

Payment of Attorney Triennial Registration Dues for 2020-2022

All ACTIVE attorneys must pay their \$45.00 triennial registration 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).

On November 12, 2019, the Eastern District of Louisiana implemented CM/ECF NextGen and since that date, to file in CM/ECF each attorney must have linked his/her CM/ECF account to his/her individual PACER account. Instructions on linking can be found on the court's website, www.laed.uscourts.gov.

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 for 2020-2022 is due by March 1st. 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 2020-2022 is due by March 1st.

[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 ECF_Registration@laed.uscourts.gov

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

LAED Attorney Registration Fee 2020-2022

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 2020-2022

Please verify the following information carefully

Name: Attorney W Dummy
Bar Number: 12345
Email: laedpacer+attorneywdummy@gmail.com
Alt. Email:
Phone: 504-589-7773

Mailing Address:

500 Poydras St
Room C-151
Metairie, LA 70130
Jefferson, USA

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

Next

Clear

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 2020-2022

Start typing to find an event.

Available Events (click to select an event)

Registration Fee Payment

Selected Event

Next Clear

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 2020-2022
Enter additional bar admissions since the last registration (ex, Southern District of Texas, 2020):

LAED Attorney Registration Fee 2020-2022
Fee: \$45

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

LAED Attorney Registration Fee 2020-2022

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 2020-2022

U.S. District Court
Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was entered by Attorney4, Hal on 1/6/2020 at 1:38 PM CST and filed on 1/6/2020

Case Name: Attorney Registration Information 2020-2022

Case Number: [2:20-mc-99999](#)

Filer:

Document Number: 2(No document attached)

Docket Text:

Registration fee payment for 2020-2022 (\$45 receipt number ALAETDC-230513). 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 2020-2022 REFUND

Enter reason for refund request:

Enter receipt number:

Next

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.