# UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF FLORIDA



## **BAR MEMBERSHIP RENEWAL**

# A GUIDE FOR LAWYERS

## Middle District of Florida Bar Membership Renewal

Pursuant to Local Rule 2.01 (d) and administrative order, 8:16-mc-90-T-23, the periodic renewal period for members of the Middle District of Florida Bar, begins on June 1, 2020. Bar members must pay the \$15.00 renewal fee prior to September 1, 2020 to remain in good standing for the September 1, 2020 to August 31, 2025 period. Lawyers paying a membership renewal between September 1 and September 30 will be assessed a \$50 late fee. Lawyers failing to pay a membership renewal fee by September 30 must seek General Admission to the Middle District of Florida Bar.

Each member must log into CM/ECF using their CM/ECF credentials for the Middle District of Florida (not PACER) to access the **FLMD Membership Renewal** event to pay the \$15 through pay.gov. If you do not know your CM/ECF credentials, active members of the Middle District of Florida Bar can <u>reset</u> their CM/ECF password online.

#### **Pay Membership Renewal Fee**

Each member must log into CM/ECF using their CM/ECF credentials for the Middle District of Florida (not PACER) to access the **FLMD Membership Renewal** event to pay the \$15 through pay.gov. Active members of the Middle District of Florida Bar can <u>reset their CM/ECF password</u> online. Access CM/ECF by visiting <u>https://ecf.flmd.uscourts.gov</u>.

	Step	Screen				
A	Select the event <b>FLMD</b> <b>Membership Renewal</b> located under the Civil menu.	Open a Case       Other Filings       ADR Documents         Open a Civil Case       ADR Documents         Initial Pleadings and Service       Notices         Answers to Complaints and Responses to Partitions       Other Documents				
A	To select, click on <b>FLMD</b> <b>Membership Renewal</b> in the <b>Available Events</b> list.	SECF     Civil     Criminal     Query     Reporta       FLMD Membership Renewal				
$\checkmark$	Confirm the event is listed as the <b>Selected Event</b> .	FLMD Membership Renewal     \$     FLMD Membership Renewal       Next     Clear				
	When accurate, click Next.					
A	Verification screen.					
4	Click <b>Next</b> .	8:20-mc-02020-SDM v. Next Clear				

	Step	Screen			
>	Click applicable radio button to select " <b>Yes</b> " or " <b>No</b> " to the prompt.	Givil         Grimin@uery         Report till itiesSearch Logout           FLMD Membership Renewal         8:20-mc-02020-SDM v.			
•	<b>Note:</b> If you were admitted on March 1, 2020 or later <b>OR</b> are appearing pro hac vice, you do not owe a renewal fee and should select no.	Were you admitted to the Bar of the Middle District of Florida on March 1, 2020 or later? OR Are you appearing Pro Hac Vice? Ves No No Clear			
>	Certification	SECF Civit Criminal Query Reports Utilities Search Logout			
>	Click the applicable radio button to select " <b>Yes</b> " or " <b>No</b> " to the certification statements.	FLMD Membership Renewal         8:20-mc-02020-SDM v.         I certify that         I am currently a member in good standing of the Bar of this Court, and I am currently a member in good standing of the Florida Bar			
4	When accurate, click <b>Next</b> .	<ul> <li>Yes No</li> <li>To my knowledge, I have not been disbarred nor am I currently suspended from practice by the Supreme Court of Florida, or by an other court of competent jurisdiction.</li> <li>Yes No</li> <li>I have taken the oath or affirmation prescribed by the Local Rules of the United States District Court for the Middle District of Florida and acknowledge that I remain bound thereby</li> <li>Yes No</li> <li>Yes No</li> <li>Within the 12 month period preceding the date of this application, I have read the most current version of the Local Rules of the United States District of Florida and the most current version of the Local Rules of the United States District of Florida and the most current Administrative Procedures for Electronic Filing in Civil and Criminal Cases. NOTE - The Local Rules and Administrative Procedures are available on the Courts Web site at www.flmd.uscourts.gov.</li> <li>Yes No</li> </ul>			

Step	Screen			
<ul> <li>Certification</li> <li>Read carefully and click Next to move forward.</li> </ul>	Secce       Civit       Criminal       Query       Reports       Utilities       Search       Logout         FLMD Membership Renewal       8:20-mc-02020-SDM v.         ATTORNEY CERTIFICATION - PLEASE READ CAREFULLY         By checking the selections on the previous screens, you declare under penalty of perjury that the foregoing is true and correct.         Pursuant to the Rules of this Court, I hereby renew my membership in the Bar of the United States District Court for the Middle District of Florida for a 60 month period beginning September 1, 2020.         A renewal fee of 15.00 dollars will be charged to your credit card.         Next       Clear			
<ul> <li>Fee confirmation.</li> <li>Click Next.</li> </ul>	SECF       Civit       Crimin         FLMD Membership Renewal       8:20-mc-02020-SDM v.         B:20-mc-02020-SDM v.       Fee: \$15         Next       Clear			
Carefully enter card information. Fields marked with * are required fields.	Pay gov			
When accurate, click Continue.	Please provide the Credit or Debit Card Information   Provide the sequired fields   Agency Tracking ID: 113A-3471E1   Payment Amount: 15.00   Pountry:   Pointed States   Billing Address 2:   Pointe   Pitter Province:   Pitter Province:			

