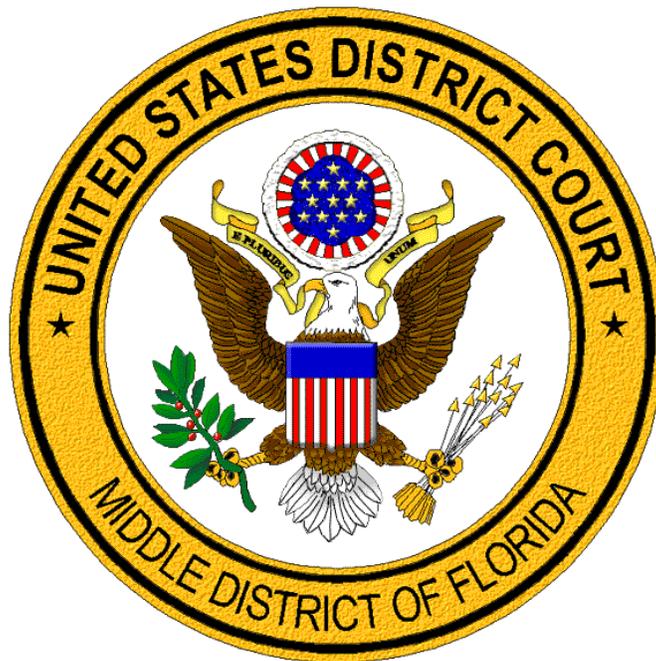


**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**



**BAR MEMBERSHIP RENEWAL
A GUIDE FOR LAWYERS**

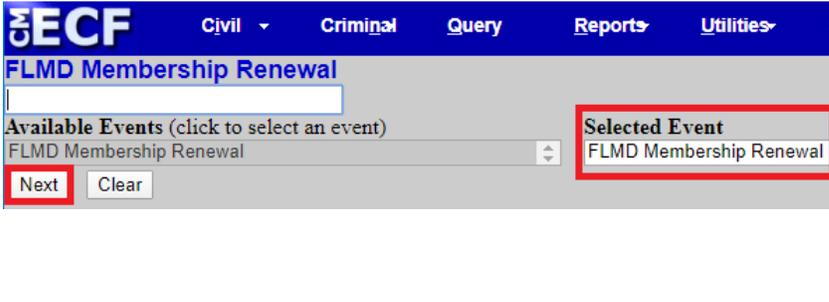
Middle District of Florida Bar Membership Renewal

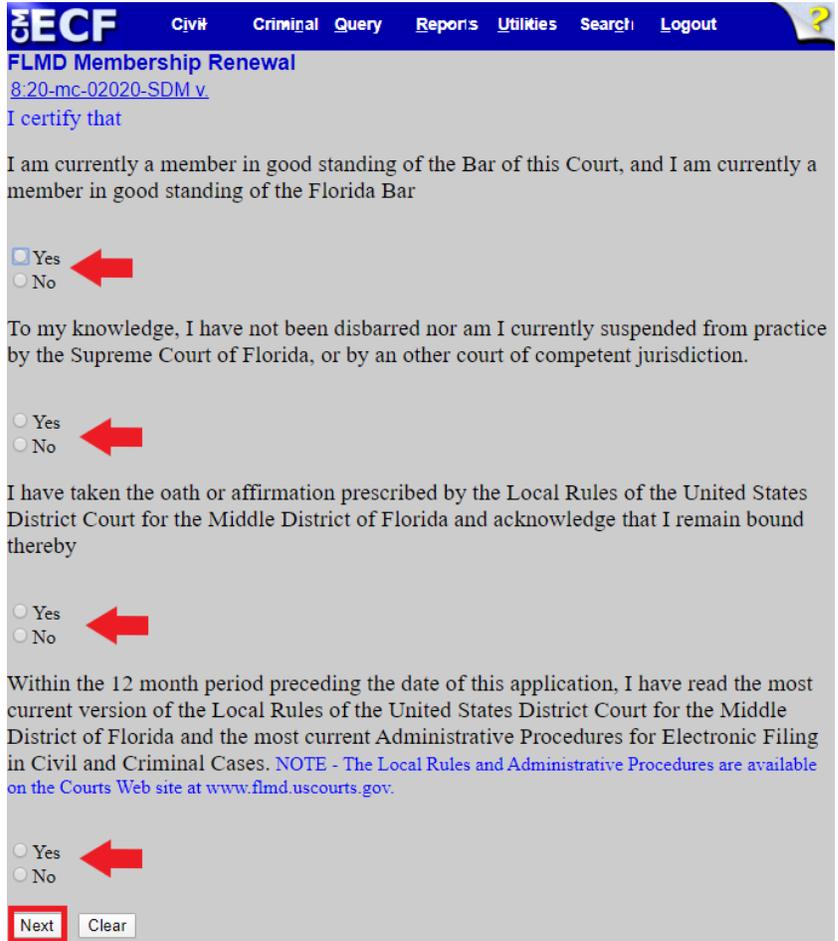
Pursuant to [Local Rule 2.01 \(d\)](#) and administrative order, 8:16-mc-90-T-23, the periodic renewal period for members of the Middle District of Florida Bar, begins on June 1, 2020. Bar members must pay the \$15.00 renewal fee prior to September 1, 2020 to remain in good standing for the September 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.

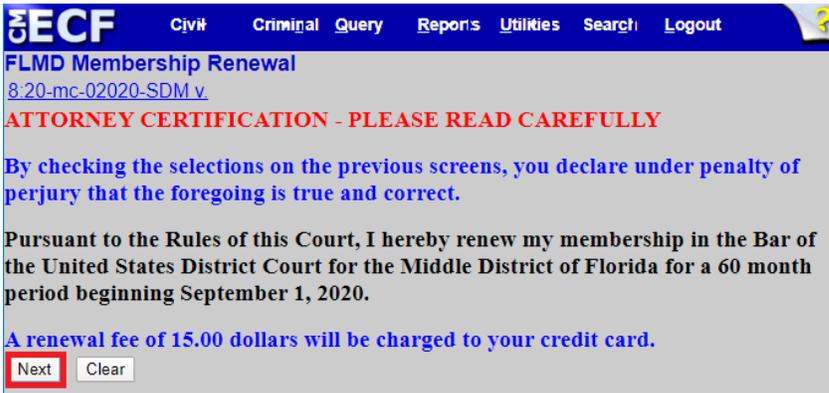
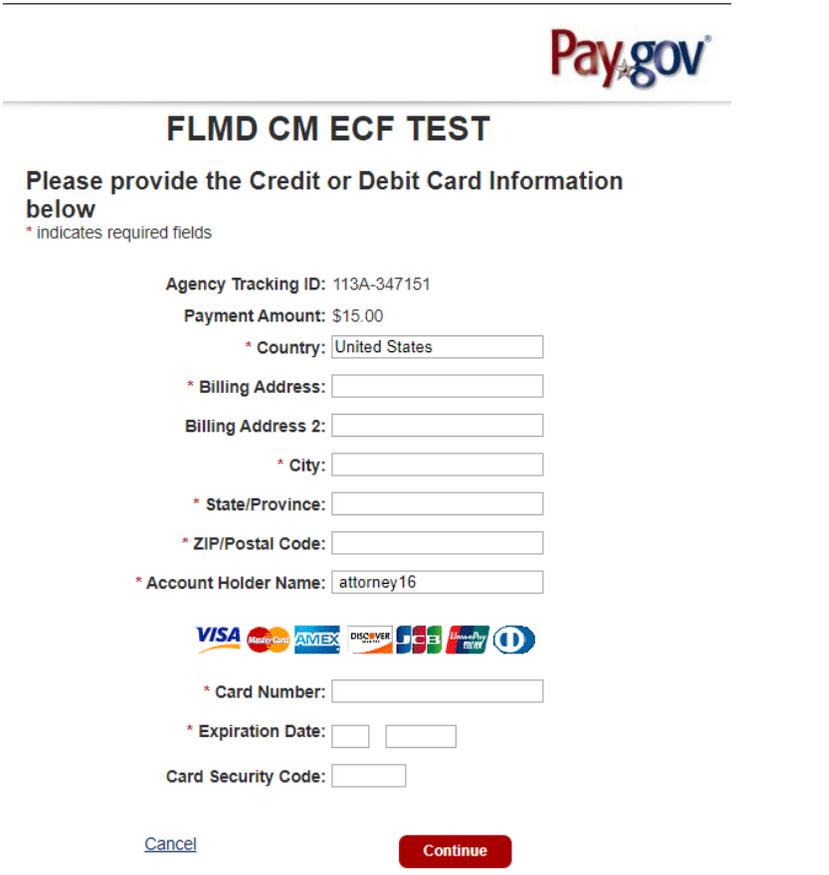
Each member must log into CM/ECF using their CM/ECF credentials for the Middle District of Florida (not PACER) to access the **FLMD Membership Renewal** event to pay the \$15 through pay.gov. If you do not know your CM/ECF credentials, active members of the Middle District of Florida Bar can [reset their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

