UNITED STATES DISTRICT COURT FOR THE
NORTHERN AND SOUTHERN DISTRICTS OF IOWA

BIENNIAL REPORT OF CLE FOR THE TWO YEAR PERIOD ENDING DECEMBER 31, 2013

Do I need to file a Continuing Legal Education Report this year?

You need to file a CLE Report **by March 1, 2014,** only if you were admitted to practice in either the Northern or the Southern District prior to 1982 or during any odd-numbered year from 1983 through 2011. If you are admitted in both districts, the year you were admitted in your district of residence controls, and you are required to file a CLE report and pay only once. CLE record keeping for both districts is done by the Clerk's Office in Des Moines.

***NOTICE:* YOU WILL BE SUSPENDED FROM PRACTICE BY THE CHIEF JUDGE IF YOU HAVE NOT COMPLIED WITH THE CLE REQUIREMENT BY MARCH 1, 2014**
NO SECOND NOTICE OR GRACE PERIOD WILL BE GIVEN

PART I

REPORT FORM AND LOG IN

1. Go to www.iasd.uscourts.gov and complete the 'CLE Biennial Report Form 2013' located under 'Attorneys/Continuing Legal Education'. (Electronic signature/stamp or /s/ constitutes signature.) Save completed form to your computer.
2. If you do not already have a CM/ECF login and password for the U.S. District Court for the Southern District of Iowa, please send an email to iasd_attorneyreg@iasd.uscourts.gov to request one (each attorney needs their own login and password).
3. **Before March 1, 2014,** file your CLE Report Form electronically in pdf format through CM/ECF.

PART II

E-FILING INSTRUCTIONS

1. Go to ecf.iasd.uscourts.gov.
2. Click on the blue hyperlink.
3. Enter your CM/ECF login and password. Leave the client code blank. Check the redaction box. Click 'login'.
4. Go to Civil Menu/ Other Filings/ Other Documents. (If your menu starts with Query, you are logged in with your PACER login. You need to log in with your CM/ECF login and password.)
5. Select Biennial Attorney Fee from the drop down box. Click 'next'.
6. Enter case number 4:13-at-2013. Click 'next'. (You may need to click on 'Find this case' then 'next'.)
7. Click 'browse' and locate your CLE Report Form. Add attachments, if needed. Click 'next'.
8. Enter the letter corresponding to your home district. N- Northern or S- Southern. Click 'next'.
9. Enter the letter corresponding to your CLE fee status. S- Standard or E- Exempt. Click 'next'.
10. Verify fee amount. Click 'next'.
11. You will be taken to the payment processing screen. Enter your payment information (there will be two screens for payment info).
12. Verify your name and fee amount. Click 'next'.
13. Verify information again. Click 'next'.
14. Print the 'Notice of Electronic Filing' for your records. This will be your receipt.

QUESTIONS? Please call 515-323-2842.