

Attorney Re-Registration through ECF

STEP 1: Verify your account information is up to date

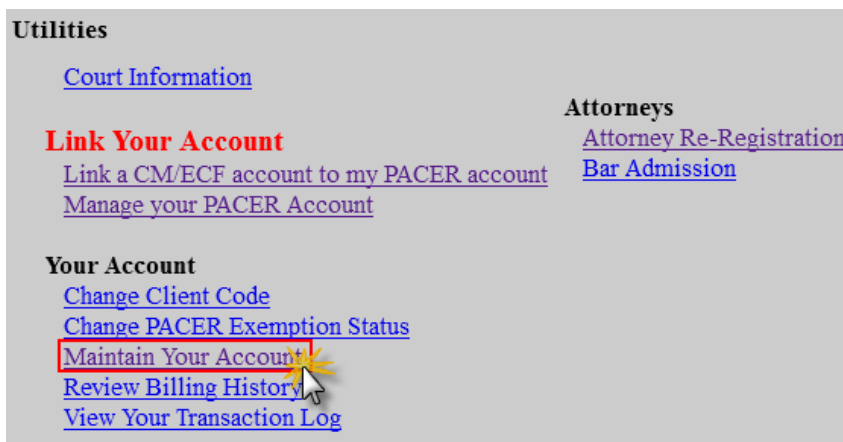
1. Log into **ECF**: <https://ecf.mnd.uscourts.gov>
 - a. Click the link **U.S. District of Minnesota – Document Filing System**
 - b. Log into ECF using your individual PACER account.
2. Select the **Utilities** tab



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.

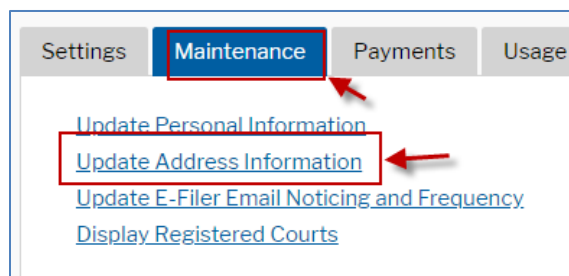


4. Check your Name and Address and Email Information to ensure it is up to date. **If your information is current, proceed to Step 2: Re-Register below.** If updates are necessary:
 - a. Click **Edit Name and Address Information**

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

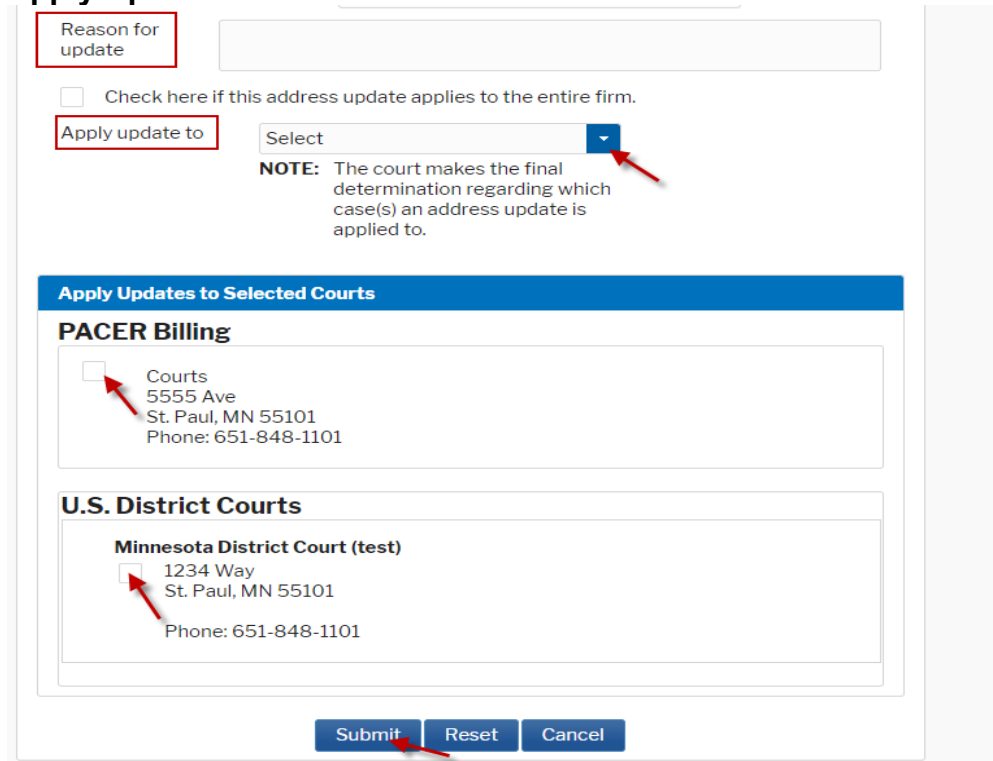
A screenshot of the "Edit Name and Address Information" form. The form is divided into two columns. The left column contains labels and values for "Last name" (Anderson), "Middle name" (M), and "Gender". The right column contains labels and values for "First name" (Attorney), "Generation", and "ATY Type" (a dropdown menu). The "Edit Name and Address Information" link at the top left of the form is highlighted with a red box and a mouse cursor.

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



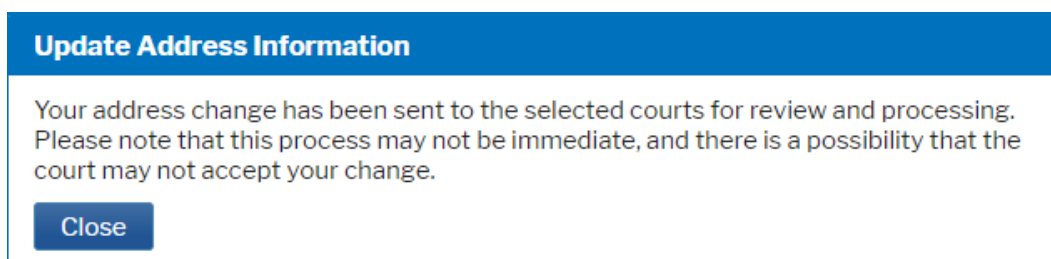
The screenshot shows a navigation bar with four tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Maintenance' tab is selected and highlighted with a red box. Below the tabs, there is a list of links: 'Update Personal Information', 'Update Address Information', 'Update E-Filed Email Noticing and Frequency', and 'Display Registered Courts'. The 'Update Address Information' link is highlighted with a red box and a red arrow points to it.

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



The screenshot shows the 'Update Address Information' form. At the top, there is a 'Reason for update' field with a red box around it. Below it is a checkbox labeled 'Check here if this address update applies to the entire firm.' and a red box around the 'Apply update to' label. To the right of 'Apply update to' is a dropdown menu with 'Select' and a blue arrow pointing to it. Below the dropdown is a 'NOTE: The court makes the final determination regarding which case(s) an address update is applied to.' Underneath is a section titled 'Apply Updates to Selected Courts' with a blue header. This section contains two sub-sections: 'PACER Billing' and 'U.S. District Courts'. Under 'PACER Billing', there is a checkbox and a red arrow pointing to it, followed by the text 'Courts 5555 Ave St. Paul, MN 55101 Phone: 651-848-1101'. Under 'U.S. District Courts', there is a checkbox and a red arrow pointing to it, followed by the text 'Minnesota District Court (test) 1234 Way St. Paul, MN 55101 Phone: 651-848-1101'. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Cancel'. A red arrow points to the 'Submit' button.

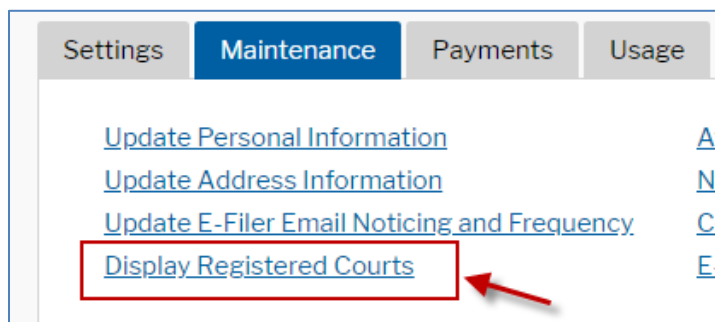
- c. Click **Submit**
- d. Click **Close** when this screen appears:



The screenshot shows a confirmation screen titled 'Update Address Information' with a blue header. The main text reads: 'Your address change has been sent to the selected courts for review and processing. Please note that this process may not be immediate, and there is a possibility that the court may not accept your change.' At the bottom of the screen is a blue button labeled 'Close'.

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



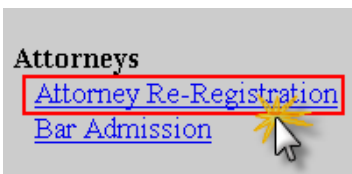
- f. Click on **Minnesota District Court**.
- g. Login and complete **Step 2: Re-register** (continued on next page)

STEP 2: Re-Register

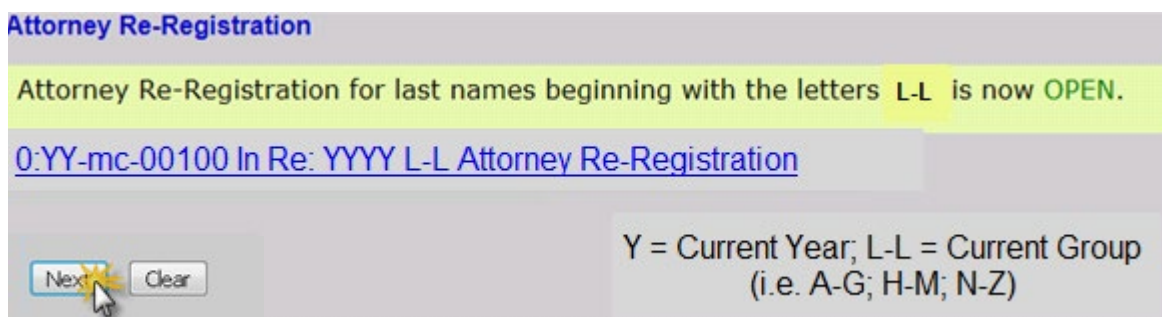
1. Click on the **Utilities** menu



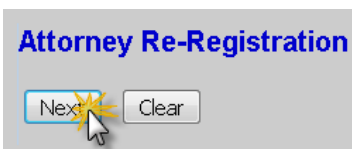
2. Click on **Attorney Re-Registration**



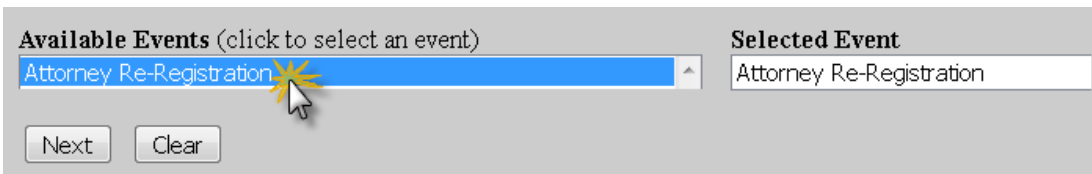
3. Click **Next**. Do not click on the case number above Next.



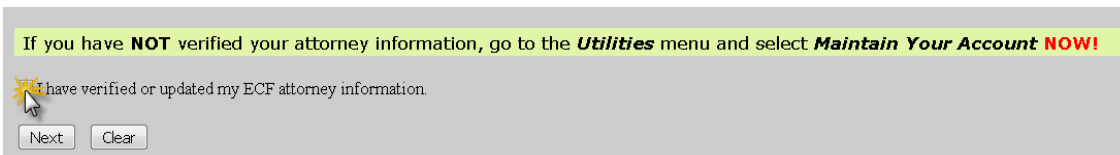
4. Click **Next**



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.

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
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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	Payment Details
 XXXXXXXXXXXX1111 01/2022 Test Testerson 5555 Ave St. Paul, MN 55101 USA	Payment Amount \$40.00 Fee Type Filing Fee \$75.00

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

☐ 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 \$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.