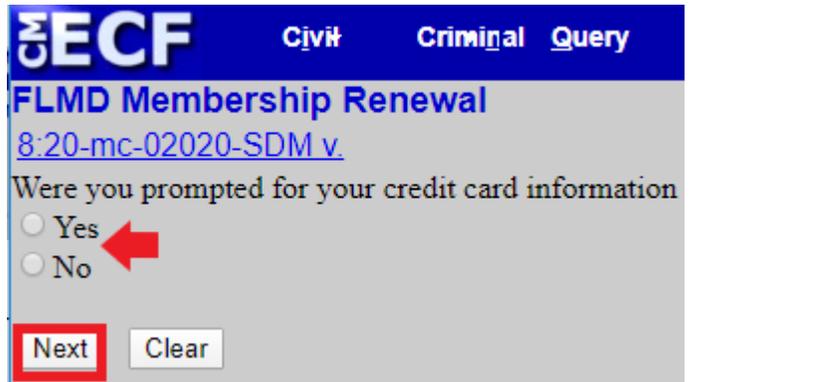
Pay Membership Renewal Fee

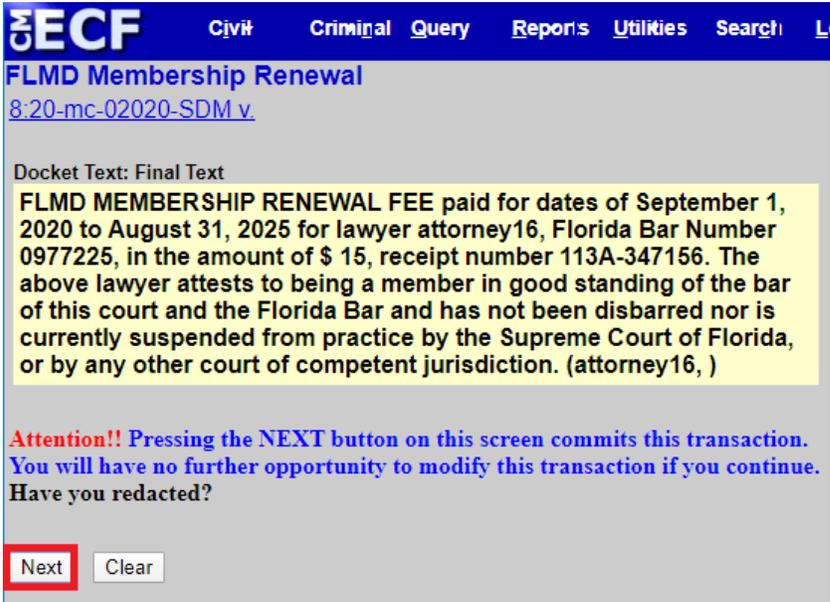
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Step	Screen
<ul style="list-style-type: none"> Select the event FLMD Membership Renewal located under the Civil menu. 	 <p>The screenshot shows the ECF interface with the 'Civil' menu selected. Under the 'Civil Events' section, there are three main categories: 'Open a Case', 'Initial Pleadings and Service', and 'Other Filings'. The 'FLMD Bar Members Only' link is highlighted, which leads to the 'FLMD Membership Renewal' event.</p>
<ul style="list-style-type: none"> To select, click on FLMD Membership Renewal in the Available Events list. Confirm the event is listed as the Selected Event. When accurate, click Next. 	 <p>The screenshot shows the 'Available Events' list with 'FLMD Membership Renewal' selected. The 'Selected Event' section shows 'FLMD Membership Renewal' and a 'Next' button is highlighted.</p>
<ul style="list-style-type: none"> Verification screen. Click Next. 	 <p>The screenshot shows the verification screen for the 'FLMD Membership Renewal' event, with the 'Next' button highlighted.</p>

Step	Screen
<ul style="list-style-type: none"> ➤ Click applicable radio button to select “Yes” or “No” to the prompt. ➤ Note: If you were admitted on March 1, 2020 or later OR are appearing pro hac vice, you do not owe a renewal fee and should select no. 	
<ul style="list-style-type: none"> ➤ Certification ➤ Click the applicable radio button to select “Yes” or “No” to the certification statements. ➤ When accurate, click Next. 	

