

**UNITED STATES DISTRICT COURT: MIDDLE DISTRICT OF ALABAMA in Montgomery
IF YOU LAST RENEWED OR WERE ADMITTED DURING CALENDAR YEAR 2018
THEN YOU ARE DUE TO RENEW BY MARCH 1, 2024**

In accordance with the provisions of Fed. R. Civ. P. 5(b)(2)(E), I understand that service, except for original process, will be given to me by electronic means. I agree to waive the provisions of Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(c) providing service of notice of the entry of an order or judgment by mail and consent that such notice may be served by electronic means. I am a member of the bar in good standing or permitted by statute or Local Rule to appear without being a member of the bar. I understand that this electronic notice will be in lieu of notice by mail.

- This CM/ECF system is for use only in cases designated by the US District Court for the Middle District of Alabama.
- All attorneys who wish to practice in this court must register for Electronic Noticing (E-Service) per General Order 3164.
- This system may be used by attorneys to file electronic documents. A Users login as issued by the court, combined with the password, serves as and constitutes the attorney signature.
- Attorneys must be members in good standing of the bar of this Court, or permitted by statute or Local Rule to appear without being a member of the bar, to file documents electronically.
- CM/ECF Users agree to abide by the rules and orders of this court and the Civil and/or Criminal Administrative Procedures (available on-line) concerning CM/ECF.

APPLICATION TO CONTINUE A MEMBER OF FEDERAL BAR IN GOOD STANDING

PLEASE PRINT OR TYPE			
Mr./Mrs./Ms.	Full First Name	Full Middle Name	Full Last Name
Alabama Bar Number (include dashes, example: ASB-9999-X44X, where 9999 is last four digits of the social security number) or other state bar number. (Required)			
Law Firm/Company Name (if applicable):			
Mailing Address			
City/State/Zip Code			
Business Telephone No. (with area code)		Business Fax No. (with area code)	
Name when initially admitted to Practice, or any other names used (If different than above):			
Name as it appears on Pleadings (If different than above):			

REGISTRATION FOR CM/ECF E-Service and E-Filing

You must have an upgraded PACER account to electronically file documents with the Court. You should login to your individual upgraded PACER account to request electronic filing with the Middle District if you currently are unable to file. *DO NOT request e-filing credentials using a firm Pacer account. If you have changes to your address, email, or other contact information you must submit the updates via PACER to the court. NOTE: Email addresses (primary email) must be attorney email address, others are considered as secondary.

I certify that I am a member in good standing of the Alabama State Bar.

Signature: _____

Date: _____

Fill out this form and electronically file this renewal through the CM/ECF system, which will also allow the fee payment to be processed through Pay.gov. If you are exempt from e-filing, you also have the option to print this form, affix your original ink signature, and then mail this form with the \$85 renewal fee made payable to:

CLERK, U.S. DISTRICT COURT
ONE CHURCH STREET, SUITE B-110
MONTGOMERY AL 36104

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF ALABAMA

OFFICE OF THE CLERK OF COURT

ONE CHURCH STREET, RM B-110
MONTGOMERY, ALABAMA 36104

TREY GRANGER, CLERK
TELEPHONE (334) 954-3600

Attorney Renewal Instructions

Upon receipt of an email notification from the Court indicating that you owe a renewal fee, please review, and follow the information below to ensure you remain in good standing to practice in the United States District Court for the Middle District of Alabama.

Effective January 1, 2008, the United States District Court for the Middle District of Alabama began requiring renewal to the Bar every five years. (The General Standing Order may be viewed on the Court Website). The renewal process consists of logging into the court's CM/ECF system and entering a docket entry in the attorney renewal MC case using the Attorney Renewal event. The process will be the same as any other electronic submission you make to the court through CM/ECF.

Counsel will be required to attach in PDF format the completed attorney renewal form which was attached to the email notification for renewal. The renewal fee of \$85 will be made online by credit card during the docketing of the event. Attorneys failing to submit their renewal form and fee by March 1 shall be considered delinquent until the renewal form and fee is submitted to the Court. If you are not able to electronically file, the form may be mailed to the Clerk's Office along with your payment of \$85 made payable to *Clerk, US District Court*.

If you have any difficulty with the process, please call us at 334-954-3600.

Steps to Electronically File Your Renewal

1. Log in to the Court's CM/ECF system – <https://ecf.almd.uscourts.gov/>
2. Once logged in, you will select the **CIVIL** tab and see the heading: **Attorney Information**. You will click the link: **Attorney Renewal**
3. Use the following miscellaneous case number to docket your renewal with the court:
2:24-MC-1000-ECM
4. Follow the prompts, including the credit card payment screen, until the event is complete and submitted. Please do not use your back button after you have submitted the credit card screen as this will result in double payment.