

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

**BIENNIAL REPORT OF CLE FOR THE TWO YEAR PERIOD ENDING
DECEMBER 31, 2016**

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

You need to file a CLE Report by **March 1, 2017**, only if you were admitted to practice in either the Northern or the Southern District prior to 1982 or during any even-numbered year from 1983 through 2014. 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, 2017.
NO SECOND NOTICE OR GRACE PERIOD WILL BE GIVEN

***** Please note that our CLE filing process has changed. It is no longer necessary to attach a document, as all information will be entered into CM/ECF directly. *****

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 4:16-at-2016. Click 'next'. (You may need to click on 'Find this case' then 'next'.)
7. Verify date. Click 'next'.
8. Check your address by clicking the link. Click the back button, then select whether or not you need to change your address.
9. Confirm Iowa Bar membership and click 'next'.
10. Select home district. Click 'next'.
11. Enter CLE Activity information and hours associated. Click 'next'.
12. Select whether or not you have a document to submit. (**No document is required**)
 - If you do have a document, save your document by clicking 'file' and 'save as'. Enter a file name, and save to your desktop. File must be in .pdf format.
 - In CM/ECF, click 'yes' and 'next'. Click 'browse' next to "Main Document" to locate your file. Click 'next'.
13. Enter total hours for 2015-2016 period. Enter hours carried forward from 2014 report. Enter hours to carry forward from 2016 report. (Note: Only 3 hours maximum may be carried forward) Click 'next'.
14. Verify all information. Click 'next'.
15. Select payment option (Either \$50 payment or exempt). Click 'next'.
16. If you selected the \$50 registration fee, you will be taken to the payment processing screen. Enter your payment information (there will be two screens for payment info). Click 'next' twice.
17. Enter any additional comments, if applicable. Click 'next'. (No additional comments required)
18. Verify information again. Click 'next' twice.
19. Print the 'Notice of Electronic Filing' for your records. This will be your receipt and proof of filing.

QUESTIONS? Please call 515-323-2842.