



ANNUAL ATTORNEY REGISTRATION – ACTIVE ATTORNEYS

- ✓ **DO NOT submit a paper copy of the United States District Court Attorney Registration Form to renew your District of Utah federal 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 refer to [DUCivR 83-1.2](#) for additional information.
- ✓ 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 ^
Registration for Active Attorneys ←
Registration for Federal Attorneys
Registration for Inactive Attorneys
Request to go Inactive
Next Clear

Selected Event
Registration for Active Attorneys

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 Utdattorney, Three
I hereby certify that:
1. I am Utdattorney, Three,
2. I have provided a valid email address to PACER, and acknowledge all court notifications will be sent to that address,
3. I am an active member in good standing of the Utah State Bar,
4. 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,
5. I will accept a reasonable number of pro bono assignments in civil cases in this district,
6. 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, 801-524-6100
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
Next Clear

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

Pay.gov.

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 blue banner with the text '... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRA' is visible. The main content area contains a login form with the following elements:

- A heading 'Login' with a right-pointing arrow.
- A red asterisk and the text '* Required Information'.
- A 'Username *' label followed by a text input field.
- A 'Password *' label followed by a password input field.
- Three buttons: 'Login', 'Clear', and 'Cancel'.
- Three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'.
- A 'NOTICE' section stating: '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 'Pay Filing Fee for Utah District Court' page. At the top, the title 'Pay Filing Fee for Utah District Court' is displayed. Below the title, the page contains the following information:

- A table of account details:

Account Number	<input type="text"/>
Username	utdtestone
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account
- A red asterisk and the text '* Required Information'.
- A blue header 'Payment Amount'.
- A table showing the amount due:

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

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

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

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.