



**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW MEXICO**

**PAYING FEDERAL BAR DUES ONLINE  
(VIA CM/ECF AND PAY.GOV)**

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**Overview**

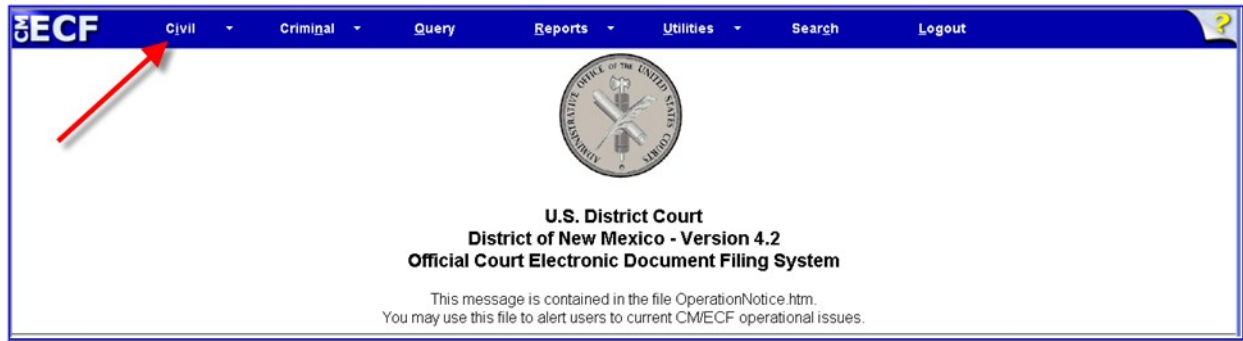
Under D.N.M.LR-Civ. 83.2(h), a member of the Federal Bar for the United States District Court, District of New Mexico must pay dues by January 31 in every odd numbered year, unless waived. Beginning January 1, 2013, dues can be paid online using CM/ECF and Pay.gov (the U.S. Department of Treasury's internet payment service). Bar members are encouraged to take advantage of the online payment feature; however, payments via cash or check will continue to be accepted until further notice (checks should be payable to "Clerk of Court" or "U.S. District Court").

Since CM/ECF is a case based system, each online dues payment must be made using a specific case number. The case number used is dependent upon the year for which the dues payment is being submitted. The case number associated with each dues payment year is shown below. *If you owe dues for multiple years and are paying online, each payment must be submitted separately.*

Paying Federal Bar Dues Online		
Dues Year	Case Number	Dues Amount
2023	N/A	Waived
2021	N/A	Waived
2019	19mc15	\$25
2017	17mc15	\$25
2015	15mc15	\$25
2013	N/A	Waived
2012	N/A	Waived
2011	11mc51	\$25
2010	10mc50	\$25
2009	09mc50	\$25
2008	08mc50	\$25
2007	07mc60	\$15

## Procedure

1. Login to NextGen CM/ECF through PACER using the login and password of the Federal Bar member for whom the dues payment is being made. If the paying attorney's login and password credentials are not used, the payment will not be applied correctly.
2. From the CM/ECF home page; click Civil.



3. From the Civil Events page, click Pay NM Federal Bar Dues.



4. The NM Federal Bar Dues Online Payment screen will be displayed:

Payment of bar dues applies to attorneys admitted to the USDC DNM via a Petition for Admission.  
If you appeared in a case under D.N.M.LR-Civ. 83.3(a) as an outside of district attorney, bar dues ARE NOT owed.  
Federal Bar Dues for 2023 have been WAIVED.

Under D.N.M.LR-Civ. 83.2(h), a member of the Federal Bar must pay dues before January 31 in every odd numbered year. To pay online, you must be logged into the CM/ECF account of the Federal Bar member for whom payment is being made.

Shown below are the case numbers to use for each payment. The first two digits (19, 17, etc.) represent the dues year (2019, 2017, etc.):

- 19mc15
- 17mc15
- 15mc15
- 11mc51
- 10mc50
- 09mc50
- 08mc50
- 07mc60

Bar dues for 2023, 2021, 2013, and 2012 were waived. If you owe dues for multiple years, each payment must be submitted separately.

From the above list, locate the case number assigned to the year for which your dues payment is being submitted. Click Next then enter the case number in the Civil Case Number field.

Next | Clear

5. Follow the on-screen instructions to continue.
6. During the filing process, online payment screens will display.\*\* Two payment methods will 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

⑆0 26 94 67 83⑆⑆ 9 24 37 67 390⑆⑆ 1 234⑆

Payment Date: 01/31/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH 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.

**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.**

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 bar dues amount.

7. Complete all fields marked with an asterisk (\*), then click either "Continue with ACH Payment" or "Continue with Plastic Card Payment."
8. 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.

ECF

Civil
Criminal
Query
Reports
Utilities
Logout

?

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary

[Edit this information](#)

Address Information	Account Information	Payment Information
<div>Account Holder Name: Rene Descartes</div> <div>124 Coordinate</div> <div>Billing Address: Lane</div> <div>Billing Address 2:</div> <div>City:</div> <div>State / Province:</div> <div>Zip / Postal Code: 24060</div> <div>Country: USA</div>	<div>Card Type: Visa</div> <div>Card Number: *****1111</div> <div>Expiration Date: 8 / 2006</div>	<div>Payment Amount: \$255.00</div> <div>Transaction Date 04/05/2006 16:15 and Time: EDT</div>

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

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.

☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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.

9. 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.
10. 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](http://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 regular business hours.

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

Telephone: (505) 348-2075 (staffed 8:30 a.m. to 12:00 p.m.; 1:00 p.m. to 4:30 p.m., M - F)

Email: [cmecf@nmd.uscourts.gov](mailto:cmecf@nmd.uscourts.gov)

Web: [www.nmd.uscourts.gov](http://www.nmd.uscourts.gov)