



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Notice of Readmission to Practice Fees

Dear Members of the Bar:

It has come to the attention of the U. S. Bankruptcy Court that some CM/ECF accounts may be subject to lock-out following the November 1, 2020 effective date of **LR83.2.3** of the U. S. District Court for the Western District of Louisiana. Per the rule, readmission to the Bar is required every three years by payment of a fee. Accordingly, if the current status on your U.S. District Court CM/ECF account is “Not Readmit,” you are not currently allowed to practice in the U. S. States District Court, and by extension, the U. S. Bankruptcy Court. You must be in an “Active” status.

Please review your current U. S. District Court CM/ECF account to determine if this applies to you. If so, please review the below information and take the necessary steps to pay the mandatory readmission fee and update your status with the U. S. District Court.

In order to pay the Readmission fee, your PACER account must be linked to your United States District Court CM/ECF account. You can link the account by simply requesting e-filing access via PACER:

1. At www.pacer.uscourts.gov log into Manage My Account.
2. Click the Maintenance tab.
3. Click Attorney Admissions/E-File Registration link and follow the prompts.
4. You will then need to wait for the court to process the request before e-filing privileges are activated. You will receive an automated email once your request has been processed. To learn more about submitting a new e-file request, review the electronic learning module for the Manage My Account Maintenance tab in PACER.

After the U. S. District Court approves your e-filing request, you will be able to log into its CM/ECF and pay the fee:

If your account is already linked, then you can pay the fee as follows:

1. Log into: <https://ecf.lawd.uscourts.gov/> with your PACER credentials.
2. Click “Civil” on the white menu bar.
3. Click “Attorney Readmission” to begin the payment process.
4. At a certain point in this process, you will be taken to PACER to verify payment method, but you will be brought back to CM/ECF afterwards. Do not quit the process until you see a Notice of Electronic filing on your screen.

If you need assistance, please contact the Help Desk for the U.S. District Court for the Western District of Louisiana at 866-323-1101.

Because of the large number of accounts impacted by this development, the U. S. Bankruptcy Court is giving all account holders 30 days to pay their readmission fees before locking any CM/ECF accounts. After 30 days following the date of this email, the U. S. Bankruptcy Court will be locking any accounts that remain unpaid with the U. S. District Court.

Thank you for your prompt attention to this matter.

August 24, 2021

Edward A. Takara
Clerk of Court