The slide features a dark blue background with a light green horizontal bar at the top and bottom. The text is centered in white. The main title is "CM/ECF Attorney Renewal Demonstration" and the subtitle is "USDC - Middle District of Louisiana".

# CM/ECF Attorney Renewal Demonstration

USDC - Middle District of Louisiana

Slide 1

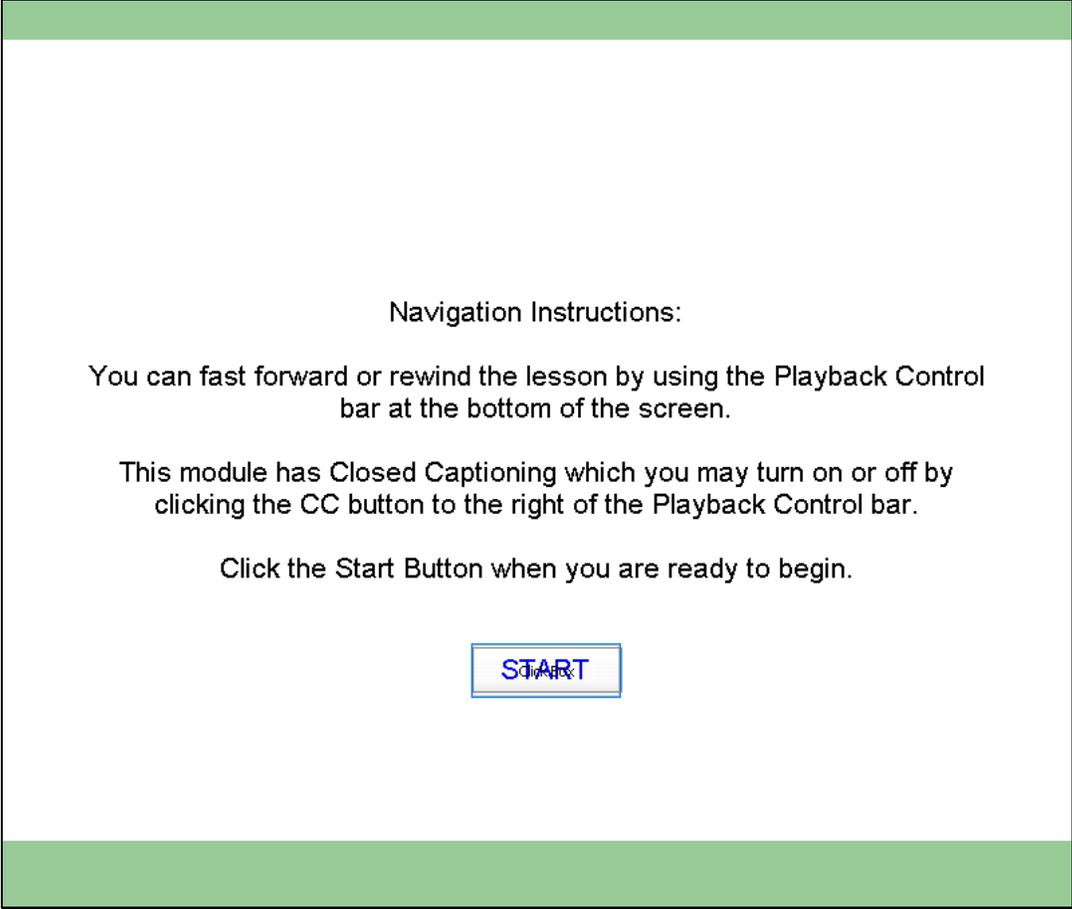
Slide notes:

Text Captions: CM/ECF

Attorney Renewal

Demonstration

USDC - Middle District of Louisiana

A slide with a white background and green horizontal bars at the top and bottom. The text is centered and reads: "Navigation Instructions: You can fast forward or rewind the lesson by using the Playback Control bar at the bottom of the screen. This module has Closed Captioning which you may turn on or off by clicking the CC button to the right of the Playback Control bar. Click the Start Button when you are ready to begin." Below the text is a blue button with the word "START" in white capital letters.

Navigation Instructions:

You can fast forward or rewind the lesson by using the Playback Control bar at the bottom of the screen.

This module has Closed Captioning which you may turn on or off by clicking the CC button to the right of the Playback Control bar.

Click the Start Button when you are ready to begin.

**START**

## Slide 2

Slide notes: Navigation Instructions: You can fast forward or rewind the lesson by using the Playback Control bar at the bottom of the screen. This module has closed captioning which you may turn on or off by clicking the CC button to the right of the Playback Control Bar. Click the Start button when you are ready to begin

