

# **United States Bankruptcy Court for the District of Columbia**



## **Pay.gov Online Payment Form Instructions for Pro Se Debtors Related to Bankruptcy Cases**

New: September 2024

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# About

The United States Bankruptcy Court for the District of Columbia uses Form payments offered through Pay.gov, a program of the U.S. Department of the Treasury, Bureau of the Fiscal Service. Pay.gov allows individuals who are not registered CM/ECF filers to submit payments to the Court electronically by means of debit card, ACH (electronic payment from a bank account), or PayPal. Registered CM/ECF filers must continue to submit payments through the ECF system.

**Current link to filing fees below:**

[Filing fees](#)

**Please contact the clerk's office at (202) 354-3150 to verify the fee amount before the payment is made. Please have your case number ready.**

# Debit Card Instructions

[**Note:** Credit cards are **not** accepted; only debit cards are accepted.]

To begin the payment, [click here](#).

1. Once you click the link to begin, you will be brought to the information page. Click **“Continue to the Form”** when you are ready to begin.

### DCB Online Payment Form

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1  
**Before You Begin**

2  
Complete Agency Form

3  
Enter Payment Info

4  
Review & Submit

5  
Confirmation

**About this form**

Use this form to pay filing fees and installment payments for the U.S. Bankruptcy Court, District of Columbia.

**Accepted Payment Methods:**

- Bank account (ACH)
- PayPal account
- Debit card

[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.

**We're here to help!**+

2. The information with an asterisk (\*) is required to complete the payment. Please **input the Case information**. Then enter **the Payer/ Requester information**. If you are the debtor in the case and are making the payment with your debit card, enter your information in both sections. In the **Payment Information** field, select at least one of the options. Then click **“Continue”**. If you need help determining the total payment, contact the Clerk’s Office at **(202) 354-3150**.



**United States Bankruptcy Court  
District of Columbia**

This form may be used for payments to the U.S. Bankruptcy Court for the District of Columbia only. Please call the clerk’s office at (202) 354-3150 to verify fees before making any payments.

\* Required Field

**Case Information**

Case Number \*  
  
(Numbers Only XX-XXXXXX)

Debtor Name \*

**Payer / Requester Information**

First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 1 \*

Address 2

City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number \*

Email Address \*

**Payment Information**

Filing Fee Installment Chapter 7 - \$338.00

Indicate Filing Fee Chapter 7 Amount \*

Filing Fee Installment Chapter 13 [Not Chapter 13 Plan Payment] - \$313.00

Filing Fee Installment Chapter 11 - \$1,738.00

Adversary Proceeding - \$350.00

Amended Schedules D, E and F - \$34.00

Appeal - \$298.00

Debtor's Motion to Convert Chapter 13 Case to Chapter 7 Case - \$25.00

Debtor's Motion to Reopen Chapter 7 Case - \$260.00

Debtor's Motion to Reopen Chapter 13 Case - \$235.00

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Total Cost \*

[Continue](#) [View PDF](#)

3. You are brought to the payment information screen. Select **“Debit card”** from the options below and click **“Next”**.

Progress: 1. Before You Begin (✓) 2. Complete Agency Form (✓) 3. **Enter Payment Info** 4. Review & Submit 5. Confirmation

**Payment Information**

Payment Amount \$85.00

**\* I want to pay with my**

Bank account (ACH)

PayPal account

Debit card 

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

4. Now, enter **the billing information** in the required fields. Once finished, click **“Review and Submit Payment”** (see next page).

### DCB Online Payment Form

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Before You Begin   Complete Agency Form   **Enter Payment Info**   Review & Submit   Confirmation

Please provide the payment information below. Required fields are marked with an \*

\* Payment Amount

\* Cardholder Name

\* Cardholder Billing Address

Billing Address 2

City

\* Country

\* State/Province

\* ZIP/Postal Code  
20001

\* Card Number

   
We Accept Debit Only Debit cards accepted

\* Expiration Date  
01 - January  Select ...

\* Security Code  
  
[What's this?](#)

Case Number  
11-12345

Debtor Name  
John Smith

Requestor Name  
John Smith

Requestor Address  
1234 Example Street, Washington, DC, 20001

Requestor Email  
example@example.com

Requestor Phone  
(123) 123-4567

Selected Option  
Chapter 7 Installment - \$85.00

Selected Fee

[Cancel](#)

5. On the next screen, **review all information for accuracy** and submit the payment for processing. You must **click the box to allow Pay.gov to execute the transaction and click submit payment**. Pay.gov will email a receipt to the email address that you listed in part 2.

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

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## ACH Instructions

Another acceptable form of payment is ACH payment, which is an electronic draft through your bank. For this type of payment, you must have your bank's routing information as well as your account number. **Pay close attention and double check all information you enter when using ACH payments.**

**NOTE: If we receive a returned item, you will be charged a \$53.00 returned item fee.**

To begin the payment, [click here](#).

