

United States Bankruptcy Court District Of Arizona



HOWTO PAY FILING FEES ELECTRONICALLY

ONLINE PAYMENT PROGRAM WITH PAY.GOV

2 INTRODUCTION & TABLE OF CONTENTS

- The following pages will provide information regarding online payments by answering the following questions: What? Who? How? and Contact Information
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3 WHAT?

- The District of Arizona Bankruptcy Court is pleased to announce that commencing on October 1, 2022, new electronic payment methods processed through Pay.gov* will be available for **Self-Represented Parties**.
- There are 3 new methods of payments:
 - Automated Clearing House (ACH) Direct Debit payments
 - Debit Cards
 - PayPal Debit

*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.

4 WHO?

- The Online Payment Program is for self-represented parties (commonly known as Pro Se).
- This payment program is **NOT** intended for use by registered ECF Filers (attorneys or limited filers) *The only exceptions are for copy requests or certified copy requests.
 - ECF Filers should continue to make payments of fees directly in ECF when filing a document with the Court.
- The following are **NOT** accepted through the Online Payment Program:
 - Chapter 13 plan payments to the trustee
 - Chapter 11 quarterly fees
 - Any and all fees that are not specifically identified as acceptable in this document
 - Payment for any fees that do **NOT** reach a total of more than \$5.00. All payments must be \$5.01 or more.

5 HOW?

- If you do not know the amount of the fee due or require additional information to make your payment, please contact the Financial Help Line at 602-682-4215.
 - **Submissions for incorrect amounts may be returned unprocessed and have a negative impact to a case.**
- Users must be able to describe the type of document and the total amount to be paid (e.g., case number, case name, installment payment).
- Click the **Online Payment Form** link to pay the following types of fees via electronic draft from your bank account (ACH), Debit Card, or PayPal Debit:
 - Petition filing fee installment payments
 - A request for a copy of court documents
 - A request for certified copy of document(s)

6 HOW?

- Once you select a payment type (ACH, Debit Card or Paypal Debit), enter the appropriate information requested on the screen.
 - ACH payment - account number & routing number
 - Debit Card & PayPal - card number, expiration date & possibly the 3-digit security number

7 CONTACT INFORMATION

- If you are unsure whether you qualify to use the Online Payment Program, have questions regarding exact amounts for fees, or questions regarding submitted fees call:
 - Financial Help Line at 602-682-4215
 - Business hours are Monday – Friday from 8:30 A.M. – 4:00 P.M.
 - Closed on all National Holidays