

# Procedure for Changing Attorney CM/ECF Passwords Filing Biennial Assessment Fee

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## Background

On August 14, 2006, pay.gov was implemented in CM/ECF. Pay.gov permits attorneys to pay fees online with a credit card or through Bank Account Debit (ACH).

The Federal Practice Committee decided at the November 2, 2006, meeting to send attorneys notice of the attorney assessment fee every other year. The assessment fees may now be paid online.

The Federal Practice Committee decided at the August 13, 2010, meeting to increase the biennial assessment fee to \$20.00, effective January 1, 2011.

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## Filing and payment of biennial assessment

Follow these steps to file and pay the biennial assessment fee online via CM/ECF.

STEP	ACTION
1	Login to CM/ECF using your PACER login and password.  <u>Note:</u> Each attorney must pay the fee using his or her own PACER login and password. Multiple attorneys from the same law firm cannot pay their fees at the same time.
2	On the menu bar in CM/ECF, click <b>Civil &gt; Miscellaneous Fees &gt; Annual Assessments &gt; 2017/2018 Biennial Assessment Fee</b> . Click <b>Next</b> . Case number 8:17-mc-0001 will be displayed. Click <b>Next</b> .  <u>Note:</u> This is a generic case number used only for payment of the 2017/2018 biennial fee. This event is a text-only entry and does not require the preparation or uploading of a PDF document.
3	Type the name of the attorney paying the fee and, if applicable, type his or her Nebraska bar number at the prompts. Click <b>Next</b> .
4.	In conjunction with the renewal process, we are asking the following question: Are you willing to accept appointments in civil in forma pauperis cases? Please click the appropriate radio button.
5.	The screen will display a message that a \$20 fee will be charged. Click <b>Next</b> .

STEP	ACTION
6.	<p>Enter the personal and payment information under either <b>Option 1: Pay ViaBank Account</b> OR <b>Option 2: Pay Via Plastic Card</b>. Click <b>Continue with ACH Payment</b> OR <b>Continue with Plastic Card Payment</b>. Check the “<b>I authorize a charge to my account for the above amount</b>” box and click <b>Submit Payment</b>. Click <b>Next</b>.</p> <p><u>Note:</u> Clicking Next on this screen commits your transaction. You will have no further opportunity to modify this transaction if you continue.</p>
7.	<p>The Docket Text: Final Text screen appears. Click <b>Next</b>. The Notice of Electronic Filing screen appears. You have now paid your assessment fee.</p> <p><u>Note:</u> No electronic notice will be sent for this event because there are no parties or attorneys added to the case. You should print or save the Notice of Electronic Filing screen for a record of this transaction</p>

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### Changes to e-mail and mailing address

Pursuant to NeGenR 1.3(e), an attorney whose address, telephone number, fax number, or e-mail address changes during a pending case must file and service notice of the change of within 30 days. The filing of a notice of change of address in CM/ECF, will prompt court staff to change information in the local database, but it will not update an attorney’s information in PACER. Attorneys must use the PACER system to update information in PACER at <http://www.pacer.gov>.

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### Revision control log

Date	Comments	By
11/07/11	Updated to reflect new fee.	JLS
04/10/18	Updated for NextGen.	DKM