rules & Procedures](#), then [Criminal Debt](#) for links to pay.gov and Criminal Debt procedure manuals.

References:

[Pay.gov User Guide](#)

Contact:

Financial Services Department (303) 335-2526

Procedure:

- Login to Pay.gov using your username and password. If you do not have a username and password, refer to the *Pay.gov Self Enrollment* procedure.
- After logging in, locate the *Search Public Forms* box on the left side of the screen in the navigation bar. Type **COD Criminal** in the search box and click *Go*.
- Your search results screen should bring you to the [COD Criminal Debt Form](#) link. To access the form, click on the blue hyperlinked form name.

- Complete the *Criminal Debt Payment* form. All fields must be completed. To locate your case number, refer to your Debtor Statement or Payment Coupon. If you are unable to locate your court number, please contact the Clerk's Office of the U.S. District Court at (303) 335-2526 for further assistance.

On-Line Criminal Debt Payments through Pay.gov

- Enter the payment amount at the bottom of the form. **Payments are limited to \$5,000 per transaction.** If you are requesting to make a payment in excess of \$5,000, you must contact the Clerk's Office of the U.S. District Court to obtain a Transaction ID authorizing the payment.
- After completing the form, click *Continue* to be directed to the payment information page. As an enrolled Pay.gov user, your payment accounts (savings, checking, and credit or debit card) will automatically populate. If you have not saved your account information to your profile, you may manually enter this information.
- Users may choose to pay using one of two options, via a bank account (ACH) or via plastic card (Credit, Debit or prepaid card). Select your payment method and enter your account information.
- If paying by ACH, you may select your payment date, and whether you are making a one-time or recurring (multiple) payments. Payment by plastic card only allows a user to make a single payment which will post the next business day.
- When payment information has been entered, click *Continue with Payment*.
- On the Authorize Payment screen, enter your email address to have a confirmation receipt sent to you. The Clerk's office cannot create a duplicate receipt.
- Mark the check box authorizing the payment and click *Submit Payment*.
- After payment has been submitted, a *Confirm Payment* screen appears with your Pay.gov Tracking ID. This ID is your receipt number confirming payment.
- If you have made an error in submitting your payment, please contact the Clerk's Office of the U.S. District Court at (303) 335-2526.