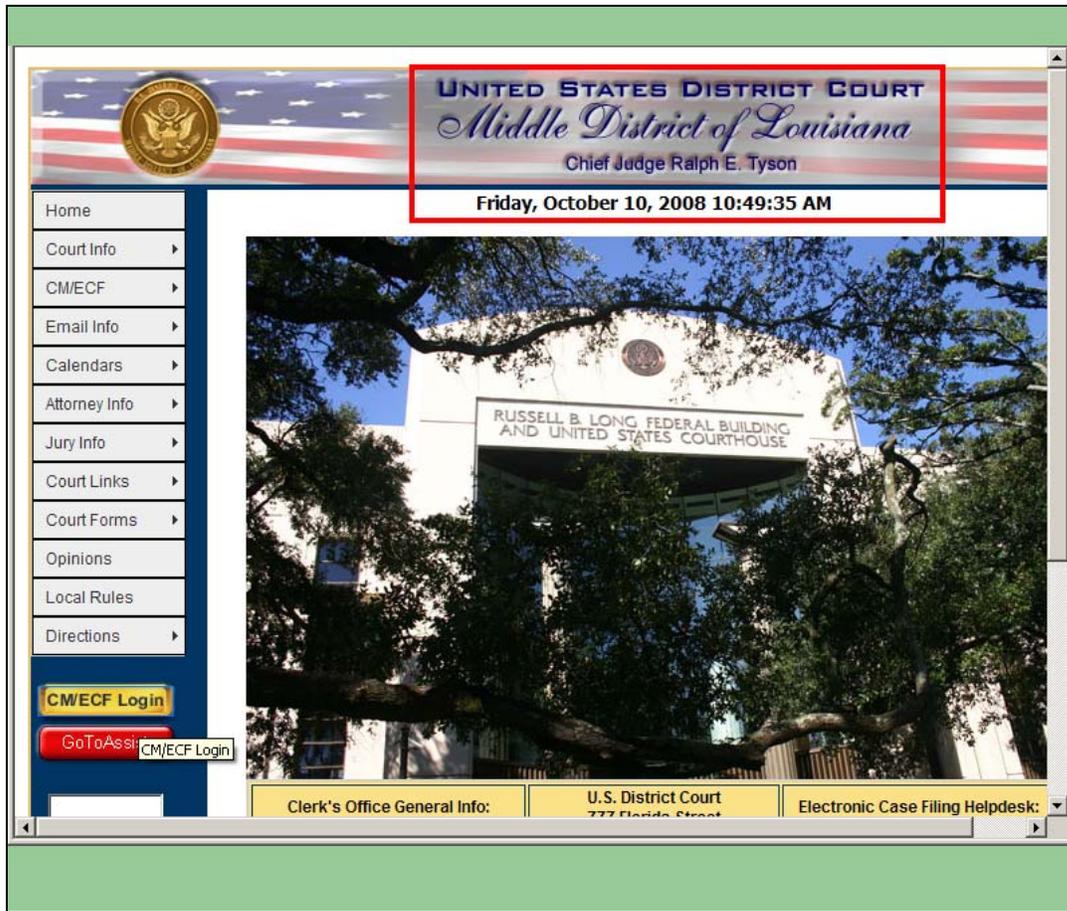
Text Captions: START

Navigation Instructions:

You can fast forward or rewind the lesson by using the Playback Control bar at the bottom of the screen.

This module has Closed Captioning which you may turn on or off by clicking the CC button to the right of the Playback Control bar.

Click the Start Button when you are ready to begin.



Slide 3  
Slide notes: The CM/ECF home page appears. In order to pay your attorney renewal fees, you will have to log in to the CM/ECF System by clicking on the yellow CM/ECF Log in button located on the left side of the screen.

Welcome to the U.S. District Court for the Middle District of Louisiana

[Login to the Middle District of Louisiana - Document FilingSystem](#)

[Certain personal identifi](#) Click the [Login to the Middle District of Louisiana - Document FilingSystem](#) link

Please notify the court...

---

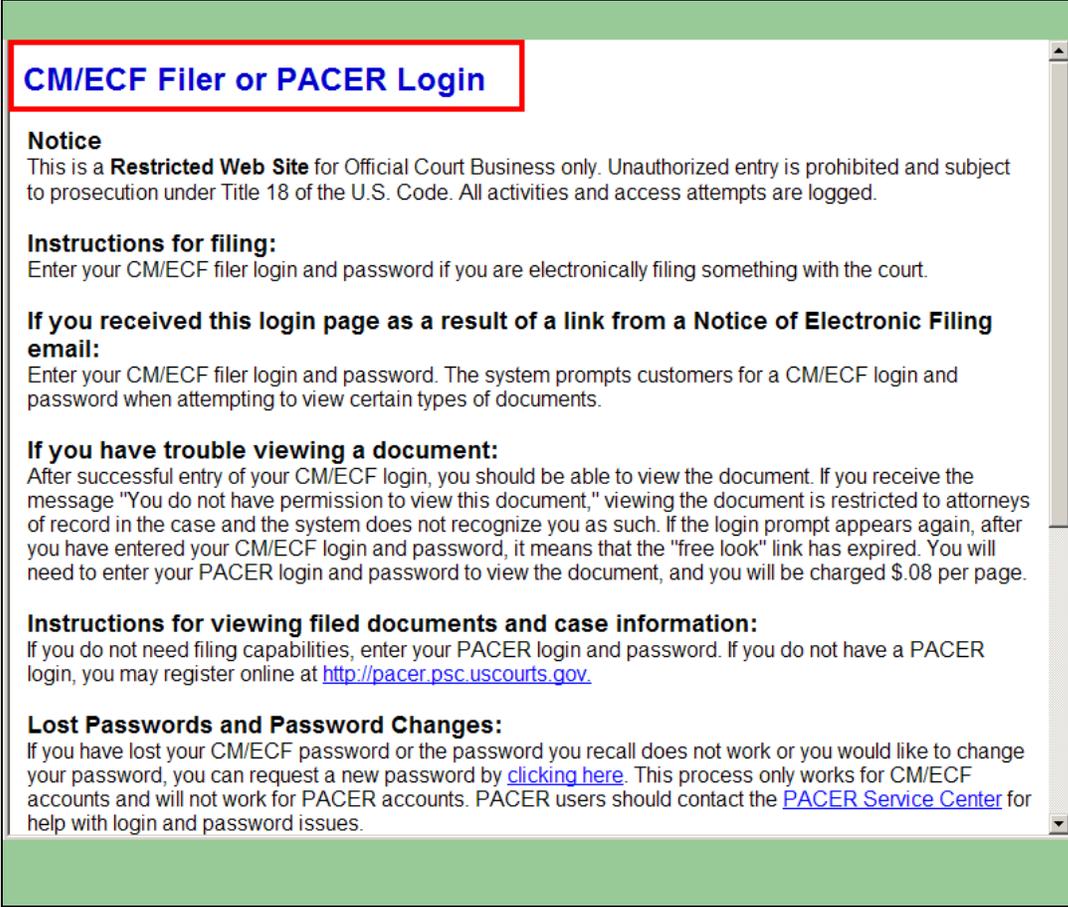
The U.S. District Court for the Middle District of Louisiana CM/ECF website is on **District Version CM/ECF-DC V3.2.1**. This site provides federal court case information on the Internet. When you access PACER on the Internet you will be required to use a login and password issued by the PACER Service Center. If you do not already have a PACER account, you may register online at <http://pacer.psc.uscourts.gov> or call (800) 676-6856 or (210) 301-6440 to obtain a registration form.

