



UNITED STATES DISTRICT COURT District of Minnesota

Kate M. Fogarty, Clerk
Tricia M. Pepin, Chief Deputy Clerk

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

Diana E. Murphy United
States 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

Edward J. Devitt U.S. Courthouse
and Federal Building
118 South Mill Street, Suite 212
Fergus Falls, MN 56537
(218) 739-5758

March 10, 2020

NOTICE TO ALL MEMBERS OF THE BAR OF THE DISTRICT OF MINNESOTA WITH LAST NAMES BEGINNING WITH LETTERS A-G 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. Attorneys with last names beginning with the letters **A-G ONLY** must re-register at this time and pay the required \$40.00 fee. Attorneys for the U.S. Government must also re-register but are exempt from paying the required re-registration fee. Attorneys who fail to re-register by **April 1, 2020** will be considered "inactive," their ECF accounts will be suspended, and they will be unable to obtain certificates of good standing. **Recently admitted attorneys to the Bar of this Court in 2018, 2019, or 2020 do not need to re-register at this time.**

IF YOUR LAST NAME BEGINS WITH THE LETTERS A-G, PLEASE FOLLOW THE INSTRUCTIONS BELOW

- 1) Log into your **ECF Account** at <https://ecf.mnd.uscourts.gov>. You will need your PACER Username and Password.
- 2) Once logged in, click on the **UTILITIES** tab then click **MAINTAIN YOUR ACCOUNT**.
- 3) Update or verify that your information is accurate.
- 4) Click on the **UTILITIES** tab again and click **ATTORNEY RE-REGISTRATION**.
- 5) ECF will guide you through the re-registration process, including paying your required re-registration fee through Pay.gov. You will need a credit card.

For more detailed instructions with screen shots, please click on the following link:
[Attorney Re-Registration Tutorial](#).

If you have lost or forgotten your password, please click on the following link:
[PACER Password Reset](#).

If you need any assistance, please **EMAIL** the helpdesk at ecfhelpdesk@mnd.uscourts.gov with your name, attorney license number and email address. We will respond to you promptly.

Kate M. Fogarty, Clerk