

HOW TO PAY PRO HAC VICE RENEWAL FEES ONLINE VIA (DISTRICT)

1. Log into District (Civil/Criminal) CM/ECF <https://ecf.gud.uscourts.gov/> using your e-filing credentials (see Pic 1).

Pic 1:



Welcome to the Civil/Criminal CM/ECF System for the District Court of Guam

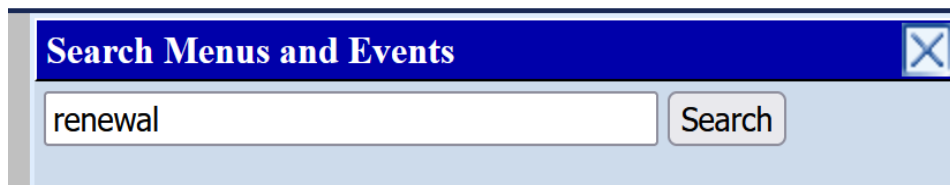
[District Court of Guam - Document Filing System](#)

2. Using the Search feature in the menu bar, type “renewal” and click on the Search button. See Pics 2 and 3:

Pic 2:

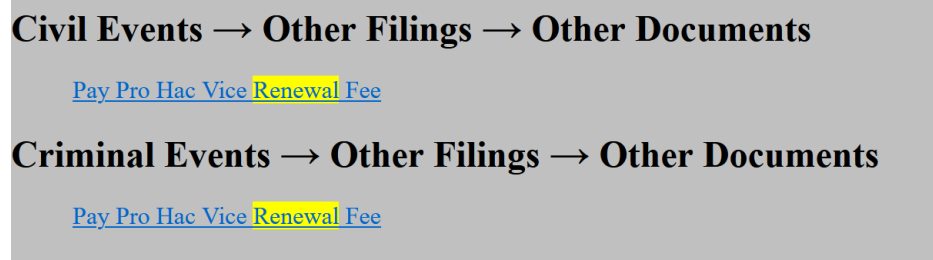


Pic 3:



3. Choose the appropriate event listed in Pic 4:

Pic 4:



4. Enter the case number in which you were admitted Pro Hac Vice and click Next (see Pic 5) .

Pic 5:

Other Documents

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

5. The short case caption window should appear. Review the screen and reconfirm you are docketing in the correct case and click Next (See Pic 6):

Pic 6:

Other Documents

[1:22-cv-00001 Pendergrass v. Bank of Guam](#)

6. The receipt screen should appear. Leave the receipt number field blank and click Next (See Pic 7):

Pic 7:

Other Documents

[1:22-cv-00001 Pendergrass v. Bank of Guam](#)

LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$30.00

7. The PACER login screen should populate (see Pic 8). Enter your PACER credentials and click Login.

Pic 8:

8. The payment method screens should populate. Once you have chosen your payment methods and your payment has processed you will automatically be routed back to CM/ECF and the draft text box screen (see Pic 9). Please enter the name of the attorney you are making payment for in the free text box field and click Next:

Pic 9:

9. The final text box should populate. Please review for accuracy and click Next (see Pic 10):

Pic 10: