

**PROCESSING COURT PAYMENTS  
NORTH CAROLINA EASTERN**



**SUBMITTING PAYMENTS**

- **A payment coupon must be completed and included with each payment.** A supply prepared coupons are enclosed for your convenience.
- Payments may be in the form of a check, money order, or cashier's check, made **payable to Clerk, U.S. District Court**, and **mailed to Clerk, U.S. District Court, Attn: Financial Unit, P.O. Box 25670, Raleigh, NC 27611.** (NOTE: The Clerk's Office will assess a \$25 charge for any returned check.)



**CHANGE OF ADDRESS NOTIFICATION**

- As long as outstanding indebtedness remains, we ask that you notify us of any change in the offender's mailing address. We will, in turn, provide this updated information to the U.S. Attorney's Office for future collection efforts should same become necessary.

***If you have any questions regarding these instructions, please contact any U.S. Probation Office in the Eastern District of North Carolina.***