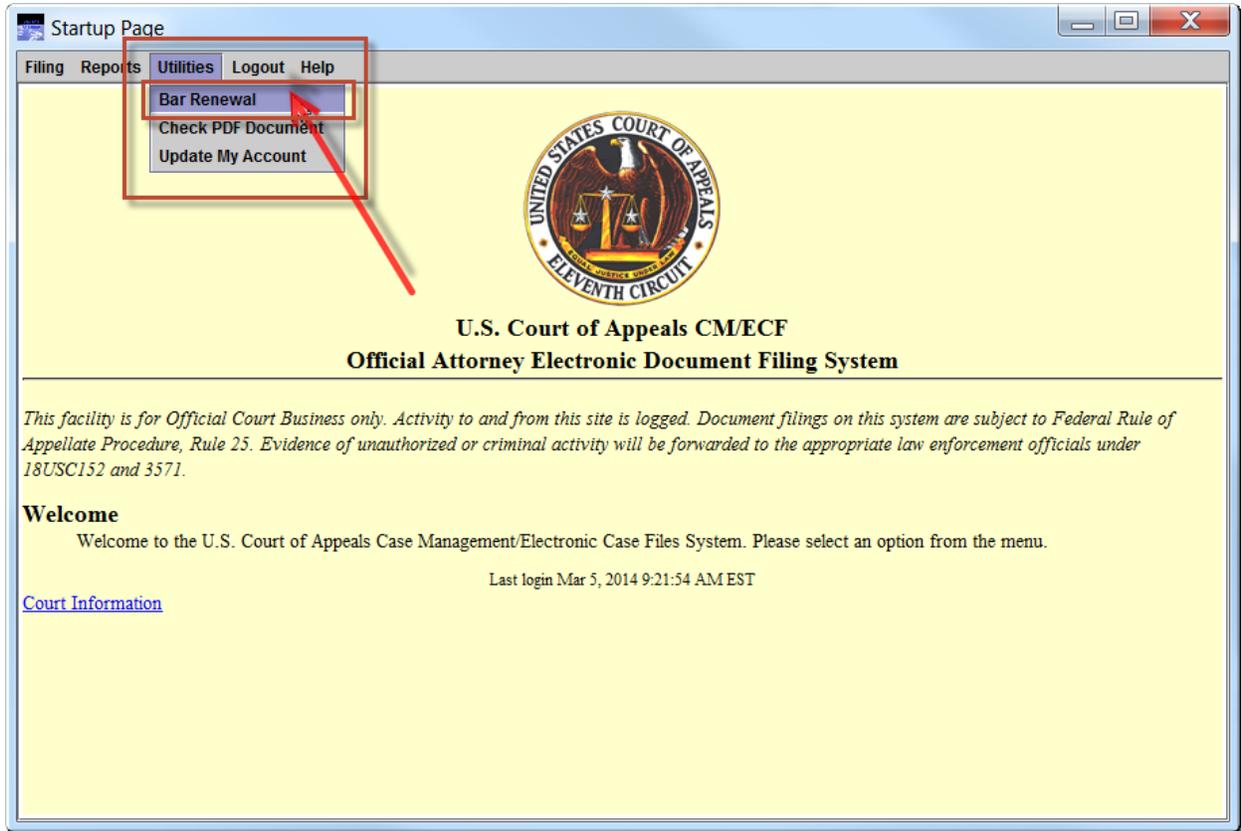


# Eleventh Circuit Court of Appeals

## How to Complete Bar Membership Renewal

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1. Single click **Utility** from the menu bar
  - a. Select **Bar Renewal** from the drop-down menu.



2. Complete the [Bar Membership Renewal Form](#) on this Court's website.
  - a. Print, scan and save the form to your computer.
  - b. Upload the form by clicking the **Browse** button.
    - i. Enter the description of the document uploaded **"Bar Renewal"**
  - c. Click the **Pay Now and Submit Renewal** button.

The screenshot shows a web browser window titled "Bar Renewal". The interface includes a navigation menu with "Filing", "Reports", "Utilities", "Logout", and "Help". The main content area is titled "Bar Renewal" and displays the following information:

- Jurisdiction: 11th Circuit Court of Appeals
- Fee Waiver Reason: [Dropdown menu]
- Instructional text: "YOU MUST UPLOAD A COMPLETED [BAR MEMBERSHIP RENEWAL FORM](#) AND A LIST OF CURRENT BAR MEMBERSHIPS. For complete instructions click [here](#)."
- Renewals list: A table with one entry "New Renewal".
- Metadata: "Date Renewed: 03/05/2014", "Projected Renewal Date: 03/05/2019", "Fee Amount: \$10.00".
- Document upload section: "Document: H:\Sample\Bar Renewal.pdf" with a "Browse..." button and a "Description: Bar Renewal" text input field.
- Buttons: "Add Another Document", "Pay Now and Submit Renewal", and "Cancel".

Four red callout boxes with white text and red arrows point to specific elements:

- "Upload your completed 'Bar Renewal Form'" points to the "Browse..." button.
- "Enter a description." points to the "Description: Bar Renewal" text input field.
- "Click" points to the "Pay Now and Submit Renewal" button.
- A fourth callout box is present but its text is not clearly legible.

3. A new browser window will appear.
  - a. Process your payment on the **Pay.Gov** website.