



United States District Court For the District of Columbia

Criminal Debt Payments through Pay.gov

Summary:

The purpose of this document is to assist users making online payments through Pay.gov towards their federal debt(s). Pay.gov is a secure Government website that is managed by the Department of Treasury, Financial Management Services.

Contact:

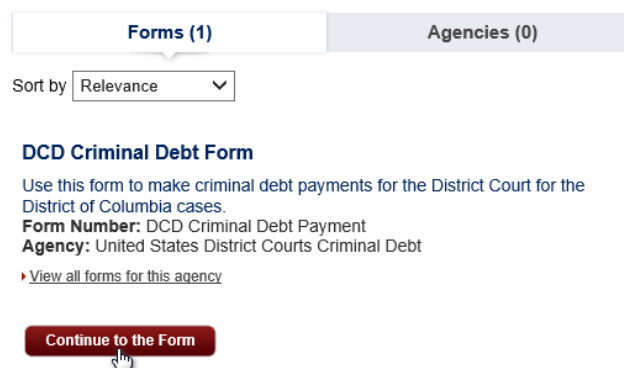
Finance Office: (202) 354-3100

Procedure:

1. 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*.
2. Locate the *Search* box in the upper left corner of the screen in the navigation bar. Type **DCD** and click *Search*.



3. Your search results will bring you the *DCD Criminal Debt Form* link. Click *Continue to the Form* button on this screen and again on the next.



4. Complete the *Criminal Debt 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 case number and defendant number, please contact the Finance Office at (202) 354-3100 for further assistance.

DCD Criminal Debt Form

Before You Begin

1 Complete Agency Form

2 Enter Payment Info

3 Review & Submit

4 Confirmation

Need Help?

[Expand](#)



United States District Court
District of Columbia
Criminal Debt Payment Form
Use this form to make Criminal Debt Payments

Defendant Type: Individual Business

Defendant Name:

Last: First: Middle Name: Generation:

Business: If payment is being made on behalf of a business, enter the legal entity name for the business.

Court Case and Defendant Number: DDCX1 CR000 -

(Enter Court Number as it appears on your payment coupon. See example below)

Court Case Number:	X:XXCRXXXXX-XXX			
District Code:	CACM Number:	Amount Due:	Due Date:	Amount Enclosed
DCX	DDCX1XXCRXXXXX-XXX	\$		

Self Pav Third-Party Payer on behalf of the criminal defendant

Payer / Account Holder Name: Last: First:

Address:

City / State / Zip:

Phone Number: Ext: Home

Email Address:

Payments exceeding \$5,000.00 require a Transaction ID.

Amount of this Payment:

Transaction ID:

5. Enter the payment amount at the bottom of the form. **Payments are limited to \$5,000.00 per transaction.** If you are requesting to make a payment in excess of \$5,000.00, you must contact the Finance Office to obtain a Transaction ID authorizing the payment.

6. Once complete, click *Continue* to be directed to the *Payment Information* page. As an enrolled Pay.gov user, your preferred payment account (savings, checking, credit card or debit card) will automatically populate. If you have not created a Pay.gov account or have not saved your payment information to your profile or wish to use a different form of payment, you may enter this information manually.
7. You may choose to pay using one of two options, bank account (ACH) or a credit, debit or prepaid card. Select your payment type and click *Next*.

The screenshot shows a web form titled "DCD Criminal Debt Form". At the top, there is a progress bar with four steps: "Before You Begin", "1 Complete Agency Form", "2 Enter Payment Info", "3 Review & Submit", and "4 Confirmation". Below the progress bar, the section is titled "Payment Information" and shows "Payment Amount: \$10.00". A required field is labeled "* I want to pay with my:" and has two radio button options: "Bank account (ACH)" and "Debit or credit card". At the bottom of the form, there are three buttons: "Previous" (disabled), "Return to Form" (disabled), and "Next" (active).

8. When payment information has been entered, click *Review and Submit Payment* at the bottom of the screen.
9. On the *Authorize Payment* screen, mark the check box and enter your email address. A confirmation receipt will be emailed to you.
10. Mark the check box authorizing payment and click *Submit Payment*.
11. After payment has been submitted, a Confirm Payment screen appears with your Pay.gov Tracking ID. This ID is your receipt number confirming payment.
12. If you have made an error while submitting payment, please contact the Finance Office for assistance at (202) 354-3100.