

UNITED STATES DISTRICT COURT  
DISTRICT OF PUERTO RICO



Annual Attorney Renewal  
Instructions

[RULE 83A - ATTORNEYS: ADMISSION TO THE BAR](#)

Prepare Your Information

You will need:

- Your PACER login information
- A credit card
- Accurate billing address information
- Your DPR issued bar number

**\*ATTORNEYS: your payment will only be accepted when logging in with YOUR username and password. Payments made with username and password of another attorney on behalf of your bar fee payment will be rejected and refunded.\***

Verify Your Contact Information

1. Login to [DPR CM/ECF](#) using your PACER login information.

**Puerto Rico District Court Login**

**\* Required Information**

**Username \***

**Password \***

**Client Code**

Login

Clear

***\*You do not need a Client Code.***

2. Check the redaction agreement box and click continue.

**Redaction Agreement**

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:**



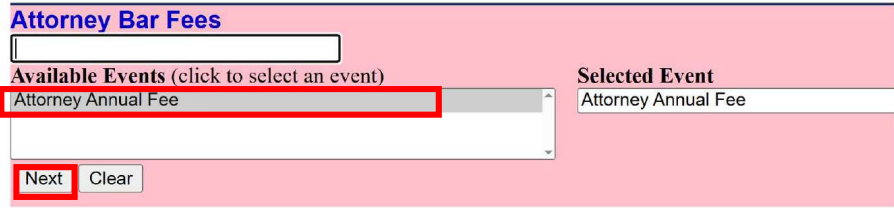

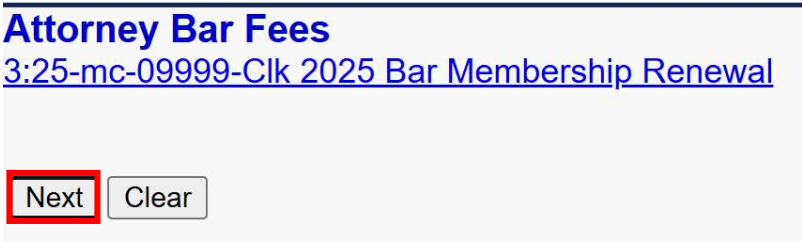

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☐

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue

Cancel

3. Click on the Civil tab.	
4. Click on Attorney Bar Fee.	
5. Click on Attorney Annual Fee and click Next. *When you click on the event, the Selected Event field will auto-fill.	
6. Enter the case number and click Next.	
7. Click Next.	
8. If the information on the screen is not applicable, click Next.	

9. If the information on the screen is correct, click Next.	<p><b>Attorney Bar Fees</b>  <a href="#">3:25-mc-09999-Clk 2024 Annual Attorney Renewal</a></p> <p>PLEASE VERIFY THAT YOU HAVE NOT ALREADY PAID YOUR 2024-2025 ANNUAL RENEWAL FEE BEFORE CONTINUING!</p> <p>You must make sure you comply with Local Rule 83A before continuing with this event.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
10. Click Next.	<p><b>Attorney Bar Fees</b>  <a href="#">3:25-mc-09999-Clk 2024 Annual Attorney Renewal</a></p> <p>IN ORDER TO FILE A RESTRICTED DOCUMENT, YOU MUST COMPLY WITH STANDING ORDER #9.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
11. Do not change restriction, lick Next.	<p><b>Attorney Bar Fees</b>  <a href="#">3:25-mc-09999-Clk 2024 Annual Attorney Renewal</a></p> <p>VIEWING ACCESS FOR THIS DOCUMENT(Who will view the document?)</p> <p>For a <b>PUBLIC</b> document (pursuant to FRCrP 49 and FRCivP 5), <b>CLICK Next</b> (Public Viewing is a Default Setting)</p> <p>If <b>RESTRICTED</b> viewing is required, <b>SELECT</b> the appropriate level of restriction</p> <p>Public - Everyone  All Parties - Attorneys in case and Court  Selected Parties - Attorneys for selected parties and Court  Ex-parte - Filing attorney and Court</p> <p><input checked="" type="radio"/> <b>Public</b>  <input type="radio"/> Parties  <input type="radio"/> Selected Parties  <input type="radio"/> Ex-parte</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
12. Click Next.	<p><b>Attorney Bar Fees</b>  <a href="#">3:25-mc-09999-Clk 2024 Annual Attorney Renewal</a></p> <p>The current fee for the renewal of the 2024-2025 annual fee is \$75.00</p> <p>You will not be able to pay a different amount.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
13. Click Next.	<p><b>Attorney Bar Fees</b>  <a href="#">3:25-mc-09999-Clk 2024 Annual Attorney Renewal</a></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

