# FILING OF ATTORNEY RENEWAL FORM AND PAYING FEES ONLINE

**INTRODUCTION:**

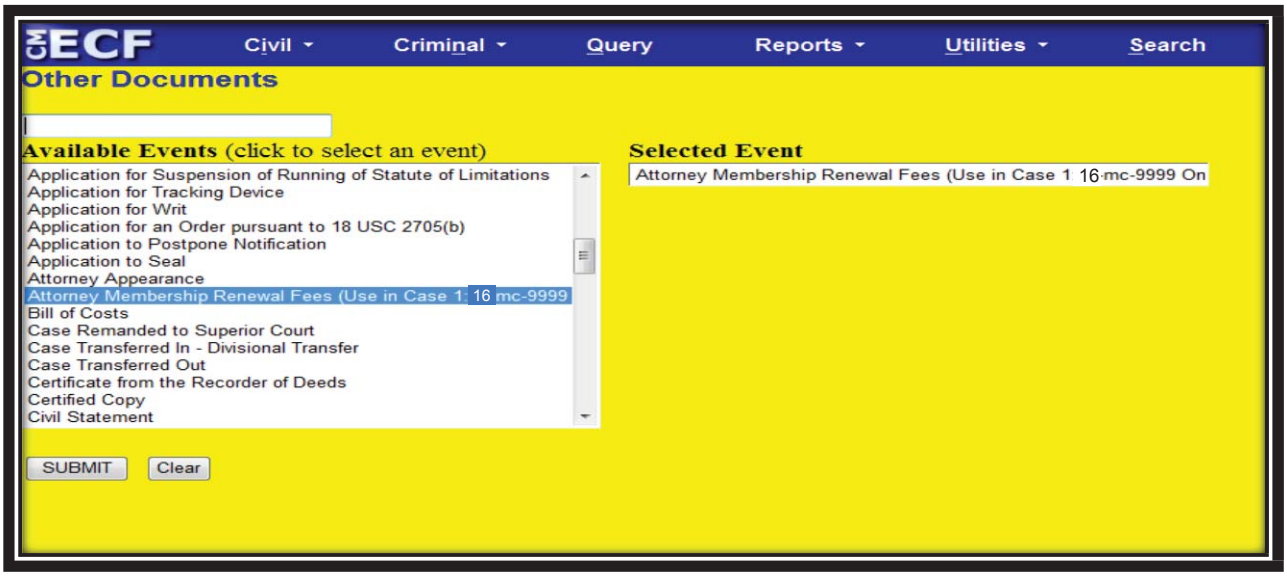
- **You must go to the Court's website at www.dcd.uscourts.gov.**
- **Log into your ECF Account at https://ecf.dcd.uscourts.gov,**
- **Click on UTILITIES,**
- **Click MAINTAIN YOUR ADDRESS.**
- **After updating your information or confirming that it is accurate, complete the attorney renewal form at http://www.dcd.uscourts.gov/dcd/sites/dcd/files/atty-renew-pay.gov_.pdf**
- **Save as a PDF document on your desktop to be uploaded later.**

**NOTE: If you cannot update your information, email attorney_admissions@dcd.uscourts.gov. [You must use the ECF Login and Password that was obtained from the Court to pay fees online. ONLY registered ECF Users can renew their fees online with a credit card.]**

