

FLMD Membership Renewal using CM/ECF and Pay.gov

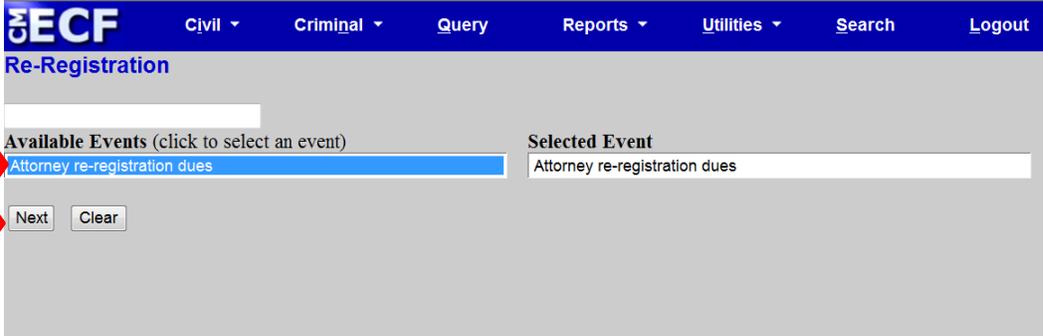
Introduction

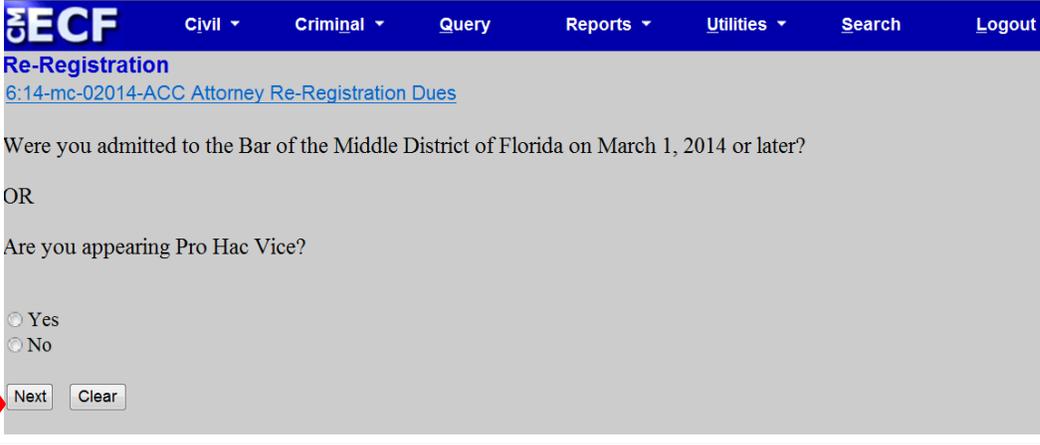
The U.S. District Court for the Middle District of Florida has implemented Pay.gov functionality in CM/ECF for the purpose of accepting the \$25.00 attorney renewal fee. Pay.gov will allow attorneys to log in to CM/ECF and pay the fees using a valid credit card number.

