

Payment of Attorney Triennial Dues for 2023-2025

All ACTIVE attorneys must pay their \$45.00 triennial dues through CM/ECF with a credit card. Only attorneys who have an exemption are allowed to pay without going through the CM/ECF 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 and the account has been updated.



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

Your LAED Triennial Dues for 2023-2025 must be paid by March 1st.

[Pay Your \\$45 Triennial Dues 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 ECF_Registration@laed.uscourts.gov

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

LAED Attorney Registration Fee 2023-2025

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, the attorney will see the following screen:

Any necessary address, phone number, or email address corrections must be made by logging into PACER and selecting Manage My Account – Maintenance – Update Address Information. Updates can be made and sent electronically to the court through PACER.

LAED Attorney Registration Fee 2023-2025

Please verify the following information carefully

Name: Hal Attorney4
Bar Number: 1114
Email:
Alt. Email:
Phone:

Mailing Address:
Burger & Burger
1111 Royal St.
New Orleans, LA 70130

To make corrections, click on [Pacer link](#). 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 2023-2025

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 the attorney's last registration.

LAED Attorney Registration Fee 2023-2025

Enter additional bar admissions since the last registration (ex,Southern District of Texas,2023):

Next

Clear

LAED Attorney Registration Fee 2023-2025

Fee: \$45

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

Next

Clear

LAED Attorney Registration Fee 2023-2025

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.

Next

Clear

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 2023-2025

U.S. District Court

Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered by Attorney4, Hal on 1/6/2023 at 12:50 PM CST and filed on 1/6/2023

Case Name: Attorney Registration Information 2023-2025

Case Number: [2:23-mc-99999](#)

Filer:

Document Number: 1(No document attached)

Docket Text:

Registration fee payment for 2023-2025 (\$45 receipt number ALAETDC-241754). Hal Attorney4, 1114, (Attorney4, Hal)

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.

LAED Attorney Registration Fee 2023-2025 REFUND

Enter reason for refund request:

Enter receipt number:

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.