

U.S. District Court, Eastern District of Oklahoma

Instructions for Payment of the Attorney Biennial Renewal Fee Online (via CM/ECF and Pay.gov)

(Effective 10/1/2024)

Overview:

- Attorneys practicing before this Court must pay a biennial renewal fee in the amount of \$60.00.
- The fee collection period is October 1, 2024 January 31, 2025.
- Federal agency attorneys, including federal public defenders and attorneys employed by the U.S. government in a legal capacity are exempt from the fee. This exemption does NOT include CJA panel attorneys.
- Attorneys newly admitted to the Eastern District during the calendar year 2024 are also exempt from the renewal fee.
- Attorneys paying the biennial renewal fee must be considered in good standing.
- To make the biennial renewal fee payment, an attorney must have linked their PACER and CM/ECF accounts.
- Fee payments are made through the court's case management system (CM/ECF) into a specially designated case, 24-mc-900. DO NOT file the biennial renewal fee in a civil case.
- Failure to pay the biennial renewal fee by January 31, 2025, will result in the removal of the attorney from the court's active attorney rolls.
- Attorneys making payment of the biennial fee payment after January 31, 2025, will incur an additional \$30.00 charge (for a total of \$90.00) to reinstate their account to an active, good standing status.

STEP	ACTION			
1	Login to NextGen CM/ECF through PACER using the login and password of the federal bar member for whom the dues payment is being made. If the paying attorney's login and password credentials are not used, the payment will not be applied correctly.			
2	On the CM/ECF home page; select Utilities from the menu bar.			
3	On the Utilities page, click the hyperlink for Attorney Biennial Bar Dues .			
4	Click on 2024 OKED Biennial Bar Dues under "Available Events" and populate the "Selected Event" box. Click Next .			
	Attorney Biennial Bar Dues Available Events (click to select an event) 2024 OKED Biennial Bar Dues Next Clear			
5	The OKED Federal Bar Dues Online Payment screens will be displayed. Click the Next button to continue through the information pages. NOTE: Attorneys employed by the U.S. government and serving in a legal capacity for it are exempt from the Biennial Fee. If you are a government attorney, do not proceed with the submission of this fee. CJA panel attorneys are not covered by the exemption. $\boxed{CM \bigoplus ECF \ Civil \ Criminal \ Query \ Reports \ Utilities \ Search \ Help \ Log Out}$ Attorney Biennial Bar Dues 6:24-mc-00900 In re: 2024 Attorney Biennial Fee DO NOT USE YOUR LOGIN TO PAY THE FEE FOR ANOTHER ATTORNEY. A member of the Federal Bar must pay dues before January 31 in every odd numbered year. Payments made after the due date will incur an additional 30.00 charge. To pay online, you must be logged into the CM/ECF account of the Federal Bar member for whom payment is being made. If you have any questions, call 918-684-7920.			
	Attorney Biennial Bar Dues 6:24-mc-00900 In re: 2024 Attorney Biennial Fee ATTENTION: An administrative fee will be applied to your bank account or charged to your credit/debit card from Pay.gov after completion of payment information. A fee will be charged for all returned or denied payments. Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov. IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN! DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR REQUEST WILL NOT BE PROCESSED. Next Clear			

6	The miscellaneous case where your payment is filed will be populated automatically. The screen will indicate the amount of the fee being charged, \$60.00. If payment is being made after the 1/31/2025 cutoff date, you will be charged an additional \$30.00 for a total of \$90.00.				
	CMmECF Civil + Criminal + Query Reports + Utilities + Search Help Log Out Attorney Biennial Bar Dues 6:24-mc-00900 In re: 2024 Attorney Biennial Fee Fee: \$60 Next Clear				
7	The CM/ECF screen loads the PACER payment screen. You may need to log in again using your PACER-CM/ECF single sign-on login and password.	n,			

STEP	ACTION					
8	PACER takes you to a "Manage My Account" payment screen. You are offered the choice of using the registered credit card for your account, or you may enter a different credit card. If you prefer, you can also make a ACH (bank account) transaction to complete your transaction.					
	Credit Card Payment					
	Public Access To Court Electronic Records					
	Manage My Account					
	TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN					
	Account Number7002417Usernameokedatty3Account Balance\$0.00Case Search StatusActiveAccount TypeUpgraded PACER Account					
	Pay Filing Fee for Oklahoma Eastern District Court (test)					
	* Required Information					
	Payment Amount					
	Amount Due * \$60.00					
	Select a Payment Method					
	 Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter an ACH account 					
	Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit. Next Cancel					

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	ACH (bank account) transaction				
	Account Number7002417Usernameokedatty3Account Balance\$0.00Case Search StatusActiveAccount TypeUpgraded PACER Account				
	Pay Filing Fee for Oklahoma Eastern District Court (test)				
	* Required Information				
	Payment Amount				
	Amount Due * \$60.00				
	Select a Payment Method				
	VISA				
	Test Attorney XXXXXXXX2222 01/2026				
	Test Attorney XXXXXXXX2222 01/2026 C Enter a credit card				
	Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter an ACH account				
	Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter an ACH account				
	VISA Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter a credit card Enter an ACH account ACH About ACH Debit Routing Number 1234 55 78 9				
	VISA Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter a credit card Enter an ACH account Acceff About ACH Debit Routing Number 1234 55 78 90 Account Holder Name* John Public	6			
	VISA Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter an ACH account Acctr About ACH Debit Routing Number 1234,55785 Account Holder Name* John Public Account Number *	6			
	VISA Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter an ACH account Acctrl About ACH Debit Routing Number 1234,55785 Account Number 1234,55785 Account Holder Name* John Public Account Number * Confirm Account Number *	0 0 0			
	VISA Test Attorney XXXXXXXX2222 01/2026 Enter a credit card Enter an ACH account Accurr Account Number 1234,55785 Account Number 1234,55785 Account Holder Name* John Public Account Number * Confirm Account Number * Routing Number *	8 8 8 8			