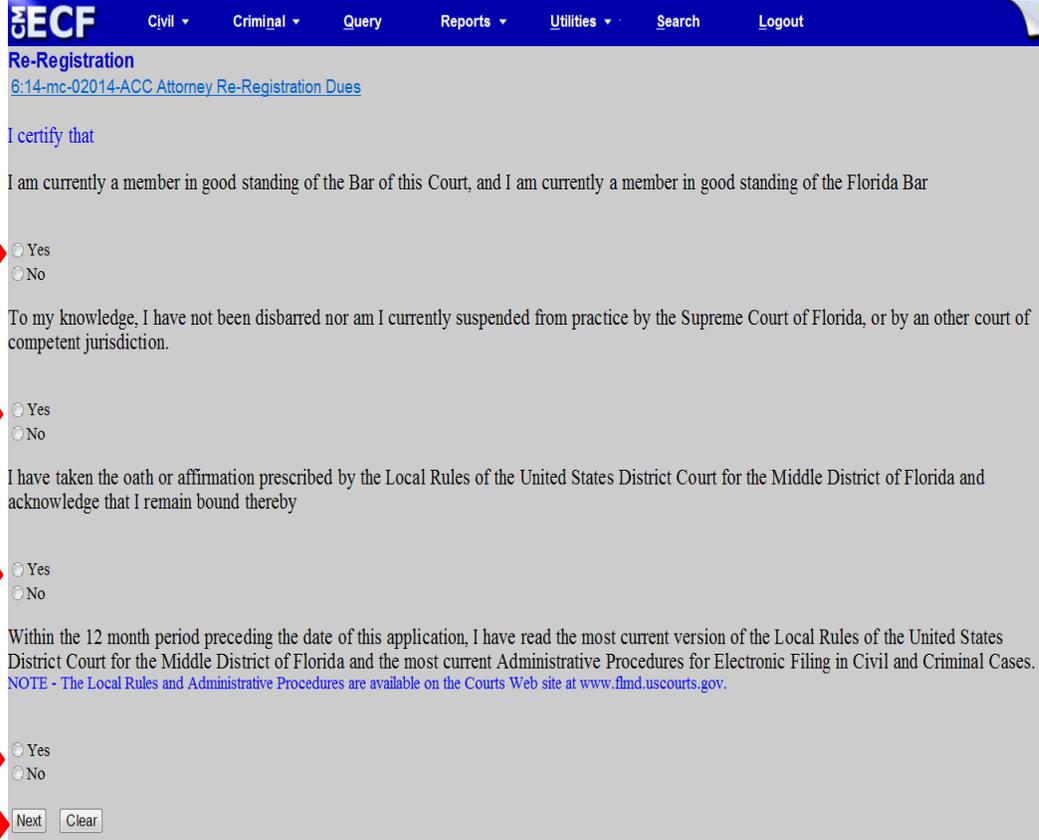
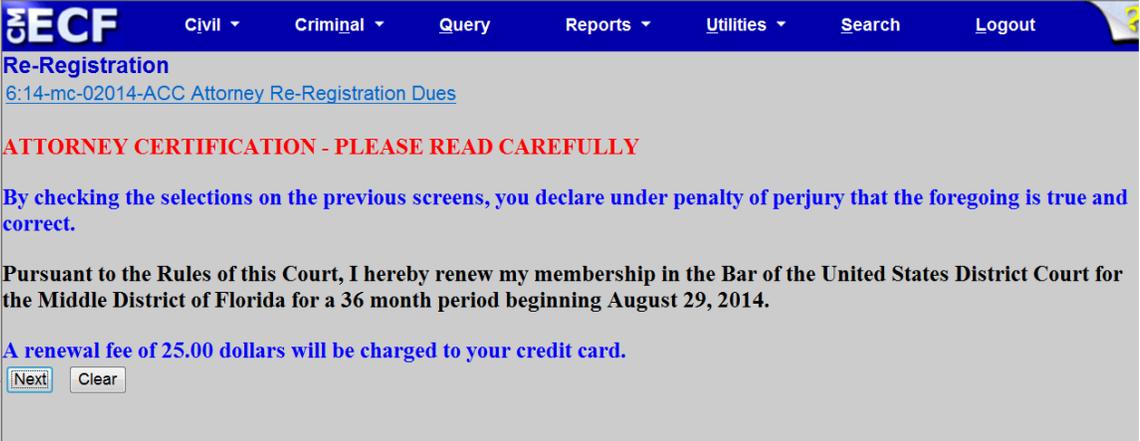
Each entry will be tied to the CM/ECF login of the attorney paying the fee; therefore, there may only be one entry per attorney. Law firms will not be able to make bulk payments.

