


Payment of Attorney Triennial Registration Dues for 2017-2019

All ACTIVE attorneys must pay their \$45.00 triennial registration dues through CMECF with a credit card. Only attorneys that have an exemption are allowed to pay without going through the CMECF system (check or credit card).

Once an attorney logs in, the main screen will display the following message. The message will no longer be displayed after the fees have been paid.

Your LAED bar registration fee of \$45.00 for 2017-2019 is currently due. Click [here](#) to pay now.



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

Your LAED bar registration fee for 2017-2019 is over due.
[Pay Your \\$45 Registration Fee Now](#)
It may take up to 24 hours to process your payment and update your registration status.
[Check Your Registration Information](#)

If you have any questions, please contact the Attorney Registration Clerk via email at atty_info@laed.uscourts.gov

After clicking on the hyperlink, the following screen will be displayed.

LAED Attorney Registration Fee 2017-2019

You are about to start the LAED Attorney Registration process. **Please be sure to finish the ENTIRE process.** After entering your credit card information, a payment receipt will be displayed. Be sure to click on **NEXT** to continue the process until a Notice of Electronic Filing screen is displayed showing the case number and document number.

Once the attorney clicks Next, they will see one of two following screens:

If the attorney **is not linked to a law firm**, any necessary address corrections can be made and the registration fee paid.

LAED Attorney Registration Fee 2017-2019

Please verify the following information carefully

Name: Joe Attorney1
Bar Number: 1111
Email: joe@email.org
Alt. Email:
Phone:

Mailing Address:
Burger & Burger
1111 Royal St.

New Orleans, LA 70130

To make corrections, click on [Maintain Your Account](#). Once completed, select Utilities on the top menu, and then select Registration - Fee.

I confirm the above information is correct
 Yes No

If the attorney **is linked to a law firm**, they cannot make any corrections to their mailing address, only their name, email address and telephone number. They can continue to pay their registration fee even if the information is incorrect. The attorney must email the attorney registration clerk at atty_info@laed.uscourts.gov to update the mailing address.

LAED Attorney Registration Fee 2017-2019

Please verify the following information carefully

Name: Sarah Attorney7
Bar Number: 1117
Email: attorney7@example.com
Alt. Email:
Phone:

**** You can continue with this registration and payment even if your mailing address is not up-to-date. You can not change your mailing address online since you are associated with a law firm. To update your mailing address or law firm status, send an email to atty_info@laed.uscourts.gov ****

To update your name, email or phone number, click on [Maintain Your Account](#). Once completed, select Utilities on the top menu, and then select Registration - Fee.

I confirm the above information is correct
 Yes No

The attorney must confirm the information is correct by checking **Yes** in order to proceed to pay the fee. The following screen will allow the attorney to select the event **Registration Fee Payment** and will not allow them to enter a case number.

LAED Attorney Registration Fee 2017-2019

Start typing to find an event.

Available Events (click to select an event) **Selected Event**

Registration Fee Payment

After selecting the event, the next screen will allow the attorney to enter any additional bar admissions since their last registration.

LAED Attorney Registration Fee 2017-2019

Enter additional bar admissions since the last registration (ex,Southern District of Texas,2017):

LAED Attorney Registration Fee 2017-2019

Fee: \$45

Once you have clicked on the Next button, you CANNOT use your browser Back button.

LAED Attorney Registration Fee 2017-2019

Your payment has been submitted but your registration is NOT complete.

To complete your registration, you must click on **Next** until you see **Notice of Electronic Filing** displayed.

After completing the payment through Pay.gov and submitting the transaction, the NEF will be displayed. No document is attached and no NEF is sent to anyone. A record history of each triennial payment will be maintained in a private, court only, administrative case.

LAED Attorney Registration Fee 2017-2019

U.S. District Court

Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered by Attorney1, Joe on 12/29/2016 at 9:55 AM CST and filed on 12/29/2016

Case Name: Attorney Registration Information 2017-2019

Case Number: [2:17-mc-99999](#)

Filer:

Document Number: 12(No document attached)

Docket Text:

[Registration fee payment for 2017-2019 \(\\$45 receipt number 053L-211605\). Joe Attorney1, 1111, joe@email.org., \(Attorney1, Joe\)](#)

If an attorney has inadvertently paid the triennial fee twice, a refund can be requested. Under **Utilities**, the event **Registration Fee Refund** must be selected.

The reason for the refund request and the receipt number must be entered in the appropriate fields.

Enter reason for refund request:	<input type="text"/>
Enter receipt number:	<input type="text"/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

After submitting the transaction, the NEF will be displayed.

The Financial Unit will automatically receive the NEF in order to begin the process of refunding the fee.