

FILING OF ATTORNEY RENEWAL FORM AND PAYING FEES ONLINE

INTRODUCTION:

- Log into your NextGEN CM/ECF account at <https://pacer.psc.uscourts.gov/pscof/login.jsf>
- Click on Maintenance- Update Personal Information to update your name, prefix, and suffix.
- Click on Maintenance- Update Address Information to update your firm name, address, and phone numbers.
- Click on Maintenance- Update E-Filer Email Noticing and Frequency to update your email address.
- After updating your information or confirming that it is accurate, complete the attorney renewal form at <https://ecf.dcd.uscourts.gov/cgi-bin/AttyRenew.pl>
- Save form as a PDF document on your desktop to be uploaded later

NOTE: ONLY active bar members who are registered ECF Users can renew their fees online with a credit card

Please read these instructions thoroughly.

1. Go to the U.S. District Court for the District of Columbia e-filing <https://ecf.dcd.uscourts.gov/>
2. Go to Civil on the Menu Bar and select Other Documents

Civil Events → Other Filings → Other Documents

[Attorney Membership Renewal Fees \(Use in Case 1:20-mc-9999 Only!\)](#)

3. Choose the event *Attorney Membership Renewal Fees (Use in Case 20 -mc-9999ONLY)*



Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help What's New Log Out

Other Documents

Available Events (click to select an event)

- Attorney Membership Renewal Fees (Use in Case 1:20-mc-9999)**
- Bill of Costs
- Bill of Costs Work Sheet
- Case Remanded to Superior Court
- Case Transferred In - Divisional Transfer
- Case Transferred Out
- Case Transferred Out- Federal Court of Claims
- Certificate from the Recorder of Deeds
- Certificate of Service
- Civil Statement
- Competitive Impact Statement
- Consent and Undertaking
- Consent to Proceed before US Magistrate Judge for All Purpose
- Consent to the filing of an Amended Complaint
- Docket Annotation

SUBMIT

Clear

Selected Event

Attorney Membership Renewal Fees (Use in Case 1:20-mc-9999 O

4. Enter case number 1:20-mc-9999 in the block and click Submit.

Other Documents

Civil Case Number or Numbers

1:20-mc-9999

SUBMIT

Clear

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

Other Documents

[1:20-mc-09999-UNA ATTORNEY RENEWAL & FEES](#)

Attach the Attorney Renewal Form in PDF format on this screen as the main document. Please note- the form that you attach is restricted to court users only.

Date document filed (mandatory)

11/6/2020

Select the PDF document and any attachments.

Main Document

Attachments

Category

Description

1.

SUBMIT

Clear

6. If you have already verified your current information, click Submit.



Other Documents

[1:20-mc-09999-UNA ATTORNEY RENEWAL & FEES](#)

You must verify your current information before making your renewal payment.
To verify and update your information go to <https://pacer.psc.uscourts.gov/pscof/login.jsf>

Click on Maintenance:

1. [Update Personal Information](#) to update your name, prefix, and suffix,
2. [Update Address Information](#) to update your firm name, address, and phone numbers, and
3. [Update E-Filer Email Noticing and Frequency](#) to update your email address.

7. Enter your U.S. District Court for the District of Columbia Bar Number and indicate whether your attorney information was correct or incorrect by choosing the applicable radio button. After you make the selection, click Submit.



Other Documents

[1:20-mc-09999-UNA ATTORNEY RENEWAL & FEES](#)

Attorney Bar Number:

Was your information correct or incorrect?

- Correct
- Incorrect - I corrected information on-line

8. This screen displays the fee amount that you will pay. Click Submit.

Other Documents

[1:20-mc-09999-UNA ATTORNEY RENEWAL & FEES](#)

Fee: \$25

9. 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. Input your PACER Username and Password, then click Login.

- PACER Links**
- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *



Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

10. When the online payment screen is displayed, Select a Payment Method. Choose either Option 1, Enter a credit card or Option 2, Enter an ACH account. Click Next.

Manage My Account | Case Search Sign In



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

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- Frequently Asked Questions
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MANAGE MY ACCOUNT

Welcome, Attorney One [Logout](#)

Account Number	6136507
Username	AttorneyoneCJA
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for District Of Columbia District Court - NextGen

* Required Information

Payment Amount

Amount Due * **\$25.00**

Select a Payment Method

- Enter a credit card
- Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Next](#) [Cancel](#)

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

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MANAGE MY ACCOUNT


Welcome, Attorney One

[Logout](#)

Account Number	6136507
Username	AttorneyoneCJA
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for District Of Columbia District Court - NextGen

Payment Summary

PAYMENT METHOD	PAYMENT DETAILS
 XXXXXXXXXXXX1111 05/2020 Attorney One 1 Main Street NW Washington, DC 20001 USA	Payment Amount \$25.00 Fee Type Filing Fee

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

12. You MUST Continue to follow the prompts as directed until you see the final filing confirmation screen, or your renewal WILL NOT be filed.

Contact Attorney Admissions at (202) 354-3110 or via email at attorney_admissions@dcd.uscourts.gov for further assistance, if needed.