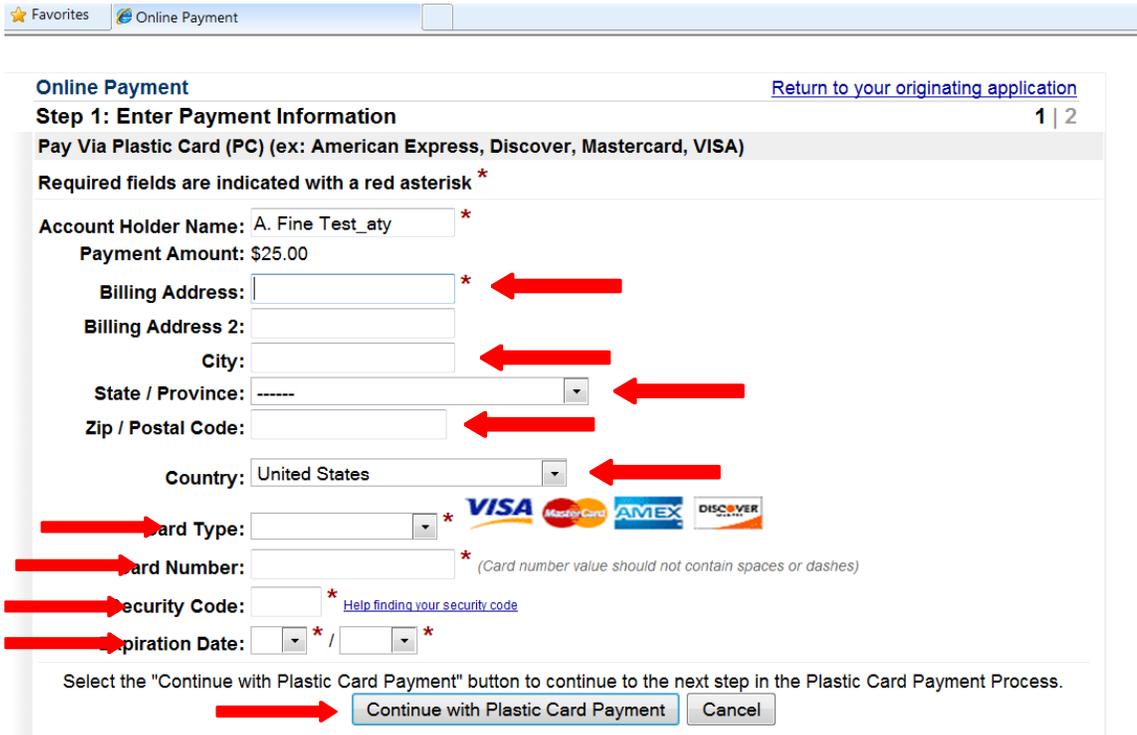
Paying your renewal fee through CM/ECF

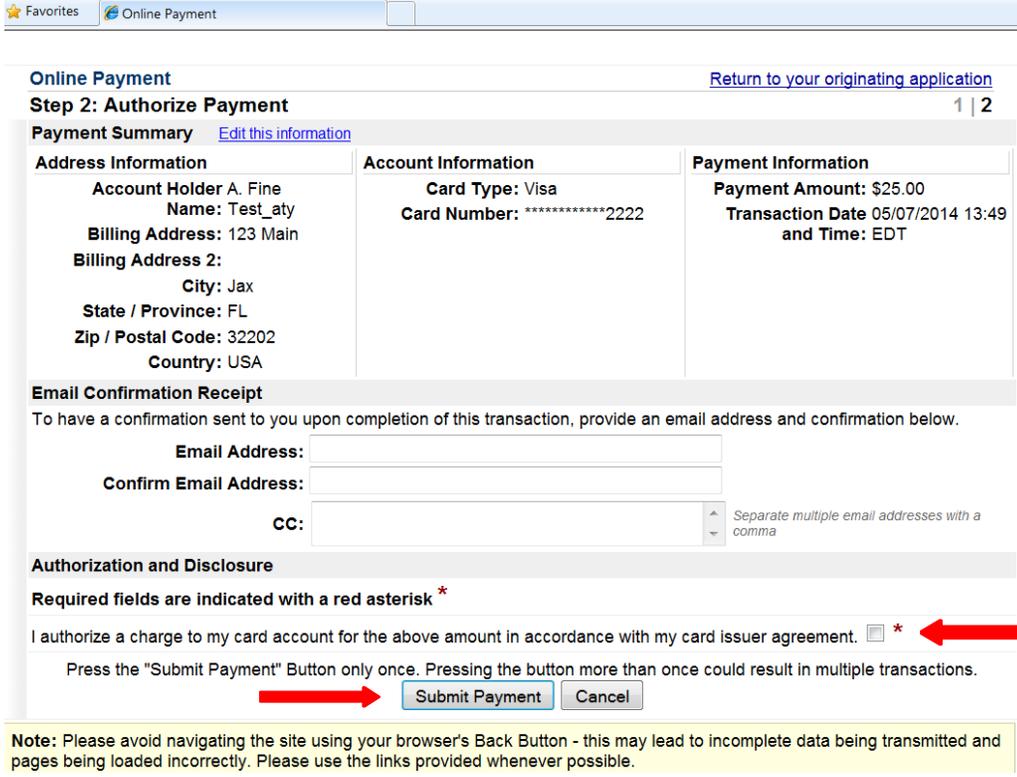
Below are instructions for accessing the **FLMD Membership Renewal** menu and entering the credit card number.

