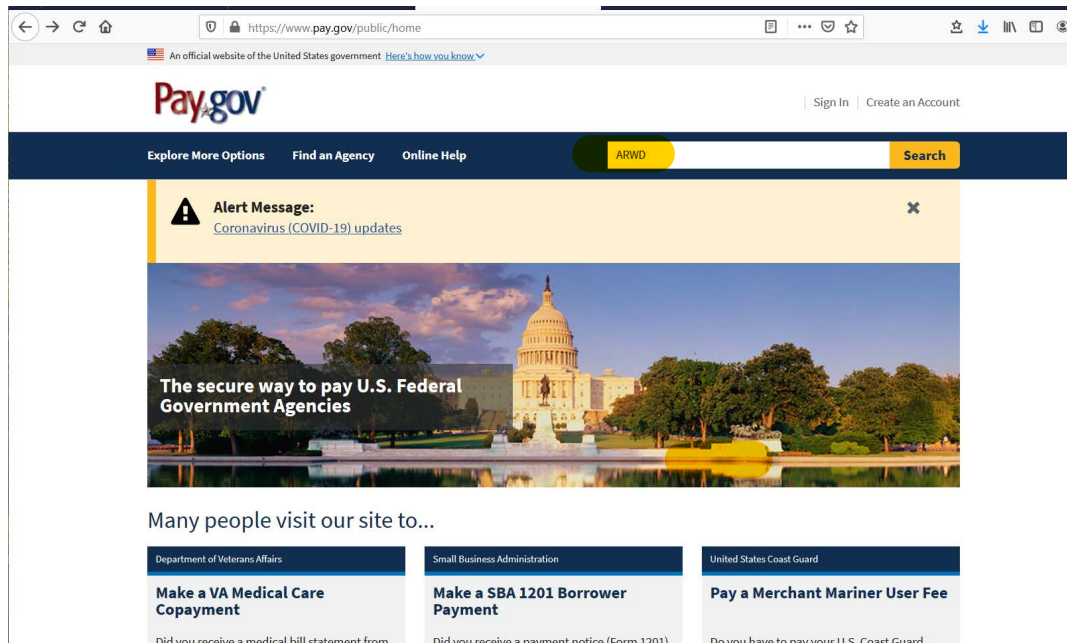




IMPORTANT Before you begin, you will need your CCAM number. Ask your probation officer, or call 479-783-6833 and ask for your CCAM number.

Go to www.pay.gov. Your screen should look like this. (The yellow highlighted ARWD was added to the instructions to show where to enter ARWD)



2. Locate the search box at the top of the screen. Type **ARWD** in the box and click *Search*.
Your search results screen will display the *ARWD Criminal Debt Form* link.

Search Results for "ARWD"

3. Click on *Continue* to proceed to the next page.



4. Read the information and click "Continue to the Form" to go to the *Criminal Debt Payment* payment form. See example of information added. You will need to enter your own information on this screen.

Defendant Type: Individual Business

Enter Defendant Name Below as it Appears on Criminal Judgment or Indictment/Information

Defendant Name: Last: First: Middle Initial: Generation:

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

Enter CCAM Number as it appears on your payment coupon. See example below.

CCAM Court Case Number: DARW CR

1 digit 2 digits 6 digits 3 digits

Example:

Court Case Number	2:16CR20023-001			
District Code:	CCAM Number:	Amount Due:	Due Date:	Amount Enclosed:
ARW	DARW216CR020023001			

Self Pay Third-Party Paying for the benefit of Willie Makit

Payer / Account Holder Name: Last: First:

Address:

City / State / Zip:

Phone Number: Ext: Home

Payments exceeding \$5,000.00 require a Transaction ID. Amount of this Payment:

Transaction ID:

If you require assistance completing this form, please contact the Finance Department of the Western District of Arkansas Court Clerk of Court Office by calling (479) 783-6833

5. Enter your CCAM number . If you do not have your CCAM number, please ask your probation officer for it, or call 479-783-6833 and ask for your CCAM number.

6. Enter your name, address, phone number and amount of payment.

7. After entering the amount of the payment, click Continue to be directed to the payment information page shown below. Users may choose to pay using one of two options, via bank account (ACH) or via plastic card (credit, debit or prepaid card).

8. Select your payment method, click Next.

*** I want to pay with my**

- Bank account (ACH)
- Debit or credit card

[Previous](#) [Return to Form](#) [Cancel](#) [Next](#)



8. When payment information has been entered, click Review and Submit Payment. On the Review & Submit screen, if you would like to receive an email confirmation (recommended) , click to check the box, and complete the fields that appear.

Mark the check box authorizing the payment and click the Submit Payment button once.

*****IMPORTANT*****

Allow the payment to process to completion. Do not use your browser buttons to move back to a previous screen; this may result in a duplicate payment being made. Duplicate payment will not be refunded unless it results in an overpayment of the criminal debt ordered.

If you do not receive a *Confirm Payment* screen, close the application. The next day, either check your account statement to see if a payment was made, or you may call the court at (479) 783-6833 and ask for the financial department to confirm whether the payment processed.

9. After payment has been submitted, a *Confirm Payment* screen appears with your Tracking ID numbers. The Agency Tracking ID is your receipt number confirming payment. Print off a copy, or write down the Agency Tracking ID.
10. If you have made an error in submitting your payment, please contact the Clerk's Office of the U.S. District Court at (479)783-6833 and ask for the financial department.