UNITED STATES DISTRICT COURT
DISTRICT OF PUERTO RICO

# Electronic Bar Membership Renewal Payment Guide (Rev. 9/30/2026)

Reference: Local Civil Rule 83A(d)(3)

****** IMPORTANT NOTICE *********
**CASE NUMBER BAR RENEWAL 2026**
********** 26-MC-9999 *************

| Prepare Your Information | |
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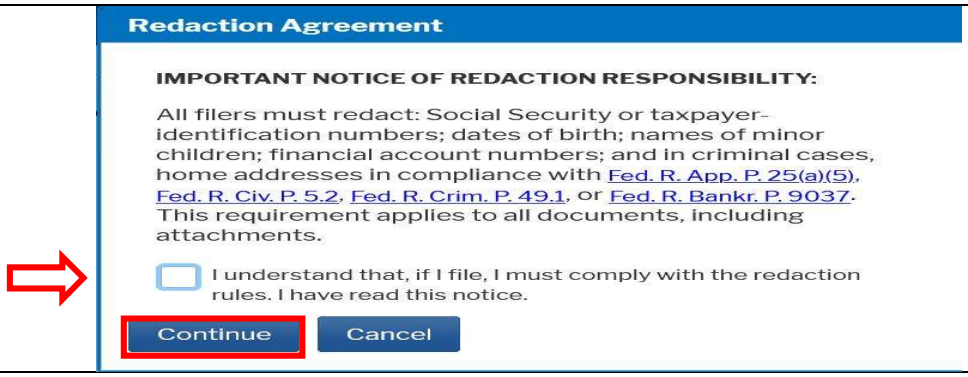
| You will need: | • Your PACER login information<br>  • Payment will only be accepted when logging in with YOUR username and password. Payments made with another attorney's login will be rejected and refunded.<br>• Your contact information<br>  • Make sure your contact information in CM/ECF and PACER is correct. If not, update your information prior to paying your fee.<br>• A credit card<br>• Accurate billing address information<br>• Your USDCPR bar number |
| **Verify Your Contact Information** | |
| 1. Login to USDCPR CM/ECF using your PACER login information. | <br>***You do not need a Client Code.*** |
| 2. Check the Redaction Agreement box and click **Continue**. |  |

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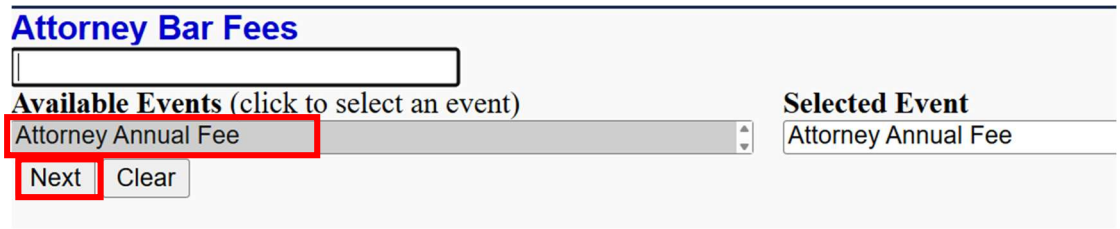
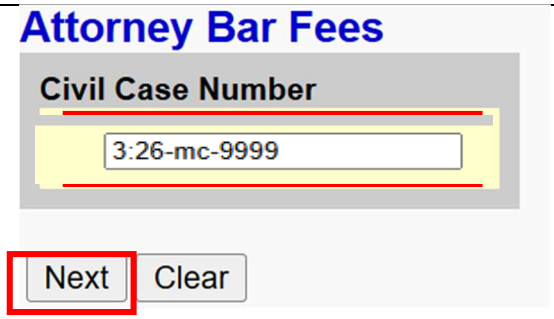
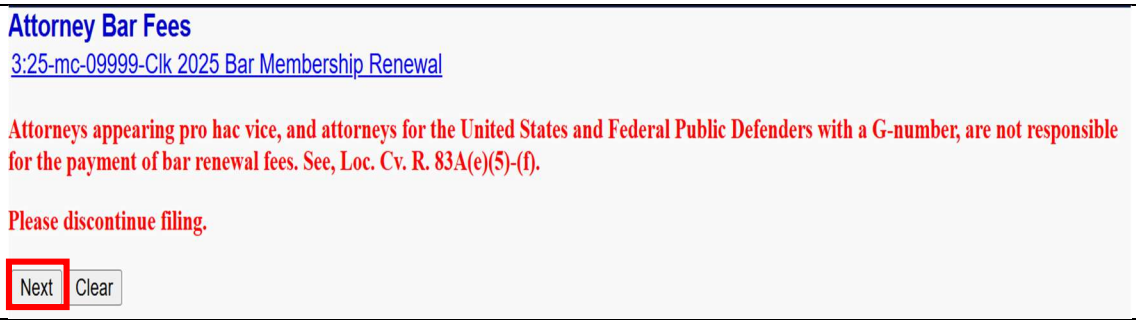
| 3. Click on the **Civil** tab. | |
| 4. Click on **Attorney Bar Fee**. | |
| 5. Click on Attorney Annual Fee and click **Next**.<br><br>When you click on the event, the Selected Event field will auto-fill. |  |
| 6. Enter the case number and click **Next**. |  |
| 7. Click **Next**. | <br>**For 2026 Bar Renewal, case number is:**<br>***** 26-mc-9999 ***** |
| 8. If the information on the screen is not applicable, click **Next**. |  |

