

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

Pursuant to Local Rule 12.01(E), the Eastern District of Missouri will conduct Bar Membership Re-Registration every four years. All attorneys who are Actively admitted to this Court must re-register their bar admission. The purpose of the re-registration is to keep the court's attorney database accurate. The fee for 2023 is \$75.00 and covers all four years until the next re-registration period begins.

Please have your PACER username and password and either your checking account information or a credit card available before beginning this process. Each attorney must submit a re-registration on his or her own behalf using a PACER account. If your contact information has changed, you must submit name, address, and email through your PACER account.

Please follow all instructions as outlined here:

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

**USING YOUR PACER USERNAME AND PASSWORD, LOGIN TO
CM/ECF**

If you do not know your username and password, you must contact PACER to obtain this information. The Court does not know your login credentials. PACER may be reached at <https://pacer.uscourts.gov/> or 800-676-6856.

From the Menu Bar in CM/ECF, select **Civil**

If you do not see **Civil** on the menu bar, you must contact the Court or PACER for assistance before you may proceed.

Select **Reregistration**

Left click on the Event **2 PAY RE-REGISTRATION FEE**

Cause Number **4:22-mc-09999** will be displayed

**[NOTE: THIS IS A GENERIC CASE NUMBER TO BE USED FOR
ATTORNEY RE-REGISTRATION ONLY. DO NOT CLICK ON THE
CASE NUMBER OR NAME.]**

Click **Next** until you see the screen that prompts you to enter your bar number. Type your bar number in the box

Your Eastern District of Missouri bar number is the state bar number where you primarily practice law, plus the two-state abbreviation. For example, if your primary practice is in Missouri and your Missouri State Bar Number is 12345,

your bar number in this court will be **12345MO**. Bar numbers may be verified using the Attorney Bar Search feature on the Court's website:
<https://www.moed.uscourts.gov/attorneys>

Click **Next** to continue to the payment process. You will be asked to re-enter your PACER login because you are completing a financial transaction.

You may choose to pay with a Bank Account Debit (checking account) or by Credit Card. There is an option to enter card information manually.

After authorizing and submitting your payment, you must continue to click "Next" or "Submit" on each screen until you get reach the Notice of Electronic Filing screen. If you will need a receipt of this transaction, please print or save this page for your records.

YOU ARE NOW RE-REGISTERED FOR THE BAR OF THE EASTERN DISTRICT OF MISSOURI. **THANK YOU!**