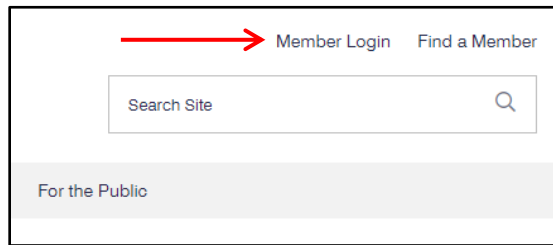




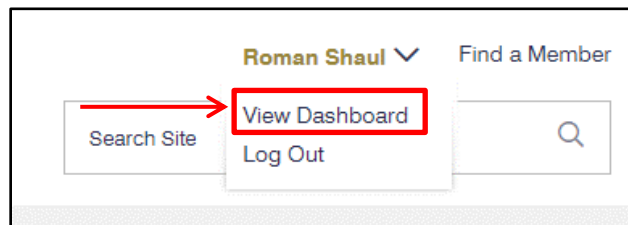
## Instructions for Online Payments of the Consolidated Fee Invoice September 1, 2021

### A. MEMBER LOGIN/ACCESSING CONSOLIDATED FEE INVOICE

1. Login to [www.alabar.org](http://www.alabar.org) by clicking **Member Login** in the top right corner of the webpage and entering your username and password on the login screen, and click **Login**. This takes you to your Dashboard page.



2. Or, if already logged in, access your Dashboard page by hovering over your name in the top right corner of any page on the website, and choosing "View Dashboard". See below.



3. Click **Renew Now** in the top menu box or **Consolidated Fee Invoice** on the Dashboard Navigation menu.

A screenshot of the Alabama State Bar member dashboard. The dashboard is divided into two main columns. The left column contains several menu items: "Consolidated Fee Invoice" with a "Renew Now" button (highlighted with a red arrow), "Fastcase" with a "Go to Fastcase" link, "Find a Member" with a "Find a member" link, and "Dashboard Navigation" with a "Consolidated Fee Invoice" link (highlighted with a red arrow) and a "CSF Payment History" link. The right column contains "Member Status" with "CSF Status: Payment history" and "Referrals: No referrals", "MCLE Status" with ".0 MCLE Credits (12 Required)" and a "View Report" link, "Ethics Status" with ".0 Ethics Credits (1 Required)" and a "View Report" link, "Your Favorite Pages" with a "Save Page" link, and "Your Sections" with a "Join Sections" button.

4. The next screen provides you with the contact and other information we have on file. Please verify this information is accurate. If any information is missing or incorrect, please add or update that information by clicking **Update Profile**. (Following submission of the changes, click the **Renew Now** button or **Consolidated Fee Invoice** in the Dashboard Navigation to return to this screen and continue with the payment process.)

**Consolidated Fee Invoice**  
Renew your occupational license or special membership.  
[Renew Now](#)

**Fastcase**  
Free for Alabama Bar Members.  
[Go to Fastcase →](#)

**Find a Member**  
Search the ASB Member Database.  
[Find a member →](#)

**Dashboard Navigation**

- Consolidated Fee Invoice
- CSF Payment History
- Join Sections
- MCLE Compliance Report
- Member Benefits
- Member Benefit Discounts
- Members List
- Referral Followup
- Request Certificate of Good Standing
- Seeking Employment
- Submit an Event

## Annual Fee and Reporting Statement

Please review your information below<sup>1</sup>. If information is incomplete or incorrect, **stop here** and visit [Update Profile](#) to correct it.

Circuit: 15  
Hon. Roman Ashley Shaul

**Mailing Address**<sup>2</sup>  
PO Box 671  
Montgomery, AL 36101-0671

**Firm**  
Alabama State Bar

**Physical Address**<sup>3</sup>  
415 Dexter Ave  
Montgomery, AL 36104-3742

<sup>1</sup> ALL fields are required. Members must maintain current contact information.  
<sup>2</sup> The bar will use the mailing address to communicate via U.S. Mail.  
<sup>3</sup> Please provide or correct the physical address (street address or rural box number) of your principal office. The information will be used for election of bar commissioners.

All fees are due October 1. After October 31, a statutory late fee is added to Occupational Licenses.

**Please have your payment method ready.** ACH/eCheck is accepted at no charge; credit/debit cards are accepted with a 3% convenience fee as allowed by Alabama state law.

*Payments may take 7-10 days to be processed. Your license will be issued after successful processing.*

If you plan to seek Voluntarily Inactive status (not in good standing) for the coming year, you must submit that request in writing to [ms@alabar.org](mailto:ms@alabar.org) NO LATER THAN December 31, 2021 to avoid an administrative suspension due to non-payment.

