

***How to Submit Your
Bar Application and
Payment Using
Pay.Gov***

The Bar Admission Utility may be used to submit your application for admission to the bar and payment of the admission fee.

Before you start, you must ensure there are no pop-up blockers that prevent you from seeing the payment page. The payment window from Pay.gov opens in a new browser window or browser tab. In addition, make sure you have your application for admission and any supporting documents ready to upload. All documents must be in PDF format and each PDF you attach must not exceed 5 MB in size.

1. On the start up page after logging into ECF, select Utilities followed by Bar Admission.
2. The Bar Admission window will open in a new window and look similar to the image below. Please read the directions carefully before proceeding with your bar application.

The screenshot shows a browser window titled "Bar Admission" with a menu bar containing "Filing", "Reports", "Utilities", "Logout", and "Help". The main content area is titled "Bar Admission" and displays the following information:

- Jurisdiction: 10th Circuit Court of Appeals
- PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY**
- 12 numbered instructions for completing the application and payment process.
- Manner Application Received: Electronic Submission
- Fee Waiver Reason: [Dropdown menu]
- State of Residence: [Dropdown menu]
- Fee Amount: \$225.00
- Document: [Text input field] [Browse... button]
- Description: [Text input field]
- [Add Another Document button]
- [Pay Now and Submit Application button] [Cancel button]

3. If you are a federal government attorney or a CJA panel attorney, select the appropriate Fee Waiver Reason from the drop-down list.

4. Select a state from the State of Residence drop-down list.
5. Click the Browse button.
 - a. Search for the PDF file that contains your bar application.
 - b. Select the appropriate file and click the Open button.
6. In the Description field for the document, type the word “Application” as the description of the PDF.
7. Click Add Another Document and repeat steps 5 and 6 if you need to attach further documentation.

Bar Admission

Filing Reports Utilities Logout Help

Jurisdiction: 10th Circuit Court of Appeals

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY

1. Please turn off your pop-up blocker as a new window opens when processing your payment.
2. If applicable, select the Fee Waiver Reason from the drop down menu. Contact the court at 303-335-3157 if you are unsure if you qualify for a waiver.
3. Select your State of Residence.
4. Please attach your Application for Admission in PDF format by clicking the "Browse" button.
5. Type the word "Application" in the Description field.
6. You may attach a Certificate of Good Standing in PDF format by clicking "Add Another Document" followed by clicking the "Browse" button.
7. After attaching your documents you must click on "Pay Now and Submit Application" to enter your credit card information.
8. You must complete ALL sections of the Payment Information screen and click "Continue with Plastic Card Payment."
9. Before authorizing payment, you must enter an email address to receive a confirmation email.
10. Click the "Submit Payment" button ONCE to authorize payment.
11. After you payment has been processed, you may click the "Close Window" button to return to ECF.
12. You may return to a black screen, if this happens click on the application icon in your tool bar to return to ECF.

Manner Application Received: Electronic Submission

Fee Waiver Reason: - State of Residence: CO

Fee Amount: \$225.00

Document: ECF SubmissionsVA5EOA.pdf Browse... Description: Application

Document: F SubmissionsVA-12BRF.PDF Browse... Description: Certificate of Good Standing

Add Another Document

Pay Now and Submit Application Cancel

8. After attaching your documentation, click the Pay Now and Submit Application button to begin the submission of payment. A new browser window or browser tab opens so that you can enter and submit your credit card information. You will now be connected to Pay.gov.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$225.00

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: ▼ * / ▼ *

Attorney Name: *

Contact Telephone Number: *

Person Completing Transaction: *

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.

9. Verify and change the information in the Account Holder Name field and the billing address fields as needed.

CAUTION: The name and address shown here are the name and address associated with your appellate ECF account. If you are using a credit card that is not associated with this address, you must update the billing address fields.

10. Complete the Card Type, Card Numbers, Security Code and Expiration Date fields.

11. In the Attorney Name field, type the name of the attorney who is applying for bar admission.

12. Complete the Contact Telephone Number and Person Completing Transaction fields so that the court may contact you if there are any issues with the payment.

13. Click the Continue with Plastic Card Payment button.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: Julie Tester *

Payment Amount: \$225.00

Billing Address: 1234 Tester Avenue *

Billing Address 2:

City: Denver

State / Province: Colorado - CO

Zip / Postal Code: 80237

Country: United States *

Card Type: Master Card *    

Card Number: 5111111111111118 * (Card number value should not contain spaces or dashes)

Security Code: 998 * [Help finding your security code](#)

Expiration Date: 01 * / 2013 *

Attorney Name: Julie Tester *

Contact Telephone Number: 3035555555 *

Person Completing Transaction: John Doe *

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.

- 14. On the Authorize Payment page, review all the payment information for accuracy. You may click the Edit this Information link to make any necessary changes.
- 15. Complete the Email Address, Confirm Email Address and CC fields. Completing these fields will allow you to receive a payment confirmation email after the payment has been processed.
- 16. Select the checkbox under Authorization and Disclosure.

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Julie Tester 1234 Tester Billing Address: Avenue Billing Address 2: City: Denver State / Province: CO Zip / Postal Code: 80237 Country: USA	Card Type: Master Card Card Number: *****1118 Attorney Name: Julie Tester Contact Telephone Number: 3035555555 Person Completing Transaction: John Doe	Payment Amount: \$225.00 Transaction Date and Time: 12/13/2011 and Time: 14:04 EST

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:

CC:

Separate multiple email addresses with a comma

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.

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.

- Click the Submit Payment button only once. **You MUST wait for Pay.gov to process your payment. Do not click the button again.**
- The following screen will appear indicating your payment has been accepted. You may print this screen as a receipt. A copy will be emailed to the email addresses you provided on the previous screen.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 10-35427-878

Payment Date: 02/15/2012

Amount: \$225.00

Fee Type: Attorney Admission

You can click the *Close Window* button and log out of CM/ECF.

19. Click on the Close Window button to return to the ECF application.
20. You may see or return to a black screen. If this happens, click on the ECF application icon in your tool bar and you will return to ECF.
21. You may now continue to file a document or log out of ECF.