

Attorney Re-Registration through ECF

STEP 1: Verify your account information is up to date

1. Log into **ECF**: <https://ecf.mnd.uscourts.gov>

You will log in using your individual PACER account. If you have not linked your ECF account to your PACER account, click here for instructions:
<https://www.mnd.uscourts.gov/sites/mnd/files/Link-PACER-Account-to-ECF.pdf>

- 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



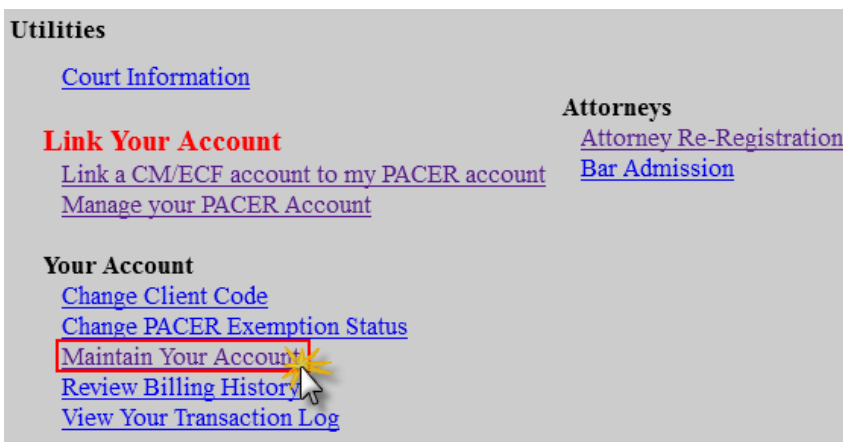
If you do not see the **Civil and Criminal** options, refresh your screen.

If you do not see the Civil and Criminal options after refreshing, click
<https://www.mnd.uscourts.gov/public-access-court-records-pacer> **for instructions to upgrade/link your ECF account.**

3. Click **Maintain Your Account**.

If you do not see the **Maintain Your Account** option, refresh your screen.

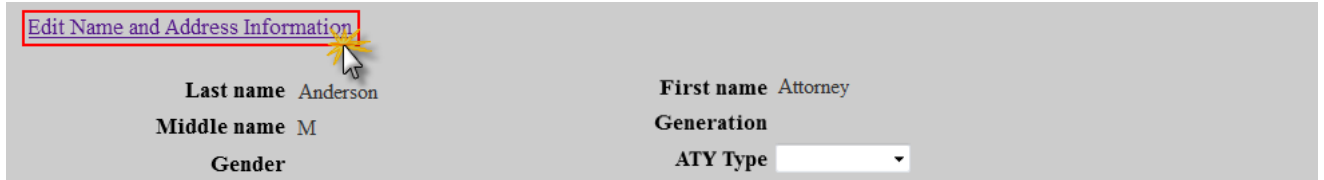
If you do not see the Maintain Your Account option after refreshing, click
<https://www.mnd.uscourts.gov/public-access-court-records-pacer> **for instructions to upgrade/link your ECF account.**



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**

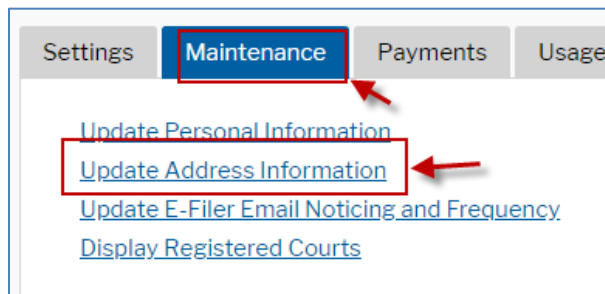
This will take you back to PACER. You will make all changes to ECF through PACER. You may need to log in again.



