



**UNITED STATES DISTRICT COURT
District of Minnesota**

Richard D. Sletten, Clerk

Warren E. Burger Federal
Building and U.S. Courthouse
316 North Robert Street
Suite 100
St. Paul, MN 55101
(651) 848-1100

U.S. Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415
(612) 664-5000

Gerald W. Heaney Federal Building and
U.S. Courthouse and Customhouse
515 West First Street
Suite 417
Duluth, MN 55802
(218) 529-3500

U.S. Courthouse
118 South Mill Street
Suite 212
Fergus Falls, MN 56537
(218) 739-5758

February 10, 2010

**NOTICE TO ALL MEMBERS OF THE BAR OF
THE DISTRICT OF MINNESOTA
*** REQUIRED ATTORNEY RE-REGISTRATION *****

The U.S. District Court for the District of Minnesota requires members of its Bar to re-register every three years in order to maintain an accurate roll of admitted attorneys. The last re-registration was held in 2009 for H-M attorneys. The Clerk of Court is directed to give public notice to all admitted members of the Bar of this Court informing them that they must update their attorney records and pay the required \$40.00 fee according to the following schedule:

Last Name Beginning with the Letters:

N-Z: February 10 - March 12, 2010

A-G: February - March 2011

H-M: February - March 2012

Therefore, attorneys with last names beginning with the letters **N-Z ONLY** must update their records with the Court on or before **March 12, 2010**. Attorneys admitted to the Bar of this Court in either 2008 or 2009 do not need to re-register at this time.

To update your record and pay the re-registration fee, please log into your ECF account at <https://ecf.mnd.uscourts.gov>, click on UTILITIES, then click MAINTAIN YOUR ACCOUNT. After updating your information or confirming that it is accurate, please complete the [Active Attorney Re-Registration Affidavit](#) in portable document format (PDF) and save it to your computer. Then click ATTORNEY RE-REGISTRATION under UTILITIES. ECF will direct you to enter case number 10-mc-100 for attorney re-registration and guide you through the re-registration process including filing your affidavit in ECF and paying the required re-registration fee through Pay.gov.

Attorneys are encouraged to complete the re-registration process using ECF and Pay.gov as outlined above. Attorneys who elect not to complete the re-registration process online should mail, deliver or fax their re-registration affidavits to the Clerk of Court along with the \$40.00 re-registration fee.

Separate notices will follow in 2011 and 2012 for those in subsequent alphabet groups. The Clerk of Court will not accept re-registration affidavits and fees from attorneys outside the N-Z group at this time, so it will not be possible for law firms to submit one payment for all attorneys in the firm. Firms, however, may send one check for all attorneys in the current re-registration group. Please adhere to the schedule above. Counsel who fail to re-register will be considered "inactive," their ECF accounts will be suspended, and they will be unable to obtain certificates of good standing.

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