**There is a \$08 per page charge for downloading case information and images of filed documents on this system.** The image of documents are in a portable document format (pdf) which must be viewed/printed using the Adobe Acrobat Reader. If you do not have this plugin installed on your PC, you will need to download it from the [Adobe web site](#).

Slide 4

Slide notes: The Main CM/ECF page appears. In order to enter the system, click on the Log in to the Middle District of Louisiana - Document Filing System link located in the center of the page.

Text Captions: Click the Login to the Middle District of Louisiana - Document FilingSystem link



**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, and you will be charged \$.08 per page.

**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>.

**Lost Passwords and Password Changes:**  
If you have lost your CM/ECF password or the password you recall does not work or you would like to change your password, you can request a new password by [clicking here](#). This process only works for CM/ECF accounts and will not work for PACER accounts. PACER users should contact the [PACER Service Center](#) for help with login and password issues.

Slide 5

Slide notes: The CM/ECF Login page appears, if necessary scroll to the bottom of the page to enter your login information

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, and you will be charged \$.08 per page.

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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>.

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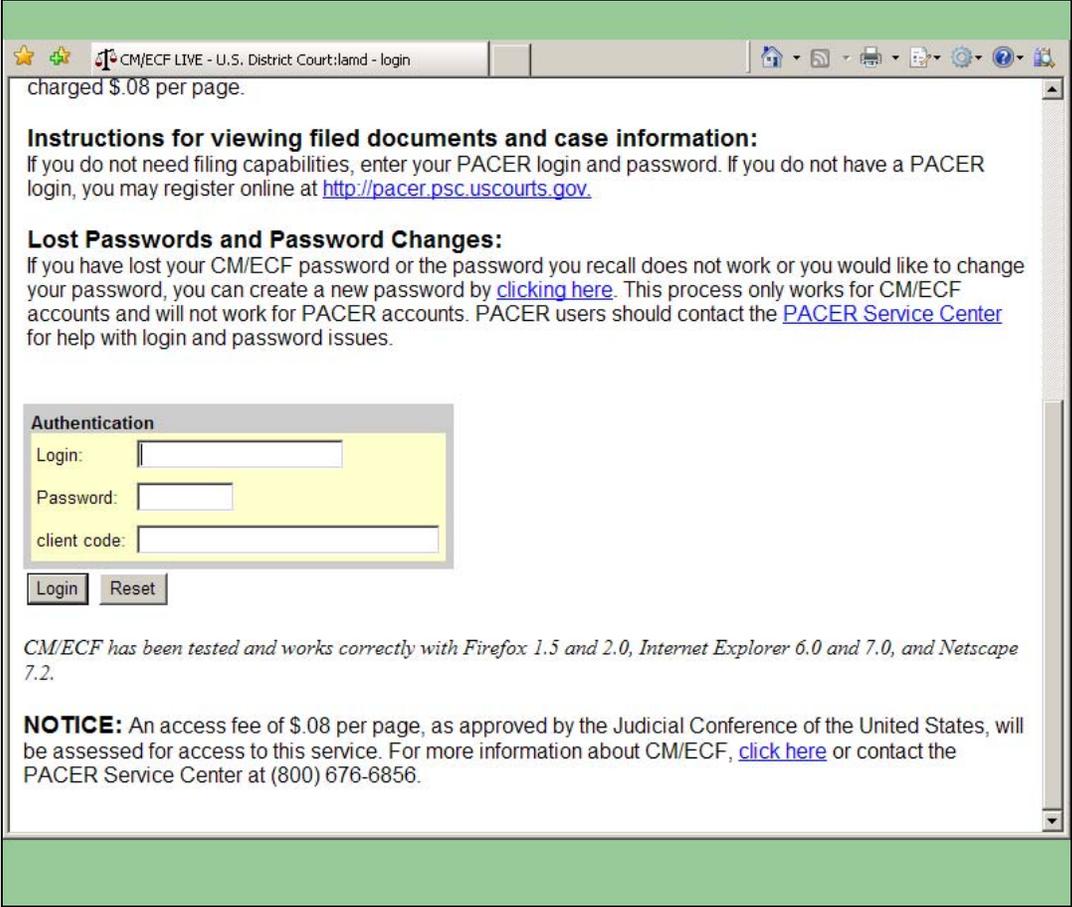
**Authentication**

Login:

Password:

Slide 6

Slide notes:



charged \$.08 per page.

**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>.

**Lost Passwords and Password Changes:**  
If you have lost your CM/ECF password or the password you recall does not work or you would like to change your password, you can create a new password by [clicking here](#). This process only works for CM/ECF accounts and will not work for PACER accounts. PACER users should contact the [PACER Service Center](#) for help with login and password issues.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.*

**NOTICE:** An access fee of \$.08 per page, 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.

Slide 7

Slide notes: It is now time to login to the system. The login should be the attorney's bar roll number

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, and you will be charged \$.08 per page.

**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>.

**Lost Passwords and Password Changes:**  
If you have lost your CM/ECF password or the password you recall does not work or you would like to change your password, you can request a new password by [clicking here](#). This process only works for CM/ECF accounts and will not work for PACER accounts. PACER users should contact the [PACER Service Center](#) for help with login and password issues.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.*

**NOTICE:** An access fee of \$.08 per page, 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.

Slide 8

Slide notes: Once you have entered your login, it is now time to enter your password. In the event, that a password has been lost or forgotten, you can change your password by clicking here. There is also an demonstration which can guide you through this process located on the CM/ECF homepage under the grey CM/ECF tab locted on the left side of the screen. From there you will choose demonstrations and then CM/ECF Password Change to view the video.

Text Captions: 12345

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, and you will be charged \$.08 per page.

**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>.

**Lost Passwords and Password Changes:**  
If you have lost your CM/ECF password or the password you recall does not work or you would like to change your password, you can request a new password by [clicking here](#). This process only works for CM/ECF accounts and will not work for PACER accounts. PACER users should contact the [PACER Service Center](#) for help with login and password issues.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.*

**NOTICE:** An access fee of \$.08 per page, 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.

Slide 9

Slide notes: Once the password is located is can be entered

Text Captions: 12345

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, and you will be charged \$.08 per page.

