

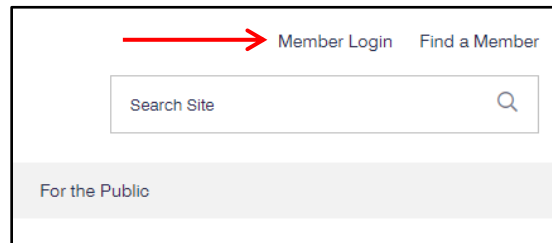


Alabama
State Bar

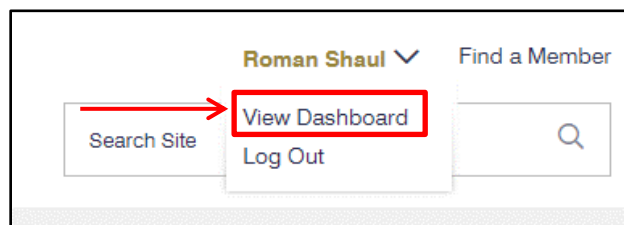
Instructions for Online Payments of the Consolidated Fee Invoice September 1, 2022

A. MEMBER LOGIN/ACCESSING CONSOLIDATED FEE INVOICE

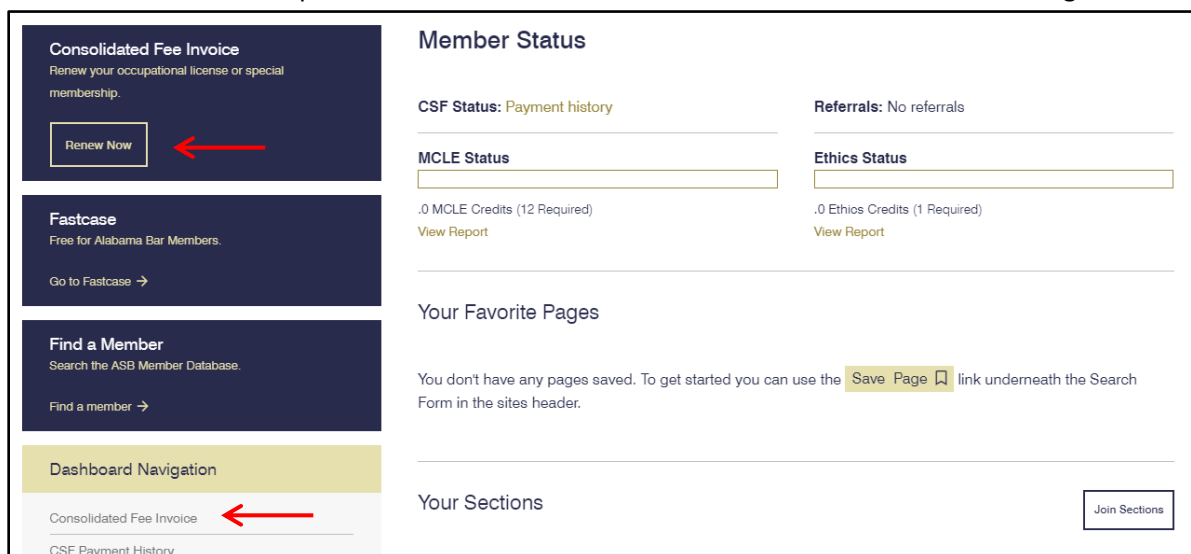
1. Login to www.alabar.org by clicking **Member Login** in the top right corner of the webpage and entering your username and password on the login screen, and click **Login**. This takes you to your Dashboard page.



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.



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 below¹. If information is incomplete or incorrect, **stop here** and visit [Update Profile](#) to correct it.

Circuit: 15
Hon. Roman Ashley Shaul

Mailing Address²
PO Box 671
Montgomery, AL 36101-0671

Firm
Alabama State Bar

Physical Address³
415 Dexter Ave
Montgomery, AL 36104-3742

¹ ALL fields are required. Members must maintain current contact information.
² The bar will use the mailing address to communicate via U.S. Mail.
³ 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 NO LATER THAN December 31, 2022 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.

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 NO LATER THAN December 31, 2022 to avoid an administrative suspension due to non-payment.

[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, indicate if you performed any Pro Bono Legal Services in 2021. When completed, click **Next** to proceed.

