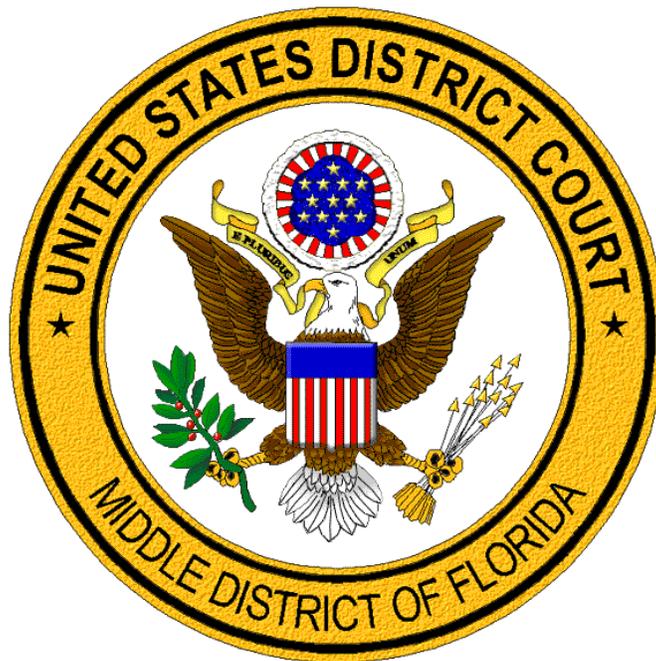


**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA**



**BAR MEMBERSHIP RENEWAL  
A GUIDE FOR LAWYERS**

# Middle District of Florida Bar Membership Renewal

Under Local Rule 2.01(b)(2)(A) and administrative order, [3:24-mc-20-MMH, doc 28](#), the next periodic renewal period for members of the Middle District of Florida Bar begins on June 2, 2025.

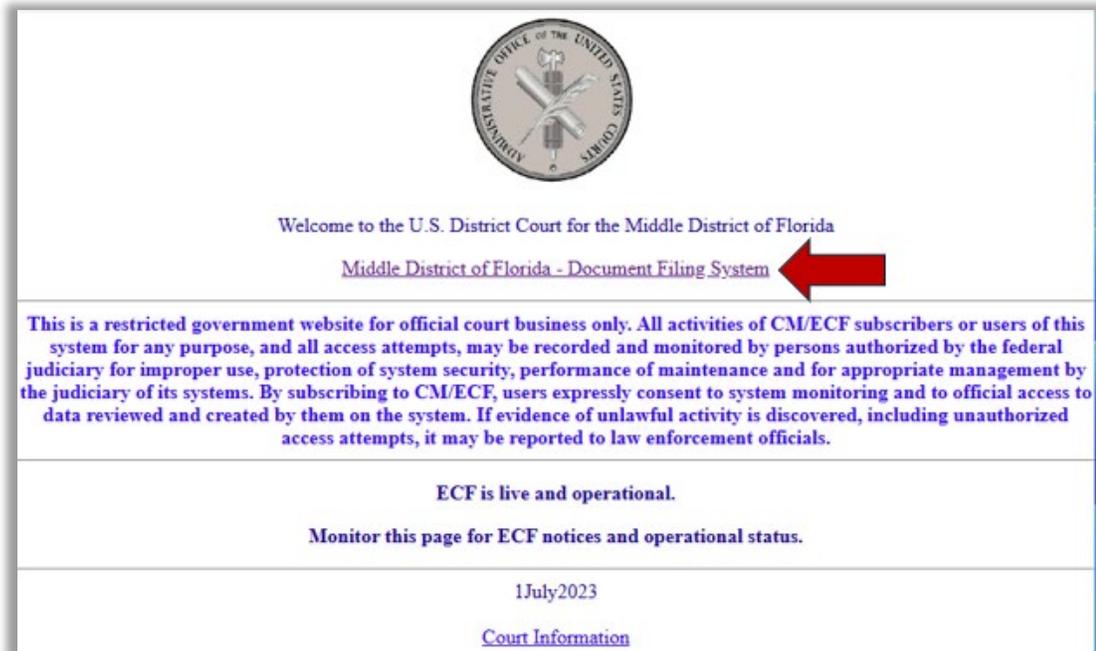
## Renewal Period Details:

- June 2, 2025, through August 31, 2025 – renewal period with a \$50.00 renewal fee.
- September 1, 2025, through September 30, 2025 – \$100.00 renewal fee (\$50.00 renewal fee plus \$50.00 late fee).
- Lawyers failing to pay a membership renewal fee by September 30, 2025 must [reapply for general admission](#) (\$224 admission fee).
- Members of the Middle District’s Bar who were admitted (or readmitted) on or after March 1, 2025, and lawyers admitted under [Local Rule 2.01\(c\), Special Admission](#), are not required to pay the renewal fee.
- Click [here](#) for step-by-step instructions on how to pay the renewal fee.
- Click [here](#) for instructions to obtain a renewal fee receipt number.

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## Pay Membership Renewal Fee

1. Go to CM/ECF for the Middle District of Florida at: <https://ecf.flmd.uscourts.gov>. Click the “Middle District of Florida-Document Filing System” hyperlink.



2. Log in to CM/ECF using your PACER credentials. If you do not know your PACER credentials, you must contact [PACER](#) for assistance.

Florida Middle District Court Login

\* Required Information

Username \* [Redacted]

Password \* [Redacted]

Client Code [Empty]

Login Clear

[Need an account?](#) | [Forgot password?](#) | [Forgot username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

3. Review and accept the redaction agreement.

**Redaction Agreement**

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:**

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

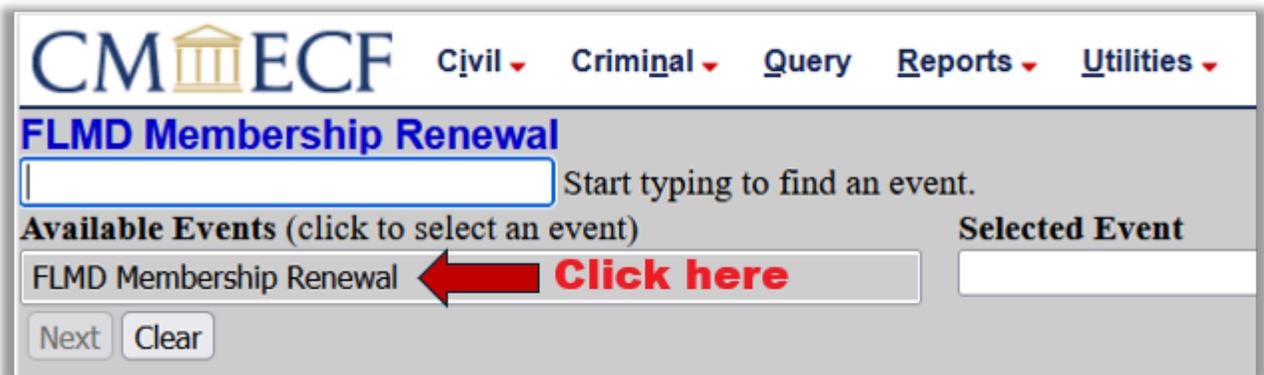
I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue Cancel

4. Under the **Utilities** menu, select **FLMD Membership Renewal**.



5. Under **Available Events**, click on “FLMD Membership Renewal” to move it under **Selected Event**.



6. Click **Next** on the verification screen.



CM ECF Civil Criminal Query

**FLMD Membership Renewal**  
[8:25-mc-02025 FLMD Membership Renewal Fees](#)

Next Clear

7. Review the next prompt and answer **Yes or No**.

**Note:** Current members of the Middle District's Bar who were recently admitted (or readmitted) on or after March 1, 2025, and lawyers admitted under [Local Rule 2.01\(c\)](#), [Special Admission](#), are not required to pay the renewal fee.