1. Once you click the link to begin, you will be brought to the information page.

Click **"Continue to the Form"** when you are ready to begin.

### DCB Online Payment Form

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1  
**Before You Begin**

2  
Complete Agency Form

3  
Enter Payment Info

4  
Review & Submit

5  
Confirmation

**About this form**

Use this form to pay filing fees and installment payments for the U.S. Bankruptcy Court, District of Columbia.

**Accepted Payment Methods:**

- Bank account (ACH)
- PayPal account
- Debit card

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.

**We're here to help!**+

2. The information with an asterisk (\*) is required to complete the payment. Please **input the Case information**. Then **enter the Payer/ Requester information**. If you are the debtor in the case and are making the payment by ACH, enter your information in both sections. Then click **“Continue”**. If you need help determining the total payment, contact the Clerk’s Office at **(202) 354-3150**.



**United States Bankruptcy Court  
District of Columbia**

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\* Required Field

**Case Information**

Case Number \*  
  
(Numbers Only XX-XXXXXX)

Debtor Name \*

**Payer / Requester Information**

First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 1 \*

Address 2

City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number \*

Email Address \*

**Payment Information**

Filing Fee Installment Chapter 7

Filing Fee Installment Chapter 7 Amount \*

\$85.00

Filing Fee Installment Chapter 13 [Not Chapter 13 Plan Payment]

Filing Fee Installment Chapter 11

Adversary Proceeding - \$350.00

Amended Schedules D, E and F - \$34.00

Appeal - \$298.00

Debtor's Motion to Convert Chapter 13 Case to Chapter 7 Case - \$25.00

Debtor's Motion to Reopen Chapter 7 Case - \$260.00

Debtor's Motion to Reopen Chapter 13 Case - \$235.00

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Total Cost \*

\$85.00

[Continue](#) [View PDF](#)

3. You are brought to the payment information screen. Select **“Bank Account (ACH)”** from the options below and click **“Next”**.

Progress: 1. Before You Begin, 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, 5. Confirmation

**Payment Information**

Payment Amount \$85.00

**\* I want to pay with my**

Bank account (ACH)

PayPal account

Debit card

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4. Now, **select your account type**, and enter your banking information in the required fields. Once you are finished, click **“Review and Submit Payment”** (see next page).

### DCB Online Payment Form

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

Please provide the payment information below. Required fields are marked with an \*

\* Payment Amount

\* Payment Date (mm/dd/yyyy)

\* Account Holder Name

\* Select Account Type



↑ routing and  
transit #   ↑ checking  
account #   ↑ check #



↑ check #   ↑ routing and  
transit #   ↑ checking  
account #

\* Routing Number

\* Account Number

\* Confirm Account Number

Case Number  
11-12345

Debtor Name  
John Smith

Requestor Name  
John Smith

Requestor Address  
1234 Example Street, Washington, DC, 20001

Requestor Email  
example@example.com

Requestor Phone  
(123) 123-4567

Selected Option  
Chapter 7 Installment - \$85.00

Selected Fee

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5. On the next screen, **review all information for accuracy** and submit the payment for processing. You must **click the box to allow Pay.gov to execute the transaction and click submit payment**. Pay.gov will email a receipt to the email address that you listed in part 2.

\* I agree to the Pay.gov authorization and disclosure statement

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# PayPal Instructions

The Court also accepts deposited funds from PayPal accounts. **The option to “Pay Later” that is offered through PayPal will not be accepted.** Only funds that you have deposited into your PayPal account will be allowed.

To begin the payment, [click here](#).

1. Once you click the link to begin, you will be brought to the information page. Click **“Continue to the Form”** when you are ready to begin.

The screenshot shows a five-step process flow: 1. Before You Begin (highlighted), 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation.

**About this form**  
Use this form to pay for filing fees for associated bankruptcy cases in the **District of Columbia**

**Accepted Payment Methods:**

- Bank account (ACH)
- PayPal account
- Debit 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](#) or [Create an Account](#) . 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.

2. The information with an asterisk (\*) is required to complete the payment. Please **input the Case information**. Then enter **the Payer/ Requester information**. If you are the debtor in the case and are making the payment through PayPal, enter your information in both sections. Then click **“Continue”**. If you need help determining the total payment, contact the Clerk’s Office at **(202) 354-3150**.



**United States Bankruptcy Court  
District of Columbia**

This form may be used for payments to the U.S. Bankruptcy Court for the District of Columbia only. Please call the clerk’s office at (202) 354-3150 to verify fees before making any payments.

