

## **INSTRUCTIONS FOR PAYING NDNY 2007 BIENNIAL FEE**

**\*\*\*TO PAY THE 2007 BIENNIAL FEE, YOU MUST FIRST LOG IN TO CM/ECF\*\*\***

**[www.nynd.uscourts.gov](http://www.nynd.uscourts.gov)**

1. **Login to NDNY CM/ECF** -Your login is your 6 digit Bar Roll Number. If you have forgotten your NDNY Bar Roll Number, please visit our website at:  
<http://www.nynd.uscourts.gov/attylookup/>  
  
\*\*\*\*\*If you have forgotten your CM/ECF password, you can have it resent to you by completing the online request at:  
<http://www.nynd.uscourts.gov/e-filingregistration/procform13.cfm>
2. Click on Civil at the Top of the Screen (In the Blue Bar), under Other Filings, click **Other Documents**
3. From the drop down menu, select the event **Biennial Fee Payment** and hit Next (There is no need to attach a document to this event)
4. Enter the case number **07-2007**
5. Hit **Next** twice
6. Screen appears advising that the fee is \$30.00.
7. Hit **Next**
8. The filing attorney is re-directed to Pay.Gov to pay the associated \$30.00 fee
9. Complete the 2 Pay.Gov payment screens to process the payment.  
  
1<sup>st</sup> Screen– Complete all fields with Red Asterick and then Click **Continue with Plastic Card Payment**  
  
2<sup>nd</sup> Screen– Verify Information and enter email address; Click in the Box **I authorize a charge to my account for the above amount in accordance with my card issuer agreement; Click Submit Payment**
10. **\*\*\*YOU ARE ALMOST DONE\*\*\***You will be redirected back to CM/ECF. Hit **Next** and view the Docket Text
11. Hit **Next** again, and the transaction is submitted; These final steps will ensure that your attorney record is updated to reflect the biennial payment.