



## Dear Point and Click,

**I have some questions about renewing my admissions.**

**Question 1:** How do I pay my admission renewal fees?

**Answer:** Admissions and the payment of the required renewal fees are administered by District Court, not the Bankruptcy Court. According to information posted on the U.S. District Court for the Middle District of Florida's website, effective June 1, 2020, members of the Bar must pay a membership renewal fee of \$15 every five years. The current renewal fee is due between June 1 and August 31, 2020. A \$50 late fee will be applied to renewal fees paid between September 1 and September 30, 2020.

No renewal fee is due for members who were admitted on or after March 1, 2020. The renewal fee does not apply to a lawyer admitted pro hac vice.

A member must pay the renewal fee through District Court's CM/ECF System, not PACER and not through the U.S. Bankruptcy Court's CM/ECF System.

To pay your renewal fee:

1. **Sign-in to CM/ECF.** Your District Court CM/ECF login is your first initial, last name, and seven-digit Florida Bar number. If your Florida Bar number is fewer than seven digits, add leading zeros; for example, jdoe0012345. If you do not recall your District Court password, you can reset it through the following link: <https://www.flmd.uscourts.gov/webforms/reset-your-cmecf-password>
2. Left-click **Civil** from the blue Menu Bar.
3. Find the heading **FLMD Bar Members Only** on the right of the page.
4. Enter the portal **FLMD Membership Renewal** under the heading **FLMD Bar Members Only**.

Questions regarding the payment of renewal fees should be directed to District Court's Clerk's Office, during business hours.

Fort Myers: 239-461-2000  
Jacksonville: 904-549-1900  
Ocala: 352-369-4860  
Orlando: 407-835-4200  
Tampa: 813-301-5400

You may also want to review the following resource: [Bar Membership Renewal – A Guide for Lawyers](#) (PDF)

**Question 2:** What do I do if I miss my admissions renewal deadline, and how does it affect my ability to appear in the Bankruptcy Court?

**Answer:** A member who fails to pay the renewal fee to the District Court by September 30, 2020 must apply to the District Court for readmission and pay a \$196 initial application fee.

It is also important to note that failure to maintain your admissions in the U.S. District Court for the Middle District of Florida may place you in violation of our Local Rule 2090-1, which states in part “an attorney who wishes to appear or be heard as counsel for another in any case or proceeding in the Court must first be admitted to practice in the United States District Court for the Middle District of Florida pursuant to Rule 2.01 of the Local Rules for the United States District Court for the Middle District of Florida.”

**Question 3:** I’ve heard that it is time to renew my admission. However, I did not receive a notification. What should I do?

**Answer:** Because admissions are administered by District Court and not the Bankruptcy Court, any notifications of renewal requirements would be generated by District Court. We recommend reviewing information on their website: [www.flmd.uscourts.gov](http://www.flmd.uscourts.gov).

It is also very important to keep your address and contact information up-to-date in the U.S. District Court. Additionally, please be aware that an address change submitted to the U.S. Bankruptcy Court does not update your address on record in the District Court. Failure to maintain your current address with the District Court may result in failure to receive notifications.