**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>.

**Lost Passwords and Password Changes:**  
If you have lost your CM/ECF password or the password you recall does not work or you would like to change your password, you can request a new password by [clicking here](#). This process only works for CM/ECF accounts and will not work for PACER accounts. PACER users should contact the [PACER Service Center](#) for help with login and password issues.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.*

**NOTICE:** An access fee of \$.08 per page, 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.

Slide 10

Slide notes: There is no need to enter any text into the client code field. Once all necessary fields are filled click Login to enter the CM/ECF system.

Text Captions: 12345

**ECF** Civil Criminal Query Reports Utilities Search Logou ?

UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF LOUISIANA

**U.S. District Court  
Middle District of Louisiana  
Official Court Electronic Document Filing System**

The U.S. District Court for the Middle District of Louisiana CM/ECF website is on **District Version CM/ECF-DC V3.2.1**. This site provides federal court case information on the Internet. When you access PACER on the Internet you will be required to use a login and password issued by the PACER Service Center. If you do not already have a PACER account, you may register online at <http://pacer.psc.uscourts.gov> or call (800) 676-6856 or (210) 301-6440 to obtain a registration form.

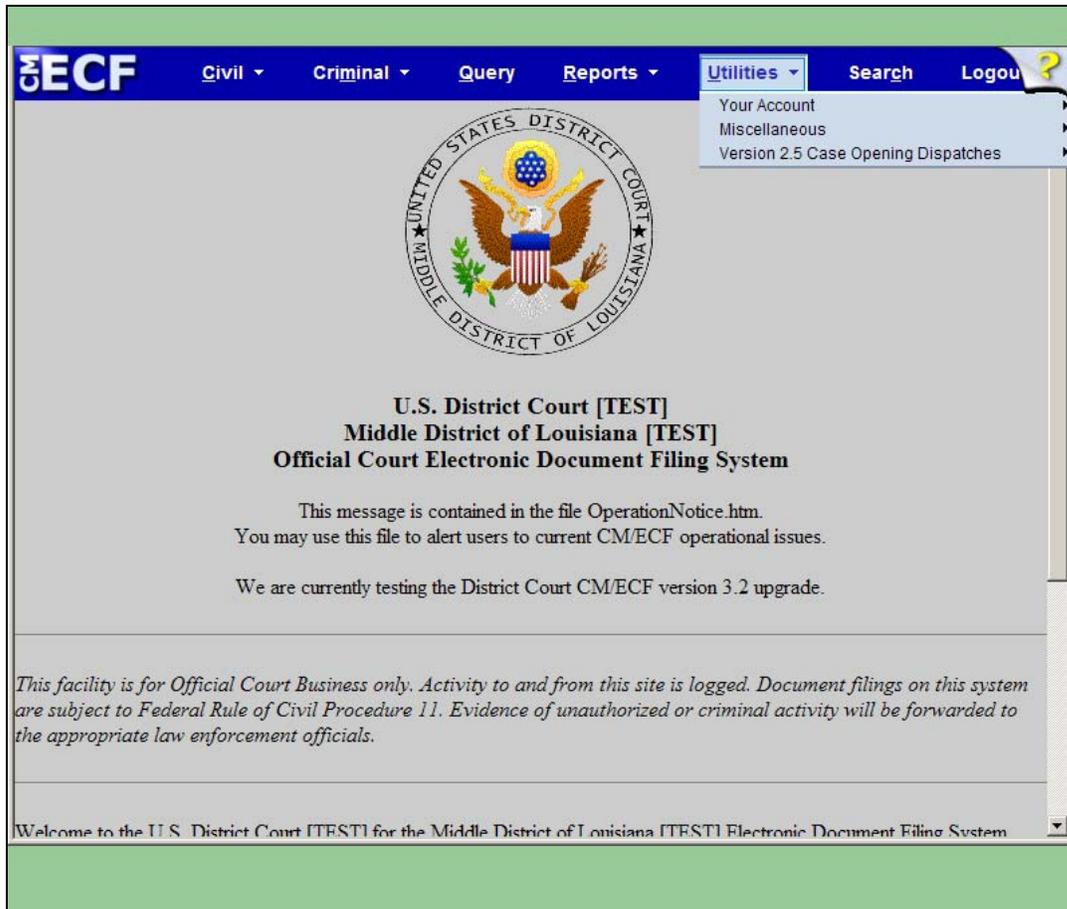
**There is a \$.08 per page charge for downloading case information and images of filed documents on this system.** The image of documents are in a portable document format (pdf) which must be viewed/printed using the Adobe Acrobat Reader. If you do not have this plugin installed on your PC, you will need to download it from the [Adobe web site](#).

The Judiciary is always open for suggestions from our electronic public access users for improvements. If you have comments or questions, contact the PACER Service Center by phone at (800) 676-6856 or (210) 301-6440, or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov). If you send email, please include the name of the specific court you are referring to.

This website is on District Court version: CM/ECF-DC V3.2.1

Slide 11

Slide notes: The CM/ECF Main Menu Page Appears.



Slide 12

Slide notes: From the CM/ECF Main Menu Screen, select Utilities located on the blue horizontal menu bar

The screenshot shows the ECF (Electronic Case Filing) Utilities screen. The top navigation bar includes the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The Utilities menu is expanded, showing three columns of links. The first column, titled 'Your Account', contains links for 'Maintain Your Account', 'View Your Transaction Log', 'Change Client Code', 'Change Your PACER Login', 'Review Billing History', 'Show PACER Account', 'Remove Default PACER Account', and 'Review Your Bar Information'. The second column, titled 'Miscellaneous', contains links for 'Legal Research ...', 'Mailings...', 'Internet Payment History', and 'Verify a Document'. The third column, titled 'Version 2.5 Case Opening Dispatches', contains a link for 'Open a Civil Case'. A red box highlights the 'Your Account' column, and a blue callout box points to the 'Review Your Bar Information' link with the text 'Click Review Your Bar Information.'