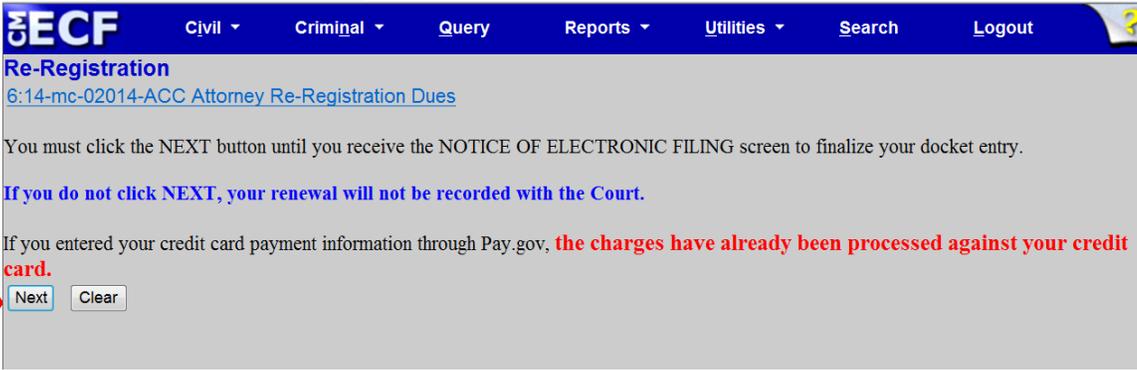
Step	Action
1	Go to https://ecf.flmd.uscourts.gov and log in using your CM/ECF Login and Password.
2	On the Civil menu, under FLMD Bar Members Only , select FLMD Membership Renewal . 
3	Select the event, Attorney re-registration dues and click Next . 

Step	Action
4	<p>Click Next on the case verification screen.</p>  <p>The screenshot shows the ECF interface with a blue header containing 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header, it says 'Re-Registration' and '6:14-mc-02014-ACC Attorney Re-Registration Dues'. At the bottom of the form area, there are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Next' button.</p>
5	<p>Indicate if you were admitted to the Bar of the Middle District of Florida on March 1, 2014 or later, or if you are appearing pro hac vice or not (select either Yes or No). Click Next.</p>  <p>The screenshot shows the same ECF interface as above. Below the header, it says 'Re-Registration' and '6:14-mc-02014-ACC Attorney Re-Registration Dues'. The main text asks: 'Were you admitted to the Bar of the Middle District of Florida on March 1, 2014 or later?' followed by 'OR' and 'Are you appearing Pro Hac Vice?'. There are two radio button options: 'Yes' and 'No'. A red arrow points to the 'Yes' radio button, and another red arrow points to the 'Next' button at the bottom of the form area.</p>
NOTE	<p>If you were admitted on March 1, 2014 or later OR are appearing pro hac vice, you do not owe a renewal fee and should not pay.</p>

Step	Action
6	<p data-bbox="321 163 1412 226">On the Attorney Certification page, select Yes or No for each certification statement, then click Next.</p>  <p data-bbox="422 262 1461 304">ECF Civil Criminal Query Reports Utilities Search Logout</p> <p data-bbox="422 310 1461 352">Re-Registration 6:14-mc-02014-ACC Attorney Re-Registration Dues</p> <p data-bbox="422 388 1461 409">I certify that</p> <p data-bbox="422 430 1461 451">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</p> <p data-bbox="422 493 1461 546"><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p data-bbox="422 567 1461 619">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.</p> <p data-bbox="422 661 1461 714"><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p data-bbox="422 724 1461 777">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</p> <p data-bbox="422 819 1461 871"><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p data-bbox="422 892 1461 955">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 Court for the Middle 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.</p> <p data-bbox="422 997 1461 1050"><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p data-bbox="422 1071 1461 1102"><input checked="" type="button" value="Next"/> <input type="button" value="Clear"/></p>
7	<p data-bbox="321 1218 1412 1281">Attorney Certification. Please read carefully. Click Next to continue with the renewal fee.</p>  <p data-bbox="321 1312 1461 1354">ECF Civil Criminal Query Reports Utilities Search Logout</p> <p data-bbox="321 1360 1461 1402">Re-Registration 6:14-mc-02014-ACC Attorney Re-Registration Dues</p> <p data-bbox="321 1438 1461 1470">ATTORNEY CERTIFICATION - PLEASE READ CAREFULLY</p> <p data-bbox="321 1491 1461 1543">By checking the selections on the previous screens, you declare under penalty of perjury that the foregoing is true and correct.</p> <p data-bbox="321 1564 1461 1627">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 36 month period beginning August 29, 2014.</p> <p data-bbox="321 1648 1461 1680">A renewal fee of 25.00 dollars will be charged to your credit card.</p> <p data-bbox="321 1680 1461 1711"><input checked="" type="button" value="Next"/> <input type="button" value="Clear"/></p>

