

Ruby J. Krajick Clerk of Court

How Do I Pay Criminal Debt Online using Pay.gov?

IMPORTANT: If this is your first time using Pay.gov for criminal debt, please call the Finance Office during business hours (212) 805-0600 to confirm the case number you are entering is correct PRIOR to submitting your payment.

Step 1: Have your Case and Defendant Number from either your US Probation Officer, your monthly debtor statement (CCAM Number) or contact the Finance Department at (212) 805-0600.

Step 2: Have your debit card or banking account information available.

Step 3: Using your computer or internet device visit:

https://www.pay.gov/public/form/start/976046449

Step 4: From the NYS Criminal Debt page screen, click the link titled **Continue to Form**.

Step 5: Complete the Payment Form:

- Select the Defendant Type: Individual or Business.
- Enter the defendant's name as it appears on the judgment
- Enter the Case and Defendant's number using the <u>CCAM Number from</u> **your** payment coupon.

For example, if <u>your</u> payment coupon shows:

Court Case Number:	##-CR-0###-##
District Code: NYS	CCAM Number: DNYS###CR#########

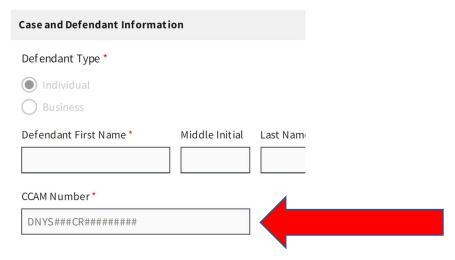
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Enter your CCAM Number as it appears on <u>your</u> payment coupon on the form: (if you do not have your CCAM number, call the Finance Department at (212) 805-0600.



- Select **Self Pay** if you are making a payment on behalf of yourself. If you are paying on behalf another, select **Third-Party Payer**.
- Enter the Name, Address, Telephone, and Email Address for the Account/Card Holder.
- Enter the payment amount. Click Continue.

Step 6: Enter your payment method information and click submit.

BEFORE FINALIZING YOUR PAYMENT. CONFIRM THAT THE PAYMENT AMOUNT IS CORRECT! THE CLERK'S OFFICE CANNOT ISSUE REFUNDS FOR PAYMENTS ON CRIMINAL DEBT.

Step 7: Follow the instructions to finalize your payment.

Questions?

Call (212) 805-0600 or email <u>internet_payments@nysd.uscourts.gov</u>

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