\* Required Field

**Case Information**

Case Number \*  
  
(Numbers Only XX-XXXXX)

Debtor Name \*

**Payer / Requester Information**

First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 1 \*

Address 2

City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number \*

Email Address \*

**Payment Information**

Filing Fee Installment Chapter 7

Filing Fee Installment Chapter 7 Amount \*

\$85.00

Filing Fee Installment Chapter 13 [Not Chapter 13 Plan Payment]

Filing Fee Installment Chapter 11

Adversary Proceeding - \$350.00

Amended Schedules D, E and F - \$34.00

Appeal - \$298.00

Debtor's Motion to Convert Chapter 13 Case to Chapter 7 Case - \$25.00

Debtor's Motion to Reopen Chapter 7 Case - \$260.00

Debtor's Motion to Reopen Chapter 13 Case - \$235.00

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Total Cost \*

\$85.00

[Continue](#) [View PDF](#)

3. You are brought to the payment information screen. Select **“PayPal Account”** from the options below and click **“Next”**.

Before You Begin Complete Agency Form **Enter Payment Info** Review & Submit Confirmation

**Payment Information**

Payment Amount \$85.00

**\* I want to pay with my**

Bank account (ACH)

PayPal account 

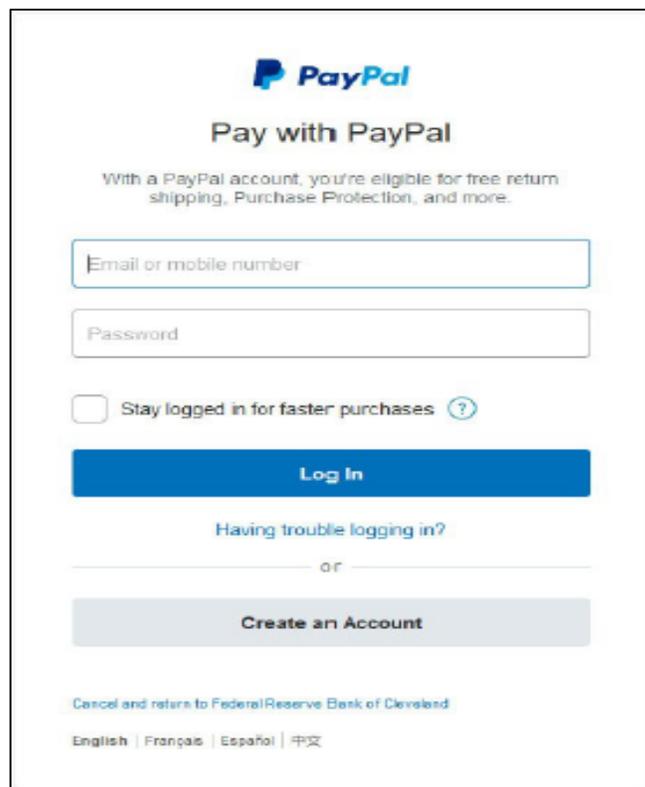
Debit card

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4. Now, you will be shown a prompt that lets you know that you are leaving the official Pay.gov website in order to visit PayPal. Click **“OK”**.



5. Here you will be asked to log in to your PayPal account. **Input your associated email address and the password then click Log In.**



**PayPal**

### Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

  
  
 Stay logged in for faster purchases [?](#)

**Log In**

[Having trouble logging in?](#)

or

**Create an Account**

[Cancel and return to Federal Reserve Bank of Cleveland](#)

[English](#) | [Français](#) | [Español](#) | [中文](#)

6. Once you have logged in, you will be presented with your payment information. **Select your checking account that you wish to make the payment from and select Continue.**

PayPal \$85.00 USD

Hi, Agency!

Ship to [Change](#)  
after three  
123 three, atlanta, GA 30303

Pay with

Chase Manhattan \$85.00 USD  
Checking \*\*\*\*8592 **PREFERRED**

[+ Add debit or credit card](#)

Pay Later **NEW** **Not Accepted**

Pay in 4 **NEW**  
4 interest-free payments of \$21.25 due every 2 weeks, starting today.  
0% interest. No sign-up fees and nothing due today.

PayPal Credit  
Apply for PayPal Credit  
Pay over time for your purchase of \$85.00 with PayPal Credit.  
Subject to credit approval. [See terms](#)

[View PayPal Policies and your payment method rights.](#)

**Continue**

7. Now, you will be brought back to the Pay.gov website to complete the payment. **Review all the information for accuracy** and submit the payment for processing. You must **click the box to allow Pay.gov to execute the transaction and click submit payment.** Pay.gov will email a receipt to the email address that you listed in part 2.

\* I authorize this PayPal payment in the above amount in accordance with my PayPal agreement.

[Previous](#) [Return to Form](#) [Cancel](#) **Submit Payment**