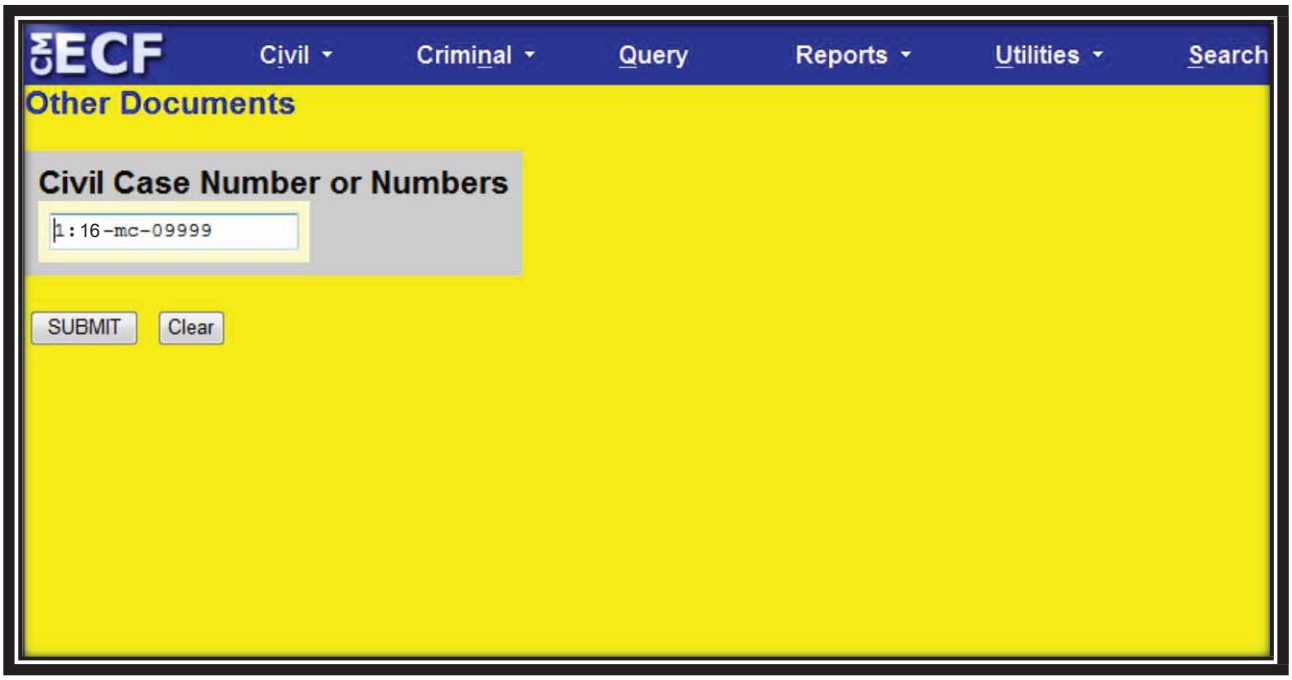
## Please read these instructions thoroughly.

**1. Go to Civil on the Blue Menu Bar and select Other