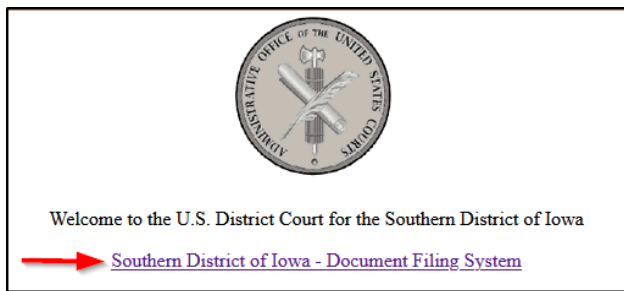




United States District Court Southern District of Iowa Annual Admission Renewal Instructions

Instructions

1. Navigate to <https://ecf.iasd.uscourts.gov>. Select the **Document Filing System** link.



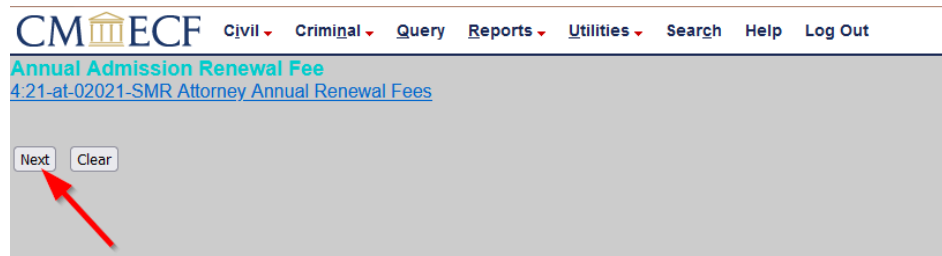
2. Enter your PACER username and password. Select the **Login** box.

3. Check the **acknowledgement** and select **Continue**.

4. Select **Civil** and **Annual Admission Renewal Fee**.



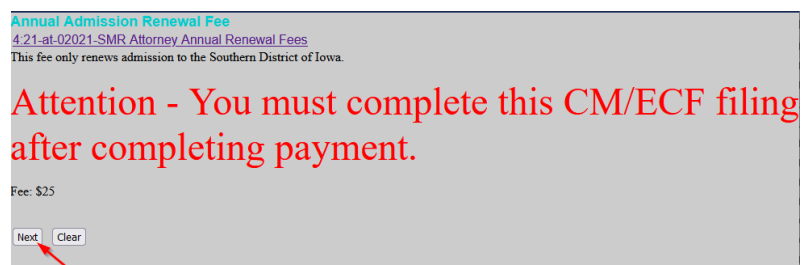
5. Select **Next**.



6. Select the appropriate response. Select **Next**.



7. Select **Next** and you will be directed to PACER to make your payment.



PACER

8. After entering your PACER username and password select **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 *

Login Clear Cancel

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.

9. Select the payment method and complete the required fields. Select **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.

Next Cancel

10. Select the box authorizing the payment and select **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	Payment Details
VISA XXXXXXXXXXXX4747 01/2027 Susie Wilson 123 Locust Street Des Moines, IA 50309 USA	Payment Amount \$25.00 Fee Type Filing Fee

Court Specific
test field (not required)

Email Receipt
Email iasducourts*susiewilson@gmail.com
Confirm Email iasducourts*susiewilson@gmail.com
Additional Email Addresses

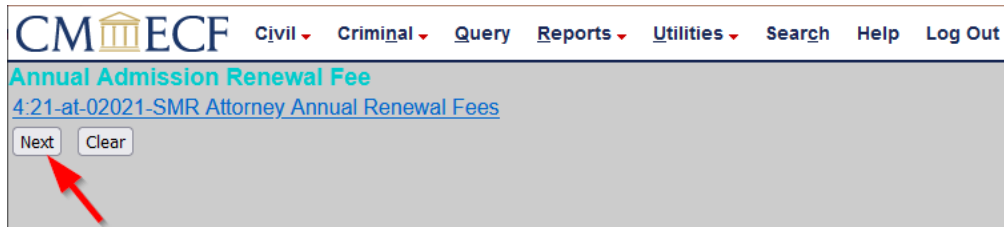
Authorization
 I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

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

Submit Back Cancel

Note: You are not done with the renewal process. You will be directed back to CM/ECF to complete the filing. Do not click the back button.

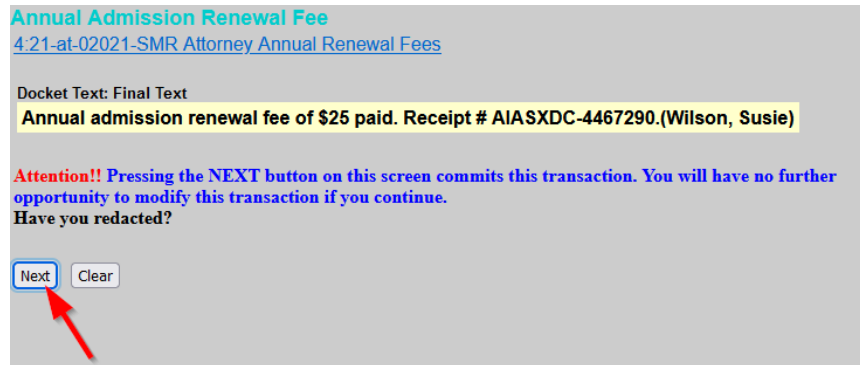
11. Select **Next** on the next two screens.



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

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

Next Clear



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?

Next Clear

12. If you want a record of the transaction, print the Notice of Electronic page as illustrated below. 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: