

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF PUERTO RICO



**NOTICE FROM THE CLERK**  
**No. 13-02**

**Presenting Checks as Payment**

**On Tuesday, January 22, 2013, the Cashier's Section at the Clerk's Office will be closed to the public from 10:30 a.m. to 1:00 p.m.** On this date, the Court will finalize the implementation of the OTCnet Check Capture Application (OTCnet) to process all over-the-counter check payment transactions.

OTCnet is a web-based online application process for converting paper checks into electronic debits. This is part of a joint initiative of the Administrative Office of the U.S. Courts and the United States Department of Treasury, to strengthen and improve the financial management system within the Judiciary.

With OTCnet, any check presented to the Court as payment, either in person or through the mail, is converted into an automated electronic funds transfer to be debited from the financial institution account usually on the same day of its receipt. When a check is presented as payment, you are authorizing the Court to use information on the check to process a one-time electronic funds transfer or to process the payment as a check transaction. As with any electronic transfer of funds, the transaction should be reflected on the account holder's statement but the check will not be returned by the financial institution.

Because with OTCnet, the transfer of funds *may* occur on the same day the Court receives payment, you should be sure that you have sufficient funds in your account to process the transaction accordingly. Please note that, in the event an electronic funds transfer cannot be completed due to insufficient funds, a mandatory \$53.00 returned check fee will be imposed.

BY ORDER OF THE COURT.

In San Juan, Puerto Rico, this 16th day of January, 2013.

A handwritten signature in purple ink, appearing to read "Frances Rios de Moran".

FRANCES RIOS DE MORAN, ESQ.  
CLERK, U.S. DISTRICT COURT

*Privacy Act - The Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available on the web at, <http://www.fms.treas.gov/otcnet/index.html>. To obtain a copy by mail, please call 1-866-945-7920 (toll free). Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.*