



ANNUAL ATTORNEY REGISTRATION – ACTIVE ATTORNEYS

- ✓ **DO NOT submit a paper copy of the Attorney Registration Form to the District of Utah to renew your bar membership.**
- ✓ Your PACER and CM/ECF accounts must be NextGen ready and linked to access the CM/ECF system. Review the court's NextGen information link on the court's homepage for more information.
- ✓ You must register online using the District of Utah's CM/ECF system, which is found by clicking the E-filing (CM/ECF) link on the court's homepage.
- ✓ You will need to use the correct registration event that corresponds with your current membership status before your registration can be processed.
- ✓ If you do not know your membership status, please verify your status using the court's [Attorney Directory](#).
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions.

INSTRUCTIONS

Step 1 After logging into to CM/ECF, click *Civil* in the menu bar.



NOTE: If you do not see the Civil or Criminal options, then your CM/ECF and PACER accounts are not linked. You will be unable to complete the Annual Attorney Registration unless your accounts are linked. Please review Link PACER to CM/ECF instructions, available on the court's NextGen CM/ECF webpage, to link your accounts.

Step 2 Under Attorney Events, select *Annual Attorney Registration*.

Attorney Events
[Annual Attorney Registration](#) ←
[Certificate of Good Standing](#)

Step 3 Under Available Events, select *Registration for Active Attorneys* and click next.

Annual Attorney Registration

Available Events (click to select an event)

Refund Request-Duplicate Payment of Admission or Registration F	Selected Event Registration for Active Attorneys
Registration for Active Attorneys ←	
Registration for Federal Attorneys	
Registration for Inactive Attorneys	
Request to go Inactive	

Next Clear

Step 4 DO NOT click on the case number. Click next.

Annual Attorney Registration
[2:21-nr-09999 Attorney Registration 2021](#)

DO NOT click on the case number - it is a link to the docket sheet. Click NEXT to continue

Next Clear

Step 5 Enter your Utah State Bar number and click next.

Annual Attorney Registration
[2:21-nr-09999 Attorney Registration 2021](#)

Utah State Bar Number:

Next Clear

Step 6 Review the requirements for active membership status. If you agree to those requirements, click next.

Annual Attorney Registration
[2:21-nr-09999 Attorney Registration 2021](#)

This event is to process the annual attorney registration for Unlittlesmy, Thero

I hereby certify that:

- I am Unlittlesmy, Thero,
- I have provided a valid email address to PACER, and acknowledge all court notifications will be sent to that address,
- I am an active member in good standing of the Utah State Bar,
- I have read and will comply with the current Local Rules of Practice, Utah Rules of Professional Conduct, and Utah Standards of Professionalism and Civility,
- I will accept a reasonable number of pro bono assignments in civil cases in this district,
- I acknowledge that the court has mandated electronic filing and will comply accordingly.

If you are unable to certify the above, please contact the Attorney Registration Clerk, 501-524-6100

Next Clear

Step 7 Review the note regarding payment and click Next.

Payments will be completed using PACER and Pay.gov on the screens that follow.
After entering your payment information you will be redirected to CM/ECF to finish the event.
NOTE: You will still be charged if you make the payment but do not finish the event in CM/ECF.

Next Clear

Step 8 Note the fee amount and click Next.

Annual Attorney Registration
[2:21-nr-09999 Attorney Registration 2021](#)

Fee: \$30

CM/ECF will temporarily route you to PACER to collect your payment using Pay.gov.

Next Clear

Note: You may need to login to PACER to complete the payment.

The screenshot shows the PACER 'Manage My Account' login page. At the top, the PACER logo is displayed with the tagline 'Public Access To Court Electronic Records'. Below the logo, the page title 'Manage My Account' is centered. A navigation bar with the word 'TRAIN' repeated is visible. The main content area contains a login form with the following elements:

- Text: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.'
- Section: 'Login' with a sub-section for '* Required Information'.
- Fields: 'Username *' and 'Password *', each with an input box.
- Buttons: 'Login', 'Clear', and 'Cancel'.
- Links: '[Need an Account?](#)', '[Forgot Your Password?](#)', and '[Forgot Username?](#)'.
- Notice: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

Step 9 Select the payment method (credit card or ACH) and click next.

Note: After you select a payment method, the PACER screen will expand to allow you to enter in payment information.

The screenshot shows the PACER payment screen for Utah District Court. It contains the following sections:

- Account Information Table:

Account Number	<input type="text"/>
Username	utdstone
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account
- Section: 'Pay Filing Fee for Utah District Court'.
- Section: '* Required Information'.
- Section: 'Payment Amount' with a table:

Amount Due *	\$30.00
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- Section: 'Select a Payment Method' with two radio button options:
 - Enter a credit card
 - Enter an ACH account
- Note: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.'
- Buttons: 'Next' and 'Cancel'.

Step 10 Enter all required payment information, check the payment authorization box, and then click submit.

After submitting your payment request, you will be routed back to CM/ECF to complete your registration.

Note: Confirm your email address is correct to receive your payment receipt. Save a copy of your payment receipt. Your receipt number is required to process any refund, if necessary.

Pay Filing Fee for Utah District Court

Payment Amount
Amount Due: \$30.00

Select a Payment Method
 Enter a credit card
 Enter an ACH account

Payment Information
Account Holder Name: TestOne Attorney
Card Type: Select Card Type
Account Number: XXXXXXXXXXXX4747
Card Expiration Date: 01 / 2022
Use billing address:
Address: 1234 Street, Salt Lake City, UT 84103, USA
City: Salt Lake City, UT
State: Select State
Zip/Postal Code: 84103
Country: United States of America

Payment Summary

Payment Method	Payment Amount	Fee Type
XXXXXXXXXXXXXX4747 01/2022 TestOne Attorney 1234 Street Salt Lake City, UT 84103 USA	\$30.00	Filing Fee

Email Receipt
Email: uglypurpleturkie@gmail.com
Confirm Email: uglypurpleturkie@gmail.com
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.

Next Cancel

Submit Back Cancel

Step 11 Note that confirmation will be emailed the next day. Click Next.

Annual Attorney Registration
2-18-nr-09999 Attorney Registration 2018
You will NOT receive an immediate confirmation, you will receive a confirmation email the next day.

Next Clear

Step 12 Review the text in the yellow box to verify name, bar, number, and receipt information. Click Next.

Docket Text: Final Text
ANNUAL ATTORNEY REGISTRATION for Attorney, Test (Bar Number 123456).
(Annual Registration Fee \$ 30, receipt number AUTDC-123456789). (Test Attorney)

Your Annual Attorney Registration is complete and will be processed by the court. You will receive notification that your registration was successfully processed or rejected.

Step 13 Confirm your contact information, including email address, is current in PACER.

Please review the Update Contact Information instructions, available on the court's website, to complete this step. Updating your contact information in PACER will not notify case participants of any changes to your contact information in your active cases. You will need to file a Notice of Change of Address.