



UNITED STATES DISTRICT COURT
DISTRICT OF NEW MEXICO

**PAYING BAR ADMISSION FEE ONLINE
(VIA CM/ECF AND PAY.GOV)**

Overview

Under D.N.M.LR-Civ. 83.2(a), an applicant for admission to the bar of this court must pay an admission fee to the Clerk. The admission fee is deposited into the Treasury of the United States as mandated by the Judicial Conference of the United States. The admission fee can be paid online using CM/ECF and Pay.gov (the U.S. Department of Treasury's internet payment service). Bar applicants are encouraged to take advantage of the online payment feature; however, payments via cash or check can be made (checks should be payable to "Clerk of Court" or "U.S. District Court").

Since CM/ECF is a case based system, the online admission fee payment must be made using a specific case number. The case number used is dependent upon the year in which the fee payment is submitted. **The case number for 2015 admission fee payments is: 15mc11**

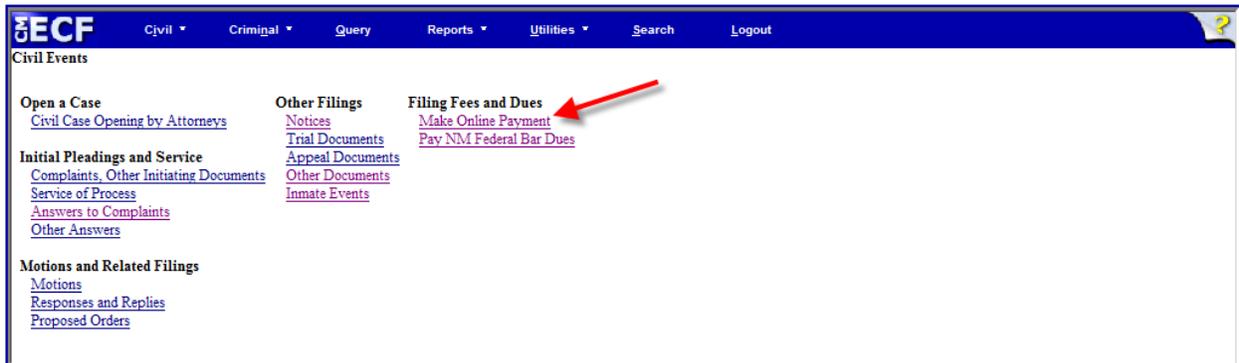
Payment should not be made until your petition for admission has been approved.

Procedure

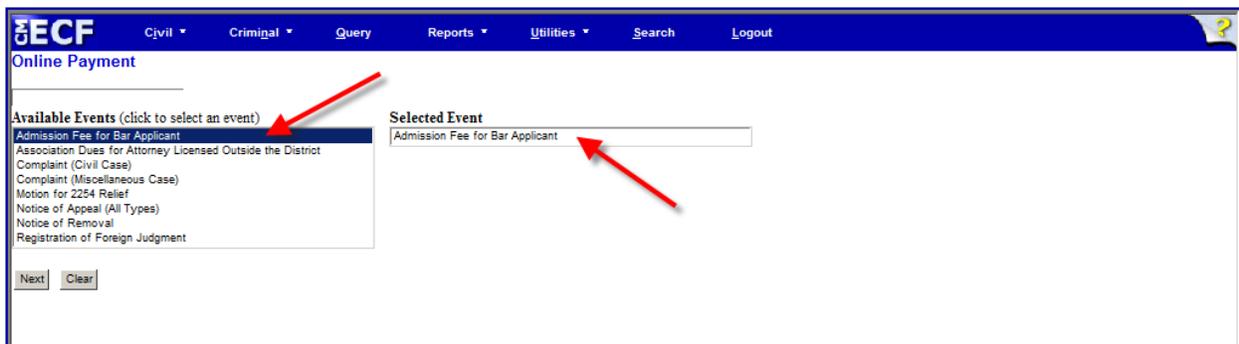
1. Login to CM/ECF (not PACER) using the CM/ECF login and password of the bar applicant for whom the admission fee is being made. If the paying attorney's CM/ECF login and password are not used, the payment will not be applied correctly.
2. After logging in, the CM/ECF home page will be displayed; click Civil. (If you do not see "Civil" and "Criminal" in the blue menu bar, you have logged into PACER instead of CM/ECF).



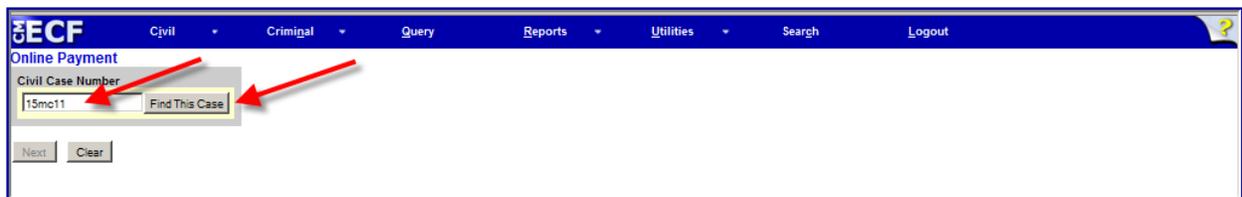
3. From the Civil Events page, click Make Online Payment.



4. The list of Available Events for making online payments will be displayed; select the “Admission Fee for Bar Applicant” (it will appear in the Selected Event field), then click Next.



5. Enter the appropriate case number for admission fee payments, click Find This Case then Next:



6. A case confirmation screen will display followed by informational screens about using the proper attorney account and submitting one payment per filing. Another screen will display the fee amount and instruct the filer to complete the filing process for the event after the payment information screens are completed or payment will not be correctly registered.

7. The online payment screen(s) display next. Two payment methods will eventually 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.**

8. 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 admission fee amount.
9. Complete all fields marked with an asterisk (*), then click either “Continue with ACH Payment” or “Continue with Plastic Card Payment.”
10. 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.

The screenshot shows the 'Online Payment' interface for 'Step 2: Authorize Payment'. The page is divided into several sections:

- Payment Summary:** Includes a link to 'Return to your originating application' and a page indicator '1 | 2'.
- Payment Summary Table:**

Address Information	Account Information	Payment Information
Account Holder Name: Rene Descartes 124 Coordinate Billing Address: 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:** A section with instructions to provide an email address and confirmation below, with two input fields for 'Email Address:' and '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. * (A red arrow points to this checkbox)
 - Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
 - Buttons: Submit Payment, Cancel
- 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.

11. 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.
12. 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 the hours shown below.

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

Telephone: 505-348-2075 (8:30 AM to 12:00 PM; 1:00 PM to 4:30 PM (MT))

Email: cmecf@nmcourt.fed.us

Web: www.nmcourt.fed.us