1 Your Information

2 Confirmation

3 Payment

License Type *

Choose one...  **A**

Client Security Fund *

\$25.00

Alabama Law Foundation

Would you like to contribute to the Alabama Law Foundation?

☒ I wish to contribute (\$50.00) **B**

☐ I wish to opt out

Section Dues *

Join sections for the Oct. 1, 2022 - Sept. 30, 2023 section year?

☐ Yes, I wish to join/renew **C**

☒ No, I do not wish to join

Are you a current district attorney (including deputy/assistant), attorney general (including deputy/assistant), or public defender in Alabama?

☐ Yes **D**

Pro Bono *

Did you perform pro bono legal services in 2021? [Learn More](#) about why we're collecting this information.

☒ Yes ☐ No **E**

Pro Bono Hours *


Estimate the number of hours of pro bono legal services you performed in 2021. Whole numbers only.

500 **F**

Please enter a number from 1 to 999.

Total

\$75.00

 **Next**

Save and Continue Later

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

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.

The interest from my IOLTA account(s) is remitted to: *

For remittance purposes, IOLTA account information must be maintained directly with the designated foundation(s).

☐ Alabama Civil Justice Foundation

☒ Alabama Law Foundation

☐ Both

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.

I do not have an IOLTA account because: *

☒ I do not hold IOLTA-eligible client or third party funds.

☐ I am not in private practice in Alabama.

Total
\$430.00

Next

Save and Continue Later

4. 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 2021 you provided to help us determine the valuable contribution of Alabama lawyers in providing free legal services.

<p>Pro Bono *</p> <p>Did you perform pro bono legal services in 2021? Learn More about why we're collecting this information.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Pro Bono Hours *</p> <p>Estimate the number of hours of pro bono legal services you performed in 2021. Whole numbers only.</p> <div><input type="text" value="500"/></div> <p>Please enter a number from 1 to 999.</p>
<p>Total</p> <p>\$375.00</p>	

5. 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.


<p>Total</p> <p>\$325.00</p>
<div><div>Next</div><div>Save and Continue Later</div></div>

6. 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			
Subtotal			\$430.00
Total			\$430.00

Previous  Next Save and Continue Later

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

1. 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**.

1 Your Information 2 Confirmation 3 Payment

Payment Method *

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

Card Processing Fee
\$12.90

Total
\$442.90

Credit Card *

American Express Discover MasterCard Visa JCB

Card Number

Month Year

Expiration Date Security Code

Cardholder Name

Billing Address *

Street Address

Address Line 2

City State / Province / Region

ZIP / Postal Code Country

United States

Certification *

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

By clicking "Complete," you agree for the payment method above to be charged the amount displayed on this page, and that you are the account owner or an authorized user thereof.

Do not double-click Complete. Once submission has begun, please wait.

Previous Complete Save and Continue Later

- 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.)

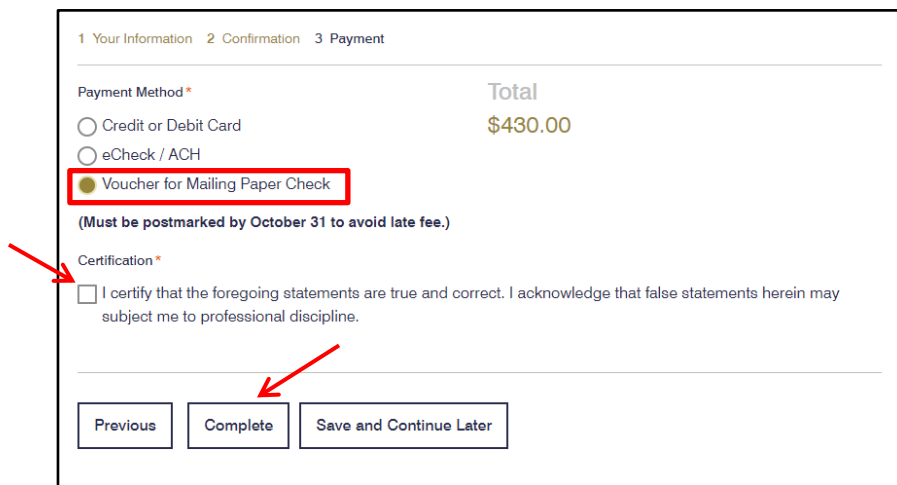
Your payment was successful!

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.

[« Return to Dashboard](#)

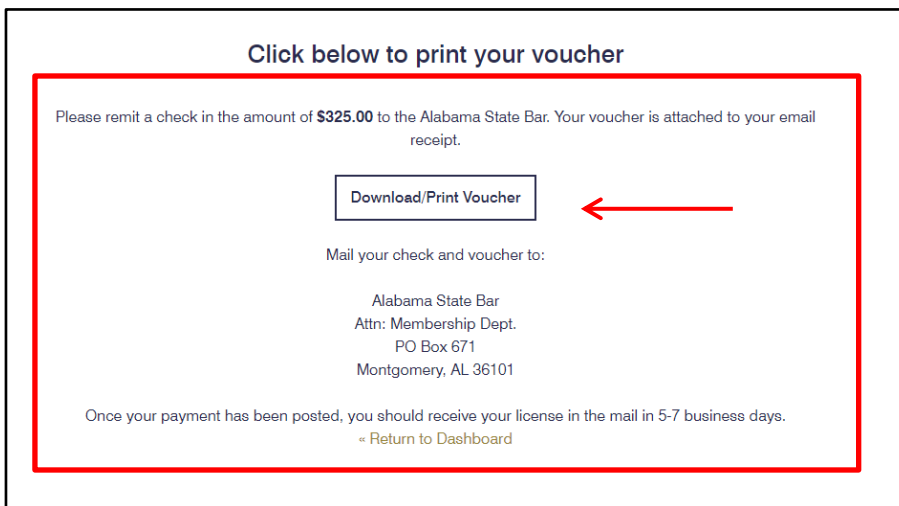
Payment via Voucher and Paper Check:

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.



The screenshot shows a payment selection interface. At the top, there are three tabs: '1 Your Information', '2 Confirmation', and '3 Payment'. Below the tabs, the 'Payment Method' section has three radio button options: 'Credit or Debit Card', 'eCheck / ACH', and 'Voucher for Mailing Paper Check'. The 'Voucher for Mailing Paper Check' option is selected and highlighted with a red rectangle. To the right of these options, the 'Total' amount is displayed as '\$430.00'. Below the payment methods, there is a note: '(Must be postmarked by October 31 to avoid late fee.)'. Underneath this is a 'Certification' section with a checkbox and the 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 this checkbox. At the bottom of the form, there are three buttons: 'Previous', 'Complete', and 'Save and Continue Later'. A red arrow points to the 'Complete' button.

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.



The screenshot shows an exit screen titled 'Click below to print your voucher'. Inside a red rectangular box, there is a message: 'Please remit a check in the amount of \$325.00 to the Alabama State Bar. Your voucher is attached to your email receipt.' Below this message is a button labeled 'Download/Print Voucher'. A red arrow points to this button. Below the button, the text reads: 'Mail your check and voucher to:'. This is followed by the address: 'Alabama State Bar', 'Attn: Membership Dept.', 'PO Box 671', 'Montgomery, AL 36101'. At the bottom of the red box, there is a note: 'Once your payment has been posted, you should receive your license in the mail in 5-7 business days.' and a link: '< Return to Dashboard'.

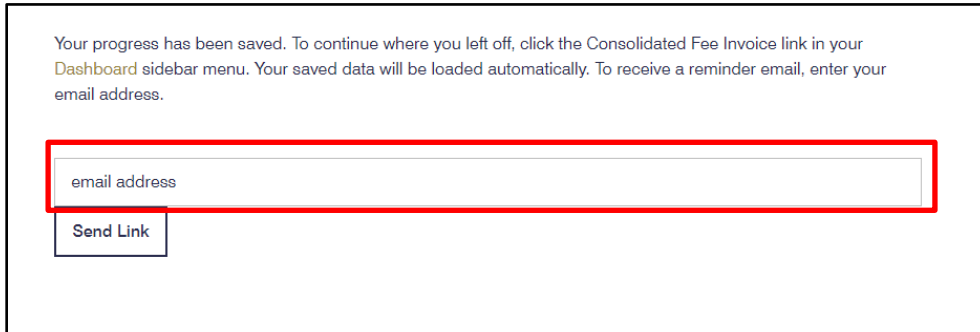
D. SAVING TO CONTINUE LATER FOR COMPLETION AND PAYMENT

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