Documents**

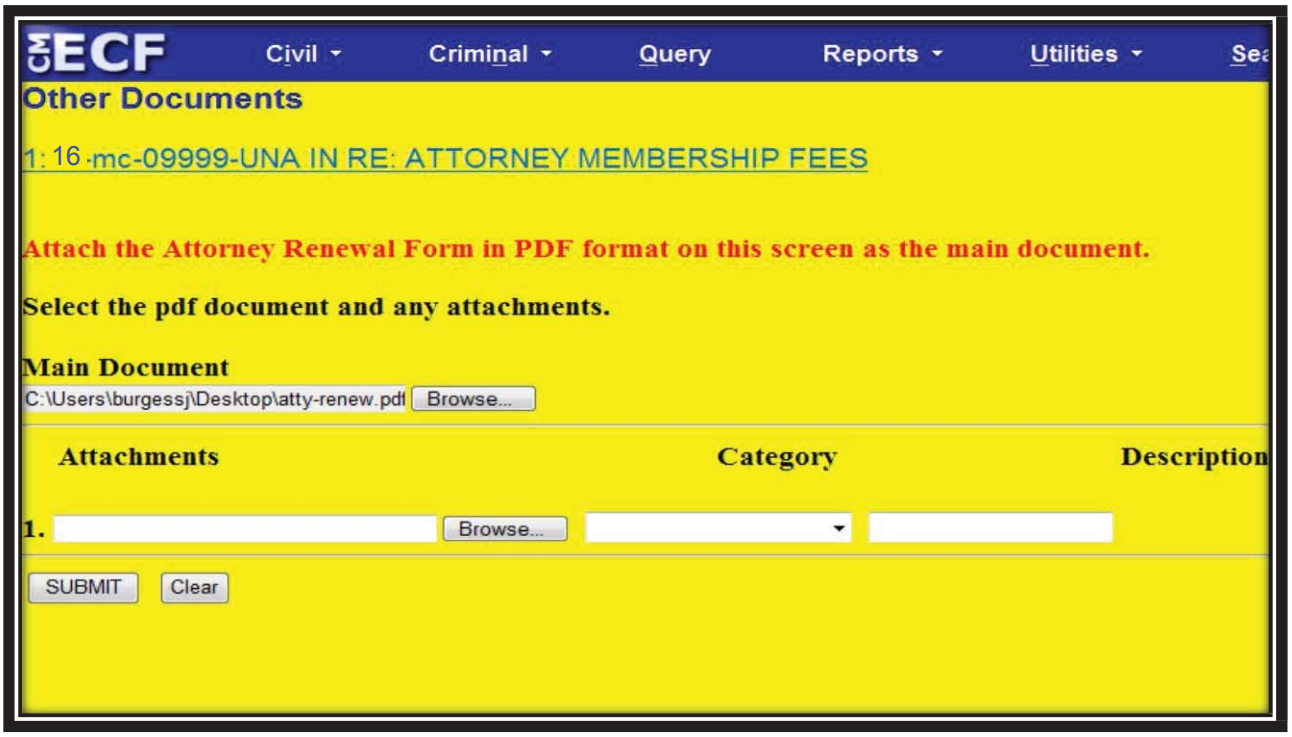
**2. Choose the *Event Attorney Membership Renewal Fees (Use in Case 15-mc-9999 ONLY)***



