

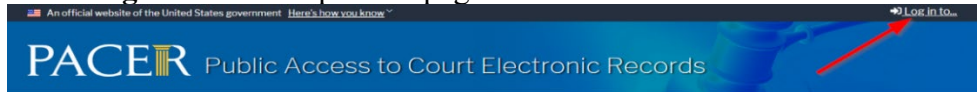


United States District Court Southern District of Iowa Annual Admission Renewal Instructions

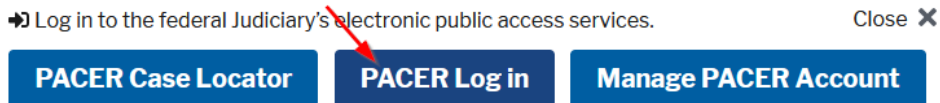
Instructions

1. Go to www.pacer.uscourts.gov.

2. Click **Log in to** at the top of the page.



3. Select **PACER Log in**.



4. Enter your Username and Password. Select **Iowa Southern District Court**. Click **Login**.

Login
* Required Information

Username *

Password *

Client Code

Court ▼

5. Check the box and Click **Continue**.

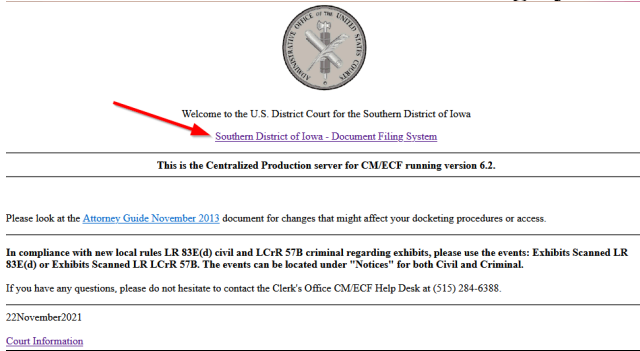
Redaction Agreement

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.

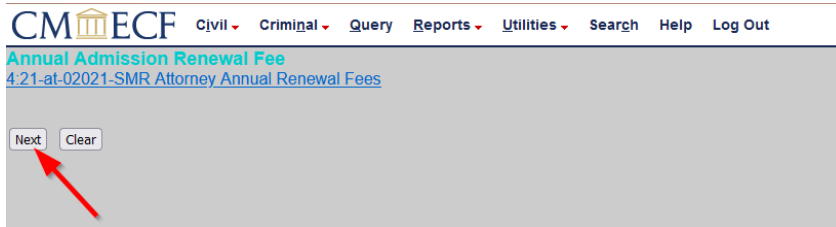
6. The Iowa Southern District CM/ECF Document Filing System page will come up. Click the **Southern District of Iowa – Document Filing System** link.



7. Click **Civil** and select **Annual Admission Renewal Fee**.



8. Click **Next**.



9. Select the appropriate response. Click **Next**.



10. Click **Next** and you will be directed to PACER.

Annual Admission Renewal Fee
4:21-at-02021-SMR Attorney Annual Renewal Fees
This fee only renews admission to the Southern District of Iowa.

Attention - You must complete this CM/ECF filing after completing payment.

Fee: \$25

PACER

11. Enter your PACER username and password and click **Login**.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username * Susiewilson

Password * ••••••••

Not Susiewilson? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your 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.

12. Select the payment method and complete the required fields. Click **Next**.

Account Number 7007822
Username Susiewilson
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account


Pay Filing Fee for Iowa Southern District Court (test)

* Required Information

Payment Amount

Amount Due * \$25.00

Select a Payment Method

 VISA
Susie Wilson
XXXXXXXXXXXX4747
01/2027

Enter a credit card

Enter an ACH account

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

13. Check the box authorizing the charge. Click **Submit**.

Account Number 7007822
Username Susiewilson
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for Iowa Southern District Court (test)

Payment Summary	
Payment Method visa XXXXXXXXXXXX4747 01/2027 Susie Wilson 123 Locust Street Des Moines, IA 50309 USA	Payment Details Payment Amount \$25.00 Fee Type Filing Fee

Court Specific
test field (not required)

Email Receipt
Email
Confirm Email
Additional Email Addresses

Authorization
 I authorize a charge to my credit card for the amount above in accordance with my card issuer's agreement. *

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

YOU ARE NOT DONE WITH THE RENEWAL PROCESS. You will be directed to CM/ECF to complete the filing. DO NOT click the back button.

14. Click **Next** on the following two screens.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Annual Admission Renewal Fee
4:21-at-02021-SMR Attorney Annual Renewal Fees

Annual Admission Renewal Fee
4:21-at-02021-SMR Attorney Annual Renewal Fees

Docket Text: Final Text
Annual admission renewal fee of \$25 paid. Receipt # AIASXDC-4467290.(Wilson, Susie)

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. Print the Notice of Electronic Filing screen for your records. You will not receive an email confirmation from the court.

[Annual Admission Renewal Fee](#)
[4:21-at-02021-SMR Attorney Annual Renewal Fees](#)

U.S. District Court
Southern District of Iowa

Notice of Electronic Filing 

The following transaction was entered by Wilson, Susie on 2/14/2022 at 11:32 AM CST and filed on 2/14/2022
Case Name: Attorney Annual Renewal Fees
Case Number: [4:21-at-02021-SMR](#)
Filer:
Document Number: 1(No document attached)

Docket Text:
[Annual admission renewal fee of \\$25 paid. Receipt # AIASXDC-4467290.\(Wilson, Susie\)](#)

4:21-at-02021-SMR Notice has been electronically mailed to:
4:21-at-02021-SMR Notice has been delivered by other means to: