



## ANNUAL ATTORNEY REGISTRATION – REGISTRATION LAPSED

- ✓ **DO NOT submit a paper copy of the United States District Court Attorney Registration Form to renew your District of Utah federal bar membership.**
- ✓ Any attorney who is in “Registration Lapsed” status , including Federal Attorneys, must follow these instructions to reactivate their membership.
- ✓ Your PACER and CM/ECF accounts must be NextGen ready and linked to access the CM/ECF system to renew your membership. 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 need to use the correct registration event that corresponds with your current membership status before your registration can be processed.
- ✓ Your status will change to “Registration Lapsed” in the court’s [Attorney Directory](#) if you fail to register by July 1. If you do not know your membership status, please verify your status using the court’s [Attorney Directory](#) before you attempt to reinstate your membership.
- ✓ Please review [DUCivR 83-1.2](#) for additional information about the annual attorney registration requirements.
- ✓ 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 NextGen CM/ECF webpage, to link your accounts.*

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

**Attorney Events**  
[Annual Attorney Registration](#)  
[Reactivation for Registration Lapsed Attorney](#) ←

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

Reactivation for Attorney Lapsed Registration

Available Events (click to select an event)	Selected Event
Reactivation for Registration Lapsed Attorneys	Reactivation for Registration Lapsed Attorneys

Next Clear

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 Conduc
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.

**Reactivation for Attorney Lapsed Registration**

[2:18-nr-09999 Attorney Registration 2018](#)

Fee: \$75

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.*

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.*

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 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.

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.