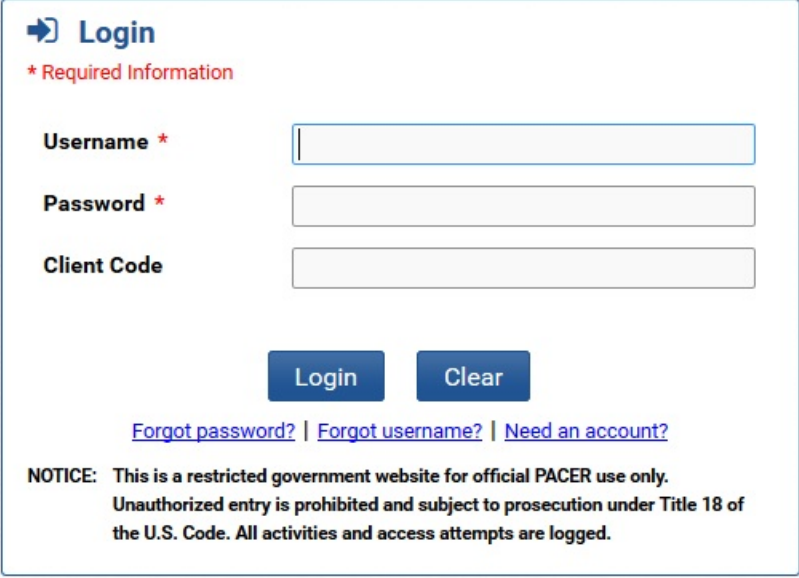


HOW TO PAY THE FEE FOR PERMANENT ADMISSION

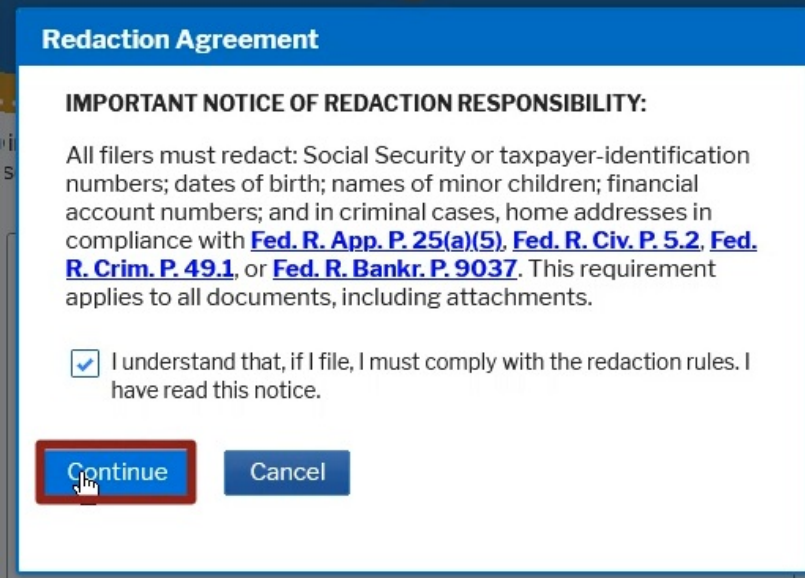
Attorneys receive an email with a link to the Courts Bar Admission Utility via the PACER website. Click the link and follow these steps to pay the \$238.00 fee.

1. Enter your individual Pacer Username and Password then click Login.



The screenshot shows the PACER Login page. At the top left, there is a blue arrow icon followed by the word "Login" in bold. Below this, the text "* Required Information" is displayed in red. There are three input fields: "Username *" with a blue border, "Password *" with a grey border, and "Client Code" with a grey border. Below the input fields are two blue buttons: "Login" and "Clear". Underneath the buttons are three links: "Forgot password?", "Forgot username?", and "Need an account?". At the bottom, a "NOTICE" section states: "This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

2. Check the box to indicate you will comply with the Redaction Agreement and click Continue.



The screenshot shows a "Redaction Agreement" dialog box. The title bar is blue with the text "Redaction Agreement" in white. The main content area has a white background with a blue border. It starts with the heading "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:" in bold. Below this, the text reads: "All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments." Below the text is a checkbox that is checked, followed by the text: "I understand that, if I file, I must comply with the redaction rules. I have read this notice." At the bottom, there are two buttons: "Continue" (highlighted with a red box) and "Cancel".

- The Bar Admission screen appears displaying the specific Court, the Bar Status and the Fee Amount. Click the Pay Fee button.

CM ECF FEDERAL DISTRICT COURT OF NEW YORK - NORTHERN DISTRICT (Syracuse) (EJL) - FEDERAL CIVIL COURT (Syracuse, NY)

Civil Criminal Query Reports Utilities Help Logout

Bar Admission

Jurisdiction
New York Northern

Bar Status
Active

Fee Amount
\$231.00

View Submitted Documents

Document	Description	Size
831(b).pdf		440931

[Pay Fee](#)

- You are then redirected back to PACER to complete the payment. Enter your PACER Username and Password and click Login.

Login

* Required Information

Username * carmenluna

Password * ●●●●●●●●●●

[Login](#) [Clear](#) [Cancel](#)

Not carmenluna? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All

5. Choose the default credit card stored in your PACER account or enter a different card or choose direct ACH debit. Select a payment method and click Next.

MANAGE MY ACCOUNT

Welcome, Roxanne Melman Logout

Account Number	7033787
Username	roxymel1993
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account


Pay Attorney Admission/Renewal Fee for New York Northern District Court (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * \$231.00

Select a Payment Method

 VISA

Roxy Melman
XXXXXXXXXXXX4747
03/2020

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.

6. Enter and confirm your primary email address to receive an electronic receipt.

Email Receipt

Email

Confirm Email

Additional Email
Addresses

7. Check the box to authorize a charge to the credit card then click Submit.

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

8. You should then see a displayed receipt indicating your payment was successful.

Your payment is complete. [Print](#) the payment receipt.

Receipt	ANYNXDC-3952990
Payment Date	03/27/2018
Amount	\$231.00
Fee Type	attorney admission