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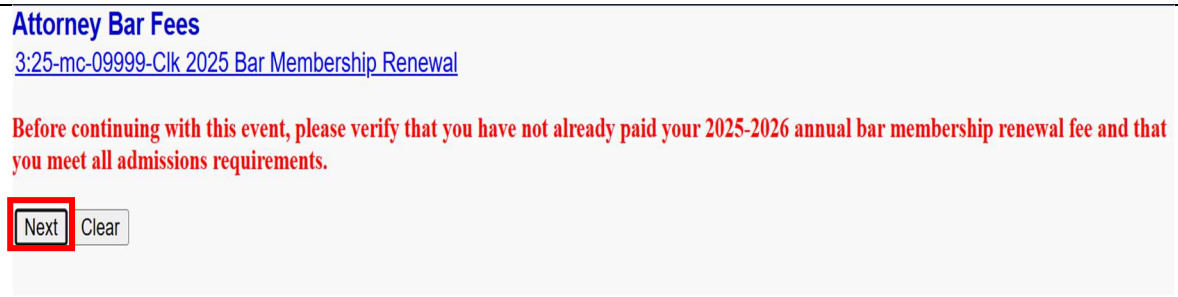
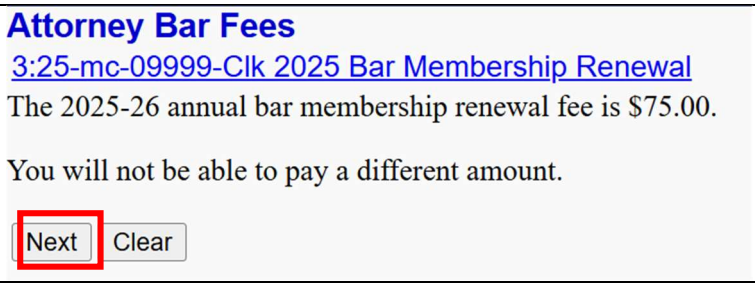
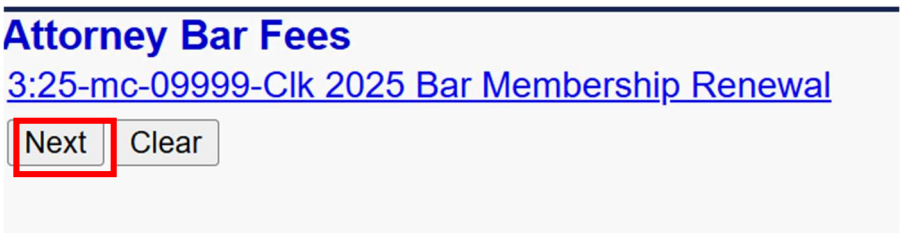
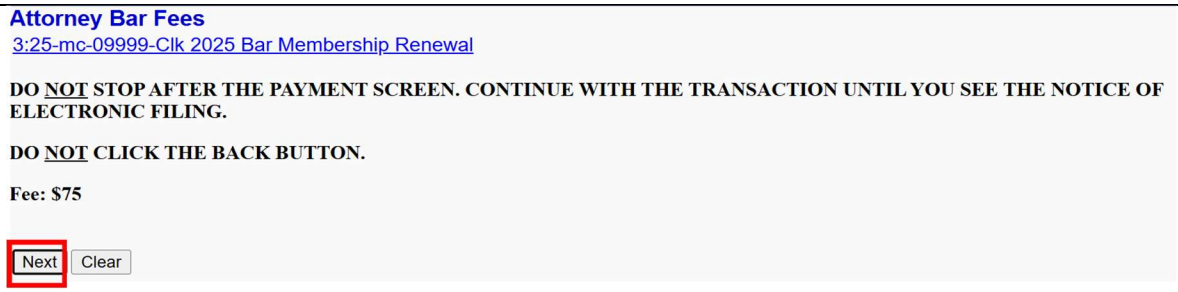
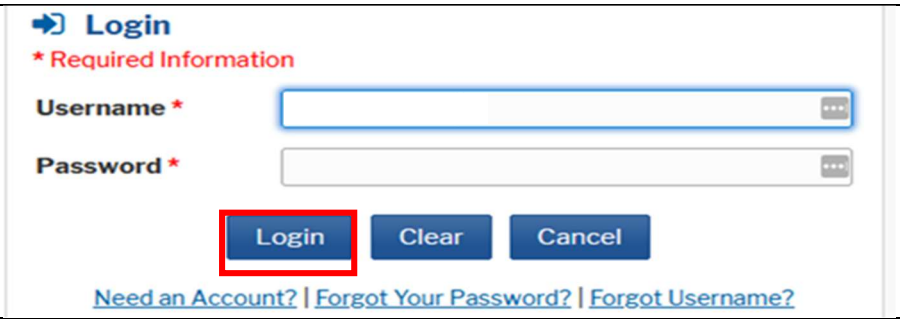
| 9. If the information on the screen is correct, click **Next**. |  |
| 10. Click **Next**. |  |
| 11. Click **Next**. |  |
| 12. Click **Next**. DO NOT stop after the payment screen and DO NOT hit the back button on your browser. |  |
| 13. Enter your PACER password and click **Login**. |  |