**3. Enter case number 1:15-mc-9999 in the block and click submit.**

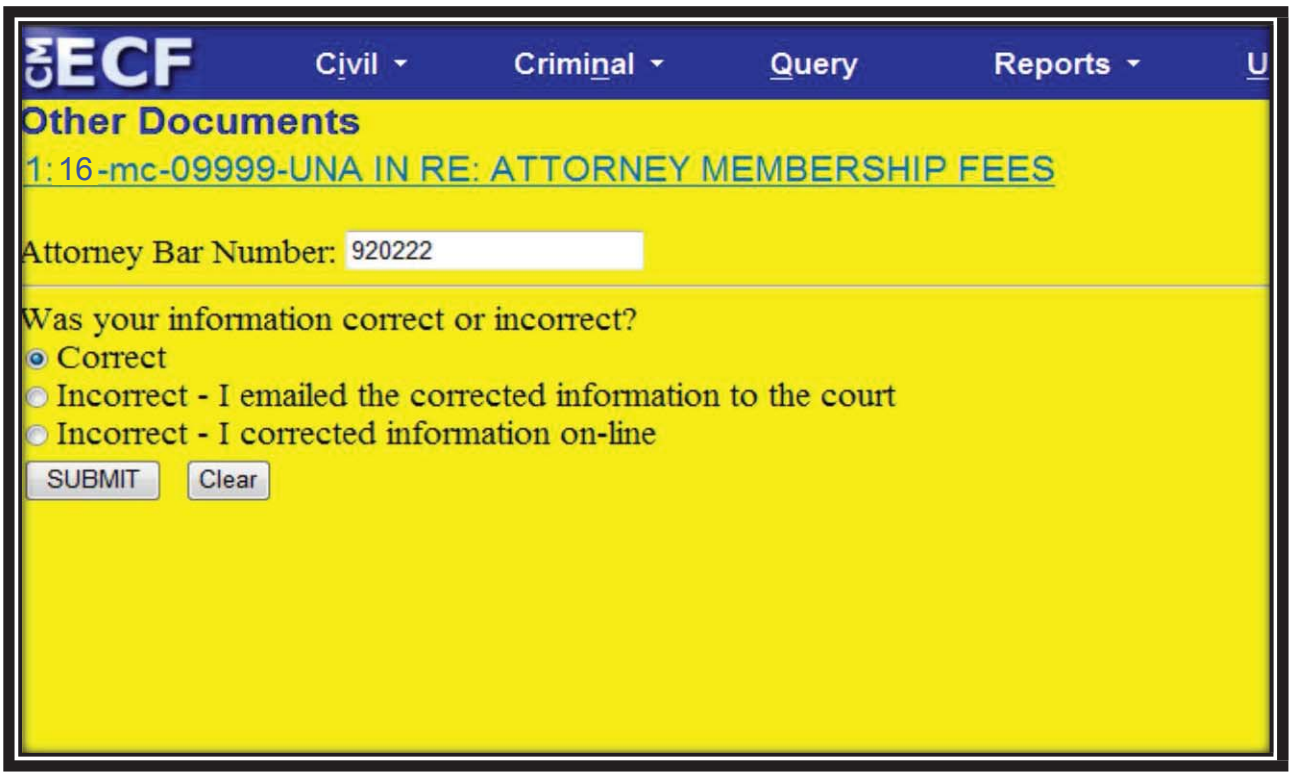



**4. After submitting, attach the attorney renewal form in PDF Format as the main document.**

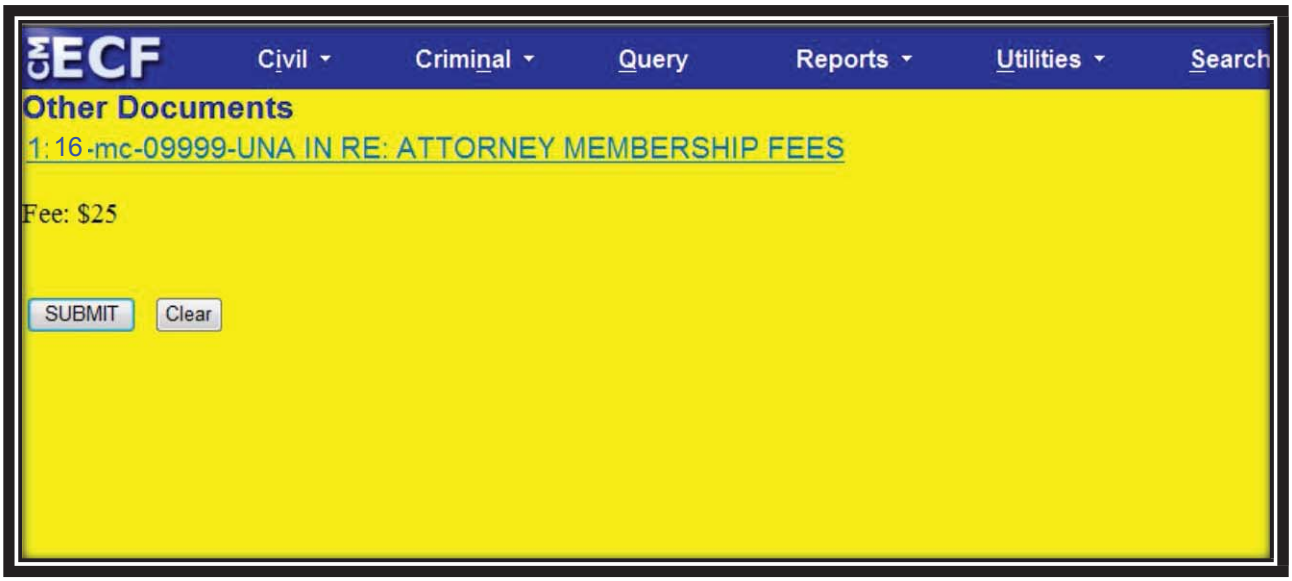


**5. This screen is a reminder regarding your information and you will be prompted on the next screen to certify that you have done so. Click submit if you have confirmed your information.**

