



## Online Criminal Debt Payments

United States District Court  
Eastern District of Wisconsin

### Overview

rev. Feb 2019

The Eastern District of Wisconsin accepts online payments of criminal debt (special assessment, fine, restitution) through Pay.Gov, which is a secure government website managed by the Department of Treasury, Bureau of Fiscal Service. There is no fee for using this service.

### Court Contact Information

If you have questions or have made an error in submitting your payment, please contact the Clerk's Office Financial Department.

- Phone: (414) 297-3417
- Email: [financial@wied.uscourts.gov](mailto:financial@wied.uscourts.gov)

### Creating a Pay.Gov Account

**You are not required** to register for a Pay.gov account, however, the advantages include 1) stored payment information; 2) managing payments; 3) **Scheduling Recurring Payments** and 4) viewing payment history.

1. You can register at the Pay.gov home screen. Click **Create an Account** in the upper right hand corner.
2. You have the option to create a personal or company account.
3. Fill in required information and check box "I have read and I agree to the Rules of Behavior"; then click **Activate Account**.

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#### Create a personal account

You must fill in the boxes marked \*

First Name \*

Last Name \*

Email Address \*

I have read and I agree to the [Rules of Behavior](#)\*

An email will be sent with steps to complete your account setup.

**Activate Account**

Already have a Pay.gov account? [Sign in](#)

## Create a personal account: Email has been sent

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1 Activate Account 2 Contact Information 3 Set Up Security 4 Sign In

### Check your email to get started on setting up your account.

You're minutes away from setting up your account. An email has been sent to /\*\*\*\*\*@w\*\*\*\*\*.gov for validation. You will have 24 hours to verify your email.

4. You will receive an email notification from Pay.gov, which you will need to access to finish your Pay.gov account setup. Click the link in the email (or copy and paste into your web browser) to continue your registration.
5. After accessing the account setup link from your email, continue account set up by providing your contact information. Click on **Next Step**.

Please provide your contact information

You must fill in the boxes marked \*

**Address Line 1 \***  
Street address, P.O. Box, c/o

**Address Line 2**  
Apartment, suite, unit, building, floor, etc.

**City \***

**State / Province / Region \***

**ZIP / Postal Code \***

**Country \***

**Phone Number \***

**Next Step**

6. Next set up your security information - username and password and security questions. Click **Create My Account**. When set up is complete, you should receive a message that you have successfully created account.

Please set up your security information

**Username and password**

You must fill in the boxes marked \*

**Create a username \***  
Minimum of 6 letters or numbers

**Create a password \***  
Minimum of 8, maximum of 25 characters  
containing: mix of upper and lower case  
letters, minimum of one number, minimum of  
one special character

Show my password

**Success! You can now sign in.**

Sign in to view your account profile page or make a payment.

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7. When you sign in to your account for the first time, you can add a payment account (i.e. bank account information and/or credit card information), and these account numbers can be referenced each time you make a payment.

## My Account

Welcome to Pay.gov. This area is designed to allow self management and administration of your Pay.gov information.

### My Forms

View, complete, save, edit, and pay your online forms.

[View My Forms](#)

### Payment Activity

View historical payments and manage pending payments.

[View Payment Activity](#)

### Profile Information

Information includes name, address, phone number, email address, secret question, and shared challenge question.

[View Profile Information](#)

### Enter Access Code

An access code is used to gain access to Pay.gov resources. If you have one, please click the button below to get started.

[Enter Access Code](#)

### Password

Create a new password for your account.

[Create New Password](#)

### Payment Accounts

Manage your stored payment accounts which allow you to make payments faster and easier.

[View Payment Accounts](#)

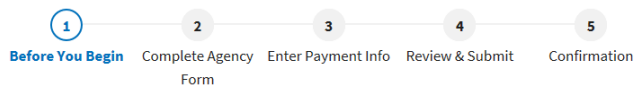
## How to Make a Payment Online

1. The criminal debt payment form can be accessed through:

- Court's website <http://www.wied.uscourts.gov/online-criminal-debt-payments>
- Pay.Gov <https://pay.gov/public/form/start/113706625>
- Pay.gov <https://pay.gov> Search for WIED CRIMINAL DEBT to access the form

2. If you **have** a Pay.gov account, click **Sign In** and enter your login and password, then continue to the WIED Criminal Debt form (search for form, if it is not one of your saved forms).
3. If you **do not** have a Pay.gov account, skip the sign in, and search for the WIED Criminal Debt form. Click **Continue to Form**.

### WIED (Wisconsin Eastern) Criminal Debt Form



#### About this form

Use this form to make criminal debt payments for Eastern District of Wisconsin cases.

#### Accepted Payment Methods:

- Bank account (ACH)
- Debit or credit card

[Preview Form](#) [Cancel](#)

[Continue to the Form](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. Please review our [privacy policy](#) for more information.

- Enter the defendant's name and case number on the form. To locate the case number, refer to your Debtor Statement or Payment Coupon. If you are unable to locate your case number, please contact the Clerk's Office financial department at (414) 297-3417.

Defendant Type:  Individual  Business

Defendant Name:

Last: First: Middle Name: Generation:

Business:  If payment is being made on behalf of a business, enter the legal entity name for the business.

Year Case # Defendant #

Court and Defendant Number   CR  -

(Enter Court Number as it appears on your payment coupon.)

- Enter your name, address and phone number in the Account Holder box. The Self Pay box is automatically checked. If you are making a payment on behalf of a defendant, check the Third-Party Payer box, and fill in **your name**, address and phone number. Enter the amount of the payment and click **Continue**.

Self Pay  Third-Party Payer

Account Holder Name: Last:  First:

Address:

City / State / Zip:

Phone Number:  Ext:  Home

Amount of this Payment:

- You will be directed to the Payment Information page. There are two payment options (Bank Account or Debit/Credit Card). Select your payment method and click **Next**.
- Enter your payment information
- If you are signed in to your Pay.Gov account, you will have the option to make a one-time payment or set up recurring payments.
- Click **Review and Submit Payment**
- On the **Confirmation Page**, verify the payment information and account information, click **Submit Payment**.
- If the transaction is successful, you will be directed to the Payment Confirmation page. You may print receipt from this page.

## Scheduling Recurring Payments

You will need to set up a Pay.Gov account before you can schedule recurring payments. After you have set up your account, proceed to make a payment.

You will need to consider the following:

- Frequency of payments ( i.e. weekly, bi-weekly, monthly, etc.)
- If selecting weekly or monthly, Pay.Gov will schedule payments on the same day each week/month that you make your first payment.
- Dollar amount of each payment (the amount cannot be modified from month-to-month)
- Number of recurring payments

1. Sign in to your Pay.gov account.
2. In the search field, search for the **WIED CRIMINAL DEBT** form. Click **Continue to Form**.



A search bar with a white input field containing the text "WIED criminal debt" and a yellow "Search" button to its right.

3. After you have located the WIED Criminal Debt form, click **Continue**.

#### **WIED (Wisconsin Eastern) Criminal Debt Form**

**Description:** Use this form to make criminal debt payments for Eastern District of Wisconsin cases.

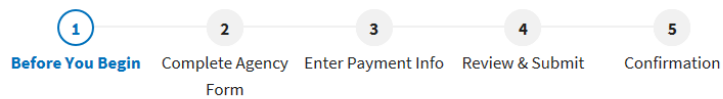
**Form Number:** WIED Criminal Debt Payment

**Agency:** [United States District Courts Criminal Debt](#)

[Continue](#)

3. Click **Continue to Form**

#### **WIED (Wisconsin Eastern) Criminal Debt Form**



#### **About this form**

Use this form to make criminal debt payments for Eastern District of Wisconsin cases.

#### **Accepted Payment Methods:**

- Bank account (ACH)
- Debit or credit card

[Preview Form](#)

[Cancel](#)

[Continue to the Form](#)

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4. Fill in the Form

- Defendant Name
- Court and Defendant Number
- Address
- Phone Number
- Payment Amount

5. On the Payment Info Tab

- Select bank account or debit/credit card). Click NEXT

6. Enter payment information.

7. Payment recurring options:

- Select **I want to set up recurring payments**
- Select frequency of payments
- Select number of scheduled payments

#### Payment recurring options

I want to make a one-time payment

I want to set up recurring payments

\* Frequency of payments

Monthly

\* End scheduled payments when I have made

10

payments

## 8. Review and Submit Payment

### Cancelling Recurring Payments

1. Sign into your Pay.Gov account.
2. Click on **View Payment Activity**.
3. Click on **Pending** tab.
4. Find the automatic recurring payment. Only the next scheduled payment is listed.
5. Click the **Cancel** link.
6. Click **OK** to confirm deleting all remaining scheduled payments.
7. Your payment is removed from the Pending tab and added to the Completed tab. The Transaction Status is changed to Canceled. All remaining scheduled payments are canceled.
8. If needed, set up new automatic recurring payment or make one-time payments to the agency.