

# Attorney Re-Registration through ECF

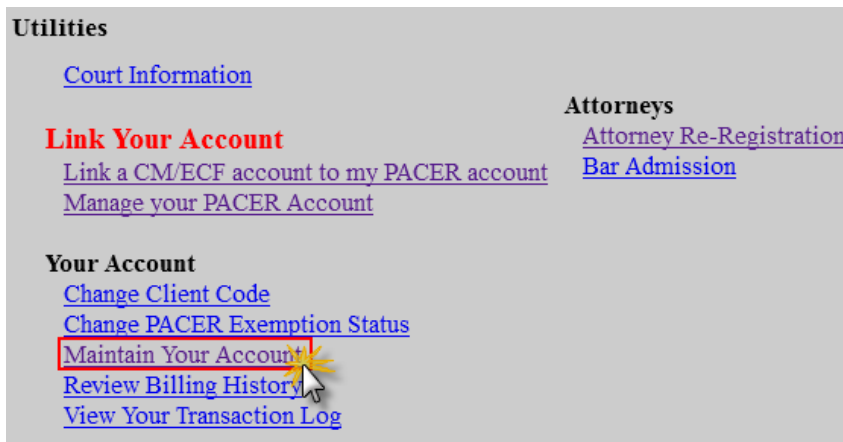
## STEP 1: Verify your account information is up to date

1. Log into ECF: <https://ecf.mnd.uscourts.gov>
  - a. Click the link **U.S. District of Minnesota – Document Filing System**
  - b. Log into ECF using your individual PACER account.

2. Select the **Utilities** tab

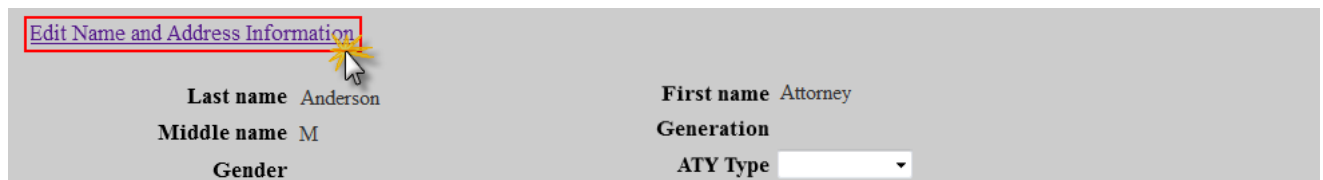


3. Click **Maintain Your Account**.



4. Check your Name and Address and Email Information to ensure it is up to date. **If your information is current, proceed to Step 2: Re-Register below.** If updates are necessary:
  - a. Click **Edit Name and Address Information**

**This will take you back to PACER. You will make all changes to ECF through PACER. You may need to log in again.**



- a. Click the **Maintenance Tab** and click on **Update Address Information**

Settings **Maintenance** Payments Usage

[Update Personal Information](#)  
[Update Address Information](#)  
[Update E-Filed Email Noticing and Frequency](#)  
[Display Registered Courts](#)

- b. Update the necessary information. Insert **Reason for Update** and select **Apply Update to**. Then select the box for Minnesota District Court – NextGen

**Reason for update**

☐ Check here if this address update applies to the entire firm.

**Apply update to**

Select

Select

All Cases

Closed Cases

Open Cases

None

**Apply Updates to Selected**

**PACER Billing**

123 Anywhere Street  
 Minneapolis, MN 55347  
 Phone: 612-664-5000

**U.S. District Courts**

**Minnesota District Court - NextGen**

123 Anywhere Street  
 Minneapolis, MN 55415  
 Phone: 612-664-5000

**Submit** **Reset** **Cancel**

- c. Click **Submit**

- d. Click **Close** when this screen appears:

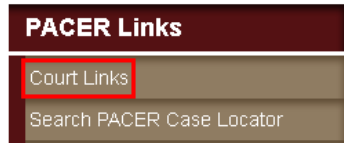
**Update Address Information**

Your address change has been sent to the selected courts for review and processing. Please note that this process may take some time, and there is a possibility that the court may not accept your change.

**Close**

You do not need to wait for the address to be approved by the court to complete the re-registration process.

- e. Click **Court Links** on left-hand side to return to ECF



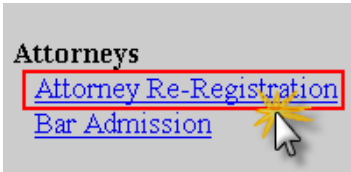
- f. Click on **Minnesota – NextGen** in the center column.
- g. Login and complete **Step 2: Re-register** (continued on next page)

## STEP 2: Re-Register

1. Click on the **Utilities** menu



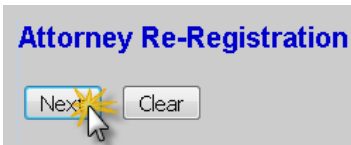
2. Click on **Attorney Re-Registration**



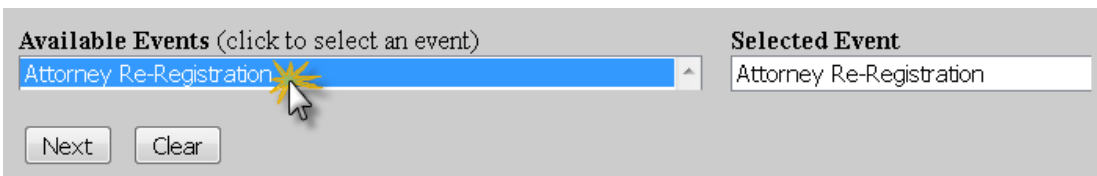
3. Click **Next**.



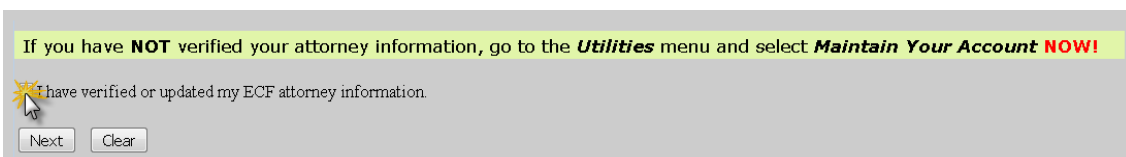
4. Click **Next**



5. Select the **Attorney Re-Registration** event and click **Next**.



6. Check the box verifying you have confirmed the accuracy of your attorney information in PACER, then click **Next**.



7. Select the appropriate **Yes** or **No** attorney button and click **Next**.  
Only U.S. government attorneys are exempt from the re-registration fee, not state or local attorneys.

Are you a U.S. Government Attorney?

☐ Yes

☒ No

**Note:** Attorneys for the U.S. Government are exempt from paying the attorney re-registration fee.

8. The re-registration fee is **\$40**. Click **Next** to continue.

**ATTENTION:**  
A **re-registration fee** of will be applied to your bank account debit (Automated Clearing House) or charged to your credit/debit card from Pay.gov after completion of payment information. **A fee of will be charged for all returned or denied payments.**

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov.

**IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN!**  
**DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT BE RECORDED TO THE CASE.**

Fee: \$40

You may be prompted to log in to PACER again.

9. Select payment method and click **Next**.


Pay Filing Fees for Minnesota District Court - NextGen

\* Required Information

**Payment Amount**

Amount Due \* \$40.00

**Select a Payment Method**

☒   
Test Attorney  
XXXXXXXXXXXX1111  
01/2022

☐ Enter a credit card

☐ Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

10. Review payment and email information and check the **Authorization** box at the bottom of the screen. Then click **Submit**.

The screenshot shows a web form with three main sections. The top section, titled 'Payment Summary', is divided into two columns. The left column, 'PAYMENT METHOD', displays a Visa logo, a masked card number 'XXXXXXXXXXXX1111', an expiration date '01/2022', and the cardholder's name and address: 'Test Attorney, 123 Anywhere Street, Minneapolis, MN 55415, USA'. The right column, 'PAYMENT DETAILS', shows 'Payment Amount' as '\$40.00' and 'Fee Type' as 'Filing Fees'. Below this is the 'Email Receipt' section, which contains three input fields: 'Email' (filled with 'attymnd+ngattydz@gmail.com'), 'Confirm Email' (also filled with 'attymnd+ngattydz@gmail.com'), and 'Additional Email Addresses' (empty). At the bottom is the 'Authorization' section, which includes a checkbox with a cursor icon and the text 'I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*'. Below the checkbox is a note: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.' At the very bottom are three buttons: 'Submit' (with a cursor icon), 'Back', and 'Cancel'.

**\*\*CAUTION:** You must complete the rest of the subsequent steps. Do not use the web browser's **Back** button and do not exit out of the system. Doing so may produce incomplete or duplicate transactions.

11. Click **Next** on the next **two** screens to continue the filing.

The screenshot shows a gray box with a yellow banner at the top containing the text: 'IMPORTANT: Please click Next on this and the 2 subsequent screens to complete the filing of this event and for a Pay.Gov receipt number.' Below the banner are two buttons: 'Next' (with a cursor icon) and 'Clear'.

12. Click **Next** to finalize the attorney re-registration process.

The screenshot shows a gray box with a yellow banner at the top containing the text: 'Attorney Re-Registration fee paid for MND-TEST ngattydz. Payment made in the amount of \$40, receipt number AMNXDC-225601. (ngattydz, MND-TEST)'. Below the banner is a blue text warning: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' followed by the question 'Have you redacted?'. At the bottom are two buttons: 'Next' (with a cursor icon) and 'Clear'.

13. A Notice of Electronic Filing (NEF) receipt is shown as confirmation that the filing is complete.