Step	Action
8	<p>The renewal fee is \$25.00. Click Next.</p> 
9	<p>On the Pay.gov page, enter the billing address, a valid credit card number, security code and expiration date. Click Continue with Plastic Card Payment.</p>  <p>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.</p>

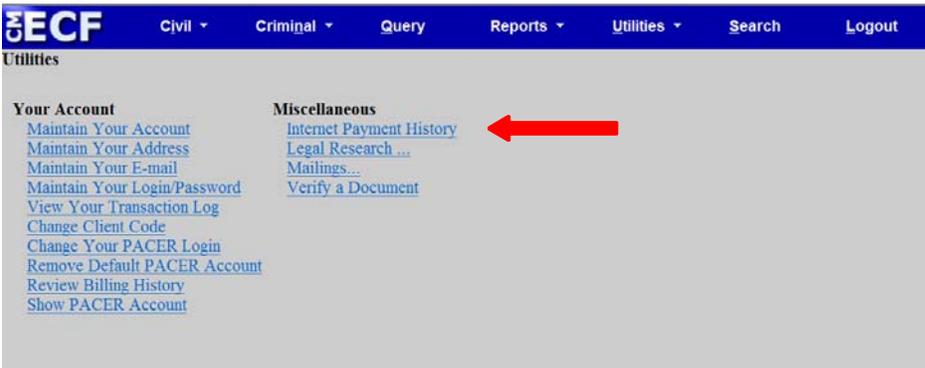
Step	Action
10	<p data-bbox="321 197 1445 260">Check the box after I authorize a charge to my card account for the above amount in accordance with my card issuer agreement, then click Submit Payment.</p>  <p data-bbox="321 323 1338 1100">The screenshot shows a web browser window with a 'Favorites' bar containing 'Online Payment'. The page title is 'Online Payment' with a link to 'Return to your originating application'. The main heading is 'Step 2: Authorize Payment' with a page indicator '1 2'. Below this is a 'Payment Summary' section with three columns: 'Address Information' (Account Holder: A. Fine, Name: Test_aty, Billing Address: 123 Main, City: Jax, State: FL, Zip: 32202, Country: USA), 'Account Information' (Card Type: Visa, Card Number: *****2222), and 'Payment Information' (Payment Amount: \$25.00, Transaction Date: 05/07/2014 13:49 EDT). An 'Email Confirmation Receipt' section follows with input fields for 'Email Address', 'Confirm Email Address', and 'CC:'. Below this is an 'Authorization and Disclosure' section with a note: 'Required fields are indicated with a red asterisk *'. The main text reads: 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' followed by a checkbox and a red asterisk. A red arrow points to this asterisk. Below the text is another note: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' and two buttons: 'Submit Payment' and 'Cancel'. A red arrow points to the 'Submit Payment' button. A yellow note at the bottom states: '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.'</p>
NOTE	Once the payment is submitted, you will be redirected back to CM/ECF.
11	<p data-bbox="321 1213 1458 1276">If you were prompted for your credit card information through pay.gov (see screen shots above), answer Yes and click Next. Otherwise, click No.</p>  <p data-bbox="321 1344 1458 1675">The screenshot shows the CM/ECF navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page title is 'Re-Registration' with a sub-link '6:14-mc-02014-ACC Attorney Re-Registration Dues'. The main content asks: 'Were you prompted for your credit card information' with radio buttons for 'Yes' and 'No'. A red arrow points to the 'Yes' radio button. Below the radio buttons are 'Next' and 'Clear' buttons. A red arrow points to the 'Next' button.</p>

