

UNITED STATES DISTRICT COURT
DISTRICT OF PUERTO RICO



Electronic Bar Membership Renewal Payment Guide
(Rev. 9/30/2025)

[Reference: Local Civil Rule 83A\(d\)\(3\)](#)

Prepare Your Information

You will need:

- Your PACER login information
 - Payment will only be accepted when logging in with YOUR username and password. Payments made with another attorney's login will be rejected and refunded.
- Your contact information
 - Make sure your contact information in CM/ECF and PACER is correct. If not, update your information prior to paying your fee.
- A credit card
- Accurate billing address information
- Your USDCPR bar number

Verify Your Contact Information

1. Login to [USDCPR 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:


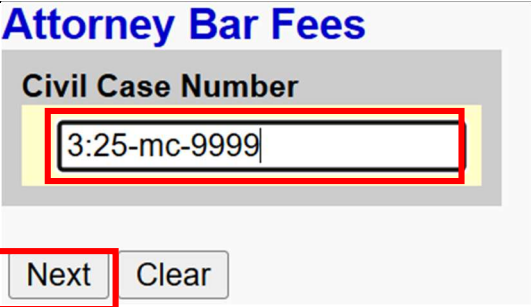
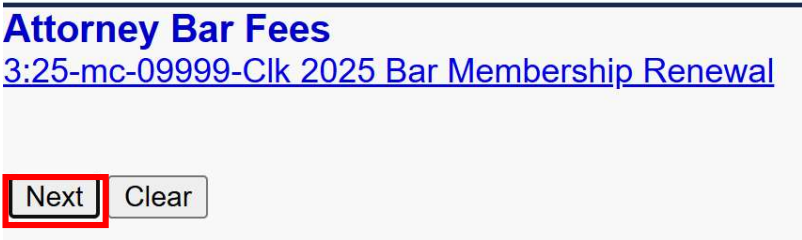
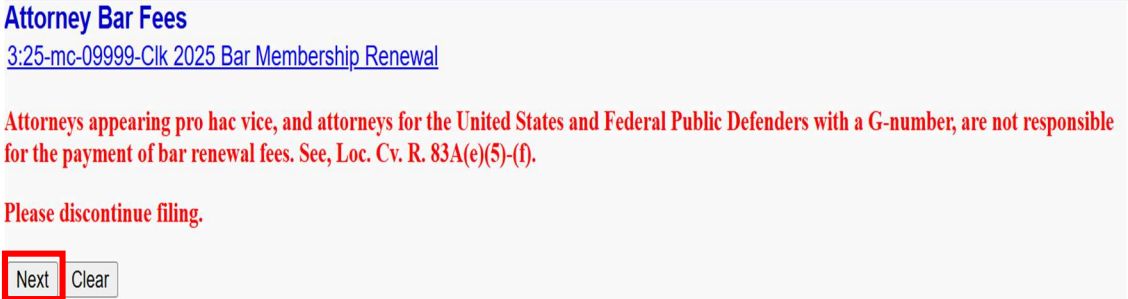
All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R.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

<p>9. If the information on the screen is correct, click Next.</p>	<p>Attorney Bar Fees 3:25-mc-09999-Clk 2025 Bar Membership Renewal</p> <p>Before continuing with this event, please verify that you have not already paid your 2025-2026 annual bar membership renewal fee and that you meet all admissions requirements.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>10. Click Next.</p>	<p>Attorney Bar Fees 3:25-mc-09999-Clk 2025 Bar Membership Renewal</p> <p>The 2025-26 annual bar membership renewal 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>
<p>11. Click Next.</p>	<p>Attorney Bar Fees 3:25-mc-09999-Clk 2025 Bar Membership Renewal</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>12. Click Next. DO NOT stop after the payment screen and DO NOT hit the back button on your browser.</p>	<p>Attorney Bar Fees 3:25-mc-09999-Clk 2025 Bar Membership Renewal</p> <p>DO NOT STOP AFTER THE PAYMENT SCREEN. CONTINUE WITH THE TRANSACTION UNTIL YOU SEE THE NOTICE OF ELECTRONIC FILING.</p> <p>DO NOT CLICK THE BACK BUTTON.</p> <p>Fee: \$75</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>13. Enter your PACER password and click Login.</p>	<p> Login</p> <p>* Required Information</p> <p>Username * <input type="text"/></p> <p>Password * <input type="password"/></p> <p><input type="button" value="Login"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> <p>Need an Account? Forgot Your Password? Forgot Username?</p>

14. Select the appropriate payment method and click **Next**.


Pay Filing Fee for Puerto Rico District Court (test)


*** Required Information**

Payment Amount

Amount Due * \$75.00

Select a Payment Method

☒ 

☐ 

☐ Enter a credit card


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

Next **Cancel**

15. Double check and enter the payment method, details, and the email(s) that will receive the digital receipt. Check the box to authorize the payment. Click **Submit**.

Payment Summary

Payment Method



Payment Details

Payment Amount \$75.00

Fee Type Filing Fee

Court Specific

Attorney Name *

Attorney Bar Number *

Attorney Phone *

Comments

Email Receipt

Email @gmail.com

Confirm Email @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**

16. Click **Next**.

Attorney Bar Fees

[3:25-mc-09999-Clk 2025 Bar Membership Renewal](#)

Next **Clear**

<p>17. Double check the docket text to make sure all information is accurate. Click Next.</p>	<p>Attorney Bar Fees 3:25-mc-09999-Clk 2025 Annual Attorney Renewal</p> <p>Docket Text: Final Text</p> <p>Attorney Annual Fee paid for Attorney Lucy Reyes-Rivera, Bar Number 14521, in the amount of \$75, receipt number APRXDC-7209286. (Reyes-Rivera, Lucy)</p> <p>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?</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>18. Do <u>not</u> press the back button or exit out of the browser until you see the Notice of Electronic Filing. Print this screen as evidence of completion of the bar renewal payment process.</p>	<p>Attorney Bar Fees 3:25-mc-09999-Clk 2025 Annual Attorney Renewal</p> <p>United States District Court District of Puerto Rico</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered by Reyes-Rivera, Lucy on 9/16/2025 at 3:40 PM AST and filed on 9/16/2025</p> <p>Case Name: 2025 Annual Attorney Renewal Case Number: 3:25-mc-09999-Clk Filer: Document Number: 22(No document attached)</p> <p>Docket Text: Attorney Annual Fee paid for Attorney Lucy Reyes-Rivera, Bar Number 14521, in the amount of \$75, receipt number APRXDC-7209286. (Reyes-Rivera, Lucy)</p>
<p>After completion of the bar membership renewal payment process, the Clerk's Office will review your submission and send an email confirming approval or requesting additional information.</p>	

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

Payment Problems? Email: prd-bar-receipts@prd.uscourts.gov