



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

ONLINE PAYMENT INSTRUCTIONS (PAY.GOV)

The United States Bankruptcy Court for the District of Connecticut (“Court”) provides a method of online payment of filing fees and service fees at Pay.gov (www.pay.gov). Please use this guide for instructions to use Pay.gov to pay filing and service fees for cases before our Court.

NOTE: Debtors must use a debit card or an ACH payment to pay for filing fees. Debtors may not use a credit card to pay for filing fees.

IMPORTANT: Before paying for filing or service fees online at Pay.gov, you must reach our Court’s specific Pay.gov page so that the fees are receipted by our Court and not another agency. **Fees paid to a court but intended for another court will not be credited to either court.**

For assistance, you may call 860-240-3675, Monday through Friday (except Federal Holidays) and request Pay.gov payment assistance.

NOTE: These instructions work best with the Pay.gov window maximized. You may start directly at Pay.gov (www.pay.gov) or from our website (www.ctb.uscourts.gov).

START AT
www.pay.gov

or

START AT
www.ctb.uscourts.gov



Click on "See All Forms"

Click on "Pay.gov" on our home page



View the listing by "Form Name"

Select "Continue"

See All Forms

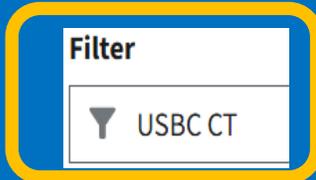
Pay.gov is a free service that allows you to pay many, the form you have been directed to use below to proceed with the form to use, contact the agency you are trying to pay.

View By

Form Name

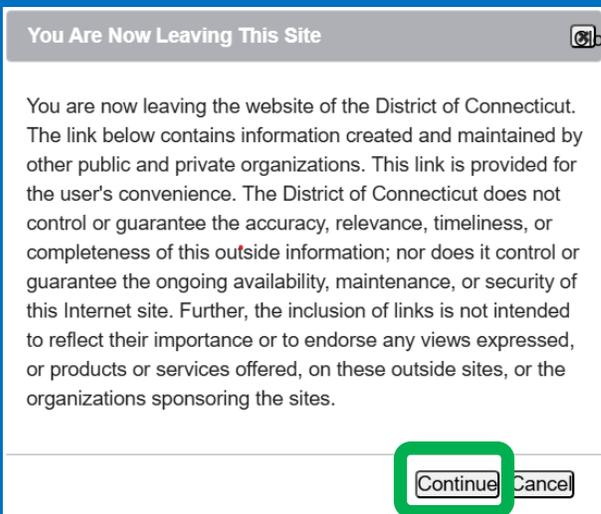
Government Agency Name

In the filter section,
enter "USBC CT",



then select the link
"USBC CT Service Requests"

[USBC CT Service Requests / Fee Payments](#)



ENSURE THAT YOU REACHED THE PAY.GOV PAGE FOR THE U.S. BANKRUPTCY COURT FOR THE DISTRICT OF CONNECTICUT

USBC CT Service Requests / Fee Payments

1 2 3
Before You Begin Complete Agency Form Enter Payment Info

Use this form to request and pay for searches, copies, certifications, recordings of hearings, and pay
ONLY FOR THE USBC, DISTRICT OF CONNECTICUT.
*****Debtors in PENDING cases: You must pay with a DEBIT card or BANK ACCOUNT (ACH).*****



Once you confirm that you've reached the Court's pay.gov page, click on "Continue to the Form"

Continue to the Form



Complete the initial data fields:

USBC CT Service Requests / Fee Payments

Before You Begin Complete


United States Bankruptcy District of Connecticut
This form may be used for requests from
[Instructions](#)
* Required Field

Requester Information (person completing this form)

First Name * M.I.
Address 1 *
Address 2
City *
Telephone *

Same as Requester

First Name * M.I.
Address 1 *
Address 2
City * State *



Complete the case information that is applicable to your filing fee or service fee:

Case Number: Enter the case number associated to the fee payment. If you do not have a case number yet (i.e. for a new case filing), please enter "77-77777."

Matter (optional): Enter the name of the Bankruptcy Case, Adversary Proceeding, or motion that relates to the fee payment.

Matter (optional): Enter the name of the Bankruptcy Case, Adversary Proceeding, or motion that relates to the fee payment.

Hearing Date (optional): If your fee relates to a transcript or other hearing-based service, please enter the date of the hearing.

Case Information		
Case Number *	Debtor Name *	Chapter *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Document Number	Hearing Date	Matter
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/> 	<input type="text"/>



Select the applicable fee(s) that you are paying online.

Select all that apply.

Certain fees will open "Quantity" or "Amount" boxes where you will enter the quantity requested or amount of the fee you are paying.

In this example, the user is paying for three fees at once:

- Certification fee (12.00) for 1 Certification, and
- Copy fee (\$1.00) (2 page document (2 pages at \$.50 a page), and
- an installment filing fee of \$84.50 for a chapter 7 case;

Pay.gov totals those three fees at the bottom of the screen.

Please select at least one of the following:

Record Search at \$34.00

Certification at \$12.00 (Copy fee per page is required.)

Certification Quantity *

1

Total Certifications

\$12.00

Copy Work at \$0.50 *

Copy Work Quantity *

2

Total Copy Work

\$1.00

Exemplifications at \$24.00

Reproduction of Recordings at \$34.00

Amended Schedules ** at \$34.00

Record Retrieval at \$70.00 for the first, and \$43.00 each additional

Claims Transfer ** at \$28.00

Motion to Reopen Ch. 7 at \$260.00

Filing Fee Installment Ch. 7

Filing Fee Installment Ch. 7 Amount *

\$84.50

Filing Fee Installment Ch. 11

Filing Fee Installment Ch. 13 (Not Ch. 13 Plan Payment)

Chapter 7 Filing Fee ** at \$338.00

Chapter 11 Filing Fee ** at \$1,738.00

Chapter 13 Filing Fee ** at \$313.00

Conversion 13 to 7 ** at \$25.00

Conversion 13 to 11 ** at \$932.00

Adversary Proceeding ** at \$350.00

Section 363(f) sales ** at \$199.00

Motion for Relief From Stay ** at \$199.00

Motion to Compel Abandonment ** at \$199.00

Appeals (incl. \$5 Notice of Appeals fee) ** at \$298.00

Returned/Denied Payments (NSF) at \$53.00

** these actions require the filing of a document with the court

Total Cost *

\$97.50



DOCUMENT DELIVERY

If you are paying service fees related to a request for copies or certification of court documents, please the appropriate option to direct the Clerk's Office how to deliver your requested documents.

If you are requesting copies of records, please select

- Send Items to "Requester" Email address
- Send items to "Requester" Mailing Address
- Send items to "Payer" Email Address
- Send items to "Payer" Mailing Address
- Pick Up at Office



USBC CT Service Requests / Fee Pay



Before You Begin



Complete Agency Form

Payment Information

Payment Amount \$254.00

* I want to pay with my

- Bank account (ACH)
- Debit or credit card

Previous

Return to Form

Cancel

Choose your method of payment:

- Back Account (ACH)
- Debit or Credit Card

NOTE: Debtors must use a *debit* card or an ACH payment to pay for filing fees.

Debtors may not use a *credit* card to pay for filing fees.

Click "Next"



Enter the payment information.

Click "**Review and Submit Payment**".

Review the payment information.

Click the Authorization Box.

Select "**Submit Payment**".

**** Save your receipt as a pdf or print it.

If applicable, add a copy of the receipt to your filing. ****