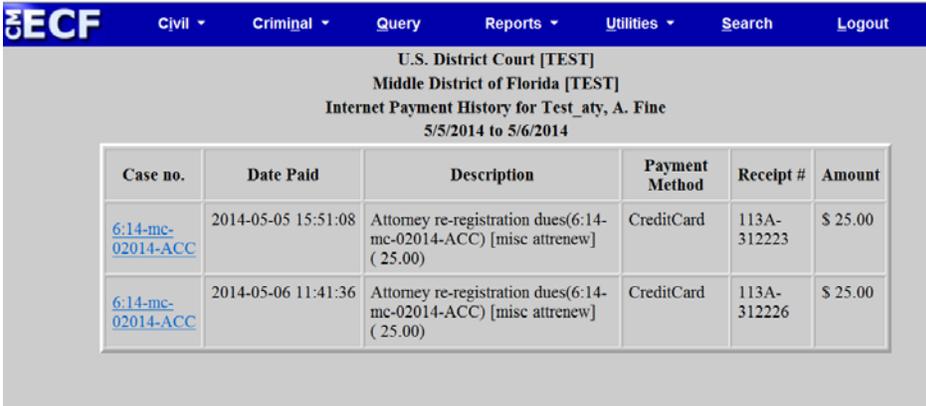
Step	Action
12	<p>Click Next. If you entered your credit card information, your payment has been processed by pay.gov, however your renewal has NOT been processed by the Court.</p> 
13	<p>Click Next. CM/ECF is processing data in the background and you must click Next to continue.</p> 
14	<p>Click Next to finalize the transaction.</p> 

Step	Action
15	<p>The NEF appears and the transaction is complete.</p>  <p>The screenshot shows the ECF interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is 'Re-Registration' with a sub-link '6:14-mc-02014-ACC Attorney Re-Registration Dues'. The main content area displays 'U.S. District Court [TEST]' and 'Middle District of Florida [TEST]'. A section titled 'Notice of Electronic Filing' contains the following text: 'The following transaction was entered on 5/20/2014 at 2:38 PM EDT and filed on 5/20/2014'. It lists 'Case Name: Attorney Re-Registration Dues', 'Case Number: 6:14-mc-02014-ACC', and 'Filer:'. Below this, it states 'Document Number: 14(No document attached)'. A 'Docket Text' section contains a blue link: 'ATTORNEY RENEWAL MEMBERSHIP FEE paid for dates of August 29, 2014 to August 31, 2017 for attorney A. Fine Test_aty, Florida Bar Number 1234567, receipt number 113A-312388 in the amount of \$ 25. The above attorney 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. (Teat_aty, A. Fine)'. At the bottom, a red message reads: '6:14-mc-02014-ACC No electronic notice will be sent.'</p>

To verify your payment was submitted run the Internet Payment History Report

The Internet Payment History Report is available for attorneys and can be found under the **Utilities** menu.

Step	Action
1	<p>Under Utilities, click Internet Payment History.</p>  <p>The screenshot shows the ECF 'Utilities' page. The header includes 'ECF' and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The 'Utilities' section is divided into two columns. The left column, titled 'Your Account', contains links: 'Maintain Your Account', 'Maintain Your Address', 'Maintain Your E-mail', 'Maintain Your Login/Password', 'View Your Transaction Log', 'Change Client Code', 'Change Your PACER Login', 'Remove Default PACER Account', 'Review Billing History', and 'Show PACER Account'. The right column, titled 'Miscellaneous', contains links: 'Internet Payment History', 'Legal Research ...', 'Mailings...', and 'Verify a Document'. A red arrow points to the 'Internet Payment History' link.</p>

Step	Action																		
2	<p>Select the desired date range and click Run Report.</p> 																		
3	<p>The report is displayed.</p>  <table border="1" data-bbox="516 915 1305 1121"> <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>6:14-mc-02014-ACC</td> <td>2014-05-05 15:51:08</td> <td>Attorney re-registration dues(6:14-mc-02014-ACC) [misc attrenew] (25.00)</td> <td>CreditCard</td> <td>113A-312223</td> <td>\$ 25.00</td> </tr> <tr> <td>6:14-mc-02014-ACC</td> <td>2014-05-06 11:41:36</td> <td>Attorney re-registration dues(6:14-mc-02014-ACC) [misc attrenew] (25.00)</td> <td>CreditCard</td> <td>113A-312226</td> <td>\$ 25.00</td> </tr> </tbody> </table>	Case no.	Date Paid	Description	Payment Method	Receipt #	Amount	6:14-mc-02014-ACC	2014-05-05 15:51:08	Attorney re-registration dues(6:14-mc-02014-ACC) [misc attrenew] (25.00)	CreditCard	113A-312223	\$ 25.00	6:14-mc-02014-ACC	2014-05-06 11:41:36	Attorney re-registration dues(6:14-mc-02014-ACC) [misc attrenew] (25.00)	CreditCard	113A-312226	\$ 25.00
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