



## ANNUAL ATTORNEY REGISTRATION – FEDERAL ATTORNEYS

- ✓ **DO NOT submit a paper copy of the Attorney Registration Form to the District of Utah to renew your bar membership.**
- ✓ To qualify as a federal attorney, you must be employed by (or on special assignment for) the United States Government, its agencies, or a Federal Public Defender's Office and be an active member in good standing of any state bar.
- ✓ 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.
- ✓ 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.
- ✓ Please review 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 *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*.

## Civil Events

Attorney Events  
[Annual Attorney Registration](#) ←

Step 3 Under Available Events, select *Registration for Federal 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 Federal Attorneys
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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 the state bar in which you are an active member in good standing, the bar number, and click next.

**Annual Attorney Registration**  
[2:20-nr-09999 Attorney Registration 2020](#)  
State of Bar Membership:   
Bar Number:

Step 6 Review the requirements for active membership status. If you agree to those requirements, 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 that address,  
3. I am a member in good standing in all state and federal bars in which I am admitted,  
4. I have read and will comply with the current Local Rules of Practice, Utah Rules of Professional Conduct, and Utah Standards Civility,  
5. 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 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.

**Annual Attorney Registration**  
[2:20-nr-09999 Attorney Registration 2020](#)  
Docket Text: Modify as Appropriate.  
**ANNUAL FEDERAL ATTORNEY REGISTRATION** for Utdattorney, Two (State Bar: Utah, Bar Number 33003234 ). 2020-2021 Registration - Annual Fee Waived. (Utdattorney, Two)

Step 8 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.