[Continue To Form](#)

5. If contact information is correct, click **Continue To Form** at the bottom of the page to make your selections for license type, Alabama Law Foundation (ALF) donations and if you are joining/renewing sections. If you are purchasing an occupational license you will also complete your IOLTA certification on the Alabama State Bar website!

All fees are due October 1. After October 31, a statutory late fee is added to Occupational Licenses.

**Please have your payment method ready.** ACH/eCheck is accepted at no charge; credit/debit cards are accepted with a 3% convenience fee as allowed by Alabama state law.



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[Continue To Form](#)

**B. MAKING YOUR SELECTIONS**

1. On the next page, select occupational license or special membership and if you are contributing to ALF. Next, please decide if you are joining any sections. Next, are a district attorney, AG, or public defender? Finally, please update your race and indicate if you performed any Pro Bono Legal Services in 2020. When completed, click **Next** to proceed.

|   |   |
|---|---|
| <p>License Type *</p> <p>Choose one...  <b>A</b></p>   | <p>Client Security Fund *</p> <p>\$25.00</p>  |
| <p>Alabama Law Foundation</p> <p>Would you like to contribute to the Alabama Law Foundation?</p> <p><input checked="" type="radio"/> I wish to contribute (\$50.00) <b>B</b></p> <p><input type="radio"/> I wish to opt out</p> | <p>Section Dues *</p> <p>Join sections for the Oct. 1, 2021 - Sept. 30, 2022 section year?</p> <p><input type="radio"/> Yes, I wish to join/renew <b>C</b></p> <p><input type="radio"/> No, I do not wish to join</p> |
| <p>Are you a current district attorney (including deputy/assistant), attorney general (including deputy/assistant), or public defender <i>in Alabama</i>?</p> <p><input type="checkbox"/> Yes <b>D</b></p>                      | <p>Race *</p> <p>We collect this information to better serve and understand our members. <a href="#">Learn More</a></p> <p>White/Caucasian <b>E</b></p>   |
| <p>Pro Bono *</p> <p>Did you perform pro bono legal services in 2020? <a href="#">Learn More</a> about why we're collecting this information.</p> <p><input type="radio"/> Yes <input type="radio"/> No <b>F</b></p>            |   |
| <p>Total</p> <p>\$75.00</p>   |   |
| <hr/> <p> <b>Next</b> <b>Save and Continue Later</b></p>   |   |

2. **NOTE:** If you wish to join sections, you are taken to a list of available sections. The form will preselect the sections you joined the previous year for convenience. For sections with tiered pricing, a dropdown is available at the bottom to select the appropriate tier.

**Sections**

Up to eight sections may be chosen. Your previous year's selections have been checked.

*Young Lawyers note: 36 years and younger, or admitted to the bar for three years or less*

*Leadership Forum Alumni note: open to graduates of the Leadership Forum.*

*Judicial Section note: open to elected district, circuit or probate judges, appellate judges and federal judges.*

|  |  |
|--|--|
| <input type="checkbox"/> Administrative Law +\$20.00<br><input type="checkbox"/> Appellate Practice +\$20.00<br><input type="checkbox"/> Bankruptcy & Commercial Law +\$20.00<br><input type="checkbox"/> Business Law +\$20.00<br><input type="checkbox"/> Business Torts & Antitrust Law +\$20.00<br><input type="checkbox"/> Construction Industry +\$15.00<br><input type="checkbox"/> Criminal Justice +\$20.00<br><input type="checkbox"/> Disabilities Law +\$20.00<br><input type="checkbox"/> Dispute Resolution +\$15.00<br><input type="checkbox"/> Elder Law +\$25.00<br><input checked="" type="checkbox"/> Elections, Ethics & Government Relations (choose below)<br><input type="checkbox"/> Environmental Law +\$20.00<br><input type="checkbox"/> Family Law +\$50.00<br><input type="checkbox"/> Federal Court Practice +\$20.00<br><input type="checkbox"/> Government Contracts +\$15.00<br><input type="checkbox"/> Health Law +\$15.00<br><input type="checkbox"/> In-House Counsel & Government Lawyers (choose below) | <input type="checkbox"/> Intellectual Property, Entertainment & Sports +\$20.00<br><input type="checkbox"/> International Law +\$30.00<br><input type="checkbox"/> Judicial Section +\$25.00<br><input checked="" type="checkbox"/> Labor & Employment Law (choose below)<br><input type="checkbox"/> Leadership Forum (see above) +\$30.00<br><input type="checkbox"/> Litigation +\$15.00<br><input type="checkbox"/> Non-Resident Members +\$20.00<br><input type="checkbox"/> Oil, Gas & Mineral Law (choose below)<br><input type="checkbox"/> Real Property, Probate & Trusts +\$10.00<br><input checked="" type="checkbox"/> Senior Lawyers (55 years and older) +\$25.00<br><input type="checkbox"/> Solo & Small Firm (choose below)<br><input type="checkbox"/> Taxation Law +\$30.00<br><input type="checkbox"/> Women's Section +\$20.00<br><input type="checkbox"/> Worker's Compensation +\$30.00<br><input type="checkbox"/> Young Lawyers (see above) +\$20.00 |
|--|--|

Elections, Ethics & Government Relations: Membership Type \*

Choose one...