	Step	Screen			
4	Payment authorization	Pay gov			
≻	Check mark the authorization statement to authorize	FLMD CM ECF TEST			
	payment.	Review and submit payment * indicates required fields			
A	When accurate, click <b>Continue</b> .	Agency Tracking ID: 113A-347151 Payment Amount: \$15.00 Payment Method: Plastic Card Account Holder Name: attorney16 Card Type: VISA Card Number: ********2 Billing Address: 123 Main Street Billing Address 2: City: Jacksonville Country: United States State/Province: FL ZIP/Postal Code: 32202 I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.			
>	Click radio button to select "yes" or "no" to the prompt.	SECF Civit Criminal Query			
~	When accurate, click <b>Next</b> .	8:20-mc-02020-SDM v. Were you prompted for your credit card information Yes No No			
۶	Review warning.	SECF Civit Criminal Query Reports Utilities Search Logout			
~	You MUST continue to click Next to complete this transaction.	8:20-mc-02020-SDM v You must click the NEXT button until you receive the NOTICE OF ELECTRONIC FILING screen to finalize your docket entry. If you do not click NEXT, your renewal will not be recorded with the Court.			
>	<b>Note:</b> If you do not complete the transaction, your renewal will not be recorded.	If you entered your credit card payment information through Pay.gov, the charges have already been processed against your credit card. Next Clear			

Step	Screen					
> Click Next.	SECF       Civił       Crimina         FLMD Membership Renewal       8:20-mc-02020-SDM v.         Next       Clear					
<ul> <li>Final docket text.</li> </ul>	SECF Civił Criminal Query Reports Utilities Search L					
Click Next.	FLMD Membership Renewal 8:20-mc-02020-SDM v. Docket Text: Final Text FLMD MEMBERSHIP RENEWAL FEE paid for dates of September 1, 2020 to August 31, 2025 for lawyer attorney16, Florida Bar Number 0977225, in the amount of \$ 15, receipt number 113A-347156. The above lawyer attests to being a member in good standing of the bar of the part and the Elevide Bar and her pat here disherred part is					
	Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?					
Notice of Electronic Filing.	SECF Civit Criminal Query Reports Utilities Search Logout					
<ul> <li>Transaction is complete.</li> </ul>	8:20-mc-02020-SDM v. U.S. District Court [TEST]					
	Middle District of Florida [TEST]					
	The following transaction was entered by attorney16, on 4/21/2020 at 8:43 AM EDT and filed on 4/21/2020 Case Name: Case Number: <u>8:20-mc-02020-SDM</u> Filer: Document Number: 2(No document attached) Docket Text: ELMD MEMBERSHIP RENEWAL FEE paid for dates of September 1, 2020 to August 31					
	2025 for lawyer attorney16, Florida Bar Number 0977225, in the amount of \$ 15, receipt number 113A-347156. The above lawyer attests to being a member in good standing of the bar of this court and the Florida Bar and has not been disbarred nor is currently suspended from practice by the Supreme Court of Florida, or by any other court of competent jurisdiction. (attorney16, ) 8:20-mc-02020-SDM No electronic notice will be sent.					

### Internet Payment History Report

The **Internet Payment History** report is available to review a history of payments made through CM/ECF and pay.gov in the Middle District of Florida. Log into CM/ECF with credentials for the Middle District of Florida (not PACER) to access the **Internet Payment History** report under the **Utilities** menu.

	Step	Screen					
4	Select Internet Payment History report from the Utilities menu.	<b>BEC</b> Utilities	C <u>i</u> vil →	Crimi <u>n</u> al <b>→ Q</b> u	ery <u>R</u> eports	; <b>-</b> <u>U</u>	tilities <sup>,</sup>
		Your Acco Maintain Maintain Maintain View You Change C	unt Your Account Your Address Your E-mail Your Login/Password Ir Transaction Log Client Code	Certificates Certificate of Go Certificate of Go Miscellaneous Internet Paymen Legal Research	ood Standing - Electro ood Standing - Origi t History	ronic PDF nal With F	aised Seal
٨	Adjust date range parameters and click <b>Run Report</b> .	₹E	CF	C <u>i</u> vil <del>-</del>	Crimi <u>n</u> al <del>-</del>		
		Internet Payment History					
		From	4/1/2020	to 4/23/	2020		
		Run R	Clear				
۶	History of payment(s) displayed.	<b>C</b> <u>i</u> v	∕il <del>-</del> Crimi <u>n</u> al <u>(</u>	Query <u>R</u> eports	<u>U</u> tilities Searg	<u>ch Lo</u>	gout
		U.S. District Court [TEST] Middle District of Florida [TEST] Internet Payment History for attorney16 4/1/2020 to 4/23/2020					
		Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
		3:18-cv- 00003- HTS	2020-04-14 11:08:32	Pay Fee(3:18-cv- 00003-HTS) [misc feepaid] ( 47.00)	CreditCard	113A- 346600	\$ 47.00
		<u>3:18-cv-</u> 00003- <u>HTS</u>	2020-04-14 11:49:20	Motion to Appear Pro Hac Vice(3:18- cv-00003-HTS) [motion ltdadm] ( 150.00)	CreditCard	113A- 346609	\$ 150.00
		<u>3:18-cv-</u> 00003- <u>HTS</u>	2020-04-14 12:37:19	Pay Fee(3:18-cv- 00003-HTS) [misc feepaid] ( 505.00)	CreditCard	113A- 346611	\$ 505.00