**FLMD Membership Renewal**  
[8:25-mc-02025 FLMD Membership Renewal Fees](#)

Were you admitted to the Bar of the Middle District of Florida on March 1, 2025 or later?

OR

Are you appearing Pro Hac Vice?

Yes  
 No

Next Clear

8. Review and answer each certification question.

**FLMD Membership Renewal**  
[8:25-mc-02025 FLMD Membership Renewal Fees](#)

Are you an active member in good standing with the Bar of the Middle District of Florida and an active member in good standing with the Florida Bar?

Yes  
 No

Since the 2020 renewal period, have you been disbarred, censured, or denied admission by the Supreme Court of Florida, or by another court of competent jurisdiction?

Yes  
 No

Since the 2020 renewal period, have you been convicted of a felony?

Yes  
 No

Do you confirm that you have read and will comply with the Federal Rules of Evidence, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of the Middle District of Florida, and 28 U.S.C. section 1927?

Yes  
 No

Do you confirm that you remain bound by the Oath of Admission in the general admission application?

Yes  
 No

9. Review the Attorney Certification and click **Next**.

**FLMD Membership Renewal**  
[8:25-mc-02025 FLMD Membership Renewal Fees](#)

**ATTORNEY CERTIFICATION - PLEASE READ CAREFULLY:**

**By answering the certification questions on the previous screen, you declare under penalty of perjury that the foregoing is true and correct.**

**Under 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, 2025.**

10. Review the warning and click **Next**.

### FLMD Membership Renewal

[8:25-mc-02025 FLMD Membership Renewal Fees](#)  
Fee: \$50

**WARNING!**

**On the next screen, you will be pushed to your PACER account to pay the renewal fee through pay.gov. You may be required to enter your PACER credentials.**

**After the payment information is entered, you will be pushed back to CM/ECF to complete this entry. The entry is not complete until you see the Notice of Electronic Filing screen.**

11. Enter or select an existing payment method.

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

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**Pay Filing Fee for Florida Middle District Court(test)**

**\* Required Information**

<b>Payment Amount</b>	
Amount Due *	<b>\$50.00</b>

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**Select a Payment Method**

  
Carol ██████████  
XXXX ██████████  
12/2040

Enter a credit card

---

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

12. **Review the payment summary.**

Enter the attorney's name and the name and contact information of the person completing the transaction.

Enter an e-mail address to obtain an e-mailed receipt.

Check the authorization and click **Submit**. Allow the system to push you back to CM/ECF.

The screenshot shows a web form with three main sections: "Court Specific", "Email Receipt", and "Authorization".

- Court Specific:** Contains four input fields: "Attorney Name \*", "Firm Name", "Name of Person Completing Transaction \*", and "Contact Phone Number \*". Red arrows point to the "Attorney Name \*", "Name of Person Completing Transaction \*", and "Contact Phone Number \*" fields.
- Email Receipt:** Contains three input fields: "Email", "Confirm Email", and "Additional Email Addresses". The "Email" and "Confirm Email" fields contain the text "us[redacted]@gmail.com". A red arrow points to the "Confirm Email" field.
- Authorization:** Contains a checkbox with a red border and the text "I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*".

At the bottom of the form, there is a "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." and three buttons: "Submit", "Back", and "Cancel".

13. **Review warning and click Next.**

The first screenshot shows a warning message box with the following content:

- FLMD Membership Renewal**
- [8:25-mc-02025 FLMD Membership Renewal Fees](#)
- Warning!**
- You must click the Next button until you receive the Notice of Electronic Filing.**
- Buttons: "Next" (highlighted with a blue border) and "Clear"

The second screenshot shows the same warning message box, but the "Next" button is no longer highlighted.

