



ANNUAL ATTORNEY REGISTRATION – REQUEST TO GO INACTIVE

- ✓ **DO NOT submit a paper copy of the United States District Court Attorney Registration Form to renew your District of Utah federal bar membership.**
- ✓ To inactivate your bar membership, you must make the request 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.
- ✓ 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 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 *Annual Attorney Registration* to view the list of *Available Events*.

Civil Events

Attorney Events
[Annual Attorney Registration](#) ←

Step 3 Under Available Events, select *Request to go Inactive* and click next.

Annual Attorney Registration

Available Events (click to select an event)

Available Events	Selected Event
Refund Request-Duplicate Payment of Admission or Registration	Request to go Inactive
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
[2:20-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](#)

Bar Number:

Next Clear

Step 6 Confirm you want to request inactive bar membership by clicking next.

Annual Attorney Registration
[2:20-nr-09999 Attorney Registration 2020](#)
This event is to change your attorney status to Inactive.
To become Active, you will do an Annual Registration for Inactive Attorneys and pay the required registration fee

Step 7 DO NOT click on the case number. Click next.

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

Step 8 Click next. Your *Request to go Inactive* is complete and will be processed by the court.

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

Docket Text: Final Text
REQUEST TO GO INACTIVE for attorney Utdattorney, Two. (Utdattorney, Two)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Step 9 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.