Slide 13

Slide notes: The Utilities Screen appears. This menu presents a list of events that can be electronically filed. From the list, click on Review Your Bar Information

Text Captions: Click Review Your Bar Information.

**ECF** Civil Criminal Query Reports Utilities Search Logou ?

My Middle District of Louisiana Bar Information

**Attorney Information**

**Attorney**

Bar Status: Active Bar Number: Admission Date: Application Date:

**Nicole Toups**  
Toups and Toups  
1600 Pennsylvania Avenue NW  
Washington, DC 20500  
Phone Number: Fax Number: e-mail: nicole\_toups@lamd.uscourts.gov

If the above information needs correcting, please click one of the following links:  
[Maintain Your Address](#)  
[Maintain Your Email](#)

Your Attorney Renewal Fees are current through December 31, 2008.

Please pay your [\\$45 Triennial Dues](#)

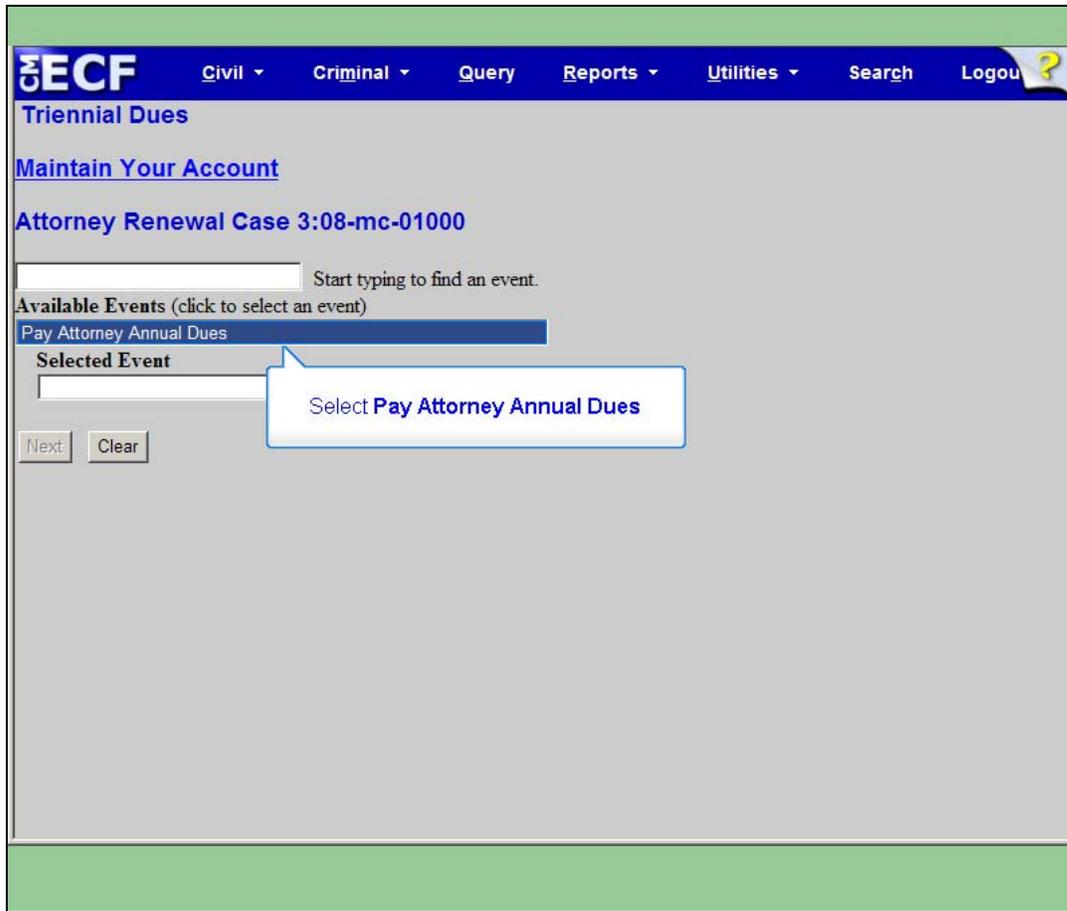
Back

Select **\$45 Triennial Dues**.

Slide 14

Slide notes: The Attorney Information Page Appears. This lists the attorney's address, phone number, fax number and email address for verification. If any of the information is incorrect, there are two links which allow the attorney to correct the information on the spot. Below the address information, is a statement which informs the attorney through which date their fees are current. Once all of the information has been reviewed and corrected if necessary, Select "Pay your \$45 Triennial Dues"

Text Captions: Select \$45 Triennial Dues.



Slide 15

Slide notes: This brings up the available event which will be used to pay the dues. Select "Pay Attorney Annual Dues" from the list

Text Captions: Select Pay Attorney Annual Dues

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logou. Below the navigation bar, the page title is "Triennial Dues". A link "Maintain Your Account" is visible. The main content area displays "Attorney Renewal Case 3:08-mc-01000" and a search input field. Under "Available Events (click to select an event)", the event "Pay Attorney Annual Dues" is selected. Below this, there is a "Selected Event" section with a dropdown menu showing "Pay Attorney Annual Dues". At the bottom of this section are "Next" and "Clear" buttons. A callout box with a blue border and a pointer to the "Next" button contains the text "Click Next".

Slide 16

Slide notes: Click Next

Text Captions: Click Next

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logou. Below the navigation bar, there are links for "Triennial Dues" and "Maintain Your Account". A red box highlights the text "Attorney Renewal Case 3:08-mc-01000". Below this, there is a section for "Civil Case Number" with a text input field. A yellow highlight is placed over the input field and the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field, there are "Next" and "Clear" buttons. A blue callout box points to a "Select Find This Case" button.

