



**UNITED STATES DISTRICT COURT
DISTRICT OF NEW MEXICO**

**PAYING FEDERAL BAR DUES ONLINE
(VIA CM/ECF AND PAY.GOV)**

Overview

Under D.N.M.LR-Civ. 83.2(h), a member of the Federal Bar for the United States District Court, District of New Mexico must pay dues, unless waived. Beginning January 1, 2013, dues can be paid online using CM/ECF and Pay.gov (the U.S. Department of Treasury's internet payment service). Bar members are encouraged to take advantage of the online payment feature; however, payments via cash or check will continue to be accepted until further notice (checks should be payable to "Clerk of Court" or "U.S. District Court").

Since CM/ECF is a case based system, each online dues payment must be made using a specific case number. The case number used is dependent upon the year for which the dues payment is being submitted. The case number associated with each dues payment year is shown below. *If you owe dues for multiple years and are paying online, each payment must be submitted separately.*

Paying Federal Bar Dues Online		
Case Number	Dues Year	Dues Amount
15mc15	2015	\$25
none	2013	waived
none	2012	waived
11mc51	2011	\$25
10mc50	2010	\$25
09mc50	2009	\$25
08mc50	2008	\$25
07mc60	2007	\$15

Procedure

1. Login to CM/ECF (not PACER) using the CM/ECF login and password of the Federal Bar member for whom the dues payment is being made. If the paying attorney's CM/ECF login and password are not used, the payment will not be applied correctly.

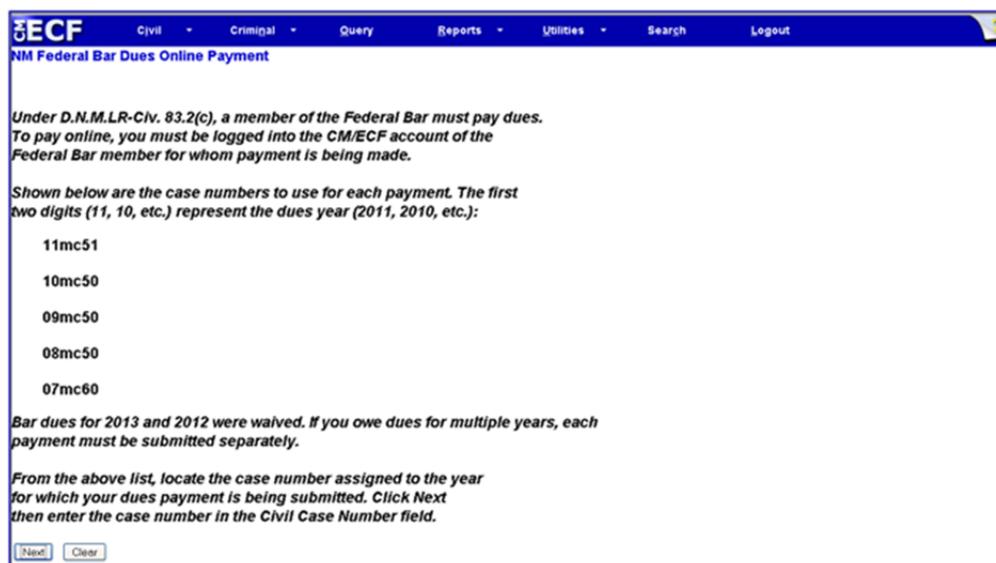
2. After logging in, the CM/ECF home page will be displayed; click Civil. (If you do not see “Civil” and “Criminal” in the blue menu bar, you have logged into PACER instead of CM/ECF).



3. From the Civil Events page, click Pay NM Federal Bar Dues.



4. The NM Federal Bar Dues Online Payment screen will be displayed:



5. Follow the on-screen instructions to continue.

6. During the filing process, online payment screens will display.** Two payment methods will be available--pay via bank account (ACH) or, pay via plastic card (PC):

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

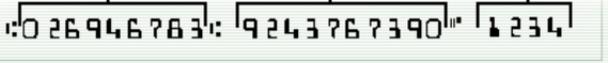
Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number


Payment Date: 01/31/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Until the ACH payment method is available, only the "Pay Via Plastic Card" screen will display.

The account holder name, first address line, and zip code defaults to the values shown in the CM/ECF account being used; the payment amount field will be populated with the appropriate bar dues amount.

7. Complete all fields marked with an asterisk (*), then click either “Continue with ACH Payment” or “Continue with Plastic Card Payment.”
8. On the “Authorize Payment” screen, enter a valid email address to receive a transaction receipt for reconciliation with the credit card or banking statement. This email has a tracking ID number which the Help Desk will need to identify your particular transaction should a problem occur.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Rene Descartes Billing Address: 124 Coordinate Lane Billing Address 2: City: State / Province: Zip / Postal Code: 24060 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 8 / 2006	Payment Amount: \$255.00 Transaction Date 04/05/2006 16:15 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:

Authorization and Disclosure
Required fields are indicated with a red asterisk *

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

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

9. Carefully review the payment information. If correct, check the box next to the statement, “I authorize a charge to my card account for the above amount...,” then **single click** the **Submit Payment** button. *Clicking Submit Payment more than once may result in multiple charges or debits.* If an email address was entered, a confirmation message with the fee amount and receipt number will be sent by Pay.gov.
10. Once the payment process is finished, you will be returned to CM/ECF. You must complete the CM/ECF filing process until the Notice of Electronic (NEF) screen is displayed to ensure the payment is properly registered in CM/ECF.

Payment Errors

If an error screen appears, print it. To determine whether a payment was successfully completed, go to **Utilities**, [Internet Payment History](#).

Pay.gov can be contacted by phone at 800-624-1373, 216-579-2112, or online at www.pay.gov.

Filing Errors

If a filing error occurs after the payment process is complete--*e.g.*, you pressed **Submit Payment**--abort the filing transaction, then call the CM/ECF Help Desk during regular business hours.

For general CM/ECF assistance, contact the CM/ECF Help Desk:

Telephone: 505-348-2075 (staffed 8:30 a.m. to 12:00 p.m.; 1:00 to 4:30 p.m., M - F)

Email: cmecf@nmcourt.fed.us

Web: www.nmcourt.fed.us