

Inactive Attorney Re-Registration Procedure

Click [here](#) to check if you are inactive with the U.S. District Court, District of Minnesota.

1. **Log into ECF.** You can access ECF by navigating to our [website](#). Then, select *Case Information and Electronic Case Filing*.



**** If you do not see the Civil and Criminal options on the top menu (as illustrated below), your account is not up to date and you need to follow the additional instructions on page 4 of this procedure before continuing.**



2. Click on **Utilities**.



3. Select **Inactive Attorney Re-Registration** under the Attorneys category.

***If you do not see the **Inactive Attorney Re-Registration** option on this screen, your account is not up to date and you need to follow the additional instructions on page 4 of this procedure before continuing.*



4. Read the ECF Filing Note and click **Next**.

PLEASE NOTE:

It may take up to one business day to restore your ECF account filing privileges after you complete the filing of this event.

If you need immediate ECF filing access, please continue with filing this event first and then contact 612-664-5155 and select option one.

Re-Registration for inactive attorneys is \$40.

Please click **Next** below to continue with reactivating your account.

Next Clear

5. Click **Next**.

6. Select **Attorney Re-Registration** and click **Next**.

Inactive Attorney Re-Registration
0:17-mc-00200 In re: 2017 Inactive Attorney Re-registration

Available Events (click to select an event)

Selected Event

Attorney Re-Registration Attorney Re-Registration

Next Clear

7. Check the box to confirm that you have verified and, if necessary, updated your **ECF attorney information** and click **Next**.

If you have **NOT** verified your attorney information, go to the **Utilities** menu and select **Maintain Your Account NOW!**

I have verified or updated my ECF attorney information.

Next Clear

8. Select whether or not you are a **U.S. Government Attorney** and click **Next**.
Note: If you are a U.S. Government Attorney, please skip to Step 13

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

9. Note the payment amount and information and click **Next**.

ATTENTION:
A re-registration fee of \$ 40 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 \$ 53 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

Next Clear

10. ECF will temporarily route you to PACER's website for the collection of fees. Select a Payment Method and click **Next**.

Pay Filing Fees for Minnesota District Court (test) - NextGen

* Required Information

Payment Amount

Amount Due * \$40.00

Select a Payment Method

VISA

John Attorney
XXXXXXXXXXXX4747
01/2018

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

11. Enter all required payment information, check the payment authorization box, and click **Submit**.

12. Click **Next**.

13. Read the ECF Filing Note and click **Next**.

PLEASE NOTE:

It may take up to one business day to restore your ECF account filing privileges after you complete the filing of this event. If you need immediate ECF filing access, please contact 612-664-5155 and select option one.

Next Clear

14. Click **Next**.

15. Ensure all information is accurate and click **Next** to finalize the filing.

Docket Text: Final Text

Inactive Attorney Re-Registration fee paid for MND-TEST ngattycq. Payment made in the amount of \$40, receipt number AMNXDC-242204. (ngattycq, 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?

Next Clear

16. A Notice of Electronic Filing screen will appear to confirm the filing was successful.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattycq, MND-TEST on 4/24/2017 at 4:55 PM CDT and filed on 4/24/2017

Case Name: In re: 2017 Inactive Attorney Re-registration
Case Number: [0:17-mc-00200](#)
Filer:
Document Number: 19(No document attached)

Docket Text:
Inactive Attorney Re-Registration fee paid for MND-TEST ngattycq. Payment made in the amount of \$40, receipt number AMNXDC-242204. (ngattycq, MND-TEST)

Additional Procedures Only for Accounts That Are Not Up to Date

** If you do not see the Civil and Criminal options on the top menu, or do not have the Inactive Attorney Re-registration option under the Utilities menu, your account is not up to date and you need to follow these additional procedures prior to completing the Inactive Re-Registering procedure.

In order to file in the U.S. District Court for the District of Minnesota, e-filers must:

1. Have an **upgraded individual** PACER account. A shared firm account cannot be used.
2. Link your **upgraded individual PACER account** to your ECF Account
 - The linking process requires users to enter their **current ECF username** (usually your MN Bar ID without leading zeros) and **password**. If you do not know your password, please click [here](#) to use the password reset system.

- Click [here](#) for procedures to acquire a **new individual PACER account**.
- Click [here](#) for procedures to **upgrade** your current PACER account.
- Click [here](#) for procedures to **link** your upgraded individual PACER account to your ECF Account.

Click [here](#) for further information on our website.

For further assistance, call the ECF Helpdesk at 612-664-5155 or 866-325-4975.