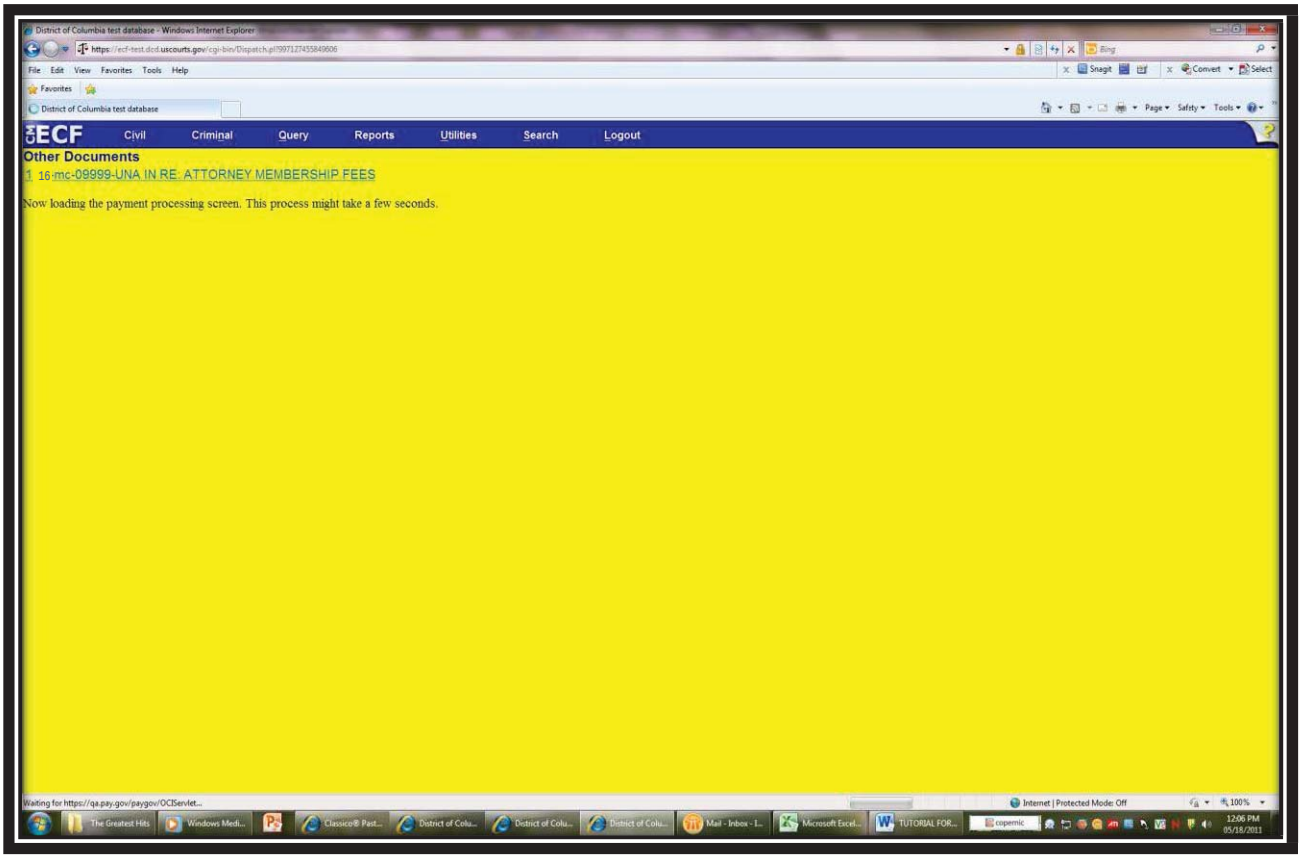
**6. Enter your bar number and indicate whether the information was correct or incorrect by choosing the applicable radio button. After you complete the information, click submit.**



**7. This screen displays the fee amount that you will pay. Click submit.**




8. After clicking submit, a short message will appear-"**Now loading the payment processing screen."** This process may take a few seconds**. Please wait** until the next screen appears.



9. When the online payment screen is displayed, complete all boxes that have a red asterisk with information related to the filer's name and address. Choose either Option 1 or Option 2 for payment.
Click continue with the either ACH Payment or Continue with Plastic Payment after all information has been entered.

This item is payable by Bank Account Debit (ACH) or Plastic Card (ex: VISA, Mastercard, American Express, Discover)

**Option 1: Pay Via Bank Account (ACH)** About ACH Debit

Required fields are indicated with a red asterisk *

Account Holder Name: atty20 *

Payment Amount: $25.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number | Account Number | Check Number

Payment Date: 05/19/2011

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment | Cancel

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.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover) Required fields are indicated with a red asterisk *

Account Holder Name: atty20 *

Payment Amount: $25.00

Billing Address: 333 Constitution Avenue *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: United States