Slide 17

Slide notes: This page allows the attorney to enter the case number in which the fee is to be paid. The case number 08-mc-1000 appears on the screen. Once the case number is entered, select "find this case"

Text Captions: Select Find This Case

**ECF** Civil Criminal Query Reports Utilities Search Logout ?

Triennial Dues

[Maintain Your Account](#)

Attorney Renewal Case 3:08-mc-01000

Civil Case Number

3:08-mc-1000

Next Clear

Click Next

Slide 18

Slide notes: Once the case is found, click Next

Text Captions: Click Next



Slide 19

Slide notes: Another screen will appear, simply click Next on this screen to proceed

Text Captions: Click Next

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a green header bar. Below it is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar. The main content area has a light gray background. It starts with the text "Triennial Dues" in blue. Below that is a blue link "Maintain Your Account". The main heading is "Attorney Renewal Case 3:08-mc-01000" in blue, with a sub-link "3:08-mc-01000 Attorney Renewal Case" below it. A red-bordered box contains the following text: "You must verify your current information before making your renewal payment. To verify your information click on utilities, Maintain Your Account." Below this box are two buttons: "Next" and "Clear". The bottom of the page features a green footer bar.

Slide 20

Slide notes: This screen includes an additional reminder concerning the court's need for current address information. If you have verified the information on a previous screen, you can proceed. If not, follow the instruction set forth in the message

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logou (with a question mark icon). Below the navigation bar, the page title is "Triennial Dues". Underneath, there is a link for "Maintain Your Account". The main content area displays "Attorney Renewal Case 3:08-mc-01000" and a sub-link "3:08-mc-01000 Attorney Renewal Case". A red warning message states: "You must verify your current information before making your renewal payment. To verify your information click on utilities, Maintain Your Account." Below this message are two buttons: "Next" and "Clear". A blue callout box with a white border and a pointer to the "Next" button contains the text "Click Next".

Slide 21

Slide notes: Click Next

Text Captions: Click Next

**ECF** Civil Criminal Query Reports Utilities Search Logout ?

Triennial Dues

[Maintain Your Account](#)

**Attorney Renewal Case 3:08-mc-01000**  
[3:08-mc-01000 Attorney Renewal Case](#)

Was the original information correct or incorrect?

correct

incorrect - Corrected information on-line

Next Clear

Slide 22

Slide notes: You are now prompted to acknowledge that you have in fact reviewed the address information and to state whether the information was correct, or that you have corrected the information on a previous screen.

**ECF** Civil Criminal Query Reports Utilities Search Logou ?

Triennial Dues

[Maintain Your Account](#)

**Attorney Renewal Case 3:08-mc-01000**  
[3:08-mc-01000 Attorney Renewal Case](#)

Was the original information correct or incorrect?

correct

incorrect - Corrected information on-line

Next Clear

Select the appropriate radio button

Slide 23

Slide notes: select the appropriate radio button

Text Captions: Select the appropriate radio button

**ECF** Civil Criminal Query Reports Utilities Search Logou ?

Triennial Dues

[Maintain Your Account](#)

**Attorney Renewal Case 3:08-mc-01000**  
[3:08-mc-01000 Attorney Renewal Case](#)

Was the original information correct or incorrect?

correct

incorrect - Corrected information on-line

Next Clear

Click Next

Slide 24

Slide notes: Click Next

Text Captions: Click Next

**ECF** Civil Criminal Query Reports Utilities Search Logout ?

Triennial Dues

[Maintain Your Account](#)

**Attorney Renewal Case 3:08-mc-01000**  
[3:08-mc-01000 Attorney Renewal Case](#)

**A renewal fee of \$45.00 dollars will be charged to your credit card.**

**YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN. DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT RECORD TO THE CASE**

Fee: \$45

Next Clear

## Slide 25

Slide notes: At this point, the attorney is ready to begin the credit card transaction. A note appears stating that "You Must complete the entire transaction to the Notice of electronic filing screen. The application will display a default amount for the renewal fee. This is the amount that will be charged to your credit card at the completion of the event. The amount cannot be modified. If you believe the amount to be incorrect, cancel the event by clicking on any main menu option and contact the court

**ECF** Civil Criminal Query Reports Utilities Search Logout ?

Triennial Dues

[Maintain Your Account](#)

**Attorney Renewal Case 3:08-mc-01000**  
[3:08-mc-01000 Attorney Renewal Case](#)

A renewal fee of \$45.00 dollars will be charged to your credit card.

**YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN. DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT RECORD TO THE CASE**

Fee: \$45

Next Clear

Click Next

Slide 26

Slide notes: Click Next

Text Captions: Click Next



Slide 27

Slide notes: Once the filing fee has been accepted, a message will be displayed indicating the payment processing screen is being loaded. At this point, you will be redirected from CM/ECF to the Pay.gov Internet site for entry and approval of the charge of the renewal fee to your credit card

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

**Step 1: Enter Payment Information** 1 | 2

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

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$45.00

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.

Slide 28

Slide notes: The next screen that appears is the payment information screen. On this screen you will enter the appropriate credit card information. Follow the prompts on the screen to fill in the various pieces of information. Required fields are indicated with a red asterisk. You will move to a new field by clicking in the field. Pay special attention to the Note at the bottom of the page regarding the use of the browser's back button to avoid incomplete transactions

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

**Step 1: Enter Payment Information** 1 | 2

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

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$45.00

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 and pages being loaded incorrectly. Please use the links

Click **Continue with Plastic Card Payment**

Slide 29

Slide notes: Once all necessary credit card information has been entered, click the Continue with Plastic Card Payment button to submit the credit card information to Pay.gov

Text Captions: Click Continue with Plastic Card 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
<b>Account Holder Name:</b> Nicole Toups 1600 Pennsylvania Avenue NW <b>Billing Address 2:</b> City: State / Province: <b>Zip / Postal Code:</b> 20500 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 4 / 2012	<b>Payment Amount:</b> \$45.00 <b>Transaction Date and Time:</b> 09/29/2008 11:21 EDT

**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.  \*

Slide 30

Slide notes: Once the credit card information has been entered, a payment summary screen is displayed. This screen provides an opportunity to review the Payment information you entered on the previous screen. Review the information for correctness. If changes need to be made, click the "Edit this Information" hyperlink, at the top left of the screen, this will take you back to the Payment information screen. You would then correct the necessary information, and then resubmit the Payment screen. On this screen you may also enter one or more email addresses in the Email Confirmation Receipt field. This will generate an email confirmation of the charge to your credit card.