<p>14. Click Next if you have already verified your contact information is correct. If you have not already done so, please do so before proceeding.</p>	<p><b>Attorney Bar Fees</b>  <a href="#">3:25-mc-09999-Clk 2024 Annual Attorney Renewal</a></p> <p><b>You must verify your current information before paying your dues. To verify your information click on utilities, Maintain Your Account.</b></p> <p>If you have already confirmed this information, click Next below.</p> <p><b>Next</b> Clear</p>
<p>13. Click Next. DO NOT stop after the payment screen and DO NOT hit the back button on your browser.</p>	<p><b>Attorney Bar Fees</b>  <a href="#">3:25-mc-09999-Clk 2024 Annual Attorney Renewal</a></p> <p><b>DO NOT STOP AFTER THE PAYMENT SCREEN. CONTINUE WITH THE TRANSACTION UNTIL YOU SEE THE NOTICE OF ELECTRONIC FILING.</b></p> <p><b>DO NOT HIT THE BACK BUTTON.</b></p> <p>Fee: \$75</p> <p><b>Next</b> Clear</p>
<p>14. Enter your PACER password and click Login.</p>	<p><b>Login</b>  <b>* Required Information</b></p> <p><b>Username *</b> <input type="text"/></p> <p><b>Password *</b> <input type="password"/></p> <p><b>Login</b> Clear Cancel</p> <p><a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot Username?</a></p>
<p>15. Select the appropriate payment method and click Next.</p>	<p><b>Pay Filing Fee for Puerto Rico District Court (test)</b></p> <p><b>* Required Information</b></p> <p><b>Payment Amount</b></p> <p>Amount Due * <b>\$75.00</b></p> <p><b>Select a Payment Method</b></p> <p><input checked="" type="radio"/> <b>VISA</b></p> <p><input type="radio"/> <b>VISA</b></p> <p><input type="radio"/> Enter a credit card</p> <p>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</p> <p><b>Next</b> Cancel</p>

16. Double check the payment method, payment details, and the email(s) that will receive the digital receipt. Enter the information required. Check the box to authorize the payment. Click Submit.

**Payment Summary**

**Payment Method**  
VISA

**Payment Details**  
Payment Amount: \$75.00  
Fee Type: Filing Fee

**Court Specific**  
Attorney Name \*  
Attorney Bar Number \*  
Attorney Phone \*  
Comments

**Email Receipt**  
Email: [redacted]@gmail.com  
Confirm Email: [redacted]@gmail.com  
Additional Email Addresses

**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.

**Submit** **Back** **Cancel**

17. Click Next.

**Attorney Bar Fees**  
[3:25-mc-09999-Clk 2024 Annual Attorney Renewal](#)

**Next** **Clear**

18. Double check the docket text to make sure all the information is accurate. Click Next.

**Attorney Bar Fees**  
[3:25-mc-09999-Clk 2024 Annual Attorney Renewal](#)

Docket Text: Final Text  
Attorney Annual Fee paid for Attorney Lucy Reyes-Rivera, Bar Number 14521, in the amount of \$75, receipt number APRXDC-7208480. (Reyes-Rivera, Lucy)

**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**

19. Do not press the back button or exit out of the browser until you see the Notice of Electronic Filing. Print this screen for your records, as evidence of completion of the bar renewal payment process.

**Attorney Bar Fees**  
[3:25-mc-09999-Clk 2024 Annual Attorney Renewal](#)

United States District Court  
District of Puerto Rico

**Notice of Electronic Filing**

The following transaction was entered by Reyes-Rivera, Lucy on 3/20/2025 at 9:48 AM AST and filed on 3/20/2025

Case Name: 2024 Annual Attorney Renewal  
Case Number: [3:25-mc-09999-Clk](#)  
Filer:  
Document Number: [6](#)

Docket Text:  
Attorney Annual Fee paid for Lucy Reyes, Bar Number 5246, in the amount of \$75, receipt number APRXDC-7207799. (Reyes-Rivera, Lucy)

3:25-mc-09999-Clk Notice has been electronically mailed to:  
3:25-mc-09999-Clk Notice will not be electronically mailed to:

After submitting your renewal application, the Clerk's Office will review and process your renewal. You will receive an email notification once your renewal has been approved. Please allow up to one week to receive this notification. From time to time, the Court may need additional information to process your renewal application. If you are contacted by someone in the Clerk's Office, please provide the additional information as soon as possible to avoid further delay with your submission.

**Questions?** Call the Clerk's Office at (787) 772-3400

**Payment Problems?** Email: [prd-bar-receipts@prd.uscourts.gov](mailto:prd-bar-receipts@prd.uscourts.gov)