Card Type: * VISA AMEX DISCOVER

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

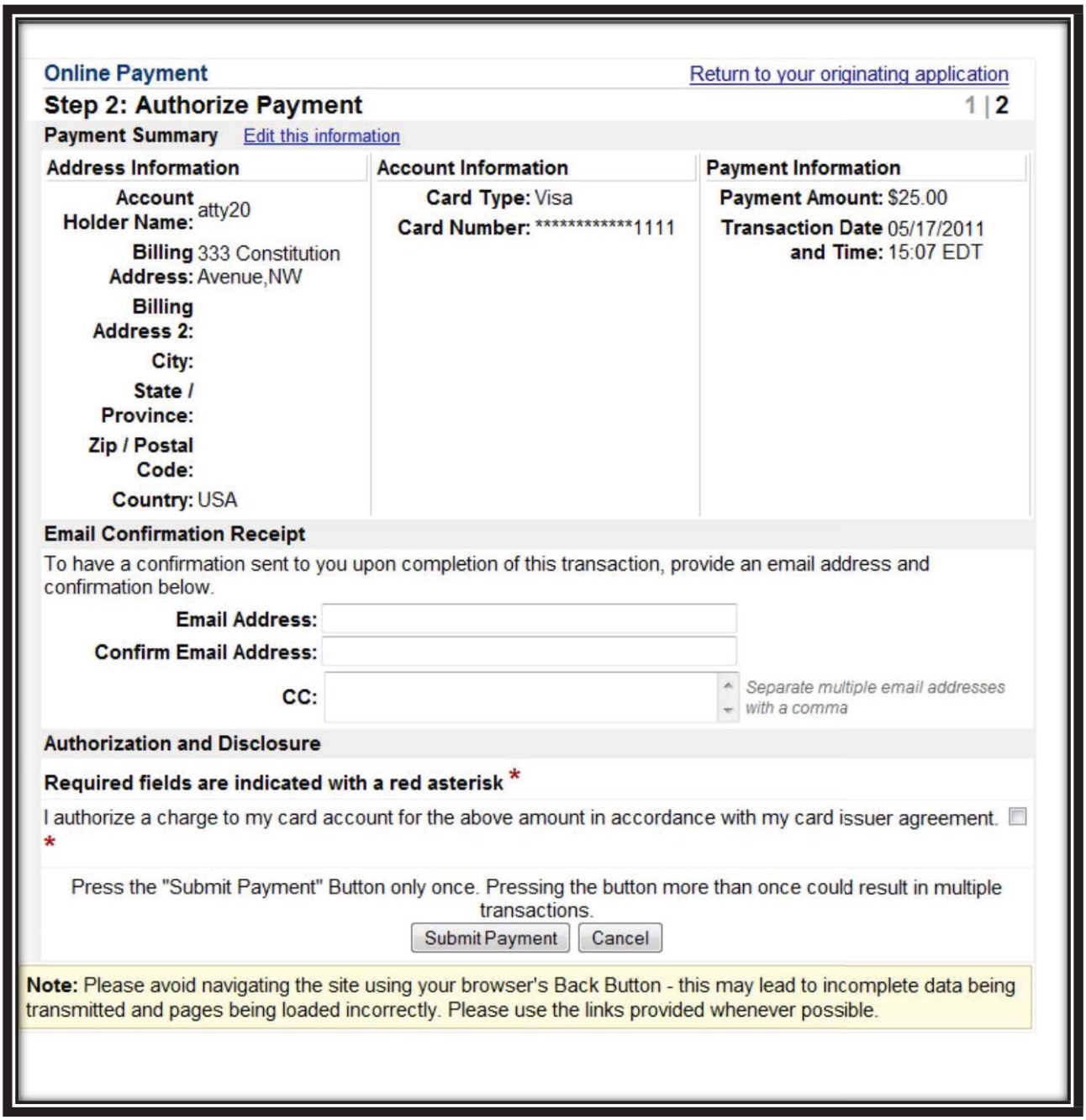
Security Code: * Help regarding your security code

Expiration Date: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment | Cancel

**10. Review the information on this screen and if there are any mistakes, click "Edit the Information." If you wish to have a confirmation of the transaction, type in the email address in both blocks below. Finally, make sure to check the box authorizing the charges. Once completed, click [Submit Payment] to continue.**



Online Payment — Return to your originating application

Step 2: Authorize Payment — 1 | 2

Payment Summary — Edit this information

| Address Information | Account Information | Payment Information |
|---|---|---|
| Account Holder Name: atty20 | Card Type: Visa | Payment Amount: $25.00 |
| Billing Address: 333 Constitution Avenue,NW | Card Number: **********1111 | Transaction Date and Time: 05/17/2011 15:07 EDT |
| Billing Address 2: | | |
| City: | | |
| State / Province: | | |
| Zip / Postal Code: | | |
| Country: USA | | |

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.

