

1. Log in to your CM/ECF User Account (*Please make sure you are not logged into a PACER account*).



Welcome to the U.S. District Court for the Southern District of Florida

[Southern District of Florida - Document Filing System](#)

NOTICE:

Pay.gov will be unavailable on Saturday February 4, 2012 from 6:00 to 8:00 PM ET. Filers will be unable to complete the payment process when opening new civil cases and attorneys will be unable to pay the renewal fee during this outage.

Please read the "[Electronic New Civil Case Opening Guide](#)" before e-filing new cases. Also, a "[Quick Reference Guide](#)" is available for future reference. This information as well as other [CM/ECF Resources](#) can be found on our website.

The Eleventh Circuit Transcript Information Form can be filed electronically by members of the Florida Bar. Contact the court reporter for Appeal and Non-Appeal transcript orders. See [Transcript Information](#) at: <http://www.flsd.uscourts.gov/>

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
	Forgot Password?
Client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

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. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). 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.

Notice

An access fee of \$0.08 per page or \$2.40 per document with no such attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

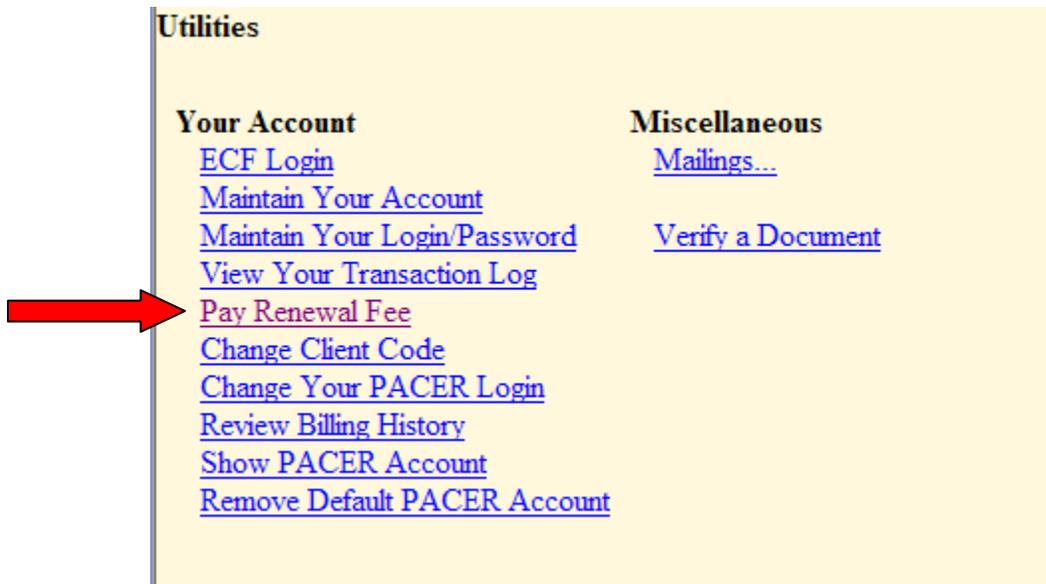
• If you do not have a CM/ECF login/password, please go to <http://www.flsd.uscourts.gov/website/CM/ECF/registration/verify.asp> to register for CM/ECF training in order to obtain a login/password.

• If you do not remember your CM/ECF login/password, please contact the Help Desk at 888-318-2260.

2. After logging in to your CM/ECF User Account, select Utilities.



3. Under Utilities, select Pay Renewal Fee.



4. The Renewal Fee screen will appear (see below).

Your Attorney Information on file in CM/ECF will be displayed. Pursuant to Local Rule 11.1(g), each member of the Bar shall maintain current contact information with the Court.

a) If your information is correct, please click on “\$25 Renewal Fee”

Attorney Information

Attorney

Bar Status: Non-Member **Bar Number:** 8525 **Admission Date:**

Marita DiazAty

123 N. Miami Ave

Miami, Fl

Phone Number: 305-555-5555 **Fax Number:** 305-555-6666 **e-mail:** unemail@hotmailx.com

If the above information needs correcting, please click on the following link:

[Maintain Your Account](#)

Please pay your [\\$25 Renewal Fee](#)



b) If your information is not correct, please [click here](#) for further direction.

5. If your renewal fees are being paid on time, this screen will appear:

My Southern District of Florida Bar Information

You owe \$25 Renewal fee.

Now loading the payment processing screen. This process might take a few seconds.

a) If you are paying after the due date, you will see this screen:

My Southern District of Florida Bar Information

Your Attorney Renewal Fees became delinquent on 2012-04-15.

Please note that after your payment is processed, it will take 24 hours to reactivate your CM/ECF login for filing purposes. Please do not contact the Clerk's Office or Help Desk for information concerning the reactivation of your CM/ECF account until after 24 hours. Thank you.

Your total fee is \$75: \$25 renewal fee and \$50 late fee.

Now loading the payment processing screen. This process might take a few seconds.

b) If you are paying after the due date but before the next cycle, you will see this screen:

My Southern District of Florida Bar Information

Your Attorney Renewal Fees became delinquent on 2012-04-15.

Please note that after your payment is processed, it will take 24 hours to reactivate your CM/ECF login for filing purposes. Please do not contact the Clerk's Office or Help Desk for information concerning the reactivation of your CM/ECF account until after 24 hours. Thank you.

