

Submitting an Attorney Bar Renewal Electronically to the Fifth Circuit:

NOTE: To renew the bar membership electronically the attorney must be an ECF filing user.

Attorney Bar Renewals must be submitted by the registered attorney only. Attorneys may not submit bar renewals on behalf of other attorneys.

Turn off pop-up blockers in your browser.

1. Log in to CM/ECF electronic filing system.
2. From the Startup page, select the menu option '**Utilities**'.
3. Select the option '**Bar Renewal**'.



4. Be sure to read the instructional text provided.
5. Select from the '**Fee Waiver Reason**' drop-down list, if applicable.
6. Uploading a document is not required, however if you wish to provide additional information, related to the bar renewal, you may click the [Browse] button and upload the document. Enter the description of the document in the '**Description**' field.
7. Click the [Pay Now and Submit Renewal] button to launch the Pay.gov website.
8. Click the [Submit Documents] button, if a fee is not applicable.

Bar Renewal

Jurisdiction: 5th Circuit Court of Appeals

Fee Waiver Reason:

MSG 15

- A document is not required. If you choose to provide additional information related to the bar renewal, you may do so.
- If you are claiming exemption under 5th Cir.R.46.1 as a Court Appointed Attorney, U.S. Counsel, or Newly Graduated Military Attorney, a renewal fee is not required. Select the appropriate fee waiver reason from the drop-down list **above** and click the 'Submit Renewal' button.
- If your attorney designation does not qualify you for a fee waiver, select the option 'A Waiver Not Applicable' **above** and click the 'Pay Now and Submit Renewal' button to be transferred to the pay.gov website.

Renewals

Date Renewed: 01/22/2015 Projected Renewal Date: 01/22/2020
Fee Amount: \$50.00

Document: Description:

Submitting a Payment via the Pay.gov website

The 'Online Pay.gov Payment' window will launch.

Option 1: ACH Debit - Paying from a bank account.

Enter Payment Information. The mandatory fields are marked with "red asterisks".

Click the [Continue with ACH Payment] button.



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: \$50.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:



Payment Date: 01/29/2015

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

Option 2: Credit Card Payments.

Enter Pay via Plastic Card Information. The mandatory fields are marked with “red asterisks” (*). Click the [Continue with Plastic Card Payment].

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$50.00

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.

AUTHORIZING THE PAYMENT

The 'Authorize Payment' screen will launch.


Review the 'Payment Summary' information (ref. 1).

Click 'Edit this information' to make changes, if necessary (ref. 2).

Email Confirmation Receipt: Enter the email address to receive an email confirmation of the payment (ref. 3).

Authorization and Disclosure: Click the box to authorize payment (ref. 4).

Click the [Submit Payment] button to complete the payment (ref. 5).



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

Step 2: Authorize Payment 1 | 2

1 **Payment Summary** [Edit this information](#) 2

Address Information	Account Information	Payment Information
Account Holder Name: Shari Testone Billing Address: 550 General Tester Row Billing Address 2: City: New Orleans State / Province: LA Zip / Postal Code: 70130 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$50.00 Transaction Date 01/26/2015 10:22 and Time: EST

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

Email Address:

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. * 4

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

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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.

From the 'Receipt' screen, users may print a receipt for the completed transaction.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 05-164257-484

Payment Date: 01/26/2015

Amount: \$50.00

Fee Type: Attorney Renewal

You can click the *Close Window* button and log out of CM/ECF.

Close Window

Click the [Close Window] button.