Submit Payment | Cancel

**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.

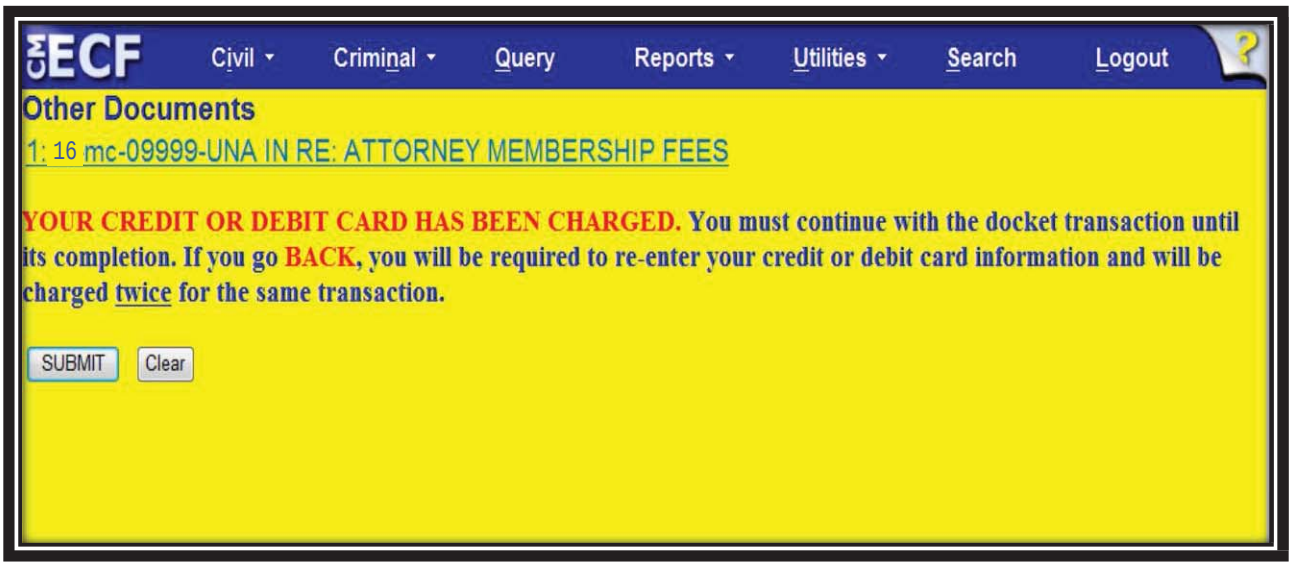
**11. If you requested email confirmation, it will be sent from the paygovadmin@mail.ga.twai.gov email address.**

**12. The payment may take a few seconds to process and you will be advised of it.**

13. Once the request has been processed, the credit card has been charged. **The process cannot be aborted at this step. The transaction must be continued until its completion.**

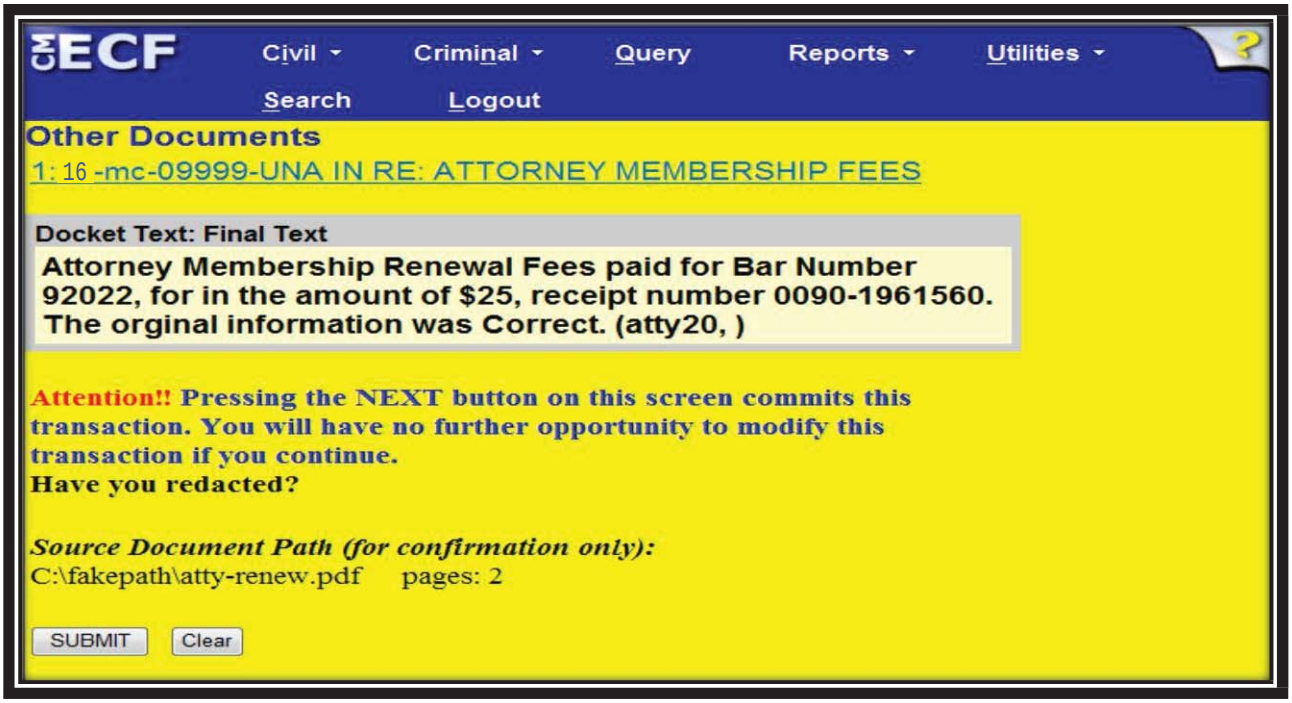
**NOTE: If the back button is pressed, the user will be required to re-enter the credit card information and be charged twice for the transaction. You will get a warning regarding this transaction on the next screen.**

**14. After noting the warning and that your card has been charged, click submit.**



**15. The screen below is a confirmation that you are submitting your fees in the correct case number. If the information is correct, click submit. At this point, your credit card has been charged.**

**16. This screen commits the transaction and submits your renewal form. Click submit.**



**17. If you get the screen below, you have successfully renewed your membership and paid your fees. NOTE: If you do not get a receipt number, your fees have not been paid and you MUST contact the court.**

PACER ECF Civil Criminal Query Reports Utilities Search Logout

**Other Documents**

1: 16 mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES

**U.S. District Court**

**District of Columbia**

**Notice of Electronic Filing**

The following transaction was entered by atty20, on 5/17/2011 at 3:36 PM and filed on 5/17/2011

**Case Name:** IN RE: ATTORNEY MEMBERSHIP FEES

**Case Number:** 1 16 mc-09999-UNA

**Filer:**

**Document Number:** 1

**Docket Text:**

Attorney Membership Renewal Fees paid for Bar Number 92022, for in the amount of $25, receipt number 0090-1961560. The orginal information was Correct. (atty20, )

**1:11-mc-09999-UNA Notice has been electronically mailed to:**

**1:11-mc-09999-UNA Notice will be delivered by other means to::**

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**suppressed

**Electronic document Stamp:**

[STAMP dcecfStamp_ID=973800458 [Date=5/17/2011] [FileNumber=2308912-0] [85c8869fce189c8acf61712961a3aeacb2b872dcd0c6d593364815d0d9bb937eaddd db6512e2991a8fe760fee305f7fb76b40159886757e01411617e0c6c0275]]