

ADR Provider 5-Year Listing Renewal

Requirements

Each ADR Provider remains on the ADR Provider list for five years, provided the annual training certification requirements are met. After a five-year term, the ADR Providers must apply to renew approved provider status in order to remain on the list in accordance with [Local Rule 16.4.E\(3\)\(e\)](#).

Overview

Your ADR Provider listing information is maintained in your electronic attorney admissions record, which is docketed as a miscellaneous case in District CM/ECF. Every fifth year you are listed as an ADR provider, a notice will be sent to you through your electronic attorney admission record in District CM/ECF. See the [Alternative Dispute Resolution Provider Instructions](#) page of the court's web site for additional information.

If the notice you received states that you are required to submit your **ADR Provider 5-Year Listing Renewal**, then submit your renewal documents electronically following these instructions.

Your renewal documents must consist of the following:

- A completed [ADR Provider Five-Year Renewal Form](#), found on the court's website at <http://www.txs.uscourts.gov/adr/5-yearRenewalForm.pdf>
- Certification that you have completed five (5) hours of ADR training during the previous calendar year. Your certification may be one of the following:
 - a. a completed certification form;
 - b. a copy of a certificate from the sponsoring bar association or recognized provider of a continuing legal education (CLE); or
 - c. for self-study, a list of the materials studied and the dates of study.
- Your current fee schedule for ADR services.

Assistance

If you have any questions or would like assistance with this process, please call

- Claire Cassady at (713) 250-5979, or
- Dawna Kelly at (713) 250-5626.

Preparation

Before proceeding with this process you will need:

- Your District CM/ECF filing login and password.
(Additional information about CM/ECF access is available on the [Electronic Case Filing \(ECF\) Registration Information](#) page of the court's web site.)

- The required documents identified above saved in PDF format to submit to the court following the steps below. All of the required documents can be saved as a single PDF or as separate PDFs, whichever is your preference.
(Additional information about working with PDF files is available in the [CM/ECF Attorney's User Guide](#), Chapter 2.)

Steps for Submission of 5-Year Listing Renewal to the Court

Your application for renewal is submitted to the court electronically following these steps:

1. Click the link to go to [Live District CM/ECF](#).

The **CM/ECF Filer or PACER Login** page looks like this:

Authentication

Login:

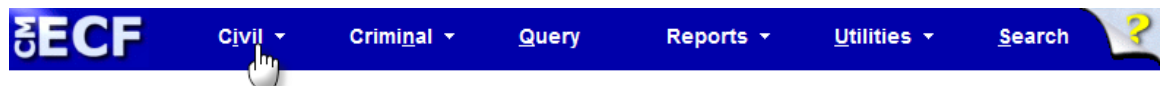
Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

2. Complete the prompts:
 - a. **Login:** Enter your ECF filing login.
 - b. **Password:** Enter your ECF filing password.
 - c. Check the box confirming you understand the redaction rules.
3. Click **Login**.
The CM/ECF Home page displays.
4. On the blue menu bar, click **Civil**.

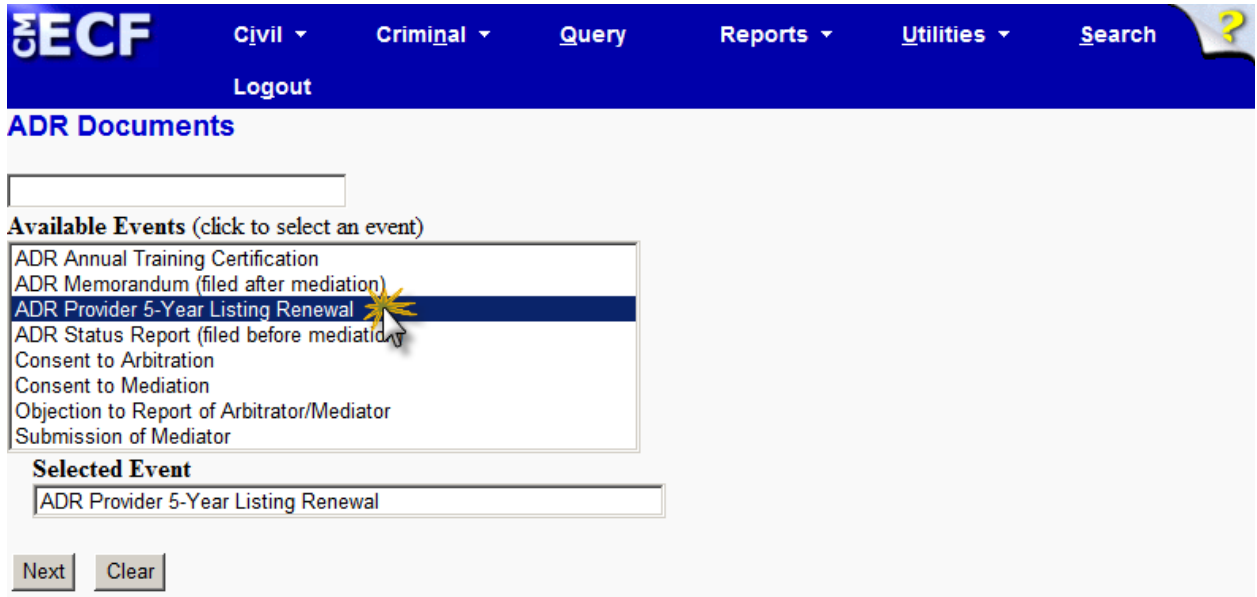


5. Under the heading **Other Filings**, click **ADR Documents**.



The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar is a 'Logout' link. The main content area is titled 'Civil Events' and is divided into three columns. The first column, 'Open a Case', includes links for 'Civil Case - Unassigned'. The second column, 'Other Filings', includes links for 'ADR Documents', 'Admissions', 'Certificate of Good Standing - Requests', 'Notices', 'Trial Documents', 'Other Documents', and 'Appeal Documents'. The third column, 'Sealed Events', includes a link for 'Sealed Events'. Below these columns are sections for 'Initial Pleadings and Service', 'Related Filings', and 'Motions', each with several sub-links.

6. Under **Available Events**, click **ADR Provider 5-Year Listing Renewal**, causing it to appear in the **Selected Event** field.



The screenshot shows the ECF website interface with the 'ADR Documents' section selected. Below the navigation bar, there is a search box and a dropdown menu for 'Available Events'. The dropdown menu is open, showing a list of events: 'ADR Annual Training Certification', 'ADR Memorandum (filed after mediation)', 'ADR Provider 5-Year Listing Renewal', 'ADR Status Report (filed before mediation)', 'Consent to Arbitration', 'Consent to Mediation', 'Objection to Report of Arbitrator/Mediator', and 'Submission of Mediator'. The 'ADR Provider 5-Year Listing Renewal' option is highlighted. Below the dropdown menu is a 'Selected Event' field containing the text 'ADR Provider 5-Year Listing Renewal'. At the bottom of the page are 'Next' and 'Clear' buttons.

7. Click **Next** to continue.

The page displays a prompt for the case number.

ECF Civil Criminal Query Reports Utilities Search Logout

ADR Documents

Civil Case Number

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

Next Clear

8. Enter the miscellaneous case number containing your electronic attorney admissions record.

Note: Your case number is provided on the notice you were sent.

9. Click **Find This Case**.

10. Click **Next** to continue.

The page displays your case number followed by **In re: Attorney Admissions**.

11. Click **Next** to continue.

The page displays fields for uploading documents to the CM/ECF system.

Select the pdf document and any attachments.

Main Document

Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

- Under **Main Document**, click **Browse**, then browse to and select the PDF(s) of the required documents. **Note:** This is the where you upload the PDF(s) of the completed ADR Provider Five-Year Renewal form, the applicable form of certification you chose, and your fee schedule, referenced in the preparation section of these instructions (above). If you saved the documents as separate PDFs, use the **Main Document** field to upload the completed ADR Provider Five-Year Renewal form and the **Attachments** fields to upload the certification and fee schedule.

Select the pdf document and any attachments.

Main Document

C:\Users\name\Documents\Renewal.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

- Click **Next** to continue.
The page displays your case number followed by **In re: Attorney Admissions**.

- Click **Next** to continue.

The page displays

- Docket Text - The text for the entry that will be submitted to the court when you have successfully completed all of these steps.
- A Warning message.
- Source Document Path (for confirmation only)** – The file path identifying the location of the document(s) you are uploading to the court.

Docket Text: Final Text
ADR Provider 5-Year Listing Renewal, filed.(Test, Atty)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
 C:\fakepath\Renewal.pdf pages: 1

- On the “Docket Text” page, confirm that the document(s) listed are correct. If not, then use your browser “Back” button to return to the page where you upload the document(s), upload correct document(s), and proceed through the steps again. When the document(s) are confirmed as correct, proceed to the next step.

16. Click **Next** to continue (to submit your renewal to the court).

When your renewal documents have been successfully submitted to the court, the **Notice of Electronic Filing (NEF)** page will display and looks like this:

The screenshot displays the ECF system interface. At the top, there is a blue navigation bar with the ECF logo on the left and several menu items: Civil, Criminal, Query, Reports, Utilities, and Search. A Logout link is positioned below the logo. The main content area is white and contains the following text:

ADR Documents
[4:14-mc-02514 In re: Attorney Admissions](#)

ADR_PROVIDER

U.S. District Court
SOUTHERN DISTRICT OF TEXAS

Notice of Electronic Filing

The following transaction was entered by Test, Atty on 2/26/2015 at 12:11 PM CST and filed on 2/26/2015

Case Name: In re: Attorney Admissions
Case Number: [4:14-mc-02514](#)
Filer:
Document Number: [26](#)

Docket Text:
[ADR Provider 5-Year Listing Renewal, filed.\(Test, Atty\)](#)