



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

January 10, 2023

**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 **February 10, 2023** 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 2021, 2022, or 2023 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