Your total fee is \$100: \$75 for the renewal for 2012 (\$25 renewal fee and \$50 late fee) and \$25 renewal fee for the current year. *

*Failure to pay the delinquent fee before the next cycle will result in the loss of your membership to the Bar of the United States District Court for the Southern District of Florida and require you to reapply for admission pursuant to Rule 2 of the Special Rules Governing the Admission and Practice of Attorneys, which requires successful completion of the Southern District's attorney admissions exam and payment of any initial admissions fee.

Now loading the payment processing screen. This process might take a few seconds.

6. Once the screen appears that pertains to your renewal, you will automatically be redirected for processing of your renewal fee (see screen below). You will have the option to pay by either check or credit card and the amount due (based on the renewal screen that appears for your membership) will automatically populate.

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

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: 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: *

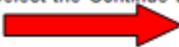
Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

Payment Date: 12/16/2011

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

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

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.

Please complete the appropriate section for your payment method and hit Continue with ACH Payment (if paying by check) or Continue with Plastic Card Payment (if paying by credit card).

You must authorize the charge by checking the agreement statement at the bottom to proceed. 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: Marita DiazAty Billing Address: 123 N. Miami Ave Billing Address 2: City: Miami State / Province: FL Zip / Postal Code: 33128 Country: USA	Card Type: Master Card Card Number: *****1118	Payment Amount: \$25.00 Transaction Date 12/15/2011 09:41 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:

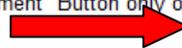
Separate multiple email addresses with a comma

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. *

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.

The renewal fee process is complete when you are taken back to the Attorney Information screen.

My Southern District of Florida Bar Information

Attorney Information

Attorney

Bar Status: Non-Member Bar Number: 8525 Admission Date:

Marita DiazAty

123 N. Miami Ave

Miami, FL

Phone Number: 305-555-5555 Fax Number: 305-555-6666 e-mail: unemail@hotmailx.com

If the above information needs correcting, please click on the following link:

[Maintain Your Account](#)

7. Pursuant to Local Rule 11.1(g), each member of the Bar shall maintain current contact information with the Court.

If your information is not correct, please click on “Maintain Your Account”

Attorney Information

Attorney

Bar Status: Non-Member **Bar Number:** 8525 **Admission Date:**

Marita DiazAty
123 N. Miami Ave
Miami, Fl

Phone Number: 305-555-5555 **Fax Number:** 305-555-6666 **e-mail:** unemail@hotmailx.com

If the above information needs correcting, please click on the following link:

[Maintain Your Account](#) 

Please pay your [\\$25 Renewal Fee](#)

Please update your contact information as necessary.

Maintain User Account

Last name DiazAty	First name Marita	
Middle name	Generation	
Gender <input type="text"/>	ATY Type <input type="text"/>	
Title <input type="text"/>		
Bar number 8525	Type aty	
Bar Status <input type="text" value="Non-Membe"/>		
Prisoner id <input type="text"/>		
Office <input type="text"/>		
Unit <input type="text"/>		
Address 1 <input type="text" value="123 N. Miami Ave"/>		
Address 2 <input type="text"/>		
Address 3 <input type="text"/>		
City <input type="text" value="Miami"/>	State <input type="text" value="FL"/>	Zip <input type="text"/>
Country <input type="text"/>	County <input type="text"/>	
Phone <input type="text" value="305-555-5555"/>	Fax <input type="text" value="305-555-6666"/>	
Initials	DOB	End date



Click Submit.

If you do not have any cases, you will see this screen. Please select Submit.

Case specific fields were not altered.
Click submit to continue with update of person.



Once the screen below appears, your contact information has been updated. You will need to return to the Utilities menu to pay your renewal fee.

Updating person record...
Update Person Prid: 5171

The update was successful.... prid 5171 - Marita DiazAty

Participant records were not altered.

No e-mail edit requested.

No user update requested

Please click on Utilities and return to the option to [Pay Renewal Fee](#).

If you have cases with this Court, you will see this screen which contains a list of cases you are linked to. If the update to your contact information does not apply to any cases listed, select “Update None”. If your update applies to all cases listed, select “Update All”. If your update only applies to specific cases, select only those cases.

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.

*If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the ***Update None*** option.*

*If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded ONLY in the accessible cases that you select or ALL cases if you choose the ***Update All*** option. If you select the ***Update None*** option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.*

*** Update All ***
*** Update None ***
0:2-cv-200 Baxin Beltran v. Baboom (Defendant)
0:8-cv-60050 Reaves v. Joel D. Stein, D.O., P.A. et al (Defendant)
1:7-cv-21772 Cowley (Plaintiff) Attorney Term 02/08/2008

Submit Clear

Click Submit after selecting either “Update All”, “Update None” or the appropriate cases. If you need assistance updating your contact information, please contact the CM/ECF Help Desk at 888-318-2260.

Once the screen below appears, your contact information has been updated. You will need to return to the Utilities menu to pay your renewal fee.

Updating person record...

Update Person Prid: 5171

The update was successful.... prid 5171 - Marita DiazAty

The update was successful....

E-mail configuration:

Primary e-mail address: **unemail@hotmailx.com**

This e-mail address will receive notices.

Notice will be sent to this address as a summary report.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which Marita DiazAty is a participant.

[View/Hide case list](#)

No user update requested

Please click on Utilities and return to the option to [Pay Renewal Fee](#).