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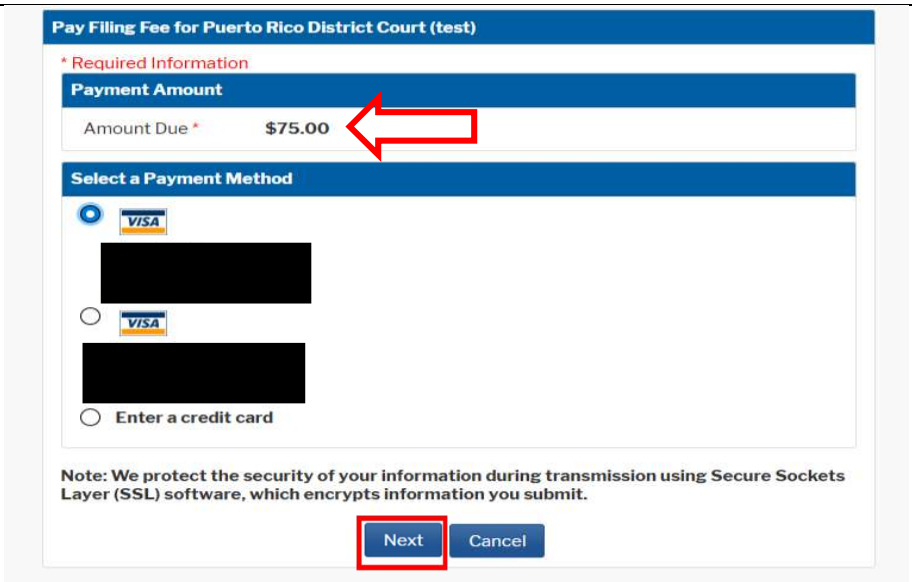
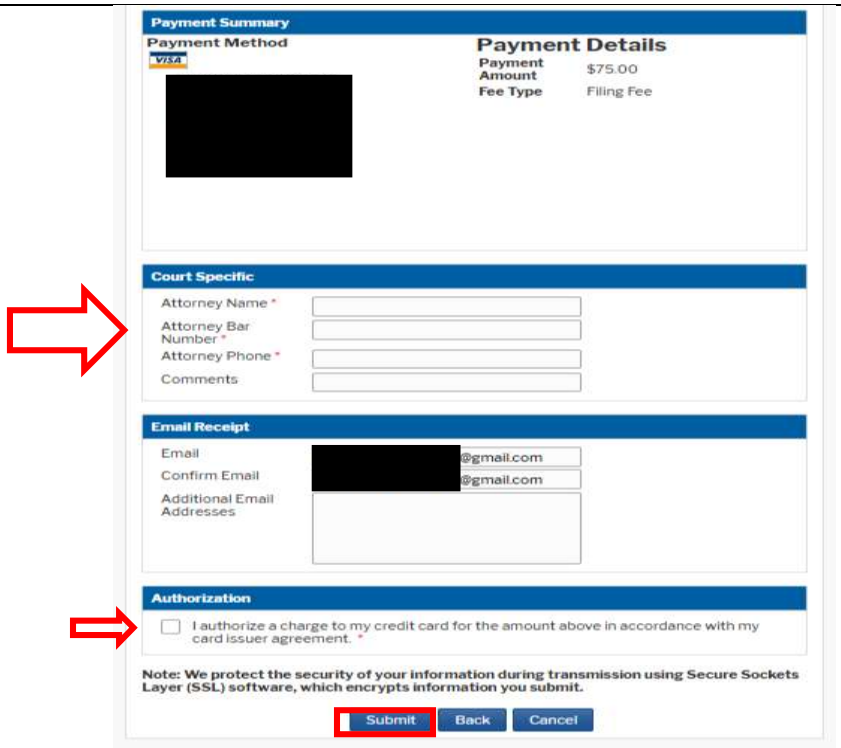
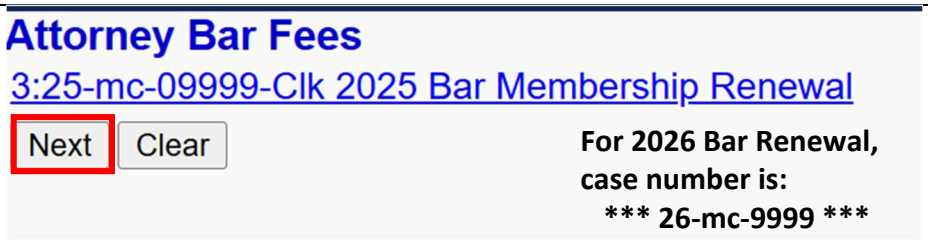
| 14. Select the appropriate payment method and click **Next**. |  |
| 15. Double check and enter the payment method, details, and the email(s) that will receive the digital receipt. Check the box to authorize the payment. Click **Submit**. |  |
| 16. Click **Next**. |  |

