

UNITED STATES DISTRICT COURT
Eastern District of Missouri
Local Rule 12.01(D) Re-Registration Fee Payment

Pursuant to Local Rule 12.01(D), all attorneys admitted to the Bar of the Eastern District of Missouri must renew their membership every four years. The purpose of the re-registration is to keep the court's attorney database accurate.

Please have your DISTRICT CM/ECF login and password and either your checking account information or a credit card available before beginning this process. By completing the process individually, you are updating your status, and confirming that the court has accurate contact information. You may NOT use one attorney's account to pay more than one fee. EACH attorney must use his or her own account or the information used to update the account will not be accurate and the attorney will not be re-registered.

To re-register on line complete the following two steps:

STEP 1: VERIFY YOUR PERSONAL INFORMATION (i.e. name, address, telephone number, fax number and e-mail address).

LOGON to the Court's CM/ECF at <https://ecf.moed.uscourts.gov/cgi-bin/login.pl> .

USING YOUR DISTRICT COURT ASSIGNED CM/ECF LOGIN AND PASSWORD LOGON TO CM/ECF

(Note: Do not use your Bankruptcy Court or Pacer login) (If the blue menu bar does not list Civil and Criminal as options, you are using an incorrect password.)

(Your login is your first initial of your first name, first initial of your middle name, first 4 characters of your last name and the last 2 digits of your birth year. For example: John J. Jones, born in 1930 login would be jjjone30) If you do not remember your password, click on the link below.

<https://ecf.moed.uscourts.gov/cgi-bin/lostPassword.pl>

FROM THE BLUE BUTTON BAR IN CM/ECF, SELECT "UTILITIES"

FROM THE MENU SELECT "MAINTAIN YOUR ACCOUNT"

MAKE ANY CHANGES OR CORRECTIONS TO YOUR INFORMATION

[NOTE: IF YOUR NAME IS LINKED TO A LAW FIRM YOU WILL NOT BE ABLE TO CHANGE YOUR INFORMATION. You will be able to enter the correct information during e filing.]

CLICK "SUBMIT"

STEP 2: RE-REGISTERING FOR THE EASTERN DISTRICT OF MISSOURI

FROM THE BLUE BUTTON BAR SELECT "CIVIL"

FROM THE MENU SELECT **'Reregistration'**

SELECT THE EVENT "2 PAY RE-REGISTRATION FEE"

CAUSE NUMBER 4:18-mc-09999 Will be displayed.

[NOTE: THIS IS A GENERIC CASE NUMBER TO BE USED FOR ATTORNEY RE-REGISTRATION ONLY.]

CLICK "NEXT" UNTIL YOU SEE THE SCREEN THAT PROMPTS YOU TO ENTER YOUR BAR NUMBER.

ATTORNEY BAR NUMBER: *ENTER YOUR CURRENT DISTRICT COURT BAR NUMBER.*

SELECT ONE:

WAS THE INFORMATION CORRECT, INCORRECT,

CLICK "NEXT"

IF YOU SELECTED CORRECT, THE PAYMENT PROCESS WILL BEGIN.

CLICK **"NEXT"** SKIP TO STEP 3.

IF YOU SELECTED INCORRECT, YOU WILL BE PROMPTED TO ENTER YOUR CURRENT INFORMATION.

CLICK "NEXT"

DID YOU CORRECT THE FIRM INFORMATION ON-LINE? SELECT YES OR NO.

IF YOU SELECTED YES, THE PAYMENT PROCESS WILL BEGIN.

CLICK **"NEXT"** SKIP TO STEP 3.

IF YOU SELECTED NO, YOU WILL BE PROMPTED TO ENTER YOUR NEW INFORMATION.

CLICK **"NEXT"** CONTINUE TO STEP 3.

STEP 3: PAYMENT PROCESS

Did you prepay the re-registration fee? The default answer is No.

CLICK "NEXT"

CLICK "NEXT" to continue to the payment process.

YOU HAVE NOW ENTERED THE ON-LINE PAYMENT INFORMATION SCREEN

(You may choose to pay with a Bank Account Debit (checking account) or by Credit Card.)

Either:

ENTER YOUR ACCOUNT INFORMATION

CLICK "CONTINUE WITH ACH PAYMENT"

or

ENTER YOUR CREDIT CARD INFORMATION

CLICK "CONTINUE WITH PLASTIC CARD PAYMENT"

ENTER E-MAIL INFORMATION

SELECT THE BOX "I AUTHORIZE"

CLICK "SUBMIT PAYMENT"

CLICK "NEXT"

CLICK "NEXT"

[ATTENTION: PRESSING THE "NEXT" BUTTON ON THIS SCREEN

COMMITS YOU TO THIS TRANSACTION. YOU WILL HAVE NO FURTHER

OPPORTUNITY TO MODIFY THIS TRANSACTION IF YOU CONTINUE.]

CLICK "NEXT" until the **Notice of Electronic Filing** screen is displayed.

YOU HAVE NOW RE-REGISTERED FOR THE BAR OF THE EASTERN DISTRICT

OF MISSOURI. **THANK YOU!**