

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO



NOTICE FROM THE CLERK NO. 23-12

PAYMENT OF ANNUAL BAR MEMBERSHIP RENEWAL FEE
DUE ON OCTOBER 1, 2023

Attorneys admitted to practice before this Court are reminded of the Annual Bar Membership Renewal Fee of seventy-five dollars (\$75.00)¹ payable by October 1st of each year pursuant to 28 U.S.C. §1914. Attorneys exempt from this payment² must file an annual certification signed by the member's agency head or other appropriate authority. Attorneys admitted to the Court on or after June 1, 2023, are not required to pay the October 2023 renewal fee.

Due to the recent relocation of the Clerk's Office Intake and Cashier Sections to the **José V. Toledo U.S. Courthouse** and limited space of the facilities, **payments will only be accepted by mail. Walk-ins will not be accepted.** Payments to the order of "Clerk, U.S. District Court", including your USDC-PR Bar number, are to be sent to the following address: **United States District Court, Jose V. Toledo U.S. Courthouse, 300 Recinto Sur St., Suite 325 (Intake Cashier), San Juan, Puerto Rico 00901.**

Bar membership renewal fees contribute to the provision of non-appropriated funds which are directed to improving services to the Bar such as continued legal education programs and seminars. Timely compliance with this requirement is encouraged.

Attorneys admitted to practice before this Court have a continuing duty to promptly update their contact information in PACER, and secondary e-mail addresses in [Next/Gen CM/ECF](#).

BY ORDER OF THE COURT.

In San Juan, Puerto Rico, this 15th day of September 2023.

A handwritten signature in blue ink, appearing to read "Ada I. Garcia-Rivera".

ADA I. GARCIA-RIVERA, ESQ., CPA
CLERK OF COURT

c: [@USCourtsPRD](http://www.prd.uscourts.gov)

¹ See [Order in Misc. No. 97-0083\(ADC\), Document No. 2](#), issued on April 28, 2017 and [Notice from the Clerk No. 17-14](#), dated October 16, 2017.

² See [Notice to Counsel No. 05-03](#) and [07-05](#), dated January 14, 2005 and May 16, 2007, respectively.