The next screen in F	ACER is the Payment Summary and Authorization page.
 Verify that the Add the e-m Confirm auth Click Submit 	e correct method of payment was used. ail address where the financial receipt should be sent. orization for payment.
Account Number Username Account Balance Case Search Status Account Type	7002417 okedatty3 \$0.00 Active Upgraded PACER Account
Pay Filing Fee for Oklah	oma Eastern District Court (test)
Payment Summary Payment Method VISA XXXXXXXXXX2222 01/2026 Test Attorney 123 Any Street Muskogee, OK 10022 USA	Payment DetailsPayment Amount\$60.00Fee TypeFiling Fee
Email Receipt	
Email Confirm Email Additional Email Addresses	registration_oked@oked.uscourts.gov registration_oked@oked.uscourts.gov
Authorization	
I authorize a cha card issuer agree Please authoriz	rge to my credit card for the amount above in accordance with my ement. * re use of this electronic debit
Note: We protect the se Layer (SSL) software, v	ecurity of your information during transmission using Secure Sockets which encrypts information you submit.

STEP	ACTION				
10	Once the payment process is finished, you will be returned to CM/ECF. You complete the CM/ECF filing process until the Notice of Electronic (NEF) screed displayed to ensure the payment is properly registered in CM/ECF. Click N	<u>u MUST</u> een is ext .			
	CM ECF Civil Criminal Query Reports Utilities Search Help Attorney Biennial Bar Dues	Log Out			
	6:24-mc-00900 In re: 2024 Attorney Biennial Fee Next Clear				
11	The final text screen shows the attorney, amount and receipt number of the payment. Clicking Next commits the transaction.	biennial fee			
	CMmECF Civil Criminal Query Reports Utilities Search Help Log Attorney Biennial Bar Dues 6:24-mc-00900 In re: 2024 Attorney Biennial Fee	g Out			
	Docket Text: Final Text 2024 Biennial fee payment Test3 Attorney3, in the amount of \$60, receipt number AOKEXDC-684094(Attorney3, Test3)				
	Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?				
	Next Clear				
12	2 The Notice of Electronic Filing screen confirms that you have successfully complet the Biennial Renewal Fee payment process.				
	CM ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out				
	Attorney Biennial Bar Dues 6:24-mc-00900 In re: 2024 Attorney Biennial Fee				
	U.S. District Court				
	Eastern District of Oklahoma [TEST]				
	The following transaction was entered by Attorney3, Test3 on 7/11/2024 at 4:19 PM CDT and filed on 7/11/2024 Case Name: In re: 2024 Attorney Biennial Fee Case Number: <u>6:24-mc-00900</u>				
	Filer: Document Number: 1(No document attached)				
	Docket Text: 2024 Biennial fee payment Test3 Attorney3, in the amount of \$60, receipt number AOKEXDC- 684094(Attorney3, Test3)				
	6:24-mc-00900 Notice has been electronically mailed to:				
	6:24-mc-00900 Notice will not be electronically mailed to:				

STEP	ACTION							
13	 If you entered an e-mail address during the payment process, you will receive a receipt from the financial institution. NOTE: The Tracking ID number is your receipt number. This originated on a test/development server. Your payment has been successfully processed and the details are below. If you have any questions or you wish to cancel this payment, please contact: the Clerk's Office at 918-684-7920. Account Number: 7002417 Court: OKLAHOMA EASTERN DISTRICT COURT (TEST) Amount: \$60.00 Tracking Id: AOKEXDC-684094 Approval Code: A1BIC1 Card Number: ************************************							
	NOTE: This is an automated message. Please do not reply							
14	To determine whether a payment was successfully completed, go to Utilitie the <i>Internet Payment History</i> report.	es and run						
	U.S. District Court Eastern District of Oklahoma [TEST] Internet Payment History for Attorney3, Test3							
	Case no. Date Paid Description Payment Method Receipt # Amo	unt						
	6:24- mc- 00900 2024-07-11 15:59:19 Biennial Bar Dues Payment(6:24-mc-00900) [misc atybifee] (60.00) Cr card AOKEXDC- 684085 \$ 60.	00						
	6:24- mc- 00900 2024-07-11 16:18:23 Biennial Bar Dues Payment(6:24-mc-00900) [misc atybifee] (60.00) cr card AOKEXDC- 684094 \$ 60.	00						
	You can also review your transaction on the docket sheet established for the Biennial Renewal Fee, 24-mc-900.							
	U.S. District Court Eastern District of Oklahoma [TEST] (Muskogee) CIVIL DOCKET FOR CASE #: 6:24-mc-00900							
	In re: 2024 Attorney Biennial Fee Date Filed: 07/11/2024 Assigned to: Cause: civil miscellaneous case							
	<u>In Ke</u> 2024 Attorney Biennial Fee							
	Date Filed # Docket Text 07/11/2024 1 2024 Biennial fee payment Test3 Attorney3, in the amount of \$60, receipt number AOKEXDC-							
	684094(Attorney3, Test3) (Entered: 07/11/2024)							