

# Southern District of Iowa

## Annual Admission Renewal Instructions



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### Background

The Court no longer requires attorneys to complete CLE hours in the area of federal practice to be admitted and remain in good standing. Each attorney is required to pay an annual fee of \$25 to remain in good standing. The annual fee is due by March 1<sup>st</sup> of each year.

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### Payment of Annual Renewal Fee

Follow these steps to pay the annual renewal fee in CM/ECF.

### Step 1

Go to the Southern District of Iowa CM/ECF homepage and login to CM/ECF. Your CM/ECF login and password are different from your PACER login and password.

Southern District: [ecf.iasd.uscourts.gov](http://ecf.iasd.uscourts.gov)

Note:

- Each attorney must pay the fee using their own CM/ECF login and password. Firms or a group of attorneys cannot submit one payment.
- If you have forgotten your password, use the password reset link on the login screen. If you do not know your username or have difficulty resetting your password, contact the Clerk's Office at [515-323-2842](tel:515-323-2842).

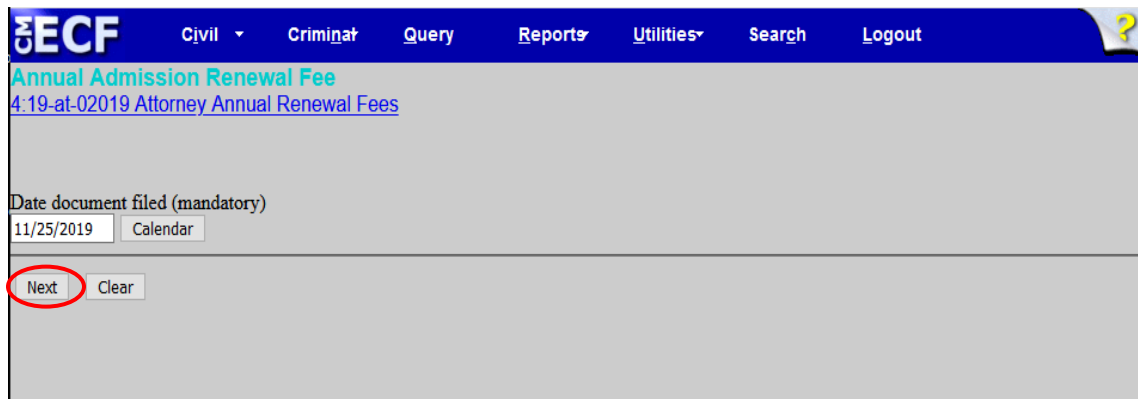
## Step 2

On the blue menu bar at the top, click Civil and then Annual Admission Renewal Fee.



## Step 3

Click 'Next'.



You must verify that you are a member of the Iowa State Bar in good standing. Click 'Next'.



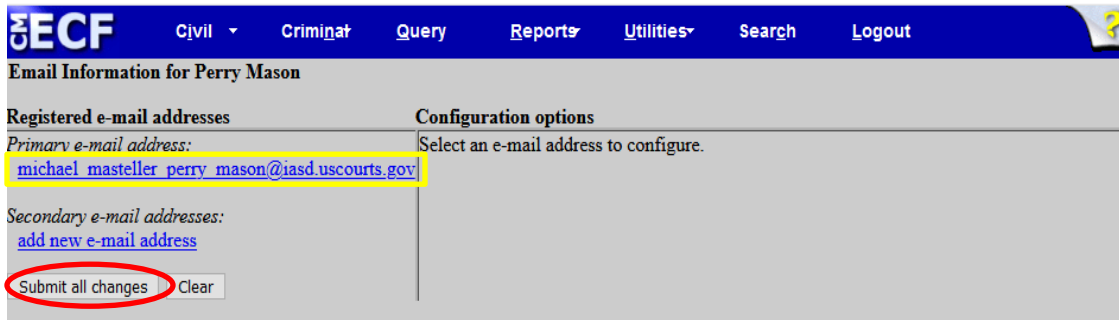
## Step 4

Review your contact information, which includes both your email address and mailing address. If your email address is incorrect, click “[here](#)” and you will be taken to a screen to update the information. If your email address is correct, there is nothing further to be done. If your mailing address has changed, you will need to mark “I need to change my address” which will bring you to a screen where you can fill in the fields with the correct information. If your mailing address is correct, mark “My address is correct” and click “Next.”



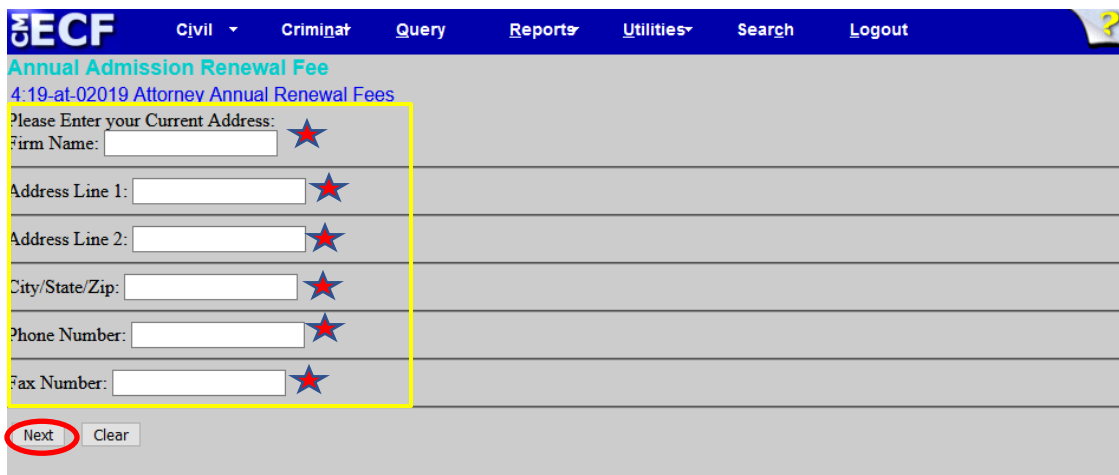
The screenshot shows the ECF website interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Annual Admission Renewal Fee" with a sub-link "4:19-at-02019 Attorney Annual Renewal Fees". The contact information for Perry Mason is displayed: 2560 73rd Street, Des Moines IA 50322, 515-555-4444, and email michael\_masteller\_perry\_mason@iasd.uscourts.gov. A red circle highlights the word "here" in the text "To change your email, click [here](#)". Below this, a yellow box highlights a form section titled "Do you need to change your address?" with two radio buttons: "I need to change my address" (unselected) and "My address is correct" (selected). At the bottom of this section are "Next" and "Clear" buttons.

This sub-section is only applicable if your email address needs to be changed: Enter your new email address and click “Submit all changes.”



The screenshot shows the "Email Information for Perry Mason" page. It has a navigation bar similar to the previous screenshot. The page is divided into two columns: "Registered e-mail addresses" and "Configuration options". Under "Registered e-mail addresses", there is a "Primary e-mail address:" field with the value "michael\_masteller\_perry\_mason@iasd.uscourts.gov" highlighted in yellow. Below it, there is a "Secondary e-mail addresses:" section with a link "add new e-mail address". A red circle highlights the "Submit all changes" button. The "Configuration options" column has a label "Select an e-mail address to configure." and a dropdown menu.

This sub-section is only applicable if your mailing address needs to be updated. Once you enter the correct information click “Next” and the new information will be sent to the Clerk’s Office who will update your account.



The screenshot shows the "Annual Admission Renewal Fee" page with a form titled "Please Enter your Current Address:". The form has several fields, each with a red star icon to its right: "Firm Name:", "Address Line 1:", "Address Line 2:", "City/State/Zip:", "Phone Number:", and "Fax Number:". A yellow box highlights the entire form area. At the bottom of the form, there are "Next" and "Clear" buttons, with the "Next" button circled in red.

## Step 5

This screen shows that your annual renewal fee is \$25.00. Click “Next” and you will be directed to Pay.gov. Once you have entered your payment information in Pay.gov, you will click “Submit Payment.” You will be redirected to CM/ECF to complete the renewal process.

ECF Civil Crimnat Query Reports Utilities Search Logout

Annual Admission Renewal Fee  
4:19-at-02019 Attorney Annual Renewal Fees  
This fee only renews admission to the Southern District of Iowa.

**Attention - You must complete this CM/ECF filing after your pay.gov transaction.**

Fee: \$25

## Pay.gov

You can choose to make your payment using a bank account or credit card. Should you encounter any issues with Pay.gov, you must contact them directly at: 1-800-624-1373 (Option #2).

Below is an example of the screen if making payment using a bank account.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

**Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$25.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

:026946783: 9243767390 1234

Payment Date: 10/10/2019

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Below is an example of the screen if making payment using a credit card.

**Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)**

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$25.00

Billing Address:  \*





Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*    

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**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.

You must enter your email address, confirm the address, and then click "Submit Payment."

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Perry Mason 123 E. Walnut Billing Address: Street Billing Address 2: City: Des Moines State/Province: IA ZIP/Postal Code: 50309 Country: USA	Credit Card Type: Visa Credit Card Number: *****2222	Payment Amount: \$25.00 Transaction Date 10/09/2019 10:00 and Time: EDT

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**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.

**\*\*YOU ARE NOT DONE WITH THE RENEWAL PROCESS, please continue and do not click the back button. \*\***

## Step 6

You will then click “Next” on the following three screens.



ECF Civil Criminal Query Reports Utilities Search Logout

Annual Admission Renewal Fee  
4:19-at-02019 Attorney Annual Renewal Fees

To continue with your renewal, click Next twice.

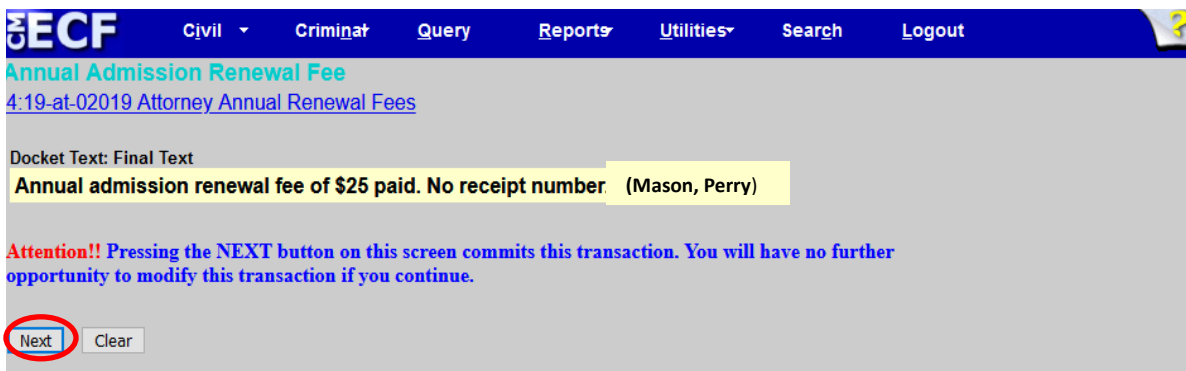
Next Clear



ECF Civil Criminal Query Reports Utilities Search Logout

Annual Admission Renewal Fee  
4:19-at-02019 Attorney Annual Renewal Fees

Next Clear



ECF Civil Criminal Query Reports Utilities Search Logout

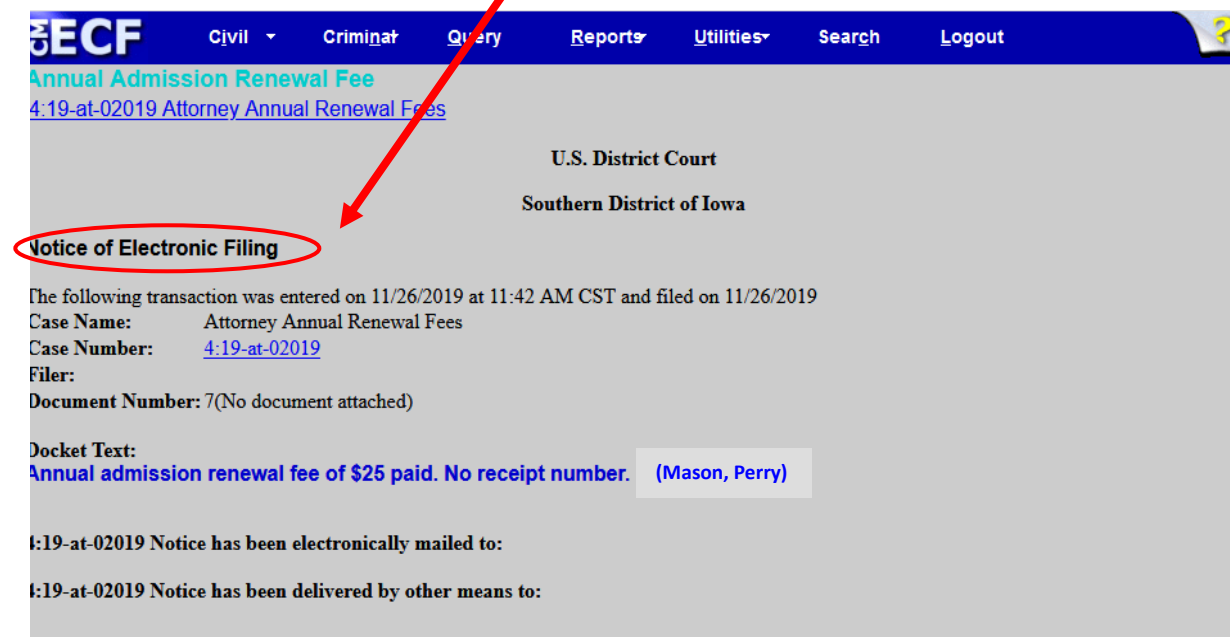
Annual Admission Renewal Fee  
4:19-at-02019 Attorney Annual Renewal Fees

Docket Text: Final Text  
Annual admission renewal fee of \$25 paid. No receipt number (Mason, Perry)

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

Next Clear

You will not receive an email confirmation of the Notice of Electronic Filing. You should print the Notice of Electronic Filing for your records by printing a screenshot. You will receive a receipt from Pay.gov for the payment.



ECF Civil Criminal Query Reports Utilities Search Logout

Annual Admission Renewal Fee  
4:19-at-02019 Attorney Annual Renewal Fees

U.S. District Court  
Southern District of Iowa

Notice of Electronic Filing

The following transaction was entered on 11/26/2019 at 11:42 AM CST and filed on 11/26/2019  
Case Name: Attorney Annual Renewal Fees  
Case Number: 4:19-at-02019  
Filer:  
Document Number: 7(No document attached)

Docket Text:  
Annual admission renewal fee of \$25 paid. No receipt number. (Mason, Perry)

4:19-at-02019 Notice has been electronically mailed to:  
4:19-at-02019 Notice has been delivered by other means to: