

# Attorney Re-Registration through ECF

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

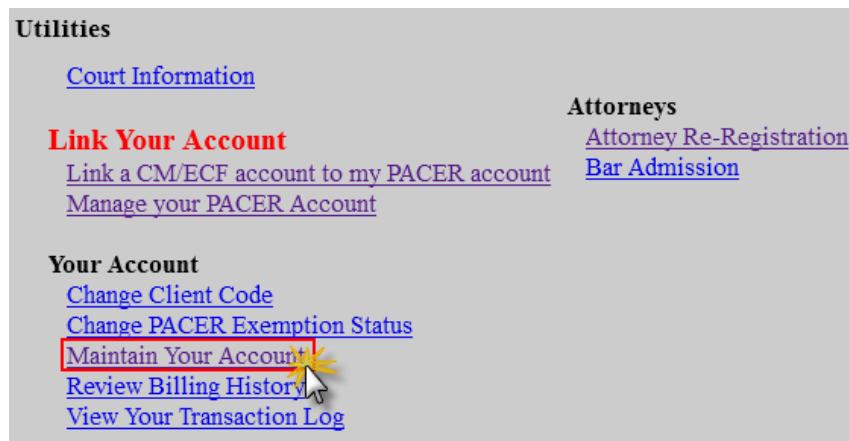
1. Log into ECF: <https://ecf.mnd.uscourts.gov>
  - a. Click the link **U.S. District of Minnesota – Document Filing System**
  - b. Log into ECF using your individual PACER account.
2. Select the **Utilities** tab



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

3. Click **Maintain Your Account**.

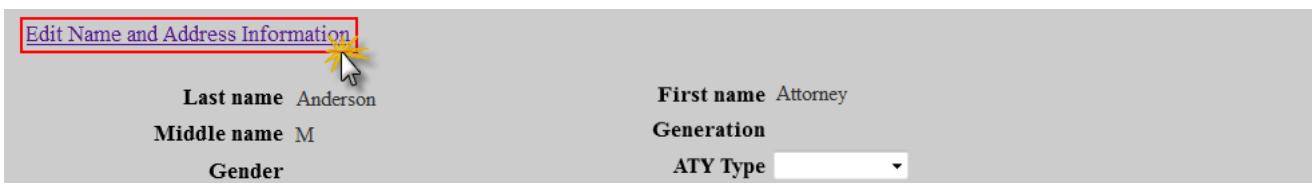
If you do not see the **Maintain Your Account** option, refresh your screen.



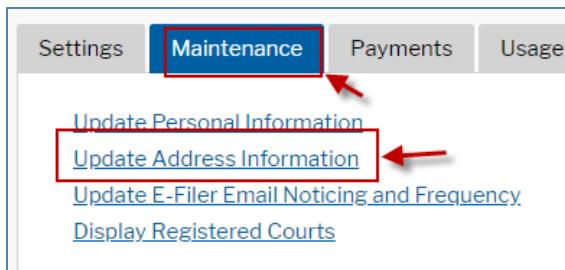
4. Check your Name and Address and Email Information to ensure it is up to date. **If your information is current, proceed to Step 2: Re-Register below.** If updates are necessary:

- 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.**



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



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

The form has a 'Reason for update' input field and a checkbox for applying to the entire firm. The 'Apply update to' section includes a 'Select' dropdown and a note about court final determination. The 'Apply Updates to Selected Courts' section lists 'PACER Billing' and 'U.S. District Courts' with checkboxes for each. The 'Submit' button is highlighted with a red box and an arrow.

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

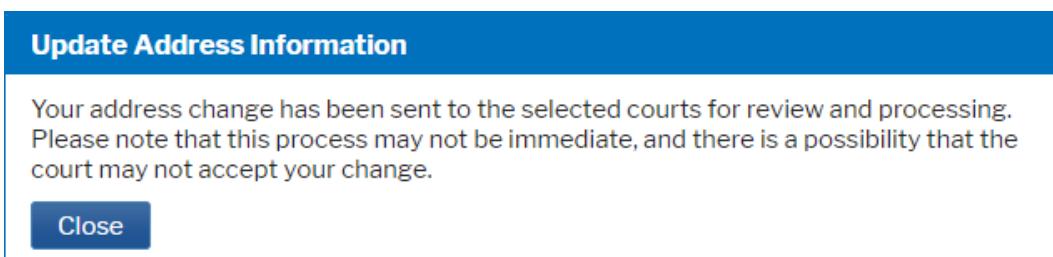
**U.S. District Courts**

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

Submit

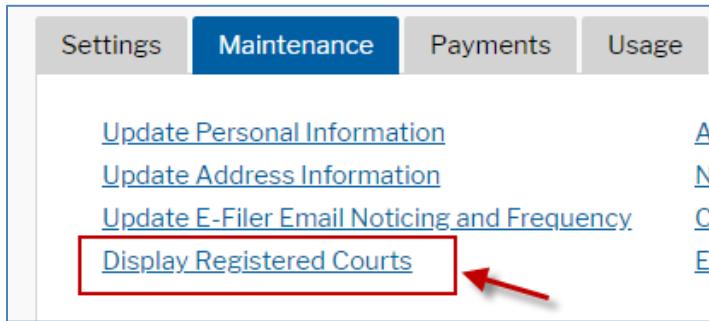
c. Click **Submit**

d. 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.**

e. Click **Displayed Registered Courts** on your Maintenance Tab



f. Click on **Minnesota District Court**.

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

## STEP 2: Re-Register

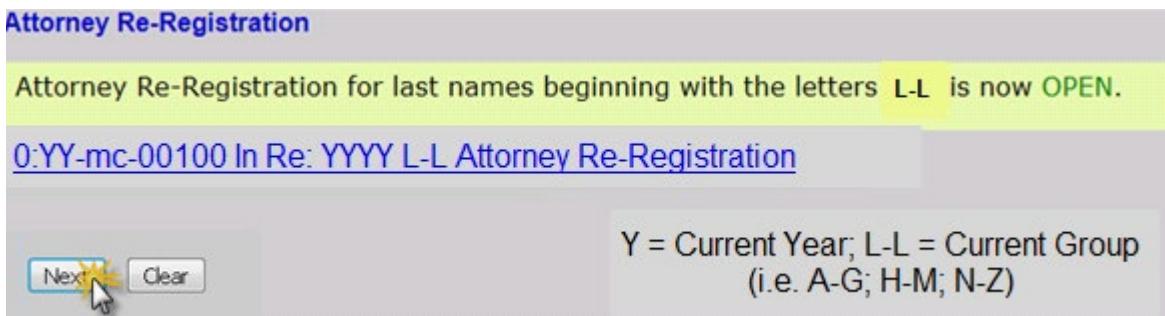
1. Click on the **Utilities** menu



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



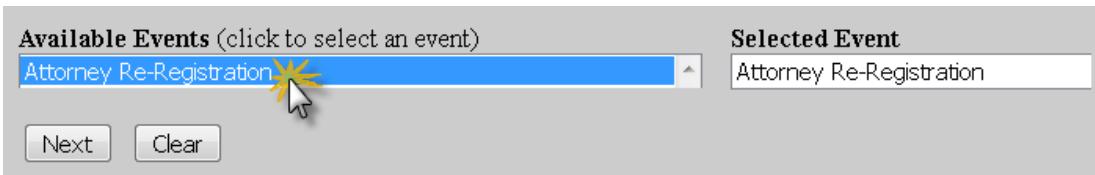
3. Click **Next**. Do not click on the case number above Next.



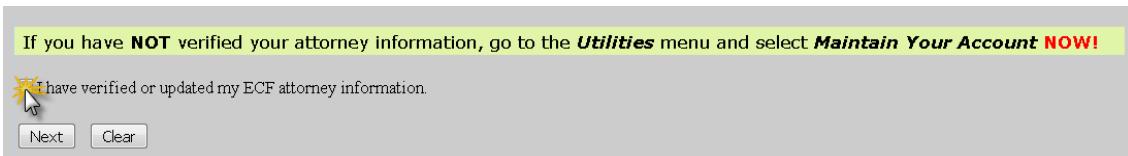
4. Click **Next**



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.

**Next** **Clear**

8. The re-registration fee is **\$75**. 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.**

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 \* \$75.00

**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.

**Next** **Cancel**

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

Payment Summary		Payment Details	
<b>Payment Method</b>  XXXXXX1111 01/2022  Test Testerson 5555 Ave St. Paul, MN 55101 USA		<b>Payment Amount</b> \$40.00  <b>Fee Type</b> Filing Fee \$75.00	
<b>Email Receipt</b> Email: test@gmail.com Confirm Email: test@gmail.com Additional Email Addresses:  			
<b>Authorization</b> <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.			
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="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.

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 \$75 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.