



ANNUAL ATTORNEY REGISTRATION – INACTIVE ATTORNEYS

- ✓ **DO NOT submit a paper copy of the Attorney Registration Form to the District of Utah to renew your bar membership.**
- ✓ To maintain inactive status, no registration is required. Otherwise, to reactivate your bar membership, use the District of Utah's CM/ECF system, which is found by clicking the E-filing (CM/ECF) link on the court's homepage.
- ✓ 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 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](#) before you register.
- ✓ Please review the General Order 20-014 about the 2020-2021 Annual Attorney Registration.
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions.

INSTRUCTIONS

Step 1 After logging into to CM/ECF, click on the *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 NetGen CM/ECF webpage, to link your accounts.

Step 2 Under Attorney Events, select *Annual Attorney Registration* to view the list of *Available Events*.

Civil Events

Attorney Events
Annual Attorney Registration ←

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

Annual Attorney Registration

Available Events (click to select an event)

- Registration for Active Attorneys
- Registration for Federal Attorneys
- Registration for Fee Suspended Attorneys
- Registration for Inactive Attorneys ←
- Request to go Inactive

Next Clear

Selected Event

Registration for Inactive Attorneys

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

Annual Attorney Registration
[2:20-nr-09999 Attorney Registration 2020](#)

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
[2:20-nr-09999 Attorney Registration 2020](#)

Utah State Bar Number:

Next Clear

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

Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

This event is to process the annual attorney registration for Utdattorney, Two

I hereby certify that:

1. I am Utdattorney, Two,
2. I have provided a valid email address to PACER, and acknowledge all court notifications will be sent to t
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
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

Step 7 Review the payment requirements 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.

NOTE: Pay.gov is a service that is used by the District Court and PACER to process fees. It is not a department of, or managed by, the District of Utah.

Step 8 Review the fee that you will be charged to reactivate your bar membership and click next.

Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

Fee: \$30

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 website interface. At the top, there is a navigation bar with links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. Below this is a sidebar with 'PACER Links' including Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and contains a login form. The form has fields for 'Username *' and 'Password *', both marked as required information. Below the fields are buttons for 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the very bottom states: '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 and click next.

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

MANAGE MY ACCOUNT

Welcome, John Public

Logout

Account Number	7002937
Username	JohnQ1234
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Utah District Court (test) - NextGen

* Required Information

Payment Amount

Amount Due * \$30.00

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

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.

MANAGE MY ACCOUNT
Welcome, John Public Logout

Account Number	7002937
Username	JohnQ1234
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Utah District Court (test) - NextGen

Payment Summary	
PAYMENT METHOD	PAYMENT DETAILS
 XXXXXXXXXXXX4747 12/2020 John Public 123 Any Street Your Town, NY 10022 USA	Payment Amount \$30.00 Fee Type Filing Fee

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.

Step 11 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.

Docket Text: Modify as Appropriate.
ANNUAL ATTORNEY REGISTRATION FOR INACTIVE ATTORNEYS for Smith, John (Annual Registration Fee \$ 30, receipt number AUTXDC-184766). (Smith, John)

Step 12 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.