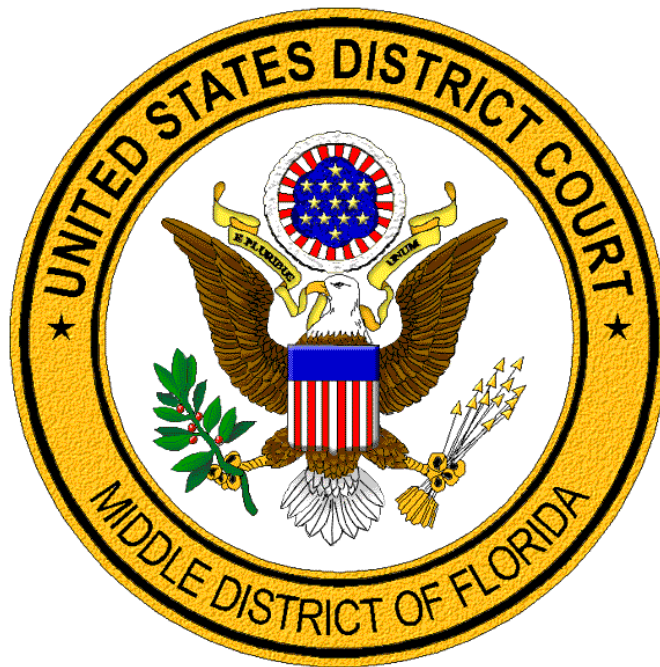


**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA**



**BAR MEMBERSHIP RENEWAL**

**FREQUENTLY ASKED  
QUESTIONS**

## FREQUENTLY ASKED QUESTIONS - LAWYER RENEWALS

### **Why is the renewal fee \$15?**

A member of the Bar of the Middle District of Florida must pay a membership fee of \$15 every five years. *In Re: Middle District of Florida Bar Attorney Renewal Fee Structure*, Case No. 8:16-mc-90-T-23. No membership fee is due for members admitted on or after March 1, 2020. The membership fee does not apply to a lawyer admitted *pro hac vice*.

### **When is my renewal fee due? Is there a “grace period” for submission? When does the Court consider that I am no longer an active member of the MDFL Bar?**

Middle District Bar members must pay the \$15 renewal fee between June 1, 2020 and August 31, 2020.

A \$50 late fee applies to a membership renewal fee paid between September 1 and September 30. A lawyer failing to pay the membership renewal fee by September 30 must apply for re-admission to the court’s Bar and pay a \$196 initial application fee.

### **Can I use my business or law firm credit card to pay?**

Yes. A business or law firm credit card may be used.

### **May a check for renewal fees be submitted on behalf of a lawyer?**

Checks are not accepted. You must pay the \$15 on CM/ECF (not PACER) at <https://ecf.flmd.uscourts.gov>. CM/ECF will re-direct you to pay.gov where you can pay by credit card or by ACH. Once your payment has been made, pay.gov will return you to CM/ECF to complete the renewal process.

### **May one payment be submitted on behalf of multiple lawyers?**

No. Each renewal fee payment must be submitted after logging in at CM/ECF using the lawyer’s unique CM/ECF login and password.

### **What if I don’t have a credit card or Internet access?**

The Court requires payment by through CM/ECF, which will re-direct you to pay.gov where you can pay by credit card or by ACH. Once your payment has been made, pay.gov will return you to CM/ECF to complete the renewal process.

### **Instead of submitting my renewal fee as directed, I mailed a check to the Clerk’s Office in the division where I file. What happens now?**

The Clerk’s Office will return a renewal fee submitted by check to the lawyer. Please note that submitting a renewal fee by check does not toll the lawyer’s obligation to timely submit renewal payment through CM/ECF.

### **I think I am a member of the Middle District of Florida’s Bar, but I don’t recall when I was admitted to practice before the Court. How can I verify my membership?**

To search the Directory of Members of the Court’s Bar, visit this internet page:

<http://apps.flmd.uscourts.gov/attyadm/attyroll.htm>

**I am a non-resident lawyer specially admitted under Local Rule 2.02 (pro hac vice). Should I pay the fee?**

No. The membership fee does not apply to a lawyer admitted *pro hac vice*.

**I was recently admitted (or re-admitted) to the MDFL Bar. Should I pay the fee?**

No membership fee is due for members admitted on or after March 1, 2020.

**I forgot my password. How can I reset my CM/ECF password?**

To reset your CM/ECF password, visit this internet page:

<https://www.flmd.uscourts.gov/webforms/reset-your-cmecf-password>

**My contact information in CM/ECF is incorrect. How can I update my contact information?**

To update information, login to CM/ECF, click on 'Utilities' in the blue menu bar, and use the options listed under 'Maintain Your Account.' To change your address, visit this internet page:

<https://www.flmd.uscourts.gov/webforms/change-address>

**Can I deliver a renewal fee payment to the Clerk's Office for payment by mail or FedEx?**

No. You must pay the \$15 membership renewal fee on CM/ECF (not PACER) at <https://ecf.flmd.uscourts.gov>. CM/ECF will re-direct you to pay.gov where you can pay by credit card or by ACH. Once your payment has been made, pay.gov will return you to CM/ECF to complete the renewal process.

**I am a U.S. Government lawyer admitted to "practice" before the court under Local Rule 2.02(b). Am I exempt from paying the renewal fee?**

No. If a lawyer employed by the U.S. Government chooses to be an active member of the court's Bar and has been admitted, that lawyer is required to pay the renewal fee. (A lawyer employed by the U.S. Government does not have to be a member of our bar to practice before the court.)

**I did not receive an e-mail about the upcoming Lawyer Membership Renewal Fee and when I called the Court to verify my status, I was informed that I am no longer a member of the MDFL Bar. I believe that an error has been made and would like to address my situation with the Court. What should I do?**

You can contact the Attorney Services Coordinator with a question by email at [attorney\\_admissions\\_orl@flmd.uscourts.gov](mailto:attorney_admissions_orl@flmd.uscourts.gov) or by phone at (407) 835-5644.

**I must be readmitted but cannot wait for the next ceremony. May I have my admission expedited?**

You can contact the Attorney Services Coordinator with a question by email at [attorney\\_admissions\\_orl@flmd.uscourts.gov](mailto:attorney_admissions_orl@flmd.uscourts.gov) or by phone at (407) 835-5644.

**I must be re-admitted. Will I keep my initial admission date?**

Your record will reflect your original admission date as well as your re-admittance date.

**If I do not pay my renewal fee, does this adversely affect my record with the Middle District of Florida?**

While there are no penalties per se for membership lapse, if you are no longer a member of the Bar of this Court, you must be re-admitted before you can practice before the Court. Please also note that lawyers who are no longer members of this Court's Bar are subject to removal from the CJA Panel and the Mediator Panel.