14. Review the final docket text and click **Next**.

**FLMD Membership Renewal**  
[8:25-mc-02025 FLMD Membership Renewal Fees](#)

Docket Text: Final Text

**FLMD MEMBERSHIP RENEWAL FEE** paid for dates of September 1, 2025 to August 31, 2030 for lawyer Carol Bott, Florida Bar Number 562389, in the amount of \$50, receipt number AFLMXDC-402443. (Bott, Carol)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

15. Sample Notice of Electronic Filing.

**FLMD Membership Renewal**  
[8:25-mc-02025 FLMD Membership Renewal Fees](#)

U.S. District Court [TEST]  
Middle District of Florida [TEST]

**Notice of Electronic Filing**

The following transaction was entered by Bott, Carol on 4/29/2025 at 9:00 AM EDT and filed on 4/29/2025

**Case Name:** FLMD Membership Renewal Fees  
**Case Number:** [8:25-mc-02025](#)  
**Filer:**  
**Document Number:** 20(No document attached)

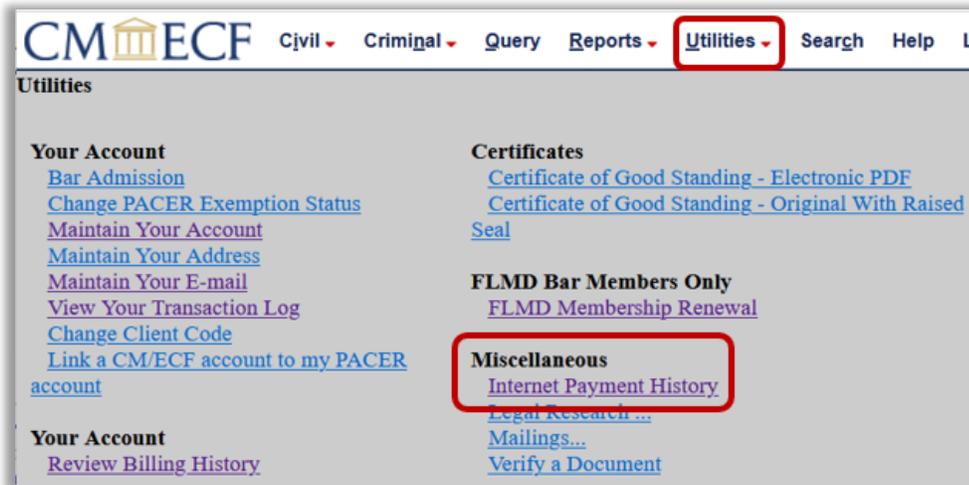
**Docket Text:**  
**FLMD MEMBERSHIP RENEWAL FEE** paid for dates of September 1, 2025 to August 31, 2030 for lawyer Carol Bott, Florida Bar Number 562389, in the amount of \$50, receipt number AFLMXDC-402443. (Bott, Carol)

**8:25-mc-02025 No electronic notice will be sent.**

## Internet Payment History Report

Use the **Internet Payment History** report to review payments and obtain a receipt number for payments made in the Middle District of Florida through CM/ECF and pay.gov.

1. Log into CM/ECF for the Middle District using your PACER credentials. Under the **Utilities** menu, select the **Internet Payment History** report.



2. Adjust the date range.



3. Review the report.

U.S. District Court [TEST] Middle District of Florida [TEST] Internet Payment History for Bott, Carol June 4/17/2025 to 4/17/2025					
Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
<a href="#">8:25-mc-02025</a>	2025-04-17 14:00:45	FLMD Membership Renewal Fee( <a href="#">8:25-mc-02025</a> ) [misc attrenew] ( 50.00)	cr card	AFLMXDC-402067	\$ 50.00

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## Revision Log

Date	Comments	By
5/5/25	Updated for the 2025 renewal period.	NAS
6/10/25	Added clarifying images.	NAS