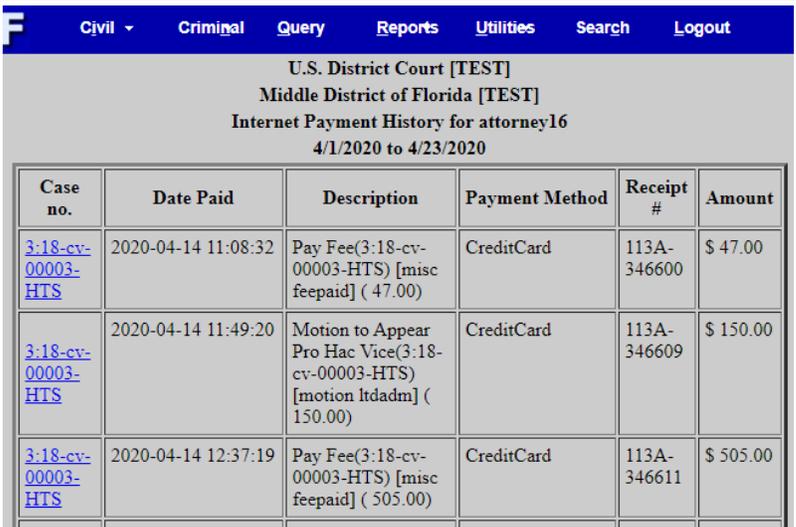
Step	Screen
<ul style="list-style-type: none"> ➤ Certification ➤ Read carefully and click Next to move forward. 	 <p>The screenshot shows the ECF portal header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Logout. The main content area is titled "FLMD Membership Renewal" for case "8:20-mc-02020-SDM v. ATTORNEY CERTIFICATION - PLEASE READ CAREFULLY". It contains a declaration: "By checking the selections on the previous screens, you declare under penalty of perjury that the foregoing is true and correct." Below this is a statement: "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 note states: "A renewal fee of 15.00 dollars will be charged to your credit card." At the bottom are "Next" and "Clear" buttons.</p>
<ul style="list-style-type: none"> ➤ Fee confirmation. ➤ Click Next. 	 <p>The screenshot shows the ECF portal header with navigation links: Civil, Criminal. The main content area is titled "FLMD Membership Renewal" for case "8:20-mc-02020-SDM v.". It displays "Fee: \$15". At the bottom are "Next" and "Clear" buttons.</p>
<ul style="list-style-type: none"> ➤ Carefully enter card information. Fields marked with * are required fields. ➤ When accurate, click Continue. 	 <p>The screenshot shows the Pay.gov logo and the title "FLMD CM ECF TEST". Below the title is the instruction: "Please provide the Credit or Debit Card Information below". A note says "* indicates required fields". The form includes the following fields: Agency Tracking ID: 113A-347151; Payment Amount: \$15.00; * Country: United States; * Billing Address; Billing Address 2; * City; * State/Province; * ZIP/Postal Code; * Account Holder Name: attorney16. Below these are logos for VISA, MasterCard, AMEX, DISCOVER, JCB, UnionPay, and iDEAL. The card information fields are: * Card Number; * Expiration Date; Card Security Code. At the bottom are "Cancel" and "Continue" buttons.</p>

Step	Screen
<ul style="list-style-type: none"> ➤ Payment authorization ➤ Check mark the authorization statement to authorize payment. ➤ When accurate, click Continue. 	I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' Below the checkbox are buttons for 'Previous', 'Cancel', and 'Continue'." data-bbox="388 118 901 517"/>
<ul style="list-style-type: none"> ➤ Click radio button to select “yes” or “no” to the prompt. ➤ When accurate, click Next. 	
<ul style="list-style-type: none"> ➤ Review warning. ➤ You MUST continue to click Next to complete this transaction. ➤ Note: If you do not complete the transaction, your renewal will not be recorded. 	

Step	Screen
<ul style="list-style-type: none"> ➤ Click Next. 	
<ul style="list-style-type: none"> ➤ Final docket text. ➤ Click Next. 	
<ul style="list-style-type: none"> ➤ Notice of Electronic Filing. ➤ Transaction is complete. 	

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																								
<p>➤ Select Internet Payment History report from the Utilities menu.</p>																									
<p>➤ Adjust date range parameters and click Run Report.</p>																									
<p>➤ History of payment(s) displayed.</p>	 <table border="1"> <thead> <tr> <th>Case no.</th> <th>Date Paid</th> <th>Description</th> <th>Payment Method</th> <th>Receipt #</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>3:18-cv-00003-HTS</td> <td>2020-04-14 11:08:32</td> <td>Pay Fee(3:18-cv-00003-HTS) [misc feepaid] (47.00)</td> <td>CreditCard</td> <td>113A-346600</td> <td>\$ 47.00</td> </tr> <tr> <td>3:18-cv-00003-HTS</td> <td>2020-04-14 11:49:20</td> <td>Motion to Appear Pro Hac Vice(3:18-cv-00003-HTS) [motion ltdadm] (150.00)</td> <td>CreditCard</td> <td>113A-346609</td> <td>\$ 150.00</td> </tr> <tr> <td>3:18-cv-00003-HTS</td> <td>2020-04-14 12:37:19</td> <td>Pay Fee(3:18-cv-00003-HTS) [misc feepaid] (505.00)</td> <td>CreditCard</td> <td>113A-346611</td> <td>\$ 505.00</td> </tr> </tbody> </table>	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	3:18-cv-00003-HTS	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	3:18-cv-00003-HTS	2020-04-14 12:37:19	Pay Fee(3:18-cv-00003-HTS) [misc feepaid] (505.00)	CreditCard	113A-346611	\$ 505.00
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