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

**Step 2: Authorize Payment** 1 | 2

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

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Nicole Toups 1600 Pennsylvania Avenue NW <b>Billing Address 2:</b> City: State / Province: <b>Zip / Postal Code:</b> 20500 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 4 / 2012  Animation (800 x 600) (X:0; Y:30)	<b>Payment Amount:</b> \$45.00 <b>Transaction Date:</b> 09/29/2008 11:21 and Time: EDT

**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.

Slide 31  
Slide notes:

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Nicole Toups 1600 Pennsylvania <b>Billing Address:</b> Avenue NW <b>Billing Address 2:</b> City: State / Province: Zip / Postal Code: 20500 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 4 / 2012	<b>Payment Amount:</b> \$45.00 <b>Transaction Date:</b> 09/29/2008 11:21 <b>and Time:</b> EDT
<b>Email Confirmation Receipt</b> To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
<b>Email Address:</b> <input type="text"/> <b>Confirm Email Address:</b> <input type="text"/> <b>CC:</b> <input type="text"/> <small>Separate multiple email addresses with a comma</small>		
<b>Authorization and Disclosure</b> 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. <input type="checkbox"/> * 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 the back button and pages being loaded incorrectly. Please use the links provided whenever possible.		

Select I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

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Slide notes: - If all of the information is correct, click the authorization check box, indicated by the red asterisk

Text Captions: Select I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Nicole Toups 1600 Pennsylvania <b>Billing Address:</b> Avenue NW <b>Billing Address 2:</b> <b>City:</b> <b>State / Province:</b> <b>Zip / Postal Code:</b> 20500 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 4 / 2012	<b>Payment Amount:</b> \$45.00 <b>Transaction Date</b> 09/29/2008 11:21 <b>and Time:</b> EDT

**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

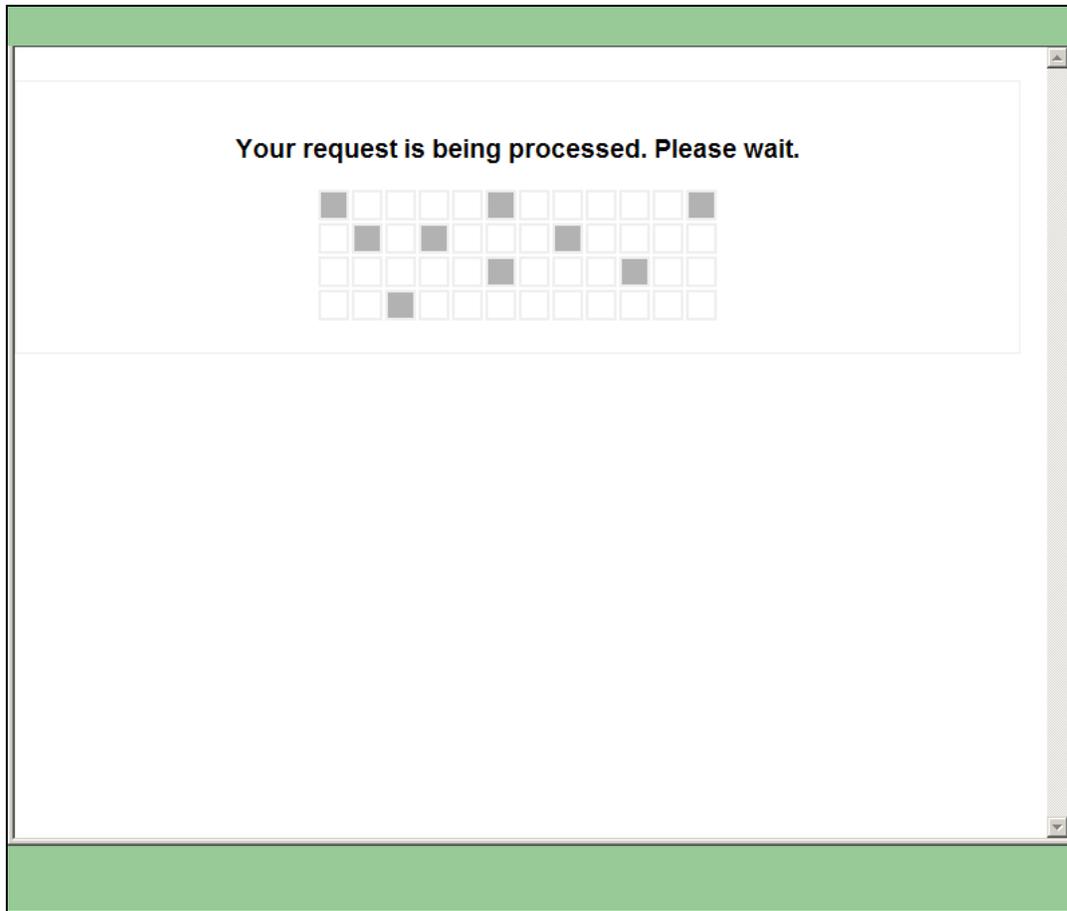
**Authorization and Disclosure**  
**Required fields are indicated with a red asterisk \***  
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*  
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's back button and pages being loaded incorrectly. Please use the links [Click Submit Payment](#) e data being transmitted

Slide 33

Slide notes: Then click the submit payment button. Again, avoid use of the browser's back button if possible

Text Captions: Click Submit Payment



Slide 34

Slide notes: Processing the charge to your credit card will take a minute, To avoid cancelling the charge or the possibility of duplicate charges, wait for the processing to be completed.

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logou. Below the navigation bar, the page title is "Triennial Dues". Underneath, there is a link for "Maintain Your Account" and a heading for "Attorney Renewal Case 3:08-mc-01000". A "Next" button is visible, with a callout box pointing to it that says "Click Next". A large red-bordered box contains the following text:

**NOTE:**  
**You MUST complete the entry in order to receive credit for payment of the Triennial Dues.**

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Slide notes: You will know the process has been completed when the next screen appears. Remember to proceed forward in order to receive credit for the payment of the Triennial Dues by clicking next.

Text Captions: Click Next

NOTE:

You **MUST** complete the entry in order to receive credit for payment of the Triennial Dues.