Labor & Employment Law: Membership Type \*

Choose one...

3. IOLTA certification is completed during renewal. You will certify your IOLTA status when you or your firm administrator completes your annual license renewal. You are only required to submit certification if you are purchasing an occupational license. You will choose your appropriate IOLTA status, whether or not you hold funds and to whom the interest is remitted, if appropriate. **NOTE:** For remittance purposes, IOLTA account information must be maintained directly with the designated foundation(s). If you do not know which foundation, please check with your firm's financial department or your financial institution.

**IOLTA Account Status \***

I am in private practice in Alabama and hold IOLTA-eligible client or third party funds.

I do not have an IOLTA Account.

**Total**  
\$430.00

Next

Save and Continue Later

**IOLTA Account Status \***

I am in private practice in Alabama and hold IOLTA-eligible client or third party funds.

I do not have an IOLTA Account.

**Total**  
\$430.00

Next

Save and Continue Later

4. As part of the Consolidated Fee Invoice (CFI), members are able to review their current race category and make changes, if one of the expanded categories is more appropriate. This check/update allows us to maintain accurate member data, and promote diversity and inclusion among our members.

Race \*

We collect this information to better serve and understand our members. [Learn More](#)

White/Caucasian

Choose one...

African-American/Black

Asian

Native Hawaiian/Pacific Islander

White/Caucasian

Hispanic/Latino

Native American

Two or More Races

Other

5. Once again, the ASB will compile the estimated **whole** number of hours of pro bono legal services provided by our members. Please enter the number of **whole** hours in 2020 you provided to help us determine the valuable contribution of Alabama lawyers in providing free legal services.

Pro Bono \*

Did you perform pro bono legal services in 2020? [Learn More](#)  
about why we're collecting this information.

Yes  No

Total  
\$325.00

Pro Bono Hours \*

Estimate the number of hours of pro bono legal services you performed in 2020. Whole numbers only.

Please enter a number from 1 to 999.

6. Once all selections have been made, click **Next** to proceed to the confirmation step. Or click **Save and Continue Later** to save your selections and return later to complete your payment.

Total  
\$325.00


Next Save and Continue Later

- When you click **Next**, you will be taken to a confirmation screen to review your selections. If changes are needed, click **Previous**. If satisfied with your selections, click **Next** to proceed to payment. Or click **Save and Continue Later** to save your selections and return later to complete your payment. NOTE: If you have saved your work and have a firm administrator with an account on the website, the firm administrator can also access your saved choices for payment.

1 Your Information 2 Confirmation 3 Payment

Your selections are displayed below. If you wish to make changes, click the Previous button. Otherwise, click Next to continue to payment.

| Item   | Qty | Unit Price | Price           |
|--|-----|------------|-----------------|
| Occupational License   | 1   | \$325.00   | \$325.00        |
| Client Security Fund   | 1   | \$25.00    | \$25.00         |
| Alabama Law Foundation donation  | 1   | \$50.00    | \$50.00         |
| Section(s)   | 3   |            | \$30.00         |
| Elections, Ethics & Government Relations: Government sector employee \$0.00 - \$0.00 |     |            |                 |
| In-House Counsel & Government Lawyers: Government sector employee \$0.00 - \$0.00    |     |            |                 |
| Labor & Employment Law: Practicing more than 5 years - \$30.00                       |     |            |                 |
| <b>Subtotal</b>  |     |            | <b>\$430.00</b> |
| <b>Total</b>   |     |            | <b>\$430.00</b> |

Previous  Next Save and Continue Later

### C. PAYMENT OPTIONS: ONLINE PAYMENT OR VOUCHER FOR MAILING WITH PAPER CHECK

- On the payment screen, select Credit or Debit Card, eCheck/ACH or Voucher. CC or ACH allows you to make your payment online. Voucher creates a voucher for you to print and mail with your paper check.

1 Your Information 2 Confirmation 3 Payment

**Payment Method \***

Credit or Debit Card  
 eCheck / ACH  
 Voucher for Mailing Paper Check

**Total**  
\$430.00

**Certification \***

I certify that the foregoing statements are true and correct. I acknowledge that false statements herein may subject me to professional discipline.

Previous Complete Save and Continue Later

Online Payments (Credit or Debit Card, or eCheck/ACH):

- If you choose either Credit or Debit Card, or eCheck/ACH, you will fill in your account information, certify your statements and click **Complete**.

The screenshot shows a payment form with three steps: 1 Your Information, 2 Confirmation, and 3 Payment. A red box highlights the payment method and card details sections. The 'Payment Method' section has three radio buttons: 'Credit or Debit Card' (selected), 'eCheck / ACH', and 'Voucher for Mailing Paper Check'. The 'Card Processing Fee' is \$12.90, and the 'Total' is \$442.90. The 'Credit Card' section includes fields for card number, expiration date (Month and Year), and security code, with dropdowns for American Express, Discover, MasterCard, Visa, and JCB. The 'Billing Address' section includes fields for Street Address, Address Line 2, City, State / Province / Region, ZIP / Postal Code, and Country (United States). Below the form is a 'Certification' section with a checkbox and text: 'I certify that the foregoing statements are true and correct. I acknowledge that false statements herein may subject me to professional discipline.' A red arrow points to the 'Complete' button at the bottom of the form.

- The exit screen shows your payment has been submitted and a link to download your receipt (a copy will also be sent to your email of record.)

The screenshot shows a confirmation screen with the heading 'Your payment was successful!'. The text reads: 'Thank you for your online payment. Your receipt will be sent to your email address on record with the bar. To download a printable copy (PDF), click here. Payments may take 7-10 days to be processed. Your license will be issued only after successful processing. Once your payment has been posted, you should receive your license in the mail in 5-7 business days.' Below the text is a link: '« Return to Dashboard'.

Payment via Voucher and Paper Check:

4. If you choose Voucher for Mailing Paper Check, you only need to certify your statements and click **Complete** to create your voucher for mailing with your paper check.

1 Your Information 2 Confirmation 3 Payment

Payment Method\* Total  
\$430.00

Credit or Debit Card

eCheck / ACH

Voucher for Mailing Paper Check

(Must be postmarked by October 31 to avoid late fee.)

Certification \*

I certify that the foregoing statements are true and correct. I acknowledge that false statements herein may subject me to professional discipline.

5. On the exit screen, click on the link to print your voucher. (You will also receive a courtesy email with your itemized receipt and a PDF of the voucher.) Mail your voucher with your payment as instructed.

Click below to print your voucher

Please remit a check in the amount of **\$325.00** to the Alabama State Bar. Your voucher is attached to your email receipt.

←

Mail your check and voucher to:

Alabama State Bar  
Attn: Membership Dept.  
PO Box 671  
Montgomery, AL 36101

Once your payment has been posted, you should receive your license in the mail in 5-7 business days.

[← Return to Dashboard](#)

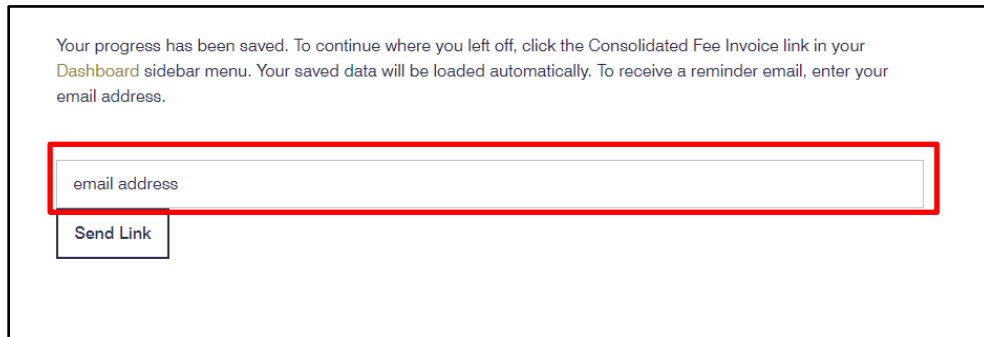
#### D. SAVING TO CONTINUE LATER FOR COMPLETION AND PAYMENT

1. At any point, you can save your information to return later to complete and pay by selecting **Save and Continue Later**. Alternatively, a law firm with a “firm administrator” website account can retrieve your saved information and pay for you and other members of your firm at one time.



A screenshot of a navigation bar with three buttons: "Previous", "Next", and "Save and Continue Later". A red arrow points to the "Save and Continue Later" button.

2. If you choose to save and continue later, you will have the option to input an email address to receive a reminder email.



Your progress has been saved. To continue where you left off, click the Consolidated Fee Invoice link in your [Dashboard](#) sidebar menu. Your saved data will be loaded automatically. To receive a reminder email, enter your email address.

email address

Send Link