Edit Name and Address Information

Last name Anderson First name Attorney
Middle name M Generation
Gender ATY Type

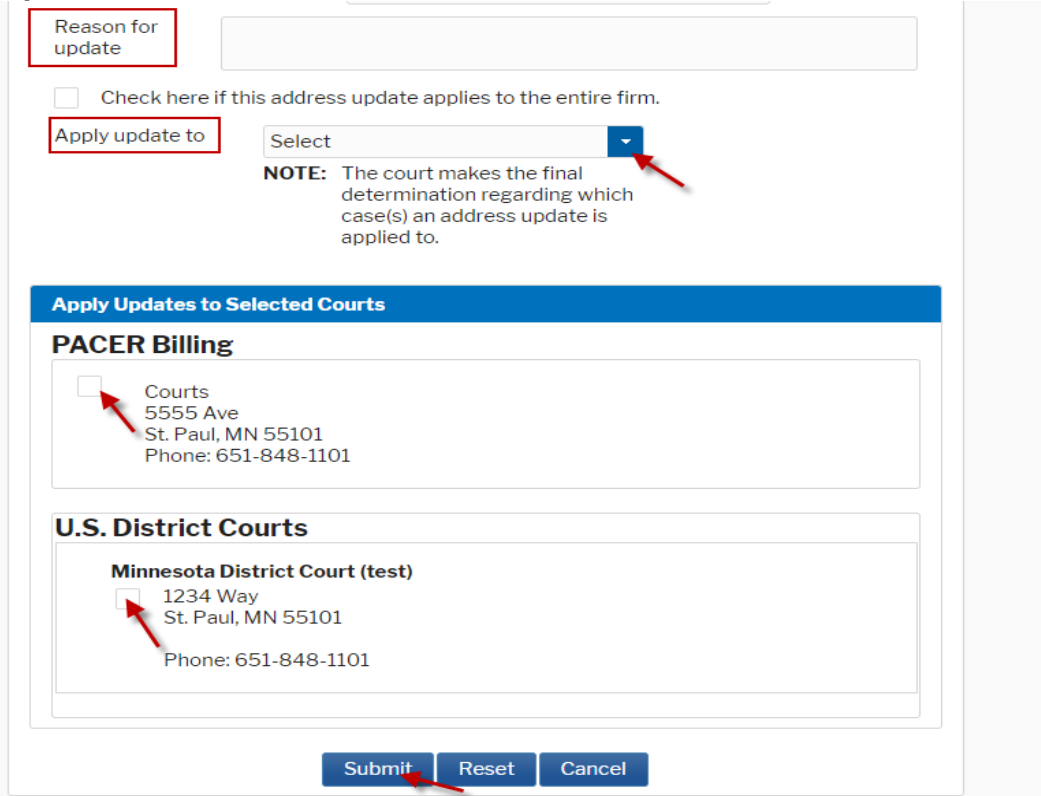
- a. Click the **Maintenance Tab** and click on **Update Address Information**



Settings **Maintenance** Payments Usage

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

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

NOTE: The court makes the final determination regarding which case(s) an address update is applied to.

Apply Updates to Selected Courts

PACER Billing

Courts
5555 Ave
St. Paul, MN 55101
Phone: 651-848-1101

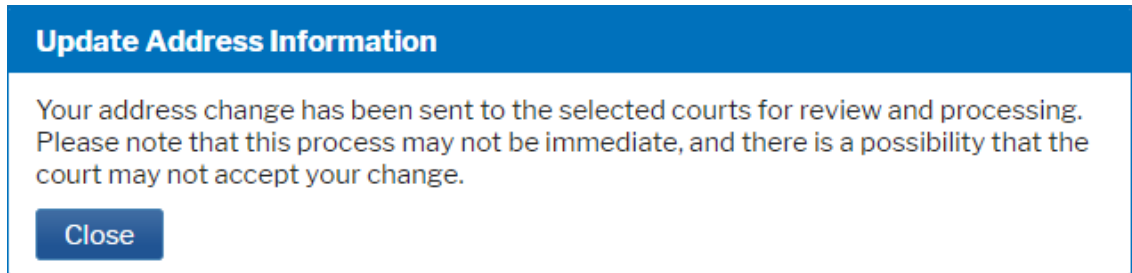
U.S. District Courts

Minnesota District Court (test)
1234 Way
St. Paul, MN 55101
Phone: 651-848-1101

Submit Reset Cancel

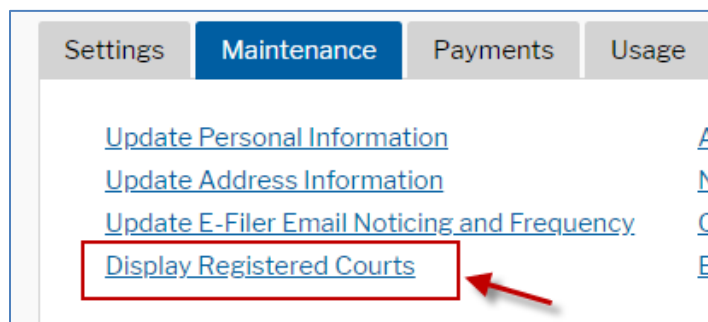
- b. Click **Submit**

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



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

- d. Click **Displayed Registered Courts** on your Maintenance Tab



- e. Click on **Minnesota District Court**.

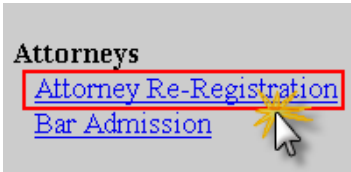
- f. Login and complete **Step 2: Re-register** (continued on next page)

STEP 2: Re-Register

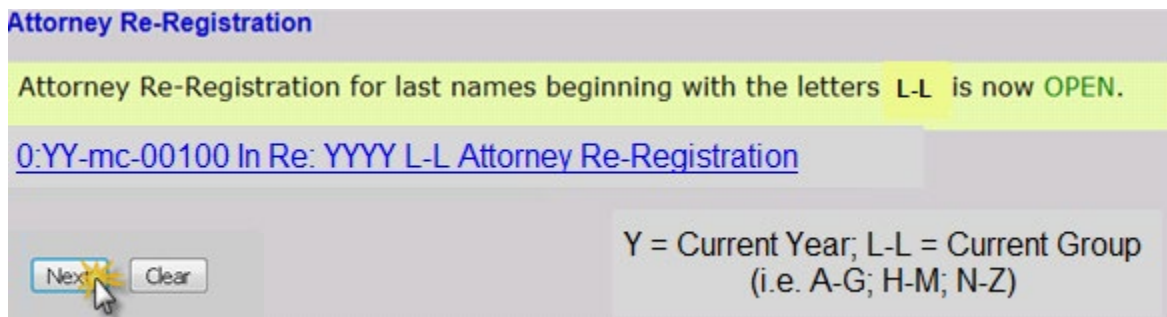
1. Click on the **Utilities** menu



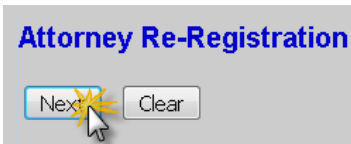
2. Click on **Attorney Re-Registration**



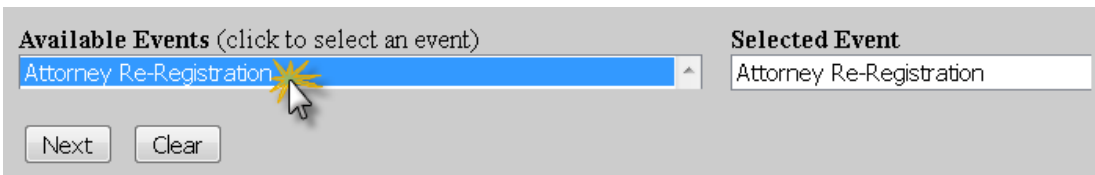
3. Click **Next**. Do not click on the case number above Next.



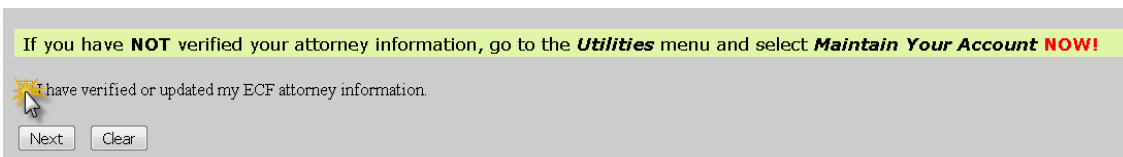
4. Click **Next**



5. Select the **Attorney Re-Registration** from the dropdown 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**. If you have a credit card already on file with PACER, you will be able to select it on this screen.

Pay Filing Fee for Minnesota District Court (test)

*** Required Information**

Payment Amount

| | |
|--------------|----------------|
| Amount Due * | \$40.00 |
|--------------|----------------|


Select a Payment Method

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**.

| Payment Summary | |
|--|---|
| Payment Method  XXXXXXXXXXXXXXX1111 01/2022 Test Testerson 5555 Ave St. Paul, MN 55101 USA | Payment Details Payment Amount \$40.00 Fee Type Filing Fee |

| Email Receipt | |
|----------------------------|---|
| Email | <input type="text" value="test@gmail.com"/> |
| Confirm Email | <input type="text" value="test@gmail.com"/> |
| Additional Email Addresses | <input type="text"/> |

| Authorization | |
|--------------------------|--|
| <input type="checkbox"/> | I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. * |

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

****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.

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.

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

Attorney Re-Registration fee paid for MND-TEST ngattydz. Payment made in the amount of \$40, receipt number AMNXDC-225601. (ngattydz, MND-TEST)

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

Have you redacted?

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