

# United States Bankruptcy Court Central District Of California



## HOW TO PAY FILING FEES ELECTRONICALLY

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ONLINE PAYMENT PROGRAM WITH PAY.GOV

# Automated Clearing House (ACH) Payment Option

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- The Central District of California Bankruptcy Court is pleased to announce that commencing on July 2, 2021, a new electronic payment method will be available for **Self-Represented Parties**. This new method uses Automated Clearing House (ACH) Direct Debit payments and is processed through Pay.gov.
- Pay.gov is operated by the U.S. Department of Treasury and is a web-based application that allows you to make online payments to government agencies by debit from your personal or business checking or savings accounts.

- If you choose to pay from a checking or savings account (this process is referred to as “Automated Clearing House” or “ACH”), you will need to select an Account Type and enter the appropriate information for your account including:
  - Financial institution routing number
  - Checking or savings account number and
  - Re-enter account number to confirm



# ONLINE PAYMENTS

- **For self-represented parties**, you must be able to describe the type of document and the total amount to be paid (e.g., case number, case name, installment payment (chapter 7 and chapter 13 only; only after the 1st installment), \$50.00).
- **Do not use this online payment service to pay Chapter 13 plan payments to the trustee, court ordered fees, or Chapter 11 quarterly fees.**
- Click the **Online Payment Form** link to pay for the following types of fees via electronic draft from your bank account (ACH):
  - Installment Payment (only after 1st installment paid)
  - A request for copy(ies) of court documents
  - A request for certified copy of document(s)

If you do not know the amount of the fee due or require additional information to make your payment, please contact the Clerk's Office at (855) 460-9641.

- **This Online Payment Program is not intended for use by registered ECF Filers (attorneys or limited filers), with limited exception listed below:**
- ECF Filers should continue to make payment of court filing fees directly in ECF when filing a document with the Court.
- The only exception to the above rule is for a request for copy(ies) of documents.

LIMITED USE OF  
ONLINE  
PAYMENT  
PROGRAM BY  
REGISTERED  
ECF FILERS





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**Step-by-Step Instructions on How to Pay Online using Pay.Gov**

# Online Payment Form

## Landing page with basic instructions

Click at bottom right of page: “Continue to the Form”

### CACB Online Payment Form

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1 — 2 — 3 — 4 — 5

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

Currently, the United States Bankruptcy Court, Central District of California, is accepting electronic payment of court fees by Self-Represented Litigants through this Pay.gov link for the following list of services (Please contact the Clerks Office at (855) 460-9641 or through online chat M-F between 9 a.m. and 4 p.m. to verify the fee amount). A minimum fee of \$1 is required to make an electronic payment.

- 1. Voluntary Petition Filing Fee Installment Payments:** only after the first initial payment (Chapters 7 and 13 only) has been paid directly to the court with a U.S. Postal money order or cashiers check issued by an acceptable financial institution.
- 2. Copies and/or Certified Copies of Official Court Documents.** Contact the Clerks Office to verify the fee amount owed for your request.

Note: The Agency Form provides examples of services that may be paid electronically by Self-Represented Litigants to bankruptcy courts. However, the U.S Bankruptcy Court, Central District of California, allows electronic payments only for the services listed above. Do not use this form for your Chapter 13 plan payments to the trustee, court ordered fees, or Chapter 11 quarterly fees to the trustee.

WARNING: A \$53 fee applies for any payment returned or denied for insufficient funds, or reversed due to a chargeback (see Court website for filing fee updates).

**Accepted Payment Methods:**

- Bank account (ACH)

**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](#)

# Online Payment Form

Enter Payer Information,  
Case Information and  
Description of Fee Being  
Paid

EMAIL IS NEEDED  
FOR RECEIPT OF  
PAYMENT



## United States Bankruptcy Court Central District of California

### Payer Information

\* First Name:  MI  \* Last Name:   
\* Telephone:   
\* Email:

### Case Information

\* Case Number:   
\* Debtor(s) Name(s):

\* Provide a brief description of the fee being paid:

**Example:** Filing fee, installment payment Ch.7/Ch.13/Ch.11, copies (quantity), certification (quantity),  
Motion to Reopen, Amended Schedules

\* Total Payment:

PDF Preview

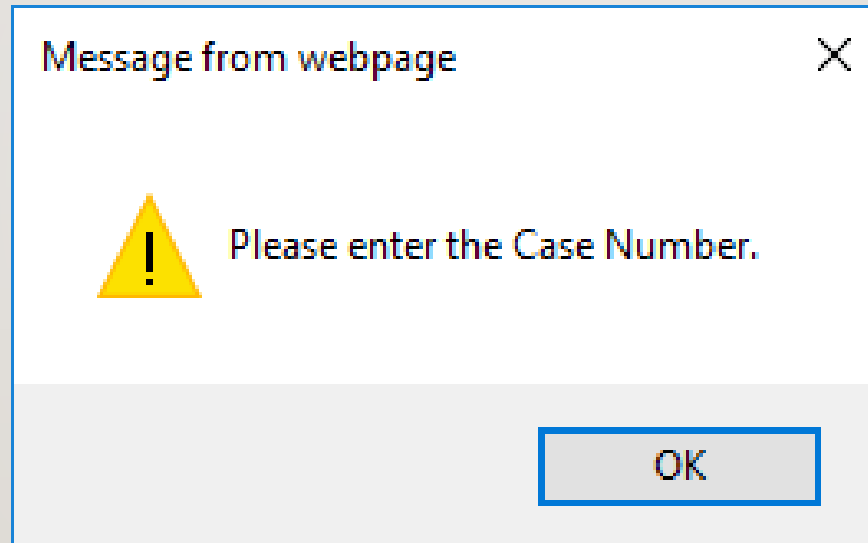
Continue



# Error Message Displayed if No Case Number Entered

## Case Number is Needed to Continue

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# Next – Select Type Of Account: Checking, Savings, Personal or Business

**Select ...**

- Business Checking
- Business Savings
- Personal Checking
- Personal Savings

**Joan E. Hancock**  
75012 Colson Avenue  
Louisville, Kentucky 40225

1000

AnyBank USA  
Anywhere, USA

MEMO

⑆044008804⑆ 960130629721⑆ 1000

routing and transit #    checking account #    check #

**The Company NAME**  
INCORPORATED  
P.O. BOX 88000 MAIL STATION 089  
DALLAS, TEXAS 75089

No.02468900

DATE: 01-19-96

AMOUNT: \*\*\*\*\*442.00

EXACTLY \*PLEASE PRINT\* (NO CHECKS)

PAY TO THE ORDER OF: NAVE  
Address:  
State Zip

*William B. Wigglesworth*

⑆02468905⑆ ⑆031400209⑆ 38728566⑆

check #    routing and transit #    checking account #

\* Payment Amount

\$50.00

\* Payment Date (mm/dd/yyyy)

07/06/2021

Earliest Payment Date

Choose Payment Date

\* Account Holder Name

John Smith

\* Select Account Type

Personal Checking



\* Routing Number

042000424

\* Account Number

90002

\* Confirm Account Number

90002

Case Number

2-21-bk-12345-AB

Debtor Name

John Smith

Payer Name

John Smith

Phone

401-555-2214

# Enter Routing Number and Account Number Information and Confirm



Review and Submit Payment

# Next, the Payment Information Screen will be Presented

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Listing all the information entered

Double check for accuracy

## Payment Information

Payment Type: Bank account (ACH)

Payment Amount: \$50.00

Payment Date: 07/06/2021

Case\_Number: 2-21-bk-12345-AB

Debtor\_Name: John Smith

Payer\_Name: John Smith

Phone: 401-555-2214

Email: johnsmith25@gmail.com

Description: Paying Ch. 7 installment payment

## Account Information

Account Holder Name: John Smith

Routing Number: 042000424

Account Number: \*\*\*\*\*0002

\* Email Address:

johnsmith25@gmail.com

\* Confirm Email Address:

johnsmith25@gmail.com



# Authorization and Disclosure Statement: Check Box to Agree to Authorization

**Authorization and Disclosure Statement**

Authorization and Disclosure--Consumers and Businesses  
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating

[Printable version](#)

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

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

Contact Clerk's Office with Questions (855) 460-9641

# Review Payment Information Page for Accuracy

**Payment Information**

Payment Type: Bank account (ACH)  
Payment Amount: \$50.00  
Payment Date: 07/06/2021  
Case\_Number: 2-21-bk-12345-AB  
Debtor\_Name: John Smith  
Payer\_Name: John Smith  
Phone: 401-555-2214  
Email: johnsmith25@gmail.com  
Description: Paying Ch. 7 installment payment

**Account Information**

Account Holder Name: John Smith  
Routing Number: 042000424  
Account Number: \*\*\*\*\*0002

\* Email Address:

\* Confirm Email Address:

Debtor Name  
John Smith


Payer Name  
John Smith

Phone  
401-552-2214

Email  
jsmith25@gmail.com

Description  
chapter 7 installment fee

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

  
[Review and Submit Payment](#)

# Submitted Payment and Tracking Information

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## **Your payment is submitted**

You will not be able to access this information once you leave this page. A confirmation email has been sent to johnsmith25@gmail.com.

## **Because you are not signed in:**

This payment will not show in your payment activity. You can sign in or create an account now and Pay.gov will have a record of your payment.

## **To confirm your payment went through:**

Check your bank statement or account on the payment date

## **For questions or to cancel this transaction:**

Contact the federal government agency you paid. Pay.gov is unable to cancel this transaction.

## **We value your feedback!**

Let us know how we did. Complete our [short two minute survey](#). 

**Your payment has been made,  
congratulations!**

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