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| 17. Double check the docket text to make sure all information is accurate. Click **Next**. | **Attorney Bar Fees**<br>3:25-mc-09999-Clk 2025 Annual Attorney Renewal<br><br>**Docket Text: Final Text**<br>**Attorney Annual Fee paid for Attorney Lucy Reyes-Rivera, Bar Number 14521, in the amount of $75, receipt number APRXDC-7209286. (Reyes-Rivera, Lucy)**<br><br>**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**<br>**Have you redacted?**<br><br>Next Clear |
| 18. Do not 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. | **Attorney Bar Fees**<br>3:25-mc-09999-Clk 2025 Annual Attorney Renewal<br><br>**United States District Court**<br>**District of Puerto Rico**<br><br>**Notice of Electronic Filing**<br><br>The following transaction was entered by Reyes-Rivera, Lucy on 9/16/2025 at 3:40 PM AST and filed on 9/16/2025<br>**Case Name:** 2025 Annual Attorney Renewal<br>**Case Number:** 3:25-mc-09999-Clk<br>**Filer:**<br>**Document Number:** 22(No document attached)<br><br>**Docket Text:**<br>**Attorney Annual Fee paid for Attorney Lucy Reyes-Rivera, Bar Number 14521, in the amount of $75, receipt number APRXDC-7209286. (Reyes-Rivera, Lucy)** |

**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.**

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

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