**ECF** Civil Criminal Query Reports Utilities Search Logout ?

Triennial Dues

[Maintain Your Account](#)

**Attorney Renewal Case 3:08-mc-01000**  
[3:08-mc-01000 Attorney Renewal Case](#)

Docket Text: Final Text

**Attorney annual dues paid for in the amount of \$45, receipt number 053N000000000147065. The original information was correct (Toups, Nicole)**

**Attention!!** Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

## Slide 36

Slide notes: The final docket text of the Attorney Renewal event is displayed. You may not edit the final docket text. The text will reflect the payment of the renewal fee as well as the credit card transaction receipt number, assigned by Pay.gov. At this point, the fee has been charged to your credit card and canceling the event will not reverse the charge. If for some reason you need to cancel this filing, you will need to contact the court to initiate a refund of the charge. When you click on the next button, you commit this event to CM/ECF and you can no longer use the back button to make corrections to this event.

The screenshot shows a web interface for the ECF system. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logou. Below the navigation bar, the page title is "Triennial Dues". A link "Maintain Your Account" is visible. The main content area displays "Attorney Renewal Case 3:08-mc-01000" with a sub-link "3:08-mc-01000 Attorney Renewal Case". A "Docket Text: Final Text" section contains a highlighted message: "Attorney annual dues paid for in the amount of \$45, receipt number 053N000000000147065. The original information was correct (Toups, Nicole)". Below this, a red "Attention!!" warning states: "Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom of the content area, there are two buttons: "Next" and "Clear". A callout box with a blue border and white background points to the "Next" button, containing the text "Click Next".

Slide 37

Slide notes: Click Next

Text Captions: Click Next

**ECF** Civil Criminal Query Reports Utilities Search Logou ?

Triennial Dues

[Maintain Your Account](#)

**Attorney Renewal Case 3:08-mc-01000**  
[3:08-mc-01000 Attorney Renewal Case](#)

U.S. District Court [TEST]  
Middle District of Louisiana [TEST]

**Notice of Electronic Filing**

The following transaction was entered by Toups, Nicole on 9/29/2008 at 10:22 AM CDT and filed on 9/29/2008

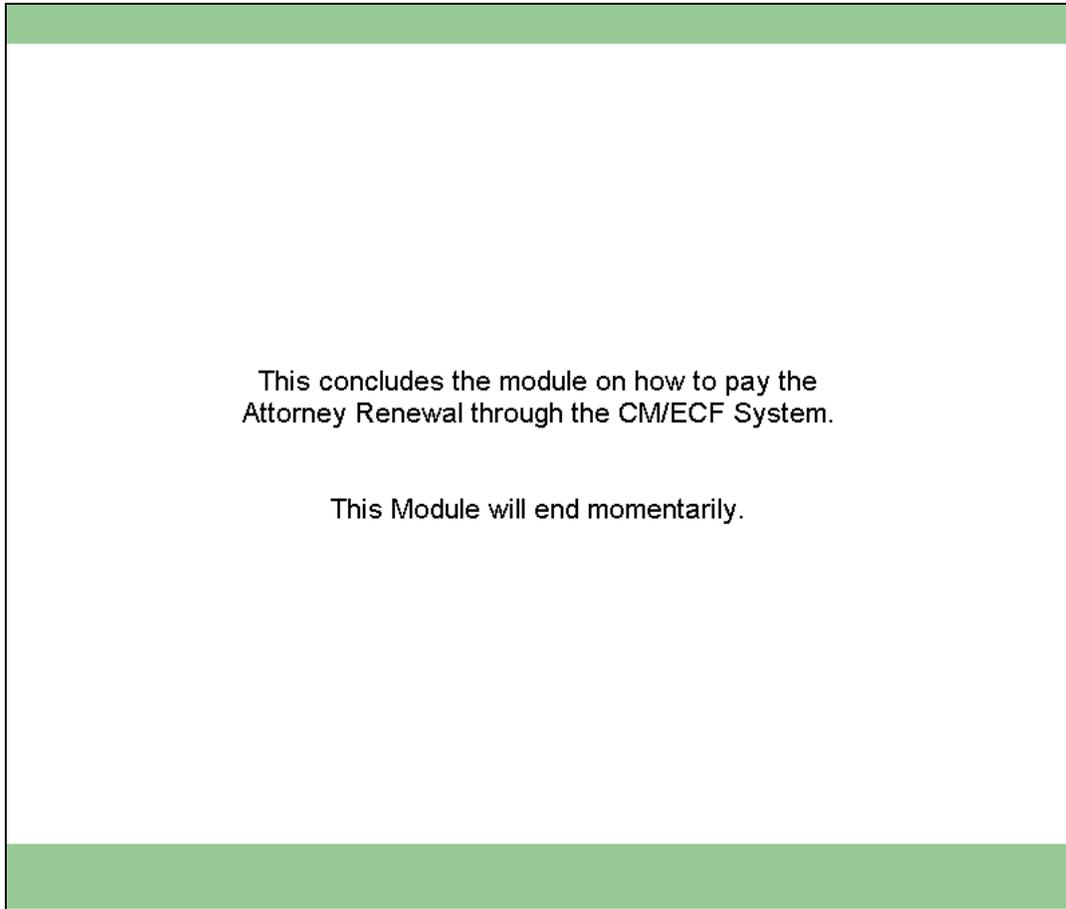
Case Name: Attorney Renewal Case  
Case Number: [3:08-mc-1000](#)  
Filer:  
Document Number: No document attached

Docket Text:  
**Attorney annual dues paid for in the amount of \$45, receipt number 053N000000000147065. The original information was correct (Toups, Nicole)**

3:08-mc-1000 Notice has been electronically mailed to:  
3:08-mc-1000 Notice has been delivered by other means to:

Slide 38

Slide notes: The Notice of Electronic filing is the final screen displayed.



Slide 39

Slide notes: This concludes the module on how to pay the Attorney Renewal through the CM/ECF system. This module will end momentarily.

Text Captions: This concludes the module on how to pay the Attorney Renewal through the CM/ECF System.

This Module will end momentarily.